

**Governance Committee Meeting**  
Heart of Florida United Way  
1940 Traylor Blvd., Orlando, FL 32804  
**Wednesday, November 9, 2016 / 2:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Robert Brown, Greg Beliveau, Debbie Clements, Eric Jackson and John Gill

**MEMBERS ABSENT:** Rick Walsh

**STAFF PRESENT:** Mimi Coenen and Kaz Kasal

**GUESTS PRESENT:** Shelly Lauten, Consultant

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Ms. Coenen called the meeting to order at 2:03 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. 8/24/16 Governance Committee Meeting	<b>Ms. Clements made a motion to approve the minutes from the 8/24/16 Governance Committee meeting. Mr. Gill seconded; motion passed.</b>
5	<b>Information/Discussion/Action Items</b>	
	<p><u>Board Member and Non-Board Member Committee Member Characteristics</u></p> <p>Ms. Coenen referred to the charts (attachment) and reviewed the Board and non-Board characteristics by business sector, demographics, geographic, education and skills. Based on this data, Ms. Coenen noted that areas currently not represented the Board are: Hispanic, veterans, and disabled.</p> <p>Ms. Coenen informed the Committee that Diana Bolivar has notified CSCF of her resignation from her position as President of the Hispanic Chamber of Commerce of Metro Orlando. Ms. Nabors will be in contact with Orange County to discuss options in filling this seat. As Ms. Bolivar was also in officer position of Secretary, the Board will need to vote another Board Member into this position.</p> <p>Ms. Coenen also informed the Committee that Ms. Hielema has resigned from her position as Vice President at The Orlando Center, Florida Institute of Technology. Ms. Hielema</p>	

	<p>has agreed to continue to serve on the Career Services Committee as a non-Board Committee Member.</p> <p>The Committee concurred that a veteran should be one of the characteristics to consider when filling these seats; veterans are a huge employment base in this region. Also, to consider some of the other areas the Board is in need, as Ms. Coenen noted earlier.</p>	
	<p><u>Board Strategic Planning</u></p> <p>Ms. Lauten provided a status update on Board engagement activities (attachment). The majority of the Board is scheduled to participate in either Business Development or CareerSource Center shadowing; provide a business group presentation or provide support in the development of pilot programs with key sectors.</p> <p>Ms. Lauten also reviewed two pilot programs currently underway:</p> <ul style="list-style-type: none"> <li>• IT Sector – attaining input from IT businesses to determine where CSCF can provide support and where not. Roundtable discussions would occur throughout the year to continue the dialogue and keep current with changes. Similar pilots with other business sectors will follow.</li> <li>• Youth engagement – working on linking providers across the region on key strategies for Youth. There will be a youth engagement planning session in early December.</li> </ul> <p>Board feedback from these activities will shape the agenda for the Board Retreat in April 2017. Ms. Lauten advised that first impression input is valuable and also providing feedback in a timely manner so it is fresh in the mind.</p> <p>Ms. Lauten stated that Ms. Sweet and her team reviewed Disney’s methods and strategies with CSCF recruitment staff which has been mutually helpful.</p>	
	<p><u>Board Consent Agenda Feedback</u></p> <p>Ms. Coenen stated some Board Members have commented they missed hearing about the Committee Reports at Board meetings. The Governance Committee concurred that this should be tailored per each Board Meeting; look at each Committee to see if they met and, if so, the Committee Chair can report out on the work of their Committee. Committee Reports will be moved from Consent Agenda section to main part of agenda.</p>	
6	<b>Other Business</b>	

	None offered.	
7	<b>Chair's Closing Remarks</b> Mr. Brown thanked those for attending today's meeting.	
8	<b>Adjournment</b> There being no other business, the meeting was adjourned at 2:37 p.m.	

Respectfully submitted,

Kaz Kasal