

**Governance Committee Meeting**  
 Heart of Florida United Way  
 1940 Traylor Blvd., Orlando, FL 32804  
**Wednesday, May 4, 2016 / 2:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Robert Brown, Greg Beliveau, Diana Bolivar and Eric Jackson

**MEMBERS ABSENT:** Debbie Clements and Rick Walsh

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

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Brown called the meeting to order at 2:09 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. 3/2/16 Governance Committee Meeting	<b>Ms. Bolivar made a motion to approve the minutes from the 3/2/16 Governance Committee meeting. Mr. Jackson seconded; motion passed.</b>
5	<b>Information/Discussion/Action Items</b>	
	<p><u>Board Strategic Planning</u>            The Committee further reviewed and discussed the proposed performance metrics (attachment), which were presented at the 4/21/16 Board Meeting. The Committee concurred on the following:</p> <ul style="list-style-type: none"> <li>• Staff to send out a survey to the Board to see if they have any additional input on the proposed Board performance metrics prior to the upcoming Consortium/Board Meeting.</li> <li>• Ms. Lauten to provide a more in-depth, but concise review of the metrics at the upcoming Consortium/Board Joint Meeting.</li> <li>• Attending Board meetings in person should be the norm as it increases engagement and provides for more robust discussion.</li> <li>• Moving the locations of the Board Meetings around to each county; this can help to ensure greater in-person attendance.</li> <li>• Having the Board Retreat in the spring of 2017 (vs. this fall) will allow time for Board Members to engage in performance activities and attain insight during the</li> </ul>	

	program year.	
	<p><u>Board Composition for 16-17</u>                  Ms. Nabors referenced the proposed Board Roster for PY 16-17 (attachment) and indicated that all board members whose seats are expiring on 6/30/16 have agreed to serve another term. Ms. Nabors also reviewed the three new board seats that have been added to be in compliance with the Workforce Innovation and Opportunity Act (WIOA). Ms. Nabors stated the proposed Board Roster will be forwarded to Executive Committee and then to the upcoming Consortium/Board Joint Meeting for the Consortium's review and approval.</p>	
	<p><u>Slate of Officers</u>                  The Committee reviewed discussed slate of officers for PY 16-17.</p>	<p><b>Mr. Brown made a motion to forward for Board's review and approval the below proposed slate of officers. Mr. Jackson seconded; motion passed.</b></p> <ul style="list-style-type: none"> <li>• Board Chair: Eric Jackson</li> <li>• Vice Chair: Debbie Clements</li> <li>• Treasurer: Joseph Sarnovsky</li> <li>• Secretary: Diana Bolivar</li> </ul>
	<p><u>Governance Committee Meetings for PY 16-17 – Proposed Dates</u>                  The Committee reviewed the proposed dates and asked that the last date be changed to a date before the Board's spring meeting to allow more time to review 990 Return.</p>	
6	<p><b>Other Business</b>                  Mr. Alvarez reviewed the sections in the 990 Return (attachment). Mr. Brown stated he reviewed the 990 Return and it seems to be in order. The Committee concurred to have staff forward the 990 Return to the Audit Committee for their review and to provide any comments/questions prior to 5/16/16.</p> <p>Ms. Nabors reviewed the NAWB Forum 2017 and Mr. Brown stated he will ask the Board at the upcoming Consortium/Board Joint Meeting if any Board Member is interested in attending this board development opportunity.</p>	<p><b>Mr. Brown made a motion to approve staff filing the 990 form with the IRS by the due date of 5/16/16 and to have Cherry, Bekaert present as an information item at the 6/23/16 Consortium/Board Joint Meeting. Ms. Bolivar seconded; motion passed.</b></p>
7	<p><b>Adjournment</b>                  There being no other business, the meeting was adjourned at 2:52 p.m.</p>	

Respectfully submitted,

Kaz Kasal