



Pasco-Hernando Workforce Board, Inc.

Executive Committee Meeting June 8, 2011 Minutes

Executive Committee Members: Lex Smith, Chairman; Michael Duncan, Vice Chairman; Mike McHugh; Randy Woodruff; Don Burgher; Francine Ward; Mark Barry

Staff: Jerome Salatino, CEO; Dianne Weiss, Finance Director

Business Meeting

The meeting was called to order at 9.43 a.m. by Chairman Lex Smith.

Minutes from March 18, 2011 Executive Committee Meeting

The minutes from the March 18, 2011 meeting of the Executive Committee meeting were reviewed by the group.

Randy Woodruff made a motion to accept the minutes as presented. Francine Ward seconded the motion. The motion passed unanimously.

Minutes from April 18, 2011 Executive Committee Meeting

The minutes from the April 18, 2011 meeting of the Executive Committee meeting were reviewed by the group.

Don Burgher made a motion to accept the minutes as presented. Randy Woodruff seconded the motion. The motion passed unanimously.

Approval of Preliminary Budget, Program Year 2011

Dianne Weiss reviewed the Preliminary Budget for Program Year 2011. The Audit Finance Committee had reviewed the Preliminary Budget previously and recommended its approval to the Executive Committee.

Randy Woodruff made a motion to accept the Preliminary Budget for Program Year 2011. Mike Duncan seconded the motion. The motion passed unanimously.

Approval of Financial Report Summary, YTD as of April 30, 2011

Dianne presented the Financial Report Summary, YTD as of April 30, 2011. The Audit Finance Committee had reviewed the Financial Report Summary previously and recommended its approval to the Executive Committee.

Randy Woodruff made a motion to accept the Financial Report Summary. Mark Barry seconded the motion. The motion passed unanimously.



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Release of RFP for Business Services

Mike McHugh, Business Competitiveness Committee Chair presented the RFP for Business Services.

Mark Barry made a motion to release the RFP for Business Services. Mike Duncan seconded the motion. The motion passed unanimously. Randy Woodruff abstained from voting as did Mike McHugh.

Annual Selection of Training Providers

Mr. McHugh presented a list of Training Providers for Program Year 2011. This list was reviewed by the Business Competitiveness Committee.

Don Burgher made a motion to approve the list of Training Providers for Program Year 2011. Randy Woodruff seconded the motion. The motion passed unanimously.

Revision of Bylaws

On behalf of Dr. Kathy Johnson, Chair of the Bylaws Committee, Jerome Salatino advised the Committee that following the recent Florida Legislative Session some changes to the rules that govern the composition of workforce boards were approved. The Bylaws Committee is reviewing these changes to modify our Bylaws in order to maintain compliance.

Request for Extension of Designation as a One-Stop Career Center Operator

Jerome advised the group of the state requirement to request the extension of our designation as a One-Stop Career Center Operator. The documents presented in the meeting materials require the approval of the Board Chairman as well as the approval of the Chief Elected Officials within our Region.

Mark Barry made a motion to approve the Request for Extension of Designation as a One-Stop Career Center Operator. Don Burgher seconded the motion. The motion passed unanimously.

Request to Re-negotiate Current Leases

Jerome presented information regarding the current leases and associated costs for each of the four sites at which the Board and Career Central conduct business. In the interest of controlling costs to mitigate the impact of budget cuts, re-negotiating existing leases could result in significant savings.

Mike McHugh made a motion to approve the Request to Re-negotiate Current Leases. Don Burgher seconded the motion. The motion passed unanimously.

Board Goals

Jerome presented the Board Goals as of June 2011.



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Meeting Schedule for Program Year 2011

Jerome reviewed a proposed meeting schedule for Program Year 2011 which moves meetings of Standing Committees to a quarterly basis. This results in Standing Committees having two fewer meetings in Program Year 2011 compared to Program Year 2010. Jerome reminded the Executive Committee that meetings may be held more frequently if necessary.

Mike McHugh made a motion to approve the Meeting Schedule for Program Year 2011. Mike Duncan seconded the motion. The motion passed unanimously.

Monthly Management Report (MMR)

Jerome presented the MMR, YTD April 2011.

Balanced Scorecard, 2nd Quarter 2010

Jerome reviewed the recently released Balanced Scorecard.

Annual Board Meeting Reminder

Jerome reminded the Committee of the upcoming Annual Board Meeting to be held on Thursday, June 16, 2011 at the New Port Richey Career Central location. Jay Barber from WFI will be attending the meeting to make a presentation. Jerome also reminded the Committee of the Board Retreat scheduled for Thursday, July 14, 2011.

Having completed the items covered on the agenda, Chairman Lex Smith asked if there was any other business to discuss, and there was none. He then solicited any public comments. As there were none, the meeting was adjourned at 10.42 a.m.

