



Pasco-Hernando Workforce Board, Inc.

Executive Committee Summary Minutes November 15, 2010

Executive Committee Members: Michael Duncan, Vice Chairperson, Francine Ward, Linda Campo, Mark Barry, Don Burgher (in person); Randy Woodruff (via teleconference)

Staff: Jerome Salatino and Dianne Weiss

Business Meeting

Meeting was called to order at 9.39 a.m. by Michael Duncan, Vice Chairperson.

Action Items:

- Approval of Executive Committee Minutes

The minutes of the September 9, 2010 Executive Committee were approved by the Board of Directors at their October 21, 2010 meeting.

- Modification of FY2010-11 Budget (Audit Finance Committee: Mark Barry*)

Mark Barry stated that this item, along with the following item, were reviewed and approved at the Audit and Finance Committee, and are being carried forward for review by the Executive Committee. Dianne Weiss presented the Modification of FY2010-11 Budget. Ms. Weiss reviewed the budget modification items and supporting documents, detailing ARRA NEG OJT and TAA grant funds received, which necessitated the budget modification.

A motion to approve the Modification of FY2010-11 Budget was made by Don Burgher and seconded by Linda Campo. The motion was approved unanimously.

- Postponement of RFQ for Employee Benefits (Audit Finance Committee: Mark Barry*)

Ms. Weiss reviewed the Postponement of RFQ for Employee Benefits. Ms. Weiss explained that the plan is to adjust the timing of the renewal of the Employee Benefits program to coincide with the Board's fiscal year. Benefit Providers will be better able to respond to the RFQ, which would be submitted during their slower time of the year. Further, aligning the renewal to coincide with the Board's fiscal year will aid in overall budgeting.

A motion to approve the Postponement of RFQ for Employee Benefits was made by Mark Barry and seconded by Linda Campo. Don Burgher abstained from voting. The motion was approved unanimously.

(*Mark Barry chaired the Audit Finance Committee meeting at the request of Randy Woodruff who was participating via teleconference.)





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- Approval of On-the-Job Training Policy (Business Competitiveness Committee: Michael McHugh)
Jerome Salatino presented the action item for the On-the-Job Training (OJT) policy. He explained that through our Business Services team, we have learned that businesses would be interested in OJT and the resources available, but the positions they have to fill are in the pay range of minimum wage to \$10 per hour, and thereby excluded. The policy revision would remove the \$10 per hour wage requirement.

A motion to approve the revision to the On-the-Job Training Policy was made by Don Burgher and seconded by Francine Ward. The motion was approved unanimously.

Discussion Items:

Legislative Committee: Mark Barry

- Conference Participation and Attendee Selection Criteria
Mark Barry discussed the upcoming National Association of Workforce Boards Forum, held February 5-8, 2011 in Washington, D.C. At the last Legislative Committee meeting, there was some discussion regarding selection of attendees for the conference. It was suggested that there be some guidelines established to determine who should attend this conference and others.
Given the approaching date of the conference, the Executive Committee agreed that those who have indicated an interest should attend this time, and going forward criteria for selecting participants should be established.

Public Comments

The meeting adjourned at 10.06 a.m.

**Next Committee Meeting: January 13, 2011
3185 Premier Drive, Brooksville, FL 34604**

