

# GOVERNANCE COMMITTEE MEETING

Wednesday, May 12, 2021

# MEETING DETAILS

## Meeting Details

### Meeting Agenda

### Welcome

### Roll Call

### Public Comment

### Approval of Minutes

### Information / Discussion / Action Items

### Other Business

### Adjournment

**What:** Governance Committee Virtual Meeting

**When:** Wednesday, May 12, 2021  
3:00 p.m. – 4:30 p.m.

**Where:** Virtual Meeting via Zoom

**Link:** <https://careersourcecf.zoom.us/j/92313016011?pwd=ckJDaTBXN1RjaXJacjVQQjQwbmcwdz09>

Dial In: 1 (929) 205-6099

Meeting ID: 923 1301 6011 / Password: 720653

# 5/12/21 GOVERNANCE MEETING AGENDA

## Meeting Details

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Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Richard Sweat	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes	Richard Sweat	
	A. <a href="#">1/20/21 Governance Committee Meeting</a>		X
5.	Information / Discussion / Action Items	Committee Discussion	
	A. Board Compliance to CSCF's By-laws		
	1) <a href="#">Bylaws - Review</a>		X
	B. Board Member Recruitment, Participation, Engagement and Development		
	1) <a href="#">Proposed Roster for FY 21-22</a>		
	2) <a href="#">Approval of Slate of Officers</a>		X
	3) <a href="#">Board Engagement (7/1/2020 thru 3/31/2021)</a>		
6.	Other Business		
7.	Adjournment		

# UPCOMING MEETINGS

Meeting Details

▶ Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of  
Minutes

Information /  
Discussion /  
Action Items

Other Business

Adjournment

**Board Meeting**

6/24/21

9:00 a.m. – 11:00 a.m.

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Meeting Details

Meeting Agenda

► Welcome

Roll Call

Public Comment

Approval of  
Minutes

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Other Business

Adjournment

# WELCOME

Meeting Details

Meeting Agenda

Welcome

► Roll Call

Public Comment

Approval of  
Minutes

Information /  
Discussion /  
Action Items

Other Business

Adjournment

# ROLL CALL / ESTABLISHMENT OF QUORUM

Meeting Details

Meeting Agenda

Welcome

Roll Call

► **Public Comment**

Approval of  
Minutes

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Discussion /  
Action Items

Other Business

Adjournment

# PUBLIC COMMENT

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

► **Approval of  
Minutes**

Information /  
Discussion /  
Action Items

Other Business

Adjournment

# APPROVAL OF MINUTES



**Draft**  
**Governance Committee Virtual Meeting**  
**Wednesday, January 20, 2021 / 3:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Richard Sweat, Steve Ball, John Gill, Eric Jackson, and Mark Wylie

**MEMBERS ABSENT:** Jeff Hayward and Rick Walsh

**STAFF PRESENT:** Pam Nabors, Mimi Coenen, Lisa Burby, Steven Nguyen, Lance Willingham, Lesley Harris, and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Sweat, Committee Chair, called meeting to order at 3:01 p.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported a quorum present.	
3	<b>Public Comment</b> A member of the public, Mr. Mohamed Chaoudi, provided his comments.	
4	<b>Approval of Minutes:</b> <u>Approval of Minutes</u> <ul style="list-style-type: none"> <li>Reviewed draft minutes from 10/7/20 Governance Committee meeting (attachment).</li> </ul>	<b>Mr. Gill approved the minutes from the 10/7/20 Governance Committee Meeting. Mr. Jackson seconded; motion passed unanimously.</b>
5	<b>Information / Discussion / Actions Items</b>	
	<u>Board Compliance to CSCF's By-laws</u> <ul style="list-style-type: none"> <li><u>Current Board Demographics</u> Reviewed Board's demographics vs. region.</li> <li><u>By-laws - Status</u> CSCF's attorney is current reviewing Bylaws to align with DEO's new grantee/sub-grantee agreement. Ms. Nabors will also review with Mr. Ball for further revisions. Bylaws with revisions will be provided to Committee for review at its next meeting.</li> </ul> <u>Board Member Recruitment, Participation, Engagement and Development</u> <ul style="list-style-type: none"> <li><u>Board Engagement</u> Reviewed Board engagement 7/1/20 thru 12/31/20. Committee feedback: <ul style="list-style-type: none"> <li>Concurred for "Contribute" metric to include donations to community organizations made on behalf CSCF.</li> </ul> </li> <li><u>Required Board Training</u> Reviewed DEO's (Department of Economic Opportunity) new requirement of annual Board orientation training for Board Members. Reviewed proposed training; Mr. Sweat asked the Committee to go through the training for feedback in preparedness for recommendation at February Board meeting.</li> </ul>	<i>Staff to provide proposed training to Committee for their review and feedback.</i>



	<b><u>Enterprise Risk Assessment - Updates</u></b> <ul style="list-style-type: none"> <li>Reviewed enterprise risk management's elements and objectives.</li> <li>Reviewed methodology performed to determine risk priorities, resulting top three enterprise risks, and mitigation plans.</li> <li>Committee commended Mr. Nguyen and Mr. Willingham for their outstanding work.</li> </ul>	
6	<b>Other Business</b> None offered.	
7	<b>Adjournment</b> Meeting adjourned at 4:05 p.m.	

Respectfully submitted,

Kaz Kasal  
 Executive Coordinator

Meeting Details

Meeting Agenda

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Minutes

Information /  
Discussion/  
Action Items

Other Business

Adjournment

# INFORMATION / DISCUSSION / ACTION ITEMS

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# AMENDED and RESTATED BYLAWS

## of

### CENTRAL FLORIDA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC. d/b/a CAREERSOURCE CENTRAL FLORIDA *a not-for-profit Florida Corporation*

#### ARTICLE I

##### NAME

~~The corporation~~CSCF shall be known as the Central Florida Regional Workforce Development Board, Inc. d/b/a CareerSource Central Florida (hereinafter ~~the~~ “~~Corporation~~CSCF”).

#### ARTICLE II

##### DEFINITIONS

- A. **Articles:** means the Articles of Incorporation of ~~the Corporation~~CSCF including any amendments or restatements.
- B. **Board of Directors or Board:** means the Board of Directors of ~~the Corporation~~CSCF.
- C. **Chief Local Elected Official (CLEO):** means the Chairman of the Consortium.
- D. **Consortium:** means the group of Mayors/Chairmen or designated County Commissioners from the Region.
- E. **Region:** means the five Florida counties served by ~~the Corporation~~CSCF: Lake, Orange, Osceola, Seminole and Sumter.
- F. **Director:** means an individual member of the Board of Directors.

#### ARTICLE III

##### PURPOSE

~~The Corporation~~CSCF is dedicated to putting Central Florida residents to work, and finding and developing talent to help Central Florida businesses stay competitive.

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#### ARTICLE IV

##### POWERS OF ~~THE CORPORATION~~CSCF

1. General Powers. Except as limited by the Articles or these Bylaws, ~~the Corporation~~CSCF will have and exercise all rights and powers in furtherance of its purpose now or hereafter conferred on not-for-profit corporations under the laws of the state of Florida.

2. Workforce Powers. ~~The Corporation~~CSCF will have and exercise all rights and powers granted to regional workforce boards under the laws of the state of Florida and workforce investment boards under Public Law No. 105–220, Title I, Section 117(b), Unites States Code, and all other applicable federal and state workforce laws, regulations and directives.

#### ARTICLE V

##### RESPONSIBILITIES AND AUTHORITIES OF THE BOARD OF DIRECTORS

1. General. All corporate powers will be exercised by or under the authority of the Board of Directors, and the business and affairs of ~~the Corporation~~CSCF will be managed under the Board's direction.

2. Functions. The Directors' general functions will be to:

- a. establish policies and guidelines for the operation of ~~the Corporation~~CSCF;
- b. exercise and fulfill the specific powers and responsibilities of the Board, as specified in the Articles and these Bylaws and as required under applicable law; ~~and~~
- c. discharge their duties in good faith, with the care an ordinary prudent person in a like position would exercise under similar circumstances, and each Director will act in a manner he or she reasonably believes to be in the best interests of ~~the Corporation~~CSCF;
- d. carry out the functions provided in the Workforce Innovation and Opportunity Act ("WIOA") sec. 107(d), and
- e. actively participate in convening the workforce development system's stakeholders, broker relationships with a diverse range of employers, and leverage support for workforce development activities.

Commented [A1]: 20 CFR § 679.370

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3. Powers and Responsibilities of Directors. Without limiting the generality of the functions in section 2 of this Article, the Directors' specific powers and responsibilities will be to:

- a. adopt, amend, repeal or alter the Articles and these Bylaws;
- b. elect and remove officers of ~~the Corporation~~CSCF;
- c. ensure accountable management of real and personal property and the general business of ~~the Corporation~~CSCF, including authorization and approval of material contracts and agreements on behalf of ~~the Corporation~~CSCF, all in accordance with applicable law, the Articles and these Bylaws;
- ~~d. establish policies, including monetary or other limits, within which the administration and staff of the Corporation may function independently, including any sale, lease, purchase or other transfer or disposition of any real or personal property of the Corporation, and how exceptions or over limit transactions are handled;~~
- ~~ed.~~ approve general rules and regulations for the administration of ~~the Corporation~~CSCF and its personnel, and approve any substantial change in employee benefits of ~~the Corporation~~CSCF;
- ~~fe.~~ designate the person or persons authorized to make and sign bills, notes, checks, contracts, or other documents that are binding on ~~the Corporation~~CSCF;
- ~~gf.~~ establish and develop additional committees necessary or appropriate to fulfill the responsibilities of ~~the Corporation~~CSCF's mission and purposes;
- ~~h. approve the establishment, scope of activity, and bylaws of any auxiliary organizations, advisory boards, development councils and other such related organizations;~~
- ~~ig.~~ delegate authority to the President/CEO of ~~the Corporation~~CSCF;
- ~~j. develop and approve business plans;~~
- ~~kh.~~ approve any affiliation by ~~the Corporation~~CSCF with one or more entities in any partnership, joint venture or joint enterprise;
- ~~l. authorize any change in the character or business purpose of the operations of the Corporation; and~~
- ~~oi.~~ approve any merger or consolidation of ~~the Corporation~~CSCF with any other organization or entity; and
- j. comply with Section 445.007 of the Florida Statutes.

**Commented [A2]:** 20 CFR § 679.310 requires the bylaws to address the process to ensure WDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.

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## ARTICLE VI

### MEMBERSHIP OF THE BOARD OF DIRECTORS

1. Appointment. Members of the Board of Directors will be appointed by the Region's chief elected officials in accordance with applicable local intergovernmental agreements and in compliance with criteria established by the state of Florida and the federal government, and will be composed of at least the following:

- a. representatives of the private sector, who must constitute a minimum of fifty-one percent (51%) of the Board, and who will be representatives of private, for-profit businesses and be chief executives, chief operating officers or other executives who have substantial management or policy responsibility; and
- b. such other representatives as may be required or permitted by applicable federal or state law, regulations or directives.

2. Term. Unless otherwise indicated under the terms of a Director's appointment, the term of each Director's appointment will be three (3) years, beginning the first day of July of the year of appointment, and continuing through the last day of June in year three (3) hence, except that a Director may serve until December of the last year of the term, or until action regarding that Director's seat is taken, whichever occurs first. Subject to applicable law, one third (1/3) of all terms will expire annually. Directors will be eligible for re-appointment without re-nomination for an additional term having a maximum of three (3) years by the Consortium ~~of Elected Officials~~.

