

# GOVERNANCE COMMITTEE MEETING

Wednesday, May 6, 2020

# MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of  
Minutes

Information /  
Discussion /  
Action Items

Other Business

Adjournment

**What:** Governance Committee Teleconference

**When:** Wednesday, May 6, 2020

2:00 p.m. – 3:30 p.m.

**Where:**

GoToMeeting (remote attendees):

Link: <https://global.gotomeeting.com/join/617738157>

Dial In: (Toll Free) 1 (877) 309-2073 or 1 (571) 317-3129

**Access Code: 617-738-157**

# 5/6/20 GOVERNANCE TELECONFERENCE AGENDA

| 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        |             |
|             | <b><u>A. 1/15/20 Governance Committee Meeting</u></b>                  |                      | X           |
| 5.          | Information / Discussion / Action Items                                | Committee Discussion |             |
|             | A. Board Compliance to CSCF's By-Laws                                  |                      |             |
|             | 1) COVID-19 Impacts on Governance                                      |                      |             |
|             | B. Board Member Recruitment, Participation, Engagement and Development |                      |             |
|             | <b><u>1) Proposed Roster for FY 20-21</u></b>                          |                      |             |
|             | <b><u>2) Approval of Slate of Officers</u></b>                         |                      | X           |
|             | <b><u>3) Approval of Board Engagement Metrics</u></b>                  |                      | X           |
|             | C. Enterprise Risk Assessment - Updates                                |                      |             |
| 6.          | Other Business   |                      |             |
| 7.          | Adjournment  |                      |             |

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# UPCOMING MEETINGS

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**Board Meeting**  
Location: TBD

6/25/20

9:00 a.m. - 11:30 a.m.



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# WELCOME



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# ROLL CALL / ESTABLISHMENT OF QUORUM

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# PUBLIC COMMENT



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# APPROVAL OF MINUTES



**DRAFT**  
**Governance Committee Meeting**  
**Wednesday, January 15, 2020 / 2:00 p.m.**

**MINUTES**

- MEMBERS PRESENT:** Richard Sweat, Orlando Alancastro, Steve Ball, John Gill, Jeff Hayward, and Eric Jackson
- MEMBERS ABSENT:** Rick Walsh and Mark Wylie
- STAFF PRESENT:** Pam Nabors, Lisa Burby, Steven Nguyen, Michelle Tincher, and Crystal Lee

| Agenda Item | Topic  | Action Item / Follow Up Item  |
|-------------|--|---|
| 1           | <b>Welcome</b><br>Mr.Sweat, Committee Chair, called meeting to order at 2:05 p.m.  |   |
| 2           | <b>Roll Call / Establishment of Quorum</b><br>Ms. Burby reported a quorum present.   |   |
| 3           | <b>Public Comment</b><br>None Offered.   |   |
| 4           | <b>Action Item:</b><br><u>Approval of Minutes</u> <ul style="list-style-type: none"> <li>• Reviewed draft minutes from 11/20/19 Governance Committee meeting (attachment).</li> </ul>  | <b>Mr. Gill approved the minutes from the 11/20/19 Governance Committee Meeting. Mr. Jackson seconded; motion passed unanimously.</b>   |
| 5           | <b>Information</b>   |   |
|             | <u>Board Member Engagement – Proposed Metrics</u> <ul style="list-style-type: none"> <li>• Reviewed proposed metrics for board engagement (attachment). <ul style="list-style-type: none"> <li>○ Committee feedback: <ul style="list-style-type: none"> <li>– Utilize the board engagement scorecard and establish a baseline for this FY.</li> </ul> </li> </ul> </li> <li>• Committee concurred to finalize board metrics at next meeting.</li> </ul><br><u>Bylaws – Review</u> <ul style="list-style-type: none"> <li>• Reviewed current Bylaws (attachment). <ul style="list-style-type: none"> <li>○ Committee feedback: <ul style="list-style-type: none"> <li>– After discussion and input, Committee recommended that Ms. Nabors and Mr. Ball meet to red-line the Bylaws for the Committee’s further review and comments. This may include updating language in the Bylaws based on pending state legislation getting passed and approval of upcoming WIOA plan.</li> </ul> </li> </ul> </li> </ul><br><u>Enterprise Risk - Updates</u> <ul style="list-style-type: none"> <li>• Mr. Nguyen provided Enterprise Risk updates and the Enterprise Risk Committee’s upcoming schedule on development of policy, strategies, scoring system, and</li> </ul> | <p><i>Staff to provide a 1<sup>st</sup> report on FY 19-20 Board Engagement metrics at the next Governance Committee meeting.</i></p><br><p><i>Ms. Nabors and Mr. Ball to work together updating/redlining Bylaws for the Committee’s further review.</i></p><br><p><i>Mr. Nguyen to provide an executive summary on the strategic approach and implementation plan for CSCF’s risk assessment. The Committee</i></p> |



