

GOVERNANCE COMMITTE MEETING

CareerSource Central Florida | 5/8/24

CareerSourceCentralFlorida.com



5/8/24 GOVERNANCE COMMITTEE MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/

Discussion/

Action Items

Other Business

Adjournment

What: Governance Committee Meeting

When: Wednesday, May 8, 2024

3:00 p.m. – 4:30 p.m.

Where: CSCF Administration Office

390 N. Orange Ave., Suite 700 (7th Floor)

Orlando, FL 32801

or

Virtual Option via Zoom:

Link: https://careersourcecf.zoom.us/j/83293365369?pwd=FMod2M9uBhX3KQl0Oa3hH1lZjHeLxc.1

Dial In: 1 (929) 205-6099 / Meeting ID: 832 9336 5369 / Passcode: 124958

5/8/24 GOVERNANCE COMMITTEE MEETING DETAILS

Mooting Details	Agenda Item #"	Topic	Presenter	Action Item
Meeting Details	1.	Welcome	Sheri Olson	
Meeting Agenda	2.	Roll Call / Establishment of Quorum	Kaz Kasal	
Welcome	3.	Public Comment		
Roll Call	4.	Approval of Minutes A. 2/14/24 Governance Committee Meeting	Sheri Olson	X
Public Comment	5.	Information / Discussion / Action Items	Committee Review/Discussion	
Approval of Minutes Information/ Discussion/ Action Items		 A. Board Member Recruitment, Participation and Development 1) Proposed Roster for FY 2024-2025 2) Approval of Slate of Officers 3) Board Engagement (7/1/23 thru 3/31/24) 		X
Other Business				
Adjournment	6 .	Other Business		
	7.	Adjournment		



Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/

Discussion/

Action Items

Other Business

Adjournment

WELCOME



Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/

Discussion/

Action Items

Other Business

Adjournment

ROLLCAL



Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/

Discussion/

Action Items

Other Business

Adjournment

PUBLIC COMMENT



Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion/

Action Items

Other Business

Adjournment

APPROVAL OF MINUTES



Draft Governance Committee Meeting Wednesday, February 14, 2024 / 1:00 p.m.

MINUTES

MEMBERS PRESENT: Sheri Olson, Dr. Heather Bigard, Keira des Anges, Jeff Hayward and Nicole

Martz

MEMBERS ABSENT: None

Pam Nabors, Dyana Burke, Steven Nguyen, Lance Willingham, Fabia Diaz and Kaz Kasal STAFF PRESENT:

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome	
	Ms. Olson, Committee Chair, called meeting to order at 1:02 p.m.	
2	Roll Call / Establishment of Quorum	
	Ms. Kasal reported a quorum present.	
3	Public Comment	
	None offered.	
4	Approval of Minutes:	Ms. des Anges made a motion
	Approval of Minutes	to approve the minutes from the
	 Reviewed draft minutes from 8/16/23 Governance Committee 	8/16/23 Governance Committee
	meeting (attachment).	Meeting. Dr. Bigard seconded;
		motion passed unanimously.
5	Information / Discussion / Actions Items	
	Board Compliance to CSCF's Bylaws	
	Board Demographics Reviewed demographics of CSCF Board vs. regional comparison by gender, ethnicity, race, age, and veteran. All categories trending in right direction, with a continued focus to seek more diverse candidates when recruiting (attachment).	
	Board Seats Reviewed board seats: Board Members in seats expiring on 6/30/24 have all agreed to renew for another 3-year term. Vacancies are being reviewed for candidates.	
	Board Member Recruitment, Participation, Engagement and Development	
	Board Engagement (7/1/2023 thru 12/31/2023) Reviewed metrics on Board Engagement through 2 nd quarter, 7/1/2023 thru 12/31/2023 (attachment). Demonstrate: at 90%, already exceeding annual goal of 80% Participate: 22 of 30 attained 12+ hours, on track towards annual goal of 24 hours per board member Contribute: at 50%, on track towards annual goal of 70%	

Meeting Packet Page 8

Agenda Item 4A



	 Enterprise Risk Update For period July 2023 through December 2023, reviewed methodology, pareto chart and updates on CSCF's current top five risks. Also reviewed actions staff have taken (attachment): Reviewed the proactive steps to address and mitigate the top three IT risks. Legislative Change/Risk #4: "A Stronger Workforce for America Act" bill introduction – executive staff are proactively discussing any upcoming changes in preparation to stay compliant and serve the community 		
	 Talent Acquisition (Retention)/Risk #5:HR Department launched an Employee Satisfaction Survey to identify areas for improvement and lower potential risks. 		
6	Other Business		
	Ms. Kasal to send out a poll to Committee to reschedule next		
	committee meeting.		
7	Adjournment		
	Meeting adjourned at 1:43 p.m.		

