



Governance Committee Meeting

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

Thursday, May 11, 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. 3/1/17 Governance Committee Meeting	X		Robert Brown
5	Information/Discussion/Action Items			
	A. Board Strategic Planning – Recap from Retreat			Robert Brown
	B. Board Composition for PY 17-18		X	Committee Discussion
	C. Slate of Officers – Finalize Recommendations		X	Committee Discussion
	D. Board Meetings for PY 17-18 – Survey Results		X	Pam Nabors
	E. Governance Committee Meetings for PY 17-18 – Survey out Proposed Dates		X	Pam Nabors
6	Other Business			
7	Adjournment			

Upcoming Meetings:

- Consortium/Board Joint Meeting: 9:00 am to 10:30 am, Wednesday, 6/28/17 – Guidewell Innovation Center / Lake Nona, 9801 Lake Nona Road, Orlando, FL 32827

Draft
Governance Committee Meeting
 CareerSource Central Florida
 390 N Orange Ave., Suite 700, Orlando, FL 32801
Wednesday, March 1, 2017 / 2:00 p.m.

MINUTES

MEMBERS PRESENT: Robert Brown, Greg Beliveau, Debbie Clements, Eric Jackson and John Gill

MEMBERS ABSENT: Rick Walsh

STAFF PRESENT: Pam Nabors, Leo Alvarez, and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Brown called the meeting to order at 2:05 pm and welcomed those in attendance.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported that there was a quorum present.	
3	Public Comment None Offered.	
4	Approval of Minutes A. 11/9/16 Governance Committee Meeting	Mr. Jackson made a motion to approve the minutes from the 11/9/16 Governance Committee meeting. Mr. Gill seconded; motion passed unanimously.
5	Information/Discussion/Action Items	
	<p><u>Board Strategic Planning – Prep for Retreat</u> Ms. Nabors stated that Ms. Shelley Lauten, Consultant, will be the facilitator at the Board Retreat occurring on 4/26/17 and the following will be covered at the Retreat:</p> <ul style="list-style-type: none"> • Board’s feedback from their first-hand observations of CSCF’s services. • Mr. Tony Carvajal, Executive Vice President of the Florida Chamber Foundation, will present on the Florida 2030 report as it relates to the workforce in Central Florida. • Discussion points from the 2/27/17 Joint Executive Committees’ meeting on regional opportunities with data sharing, connecting the talent pool and advocacy. <p>Ms. Nabors stated that all of the above information will help the Board determine how CSCF moves forward in its role as a “backbone” and “workforce intelligence” organization and shape the strategic objectives accordingly.</p> <p>The Committee also discussed the region’s economic trends,</p>	

	<p>opportunities and challenges; and how workforce development needs to be part of local economic development planning. Ms. Nabors stated she will invite Mr. Tim Giuliani, President & CEO of Orlando Economic Partnership, to the Retreat. (<i>Orlando Economic Partnership is the newly merged organization of Central Florida Partnership and Orlando Economic Development Commission</i>).</p>	
	<p><u>Board Composition for PY 17-18</u> Ms. Nabors relayed that she is in the process of reaching out to those Board Members whose seats are expiring on 6/30/17 to see if they plan to continue serving another term. Additionally, Ms. Nabors is reviewing a candidate for the vacant Orange County business seat and a replacement for the labor seat, of which Mr. Jack Plettinck has stated he will need to step down.</p>	<p><i>Ms. Nabors stated she will provide a proposed PY 17-18 Board Roster for review at the next Governance Committee meeting in readiness for the Consortium's approval at the joint meeting of the Consortium and Board in June.</i></p>
	<p><u>Slate of Officers – Discussion</u> The Committee reviewed and discussed slate of officers and possible candidates for PY 17-18. The Committee concurred to review and finalize proposed slate of officers at the next Governance Committee meeting in readiness for the Board's approval at the joint meeting of the Consortium and Board in June.</p>	
	<p><u>Enterprise Risk Update</u> Mr. Alvarez stated that the Enterprise Risk Committee met on 2/27/17 and reassessed the top ten risks facing the organization, which is reflected on the "Enterprise Risk Management" memo (attachment). Mr. Alvarez reviewed the matrix, each of the risks, and risk level compared to six months ago. The overall risk matrix levels have flattened out in comparison to six months ago. Risk #9 is currently the only risk at level 4 (red) due to anticipated budget decreases and the overall uncertainty due to the political climate.</p> <p>The Committee discussed revenue diversity strategies with grants and especially private dollars to help mitigate risk of #9. In response to the terrorism rider inquiry from the previous Governance Committee meeting, Mr. Alvarez stated that CSCF has a terrorism rider under its insurance policy.</p>	<p><i>At the 4/19/17 Executive Committee Meeting, Mr. Brown will propose the Executive Committee be tasked to lead discussion on revenue diversification in budget.</i></p>
6	<p>Other Business Ms. Nabors referred to the memo (attachment) subject line entitled "Review of Actions Relative to Governor's Request to Visit Florida" outlining the Governor's request to Visit Florida to post certain financial, performance, administrative and vendor information online, for transparency purposes. In turn, CareerSource Florida requested all regional workforce boards also ensure likewise transparency. Ms. Nabors relayed that the majority of the information required by the Governor is already located on the CSCF website. Staff additionally recommends that CSCF can enhance transparency by including</p>	

