

Governance Committee Meeting

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

**Wednesday, May 2, 2018
2:00 p.m.**

MINUTES

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

MEMBERS ABSENT: Debbie Clements, Eric Jackson and Rick Walsh

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 meeting to order at 2:03 pm.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None Offered.	
4	Approval of Minutes <ul style="list-style-type: none"> • Reviewed draft minutes from 3/7/18 Governance Committee meeting (attachment). 	Mr. Ball approved the minutes from the 3/7/18 Governance Committee Meeting. Mr. Hayward seconded; motion passed unanimously.
5	Information/Discussion/Action Items	
	<u>Board Composition for 18-19</u> <ul style="list-style-type: none"> • Reviewed board composition requirements and proposed Board member appointments and reappointments (attachment). • Reviewed Board member characteristics (attachment). <ul style="list-style-type: none"> ○ Hispanic and IT background are areas needed on Board – potential candidates to be identified for future openings on Board. <u>Board Strategic Planning – Next Steps</u> <ul style="list-style-type: none"> • Discussed 4/12/18 Retreat and concurred for staff to include following on 6/21/18 Board meeting agenda: <ul style="list-style-type: none"> ○ Debrief from 4/12/18 Retreat ○ Review of following two strategic priorities: <ol style="list-style-type: none"> 1. Analyze the business environment 2. Engage talent pool 	
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Item		
	<ul style="list-style-type: none"> • Discussed continuing Board engagement activities of shadowing business reps and visiting CSCF centers. <ul style="list-style-type: none"> ○ Will include as discussion point at 6/21/18 Board meeting. <p><u>Slate of Officers:</u></p> <ul style="list-style-type: none"> • Reviewed and discussed slate of officers for PY 18-19 (attachment). <p><u>HR Employee Handbook</u></p> <ul style="list-style-type: none"> • Ms. Nabors stated she, Ms. Beecham and Mr. Ball concurred CSCF's employee handbook should be kept at high level with general guidelines to reflect CSCF's culture and values. <ul style="list-style-type: none"> ○ Mr. Ball advised to include a domestic violence leave policy as part of updates. 	<p><i>Mr. Hayward made a motion to forward for Board's review and approval the below proposed slate of officers. Mr. Gill seconded; motion passed unanimously.</i></p> <ul style="list-style-type: none"> • <i>Board Chair: Debbie Clements</i> • <i>Vice Chair: Mark Wylie</i> • <i>Treasurer: Eric Ushkowitz</i> • <i>Secretary: Leland Madsen</i> <p><i>Staff to continue employee handbook updates and provide a progress report at the next Governance Committee meeting.</i></p>
6	<p>Other Business</p> <ul style="list-style-type: none"> • Mr. Alvarez reviewed timeline of 990 Return for FY 16-17. <ul style="list-style-type: none"> ○ Draft 990 Return will be emailed to Governance and Audit Committees for review and comments prior to IRS deadline. • Committee to decide final proposed meeting dates/times in early June. 	
7	<p>Adjournment Meeting adjourned at 3:14 p.m.</p>	

Respectfully submitted,
 Kaz Kasal