Respectfully submitted,

Kaz Kasal Executive Board Coordinator





Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion/
Action Items

Other Business

Adjournment



INFORMATION/ DISCUSSION/ ACTION ITEMS



PROPOSED ROSTER (7/1/24 - 6/30/25)

PROPOSED ROSTER / SEAT COMPOSITION: PY 2024 - 2025

Business Seats (51%+)	Mandatory Seats	
 Characteristics: Private, for-profit businesses or organizations representing businesses CEOs, COOs or executives who have substantial management or policy responsibility Business owners Appointed proportionally to relative population of 5 counties All counties should have a least two members per local elected agreement The Chair of Local Workforce Development Board must be from the business community 	Mandatory Areas of Representation: Labor / Apprenticeship, Community-Based Organizations (CBO) - at least 20% representation Education: Representatives from K-12, Post-secondary, Private post-secondary Economic / Community Development	
Current Business Seat Count per County: Orange: 10 (Albu, Arroyo, Brandon, Gary, Havard, LeWinter, Nakagawa, Ortigoni, Ruffin, Santorelli) Osceola: 3 (Hindle, Larry, and Siracuza) Seminole: 4 (Martz, Sprinkle, Sweat and Walton) Lake: 2 (Olson and Schaefer) Sumter: 1 (Ferguson) Total: 20 (only counting individuals)	Current Mandatory Seats (all counties): Labor / Apprenticeships / CBOs: 8 Donnelly (Labor & Apprenticeship) Pascal (Labor & Apprenticeship) Watford (Labor & Apprenticeship) Ford (CBO - Older Workers) Gill (CBO - Disabled) Hayward (CBO - Disabled/Veterans) McManus (CBO - Housing) Sperzel (CBO - Domestic Violence) Education: 6	
	Kostenbauder (Seminole State College) Thomas (Lake Tech) Williams (Rollins) Bigard (Lake Sumter State College) Battista (Valencia College) Vazquez (Orange County Public Schools) Economic / Community Development: 4 des Anges (Vocational Rehab & Individuals w/Disabilities) Cunha (Seminole County Economic Development) Ushkowitz (Orlando Economic Development)	
GRAND TOTAL: 3	Gray (Dept. of Children & Families) Total: 18 (only counting individuals) 8 BOARD MEMBERS	

RETURN TO AGENDA





SLATE OF OFFICERS (7/1/24 – 6/30/25)



Proposed: Slate of Officers FY: 2024-2025

Board Position	Nomination	Job Title	Organization
Chair	Richard Sweat	President/CEO	.decimal
Vice Chair	Sheri Olson	Director, Foundation, Government & Guest Relations	South Lake Hospital Foundation/ Orlando Health South Lake Hospital
Treasurer	Eric Ushkowitz	Economic Development Administrator	City of Orlando
Secretary	Jeff Hayward	President/CEO	Heart of Florida United Way



BOARD ENGAGEMENT (7/1/23 – 3/31/24)

	ENGAGEMENT		
	PARTICIPATE	DEMONSTRATE	CONTRIBUTE
GOAL	90% of Board Membership	80% of Board Membership	70% of Board Membership
DESCRIPTION	 Board Meetings Board Orientation Board Conference Travel (NAWB, State Board Meetings) Individual Meetings with CSCF Staff Workforce Development-Related Meetings and Events 	 Attending Company Sponsored / Industry Events Participate in Media Interviews Speaking Engagements (internal or external) Sharing the CSCF Story: Inclusion of News/Information in Company's Communications Channels (internal or external) CSCF Miscellaneous Business Activities Job Shadowing Center Visits The Board Source Quarterly Newsletter 	 Contribution of In-Kind Donations Sponsor Summer Youth Program
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: 3RD QUARTER (7/1/23 Thru 3/31/24)

	PARTICIPATE*	DEMONSTRATE*	CONTRIBUTE*
GOAL	90% of Board Membership	80% of Board Membership	70% of Board Membership
KPI	Board Members Participate with 24 Hours per Year	Board Members Demonstrate One Occurrence per Year	Board Members Contribute to Revenue Generation and/or In-kind Contributions per Year
Thru Q3 update	92%: (31 of 34 on track) Participated	97% (33 of 34) Demonstrated	50% (17 out of 34) Contributed



Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/

Discussion/

Action Items

Other Business

Adjournment



OTHER BUSINESS



REMINDER: NEXT GOVERNANCE MEETING TBD FOR NEXT PY



Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/

Discussion/

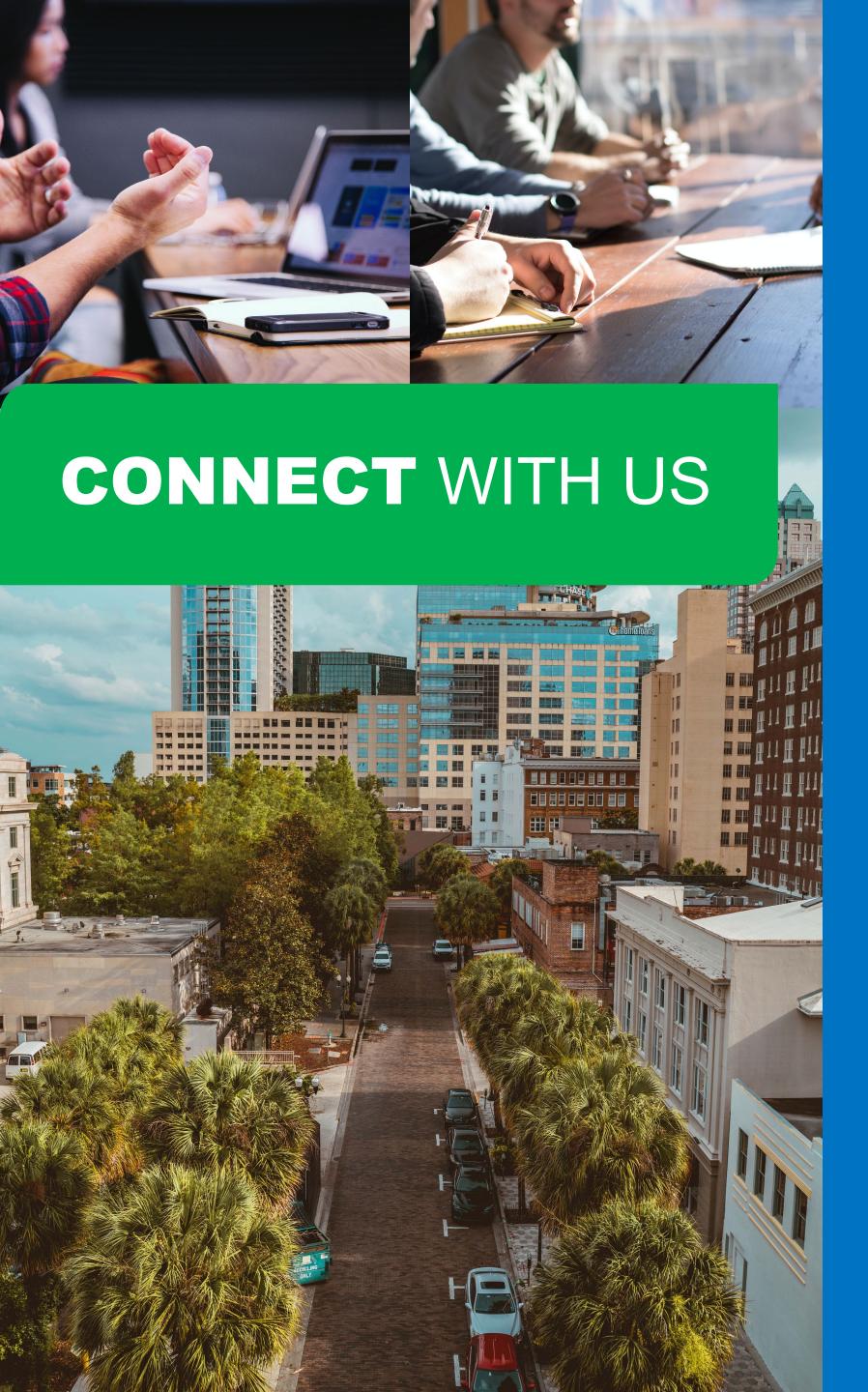
Action Items

Other Business

Adjournment



ADJOURNMENT





or in person by appointment, in your place of business or at one of our Career Centers.







THANKYOU

www.CareerSourceCentralFlorida.com 800.757.4598