Governance Committee Meeting
March 1, 2017
Page 3

	the awarded vendor and awarded project cost details. The Governance Committee concurred with these staff recommendations.	
8	Adjournment There being no other business, the meeting was adjourned at 3:10 p.m.	

Respectfully submitted,

Kaz Kasal

Yellow highlighted denotes re-appointments

Green highlighted denotes proposed new appointments

TOTAL NUMBER OF ACTIVE BOARD MEMBERS: 29

NUMBER OF VACANCIES: 0

EFFECTIVE DATE: 7/1/17

PROPOSED MEMBERSHIP
REGIONAL WORKFORCE BOARD (RWB)

REGION NAME: Central Florida Regional Workforce Development Board, d/b/a/ CareerSource Central Florida REGION NUMBER: 12

NAME OF RWB MEMBERS	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	DEMOGRAPHICS	PERIOD OF APPOINTMENT
Ball, Stephen	BU	Multi-county (Orange)	Holland & Knight	M.W	7/1/17 - 6/30/20
Beliveau, Greg	BU	Lake	LPG Urban & Regional Planners, Inc.	M.W.OI.	7/1/16 - 6/30/19
Bough, Paul	BU	Orange	Berkeley Research Group	M.W.	7/1/16 - 6/30/19
Brandon, Wendy	BU	Seminole	Central Florida Regional Hospital	F.W.	7/1/17 - 6/30/20
Casel, Glen	WOY (CBO representing Youth)	Multi-county	Community Based Care of Central Florida	M.W.	7/1/16 - 6/30/19
Clements, Debbie	BU	Multi-county (Orange)	Duke Energy	F.W.	7/1/15 - 6/30/18
Cornell, Melanie	BU	Multi-county (Seminole)	HKS Architects, Inc.	F.W.OI.	7/1/15 - 6/30/18
D'Aiuto, William	GRO	Multi-county	Florida Department of Children & Families	M.W	7/1/16 - 6/30/19
Davis, John	BU	Multi-county (Orange)	African American Chamber of Commerce	M.B.	7/1/15 - 6/30/18
Gill, John	WOD (CBO representing Individuals & Disabilities)	Multi-county	Quest, Inc.	M.B.	7/1/16 - 6/30/19
Guillet, Nicole	GRED	Seminole	Seminole County Board of County Commissioners	F.W.	7/1/17 - 6/30/20
Havard, Mark	BU	Multi-County (Orange)	Hyatt Regency Orlando / Central Florida Hotel & Lodging	M.W.	7/1/16 - 6/30/19
Hayward, Jeff	WOD/WOV (CBO representing Disabilities/Veterans)	Multi-county	Heart of Florida United Way	M.W.	7/1/17 - 6/30/20
Jackson, Eric	BU <i>Small Business</i>	Orange	Total Roof Services Corp.	M.B.	7/1/17 - 6/30/20
Madsen, Leland	BU	Sumter	Bedrock Resources, Inc.	M.W.OI.	7/1/16 - 6/30/19
Michaels, Brian	GRVRD (VR & individuals w/disabilities)	Multi-county	Department of Education, Division of Blind Services	M.W.	7/1/17 - 6/30/20
Olson, Sheri	BU	Lake	South Lake Hospital	F. W.	7/1/15 - 6/30/18

