



## Governance Committee Meeting

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

Wednesday, August 29, 2018 / 2:00 p.m.

### MINUTES

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

**MEMBERS ABSENT:** Jeff Hayward and Rick Walsh

**STAFF PRESENT:** Pam Nabors, Lisa Burby and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Wylie, Committee Chair, called meeting to order at 2:05 pm.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported a quorum present.	
3	<b>Public Comment</b> None Offered.	
4	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>• Reviewed draft minutes from 5/2/18 Governance Committee meeting (attachment).</li> </ul>	<b>Mr. Ball approved the minutes from the 5/2/18 Governance Committee Meeting. Mr. Gill seconded; motion passed unanimously.</b>
5	<b>Information/Discussion/Action Items</b>	
	<u>Board Structure</u> <ul style="list-style-type: none"> <li>• <u>Charter Review</u> Committee concurred no changes needed.</li> <li>• <u>Sumter Seat Recommendation</u> <ul style="list-style-type: none"> <li>○ Sumter Board of County Commissioners approved appointment of Mr. Craig Ducharme, VP of Operations with Primus Pipe and Tube to CSCF Board.</li> <li>○ Consortium to affirm Mr. Ducharme's appointment at its 12/13/18 meeting.</li> </ul> </li> <li>• <u>Current Board Demographics</u> Reviewed Board member characteristics (attachment).           <ul style="list-style-type: none"> <li>○ Committee concurred areas of focus when identifying future CSCF Board candidates: 1) female, 2) age 35.&amp; under, and 3) agriculture</li> </ul> </li> </ul> <u>Board Strategy</u> <ul style="list-style-type: none"> <li>• Reviewed FY 18-19 Board and CSCF priorities (attachment).</li> </ul>	
Agenda	Topic	Action Item / Follow Up Item

Item		
	<p><b><u>Board Engagement</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Board Information Session</u></b> <ul style="list-style-type: none"> <li>○ Committee concurred on following:                             <ul style="list-style-type: none"> <li>– Annual information session to cover broad overview of CSCF operations and Board responsibilities.</li> <li>– Board workshop(s) to cover in-depth review of funds and programs.</li> </ul> </li> <li>○ Staff proposed “sector focus” at Board meetings; September Board meeting to highlight culinary in Hospitality and CSCF’s progress and challenges for Board input.</li> <li>○ Staff to continue focusing on ways to effectively engage Board.</li> </ul> </li>   <li>• <b><u>Board Self-Evaluation Survey</u></b> <ul style="list-style-type: none"> <li>○ Reviewed 2017 vs. 2014 comparison of CSCF Board self-evaluation survey results (attachment).</li> </ul> </li>   <li>• <b><u>Enterprise Risk</u></b> <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.</li> <li>○ Only area of increase “economic conditions with CSCF receiving a 10% decrease in federal funding. To mitigate risk, a Revenue Diversity Ad Hoc committee, formed last fiscal year, continues to develop strategies to generate new revenues.</li> </ul> </li> </ul>	<p><i>Staff to develop: 1) a tool kit “talking points” that Board can review for engagement activity and 2) monthly newsletter for Board - consisting of CSCF updates and highlights.</i></p> <p><i>Staff to include 2017 vs. 2014 comparison report in 9/27/18 Board meeting packet for their input.</i></p>
6	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• Status of HR Handbook             <ul style="list-style-type: none"> <li>○ CSCF procured an HR consultant to review HR processes and provide recommendations.</li> </ul> </li> </ul>	<p><i>Staff to provide progress report to Committee mid-year.</i></p>
7	<p><b>Adjournment</b>                  Meeting adjourned at 3:27 p.m.</p>	

Respectfully submitted,  
  
 Kaz Kasal  
 Executive Coordinator