

**Governance Committee Meeting  
Tuesday, May 8, 2019 / 2:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Mark Wylie, Steve Ball, Debbie Clements, John Gill, Jeff Hayward, and Eric Jackson

**MEMBERS ABSENT:** Greg Beliveau and Rick Walsh

**STAFF PRESENT:** Pam Nabors, Lisa Burby, Dyana Burke, Kristine Concepcion and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Wylie, Committee Chair, called meeting to order at 2:02 p.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Concepcion 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 3/12/19 Governance Committee meeting (attachment).</li> </ul>	<b>Mr. Hayward approved the minutes from the 3/12/19 Governance Committee Meeting. Mr. Gill seconded; motion passed unanimously.</b>
5	<b>Information</b>	
	<u>Human Resources (HR) Updates</u> Ms. Dyana Burke, Vice President of Human Resources, provided following updates: <ul style="list-style-type: none"> <li>• Overview of HR Department's Strategic Plan (attachment) encompassing four areas of focus: talent engagement, training &amp; organizational development, talent acquisition, and automation of processes.               <ul style="list-style-type: none"> <li>○ Committee provided following feedback:                   <ul style="list-style-type: none"> <li>– Retention strategies should be very intentional.</li> <li>– Develop internship strategies – this can serve as a pipeline for internal and external career opportunities for higher functioning interns.</li> </ul> </li> </ul> </li> <li>• Employee Handbook – currently updating. A one-page list of changes will be provided to Governance Committee.</li> </ul> <u>Board Development</u> <ul style="list-style-type: none"> <li>• Engagement Update               <ul style="list-style-type: none"> <li>○ Reviewed engagement activities chart (attachment). Feedback from participating Board members has been positive and staff are working to incorporate the good suggestions provided.</li> <li>○ Committee concurred board engagement activities should continue in FY 2019-2020. Suggestion to expand engagement opportunities to job shadowing of other areas of operation, especially for Board members conducting 2<sup>nd</sup>, 3<sup>rd</sup> time visits.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Roster <ul style="list-style-type: none"> <li>○ Reviewed roster (attachment) and seats up for renewal as well as current vacant seats.</li> <li>○ Reviewed candidate recruitment status. Committee concurred for staff to send listing of Sumter business names to Board for possible support in recruitment of Sumter business seats.</li> <li>○ Proposed roster will be reviewed for approval at the 6/20/19 Consortium and Board joint meeting.</li> </ul> </li> <li>• Slate of Officers <ul style="list-style-type: none"> <li>○ Reviewed proposed slate of officers for FY 2019-2020 (attachment).</li> </ul> </li> </ul>	<p><b>Mr. Ball approved forwarding to Board the proposed slate of officers, as presented. Mr. Jackson seconded; motion passed unanimously.</b></p>
6	<p><b>Other Business</b> Ms. Nabors, President/CEO, reviewed timeline of 990 Return for FY 17-18. Draft 990 Return will be emailed to Governance and Audit Committees for review and comments prior to IRS deadline</p>	
7	<p><b>Adjournment</b> Meeting adjourned at 2:55 p.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator