

GOVERNANCE COMMITTEE MEETING

Wednesday, August 11, 2021

MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

Other Business

Adjournment

What: Governance Committee Virtual Meeting

When: Wednesday, August 11, 2021
3:00 p.m. – 4:30 p.m.

Where: Virtual Meeting via Zoom

Link: <https://careersourcecf.zoom.us/j/81833597657?pwd=UFFzdXJvZ3FQbmg1cXdWaUhSYVVOdz09>

Dial In: 1 (929) 205-6099

Meeting ID: 818 3359 7657 / Passcode: 703726

8/11/21 GOVERNANCE COMMITTEE MEETING AGENDA

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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 A. 5/12/21 Governance Committee Meeting	Richard Sweat	X
5.	Information / Discussion / Action Items A. Charter – Annual Review B. Board Compliance to CSCF's By-laws 1) Current Board Demographics C. Board Member Recruitment, Participation, Engagement and Development 1) Board Engagement (7/1/2020 thru 6/30/2021)	Committee Discussion	
6.	Other Business		
7.	Adjournment		

UPCOMING MEETINGS

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**Board Meeting
& Orientation Session** (*immediately following meeting*)

9/30/21

9:00 a.m. – 10:30 a.m.
10:30 a.m. – 12:00 p.m.

Governance Committee Meeting

10/20/21

3:00 p.m. - 4:30 p.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 Virtual Meeting
Wednesday, May 12, 2021 / 3:00 p.m.
MINUTES

MEMBERS PRESENT: Richard Sweat, Steve Ball, John Gill, Eric Jackson, and Mark Wylie

MEMBERS ABSENT: Jeff Hayward and Rick Walsh

STAFF PRESENT: Pam Nabors, Mimi Coenen, Lisa Burby, Steven Nguyen, Lance Willingham and Kaz Kasal

GUEST PRESENT: Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat, Committee Chair, called meeting to order at 3:04 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes: <u>Approval of Minutes</u> <ul style="list-style-type: none"> Reviewed draft minutes from 1/20/21 Governance Committee meeting (attachment). 	Mr. Ball made a motion to approve the minutes from the 1/20/21 Governance Committee Meeting. Mr. Gill seconded; motion passed unanimously.
5	Information / Discussion / Actions Items	
	<u>Board Compliance to CSCF's Bylaws</u> <ul style="list-style-type: none"> <u>Bylaws - Review</u> Ms. Ramos, GrayRobinson, reviewed with Committee the proposed amendments to Bylaws (attachment). <u>Board Member Recruitment, Participation, Engagement and Development</u> <ul style="list-style-type: none"> <u>Proposed Roster for FY 21-22</u> Reviewed status on seat renewal and replacements (attachment). <u>Approval of Slate of Officers</u> Reviewed proposed slate of officers for FY 2021-2022 (attachment). <u>Board Engagement</u> Reviewed Board Engagement 7/1/20 thru 3/31/21 (attachment). 	Mr. Gill made a motion to approve proposed amendments to Bylaws, as presented, and to forward to full Board for final approval. Mr. Jackson seconded; motion passed unanimously. <i>Staff to post redlined Bylaws on CSCF's website for 30 days prior to 6/24/21 Board meeting.</i> Mr. Gill approved forwarding to Board the proposed slate of officers, as presented. Mr. Ball seconded; motion passed unanimously.
6	Other Business None offered.	
7	Adjournment Meeting adjourned at 3:53 p.m.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator

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INFORMATION / DISCUSSION / ACTION ITEMS



Governance Committee Charter

Purpose:

The Governance Committee reports to the Board of Directors and is charged with assessing and evaluating:

1. Board Compliance to the Organization's By-Laws including ensuring Board representation reflects the demographics, business sectors, and expertise of the Central Florida Region.
2. Board Member Recruitment, Participation, Engagement, and Development.
3. Assessment of Organizational/Enterprise "Risks".

Responsibilities:

- Review By-Laws every other year and recommend modifications and/or changes.
 - *Metric – Updated By-Laws that are in compliance with federal/state requirements and support Board's strategic goals*
- Evaluate Board demographics, geographic representation, businesses sectors, and expertise to ensure diversity and balanced representation of the Central Florida Region.
 - *Metric – Evaluate annually to align Board representation to characteristics of region (i.e., demographics, geography, sectors, etc.)*
- Recruit potential Board Members for submission to the Local Elected Consortium.
 - *Metric – Annual Board has all required seats filled in compliance with By-Laws by June of each Program Year.*
- Assess Board Member participation and engagement.
 - *Metric – Goals annually: 70% Board meeting participation rate and 70% overall Board activities.*
- Annually Nominate Board members to be Board Officers.
 - *Metric – present a slate of Officers to the Board in June for election.*
- Assess identified Organizational/Enterprise risks biannually.
 - *Metric – To be defined in PY 20-21.*

Skills/Expertise:

- Willingness to participate and engage with the organization.
- Interest in developing board leadership.
- Prior experience as a board member desired.
- Prior experience of Board governance practices desired.

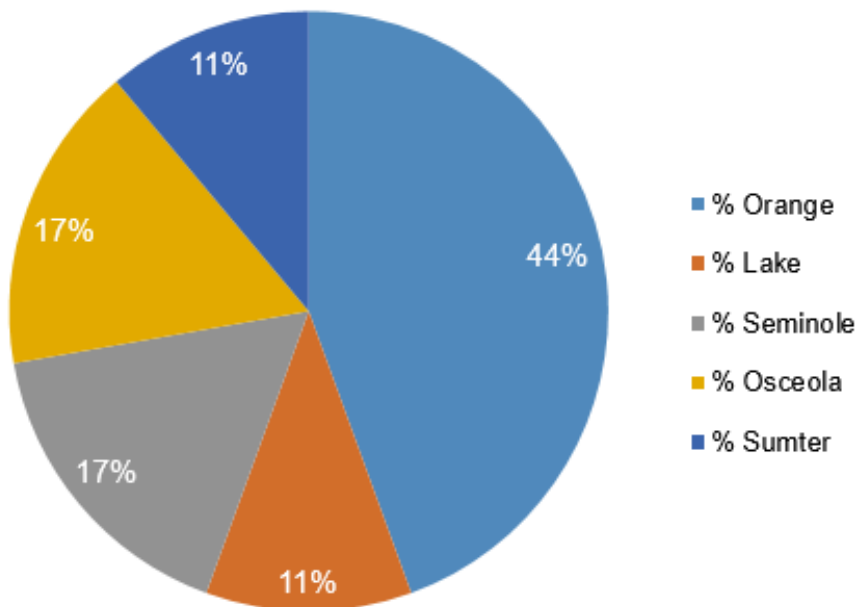
**Structure:**

- Membership of the Committee consists of Board members and community subject matter experts; the Board Chair appoints all committee members
- The Committee Chair is appointed by the Board Chair and is responsible to report on the Committee activities at the full Board meetings.
- The Governance Committee meets, at a minimum, once per quarter or 4 times annually.
- Agenda and minutes are kept and published on the CareerSource Central Florida website and supplied to committee in written form via email one week prior to meetings.

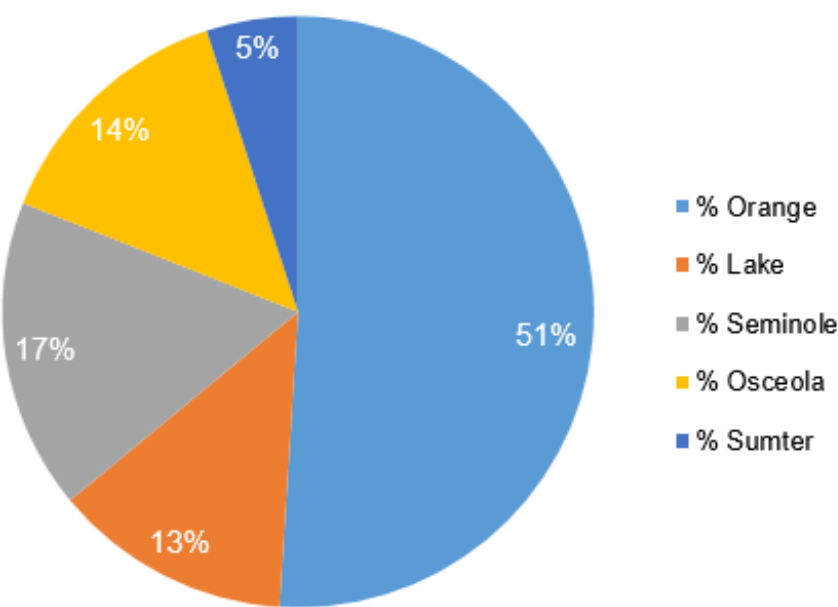
CURRENT BOARD DEMOGRAPHICS FY 2021-2022

Board vs. Region

Geographical Breakdown - Board (Business Seats)

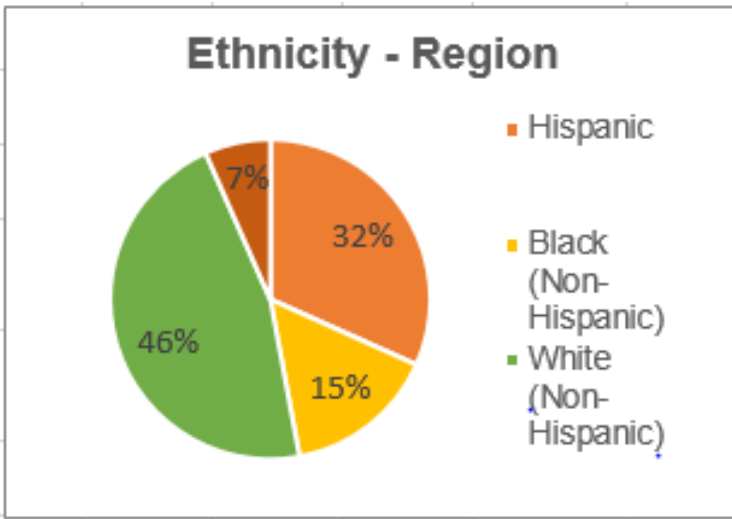
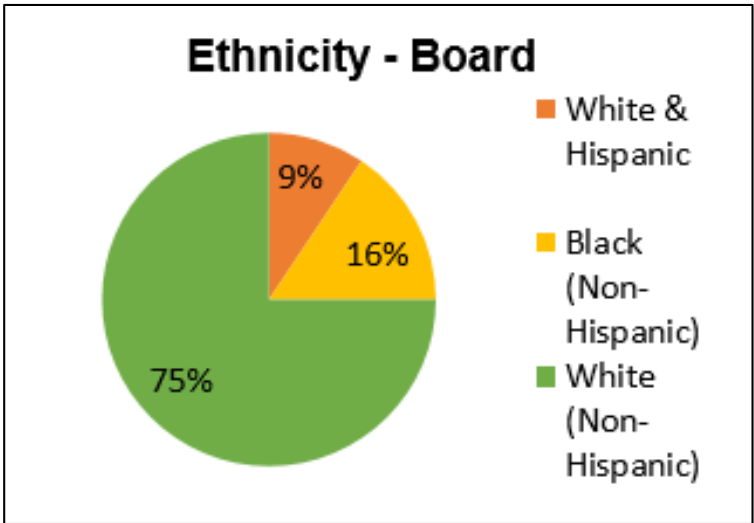
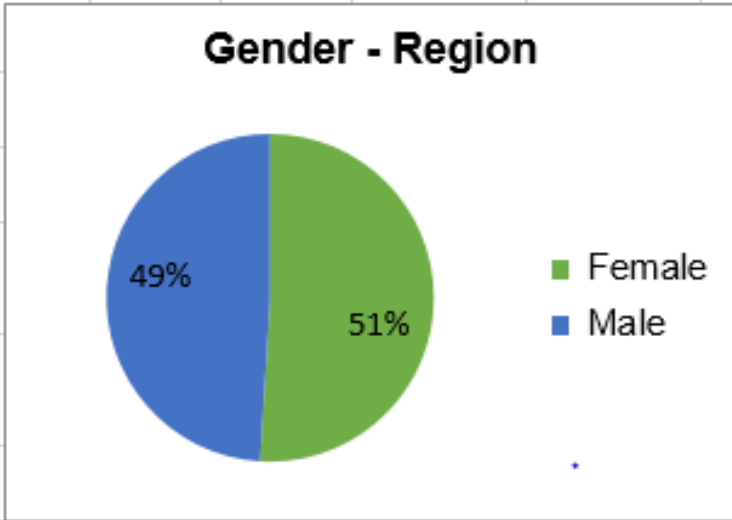
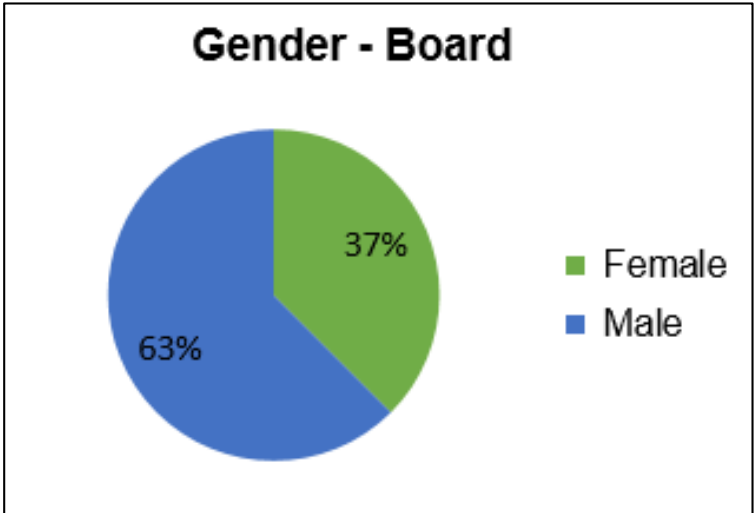


Geographical Breakdown - Region



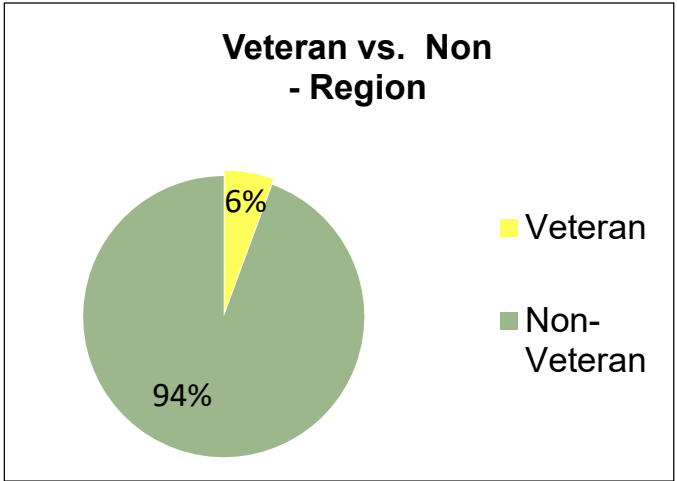
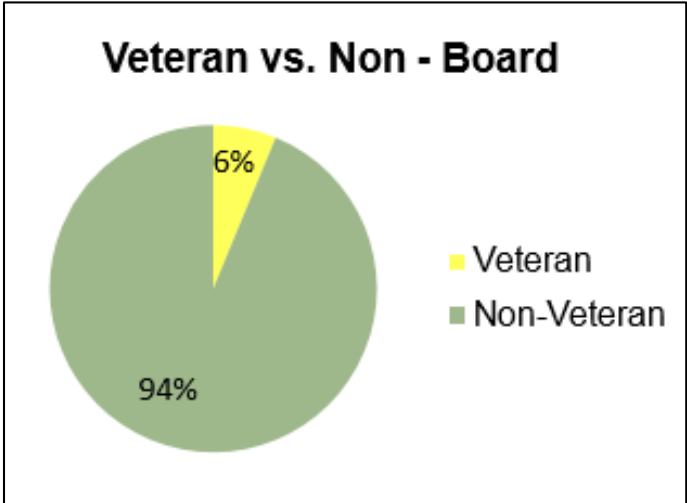
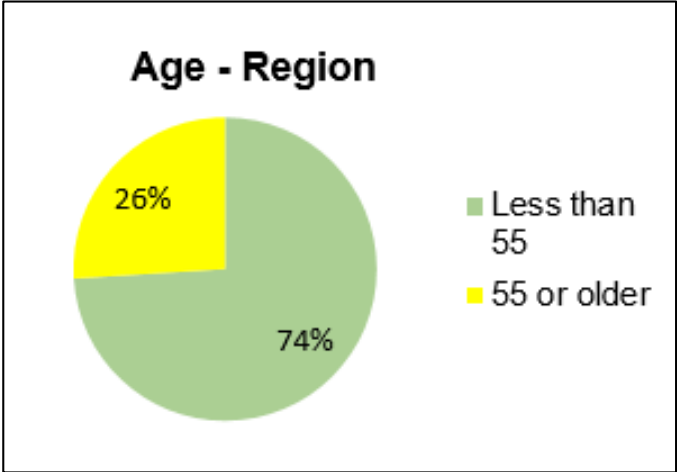
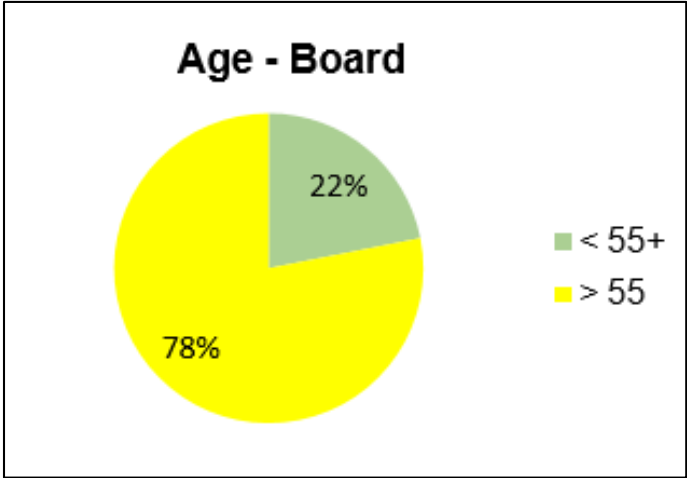
CURRENT BOARD DEMOGRAPHICS - FY 2021-2022

Board vs. Region



CURRENT BOARD DEMOGRAPHICS – FY 2021-2022

Board vs. Region



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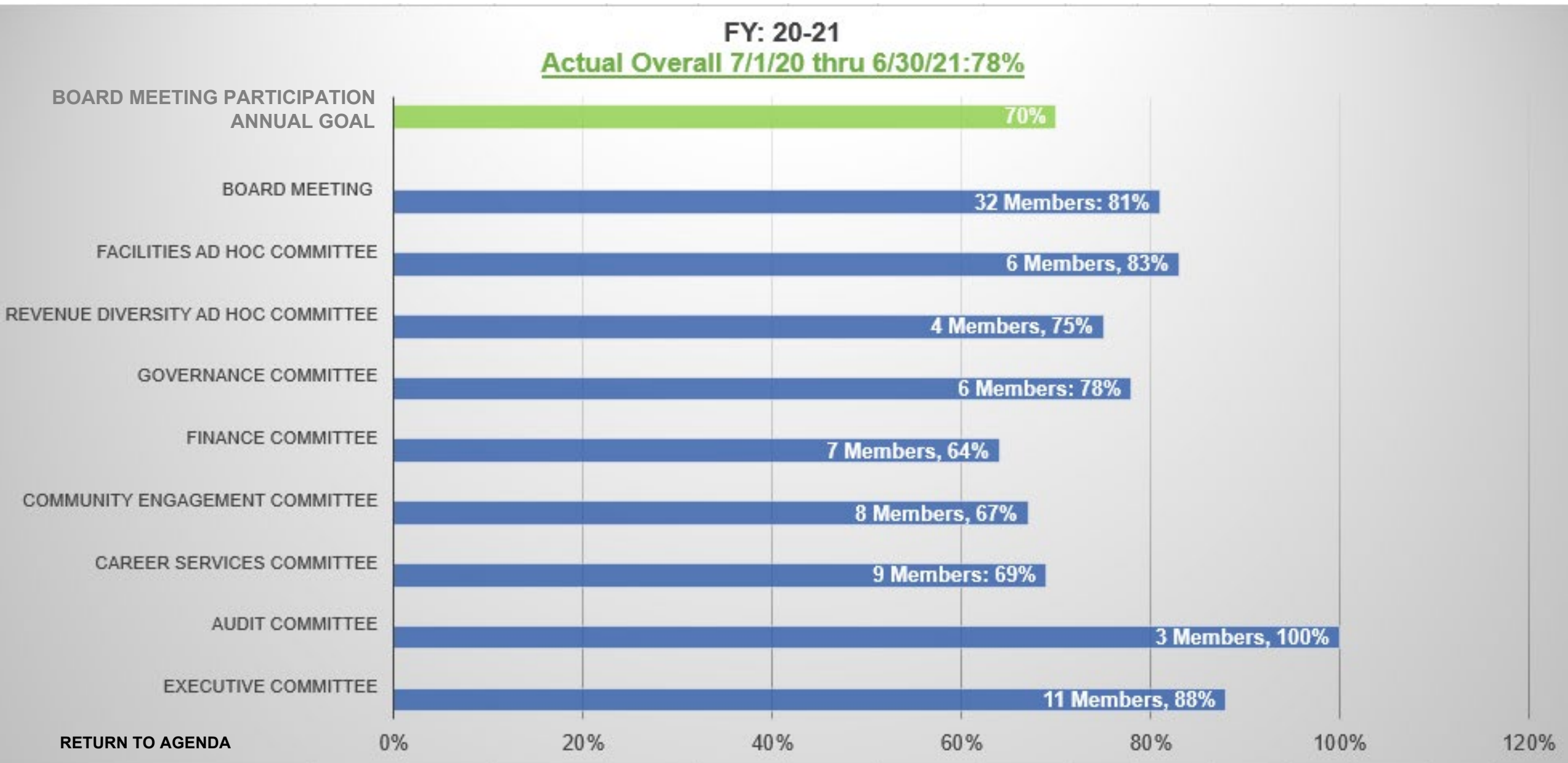
FY 20-21 BOARD ENGAGEMENT: RESULTS THRU 6/30/21

	ENGAGEMENT		NEW
	PARTICIPATE	DEMONSTRATE	CONTRIBUTE
GOAL	90% of Board Membership	80% of Board Membership	70% of Board Membership
KPI	24 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 6-30-21	20 hours average Participated	112% Demonstrated	73% Contributed

BOARD ENGAGEMENT METRICS – FY 2020-2021

	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"> Board Meetings Committee Meetings Board Orientation Board Conference Travel (NAWB, State Board Meetings) 	<ul style="list-style-type: none"> 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 Newsletter 	<ul style="list-style-type: none"> Annual Contribution (Suggested \$500) Participation in Fundraising Activities Contribution of In-Kind Donations Sponsor Summer Youth Program Intern
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: BOARD MEETING PARTICIPATION



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ADJOURNMENT

THANK YOU!

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