



DRAFT
Governance Committee Meeting

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

Wednesday, August 29, 2018 / 2:00 p.m.

MINUTES

MEMBERS PRESENT: Mark Wylie, Steve Ball, Greg Beliveau, Debbie Clements, John Gill and Eric Jackson

MEMBERS ABSENT: Jeff Hayward and Rick Walsh

STAFF PRESENT: Pam Nabors, Lisa Burby and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Wylie, Committee Chair, called meeting to order at 2:05 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 5/2/18 Governance Committee meeting (attachment). 	Mr. Ball approved the minutes from the 5/2/18 Governance Committee Meeting. Mr. Gill seconded; motion passed unanimously.
5	Information/Discussion/Action Items	
	<u>Board Structure</u> <ul style="list-style-type: none"> • <u>Charter Review</u> Committee concurred no changes needed. • <u>Sumter Seat Recommendation</u> <ul style="list-style-type: none"> ○ Sumter Board of County Commissioners approved appointment of Mr. Craig Ducharme, VP of Operations with Primus Pipe and Tube to CSCF Board. ○ Consortium to affirm Mr. Ducharme’s appointment at its 12/13/18 meeting. • <u>Current Board Demographics</u> Reviewed Board member characteristics (attachment). <ul style="list-style-type: none"> ○ Committee concurred areas of focus when identifying future CSCF Board candidates: 1) female, 2) age 35.& under, and 3) agriculture <u>Board Strategy</u> <ul style="list-style-type: none"> • Reviewed FY 18-19 Board and CSCF priorities (attachment). 	

Agenda Item	Topic	Action Item / Follow Up Item
	<p><u>Board Engagement</u></p> <ul style="list-style-type: none"> • <u>Board Information Session</u> <ul style="list-style-type: none"> ○ Committee concurred on following: <ul style="list-style-type: none"> – Annual information session to cover broad overview of CSCF operations and Board responsibilities. – Board workshop(s) to cover in-depth review of funds and programs. ○ Staff proposed “sector focus” at Board meetings; September Board meeting to highlight culinary in Hospitality and CSCF’s progress and challenges for Board input. ○ Staff to continue focusing on ways to effectively engage Board. • <u>Board Self-Evaluation Survey</u> <ul style="list-style-type: none"> ○ Reviewed 2017 vs. 2014 comparison of CSCF Board self-evaluation survey results (attachment). ○ Comparison showed the Board not as satisfied with its outreach to community on CSCF’s work. • <u>Enterprise Risk</u> <ul style="list-style-type: none"> ○ Reviewed “Enterprise Risk Management” memo (attachment) and status of each risk. ○ Overall, risk matrix levels decreased compared to six months ago. ○ Only area of increase “economic conditions with CSCF receiving a 10% decrease in federal funding. To mitigate risk, a Revenue Diversity Ad Hoc committee, formed last fiscal year, continues to develop strategies to generate new revenues. 	<p><i>Staff to develop: 1) a tool kit “talking points” that Board can use in its outreach and 2) monthly newsletter for Board - consisting of CSCF updates and highlights.</i></p> <p><i>Staff to include 2017 vs. 2014 comparison report in 9/27/18 Board meeting packet for their input.</i></p>
6	<p>Other Business</p> <ul style="list-style-type: none"> • Status of HR Handbook <ul style="list-style-type: none"> ○ CSCF procured an HR consultant to review HR processes and provide recommendations. 	<p><i>Staff to provide progress report to Committee mid-year.</i></p>
7	<p>Adjournment Meeting adjourned at 3:27 p.m.</p>	

Respectfully submitted,
 Kaz Kasal