3. Qualifications. Directors must be citizens or permanent residents of the United States of America, duly appointed pursuant to Section 1 of this Article, and will, at all times, comply with the requirements established by the state of Florida, the federal government and any applicable intergovernmental agreement.

4. Vacancies. ~~The President/CEO is notified promptly by staff of a Director vacancy. The President/CEO notifies the Governance Committee of such vacancies, and the Governance Committee identifies potential board members. Nominees for a board member vacancy are received from local organizations and business and economic development agencies. The Consortium is notified of the vacancies and receives nominations from the organizations or agencies, and takes action to fill the vacancies through the same process followed for all appointments.~~ Vacancies during the term of a Director's appointment will be filled in an appropriate timeframe upon receipt of sufficient nominations for the vacancy. The person appointed to fill the vacancy are appointed to the same category of membership as that in which the vacancy occurred and will serve the remaining term of the prior Director and may be re-appointed as provided in Section 2 of this Article.

**Commented [A3]:** 20 CFR § 679.310 requires the bylaws to address the process to notify the CEO of a board member vacancy to ensure a prompt nominee.

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5. Participation. Newly appointed Directors attend a mandatory orientation and training sessions to become familiar with the CSCF services offered and their responsibilities. Board members are requested to participate in one of the committees based on their interests and skills, and are encouraged and provided opportunities to actively participate in strategic planning for CSCF and are educated on explaining CSCF and its workforce activities to the community.

**Commented [A4]:** Sec. 14 of the DEO agreement requires "mandatory Board orientation and training."

**Commented [A5]:** Please review and comment. Trying to capture the requirements in 20 CFR § 679.310 which requires the bylaws to address the process to ensure WDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.

## ARTICLE VII OFFICERS AND THEIR DUTIES

1. Election of Officers. All officers will serve 1 year terms. The Chairperson may serve for 2 consecutive terms. At the conclusion of the Chairperson's term, he or she will serve as immediate Past Chair on the Executive Committee. In addition, the Board of Directors will have the power to:

- a. appoint such other officers it deems necessary or appropriate;
- b. fill any vacancy in any office occurring for any reason whatsoever, by election, by majority vote of a quorum; and
- c. employ a President/CEO who will (i) be responsible and accountable to the Board, (ii) act on the Board's behalf in the conduct of its directives, and (iii) be responsible for employment, oversight and management of all other staff and employees of ~~the Corporation~~CSCF.

2. Removal of Directors and Officers. Any Director ~~or officer~~ may be removed by a two thirds (2/3) vote of a quorum of the Board at a properly noticed meeting whenever, in the judgment of the Board, the best interests of the Corporation will be served at any time, with or without cause, by a majority vote of the Consortium. Except however, any Director who is a representative of the private sector may be removed only by the Consortium member of his or her respective county. Additionally, the CLEO may remove a Director for cause. The Board may recommend to the CLEO removal of a Director Failure to attend (in person or by teleconference) at least seventy-five percent (75%) of the regularly scheduled Board meetings or regularly scheduled committee meetings when, in the judgement of the Board, the best interest of CSCF will be served, of which a Director is a member without prior notification to the President may result in the removal of a Director or officer by a two thirds (2/3) vote of a quorum of the Board at a properly noticed meeting. Prior notification may be accomplished by either emailing or calling the President in advance of the Board meeting or committee meeting.

3. Delegation. For any reason it deems appropriate, the Board may delegate any power or duty to any Director or officer, including to the President/CEO or his or



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her staff designee, but no Director or officer will execute, acknowledge or verify any document or instrument in more than one capacity.

4. Compensation. No compensation will be paid to the Directors for services performed by them for ~~the Corporation~~CSCF as Directors. Directors may be reimbursed for expenses incurred when traveling on official business of ~~the Corporation~~CSCF if approved in advance by the Chairperson of the Board. Such reimbursement must conform to ~~the Corporation~~CSCF's established travel policy.

5. Duties of the Chairperson. The Chairperson must be a business representative and shall:

- a. preside at all meetings of the Board and determine the agenda for all Board meetings in consultation with the President/CEO;
- b. make all committee appointments other than the officers elected under Section 1 of this Article;
- c. be a member ex-officio of all committees with the exception of the Executive Committee, for which the Chairperson may opt to serve either as committee chair or as a regular committee member; and
- d. perform all other duties assigned to the Chairperson under these Bylaws and those usually pertaining to the office of Chairperson.

**Commented [A6]:** The requirement for the Chairperson to be a business representative is in 20 CFR 679.330.

6. Duties of the Vice Chairperson: The Vice Chairperson must be a business representative and shall:

- a. preside at all meetings of the Board in the absence of the Chairperson;
- b. be a member of the Executive Committee;
- c. assist the Chairperson, when requested, in the performance of the Chairperson's duties; and
- d. perform all such other duties usually pertaining to the office of Vice Chairperson, including acting as the Chairperson during the absence or disability of the Chairperson.

**Commented [A7]:** There is no legal requirement specific to the Vice-Chair, but such a requirement has and can been made in the bylaws with the expectations that the vice-chair will serve as chair.

7. Duties of the Treasurer. The Treasurer will:

- a. oversee the custody of all funds and securities of ~~the Corporation~~CSCF and the collection of interest thereon;
- b. oversee the accounts of ~~the Corporation~~CSCF and report thereon at each regular meeting of the Board of Directors;
- c. make a report at each meeting of the Board of Directors and special reports when requested;
- d. oversee the preparation and filing of reports and returns required by all governmental agencies; and
- e. serve as Chairperson of the Finance Committee.

GrayRobinson Revisions –May 4, 20218. Duties of the Secretary. The Secretary will:

- a. ensure that minutes of each meeting are recorded;
- b. be responsible for advising the Board of Directors of omissions and corrections to the minutes;
- c. ensure that copies of the minutes are timely transmitted to all members of the Board of Directors;
- d. ensure that all meetings are noticed as required by statute, these Bylaws or regulations;
- e. ensure that attendance ~~is~~ recorded at meetings;
- f. ensure that committee reports are maintained;
- g. ensure that the record books of ~~the Corporation~~CSCF are properly maintained; and
- h. perform such other duties as may be delegated by the Board of Directors.

9. President and Chief Executive Officer. The President and Chief Executive Officer (“**President**”) will be nominated by the Executive Committee and confirmed by the Board of Directors. The President will be a full-time employee of ~~the Corporation~~CSCF and not a member of the Board of Directors. The President’s performance will be reviewed annually by the Executive Committee and the President’s salary and ~~bonuses incentives~~ will be set by the Executive Committee. The President may only be terminated (i) upon the recommendation of a majority of the members of the Executive Committee and a two thirds (2/3) vote of the entire Board of Directors, (ii) by the Governor for cause, or (iii) by the CLEO for cause. The President will be the chief executive officer of ~~the Corporation~~CSCF and will be responsible for the general and active management of the business and affairs of ~~the Corporation~~CSCF, subject to the direction of the Executive Committee and the Board of Directors.

Commented [A8]: Sec. 445.007(2)(b)&(c), Fla. Stat.

10. Chief Operating Officer. The Chief Operating Officer (“**COO**”) ~~will may~~ be hired by the President ~~with the advice of the Executive Committee.~~ The COO will not be a member of the Board of Directors, but will be ~~an officer and a~~ full-time employee of ~~the Corporation~~CSCF. The COO will direct, administer and coordinate the day-to-day activities of ~~the Corporation~~CSCF consistent with the directions, policies, goals and objectives established by the President and the Board of Directors and as set forth in the job description for this position.

11. Chief Financial Officer. The Chief Financial Officer (“**CFO**”) will be hired by the President ~~with the advice of the Chairperson.~~ The CFO will not be a member of the Board of Directors, but will be ~~an officer and a~~ full-time employee of ~~the Corporation~~CSCF. The CFO will direct ~~the Corporation~~CSCF’s financial operations and accounting practices consistent with the directions, policies, goals and objectives

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established by the COO, President, and the Board of Directors and as set forth in the job description for this position ~~approved by the Executive Committee.~~

ARTICLE VIIIBOARD COMMITTEES

1. Committees. The Board of Directors will create standing committees as follows: Executive, Finance, Audit, Career Services, Governance, and Community Engagement. In addition, the Chairperson of the Board of Directors will have the authority to establish such other standing or ad hoc committees deemed necessary or desirable to the conduct of ~~the Corporation~~CSCF's business. The Chairperson of the Board will make appointments to all committees and will appoint the chairperson of each committee. A committee must be chaired by a Director. Any committee may include members appointed by the Chairperson of the Board who are voting members of the committee but not members of the Board of Directors. Staff and employees of CSCF may not serve as members of a committee. Any item voted on by a committee (other than approval of meeting minutes and meeting adjournments) will be reported to the Executive Committee at its next meeting.

Commented [A9]: 20 CFR § 679.360

Commented [A10]: Sec. 14.c. DEO Agreement

2. Executive Committee. The Executive Committee will have a minimum of five (5) members, consisting of the officers elected under Article VII, Section 1, and the chairs of the standing committees. The Chairperson will endeavor to ensure that each of the five (5) counties in the Region is represented on the Executive Committee. The Executive Committee will have and exercise the full authority of the Board of Directors in the management of ~~the Corporation~~CSCF's business between meetings of the Board of Directors. The Chairperson of the Board may choose to serve as chairperson of the Executive Committee or may choose to appoint another member which is a business representative of the Executive Committee to serve in such capacity. In the event the Chairperson of the Board chooses not to serve as Chairperson of the Executive Committee, he or she will serve as a voting member of the Executive Committee. After completion of the Chairperson's term, he or she will serve on Executive Committee for 1 year as Immediate Past Chair. Except as otherwise set forth in these Bylaws, the Executive Committee will serve as the human resources committee with the delegated authority to take final action on all appropriate executive personnel matters.

3. Finance Committee. The Finance Committee will be chaired by the Treasurer and will consist of those Directors recommended by the Treasurer and appointed by the Chairperson of the Board of Directors. The Finance Committee will be responsible for assisting the Treasurer in the conduct of his or her responsibilities as set forth in Article VII, Section 7; reviewing periodic reports on the financial activities of ~~the~~

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~~CorporationCSCF~~; controlling and supervising the financial affairs of ~~the CorporationCSCF~~; overseeing ~~the CorporationCSCF~~'s retirement plan; and approving budgets and budget amendments.

