Governance Committee Meeting

August 16, 2023

8/16/23 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, August 16, 2023
          3:00 p.m. – 4:30 p.m.

Where: Virtual via Zoom:

Link: https://careersourcecf.zoom.us/j/89513092727?pwd=Z0N2VktGTDd3Rk1kNG81OGVCWIFnUT09

Dial In: 1 (929) 205-6099 / Meeting ID: 895 1309 2727
                                    Passcode: 396068

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8/16/23 GOVERNANCE COMMITTEE MEETING AGENDA

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▶ **Meeting Agenda**

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Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Sheri Olson	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes	Sheri Olson	X
	A. **5/10/23 Governance Committee Meeting**		
5.	Information / Discussion / Action Items	Committee Discussion	
	A. **Charter – Annual Review**		X
	B. Board Compliance to CSCF's By-laws		
	1) **Board Demographics**		
	2) **Board Seats**		
	C. Board Member Recruitment, Participation, Engagement and Development		
	1) **Board Engagement (7/1/2022 thru 6/30/2023)**		
6.	Other Business		
7.	Adjournment		

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WELCOME

ROLL CALL

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PUBLIC COMMENT

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APPROVAL OF MINUTES

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Draft
Governance Committee Meeting
Wednesday, May 10, 2022 / 3:00 p.m.
MINUTES

MEMBERS PRESENT: Richard Sweat, Keira des Anges, John Gill and Jeff Hayward

MEMBERS ABSENT: Eric Jackson

STAFF PRESENT: Pam Nabors, Steven Nguyen, Dyana Burke, Emily Kruszewski, Lance Willingham, Sean Masherella, Fabia Diaz, Sheril Capleton and Kaz Kasal

GUESTS PRESENT:

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:** Approval of Minutes • Reviewed draft minutes from 1/11/23 Governance Committee meeting (attachment).	**Mr. Gill made a motion to approve the minutes from the 1/11/23 Governance Committee Meeting. Mr. Hayward seconded; motion passed unanimously.**
5	**Information / Discussion / Actions Items**	
	Board Compliance to CSCF's Bylaws Proposed Roster for FY 2023-2024 • Reviewed status of proposed new seats, renewals and replacements (attachment). Approval of Slate of Officers • Reviewed proposed slate of officers for FY 2023-2024 (attachment). Board Engagement (7-1-22 thru 3-31-23) • Reviewed Board Engagement metrics (attachment). Committee concurred on following: – Need to show trends; display last three years. – Color-code for status: i.e. green for on target, yellow within 10% of target and red when more than 10% from target – Provide Board more social opportunities to engage	**Ms. des Anges approved forwarding to Board the proposed slate of officers, as presented. Mr. Gill seconded; motion passed unanimously.**

	Enterprise Risk Update • For period July 2022 through January 2023, reviewed methodology, pareto chart and updates on CSCF's current top five risks. Also reviewed actions staff have taken, as well as next steps, to address and mitigate these risks (attachment). • Reviewed data on current staff demographics, turnover rate over last five years, time-to-fill rates, and reasons why staff leave or lose candidates. Also reviewed strategies being applied for talent recruitment and retention (attachment).	
6	**Other Business** • None offered.	
7	**Adjournment** Meeting adjourned at 4:38 p.m.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator

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INFORMATION / DISCUSSION / ACTION ITEMS

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Governance Charter
Annual Review

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 – 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.

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Board Demographics

Board Gender Regional Comparison

THEN

2016 - 17

Females
31%

Males
69%

NOW

2023 - 24
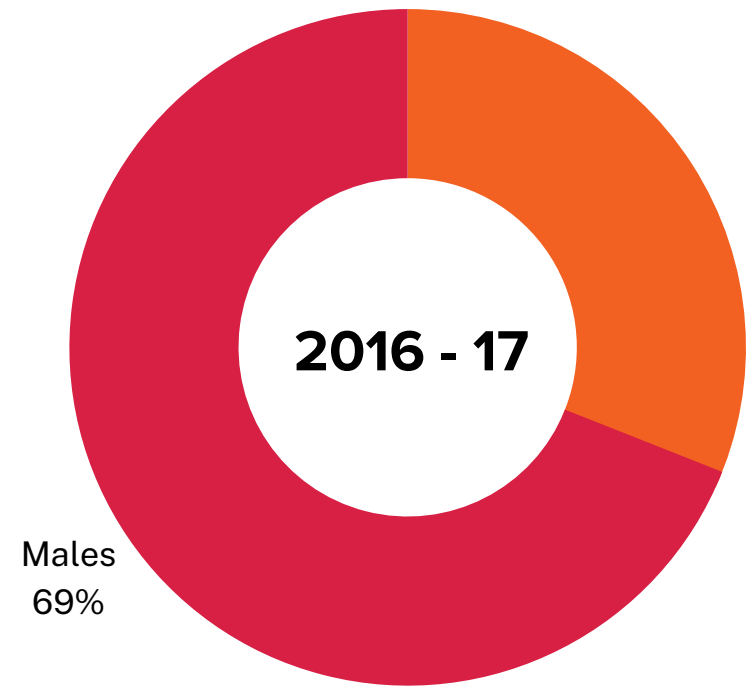
Males
50%

Females
50%

16 OUT OF 32

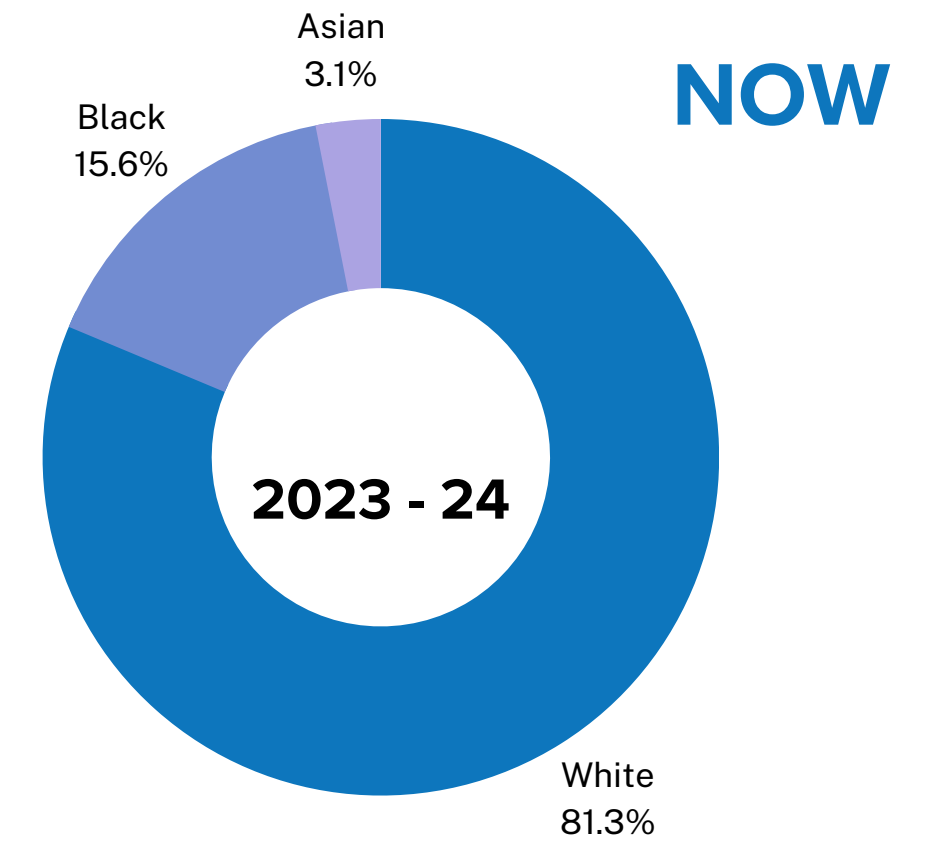Board members are female, resulting in a perfect 50/50 split.
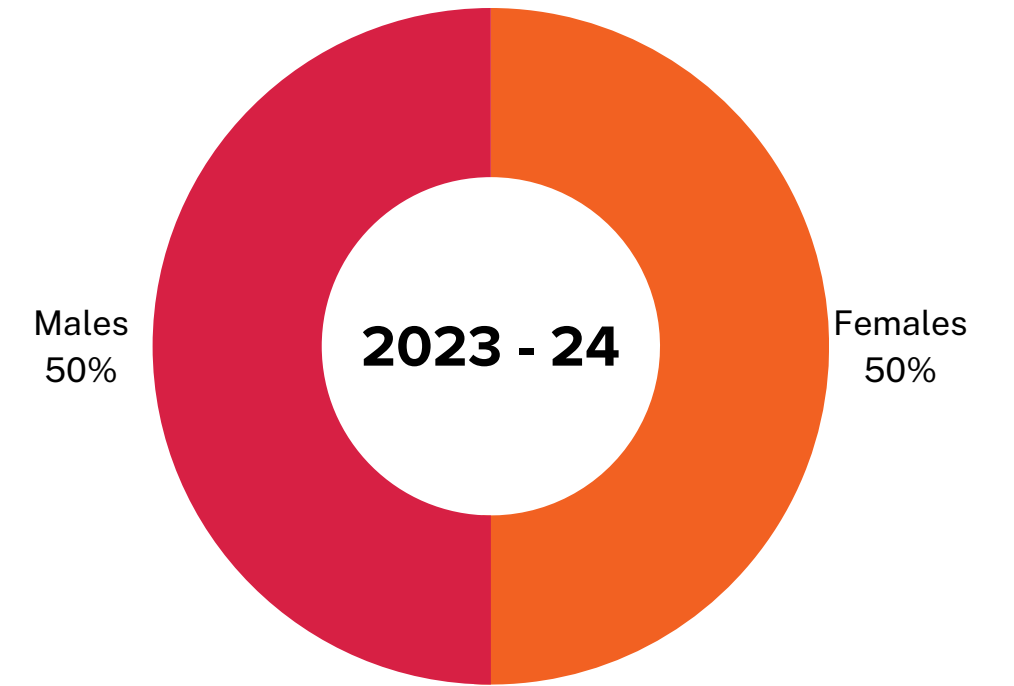
Regional Data: **51.10% female, 48.9% male** | Source: JobsEQ 1. American Community Survey 2017-2021, unless otherwise noted. 2. Median values for certain aggregate regions (such as MSAs) may be estimated as the weighted averages of the median values from the composing counties. 3. Disconnected Youth are 16-19 year olds who are (1) not in school, (2) not high school graduates, and (3) either unemployed or not in the labor force. 4. Census population Estimate for 2022, annual average growth rate since 2012. Post-2019 data for Connecticut counties are imputed by Chmura. Exported on: Monday, August 7, 2023 11:11am
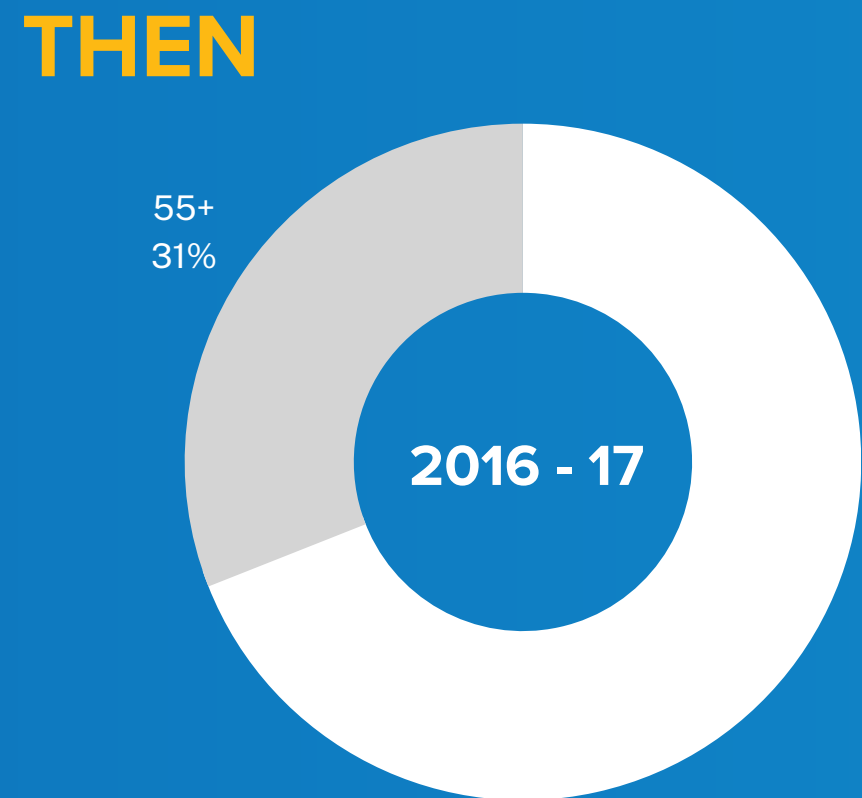
Board Ethnicity Regional Comparison

THEN

Hispanic
3.4%

2016 - 17

Non-Hispanic
96.6%

NOW

Hispanic
15.6%

2023 - 24
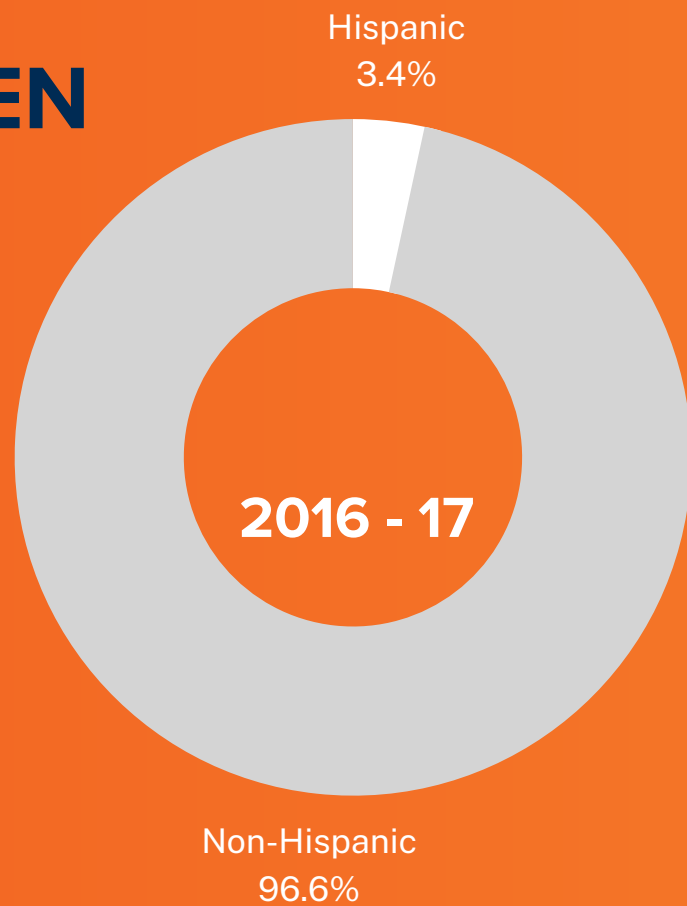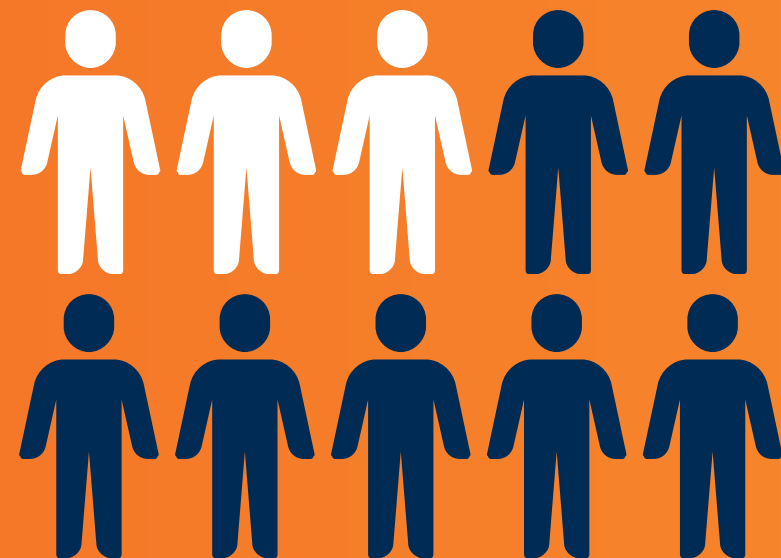
Non-Hispanic
84.4%

12% INCREASE

in Hispanic representation over the past seven years.
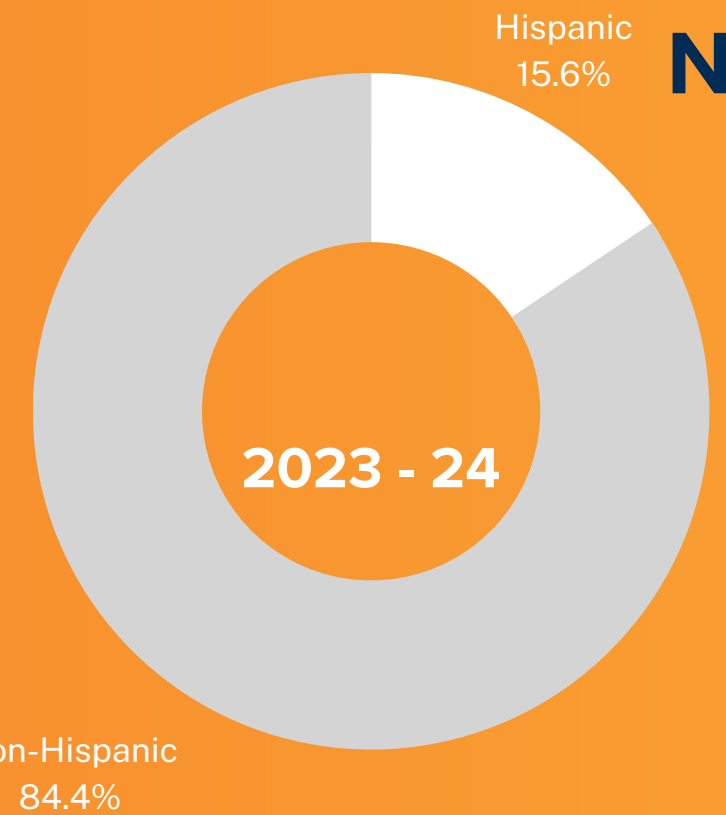
Regional Data: **30% hispanic, 70% non-hispanic** | Source: JobsEQ 1. American Community Survey 2017-2021, unless otherwise noted. 2. Median values for certain aggregate regions (such as MSAs) may be estimated as the weighted averages of the median values from the composing counties. 3. Disconnected Youth are 16-19 year olds who are (1) not in school, (2) not high school graduates, and (3) either unemployed or not in the labor force. 4. Census population Estimate for 2022, annual average growth rate since 2012. Post-2019 data for Connecticut counties are imputed by Chmura. Exported on: Monday, August 7, 2023 11:11am
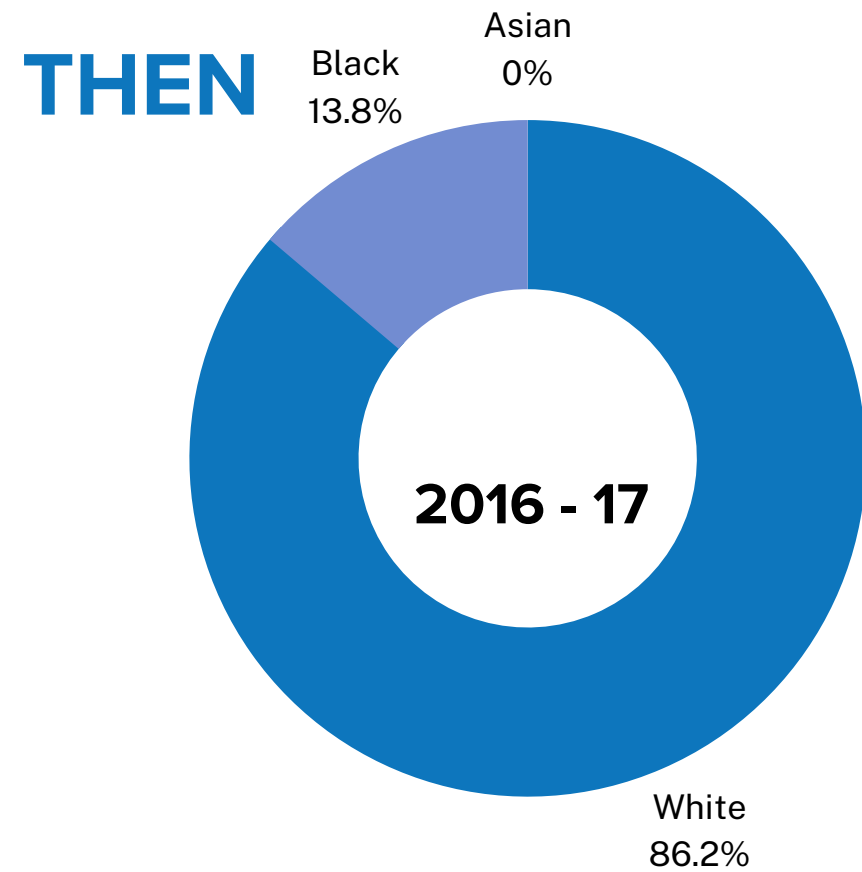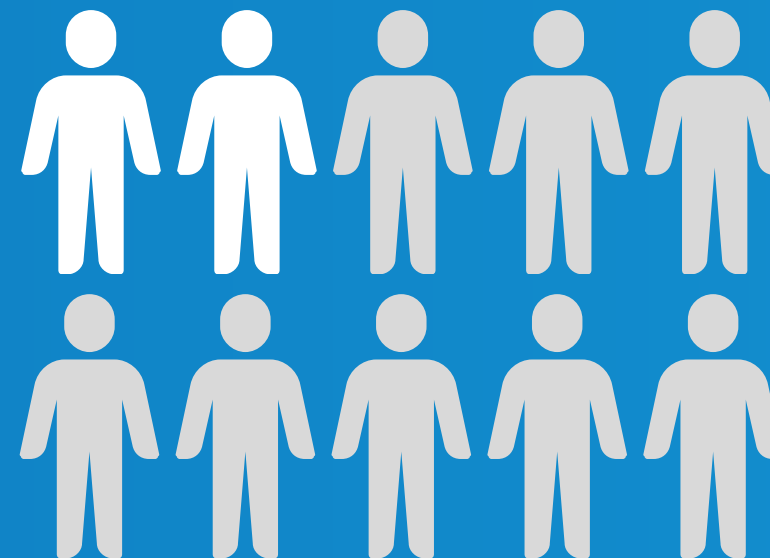
Board Race Regional Comparison

THEN

Black
13.8%

Asian
0%

2016 - 17

White
86.2%

3.1% GROWTH

in Asian representation, which was initially absent. The board's racial dynamics have witnessed a subtle shift over time.

NOW

Asian
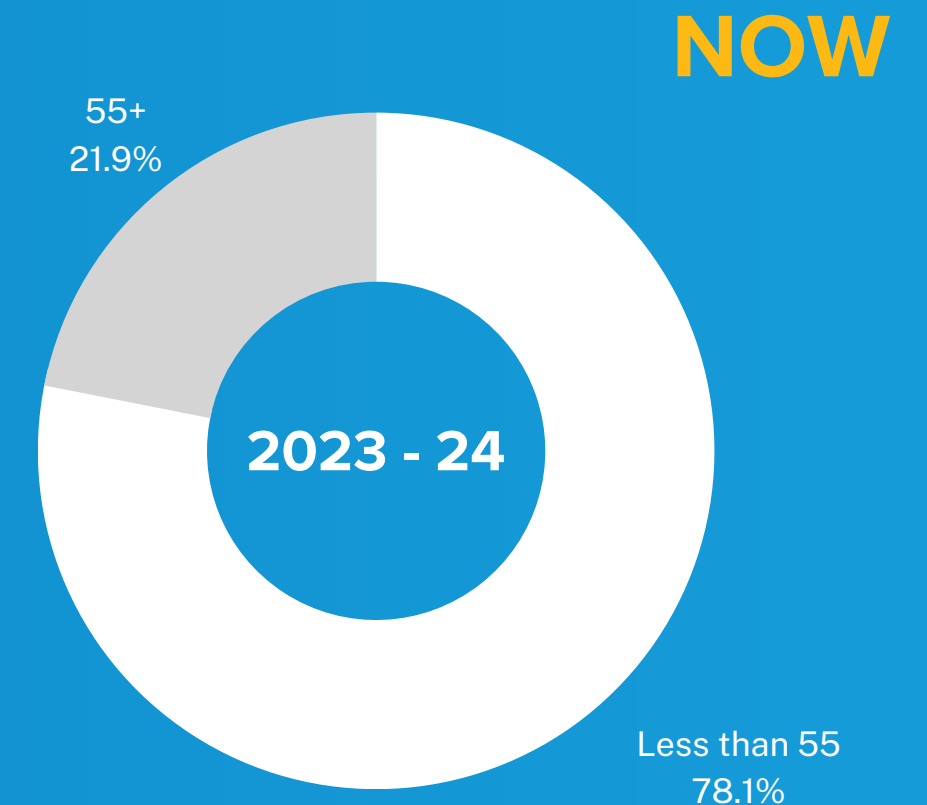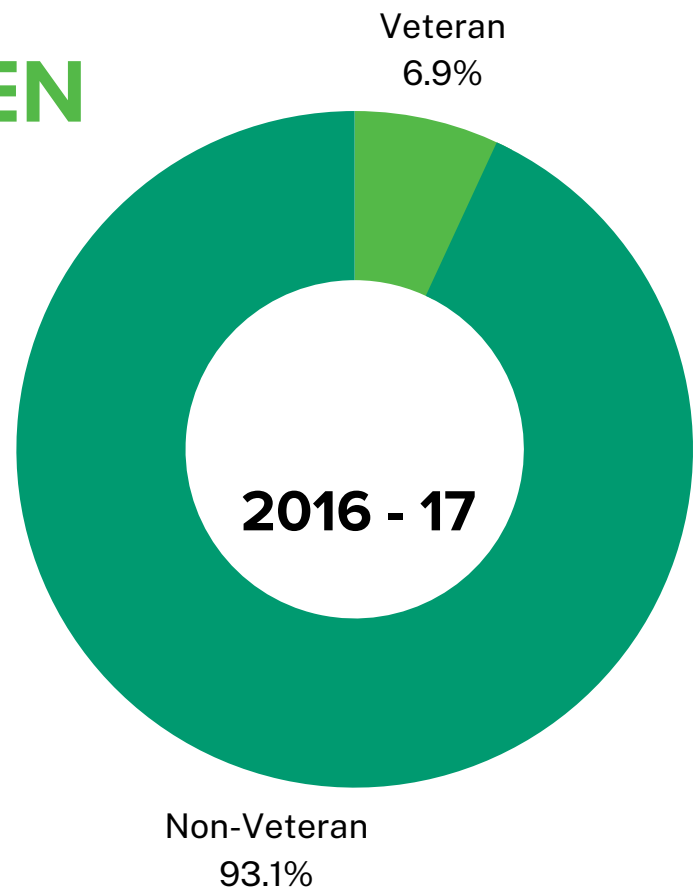3.1%

Black
15.6%

2023 - 24

White
81.3%

Board Age Regional Comparison

THEN

55+
31%

2016 - 17

Less than 55
69%

21.9%

distribution achieving a balanced age, closely mirroring the regional representation of 28.8%.

NOW

55+
21.9%

2023 - 24

Less than 55
78.1%

THEN

Veteran
6.9%

2016 - 17

Non-Veteran
93.1%

Board Veteran Regional Comparison

4.7%
over the regional
representation of veterans.

NOW

Veteran
9.4%

2023 - 24
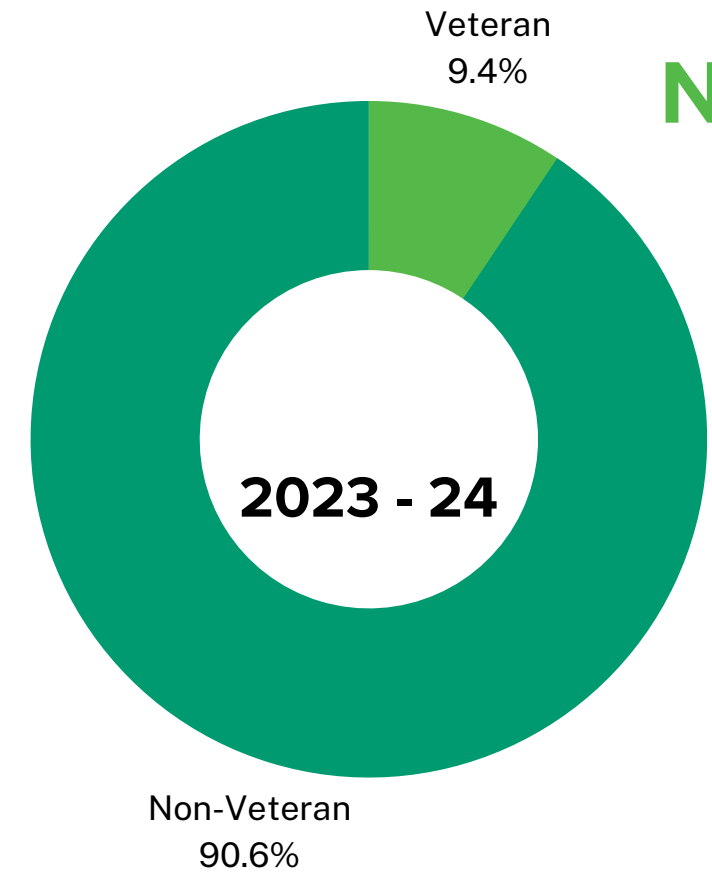
Non-Veteran
90.6%

Regional Data: 4.7% veterans, 95.3% non-veterans | Source: JobsEQ 1. American Community Survey 2017-2021, unless otherwise noted. 2. Median values for certain aggregate regions (such as MSAs) may be estimated as the weighted averages of the median values from the composing counties. 3. Disconnected Youth are 16-19 year olds who are (1) not in school, (2) not high school graduates, and (3) either unemployed or not in the labor force. 4. Census population Estimate for 2022, annual average growth rate since 2012. Post-2019 data for Connecticut counties are imputed by Chmura. Exported on: Monday, August 7, 2023 11:11am

Make Central Florida Talent the Best for Business

CareerSource Central Florida's Board of Directors is comprised of private sector leadership (at least 51%) representing five counties – Lake, Orange, Osceola, Seminole, and Sumter; the remainder of the Board is comprised of representatives from local agencies and institutions as defined in Florida and Federal statutes.

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Board Seats

CareerSource Central Florida
Required Board Composition
PY: 2023-2024

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 have a least two members	Mandatory Areas of Representation: • Labor / Apprenticeship, Community-Based Organizations (CBO) - *at least 20% representation* • Education • Economic / Community Development
Current Business Seat Count per County: Orange: 8 (Albu, Brandon, Gary, Havard, Laws, LeWinter, Nakagawa, Ortigoni, 1 Vacant) Osceola: 3 (Hindle, Larry, and Siracuza) Seminole: 4 (Martz, Sprinkle, Sweat and Walton) Lake: 2 (Olson and Orr) Sumter: 1 (Orr / (1 Vacant) **Total:** **17** *(only counting individuals)* *The Chair of Local Workforce Development Board must be from the business community*	Current Mandatory Seats (all counties): Labor / Apprenticeships / CBOs: 6 Donnelly (Labor & Apprenticeship) Dziorney-Lukash (Labor & Apprenticeship) Ford (CBO) Gill (CBO-Disab) Hayward (CBO-Disab/Vet) Sperzel (CBO) Education: 5 Kostenbauder (ETPA) Thomas (ETPA) Quintanilla (ETPC) Battista (ETPC) Vazquez (ETPO) Economic / Community Development: 4 des Anges (GRVRD – VR & Ind w/Disab) Cunha (GRED) Ushkowitz (GRED) Gray (GRO) **Total: 15** *(only counting individuals)*
GRAND TOTAL: 32 BOARD MEMBERS	

Reference: Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, Section 107
CareerSource Florida – Administrative Policy (#91), Section IV
CareerSource Central Florida Bylaws, Article VI
Central Florida Area Workforce Development Consortium - Interlocal Agreement, Section II

RETURN TO AGENDA

Board Engagement
(7/1/22 – 6/30/23)

Board Engagement Goals – FY 2023-2024

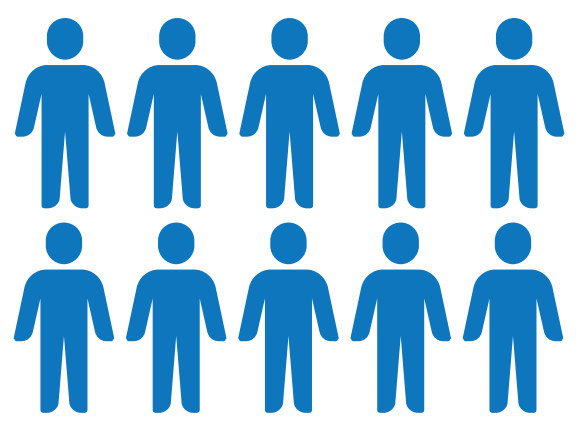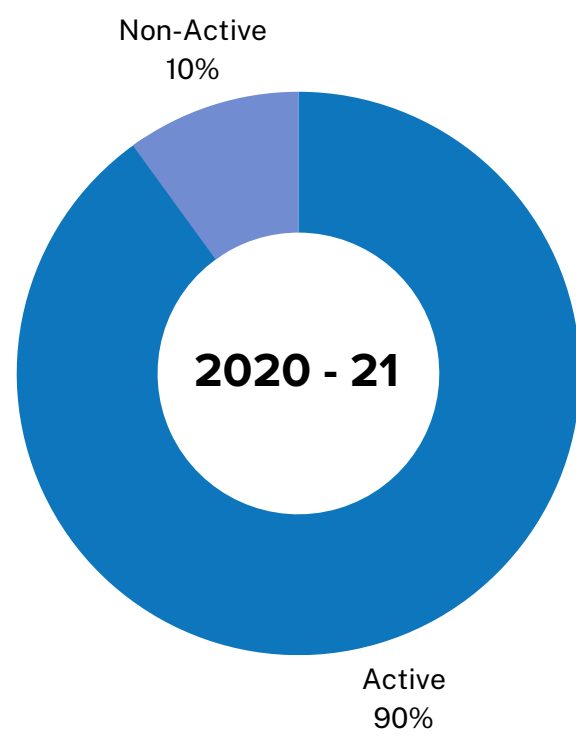|	PARTICIPATE	DEMONSTRATE	CONTRIBUTE
GOAL	**90% of Board Membership**	**80% of Board Membership**	**70% of Board Membership**
DESCRIPTION	• **Board Meetings** • **Committee Meetings** • **Board Orientation** • **Board Conference Travel (NAWB, State Board Meetings)** • **Individual Meetings with CSCF Staff** • **Workforce Development - Related Meetings and Events**	• **Attending Company Sponsored/ Industry Events** • **Participate in Media Interviews** • **Speaking Engagements (Internal or External)** • **Sharing CSCF News/ Information in Company's Communication Channels (internal or external)** • **CSCF Miscellaneous Business Activities** • **Job Shadowing** • **Center Visits** • **Read the Board Source 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 Ocurrence, per Year**	**Contribute to Revenue Generation and/or Provide In-kind Contribution**

Board Engagement: 7/1/22 - 6/30/23

	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
FY 2022-2023	87% (26 out of *30) Participated *Total Board Members active the full FY	100% (30 out of *30) Demonstrated *Total Board Members active the full FY	60% (18 out of *30) Contributed *Total Board Members active the full FY

* PARTICIPATE: board, committee, industry and staff meetings
* DEMONSTRATE: taking action (e.g., center visit, social media, RFQ participating)
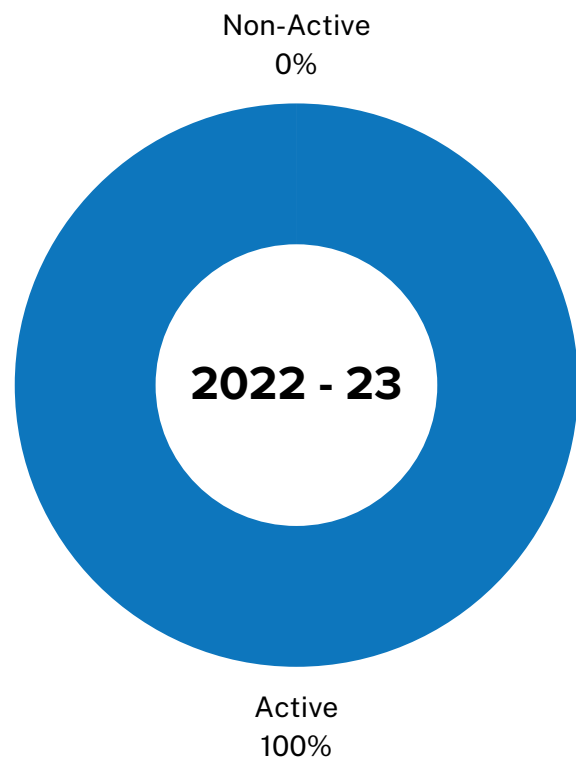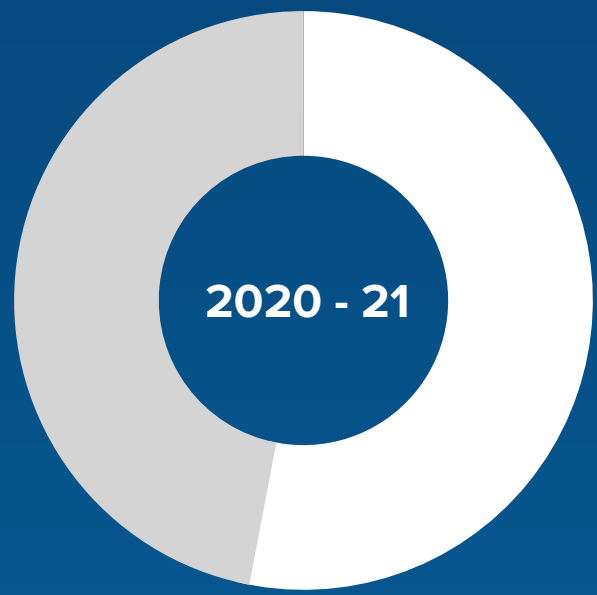* CONTRIBUTE: monetary, host board meeting, accept interns, sponsorship referrals

CareerSource CENTRAL FLORIDA

Demonstrate

Contribute

Participate

THEN

Demonstrate — 2020 - 21
- Non-Active 10%
- Active 90%

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

Contribute — 2020 - 21
- No Contributions 47%
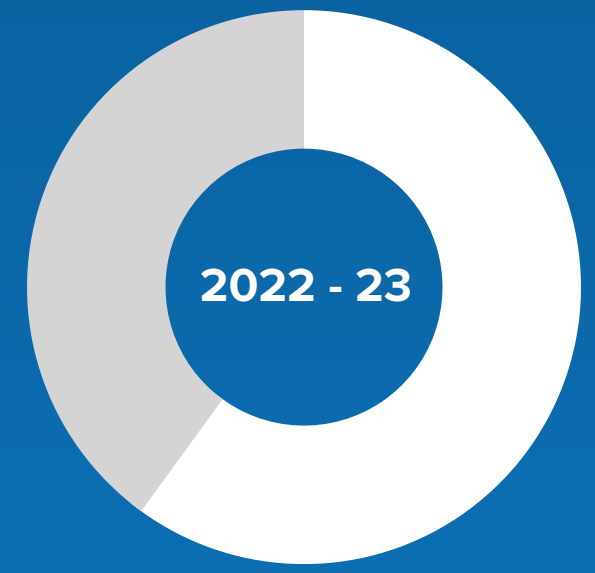- Contributed 53%

60%
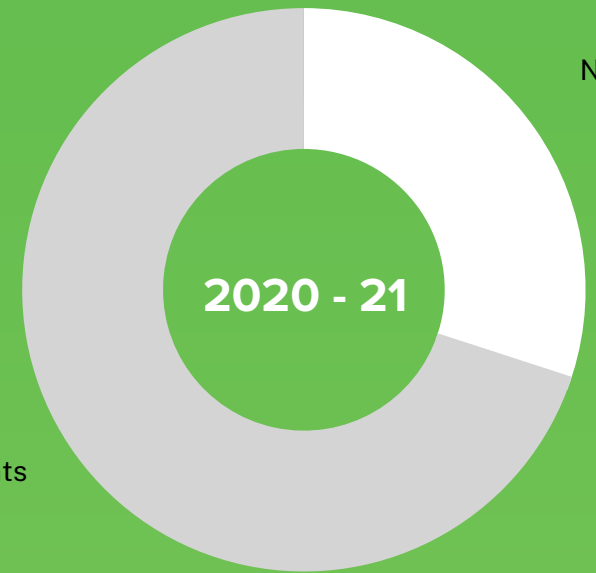Board members made at least one contribution over the program year. We have seen this grow over the past three years.
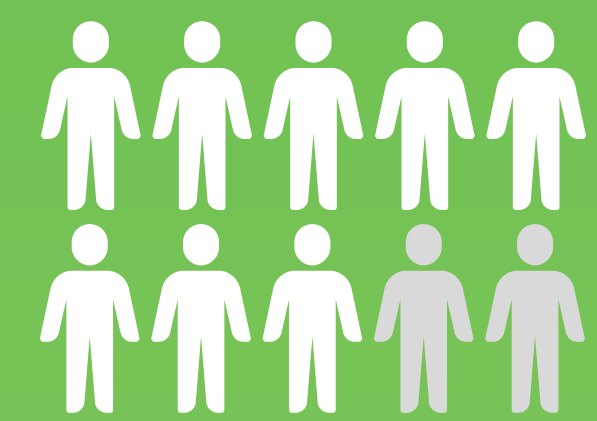
DONATION

Participate — 2020 - 21
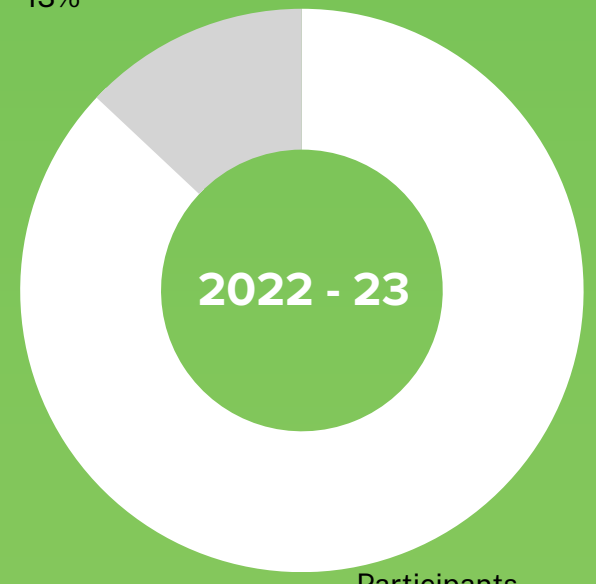- Non-Participants 30%
- Participants 70%

87% PARTICIPATED
nearly reaching our goal of 90% and resulting in tremendous growth over the past three years.

- Non-Participants 13%

PY 22-23

Demonstrate — 2022 - 23
- Non-Active 0%
- Active 100%

Contribute — 2022 - 23
- No Contributions 40%
- Contributed 60%

Participate — 2022 - 23
- Participants 87%

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THANK YOU!

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