|   |  |   |
|---|--|---|
|   | dashboard.   | <i>will provide ongoing counsel and guidance as the plan evolves.</i><br><br><i>Staff to coordinate legal review of CSCF's Enterprise Risk strategies vs. public records.</i> |
| 6 | <b>Other Business</b>                                | <i>Ms. Nabors to work with Mr. Sweat on draft slate of officers' recommendations in readiness for Committee's review at its next meeting.</i>                                 |
| 7 | <b>Adjournment</b><br>Meeting adjourned at 3:36 p.m. |   |

Respectfully submitted,

Crystal Lee  
Marketing Outreach Coordinator

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# INFORMATION / DISCUSSION / ACTION ITEMS

Seats Renewing  
 Seat Replacement  
 New Seat

TOTAL NUMBER OF ACTIVE BOARD MEMBERS: 31  
 NUMBER OF VACANCIES: 1  
 EFFECTIVE DATE: 7/1/20

## PROPOSED:

## REGIONAL WORKFORCE BOARD (RWB) MEMBERSHIP

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

Agenda Item 5B 1)

| 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      |  |
| Ball, Steve         | BU                          | Orange          | Holland & Knight  | 7/1/17 – 6/30/20      | Currently serving 1st term and agreed to serve another term (auto renewal)   |
| 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      |  |
| Havard, Mark        | BU                          | Orange          | Hyatt Regency Orlando   | 7/1/19 – 6/30/22      |  |
| Alancastro, Alan    | BU                          | Orange          | Orlando Utilities Commission                                      | 7/1/19 – 6/30/22      |  |
| Jackson, Eric       | BU<br><i>Small Business</i> | Orange          | Total Roof Services Corp.   | 7/1/17 – 6/30/20      | Currently serving 3 <sup>rd</sup> term and agreed to serve another term<br>Nomination letter from OEP forwarded to Orange County review/approval                               |
| 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      |  |
| 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      |  |
| Sweat, Richard      | BU<br><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      |  |
| Walter, Larry       | BU                          | Osceola         | Hanson, Walter & Associates, Inc.                                 | 7/1/18 – 6/30/21      |  |
| Wilson, Christopher | BU                          | Sumter          | Cemex   | 12/2/19 – 6/30/22     |  |
| Wylie, Mark         | BU                          | Osceola         | Central Florida Chapter Associated Builders and Contractors, Inc. | 7/1/17 – 6/30/20      | Currently serving 3 <sup>rd</sup> term and agreed to serve another term<br>Nomination letter from ABC Board Chair/ application forwarded to Osceola County for review/approval |
| New Seat            | BU                          | Osceola         |   |                       | Osceola County in process of advertising additional seat   |
| Replacement         | BU                          | Sumter          | Primus, Pipe & Tube   | 7/1/19 – 6/30/22      | Daniel Turlington terminating early on 6/30/20<br>Sumter County is looking for candidates to replace   |

