



# Minutes

## **Governance Committee Meeting**

**February 3, 2023**

**2:00pm**

**Attendees:** Beth Cicchetti, Fred Seamon, Martina McDowell, Regina Browning, Scott Watson, and James Billingsley

**Staff:** Jim McShane, Charlotte Brown, Trish Yahn and Tandria Edwards

**Recording:** Patricia McCray

### **I. Welcome – Beth Cicchetti, Chair**

Chair Cicchetti greeted committee members and welcomed them to the Governance Committee Meeting. Beth thanked Holly Henderson for the great job that she did as the Chair of the Governance Committee. She wished her well in her new job in Georgia.

### **II. Meeting Minutes Approval – April 7, 2022**

Chair Cicchetti asked everyone to turn their attention to April 7, 2022, minutes. Fred suggested a minor edit to the minutes. The sentence reads, "HR Florida does have local legislative." He mentioned that it should read "legislators" instead of "legislative." He further said that another change should be made to the sentence beneath it, which reads, The Committee will need to review; instead, it should read the legislators, or the employees would have to review the context.

**Motion:** Chair Cicchetti stated that after the notice of the corrections to be made to the minutes, she entertained a motion to approve April 7, 2022, minutes. Fred approved, and Martina seconded—approved, all in favor.

### **III. Code of Business Conduct and Ethics Policy – Charlotte Brown**

Chair Cicchetti turned over to Charlotte to present this line item.

Charlotte informed members of the meeting that the Code of Business Conduct and Ethics is an employee policy that must be presented to the board. It hasn't been updated in a few years, and there is a need for updates to be made to the policy as mandated by DEO. The suggested updates are highlighted in red. Tandria Edwards has been selected as the Chief Ethics Officer for Career Source Capital Region. Charlotte stated that two sections in the CSCR subgrantee agreement with DEO needed to be updated, and those changes are highlighted in red. Some of the changes are grammar and semantics. The main features, though, are in the areas with a lot of red. Per the subgrantee agreement, CSCR must name a chief ethics officer. As our Chief Ethics Officer, Tandria Edwards has been selected to represent CareerSource Capital Region. The paragraph provides the requirements for Tandria's role in that capacity.

One of the areas to be added is avenues for recording questionable or improper action, and the other is to lay out a whistleblower policy that is currently not a part of the policy manual.

Regarding dual employment, if a Career Source Capital Region employee works a 40-hour work week but wants to work with a service provider or vendors, this would be a conflict of interest. Regarding dual employment, if a Career Source Capital Region employee works a 40-hour work week and receives a salary but wants to work with a service provider or vendor, this would be a conflict of interest. The Code of Business Conduct under the gift policy states that employees can accept gifts of up to one hundred dollars (\$100.00) as long as they make it known. However, the DEO has a different take on the matter and says that none of their employees should accept gifts. Charlotte continued throughout the highlighted areas in the subgrantee agreement.

**Motion:** Chair Cicchetti entertained a motion to approve the corrections to the Code of Business Conduct and Ethics policy. Martina motioned to approve, and Regina seconded—all in favor.

#### **IV. Board Retreat Recommendations – Jim McShane**

Jim discussed the final Board Retreat recommendations as stated in the final recommendations.

#### **V. The Regional Talent Pipeline – Discussion – Jim McShane**

Jim mentioned that this is a two-and-a-half-year project, and Tricia is currently being trained on it. He mentioned that it was well done, and the planning can be found on page thirteen (13). A pipeline also needs to be developed in Wakulla on how to steal talent, and this will be a partnership with public schools and Leon and Gadsden counties. This will take an interactive approach versus sitting around the desk daily.

Jim stated that he would make recommendations, and members could vote whether they approved or disapproved. Jim also provided a report for the Committee to review in the agenda packet for this meeting.

Chair Cicchetti stated that she would share what is in the budget and the legislative budget request. Their main tools around the state for investment and talent are through the Florida grant fund. DEO recommended fifty million dollars (\$50,000,000.00) to mirror the budget request, and the governor released his budget earlier this week and recommended one hundred million (\$100,000,000.00) regarding workforce training from the Florida Economic Development Council standpoint, which comprises four hundred and sixty (460) individuals who practice economic workforce and community development. They are focused on two flagship programs that Career Source Florida offers.

**Motion:** Chair Cicchetti entertained a motion to approve this line item. Martina motioned to approve, and Fred seconded—all in favor.

#### **VI. Adjourn**

Chair Cicchetti thanked everyone for attending and adjourned the meeting after no further business for the Governance Committee.