



Pasco-Hernando Workforce Board, Inc.

DRAFT

Executive Committee Meeting Minutes

May 9, 2013

Committee Members:

Present: Lex Smith, Dr. Kathy Johnson, Mike McHugh, Claire Walker

Absent: Mark Barry

Quorum Present? Yes

Others Present:

PHWB Staff – Jerome Salatino, Dianne Weiss

Proceedings:

Meeting called to order at 9.34 a.m. by Lex Smith.

Lex Smith called the meeting to order at 9.34 a.m. After a review of the minutes from the meeting of March 14, 2013 and hearing no corrections or comments, he called for the approval of the minutes.

MOTION made by Dr. Johnson and seconded by Claire Walker to approve the minutes. Motion carried.

With the minutes from the previous meeting accepted, the Committee moved on to new business.

Action Item 1 – Audit Plan FYE2013

All workforce boards are required to submit an annual Audit Plan which includes a standard format and checklist provided by DEO. A completed engagement letter is presented, detailing the scope of work for the auditors. The Audit Plan is presented for Committee approval so that it may be submitted to DEO for their approval.

MOTION made by Dr. Johnson and seconded by Claire Walker to approve the Audit Plan FYI2013. Motion carried.

Action Item 2 – Planning Budget FY 2013-2014

In anticipation of WFI approving FY2013-2014 allocations to the RWBs, a planning budget is being presented to the Committee so that planning for contract services and staffing needs can be made.

MOTION made by Dr. Johnson and Claire Walker to approve the Planning Budget FY 2013-2014. Motion carried.

Action Item 3 – Reduction of Leased Facilities, Mobile One Stop

In response to preliminary budget information, cost savings measures are necessary, and presented for the Committee's approval is the plan to reduce leased facilities as well as to reduce the costs associated with the operation of the Mobile One Stop.

MOTION made by Dr. Johnson and Claire Walker to reduce leased facilities and costs associated with the operation of the Mobile One stop. Motion carried.

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Action Item 4 – Establish Performance Goals for Jerome Salatino, CEO

Due to time constraints, the Action Item was tabled for a future meeting to be scheduled.

Action Item 5 – Allocation of Unrestricted (Corporate) Funds

With membership fees for six Chambers of Commerce due, permission to allocate \$5,000 from unrestricted (corporate) funds was requested of the Committee. In addition to the membership fees, the unrestricted (corporate) funds would be used for events associated with Chamber events, refreshments for Board meetings, as well as the monthly cost for cell phone service for Steve Wilson, DEO employee.

MOTION made by Dr. Johnson and Claire Walker to approve the allocation of unrestricted (corporate) funds. Motion carried.

Action Item 5A – Allocation of Funds for Summer Youth Manufacturing Pilot Program

Added the day of the meeting, hence the numbering of the Item, a request to allocate \$10,000 for a summer Youth pilot program focusing on manufacturing experience was presented to the Committee.

MOTION made by Dr. Johnson and Claire Walker to approve the allocation of funds for the summer Youth manufacturing pilot program. Motion carried.

Dianne reviewed the Financial Report Summary detailing the status as of March 31, 2013, year-to-date.

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