

# 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

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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 <b><u>A. 1/15/20 Governance Committee Meeting</u></b>	Richard Sweat	X
5.	Information / Discussion / Action Items 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> <b><u>3) Approval of Board Engagement Metrics</u></b>	Committee Discussion	
	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> Mr.Sweat, Committee Chair, called meeting to order at 2:05 p.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Burby reported a quorum present.	
3	<b>Public Comment</b> None Offered.	
4	<b>Action Item:</b> <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> <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> <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> <p><i>Ms. Nabors and Mr. Ball to work together updating/redlining Bylaws for the Committee’s further review.</i></p> <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>  <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> 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

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 <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 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 <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 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 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 (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 (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 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 (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 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

<b>Board Position</b>	<b>Nomination</b>	<b>Job Title</b>	<b>Organization</b>
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

## 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!