



# Pasco-Hernando Workforce Board, Inc.

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## **Executive Committee Meeting Minutes**

November 16, 2011

### **Committee Members:**

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

**Absent:** Mike Duncan, Mike McHugh

**Quorum Present?** Yes

### **Others Present:**

PHWB Staff – Jerome Salatino, Dianne Weiss

Guests – Jennifer Forrester, James Moore & Co., P.L., Garry Burlingame, Goodwill Suncoast

### **Proceedings:**

**Meeting called to order** at 9.30 a.m. by Lex Smith.

### **Minutes of September 8, 2011 Meeting**

The Committee reviewed the minutes from the meeting of September 8, 2011.

MOTION made by Randy Woodruff and seconded by Mark Barry to accept the September 8, 2011 minutes.

### **Board Roster**

Lex advised the Committee the Linda Campo and Don Burgher has recently resigned from the Board.

### **MMR (Monthly Management Report)**

Jerome advised the Committee that a new MMR had not been received and therefore no report was distributed for review.

### **Legislative Info**

Jerome discussed the Regional Workforce Board Accountability Act talking points that were distributed at a recent Workforce Florida, Inc. (WFI) Board meeting. These talking points represented highlights of the proposed Act that would be presented to the Florida Legislature. More information would be provided when available.

### **Draft Audit Report and Financial Statements**

Jennifer Forrester of James Moore & Co., P. L. reviewed the draft audit and financial statements. The audit went very smoothly and there were no material weaknesses found nor were there any compliance issues to be reported.

MOTION made by Mark Barry and seconded by Claire Walker to accept the draft audit report and financial statements.



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### **Budget Modification #2, Program year 2011-2012**

Dianne took the Committee through Budget Modification #2 which was a result of additional grant funds received including Food Stamp Employment and training funds in the amount of \$70,000 and Trade Adjustment Assistance funds in the amount of \$150,000, and an expenditure adjustment of \$220,000 to increase the Goodwill Industries-Suncoast contract for Training.

MOTION made by Mark Barry and seconded by Claire Walker to approve Budget Modification #2, Program year 2011-2012. MOTION passed unanimously.

### **Informational Items**

Dianne reviewed the informational items provided to the Committee. These included a Programmatic Monitoring Update, the AWI Monitoring Report and Corrective Action Plan, and the Financial Report Summary year-to-date 9/30/2011.

### **Training Providers**

In Mike McHugh's absence, Jerome reviewed the Training Providers that had been recommended for approval by the Business Competitiveness Committee.

MOTION made by Randy Woodruff and seconded by Mark Barry to approve the Concorde Career Institute programs including Medical Assistant, Medical Office Administration, Patient Care Technician, Surgical Technology, and Dental Assistant. MOTION passed.

MOTION made by Mark Barry and Claire Walker to approve the National Training, Inc. Commercial Driver's License Preparation Program. MOTION passed.

### **Business Services Contract**

Jerome reviewed the Business Services Contract with Goodwill Suncoast that had been recommended for approval by the Business Competitiveness Committee.

MOTION made by Mark Barry and Randy Woodruff to approve the Business Services Contract. MOTION passed unanimously.

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