



# Pasco-Hernando Workforce Board, Inc.

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## Executive Committee Meeting Minutes

May 10, 2012

### Committee Members:

**Present:** Lex Smith, Mark Barry, Mike McHugh, Dr. Kathy Johnson, Claire Walker, Randy Woodruff

**Absent:** Mike Duncan

**Quorum Present?** Yes

### Others Present:

PHWB Staff – Jerome Salatino, Dianne Weiss, Ken Russ  
Garry Burlingame, Kris Rawson - Goodwill Suncoast

### Proceedings:

**Meeting called to order** at 9.32 a.m. by Lex Smith.

### Action Item 1 - Minutes of March 8, 2012 Meeting

The Committee reviewed the minutes from the meeting of March 8, 2012.

MOTION made by Randy Woodruff and seconded by Dr. Johnson to accept the minutes. Motion carried.

### Action Item 2 – Budget Modification #4

Dianne Weiss reviewed Budget Modification #4 to the FY2011-2012 budget, which reflects an increase to the total revenue budget of \$354,438, and a decrease to the expenditure budget of \$264,379. This adjustment leaves \$741,497 in unobligated funds. Dianne noted that, after these meeting materials were prepared, additional funds in the amount of \$12,666 were received from the State specifically for the Disability Navigator program. These funds must be used before June 30, 2012 and therefore it is important to note them now for the record.

MOTION made by Randy Woodruff and seconded by Claire Walker, to include the additional funds received from the State. Motion carried.

### Action Item – Employer Needs Survey

Mike McHugh presented an Employer Needs Survey to the Committee. This has not been brought before the Business Competitiveness Committee due to scheduling difficulties. The survey is meant to identify the needs of employers in our region so that our Business Services efforts can be focused accordingly. The committee reviewed the survey and it was decided that the survey needed more focus depending on the data to be collected, therefore no action was taken.



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### **Action Item 3 – Election of New Officers**

Lex reminded the Committee that in the Executive Committee also serves as the Nominating Committee. Further with the new program year soon to begin, new officers will need to be elected. The Committee reviewed the Board members nominated for positions of Chair, Vice Chair and Treasurer.

MOTION made by Mike McHugh and seconded by Dr. Johnson to approve the nominations of new officers to be taken to the full Board for a final vote. Motion carried.

### **Regional Workforce Boards Accountability Act**

Lex addressed changes to be implemented as part of the Regional Workforce Boards Accountability Act (HB7023). The first change discussed has to do with Board membership structure. The new law requires that workforce boards keep their membership to a minimum following the requirements as outlined in Federal and State guidelines.

Another change resulting from the passing of the Regional Workforce Boards Accountability Act will affect Individual Training Accounts. The guidelines for acceptable expenditures are changing and this will have some impact on our budget as well as Goodwill and their process. We await further guidance from WFI on the implementation of this change to the law.

Lex addressed the new requirement for Workforce Board members to complete Financial Disclosure forms. Committee members reviewed sample forms. Upon final guidance from WFI, Board members will be advised as to the procedure for completing and submitting the forms.

### **Performance Goals – Jerome Salatino**

The Committee reviewed Performance Goals for Jerome, taking each goal into consideration and associating a point value with achieving each goal at different levels. The Committee also discussed the idea of creating a 457 Plan for Jerome as a means to award an incentive for achieving the established goals. Regarding the goals, Mike McHugh suggested that more emphasis be placed on Customer Satisfaction compared to the emphasis placed on achieving a clean audit. A clean audit should be a requirement, not a goal. Jerome agreed that performance is a key as is organization revenue, whereas attending community events should be an expectation of this role. He also commented that a clean audit should be a requirement and not a goal for which he should receive points.



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### **Leadership Retreat**

Jerome discussed the upcoming Leadership Retreat being organized by Pasco Economic Development Council and the Greater Hernando Chamber of Commerce.

### **Summary of Form 990 for Audit for Year Ended June 30, 2011**

Lex reviewed the Form 990 stating that there was no material change from the audit to the 990.

MOTION made by Dr. Johnson and seconded by Mark Barry to accept Form 990. Motion carried.

With no further business and no public comments, the meeting was adjourned.