

Draft
Governance Committee Virtual Meeting
Wednesday, August 11, 2021 / 3:00 p.m.
MINUTES

MEMBERS PRESENT: Richard Sweat, Steve Ball, John Gill, Jeff Hayward and Eric Jackson

MEMBERS ABSENT: Rick Walsh

STAFF PRESENT: Pam Nabors, Lisa Burby, Steven Nguyen, Sean Masherella and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat, Committee Chair, called meeting to order at 3:05 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 5/12/21 Governance Committee meeting (attachment). 	Mr. Hayward made a motion to approve the minutes from the 5/12/21 Governance Committee Meeting. Mr. Gill seconded; motion passed unanimously.
5	Information / Discussion / Actions Items	
	<p><u>Charter – Annual Review</u> Reviewed Governance Committee Charter (attachment). Committee concurred to add the following metric under “Responsibilities” section (last bullet): “Goal annually: Decreasing the top three risks on Pareto Chart and Risk Priority Numbers year-over-year.”</p> <p><u>Board Compliance to CSCF’s Bylaws</u></p> <ul style="list-style-type: none"> • <u>Current Board Demographics</u> Reviewed Board’s demographics vs. region (attachment). Committee discussed the data and provided following recommendations: <ul style="list-style-type: none"> – Breakdown Race from Ethnicity – Include historical data to help determine trends <p><u>Board Member Recruitment, Participation, Engagement and Development</u></p> <ul style="list-style-type: none"> • <u>Board Engagement (7/1/2020 thru 6/30/2021)</u> Reviewed final Board Engagement metrics for FY 2020-2021 (attachment). Committee concurred to keep metrics as is for FY 2021-2022 and provided following recommendations: <ul style="list-style-type: none"> – Under “Participation” category, add individual board member meetings with CSCF staff and workforce development related meetings and events. – During one-on-one Board Member meetings, Ms. Nabors can provide engagement “report card” and also discuss ways they can contribute via in-kind and/or provide guidance on a current CSCF issue. 	<p>Mr. Gill made a motion to approve proposed metric, as discussed, and forward to Board for final approval. Mr. Ball seconded; motion passed unanimously.</p> <p><i>Staff to provide further data, per Committee recommendations.</i></p> <p><i>Staff to review these recommendations, as well as work on simple “report card” type document and move to Executive Committee and Board for approval.</i></p>

	<ul style="list-style-type: none"> - Ms. Nabors could periodically include in her President's Report a summary of board member engagement. - Survey Board Members immediately after each Board meeting. - Provide external CSCF recognition awards quarterly or annually – i.e. best business, legislator, training partner, staff and CSCF Board would vote on these categories - Provide recognition awards quarterly or annually for Board Members. 	
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 4:11 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator