



**DRAFT**  
**Governance Committee Meeting**

**CareerSource Central Florida**  
**390 North Orange Ave., Suite 700, Orlando, FL 32801**

**Tuesday, March 12, 2019 / 9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Mark Wylie, Steve Ball, Greg Beliveau, Debbie Clements, Jeff Hayward, and Eric Jackson

**MEMBERS ABSENT:** John Gill and Rick Walsh

**STAFF PRESENT:** Pam Nabors, Lisa Burby, Leo Alvarez, Dyana Burke and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Wylie, Committee Chair, called meeting to order at 9:05 am.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported a quorum present.	
3	<b>Public Comment</b> None Offered.	
4	<b>Action Item:</b> <u>Approval of Minutes</u> <ul style="list-style-type: none"> <li>• Reviewed draft minutes from 8/29/18 Governance Committee meeting (attachment).</li> </ul>	<b>Mr. Jackson approved the minutes from the 8/29/18 Governance Committee Meeting. Mr. Beliveau seconded; motion passed unanimously.</b>
5	<b>Information/Discussion/Action Items</b>	
	<u>Human Resources Updates</u> <ul style="list-style-type: none"> <li>• Ms. Nabors introduced Ms. Dyana Burke, the new Vice President of Human Resources.</li> <li>• Employee Handbook – Baker &amp; Hostetler, HR Consultant, finished their review. Final draft will be reviewed at the 5/8/19 Governance Committee. Mr. Ball will have a final review prior to the meeting.</li> <li>• Ms. Nabors completed the CSCF staff town hall meetings at all of the CSCF offices.</li> <li>• Two internal promotions:               <ul style="list-style-type: none"> <li>– Ryan Ridley, Career Services Manager – West Orange Office</li> <li>– Karl Allen, Career Services Manager – Southeast Orange Office</li> </ul> </li> </ul> <u>Board of Directors</u> <ul style="list-style-type: none"> <li>• Board Engagement               <ul style="list-style-type: none"> <li>– Participation rate has doubled since September 2018; 17 out of 28 have participated or scheduled to participate in an engagement activity.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>– Board engagement surveys – receiving good, constructive feedback that staff are addressing.</li> <li>• Roster       <ul style="list-style-type: none"> <li>– Reviewed roster (attachment) and seats up for renewal as well as current vacant seats. Finalized proposed roster will be reviewed at the 5/8/19 Governance Committee meeting.</li> </ul> </li> <li>• Slate of Officers       <ul style="list-style-type: none"> <li>– Reviewed and concurred to vote on proposed slate of officers for PY 2019-2020 at 5/8/19 Governance committee meeting.</li> </ul> </li> </ul> <p><u>Enterprise Risk Update</u></p> <ul style="list-style-type: none"> <li>• Reviewed “Enterprise Risk Management” memo (attachment) and status of each risk.</li> <li>• Overall, risk matrix levels decreased compared to six months ago.       <ul style="list-style-type: none"> <li>– Only area at level 4 (major risk) is “economic conditions” - decrease in federal funding due to improved economic conditions. To mitigate risk, staff continue to work with Revenue Diversity Ad Hoc committee to develop strategies to generate new revenues.</li> </ul> </li> </ul>	<p><i>Mr. Beliveau to work with Ms. Nabors on the Sumter seats.</i></p>
6	<p><b>Other Business</b>          None offered.</p>	
7	<p><b>Adjournment</b>          Meeting adjourned at 9:57 a.m.</p>	

Respectfully submitted,

Kaz Kasal  
 Executive Coordinator