

## Governance Committee Teleconference Wednesday, May 6, 2020 / 2:00 p.m.

## **MINUTES**

MEMBERS PRESENT: Richard Sweat, Steve Ball, Jeff Hayward, Eric Jackson and Mark Wylie

MEMBERS ABSENT: Orlando Alancastro, John Gill and Rick Walsh

**STAFF PRESENT:** Mimi Coenen, Leo Alvarez, Lisa Burby, Steven Nguyen and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome	
	Mr. Sweat, Committee Chair, called meeting to order at 2:01 p.m.	
2	Roll Call / Establishment of Quorum	
	Ms. Kasal reported a quorum present.	
3	Public Comment	
1	None Offered.	
4	Action Item: Approval of Minutes  Reviewed draft minutes from 1/15/20 Governance Committee meeting (attachment).	Mr. Jackson approved the minutes from the 1/15/20 Governance Committee Meeting. Mr. Hayward seconded; motion passed unanimously.
5	Information	
	Board Compliance to CSCF's By-Laws	
	Mr. Sweat stated due to COVID-19 impacts, discussion on the	
	Bylaws will be deferred to next fiscal year. The Committee	
	concurred.	
	Board Member Recruitment, Participation, Engagement and	
	Development	
	Proposed roster for FY 20-21 (attachment)	
	<ul> <li>Committee reviewed status on seat renewals,</li> </ul>	
	replacement, and new business seat in Osceola County.	
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	<ul> <li>Approval of Slate of Officers         <ul> <li>Reviewed proposal to renew current officers for FY 2020-2021 (attachment)</li> </ul> </li> </ul>	Mr. Jackson approved forwarding to Board the proposed slate of officers, as presented. Mr. Hayward seconded; motion passed unanimously.
	Approval of Board Engagement Metrics	Mr. Hayward made a motion to
	<ul> <li>Reviewed proposed draft of Board Engagement Metrics</li> </ul>	move proposed Board
	and results 7/1/19 through 3/31/20 (attachments)	Engagement Metrics to
		Executive Committee and then
	Committee feedback:	to Board for final approval. Mr.
		Wylie seconded; motion passed
	<ul> <li>Have a big kick-off event with Board to promote this</li> </ul>	unanimously.



- - - -	Under "Contribution" should add member introduces someone who donates  More in spirit vs. to the letter  This gives opportunity for Ms. Nabors to sit with each member to review their performance on Board.  Most grant applications ask about Board engagement. So these metrics will help to prove how heavily engaged this Board is.  Board engagement/performance scorecard provides opportunity to recognize/celebrate those with increased engagement.	Staff to review descriptions per "Participate" "Demonstrate" and "Contribute" to make sure appropriately allocated and capturing all data points.  Staff to put together a communication plan and incorporate; include monthly self-reporting process.
-	Self-report: on a monthly basis, send an email to each Board member with a list of engagement activities and they can quickly check off what they did Review to make sure descriptions are properly allocated under appropriate category. Also see if some activities captured under "Participate" should be moved to "Demonstrate "Board engagement scorecard presented at Board meetings under Chair's Report.	
members to community a	iscussed forming a task force made up of 4 – 5 Board visit the counties and communicate CSCF's value to nd solicit county investment toward CSCF's initiatives in and those affected by COVID-19.	
Mr. No Opera solution CSCF	sk Assessment - Updates guyen provided an update on the COOP (Continuity of ations Plan) what went well and opportunities for ons since CSCF went virtual mid-March. Also reviewed c's phased approach re-opening plans in alignment to ge County's Economic Recovery Task Force's / CDC lines.	
prior t	nittee concurred to schedule an additional Board meeting o 6/25/20 meeting to update Board on CSCF's current ies, reopening plans and the impact of the major ployment in the future.	Staff to send out survey to Board to poll for dates for a Board meeting towards end of May.
6 Other Busin Mr. Alvarez, 0 990 Return w		
7 Adjournment Meeting adjo	t urned at 3:32 p.m.	

Respectfully submitted,

Kaz Kasal Executive Coordinator