

**Pasco Hernando Workforce Board, Inc.**  
**Executive Committee Minutes Summary**  
**June 10, 2010**

**Members present:** Ed Blommel, Don Burgher, Linda Campo, Dr. Kathy Johnson, Michael McHugh and Lex Smith

**Members Absent:** Mark Barry, Emile Laurino and Francine Ward

**Staff:** Jerome Salatino and Dianne Weiss

**Business Meeting**

Meeting was called to order by Ed Blommel, Chairperson, at 9:35 AM.

**Business Meeting**

**Action/Discussion Items**

Motion to approve the Executive Committee minutes from May 6, 2010, was made by Don Burgher and seconded by Dr. Kathy Johnson. Motion was approved unanimously.

**Nominating Committee: Linda Campo**

***Nominations for Officer positions FY 2010-2011 for two (2) year terms***

Linda Campo presented the nominations from the Nominating Committee for the Officer positions effective July 1, 2010, in accordance with the Bylaws. The recommendations are: Chair, Lex Smith; Vice Chair, Michael Duncan; and Treasurer, Randy Woodruff. The Secretary position will be placed on hold.

No further action was taken at this meeting. This action item will be presented to the Board for approval on June 17, 2010.

***Audit and Finance Committee: Lex Smith***

***Pasco-Hernando Workforce Development Planning Budget FY 2010-2011***

On behalf of the Audit and Finance Committee, Dianne Weiss presented the Pasco-Hernando Workforce Development Planning Budget for the fiscal year of 2010-2011. Ms. Weiss explained that this is a preliminary budget, and we will not know the actual budget until the fiscal year is closed out on July 20, 2010, to determine the carryover funds. She summarized the changes as follows:

**Revenue Budget:**

- The total anticipated revenue for Fiscal Year 2010-2011 is \$9,436,950.
- The attached Revenue Budget Comparison provides a comparison of revenues over three years, detail as to the types of funds included and recurring sources such as WIA Adult, Dislocated Worker and Youth funds, which are issued by formula each year. Other funds are one-time allocation such as a supplemental WIA Dislocated Worker grant.

- The PHWB leases spaces to various partners in the One Stop Centers and will generate \$177,762 in revenue which will be used to offset some of the cost of operating the one stops.
- Estimated carryforward of funds for projects that cross fiscal years is \$1,267,627.
- Since the fiscal year beginning July 1, 2008, the recurring revenue has decreased 21%.
- For Fiscal 2011, WIA and Wagner Peyser funds have increased 6.4%, while Welfare Transition funds decreased 13%.
- While the Pasco-Hernando region has experienced very high unemployment rates, the funds allocated for Unemployment Compensation Services has been reduced 28.6%. The State as a whole experienced a 25.5% reduction in that funding source.

### **Expenditures**

The two major categories of the expenditure budget are Board and One-Stop Operating Costs and Contracts. The major expenditure of the Board is Payroll and benefits.

The budget also includes salaries for individuals employed by the Agency for Workforce Innovation as the funding for those positions, as well as REA staff funding, is given to us and the employees are under the functional supervision of the Board.

The PHWB is contracting with Goodwill to provide WIA, Welfare Transition, Trade Act Assistance and Wagner Peyser services in the One Stops. The total of this contract is \$3.6 million with \$2.0 million used for operational costs and \$1.595 million used for customer and program services, training, and ITAs.

The Board also plans to spend \$500,000 to operate Employed Worker Training programs assisting local employers to upgrade the skills of their employees.

An additional \$200,000 will be contracted out to provide business and economic development services. An RFP for those services has been issued and negotiations are continuing with PEDC and GHCC.

Funding for the equipment category is a small amount in the coming year as many equipment purchases were made from this year's budget.

Motion was made to approve PHWB's planning Budget FY 2010-2011 as presented and to bring to the full board by Dr. Kathy Johnson and seconded by Don Burgher. Motion was approved unanimously.

### ***Review/Approval of Sponsorship Policy: Lex Smith***

Lex Smith presented a Sponsorship Policy for review and approval. PHWB currently does not have a Sponsorship Policy in place whereas in other regions this is a common practice. Jerome Salatino reiterated the need for this policy to gain sponsorship for different events that are employment and

training related. This policy would help to alleviate the current issue with the Food and Beverage policy.

Motion was made to approve this Sponsorship policy by Dr. Kathy Johnson and seconded by Lex Smith. Motion was approved unanimously.

***Review/Approval of Revised Employee Handbook***

Dianne Weiss presented revisions to the Employee Handbook. Changes included minor revisions such as spelling, punctuation and grammar as well as other more major revisions to reflect changes within the organization

Following discussion of policies versus procedures, the outcome was for staff to extract the policies from this document that are crucial for immediate review and approval and present these policies to the Board on June 17, 2010. The consensus was that the Board only needs to review policy changes.

No further action was taken with the Executive Committee. The extracted policies will be presented to the Board for approval.

***Review/Approval of Cost Allocation Plan***

Dianne Weiss presented the revised Cost Allocation Plan for review and approval. It was noted this plan will need to be submitted to the State for approval.

It was explained that the cost pools include: Workforce Board for administrative and programmatic costs; One-Stop operational costs; Business Services; and Resource Room staff costs.

The plan has been changed to use direct program costs in conjunction with staff time tracking as the basis for allocations. This methodology will more accurately reflect the benefit to each funding source.

Motion was made to approve this Cost Allocation Plan as presented by Lex Smith and seconded by Dr. Kathy Johnson. Motion was approved unanimously.

***Business Competitiveness Committee: Michael McHugh***

***Review/Approval of Training Provider list***

Jerome Salatino presented a training provider list to be review and approved. A checklist was used to develop this list to ensure all the training providers were in compliance. Other factors considered are the graduation rate, job placement rate and the Targeted Occupations List. It was noted that HETA was included on this list.

Jerome Salatino stated at a later time we can establish more stringent requirements to consider training providers for our region.

Dr. Kathy Johnson declared a conflict and abstained from voting as Pasco-Hernando Community College was listed as one of the providers.

Motion was made to approve the current Training Provider list by Michael McHugh and seconded by Lex Smith. Motion was approved unanimously with the exception of Dr. Kathy Johnson who abstained.

***Review/Approval of RFP for Business and Economic Development (handouts)***

Jerome Salatino presented the responses to the RFP for Business and Economic Development for Pasco and Hernando Counties. Jerome Salatino reported we currently have contracts, but it includes paying for a staff position as well as other items that are goodwill but not performance based. Since the State had issues with these contracts, these services were put out for bid. Five responses were received. The two highest ratings were Greater Hernando County Chamber of Commerce (GHCC) and Pasco Economic Development Council (PEDC). Jerome Salatino summarized the services that GHCC and PEDC proposed to provide in their response.

Michael McHugh declared a conflict and stated he would abstain from voting.  
Dr. Kathy Johnson declared a conflict and stated she would abstain from voting.

Motion was made for board staff to continue negotiations on the contract with Greater Hernando County Chamber of Commerce and Pasco Economic Development Council by Don Burgher and seconded by Lex Smith.

It was noted that Jerome Salatino has the authority to enter into a contract under \$100,000. Any contract over \$100,000 will require the signature of an Officer.

The goal is to negotiate the contract with PEDC prior to the June 17, 2010, meeting in that this contract will require 2/3 vote of the full board for final approval.

After discussion, then Lex Smith declared a conflict since he was recently appointed to serve on PEDC's board starting as of July 2010 and withdrew his motion.

The motion was then seconded by Linda Campo.

Motion was approved unanimously with the exception of Lex Smith, Michael McHugh and Dr. Kathy Johnson who abstained.

A second motion to grant the approval for staff to enter into a contract with Greater Hernando County Chamber of Commerce in accordance to signature guidelines was made by Linda Campo and seconded by Ed Blommel.

Michael McHugh, Dr. Kathy Johnson and Lex Smith all declared a conflict respectively and stated they would abstain from voting.

Motion was approved unanimously with the exception of Lex Smith, Michael McHugh and Dr. Kathy Johnson who abstained.

***EWT with Alumi-Guard (handouts)***

Jerome Salatino presented the contract with Alumi-Guard and explained the issues surrounding this action item. This issued occurred prior to his employment with PHWB. Apparently, Alumi-Guard staff was not adequately informed about the EWT application process when the application was completed for the multiple trainings. A contract was entered between Alumi-Guard and PHWB in December 2009. In good faith, Alumi-Guard went ahead and provided the training only to find out later that the training did not meet the criteria as required by the State for reimbursement.

Jerome Salatino felt it would be in our best interest on behalf of the organization to honor the contract and pay the training funds out of unrestricted funds. He explained we cannot fund this training out of federal funds since the training did not meet the full scope as required. He clearly stated this recommendation was not being requested because Alumi-Guard is represented on our board, but is being requested due to the lack of education and appropriate policies in place on our end.

Motion was made to honor the contract with Alumi-Guard as intended and to reimburse Alumi-Guard with corporate, unrestricted funds in the amount of \$2,692.50 by Lex Smith and seconded by Michael McHugh. Motion was approved unanimously.

Discussion followed as to how to assure this incident does not occur again. Jerome Salatino replied that new EWT procedures are in place.

The decision was made to list this action in the minutes as a consent item.

**Other Operational Updates: Jerome Salatino**

Jerome Salatino announced that PHWB has employed a staff monitoring person. This person will begin employment on July 12. This is the outcome of not taking action on the RFP for monitoring services and bringing this service in-house. He also informed the Committee that there would be some changes in staffing at the Board office.

**Public Comments**

Don Burgher announced in conjunction with Career Central, his organization will be holding a seminar at each One Stop to educate employers on healthcare reform.

**Adjournment at 10:50 AM.**

**Next Committee Meeting: July 8, 2010 at 9:30 AM.**