

GOVERNANCE COMMITTE MEETING

CareerSource Central Florida | 8/14/25 CareerSourceCentralFlorida.com



8/14/25 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: Thursday, August 14, 2025

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/86571386926?pwd=i70cVqZvHZAyb7DpX1TNr1pkoku4ie.1

Dial In: 1 (929) 205-6099 / Meeting ID: 865 7138 6926 / Passcode: 993161

8/14/25 GOVERNANCE COMMITTEE MEETING DETAILS

Mooting Dotaile	Agenda Item #"	Topic	Presenter	Action Item
Meeting Details	1.	Welcome	David Sprinkle	
Meeting Agenda	2.	Roll Call / Establishment of Quorum	Kaz Kasal	
Welcome	3.	Public Comment		
Roll Call	4.	Approval of Minutes A. <u>5/14/25 Governance Committee Meeting</u>	David Sprinkle	X
Public Comment	5.	Information / Discussion / Action Items	Committee Review/Discussion	
Approval of Minutes		A. Charter – Annual Review		
Information/ Discussion/ Action Items		 B. Board Member Recruitment, Participation and Development 1) Board Engagement Results: (7/1/24 thru 6/30/25) 		
Other Business		C. Enterprise Risk Update		
Adjournment	6.	Other Business		
	7.	Adjournment		



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WELCOME



WELCOME GOVERNANCE COMMITTEE – PY 2025-2026

Governance Committee Chair:

David Sprinkle (New)

Vice Chair:

Jeff Hayward

Committee Members:

Gui Cunha Mark Havard (New) Nicole Martz Catherin McManus



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ROLLCAL



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PUBLIC COMMENT



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APPROVAL OF MINUTES



Draft Governance Committee Meeting Wednesday, May 14, 2025 / 3:00 p.m.

MINUTES

Sheri Olson, Gui Cunha, Jeff Hayward, and Catherine McManus MEMBERS PRESENT:

MEMBERS ABSENT: Nicole Martz

Pam Nabors, Tadar Muhammad, Dyana Burke, Steven Nguyen, Geo Morales, Melanie Markes, Vince Bruno and Kaz Kasal STAFF PRESENT:

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Olson, Vice Chair, called the meeting to order at 3:02 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes: Approval of Minutes Reviewed draft minutes from 2/5/25.	Mr. Cunha made a motion to approve the minutes from the 2/5/25 Governance Committee Meeting. Ms. McManus seconded; motion passed unanimously.
5	Information / Discussion / Actions Items	
	Board Member Recruitment, Participation, Engagement and Development	
	Proposed Roster for PY 2025-2026 Reviewed seat composition and proposed PY 2025-2026 Roster. Those Board Members whose seats expire on 6/30/25 have all agreed to renew for another 3-year term (attachment).	
	 Approval of Slate of Officers Reviewed proposed slate of officers for FY 2025-2026 (attachment). 	Mr. Cunha approved forwarding to Board the proposed slate of officers, as presented. Mr. Hayward seconded; motion
	Board Engagement Results (7/1/2024 thru 4/30/2024) Reviewed PY 24-25 metrics on Board Engagement through 4/30/25, with Demonstrate and Contribute categories already surpassing annual goal of 100% and 76% respectively. Participate category is at 73%, but should reach annual goal of 90% by year-end.	passed unanimously. Ms. Kasal to follow up on those Board Members behind in Participation Hours.
6	Other Business None Offered.	
7	Adjournment Meeting adjourned at 3:14 p.m.	

Respectfully submitted,

Kaz Kasal Executive Board Coordinator

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Agenda Item 4A

RETURN TO AGENDA



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INFORMATION/ DISCUSSION/ ACTION ITEMS



GOVERNANCE COMMITTEE CHARTER ANNUAL REVIEW



Governance Committee Charter

Purpose:

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

- 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.
- Assessment of Organizational/Enterprise "Risks".

Responsibilities:

- Review By-Laws every other year and recommend modifications and/or changes.
 - Metric Updated By-Laws that <u>are in compliance with</u> 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 Goal bi-annually: Decreasing the top three risks on Pareto Chart and Risk Priority Numbers year over year.

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.