| NAME OF RWB MEMBER  | AREAS (S) OF REPRESENTATION                          | COUNTY LOCATION | ORGANIZATION  | PERIOD OF APPOINTMENT | Comments   |
|---------------------|--|-----------------|---|-----------------------|--|
| Casel, Glen         | WOY<br>(CBO representing Youth)                      | Multi-county    | Embrace Families (formerly Community Based Care of Central Florida)                                       | 7/1/19 – 6/30/22      |  |
| Culpepper, Diane    | ETPA   | Multi-county    | Lake Technical College  | 7/1/19– 6/30/222      |  |
| Des Anges, Kiera    | GRVRD  | Multi-county    | Division of Vocational Rehabilitation, Florida Department of Education                                    | 7/1/18 – 6/30/21      |  |
| Ford, Wendy         | CBO  | Osceola         | Osceola County on Aging   | 7/1/19 – 6/30/22      |  |
| Gill, John          | WOD<br>(CBO representing Individuals & Disabilities) | Multi-county    | Quest, Inc.   | 7/1/19 – 6/30/22      |  |
| Guillet, Nicole     | GRED   | Seminole        | Seminole County Government  | 7/1/17 – 6/30/20      | Currently serving 2 <sup>nd</sup> term and agreed to serve another term<br>Seminole County will review/approve at its 5/12/20 BOCC meeting               |
| Gyllin, John        | ETPA   | Seminole        | Seminole State College  | 7/1/18 – 6/30/21      |  |
| Hayward, Jeff       | WOD/WOV<br>(CBO representing Disabilities/Veterans)  | Multi-county    | Heart of Florida United Way   | 7/1/17 – 6/30/20      | Currently serving 1 <sup>st</sup> term and agreed to serve another term (auto renewal)   |
| Plinske, Kathleen   | ETPC   | Multi-county    | Valencia College  | 7/1/18 – 6/30/21      |  |
| Sullivan, Jim       | WOLO/WOJ   | Multi-county    | Central Florida Electrical Joint Apprenticeship & Training Committee (J.A.T.C.) / Central Florida AFL-CIO | 7/1/17 – 6/30/20      | Currently serving 2 <sup>nd</sup> term and agreed to serve another term<br>Received nomination letter from AFL-CIO – forwarding to Commissioner Campione |
| Trnka, Jane         | ETPC   | Multi-county    | Rollins Crummer Graduate School of Business   | 7/1/19 – 6/30/22      |  |
| Trombetta, Al       | WOLO/WOJ   | Multi-county    | International Union of Painters & Allied Trades, Florida Finishing Trades (IUPAT DC 78)                   | 7/1/17 – 6/30/20      | Currently serving 1 <sup>st</sup> term and agreed to serve another term (auto renewal)   |
| Ushkowitz, Eric     | GRED   | Orange          | Orange County Government  | 7/1/18 – 6/30/21      |  |
| Washington, Sharron | GRO  | Multi-county    | Florida Department of Children & Families   | 7/1/19 – 6/30/22      |  |

**Key Codes:****Areas of Representation:**

- BU – Business (17 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)

## 5B 2): SLATE OF OFFICERS

### PROPOSED: RENEW CURRENT OFFICERS

| Board Position | Nomination     | Job Title   | Organization  |
|----------------|----------------|---|---|
| Chair          | Mark Wylie     | President/CEO                                     | Central Florida Chapter Associated Builders & Contractors, Inc. |
| Vice Chair     | Jody Wood      | Vice President, Recruitment and Talent Management | Walt Disney Parks, Experiences & Consumer Products              |
| Treasurer      | Eric Ushkowitz | Economic Development Administrator                | Orange County Government  |
| Secretary      | Jeff Hayward   | President/CEO                                     | Heart of Florida United Way                                     |

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# 5B 3) BOARD ENGAGEMENT: DRAFT RECOMMENDATION

|             | 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 &amp; Committee Meetings</li> <li>CSCF Miscellaneous Business Activities</li> <li>Job Shadowing</li> <li>Center Visits</li> <li>The Board Source Newsletter Engagement</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> </ul> | <ul style="list-style-type: none"> <li>Suggested Annual Contribution \$500 (10% of private sector target)</li> <li>Participation in Fundraising Activities to Leverage \$500 towards Revenue Diversity Goals</li> <li>Contribution of In-Kind Donations equivalent to \$500</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   |

# 5B 3) BOARD ENGAGEMENT: RESULTS THRU 3/31/20

|                     | ENGAGEMENT                          |   | NEW  |
|---------------------|-------------------------------------|---|--|
|                     | PARTICIPATE                         | DEMONSTRATE   | CONTRIBUTE   |
| GOAL                | 90% of Board Membership             | 80% of Board Membership                                     | 70% of Board Membership  |
| KPI                 | 27 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 3-31-20 | <b>89% Participation</b>            | <b>28% Demonstrated</b>                                     | <b>13% Contributed</b>   |

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# ADJOURNMENT

# THANK YOU!

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