

Pasco-Hernando Workforce Board
Board Summary Minutes
July 15, 2010

Members present: Rob Aguis, Thomas Barb, J. Bryan Bowles, Don Burgher, Linda Campo, Tamara DiSi, Michael Duncan, Mark Earl, David Franklin, *John Hagen, John Howell, Dr. Kathy Johnson, Matthew Peters, Lex Smith, Charles Snider, Francine Ward, and Randy Woodruff

Members teleconference: Mark Barry, Commissioner Michael Cox, William Gerhards, Jr., *John Hagen (initially), Michael McHugh, John Sannuto, Steve Sacone and Patty Wisman.

Members absent: Ed Blommel, Emile Laurino, Marilyn Pearson-Adams, Melissa Seixas, Commissioner Jeff Stabins, Larry Utt, Todd Vega, Claire Walker and Bill Woodard.

Staff and Guests: Jerome Salatino, CEO; Al Torrence, Jr., P.A.

Quorum (2/3): Yes. At the onset of the meeting, 21 members were in attendance. Overall, 24 members were present.

Business Meeting

The meeting was called to order by Lex Smith, Chair, at 3:01 pm.

Board minutes of June 17, 2010, and Executive Committee consent items and minutes of July 8, 2010.

Motion to approve the board minutes from June 17, 2010, was made by Dr. Kathy Johnson and seconded by Randy Woodruff. Motion was approved unanimously.

Motion to approve the Executive Committee consent item from July 8, 2010, was made by Don Burgher and Randy Woodruff.

A discussion followed on the ITA training consent item. Jerome Salatino explained that the decrease in training dollars is the result of the elimination of ARRA funds that will not be available for the entire fiscal year.

With no more further discussion, the motion was approved unanimously.

Action/Discussion Items:

Introduction of new Officers: Lex Smith

Lex Smith officially welcomed the new Officers: Vice Chair, Michael Duncan and Treasurer, Randy Woodruff. The Secretary position will not be filled at this time.

Board meeting schedule FY 2010-2011: Lex Smith

Lex Smith presented a proposed meeting schedule as recommended by the Executive Committee. It is the recommendation of the Executive Committee for the full board to meet

July 15, 2010

every other month starting in August 2010 and for the Standing Committees to meet on the alternate month or more frequently as needed. Lex Smith explained this schedule will provide a better balance to the frequency of meetings as well as support the need for continued operations.

Discussion followed regarding the level of empowerment to grant to the Executive Committee. A request was made to split this recommendation into two motions.

**William Gerhards, Jr., joined the meeting on the conference call.*

- First Motion: Motion to approve the recommendation made by the Executive Committee for the full board to meet bi-monthly starting in August 2010 was made by Rob Aguis and seconded by Thomas Barb.

**John Hagen joined the meeting on the conference call.*

A brief discussion followed. After the brief discussion, the motion was approved unanimously.

- Second motion: Motion was made for the Executive Committee to meet on the opposite month of the board meetings by Dr. Kathy Johnson and seconded by Linda Campo.

Dr. Kathy Johnson requested clarification as to the authority of the Executive Committee. Al Torrence explained that the Florida law permits for full authority to be granted to the Executive Committee as approved by the board with the exception of the approval of contracts that require 2/3 vote of the full board. With a board resolution, no changes will be necessary to the current bylaws.

- Following this discussion, Dr. Kathy Johnson and Linda Campo withdrew their motions since both members are on the Executive Committee.

Then, another motion was made to empower the Executive Committee to meet bi-monthly and take whatever actions are necessary to act on items prior to the next scheduled board meeting by Thomas Barb and seconded by Mark Earl. Motion was approved unanimously.

**John Hagen joined the meeting in person.*

Board Goals: Jerome Salatino

Jerome Salatino reported that the board does not have specific goals in place for the board and outlined five basic goals that relate to the vision and mission of the organization as follows:

- Increase the number of degreed, certified and credentialed individuals in the region
- Increase the availability of funds for PHWB by \$515,000

July 15, 2010

- Comply with all Federal and State regulations as defined in the Code of Federal Regulations (20 CFR 662.220 and 662.230)
- Customer satisfaction
- Employer satisfaction

It was pointed out that the third goal is not a goal, but a requirement.

Motion was made to accept an amended list of goals by David Franklin and seconded by J.B. Bowles. Motion was approved unanimously.

Remaining Standing Committee Reports:

Audit and Finance: Randy Woodruff

Randy Woodruff reported that the Committee has not met since the last board meeting, and the Committee will be meeting prior to the next board meeting.

Business Competitiveness: Michael McHugh

Michael McHugh reported that the Committee has not met since the last board meeting; however, staff is working on several items and will present these activities at the next meeting.

Persons with Disabilities: Mark Barry

David Hamilton provided an update on behalf of Mark Barry. David Hamilton reported that the Committee has met at two of the Centers, Spring Hill and New Port Richey; and they evaluated the ADA accessibility at each center. They are developing a checklist to make the centers more ADA accessible.

The Committee is also scheduling a Business Advantage Seminar to be held on September 22, 2010, at Sparton Manor. The topic is the Advantages of Employing Individuals with Disabilities. Mr. Hamilton communicated that their next meeting is scheduled for Friday, July 23, 2010, in New Port Richey.

Youth: Emile Laurino

Brenda Gause provided an update on behalf of Emile Laurino. She reported that the Committee met on Monday, July 12, 2010. The providers, Henkels and McCoy, presented the outcomes from the Summer Youth program to date. The Committee is in the process of developing goals as well as adding members to the committee.

RFP for Employed Worker Training funds (EWT) and EWT Contract for The ARC Nature Coast: Jerome Salatino

Jerome Salatino reported that a RFP for EWT funds was put out for bids. We have received our first request from The ARC Nature Coast for their training needs. This contract will require a 2/3 approval of the full board as the contract is represented by a board member. Jerome Salatino outlined the details of the training and cost.

A motion was made to approve this contract by David Franklin and seconded by Don Burgher.

July 15, 2010

Mark Barry declared a conflict and stated he would abstain from voting. The motion was approved unanimously with the exception of Mr. Barry, who abstained from voting.

Operational Updates: Jerome Salatino

Conflict of Interest form: Jerome Salatino

Jerome Salatino informed that the completion of this form by all board members is an annual requirement for compliance. Board members are to complete and forward the form to Ellen Hall over the next week or two. Al Torrence added that the form functions more as a disclosure in compliance with IRS regulations.

Presentation on Balance Score Report: David Hamilton

David Hamilton provided a brief educational presentation on the report. The report measures the performances for all the regional workforce boards by AWI.

Ongoing reports: Jerome Salatino

Jerome Salatino presented a sample of performance reports to gain a perspective as to what type of reports the board would like to see on a monthly or quarterly basis, as applicable. A discussion followed regarding how the region can improve their services to achieve better outcomes and establish "best practices".

Next meeting:

August 19, 2010: 4440 Grand Boulevard, New Port Richey, 34652.