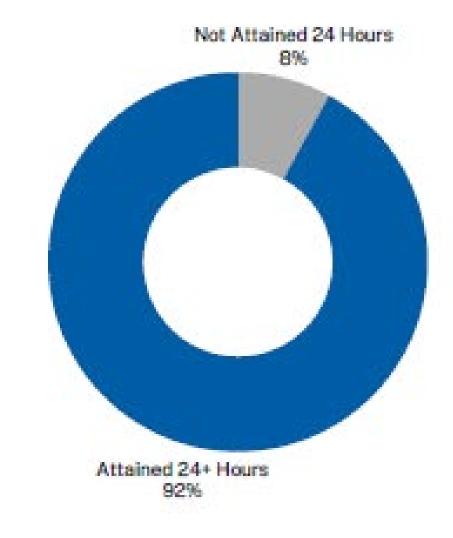


BOARD ENGAGEMENT RESULTS (7/1/24 – 6/30/25)

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	PARTICIPATE	DEMONSTRATE	CONTRIBUTE
GOAL	90% of Board Membership	80% of Board Membership	70% of Board Membership
DESCRIPTION	 Board Meetings Committee 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 	 Annual Contribution (Suggested \$500) Participation in Fundraising Activities 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

Participate

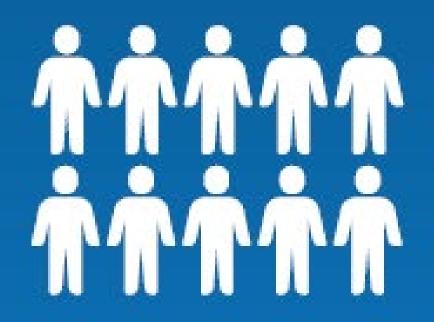


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92% of our board attained 24+ hours this year. This is 2nd consecutive year to exceed goal,

Demonstrate





100% of our board performed at least one activity this year.

