



Pasco-Hernando Workforce Board, Inc.

Executive Committee Meeting Minutes

November 14, 2013

Committee Members:

Present: Lex Smith, Claire Walker, Mark Barry

Absent: Kathy Johnson

Quorum Present? Yes

Others Present:

PHWB Staff – Jerome Salatino, Dianne Weiss

Proceedings:

Meeting called to order at 9.39 a.m. by Lex Smith.

Lex Smith called the meeting to order at 9.39 a.m.

Action Item 1 – Review and approve minutes of August 22, 2013 meeting

Lex asked the Committee members to review the minutes from the previous meeting for any corrections or comments. With no corrections or comments, a motion was made to accept the minutes of the meeting.

MOTION made by Claire Walker and seconded by Mark Barry to approve the minutes of the August 22 meeting. Motion carried.

Action Item 2 – PY 2013-14 Budget Modification #2

Dianne reviewed the details of the revenue increases and other changes to the budget that necessitate a budget modification.

MOTION made by Mark Barry and seconded by Claire Walker to approve PY 2013-2014 Budget Modification #2. Motion carried.

Action Item 3 – Compensation and Benefit Plan

In order to move away from the previous benefit structure and in light of the new Affordable Health Care Act, a compensation and benefit plan was developed using a recent study from a nearby region. The compensation and benefit plan establishes a classification plan for all positions and brings compensation in line with that of the survey. Further, in order to remain competitive within the region, benefits in the form of a monthly allowance for health care and the option to participate in a 401(k) with a matching structure was presented.

MOTION made by Claire Walker and seconded by Mark Barry to approve the Compensation and Benefit Plan. Motion carried.



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Action Item 4 – Review Candidate for Board Membership

The Committee was presented with information on a candidate, David Lambert, who would fill a vacancy in the business representation category.

MOTION made by Mark Barry and seconded by Claire Walker to present the candidate to the County Commission for appointment. Motion carried.

Action Item 5 – Allocation of Unrestricted Funds

This action item was not on the agenda. However, in reviewing the Financial Summary Report the need to allocate additional funds was presented. The request was made to allocate \$5,000 for use in such things as reimbursing Business Services staff for participation in networking and chamber events, payment of Chamber of Commerce memberships, and participation in events such as the annual PEDC banquet.

MOTION made by Mark Barry and seconded by Claire Walker to approve the allocation of \$5,000 to unrestricted funds. Motion carried.

Dianne reviewed the Financial Report Summary as of September 30, 2013.

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

