

**Governance Committee Meeting**  
Heart of Florida United Way  
1940 Traylor Blvd., Orlando, FL 32804

**Wednesday, August 26, 2015**  
**2:00 p.m.**

**MINUTES**

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

**MEMBERS ABSENT:** 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 2:00 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. 3/5/15 Governance Committee Meeting	<b>Mr. Jackson made a motion to approve the minutes from the 3/5/15 Governance Committee meeting. Ms. Clements seconded; motion passed.</b>
5	<b>Information/Discussion/Action Items</b>	
	A. <u>Chair's Remarks</u> Mr. Brown welcomed Ms. Bolivar to the Governance Committee.	
	B. <u>Board Vacancies/Board Composition for PY 15-16</u> Ms. Nabors referenced the Board roster and noted the labor seat vacancy (vacated by David Brier). Mayor Jacobs received a nomination letter from Central Florida Electrical JATC recommending Mr. Jim Sullivan for this seat. The Consortium will review and vote on this nomination at the 1/28/15 Consortium/Board meeting. Ms. Nabors also reviewed areas of Board representation under Workforce Innovation and Opportunity Act (WIOA). Based on the current roster, two more seats are needed in order to meet the required 20% representation from labor and CBO organizations. Ms. Nabors added that if unable to fill another labor seat, the new law encourages	<i>The Committee concurred that organizations serving individuals with disabilities and veterans would be valuable representation for the Board. The Committee asked Mr. Jackson to reach out to Quest and the local Veterans Affairs office for nominations to these two seats.</i>

	<p>representation from CBO organizations serving youth, individuals with disabilities or veterans.</p> <p>Ms. Nabors noted that some of the other mandatory seats are still pending if required or not.</p>	
	<p>C. <u>Strategic Planning for Board Retreat</u>          Ms. Nabors referenced the memo regarding strategic planning conversations and stated that, under WIOA, new strategies need to be identified to address the needs of: out-of-school youth, individuals with disabilities, basic skills deficient individuals and businesses. Conversation sessions are scheduled for each of these four target groups in September and the goal will be to identify opportunities for collaboration and resource sharing, as well as attain feedback on policy and strategy recommendations to enhance service delivery and outreach communication. A preliminary report from these conversations will be developed in readiness for the Board Retreat.</p> <p>The Committee discussed and provided feedback on the conversation sessions as well as recommendations for an effective Board Retreat.</p>	<p><i>Ms. Nabors will reach out to Mr. Painter at National Association of Workforce Boards (NAWB) to see if he would be able to speak at the Board Retreat on other backbone organizations that are successful.</i></p> <p><i>The Committee will forward any additional input to Ms. Nabors. Ms. Nabors will develop the Board Retreat agenda and bring to the Executive Committee for their review in September.</i></p>
	<p>D. <u>Bylaws</u>          The Committee reviewed the revisions and the two main changes are: 1) changing Program Review Committee to Career Services Committee, as all programs are under one program strategy and career pathway service delivery and 2) removing Youth Committee, as this is no longer a committee, but functioning in an advisory capacity and therefore does not need to be in the Bylaws.</p>	<p><b>Ms. Bolivar made a motion to approve forwarding the revised draft Bylaws to the Board for their review and approval. Mr. Believeau seconded; motion passed.</b></p> <p><i>Ms. Nabors noted that at the 9/17/15 Board Meeting, the Board will be put on 30-day notice regarding the revisions on the Bylaws, of which the Board can approve at their 12/10/15 meeting.</i></p>
	<p><b>Enterprise Risk Update</b>          Mr. Alvarez referenced the “Enterprise Risk Management” memo and provided updates based on further review of the top ten risks as identified by staff that the organization is facing. Mr. Alvarez referred to the Risk Matrix which staff developed to grade and color code each risk by determining how high, medium or low the risk is. The focus is to develop mitigation strategies to move each risk to a lower risk level.</p> <p>The Committee concurred that staff did a great job establishing a structure and process to monitor their risks. This is a great tool to keep the organization conscious of its environment by continually assessing its risks and potential risks and developing mitigation strategies.</p>	

6	<p><b>Other Business</b></p> <p>Governance Committee Charter – Ms. Nabors noted the revisions as follows under the “Responsibilities” section: replacing “nurture” with “develop” in the 7<sup>th</sup> bulleted paragraph and adding “Oversight of enterprise risk management” as last bulleted paragraph in this section.</p> <p>Ms. Nabors stated that staff is reviewing the “Central Florida Area Workforce Investment Consortium Interlocal Agreement” to update and align with WIOA. CSCF’s attorney will also review and then it will be forwarded to the 5 counties for adoption and voted on at the 1/28/16 Consortium/Board meeting.</p> <p>Mr. Beliveau stated he is working with an education focus group to address issues with 16 year-olds at Leesburg High School. The CareerSource office in Lake County is also engaging in this effort.</p> <p>Mr. Brown stated that the Mission United partnership (HFUW and CSCF) has assisted 1,160 veterans. This has been a great partnership.</p>	<p><b>The Committee concurred and approved the noted changes in the Governance Committee Charter.</b></p>
7	<p><b>Adjournment</b></p> <p>There being no other business, the meeting was adjourned at 2:51 p.m.</p>	

Respectfully submitted,  
Kaz Kasal  
Executive Coordinator