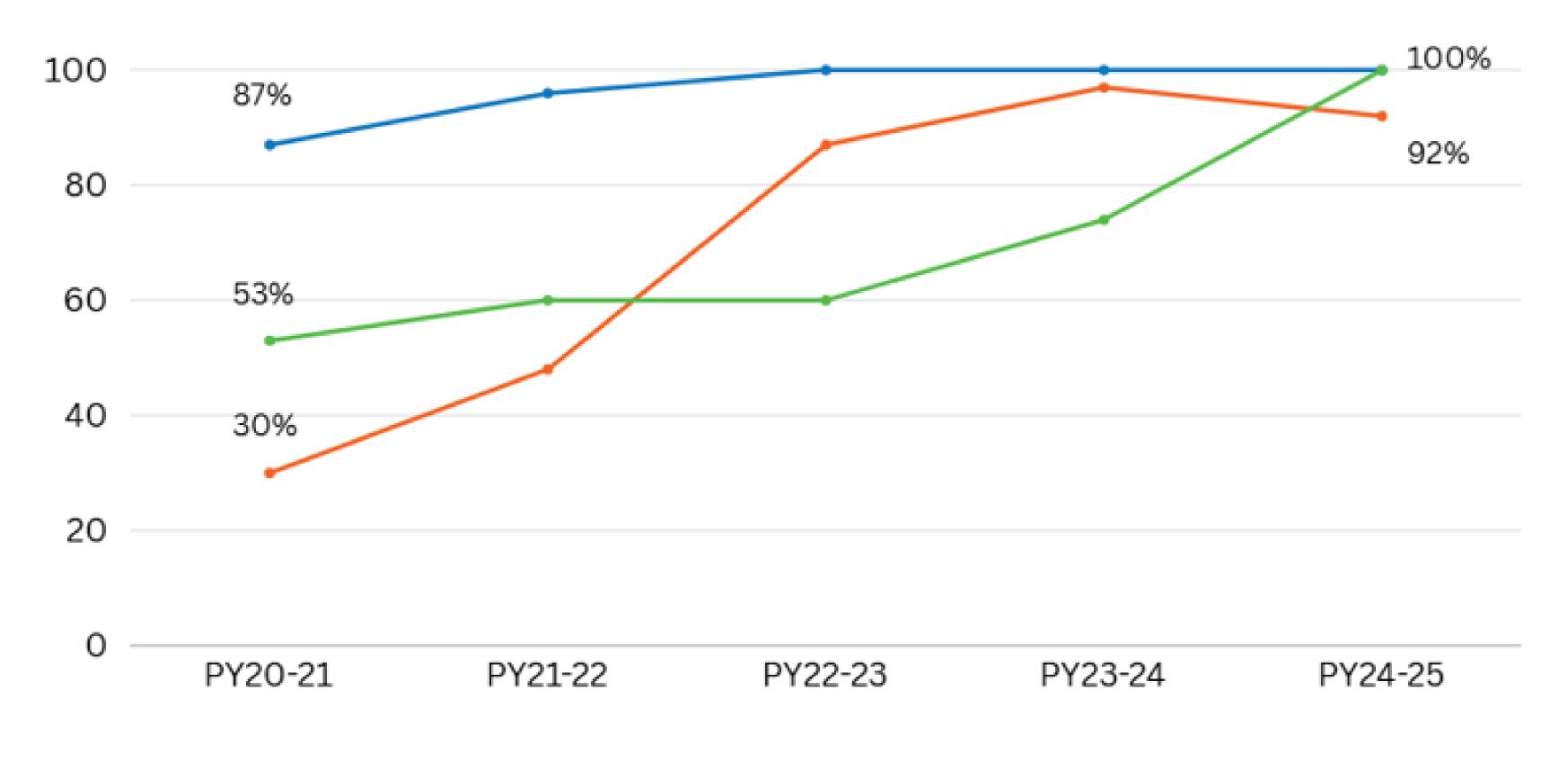
Contribute





100%

of our board made at lesat one contribution this year, which is first time ever reaching 100%.



Participate 92% of Board Attainment: 1 Active/year

Demonstrate 100% of Board Attainment: 1 Active/year

Contribute 100% of Board Attainment: 1 Active/year

Agenda Item 5C

ENTERPRISE RISK MANAGEMENT JANUARY 2025 - JUNE 2025



Methodology

Baseline Data > Six Sigma FMEA Tool > Pareto "Top Risks" Chart









ENTERPRISE RISK COMMITTEE RESPONSIBILITIES





- Define CSCF risk measures, scales, and scores
- Develop baseline of overall risk occurrences
- Translate baseline data in FMEA tool and calculate Risk Priority Numbers
- Visualize the top 5 CSCF risks in a Pareto chart for Governance Committee review



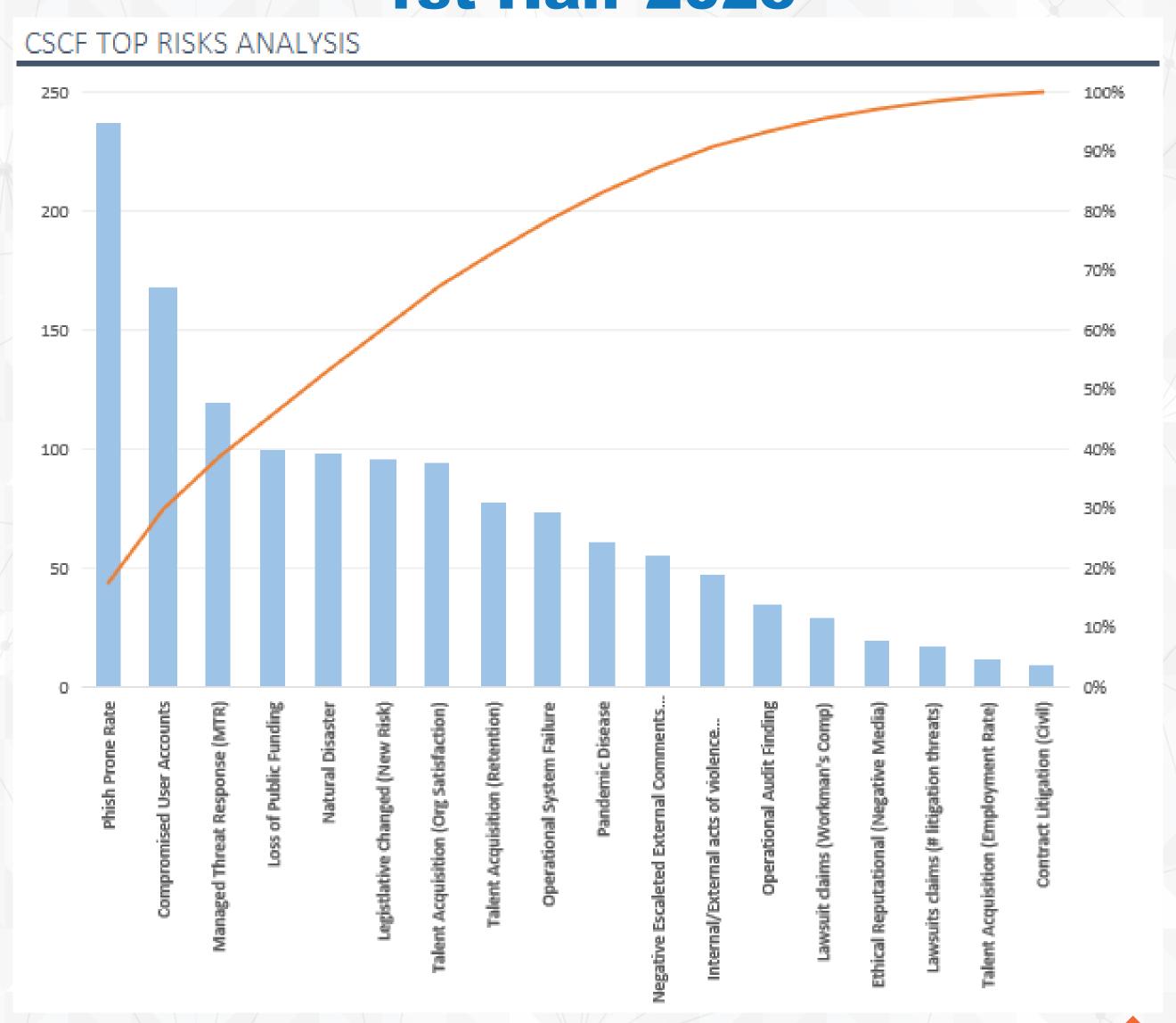
ENTERPRISE RISK MANAGEMENT

1st Half 2025

TECHNOLOGY attributes to almost 38.74% of all CSCF of Risk.

PHISHING remains the highest risk to the CSCF organization by RPN.

94% of cybersecurity attacks start with a malicious email, clicking a link, or entering your info into websites.





TOP 5 RISKSJAN 2025 - JUNE 2025

238

PHISH PRONE

2024: 238 **2023:** 225 **2022:** 200 **2021:** 200

169

COMPROMISED USER ACCOUNT

2024: 169 **2023:** 123 **2022:** 123 **2021:** 140

120

DATA BREACH (MTR)

2024: 120 **2023:** 120 **2022:** 120 **2021:** 120

100

LOSS OF PUBLIC FUNDING

2024: 100 **2023:** 20 **2022:** 20 **2021:** 20

99

NATURAL DISASTER

2024: 99 **2023:** 108 **2022:** 81 **2021:** 81



ENTERPRISE RISK MANAGEMENT 1st Half 2025

Al has significantly increased the sophistication and effectiveness of phishing attacks.

Public funding decreased 10%

Majority static with very similar occurrence numbers



MANAGING CYBERSECURITY RISKS

Proactive Action

DMARC implementation for better email security.

Creation and Deployment of new Phish Failure tracking and staff notification flow.

Next Steps

Starting monthly micro trainings for cyber security awareness.

Increased cybersecurity awareness, Al, and training for staff is continued.

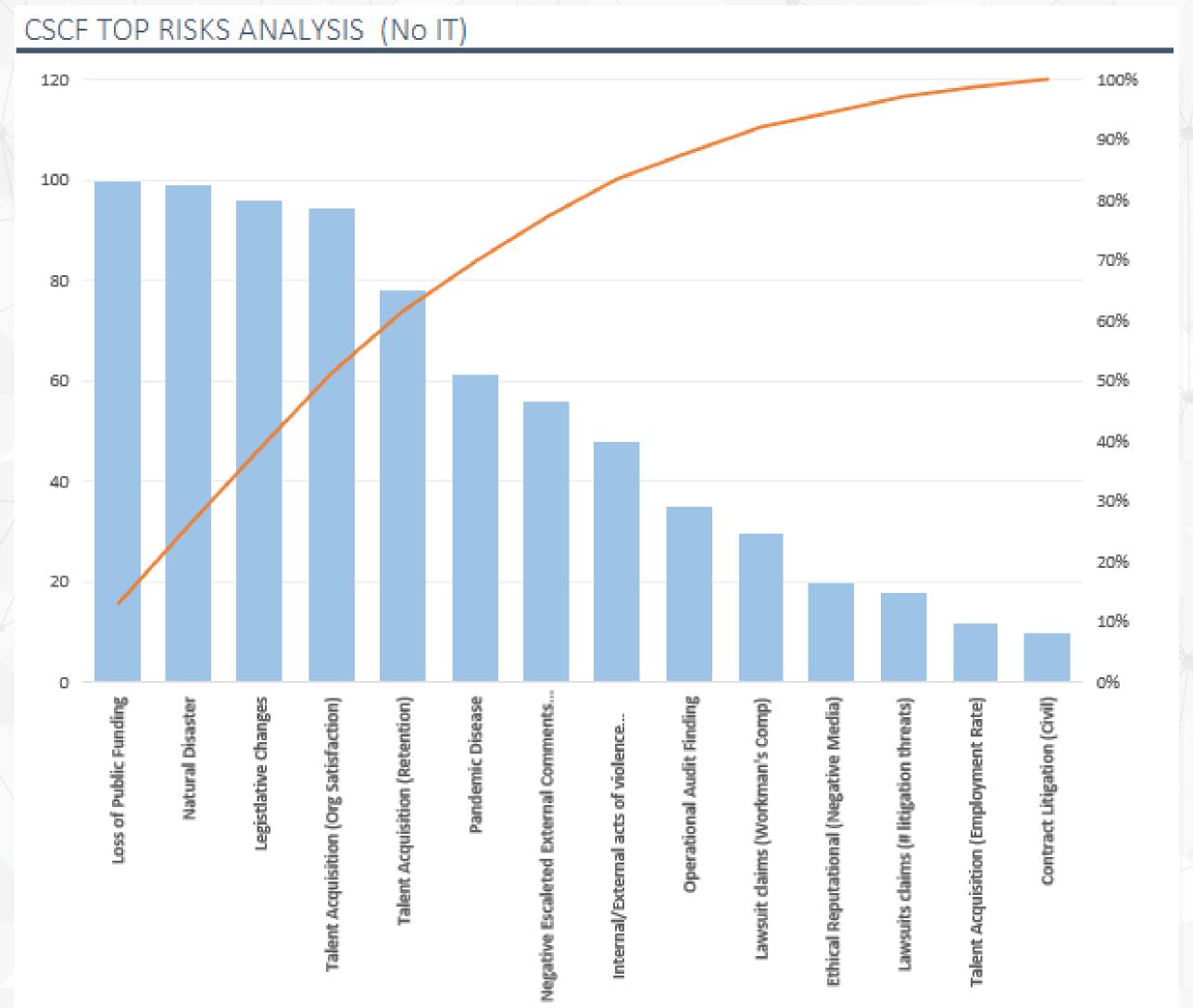


Removing IT, "Loss of Public

Funding" is the highest risk.

Turnover is down 2.57% from the previous 6 months.

ENTERPRISE RISK MANAGEMENT (No IT)





TOP 5 RISKS (No IT) JAN 2025 - JUNE 2025

100 LOSS OF PUBLIC FUNDING **2024:** 100 **2023:** 20 **2022:** 20 **2021:** 20 99 **NATURAL DISASTER 2024:** 99 **2023:** 108 **2022:** 81 **2021:** 81 96 **LEGISLATIVE CHANGES 2024:** 96 **2023:** 120 **2022:** 40 **2021:** 80 95 ORGANIZATION SATISFACTION **2024:** 95 **2023:** 84 **2022:** 84 **2021:** 72 **78 TALENT ACQUISITION (RETENTION) 2024**: 98 **2023**: 117 **2022**: 96 **2021**: 96

Risk Management Drives Action

Talent Retention

 CSCF has minimized hiring to align with our reduced budget, focusing on right-sizing FTEs. We've limited backfilling, reduced headcount through performance management and a voluntary retirement program (7 exits), while prioritizing retention of top performers via merit increases, incentives, and development opportunities.

Organizational Satisfaction

 A new Employee Engagement Strategy for PY 2025-26 includes quarterly action items addressing survey-identified opportunities, with mini pulse surveys planned to track progress.



FUTURE RISKS IDENTIFIED 3-5 Years (TOP 8)

RISK **Cybersecurity Threats Economic Volatility Funding Instability and Competition Generative AI Disruption Public Perception and Transparency Regulatory and Compliance Risks Talent Acquisition and Retention Workforce Skill Gaps**





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Adjournment



OTHER BUSINESS



NEXT GOVERNANCE MEETING WEDNESDAY, OCTOBER 29, 2025



Meeting Agenda

Welcome

Roll Call

Public Comment

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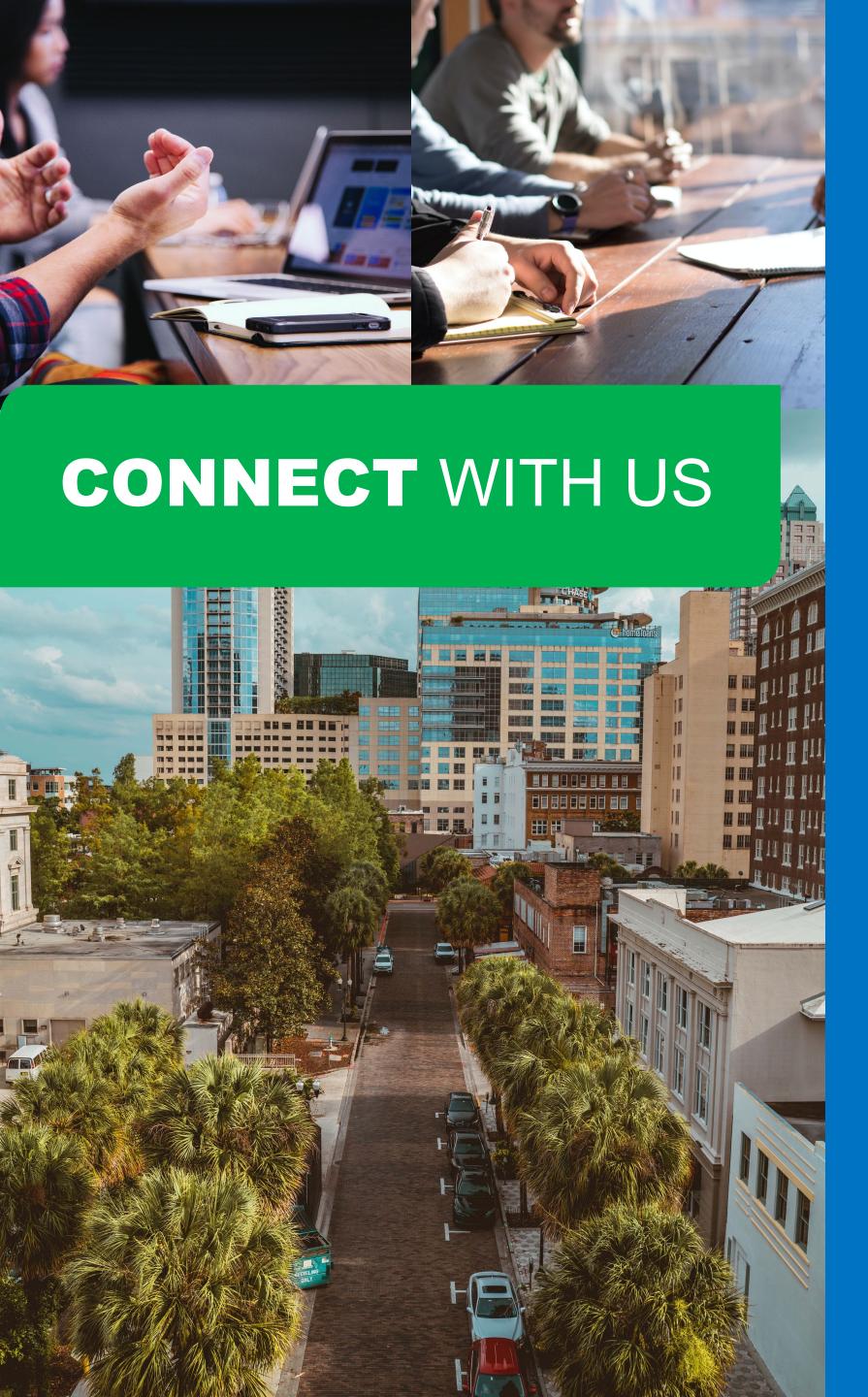
Action Items

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