



## Governance Committee Meeting

CareerSource Central Florida  
390 N. Orange Ave., Suite 700

Wednesday, March 1, 2017  
2:00 p.m. – 3:30 p.m.

**Conference Call-in phone number: (866) 576-7975 / Participant Access Code: 299848**

**Strategic Goals developed by the Board:**

- *CareerSource Central Florida will become business focused in all efforts*
- *CareerSource Central Florida will identify ways to measure progress and Return On Investment (ROI)*
- *CareerSource Central Florida will become the backbone organization for workforce development in Central Florida*

Agenda Item	TOPIC	Action Item	Info Item	Presenter
1	Welcome			Robert Brown
2	Roll Call / Establishment of Quorum			Kaz Kasal
3	Public Comment			
4	Approval of Minutes A. 11/9/16 Governance Committee Meeting	X		Robert Brown
5	<b>Information/Discussion/Action Items</b>			
	A. Board Strategic Planning – Prep for Retreat			Robert Brown
	B. Board Composition for PY 17-18 – Review of Seats Expiring – Nominations Discussion		X	Committee Discussion
	C. Slate of Officers - Discussion		X	Committee Discussion
	D. Enterprise Risk Update		X	Pam Nabors/ Leo Alvarez
6	Other Business			
7	Adjournment			

Upcoming Meetings:

- Board Meeting and Board Retreat: 4/26/17, 9:00 am to 1:00 pm – / Location: Seminole State College-Heathrow Campus / Seminole State College/Heathrow Campus, 1055 AAA Drive, Heathrow, FL 32746
- Governance Committee Meeting: 5/11/17, 2:00 pm to 3:30 pm – CareerSource Central Florida, 390 N. Orange Ave., Suite 700, Orlando, FL 32804



















MEMORANDUM

**To: Governance Committee**  
**From: Leo Alvarez**  
**Subject: Review of Actions Relative to Governor’s Request to Visit Florida**  
**Date: March 1, 2017**

**Purpose/Background:**

Recently three publically funded entities, Enterprise Florida, Visit Florida, and the State Housing Agency came under fire regarding the inappropriate handling of public records requests and questionable expenditures and vendor contracts. This led to the Governor requesting for transparency’s sake that Visit Florida be required to post certain financial, performance, administrative and vendor contract information online.

As CareerSource Central Florida is also the recipient of public funds we felt it prudent that CSCF perform an audit of current fiscal, performance, administrative, and vendor information and its availability to the public.

What the Governor Requested of Visit Florida:	CSCF Complies by:	Posted:	CSCF Web Link:
External reports detailing public spending	Fiscal Expenditure Report CSCF Budget	Website, under board meetings Website, under board meetings	<a href="http://careersourcecentralflorida.com/board-committees/board-meetings/">http://careersourcecentralflorida.com/board-committees/board-meetings/</a> <a href="http://careersourcecentralflorida.com/board-committees/board-meetings/">http://careersourcecentralflorida.com/board-committees/board-meetings/</a>
Reports that include metrics and return on investment calculations	Operations Performance Reports Economic Impact Reports	Website, under board meetings Website, about us	<a href="http://careersourcecentralflorida.com/board-committees/board-meetings/">http://careersourcecentralflorida.com/board-committees/board-meetings/</a> <a href="http://careersourcecentralflorida.com/about-us/economic-impact/">http://careersourcecentralflorida.com/about-us/economic-impact/</a>
Employee position and salary information	<b>Available Upon Public Records Request</b>		
Online organizational chart	<b>Available Upon Public Records Request</b>		
Relevant audits, tax returns, financial reports and summaries	Audits, CAFR	Website, under board meetings	<a href="http://careersourcecentralflorida.com/board-committees/board-meetings/">http://careersourcecentralflorida.com/board-committees/board-meetings/</a>
Statutory required reports	Board Orientation & Bylaws Interlocal Agreement 5 Year Plan	Website, board reference materials Website, under board meetings Website, under board	<a href="http://careersourcecentralflorida.com/board-committees/reference-materials/">http://careersourcecentralflorida.com/board-committees/reference-materials/</a> <a href="http://careersourcecentralflorida.com/board-committees/board-meetings/">http://careersourcecentralflorida.com/board-committees/board-meetings/</a> <a href="http://careersourcecentralflorida.com/about-us/unified-strategic-plan/">http://careersourcecentralflorida.com/about-us/unified-strategic-plan/</a>
Public expenditure details by vendor and contract with all contracts provided online	Official RFP, RFQ, Bids	Website, under solicitations	<a href="http://careersourcecentralflorida.com/solicitation-requests/">http://careersourcecentralflorida.com/solicitation-requests/</a>

CSCF strives to be a transparent organization and therefore the majority of the information required by the Governor is already located on the CSCF website. An area where CSCF can enhance transparency is around vendor contract awards. This would require the addition of two columns to the current chart on the website that would provide the details of the selected vendor and the total cost of the awarded project. Additionally, a CSCF organizational chart and employee position and salary charts are not on the website but would always be available should a public records request occur. Staff is recommending updating the solicitation request page to include the awarded vendor and awarded project cost details. However, the recommendation is to leave employee position details and salary information available upon request.