Governance Committee Meeting
Wednesday, February 14, 2024 / 1:00 p.m.
MINUTES

MEMBERS PRESENT: Sheri Olson, Dr. Heather Bigard, Keira des Anges, Jeff Hayward and Nicole Martz

MEMBERS ABSENT: None

STAFF PRESENT: Pam Nabors, Dyana Burke, Steven Nguyen, Lance Willingham, Fabia Diaz and Kaz Kasal

Agenda Item	Topic	Action Item / *Follow Up Item*
1	**Welcome** Ms. Olson, Committee Chair, called meeting to order at 1:02 p.m.	
2	**Roll Call / Establishment of Quorum** Ms. Kasal reported a quorum present.	
3	**Public Comment** None offered.	
4	**Approval of Minutes:** Approval of Minutes • Reviewed draft minutes from 8/16/23 Governance Committee meeting (attachment).	**Ms. des Anges made a motion to approve the minutes from the 8/16/23 Governance Committee Meeting. Dr. Bigard seconded; motion passed unanimously.**
5	**Information / Discussion / Actions Items**	
	Board Compliance to CSCF's Bylaws • Board Demographics Reviewed demographics of CSCF Board vs. regional comparison by gender, ethnicity, race, age, and veteran. All categories trending in right direction, with a continued focus to seek more diverse candidates when recruiting (attachment). • Board Seats Reviewed board seats: – Board Members in seats expiring on 6/30/24 have all agreed to renew for another 3-year term. – Vacancies are being reviewed for candidates. Board Member Recruitment, Participation, Engagement and Development Board Engagement (7/1/2023 thru 12/31/2023) • Reviewed metrics on Board Engagement through 2nd quarter, 7/1/2023 thru 12/31/2023 (attachment). – Demonstrate: at 90%, already exceeding annual goal of 80% – Participate: 22 of 30 attained 12+ hours, on track towards annual goal of 24 hours per board member – Contribute: at 50%, on track towards annual goal of 70%	

	Enterprise Risk Update
	• For period July 2023 through December 2023, reviewed methodology, pareto chart and updates on CSCF's current top five risks. Also reviewed actions staff have taken (attachment):
	    – Reviewed the proactive steps to address and mitigate the top three IT risks.
	    – Legislative Change/Risk #4: "A Stronger Workforce for America Act" bill introduction – executive staff are proactively discussing any upcoming changes in preparation to stay compliant and serve the community
	    – Talent Acquisition (Retention)/Risk #5:HR Department launched an Employee Satisfaction Survey to identify areas for improvement and lower potential risks.	

6	**Other Business** • Ms. Kasal to send out a poll to Committee to reschedule next committee meeting.	
7	**Adjournment** Meeting adjourned at 1:43 p.m.	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator