

Governance Committee Meeting
Wednesday, August 21, 2024 / 3:00 p.m.
MINUTES

MEMBERS PRESENT: Jeff Hayward, Nicole Martz and Catherine McManus

MEMBERS ABSENT: Heather Bigard and Sheri Olson

STAFF PRESENT: Pam Nabors, Tadar Muhammad, Steven Nguyen, Lance Willingham, Sean Masherella, Vince Bruno and Kaz Kasal

GUEST PRESENT: Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Hayward, Vice Chair, called meeting to order at 3:01 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes: <u>Approval of Minutes</u> <ul style="list-style-type: none"> Reviewed draft minutes from 5/8/24. 	Ms. Martz made a motion to approve the minutes from the 5/8/24 Governance Committee Meeting. Ms. McManus seconded; motion passed unanimously.
5	Information / Discussion / Actions Items	
	<u>Charter - Annual Review</u> <ul style="list-style-type: none"> Charter (attachment) and concurred no changes needed at this time. <u>Board Compliance to CSCF's Bylaws</u> <ul style="list-style-type: none"> <u>Board Demographics</u> Reviewed demographics of CSCF Board vs. regional comparison by gender, ethnicity, race, age, and veteran, and how each category trended from PY 2016-2017 to present (attachment). <u>Bylaws – Review</u> In readiness for review at 11/6/24 Governance Committee meeting, Mr. Hayward and Ms. McManus offered to review Bylaws for any edits. Ms. Ramos will also review the Bylaws. <p>Florida Commerce needs to send subgrantee agreement, which may involve additional edits.</p>	<p><i>Staff to provide trends on Board Composition over the last 4 years, to see if improved.</i></p> <p><i>Staff also to provide demographics by percentage on the region</i></p>

	<p><u>Board Member Recruitment, Participation, Engagement and Development</u></p> <p><u>Board Engagement Results (7/1/2023 thru 6/30/2024)</u></p> <ul style="list-style-type: none"> Reviewed PY 23-24 metrics on Board Engagement. Also, reviewed comparison historically, year-by-year, which showed a progressive increased with engagement over last 4 years. Exceeded goal in the Contribution category for the first time with 74% (goal 70%) (attachment). <p><u>Enterprise Risk Update</u></p> <ul style="list-style-type: none"> For period January 2024 through June 2024, reviewed methodology, pareto chart and updates on CSCF's current top five risks. Also reviewed actions staff have taken (attachment): <ul style="list-style-type: none"> Reviewed the proactive measures and next steps to address and mitigate cybersecurity risks Reviewed proactive actions taken regarding Talent Retention/Turnover risk 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 Executive staff also working to create an employee engagement strategy to address key areas for improvement as addressed in a recent Employee Satisfaction survey. 	
6	<p>Other Business</p> <ul style="list-style-type: none"> None Offered. 	
7	<p>Adjournment</p> <p>Meeting adjourned at 3:49 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator