



Pasco-Hernando Workforce Board, Inc.

Executive Committee Meeting Minutes

September 13, 2012

Committee Members:

Present: Lex Smith, Mark Barry, Dr. Kathy Johnson, Claire Walker

Absent: Mike McHugh

Quorum Present? Yes

Others Present:

PHWB Staff – Jerome Salatino, Dianne Weiss

Proceedings:

Meeting called to order at 9.31 a.m. by Lex Smith.

Action Item 1 – Review and approve minutes of July 18 and August 16 meetings

The Committee reviewed the minutes from the meeting of July 18. There were no comments or corrections.

MOTION made by Mark Barry and seconded by Claire Walker to approve the minutes of July 18. Motion carried.

The Committee reviewed the minutes from the meeting of August 16. There were no comments or corrections.

MOTION made by Claire Walker and seconded by Mark Barry to approve the minutes of August 16. Motion carried.

Action Item 2 – Modification #2 1 to FY 2012-2013 Budget

PHWB received new grant funding and allowed carry forward from FY 2012 which must be added to the budget. The total revenue budget has increased by \$379,002 from \$11,706,107 to \$12,085,109. The expenditure budget has increased by \$95,827 from \$11,071,133 to \$11,166,960. These adjustments increase our unobligated balance from \$159,806 to \$442,981.

MOTION made by Mark Barry and seconded by Claire Walker to approve modification #2 to the FY 2012-2013 Budget. Motion carried.

Action Item 3 – Cell Phone Policy

This item was tabled.



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Action Item 4 – Property/Inventory Control Policy Revision

The Department of Economic Development (DEO) contracts with KPMG to perform financial and administrative monitoring of all workforce boards. One finding in the Region 16 monitoring report in progress related to the items on our Fixed Asset Ledger. In order to address this, our Property/Inventory Control Policy will be revised to include the condition of each item as well as the date which the condition was determined.

MOTION made by Claire Walker and seconded by Mark Barry to approve the Property/Inventory Control Policy Revision.

Action Item 5 – Final Review of Workforce Services Plan

The Workforce Services Plan is required under Title I of the Workforce Investment Act (WIA), to include Job Corps, Wagner-Peyser Act, Veterans Services, Migrant and Seasonal Farmworker (MSFW) and Trade Adjustment Assistance (TAA). The Workforce Services Plan also includes the Welfare Transition (WT)/Temporary Assistance to Needy Families (TANF) and the Food Stamp Employment and Training (FSET) programs. The modification of the local Workforce Services Plan is critical to having a comprehensive plan consistent with the State Workforce Investment Plan that is submitted to the United States Department of Labor (USDOL). All current local Workforce Service Plans, and subsequent modifications, expire September 30, 2012.

MOTION made by Dr. Kathy Johnson and seconded by Claire Walker to accept the final version of the Workforce Services Plan. Motion carried.

Dianne reviewed the Financial Report Summary year-to-date June 30, 2012.

Jerome discussed the legal opinion received from Attorney Al Torrence regarding County Commissioners.

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