

**Governance Committee Meeting**  
 CareerSource Central Florida  
 390 N Orange Ave., Suite 700, Orlando, FL 32801

**Wednesday, May 11, 2017 / 2:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Robert Brown, Eric Jackson and John Gill

**MEMBERS ABSENT:** Greg Beliveau, Debbie Clements and Rick Walsh

**STAFF PRESENT:** Pam Nabors, Leo Alvarez, Janet Saunders and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Brown called the meeting to order at 2:02 pm and welcomed those in attendance.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported that there was a quorum present.	
3	<b>Public Comment</b> None Offered.	
4	<b>Approval of Minutes</b> A. 3/1/17 Governance Committee Meeting	<b>Mr. Jackson made a motion to approve the minutes from the 3/1/17 Governance Committee meeting. Mr. Brown seconded; motion passed unanimously.</b>
5	<b>Information/Discussion/Action Items</b>	
	<u>Board Strategic Planning – Recap from Retreat</u> Ms. Nabors stated that last week notes from 4/26/17 Board Retreat were emailed to the Board for review. The Committee commented that the Board Retreat was very engaging and interesting. The Committee concurred that the duration could be longer to allow more opportunity for discussion. Ms. Nabors stated that the Board feedback on strategic goals will be incorporated into the Board work plan for next year.	
	<u>Board Composition for PY 17-18</u> Ms. Nabors referenced the proposed Board Roster for PY 17-18 (attachment) and reviewed the three new proposed Board Members and those Board Members whose seats are expiring on 6/30/17 of which all have agreed to serve another term. Ms. Nabors stated that staff is coordinating with the nominating organizations, where applicable, and with the respective counties on the appointments and reappointments. Ms. Nabors stated the proposed Board Roster will be forwarded to the upcoming Consortium/Board Joint Meeting for the Consortium’s review and approval.	

	<p><u>Slate of Officers – Finalized Recommendations</u>                  The Committee reviewed discussed slate of officers for PY 17-18.</p>	<p><i>Mr. Jackson made a motion to forward for Board's review and approval the below proposed slate of officers. Mr. Brown seconded; motion passed unanimously.</i></p> <ul style="list-style-type: none"> <li>• <i>Board Chair: Debbie Clements</i></li> <li>• <i>Vice Chair: Mark Wylie</i></li> <li>• <i>Treasurer: Joseph Sarnovsky</i></li> <li>• <i>Secretary: Leland Madsen</i></li> </ul>
	<p><u>Board Meetings for PY 17-18 – Survey Results</u>                  Ms. Kasal referenced the Board and Officers' survey results on day and time feedback for next year's Board meetings. The Committee concurred for Ms. Kasal to finalize the schedule with Ms. Clements, pending Board Chair.</p>	
	<p><u>Governance Committee Meetings for PY 17-18</u>                  The Committee concurred for Ms. Kasal to coordinate FY 17-18 Governance Committee Meetings' schedule with pending Governance Committee Chair (to be determined).</p>	
<p>6</p>	<p><b>Other Business</b>                  Mr. Alvarez stated that the draft 990 Return for FY 15-16 was emailed to the Audit Committee and Mr. Brown on 5/5/17 for their review and comments. Both Mr. Eric Ushkowitz, Audit Committee Chair and Mr. Brown, Governance Committee Chair had no comments or issues. Mr. Alvarez stated he will remove draft from the 990 Return and email out to the full Board as an information item; then CSCF's external auditor Cherry Bekaert will submit the finalized 990 Return to the IRS by the 5/15/17 deadline.</p>	
<p>8</p>	<p><b>Adjournment</b>                  There being no other business, the meeting was adjourned at 2:17 p.m.</p>	

Respectfully submitted,

Kaz Kasal