



Pasco-Hernando Workforce Board, Inc.

Executive Committee Meeting Minutes

November 15, 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 9.35 a.m. by Lex Smith.

Action Item 1 – Review and approve minutes of September 13 meeting

The Committee reviewed the minutes from the meeting of September 13. There were no comments or corrections.

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

Action Item 2 – FY 2012 Audit

Jennifer Forrester and Donna Brown of James Moore and Company participated in the Executive Committee meeting via teleconference. They reviewed the highlights of the Audit for FY2012. There were no questioned costs nor any material weaknesses or significant deficiencies. They gave an unqualified opinion.

MOTION made by Dr. Johnson and seconded by Mark Barry to accept the FY 2012 Audit. Motion carried.

Action Item 3 – Administrative Plan and Procurement Policy Revisions

During the monitoring conducted by DEO staff, one item in need of correction related to a conflict between our Procurement policies and Administrative Plan. In order to bring us into compliance, edits are being made to the Administrative Plan. Dianne reviewed the edits with the Committee.

MOTION made by Mark Barry and seconded by Dr. Johnson to approve the Administrative Plan and Procurement Policy revisions. Motion carried.



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Action Item 4 – Job Vacancy Survey Revision

In reviewing the final version of the Job Vacancy survey with Brandt, DEO Labor Market Analyst Rebecca Rust advised PHWB staff that the cost for executing the survey in a format best suited for reaching the most employers would increase by nearly \$5,100 from the previous proposal (\$15,000 to \$20,854).

MOTION made by Dr. Johnson and seconded by Claire Walker to approve revision to the Job Vacancy Survey. Motion carried.

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

Jerome discussed employee incentives that would be paid based on the results of performance reviews.

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