4. Audit Committee. The Audit Committee will be chaired by a Director appointed by the Chairperson of the Board of Directors and will consist of members appointed by the Chairperson of the Board. The Audit Committee will be responsible for:

- a. overseeing the annual audit(s) of ~~the CorporationCSCF~~'s programs required under applicable laws, regulations or directives (~~including OMB Circular A-133~~); including selection of the auditor and approval of annual audit plans;
- b. providing oversight of ~~the CorporationCSCF~~ through review of monitoring reports and audits of ~~the CorporationCSCF~~;
- c. making recommendations to the Board of Directors on the selection of an independent auditor and regarding such auditor's compensation and terms of engagement;
- d. receiving and reviewing the annual audit reports from the independent auditor;
- e. reviewing and approving ~~the CorporationCSCF~~'s responses to any adverse findings regarding the financial affairs of ~~the CorporationCSCF~~, including, but not limited to, adverse monitoring reports, financial audits, management decision letters, Office of Inspector General's investigative reports and final determination letters;
- f. reviewing, in consultation with the independent auditor and management, ~~the CorporationCSCF~~'s financial statements;
- g. reviewing and evaluating the adequacy of internal accounting controls and practices and making recommendations for revisions and additions as necessary or appropriate; and
- h. reviewing and evaluating ~~the CorporationCSCF~~'s ethics and conflict-of-interest policies and procedures and, whenever the Chairperson of the Board or the committee deems appropriate, investigating any alleged violations of such policies and procedures.

5. Career Services Committee. The Career Services Committee will be chaired by a Director appointed by the Chairperson of the Board of Directors and will consist of members appointed by the Chairperson of the Board. The Career Services Committee will oversee ~~the CorporationCSCF~~'s operations plan as part of the ~~Workforce Innovation and Opportunity Act ("WIOA")~~ and all other program activities that support job seekers and businesses in the Region.

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6. Governance Committee. The Governance Committee will be chaired by a Director appointed by the Chairperson of the Board of Directors and will consist of members appointed by the Chairperson of the Board. The Governance Committee will be responsible for reviewing ~~the Corporation~~CSCF's Articles and By-laws and recommending changes to the Board of Directors; identifying a process to recruit board members and officers; and evaluating the Board's effectiveness. Additionally, the Governance Committee is responsible for preparing and providing a slate of recommended officers to the Board of Directors to be used by the Board to nominate and elect the officers by a majority vote of the Directors present at the meeting.

**Commented [A11]:** 20 CFR § 679.310 requires the bylaws to address the nomination process used to select the chair. Is

7. Community Engagement Committee. The Community Engagement Committee will be chaired by a Director appointed by the Chairperson of the Board of Directors and will consist of members appointed by the Chairperson of the Board representing expertise in outreach marketing and media relations. The Community Engagement Committee will recommend strategies and policies to ensure ~~the Corporation~~CSCF is, through appropriate outreach, aligned and engaged with other community, civic and economic-development activities.

ARTICLE IXCONDUCT OF BUSINESS

1. Annual Meeting. The Annual Meeting of the Board of Directors of this Corporation will be held during the month of June.

2. Regular Meetings. At a minimum, regular meetings of the Board of Directors will be held quarterly, in the months of September, December, April and June.

3. Special Meetings. Special meetings of the Board of Directors may be held at the call of the Chairperson or by written request of ten (10) or more members of the Board of Directors.

4. Notice. Reasonable notice in writing of each meeting, whether annual, regular, special or emergency, will be provided to each member of the Board of Directors at his or her contact place on file with the Secretary. Such notice may be by e-mail or other reliable means of electronic transmission. ~~The Corporation~~CSCF's meetings will be ~~publicly announced~~held in accordance with Section 286.011, Florida Statutes.

**Commented [A12]:** Sec. 286.011 requires public comment, not just that the meetings be publicly announced.

5. Order of Business. Business will be conducted to the extent feasible in accordance with Roberts' Rules of Order, as amended.

6. Quorum. A quorum for all Board meetings will require that at least fifty percent (50%) of the Board members be present or appearing by telephone. If there is less than a quorum at any meetings, a majority of those present may adjourn the

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meeting. A quorum for all committee meetings will be the same as the quorum for Board meetings and require that at least fifty percent (50%) of the Board members who are committee members be present or appear by telephone.

7. Voting. Directors may not be represented at any meeting by an alternate, nor may proxies be given. Each Director will have one (1) vote upon every issue properly submitted for vote at any meeting of the Board of Directors, except that no Director may cast a vote on any matter on which he or she has or appears to have a conflict of interest, as defined by federal or state law or under ~~the Corporation~~CSCF's policies then in effect. Any Director who has such a conflict of interest must declare the same and refrain from discussion at the meeting and voting on the issue.

8. Majority Rule. All matters before the Board will be determined by a majority vote of Directors present at the meeting with a quorum present, with the exception of the following, which must be approved by a vote of ~~two-thirds (2/3) of the Board's, a quorum having been established total membership:~~

- a. amendments to these Bylaws (as provided under Section 13 below); and
- b. any contract or agreement between ~~the Corporation~~CSCF and a Director, a relative (as defined in s. 112.3143[1][bc], Florida Statutes) of a Director, or any contract or agreement that would be a conflict for any such Director as defined by federal or state law or under ~~the Corporation~~CSCF's policies then in effect.

~~e. — removal of the President (as provided in Article VII, Section 9 above).~~

9. Meetings by Telephone or Teleconference. Members of the Board of Directors or any committee may participate in a meeting by means of telephone conference or similar communication method by which all persons participating in the meeting can hear each other at the same time. Any such participation will constitute presence in person at the meeting.

10. Business Affairs; External Audit. Subject to applicable law, the Board of Directors may solicit, borrow, accept, receive, invest and expend funds from any public or private source. The award of procurement contracts with vendors and the award of sub-recipient contracts will be in accordance with applicable federal and state law and regulations. ~~The Corporation~~CSCF's accounts and records will be audited annually by a firm of certified public accountants at the expense of ~~the Corporation~~CSCF; and a copy will be available on request for each Director to review.

11. Investments. Any investments of funds of ~~the Corporation~~CSCF must first be approved by the Finance Committee and recommended to the Board of Directors for its approval.

**Commented [A13]:** This quorum requirement pertains specifically to contracting with a Director or Director's relative in Sec. 445.007(11), Fla. Stat.

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12. Fiscal Year. The fiscal year of ~~the Corporation~~CSCF will be July 1 to June 30.

13. Amendments to Bylaws. Amendments to these Bylaws ~~of the Corporation~~ may be proposed by any member of the Board of Directors. The Board of Directors, by a two thirds (2/3) vote ~~of the total membership~~Board, a quorum having been established, may amend, revise, add to, repeal or rescind these Bylaws or adopt the new bylaws at any meeting of the Board of Directors, provided that written notice of any amendment, revision, addition, repeal or rescission of these Bylaws or adoption of new bylaws must be published and given to the Directors at least thirty (30) days preceding the date of the meeting of the Board of Directors at which such action is to be considered.

14. Conflicts with Laws. ~~The Corporation~~CSCF will abide by all applicable federal and state laws and regulations, which will supersede any provision of these Bylaws in conflict with any such law or regulation.

15. Books and Records. ~~The Corporation~~CSCF will keep correct and complete books and records of account and financial statements and will also keep minutes of the proceedings of the Board of Directors and all committees. Such books and records will be available to all Directors on request and to members of the general public in accordance with applicable law.

16. Indemnity. Subject to applicable law, any current or former member of the Board of Directors or officer who is made a party to or called as a witness with respect to any threatened or pending legal proceeding will be indemnified by ~~the Corporation~~CSCF against all costs and expenses (including attorneys' fees, judgments, fines and amounts paid in settlement) reasonably incurred by him or her in connection with such proceeding, including any appeal thereof, if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of ~~the Corporation~~CSCF and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent, will not create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of ~~the Corporation~~CSCF, and, with respect to any criminal action or proceeding, did not have reasonable cause to believe that his or her conduct was unlawful. The Board of Directors will determine, by a majority vote of a quorum consisting of Directors who are not parties or witnesses to the proceeding, whether indemnification is appropriate as provided in this section. If this section or any portion of it is invalidated on any ground by a court of competent jurisdiction, ~~the Corporation~~CSCF will nevertheless indemnify each director and officer of ~~the Corporation~~CSCF to the fullest extent permitted by portions of this section not invalidated, and to the fullest extent permitted by law.

GrayRobinson Revisions –May 4, 2021

17. D&O Insurance. ~~The Corporation~~CSCF will purchase and maintain in full force and effect a policy or policies of directors and officers liability insurance covering its Directors and officers with minimum coverage of \$1 million, unless the Executive Committee, in consultation with the Treasurer, finds that such insurance is no longer available on commercially reasonable terms or that the premiums for such will be unreasonably high. In such case, the Directors shall immediately be notified by the Executive Committee that such directors and officers liability insurance no longer exists. In addition, ~~the Corporation~~CSCF may purchase and maintain insurance on any person who is or was a Director, officer, employee, or agent of ~~the corporation~~CSCF against any liability asserted against such person and incurred by him or her in any such capacity or arising out of his or her status as such, whether or not ~~the Corporation~~CSCF would have the power to indemnify the person against such liability under the provisions of Section 16 of this Article IX.



REGIONAL WORKFORCE BOARD (RWB) MEMBERSHIP

REGION NAME: Central Florida Regional Workforce Development Board, d/b/a/ CareerSource Central Florida REGION NUMBER: 12

NAME OF RWB MEMBER	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	PERIOD OF APPOINTMENT	COMMENTS
Albu, Andrew	BU	Orange	Albu & Associates	7/1/18 – 6/30/21	Currently serving 1st term – and agreed to serve another term (auto renewal)
Ball, Steve	BU	Orange	Holland & Knight	7/1/20 – 6/30/23	
Bough, Paul	BU	Orange	Berkeley Research Group	7/1/19 – 6/30/22	
Brandon, Wendy	BU	Orange	UCF Lake Nona Medical Center	7/1/19 – 6/30/22	
Conley, Kari	BU	Orange	Duke Energy	12/17/20 – 6/30/22	
Havard, Mark	BU	Orange	Hyatt Regency Orlando	7/1/19 – 6/30/22	
Jackson, Eric	BU <i>Small Business</i>	Orange	Total Roof Services Corp.	7/1/20 – 6/30/23	
Wood, Jody	BU	Orange	Walt Disney Parks & Resorts	7/1/19 – 6/30/22	
Olson, Sheri	BU	Lake	South Lake Hospital	7/1/18 - 6/30/21	Currently serving 3 <sup>rd</sup> term and agreed to serve another term. Nomination from South Lake Hospital forwarded to Lake County for BOCC review and approval at its meeting on 5/25/21. <i>Term History:</i> 7/1/13 – 6/30/15 7/1/15 – 6/30/18
Orr, Brian	BU	Lake	Kalos Service, Inc.	7/1/19 – 6/30/22	
Sprinkle, David	BU	Seminole	Veritas Recruiting Group, LLC	7/1/18 – 6/30/21	Currently serving 2nd term and agreed to serve another term. Nomination letter from Seminole Leadership forwarded to Seminole County and appointment has been approved at its 3/23/21 BOCC meeting. <i>Term History:</i> *2/22/18 – 6/30/18 *Replaced Melanie Cornell who resigned on 1/31/18.
Sweat, Richard	BU <i>Small Business</i>	Seminole	.decimal	7/1/19 – 6/30/22	
Walton, Matt	BU	Seminole	MiGre Engineers, LLC	7/1/18 – 6/30/21	Currently serving 1st term and has agreed to serve another term (auto renewal)
*Rascon, Manuel (replacing Mark Wylie)	BU	Osceola	AdventHealth	7/1/21 – 6/30/23	Mark Wylie is retiring. Manny Rascon has already been approved by Osceola County at its 12/14/20 BOCC meeting and by Consortium at its 12/17/20 meeting
Siracuza, Stella	BU	Osceola	Tomato Express, Inc.	12/17/20 – 6/30/23	
?? (replacing Larry Walter)	BU	Osceola		7/1/18 - 6/30/21	Larry Walter is retiring. John Newstreet/Kissimmee-Osceola Chamber is helping to find candidates.
Morris, Brooke	BU	Sumter	CenterState Bank	7/1/20 – 6/30/23	
Wilson, Christopher	BU	Sumter	Cemex	12/2/19 – 6/30/22	

NAME OF RWB MEMBER	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	PERIOD OF APPOINTMENT	
Casel, Glen	WOY (CBO representing Youth)	Multi-county	Embrace Families <i>(formerly Community Based Care of Central Florida)</i>	7/1/19 – 6/30/22	
Thomas, DeAnna (replacing Diane Culpepper)	ETPA	Multi-county	Lake Technical College	7/1/19 – 6/30/22	Diane Culpepper is retiring. Pending nomination letter from Lake Tech (for DeAnna Thomas to replace). – should receive on or after 5/17 when their Board meets. Consortium to review/approve at its 6/28/21 meeting.
Des Anges, Kiera	GRVRD	Multi-county	Division of Vocational Rehabilitation, Florida Department of Education	7/1/18 – 6/30/21	Currently serving 2nd term and has agreed to serve another term. Received nomination letter from Florida Dept. of Education nominated. Consortium to review/approve at its 6/28/21 meeting. <i>Term History: *2/22/18 – 6/30/18</i> <i>*Replaced Brian Michaels who resigned on 1/8/18.</i>
Ford, Wendy	CBO	Osceola	Osceola County on Aging	7/1/19 – 6/30/22	
Gill, John	WOD (CBO representing Individuals & Disabilities)	Multi-county	Quest, Inc.	7/1/19 – 6/30/22	
Guillet, Nicole	GRED	Seminole	Seminole County Government	7/1/20 – 6/30/23	
Gyllin, John	ETPA	Seminole	Seminole State College	7/1/18 – 6/30/21	Currently serving 2nd term and has agreed to serve another term. Received nomination letter from Seminole State College and Seminole County approved at its 3/23/21 BOCC meeting. Consortium to review/approve at its 6/28/21 meeting. <i>Term History: *2/22/18 – 6/30/18</i> <i>*Replaced Joe Sarnovsky who resigned on 12/14/17.</i>
Hayward, Jeff	WOD/WOV (CBO representing Disabilities/Veterans)	Multi-county	Heart of Florida United Way	7/1/20 – 6/30/23	
Plinske, Kathleen	ETPC	Multi-county	Valencia College	7/1/18 – 6/30/21	Currently serving 2nd term and has agreed to serve another term. Received nomination letter from Valencia College. Consortium to review/approve at its 6/28/21 meeting. <i>Term History: 7/1/15 – 6/30/18</i>
Sullivan, Jim	WOLO/WOJ	Multi-county	Central Florida Electrical Joint Apprenticeship & Training Committee (J.A.T.C.) / Central Florida AFL-CIO	7/1/20 – 6/30/23	
Quintanilla, Renee (replacing Jane Trnka)	ETPC	Multi-county	Rollins Crummer Graduate School of Business	7/1/19 – 6/30/22	Jane Trnka is retiring. Received nomination letter from Rollins Crummer Graduate School of Business. Consortium to review/approve at its 6/28/21 meeting.
Trombetta, Al	WOLO/WOJ	Multi-county	International Union of Painters & Allied Trades, Florida Finishing Trades (IUPAT DC 78)	7/1/20 – 6/30/23	
Ushkowitz, Eric	GRED	Orange	Orange County Government	7/1/18 – 6/30/21	Currently serving 4th term and has agreed to serve another term. Received nomination letter from Orange County. Consortium to review/approve at its 6/28/21 meeting. <i>Term History: 10/5/11 – 6/30/12</i> <i>7/1/12 – 6/30/15</i> <i>7/1/15 – 6/30/18</i>
Washington, Sharron	GRO	Multi-county	Florida Department of Children & Families	7/1/19 – 6/30/22	

Key Codes:

Areas of Representation:

- BU – Business **(18 Seats)**
- WOLO – Workforce-Labor Organization
- WOJ – Workforce-Joint labor-management Apprenticeship Program
- WOD – Workforce-Community-based Organizations representing Individuals with Disabilities (optional)
- WOV – Workforce-Community-based Organizations representing Veterans (optional)
- WOY – Workforce-Community-based Organizations representing Youth (optional)
- ETPA – Education and Training Provider-Adult Education and Literacy
- ETPC – Education and Training Provider-Institution of Higher Education
- ETPO – Education and Training Provider-Other Providers (optional)
- GRED – Government Representative-Economic Development
- GRES – Government Representative-Employment Service
- GRVRD – Government Representative-Vocational Rehabilitation
- GRO – Government Representative-Other (optional) \*\*CareerSource Central Florida operates the Wagner Peyser (GRO) function
- OTHER – Other (please specific group/program being represented) (optional)

# SLATE OF OFFICERS

## Proposed:

### Slate of Officers FY: 2021-2022

Board Position	Nomination	Job Title	Organization
Chair	Jody Wood	Vice President, Recruitment and Talent Management	Walt Disney Parks, Experiences & Consumer Products
Vice Chair	Richard Sweat	President/CEO	.decimal
Treasurer	Eric Ushkowitz	Economic Development Administrator	Orange County Government
Secretary	Jeff Hayward	President/CEO	Heart of Florida United Way

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# FY 20-21 BOARD ENGAGEMENT: RESULTS THRU 3/31/21

	ENGAGEMENT		NEW
	PARTICIPATE	DEMONSTRATE	CONTRIBUTE
GOAL	90% of Board Membership	80% of Board Membership	70% of Board Membership
KPI	24 Hours per Board Member, per Year	Every Board Member Participates in One Occurrence, per Year	Contribute to Revenue Generation and/or provide In-kind Contribution
Status thru 3-31-21	13 hours average Participated	108% Demonstrated	45% Contributed

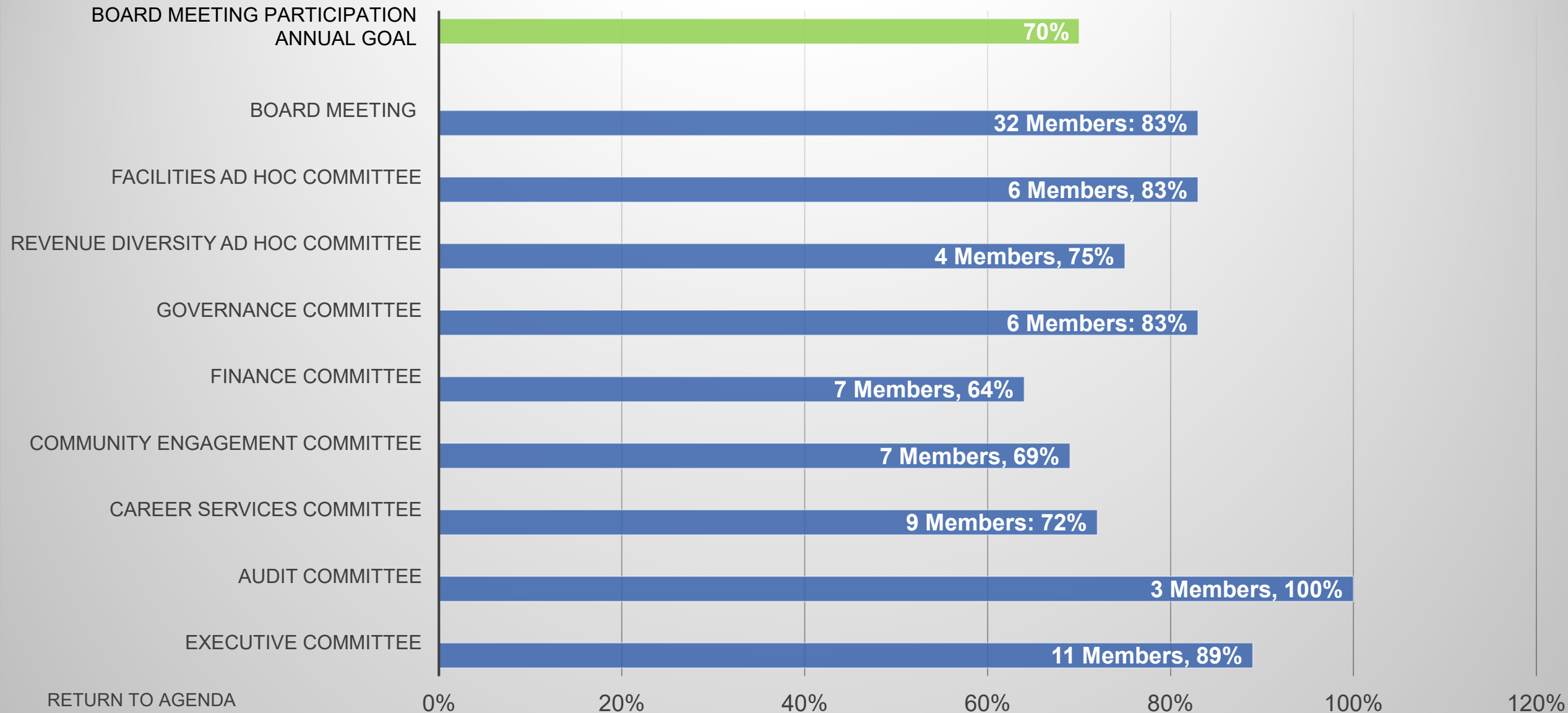
# BOARD ENGAGEMENT METRICS – FY 2020-2021

	ENGAGEMENT		NEW
	PARTICIPATE	DEMONSTRATE	CONTRIBUTE
GOAL	90% of Board Membership	80% of Board Membership	70% of Board Membership
DESCRIPTION	<ul style="list-style-type: none"> <li>Board Meetings</li> <li>Committee Meetings</li> <li>Board Orientation</li> <li>Board Conference Travel (NAWB, State Board Meetings)</li> </ul>	<ul style="list-style-type: none"> <li>Attending Company Sponsored / Industry Events</li> <li>Participate in Media Interviews</li> <li>Speaking Engagements (internal or external)</li> <li>Sharing the CSCF Story: Inclusion of News/Information in Company's Communications Channels (internal or external)</li> <li>CSCF Miscellaneous Business Activities</li> <li>Job Shadowing</li> <li>Center Visits</li> <li>The Board Source Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Annual Contribution (Suggested \$500)</li> <li>Participation in Fundraising Activities</li> <li>Contribution of In-Kind Donations</li> <li>Sponsor Summer Youth Program Intern</li> </ul>
KPI	Participate for 24 Hours, Per Year	Participate in One Occurrence, Per Year	Contribute to Revenue Generation and/or provide In-kind Contribution

# BOARD ENGAGEMENT: BOARD MEETING PARTICIPATION

FY: 20-21

Actual Overall 7/1/20 thru 3/31/21: 80%



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of  
Minutes

Information /  
Discussion /  
Action Items

► Other Business

Adjournment

# OTHER BUSINESS



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of  
Minutes

Information /  
Discussion /  
Action Items

Other Business

▶ **Adjournment**

# ADJOURNMENT

# THANK YOU!

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