



Governance Committee Meeting

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

Wednesday, May 2, 2018
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 workforce intelligence organization for workforce development in Central Florida*

Agenda Item	TOPIC	Action Item	Info Item	Presenter
1	Welcome			
2	Roll Call / Establishment of Quorum			Kaz Kasal
3	Public Comment			
4	Approval of Minutes A. 3/7/18 Governance Committee Meeting	X		Mark Wylie
5	Information/Discussion/Action Items			
	A. Board Composition for PY 18-19			Mark Wylie
	B. Board Strategic Planning – Next Steps		X	Committee Discussion
	C. Slate of Officers	X		Committee Discussion
	D. HR Employee Handbook – Update / Themes		X	Steve Ball
	E. Governance Committee Meetings – Proposed Dates		X	
6	Other Business			
7	Adjournment			

Upcoming Meetings:

- Board Meeting: 6/21/18, 2:00 pm to 3:30 pm, CSCF Southeast Office, 5784 S. Semoran Blvd., Orlando, FL 32822

DRAFT
Governance Committee Meeting

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

Wednesday, March 7, 2018
2:00 p.m.

MINUTES

MEMBERS PRESENT: Mark Wylie, Steve Ball, Greg Beliveau, Jeff Hayward, John Gill and Rick Walsh

MEMBERS ABSENT: Debbie Clements and Eric Jackson

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

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Wylie, Committee Chair, called the meeting to order at 2:03 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 The Committee reviewed the draft minutes from the 1/9/18 Governance Committee meeting (attachment). Mr. Hayward noted Mr. Wylie's name was misspelled under the "Welcome" section.	Mr. Ball approved the minutes, to include the mentioned revision, from the 1/9/18 Governance Committee Meeting. Mr. Hayward seconded; motion passed unanimously.
5	Information/Discussion/Action Items	
	<p><u>Bylaws Review – Redlined</u> Mr. Ball reviewed the redlined Bylaws (attachment) and stated the revisions are based on the Committee's discussion at its 1/9/18 meeting. Ms. Nabors stated the redlined Bylaws will be published on CSCF website on 3/8/18. As per Bylaws, this will meet the 30-day notice requirement, as the board meeting is scheduled on 4/12/18. Ms. Nabors also noted, per Bylaws, that two-thirds of entire Board will need to be present in order to vote to adopt of the amended Bylaws. Mr. Wylie thanked Mr. Ball for his work on amending the Bylaws.</p> <p><u>Board Engagement Updates</u> Ms. Nabors noted, as per the Board's survey feedback, the Board is desiring more opportunities to engage. Ms. Nabors stated that Board shadowing business representatives and/or visiting the CSCF centers will continue, especially for those on the Board who have not had the chance</p>	<p>Mr. Hayward made a motion to forward the Bylaws, as presented, to the Board for review and adoption. Mr. Beliveau seconded; motion passed unanimously.</p> <p><i>Staff to post "redlined" Bylaws on CSCF website on 3/8/18.</i></p>

Governance Committee Meeting

March 7, 2018

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	<p>to partake in this activity, or if they would to engage a second time. Ms. Nabors stated the new board members are currently reviewing the committees to decide which they would like to join. The Committee discussed and concurred that Board surveys should be conducted annually and Mr. Wylie stated the next one should be conducted in the fall 2018.</p> <p><u>Board Member Review</u></p> <p>Ms. Nabors referred to the listing of Board Members active and proposed (attachment). Ms. Nabors reviewed the Boards seats expiring on 6/30/18 and the status of each seat. Ms. Nabors also reviewed two proposed new seats: Seminole County business seat - proposed candidate Mr. Matt Walton with MiGree Engineers, LLC and Orange County business seat – proposed candidate Mr. Andrew Albu with Albu & Associates.</p> <p><u>Enterprise Risk Update</u></p> <p>Mr. Alvarez stated the Enterprise Risk Committee met on 2/27/18 and reassessed the top ten risks facing the organization, which are reflected on the “Enterprise Risk Management” memo (attachment). Mr. Alvarez the reviewed status of each risk and actions taken to mitigate risks that have increased. Mr. Alvarez also noted the risk of operational system failure decreased as CSCF’s operations have shifted its focus toward more attention with customer relationships and less reliance on systems.</p> <p>The Committee also discussed security and concurred for CSCF, with professional guidance, to continue: assessing each of its sites and off-site meeting locations, and providing refresher training for staff.</p>	
6	<p>Other Business</p> <p>Ms. Nabors stated the CSCF is in the process of reviewing and evaluating its HR Handbook and asked if the Committee could be part of this evaluation process. Mr. Ball and Mr. Hayward offered their assistance.</p>	
7	<p>Adjournment</p> <p>There being no other business, the meeting was adjourned at 3:28 p.m.</p>	

Respectfully submitted,
Kaz Kasal

CareerSource Central Florida Required Board Composition

Business Seats (51%+)	Mandatory Seats
<p><u>Characteristics:</u></p> <ul style="list-style-type: none"> • 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 <p><u>Current Business Seat Count per County:</u></p> <p>Orange: 7 Osceola: 2 Seminole: 3 Lake: 2 Sumter: 2 <u>Total: 16</u></p> <p><i>The Chair of Local Workforce Development Board must be from the business community</i></p>	<p><u>Mandatory Areas of Representation:</u></p> <ul style="list-style-type: none"> • Labor / Apprenticeship, Community-Based Organizations (CBO) - <i>at least 20% representation</i> • Education • Economic / Community Development <p><u>Current Mandatory Seats (all counties):</u></p> <p>Labor / Apprenticeships / CBOs: 5 Education: 4 Economic / Community Development: 4 <u>Total: 13</u></p>

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

TOTAL NUMBER OF ACTIVE BOARD MEMBERS: 29NUMBER OF VACANCIES: 2EFFECTIVE DATE: 7/1/18

MEMBERSHIP

REGIONAL WORKFORCE BOARD (RWB)

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

Agenda Item 5A

NAME OF RWB MEMBERS	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	PERIOD OF APPOINTMENT	COMMENTS
Albu, Andrew	BU	Orange	Albu & Associates	7/1/18 – 6/30/21	2/8/18 - received nomination letter from Brian Butler, Board Chair of National Association of Minority Contractors, nominating Andrew Albu to serve in business seat for Orange County. On appointment/reappointment request letter to Mayor Jacobs that is being prepared.
Ball, Stephen	BU	Multi-county (Orange)	Holland & Knight	7/1/17 – 6/30/20	
Beliveau, Greg	BU	Lake	LPG Urban & Regional Planners, Inc.	7/1/16 – 6/30/19	
Bough, Paul	BU	Orange	Berkeley Research Group	7/1/16 – 6/30/19	
Brandon, Wendy	BU	Seminole	Central Florida Regional Hospital	7/1/17 – 6/30/20	
Casel, Glen	WOY (CBO representing Youth)	Multi-county	Community Based Care of Central Florida	7/1/16 – 6/30/19	
Clements, Debbie	BU	Multi-county (Orange)	Duke Energy	7/1/15 – 6/30/18	Debbie has agreed to serve another term. As this will be her 3 rd term, re-nomination is required. 3/1/18 – received nomination letter from Tim Giuliani. On appointment/reappointment request letter to Mayor Jacobs that is being prepared
D’Aiuto, William	GRO	Multi-county	Florida Department of Children & Families	7/1/16 – 6/30/19	
Davis, John	BU	Multi-county (Orange)	African American Chamber of Commerce	7/1/15 – 6/30/18	The term for this business seat ends 6/30/18
des Anges, Keira	GRVRD (VR & individuals w/disabilities)	Multi-county	Division of Vocational Rehabilitation, Florida Department of Education	2/22/18 – 6/30/20	
Gill, John	WOD (CBO representing Individuals & Disabilities)	Multi-county	Quest, Inc.	7/1/16 – 6/30/19	

NAME OF RWB MEMBERS	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	PERIOD OF APPOINTMENT	COMMENTS
Guillet, Nicole	GRED	Seminole	Seminole County Board of County Commissioners	7/1/17 - 6/30/20	
Gyllin, John	ETPA	Seminole	Seminole State College	2/22/18 - 6/30/18	Term 7/1/18 - 6/30/21 was approved at the 2/22/18 Workforce Investment Consortium meeting
Havard, Mark	BU	Multi-County (Orange)	Hyatt Regency Orlando / Central Florida Hotel & Lodging	7/1/16 - 6/30/19	
Hayward, Jeff	WOD/WOV (CBO representing Disabilities/Veterans)	Multi-county	Heart of Florida United Way	7/1/17 - 6/30/20	
Jackson, Eric	BU Small Business	Orange	Total Roof Services Corp.	7/1/17 - 6/30/20	
Madsen, Leland	BU	Sumter	Bedrock Resources, Inc.	7/1/16 - 6/30/19	
Olson, Sheri	BU	Lake	South Lake Hospital	7/1/15 - 6/30/18	Sheri has agreed to serve another term. As this will be her 3 rd term, re-nomination is required and Sheri is coordinating attainment of nomination letter (sample letter sent to Sheri) 3/29/18 Sheri forwarded nomination letter from President/CEO of South Lake Hospital 4/4/18 - sent request for reappointment to Commissioner Sullivan - provided due date of 5/11/18.
Pittman, John	ETPC	Multi-county	University of Central Florida	7/1/17 - 6/30/20	
Plinske, Kathleen	ETPC	Multi-county	Valencia College	7/1/15 - 6/30/18	Kathleen has agreed to serve another term. As this is her 2 nd term, she is eligible for re-appointment without re-nomination by the Consortium. On appointment/reappointment request letter to Mayor Jacobs that is being prepared.
Sprinkle, David	BU	Seminole	Veritas Recruiting Group, LLC	2/22/18 - 6/30/18	Term 7/1/18 - 6/30/21 was approved at the 2/22/18 Workforce Investment Consortium meeting

NAME OF RWB MEMBERS	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	PERIOD OF APPOINTMENT	COMMENTS
Sullivan, Jim	WOLO/WOJ	Multi-county	Central Florida Electrical Joint Apprenticeship & Training Committee (J.A.T.C.) / Central Florida AFL-CIO	7/1/17 - 6/30/20	
Sweat, Richard	BU <i>Small Business</i>	Seminole	.decimal	7/1/16 - 6/30/19	
Todd, Chuck	BU	Sumter	Circle C Farms	7/1/15 - 6/30/18	<p>Chuck is choosing not to serve a 3rd term. Bradley Arnold/Sumter County is working with Frank Calascione/Sumter County Economic Development to attain candidate to replace Chuck.</p> <p>3/29/18 - Frank Calascione / Sumter County Economic Development indicated that they are still searching for candidate and would keep me posted.</p>
Trnka, Jane	ETPC	Multi-county	Rollins Crummer Graduate School of Business	7/1/16 - 6/30/19	
Trombetta, Al	WOLO/WOJ	Multi-county	International Union of Painters & Allied Trades, Florida Finishing Trades (IUPAT DC 78)	7/1/17 - 6/30/20	
Ushkowitz, Eric	GRED	Orange	Orange County Government	7/1/15 - 6/30/18	<p>Eric has agreed to serve another term. As this will be his 3rd term, re-nomination is required. At CSCF's request, letter recommending appointment will come from Mayor Jacobs.</p> <p>On request for appointment/reappointment letter to Mayor Jacobs that is being prepared.</p>
Walter, Larry	BU	Osceola	Hanson, Walter & Associates, Inc.	7/1/15 - 6/30/18	<p>Larry has agreed to serve another term. As this will be his 3rd term, re-nomination is required and Larry is coordinating attainment of nomination letter.</p> <p>4/9/18 - Received nomination letter from President/CEO of Kissimmee/Osceola County Chamber</p> <p>4/13/18 - sent request to Commissioner Hawkins with 5/18/18 due date.</p>

NAME OF RWB MEMBERS	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	PERIOD OF APPOINTMENT	COMMENTS
Walton, Matt	BU	Seminole	MiGre Engineers, LLC	7/1/18 - 6/30/21	2/21/18 - received nomination letter from John Bartkovich, Board Chair of Associated Builders, nominating Matt Walton to serve in business seat for Seminole County. On 2/21/18, Matt confirmed he applied online for the Board Appointment on the Seminole County website. 3/30/18 - sent request to Commissioner Horan with 4/20/18 due date. 4/19/18 - received letter from Commissioner Horan confirming Seminole County appointment approval for Matt Walton
Wood, Jody	BU	Multi-county (Orange)	Walt Disney Parks & Resorts	7/1/16 - 6/30/19	
Wylie, Mark	BU	Multi-county (Osceola)	Central Florida Chapter Associated Builders and Contractors, Inc.	7/1/17 - 6/30/20	

Key Codes:

Areas of Representation:

- BU – Business **(18 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)

CSCF BOARD OF DIRECTORS - CHARACTERISTICS

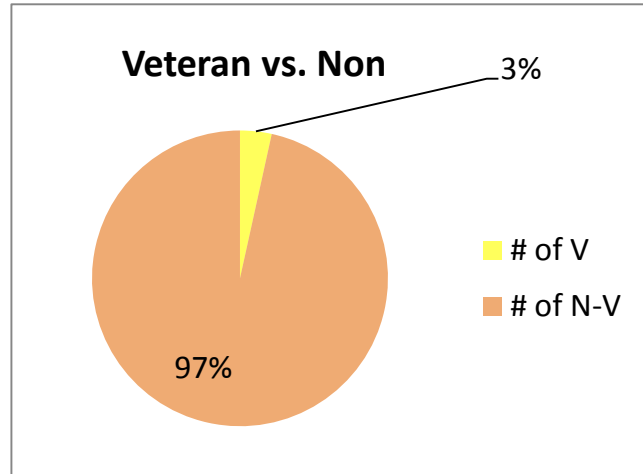
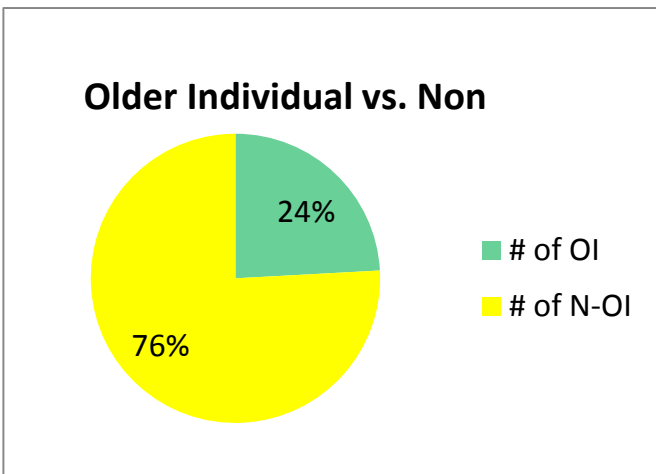
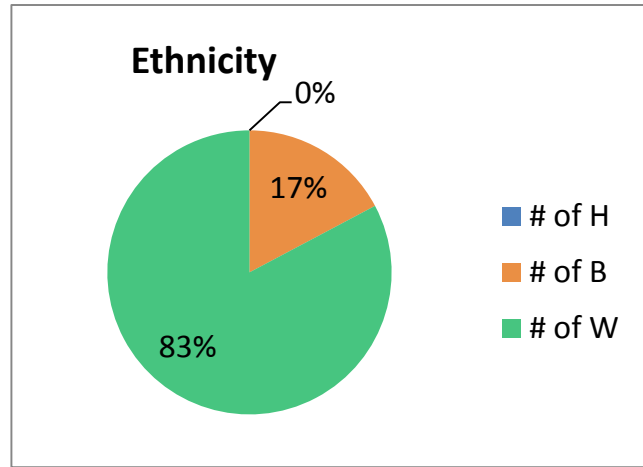
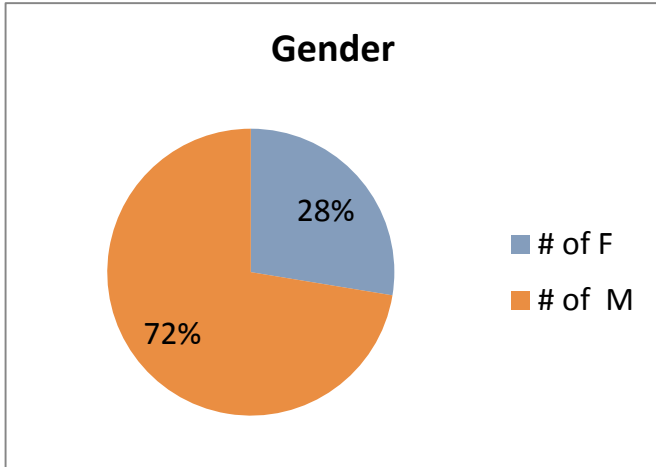
Board Member	Demographics					Areas of Representation		Education / Certification						Areas of Experience																											
	Gender	Ethnicity	Veteran	Disabled Individual	Older Individual	Representation Area	County Representation	AA	BA/BS	Masters	JD	Doctorate	Other Certificates	Administration	Construction	Education	HealthCare	Human Resources / Recruitment	Hospitality/Tourism	Law	Manufacturing	Engineering	Business Management/Consulting	Non-Profit / Public Assistance Organizations	Family/Youth Development Planning	Contract Negotiation	Economic Development	Organized Labor	Finance	Information Technology	Government/Planning	Real Estate/Land Development	Development/Fundraising/Marketing	Project Management	Sales and/or Marketing	Outreach/Communications	Rehabilitation/Vocational	Agriculture	Workforce/Job Development		
Stephen Ball	M	W				BU	Orange				x								x																						
Greg Beliveau	M	W			OI	BU	Lake			x		x	x	x															x	x											
Paul Bough	M	W				BU	Orange	x						x																			x						x		
Wendy Brandon	F	W				BU	Seminole			x				x		x																									
Glen Casel	M	W				WOY (Youth)	All			x															x																
Deborah Clements	F	W				BU	Orange			x				x															x							x					
William D'Aiuto	M	W				GRO (Gov't)	All			x				x										x	x	x		x					x		x						
John Davis	M	B				BU	Orange	x																x										x	x						
Keira des Anges	F	B				GRVRD (Individuals w/Disabilities)	All			x		x																								x					
John Gill	M	B				WOD (Disabled)	All			x														x	x			x													
Nicole Guillet	F	W				(Gov't-Economic Dev)	All																			x			x												
John Gyllin	M	W				ETPA (Adult Ed & Literacy)	All					x		x	x									x			x					x									
Mark Havard	M	W				BU	Orange	x									x	x																							
Jeff Hayward	M	W				WOD/WOV - (Disabled/Vets)	All	x																x																	
Eric Jackson	M	B				BU	Orange	x							x								x												x					x	
Lee Madsen	M	W	V		OI	BU	Sumter							x			x					x																			
Sheri Olson	F	W				BU	Lake	x								x																	x			x					
John Pittman	M	B				(Higher Education)	All			x		x	x															x													
Kathleen Plinske	F	W				(Higher Education)	All					x			x																										
David Sprinkle	M	W				BU	Seminole	x				x					x																								
Jim Sullivan	M	W			OI	(Labor/Apprenticeship)	All			x		x			x													x										x			
Richard Sweat	M	W				BU	Seminole	x				x				x					x																				
Chuck Todd	M	W			OI	BU	Sumter																x														x			x	
Al Trombetta	M	W				WOLO/WOJ (Labor/Apprenticeship)	All	x				x	x	x	x	x								x				x													x
Jane Trnka	F	W			OI	ETPC - (Higher Education)	All			x		x			x	x							x	x																x	

CSCF BOARD OF DIRECTORS - CHARACTERISTICS

	Gender	Ethnicity	Veteran	Disabled Individual	Older Individual	Representation Area	County Representation	AA	BA/BS	Masters	JD	Doctorate	Other Certificates	Administration	Construction	Education	HealthCare	Human Resources / Recruitment	Hospitality/Tourism	Law	Manufacturing	Engineering	Business Management/Consulting	Non-Profit / Public Assistance Organizations	Family/Youth Development Planning	Contract Negotiation	Economic Development	Organized Labor	Finance	Information Technology	Government/Planning	Real Estate/Land Development	Development/Fundraising/Marketing	Project Management	Sales and/or Marketing	Outreach/Communications	Rehabilitation/Vocational	Agriculture	Workforce/Job Development		
Eric Ushkowitz	M	W				GRED (Gov't-Economic Dev)	All		x													x					x														
Larry Walter	M	W			OI	BU	Osceola			x			x									x																			
Jody Wood	F	W				BU	Orange		x					x				x	x																						
Mark Wylie	M	W			OI	BU	Osceola		x					x	x														x												

CSCF Board Demographics

# of F	# of M	# of H	# of B	# of W	# of OI	# of N-OI	# of V	# of N-V	# of Disab	# of N-Disab
8	21	0	5	24	7	22	1	28	0	29

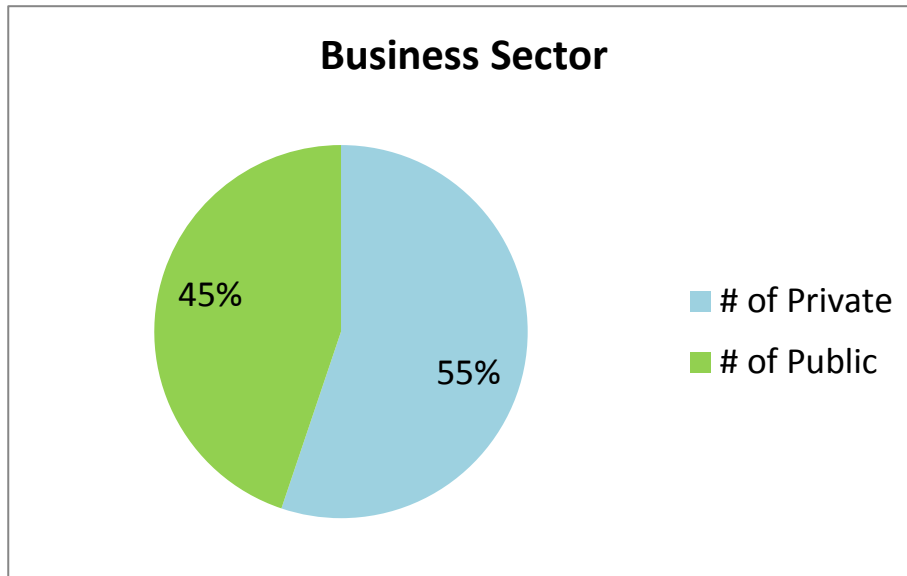


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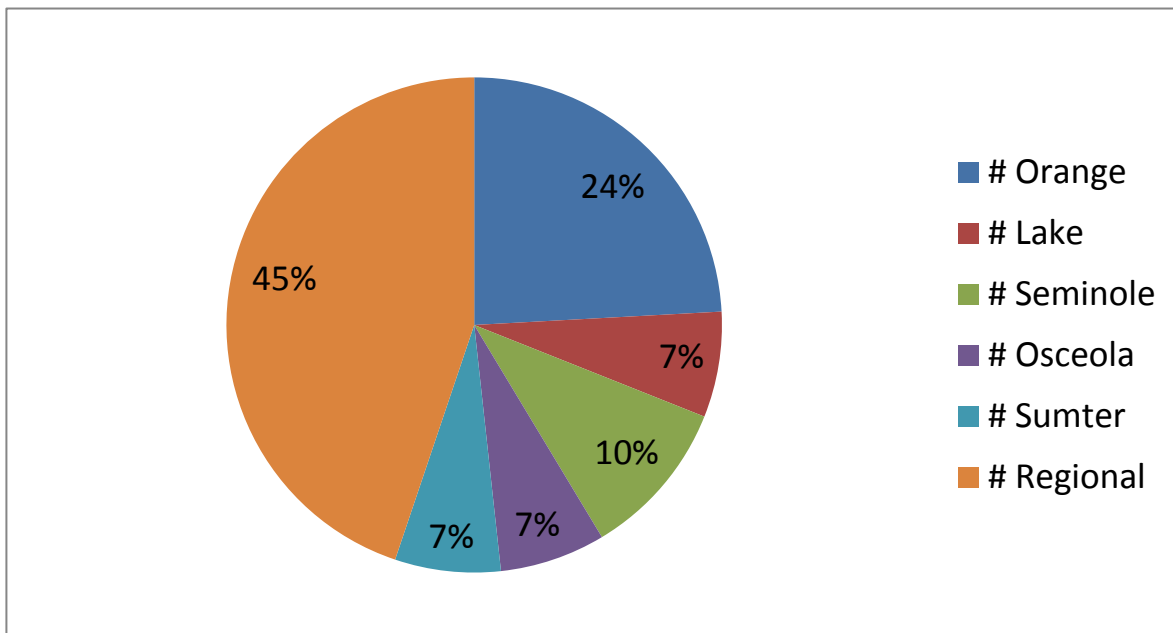
Gender Codes: M – Male / F – Female
 Ethnic Codes: W – White (not Hispanic) /
 B – Black/African American (not Hispanic) /
 H – Hispanic / B-H (Black & Hispanic /
 W-H (White & Hispanic) / O – Other
 Other Codes: D – Disabled Individual /
 OI – Older Individual (55 and over) /
 N-OI – Non-Older Individual (under 55) /
 N-V – Non-Veteran / V - Veteran

CSCF Board Business Sector and Geographical Breakdown

Business Sector	
# of Private	# of Public
16	13

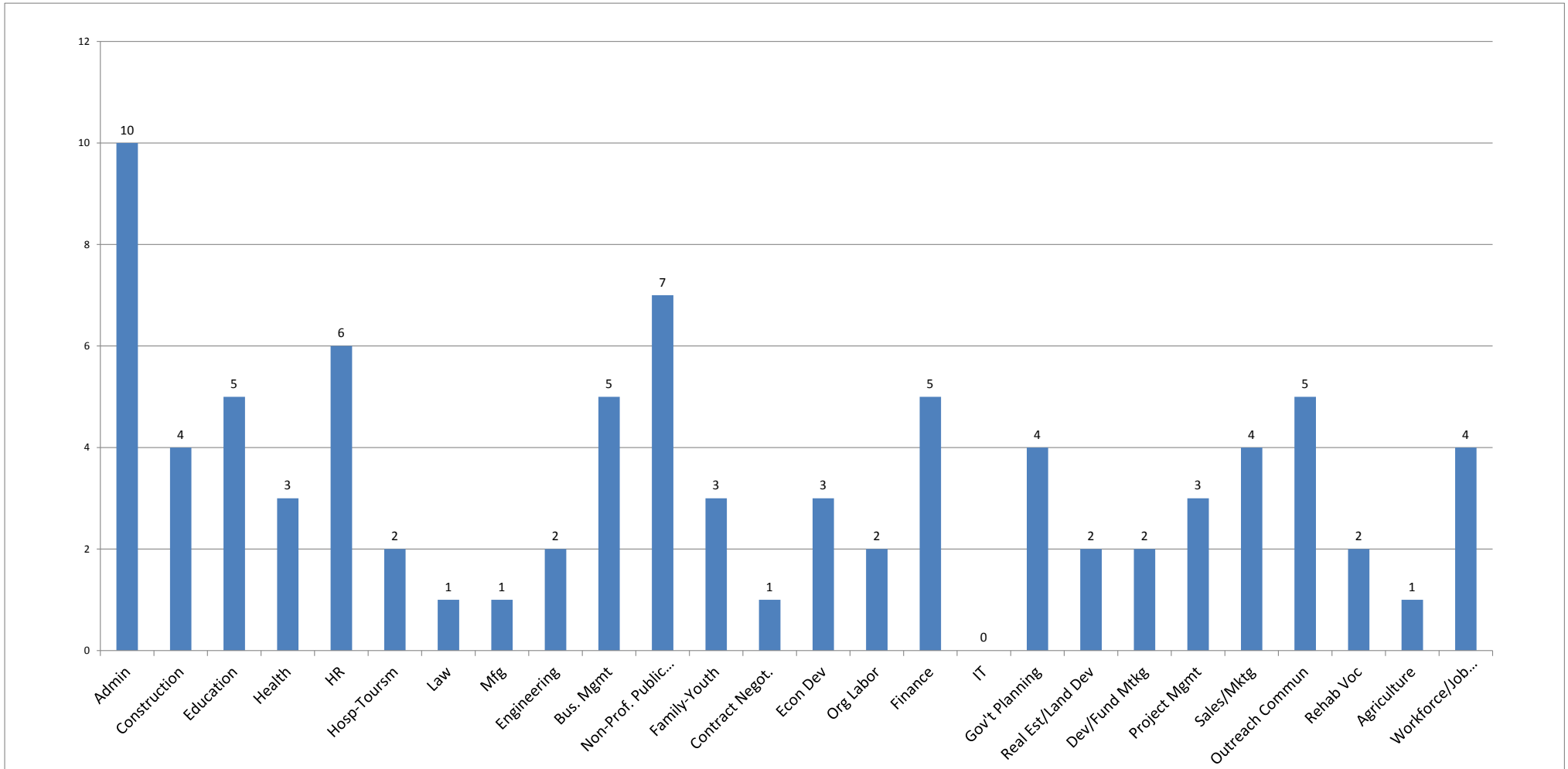


# Orange	# Lake	# Seminole	# Osceola	# Sumter	# Regional
7	2	3	2	2	13



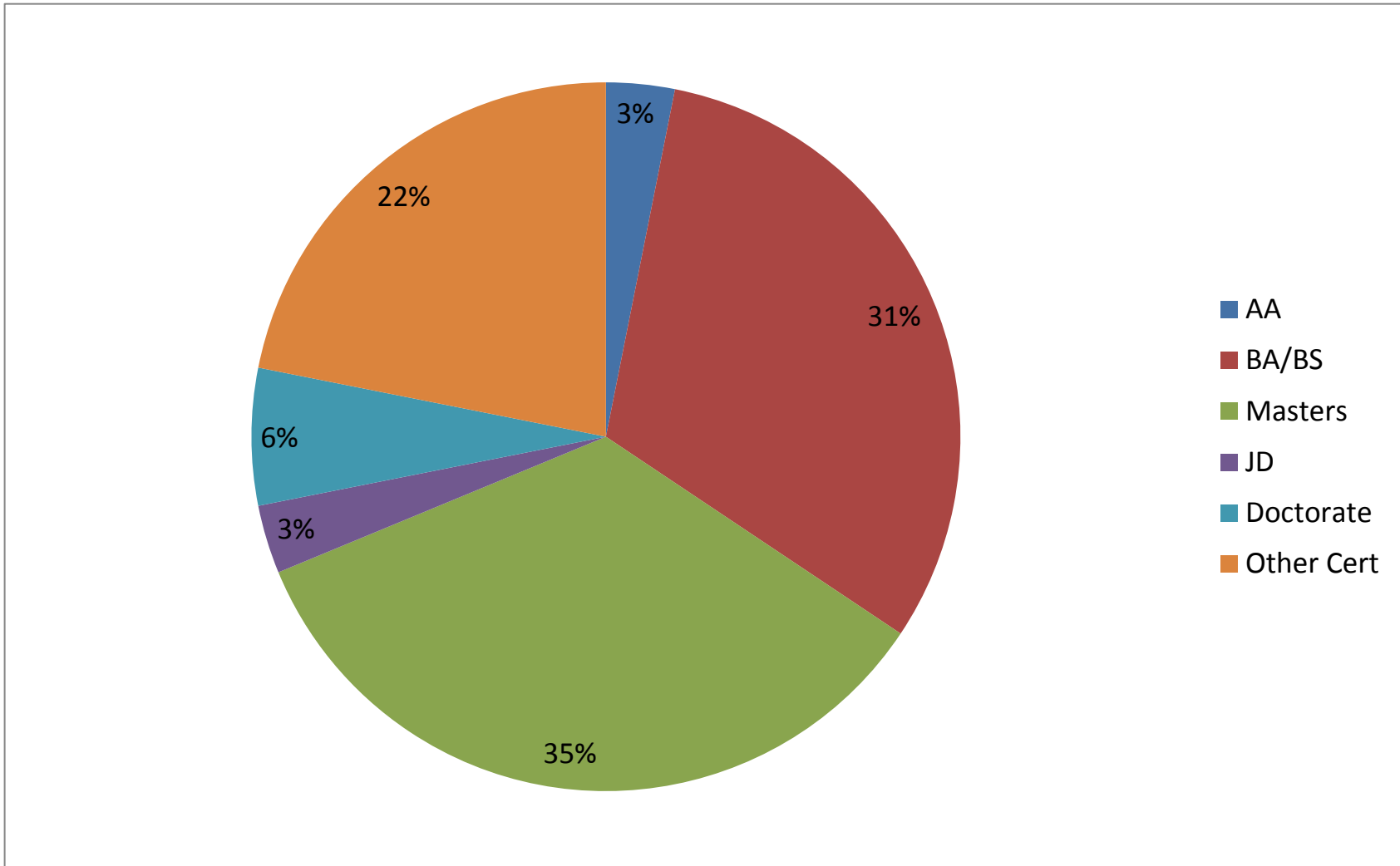
CSCF Board Skills and Expertise

Admin	Construction	Education	Health	HR	Hosp-Tourism	Law	Mfg	Engineering	Bus. Mgmt	Non-Prof. Public Asst.	Family-Youth	Contract Negot.	Econ Dev	Org Labor	Finance	IT	Gov't Planning	Real Est/Land Dev	Dev/Fund Mtkg	Project Mgmt	Sales/Mktg	Outreach Commun	Rehab Voc	Agriculture	Workforce /Job Dev
10	4	5	3	6	2	1	1	2	5	7	3	1	3	2	5	0	4	2	2	3	4	5	2	1	4



CSCF Board Education and Certification

AA	BA/BS	Masters	JD	Doctorate	Other Cert
1	10	11	1	2	7





CURRENT OFFICERS

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	Eric Ushkowitz	Economic Development Administrator	Orange County Government
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	Eric Ushkowitz	Economic Development Administrator	Orange County Government
Secretary	Leland Madsen	Administrator	Bedrock Resources, Inc.