NAME OF RWB MEMBERS	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	DEMOGRAPHICS	PERIOD OF APPOINTMENT
Trombetta, Al	WOLO/WOJ	Multi-county	International Union of Painters & Allied Trades, Florida Finishing Trades (IUPAT DC 78)	M.W.	7/1/17 - 6/30/20
Pittman, John	ETPC	Multi-county	University of Central Florida	M.B.	7/1/17 - 6/30/20
Plinske, Kathleen	ETPC	Multi-county	Valencia College	F.W.	7/1/15 - 6/30/18
Sarnovsky, Joseph	ETPA	Seminole	Seminole State College	M.W.	7/1/15 - 6/30/18
Sullivan, Jim	WOLO/WOJ	Multi-county	Central Florida Electrical Joint Apprenticeship & Training Committee (J.A.T.C.) / Central Florida AFL-CIO	M.W.OI.	7/1/17 - 6/30/20
Sweat, Richard	BU <i>Small Business</i>	Seminole	.decimal	M.W.	7/1/16 - 6/30/19
Sweet, Jody	BU	Multi-county (Orange)	Walt Disney Parks & Resorts	F.W.	7/1/16 - 6/30/19
Todd, Chuck	BU	Sumter	Circle C Farms	M.W.OI.	7/1/15 - 6/30/18
Trnka, Jane	ETPC	Multi-county	Rollins Crummer Graduate School of Business		7/1/16 - 6/30/19
Ushkowitz, Eric	GRED	Orange	Orange County Government	M.W.	7/1/15 - 6/30/18
Walter, Larry	BU	Osceola	Hanson, Walter & Associates, Inc.	M.W.OI.	7/1/15 - 6/30/18
Wylie, Mark	BU	Multi-county (Osceola)	Central Florida Chapter Associated Builders and Contractors, Inc.	M.W.OI.	7/1/17 - 6/30/20

Key Codes:

Areas of Representation:

- BU – Business **(16 Seats)**
- WOLO – Workforce-Labor Organization
- WOJ – Workforce-Joint labor-management Apprenticeship Program
- WOD – Workforce-Community-based Organizations representing Individuals with Disabilities (optional)
- WOV – Workforce-Community-based Organizations representing Veterans (optional)
- WOY – Workforce-Community-based Organizations representing Youth (optional)
- ETPA – Education and Training Provider-Adult Education and Literacy
- ETPC – Education and Training Provider-Institution of Higher Education
- ETPO – Education and Training Provider-Other Providers (optional)
- GRED – Government Representative-Economic Development
- GRES – Government Representative-Employment Service
- GRVRD – Government Representative-Vocational Rehabilitation
- GRO – Government Representative-Other (optional) **CareerSource Central Florida operates the Wagner Peyser (GRO) function
- OTHER – Other (please specific group/program being represented) (optional)

Demographics

- M – Male / F – Female
- W – White (not Hispanic) / B – Black/African American (not Hispanic) / W/H – White and Hispanic / B/H – Black and Hispanic O – Other
- D – Disabled individual
- OI – older individual
- V - Veteran



CURRENT OFFICERS

Board Position	Nomination	Job Title	Organization
Chair	Eric Jackson	President/CEO	Total Roof Services Corp.
Vice Chair	Debbie Clements	Government & Community Relations Manager	Duke Energy
Treasurer	Joseph Sarnovsky	Vice President and CFO	Seminole State College
Secretary	Leland Madsen	Administrator	Bedrock Resources, Inc.

PROPOSED OFFICER NOMINATIONS

Board Position	Nomination	Job Title	Organization
Chair	Debbie Clements	Government & Community Relations Manager	Duke Energy
Vice Chair	Mark Wylie	President/CEO	Central Florida Chapter Associated Builders & Contractors, Inc.
Treasurer	Joseph Sarnovsky	Vice President and CFO	Seminole State College
Secretary	Leland Madsen	Administrator	Bedrock Resources, Inc.

**2017-2018 CSCF Board Meetings
 Board Feedback on Day / Time Options**

Mornings	Afternoons	M	T	W	TH	F
	1		1	1		1
1		1	1		1	
	1			1	1	
1			1	1	1	
1		1	1	1	1	
1	1	1		1	1	
	1		1	1		
1				1		
	1				1	
	1		1	1	1	1
1		1	1		1	1
1				1	1	
	1		1	1	1	1
1			1	1		
1	1	1	1	1	1	1
1			1	1	1	
	1		1		1	
1					1	
1			1			
1			1		1	
	1		1	1		
1					1	
1		1	1	1	1	1
	1		1	1	1	
	1		1		1	
1				1		
1	1	1	1	1	1	1
17	13	7	19	18	20	7

Feedback from PY 17-18 Officers (Pending Board Vote)
Debbie Clements: Wed am preferred
Mark Wylie: Either Wed or Thur am
Joseph Sarnovsky: Thur am preferred, but can work Wed am in his schedule
Leland Madsen: Thur am