

**PASCO HERNANDO JOBS AND EDUCATION PARTNERSHIP
REGIONAL BOARD, INC.**

**Summary Minutes
January 21, 2010 - 3:00 pm
7361 Forest Oaks Blvd., Spring Hill, FL 34606,**

Board members present: Rob Aguis, Mark Barry, Linda Campo, Tamara DiSi, Mark Earl, John Howell, Dr. Kathy Johnson, Emile Laurino, Mike McHugh, Lex Smith, Commissioner Jeff Stabins, Larry Utt, Todd Vega, Claire Walker, Patty Wisman and Bill Woodard

Board members by teleconference: Ed Blommel, Melissa Seixas, Steve Sacone, Claire Walker, and Bill Woodard.

Quorum present (2/3): Yes

Members Absent: Commissioner Michael Cox, David Franklin, and Randy Woodruff.

Guests/Others: Labor Attorney, Al Torrence

Meeting was called to order by Lex Smith, Vice-Chairperson at 3:05 pm.

Business Meeting

Action/Discussion Items

Approval of Board minutes from December 17, 2009: Lex Smith

Amended: Todd Vega requested to amend the minutes on the HETA discussion. Todd did not have concerns with HETA or their present training program, but only had a concern with their partner, Tampa Marine.

Motion made to approve the board minutes as amended was made by Larry Utt.

Second by Rob Aguis.

Motion approved unanimously.

Nominating Committee, Approval Board Member job description: Linda Campo

Linda Campo, Chair of the Nominating Committee, presented a draft Board Member job description to use as a recruiting tool and direction for board members.

Motion was made to approve the job description as is by Don Burgher.

Second by Dr. Kathy Johnson.

Motion approved unanimously.

Business Competitive Committee, Approval of Training Vendor, HETA: Mike McHugh

Mike McHugh presented for the board's approval and an application for a local training vendor, Hernando Employment Training Association (HETA). This action was tabled at the last board meeting (December 17, 2009) pending further information. HETA provides training in Marine Joiner for the interior of ships. HETA received approval from the State. Mike McHugh presented additional information, which included the number of students receiving employment from the first class completed December 2009.

HETA is currently on probationary status as a training vendor for the workforce region and seeking to enroll students for the next training session. Two motions are:

- 1) Approve HETA on a probationary period through June 2010.
- 2) To be listed as an approved private training vendor within workforce region, require all other approved private training providers to be in compliance (i.e., ADA and outcomes of employment).

Motion was made to approve both recommendations as outlined above by Emile Laurino.

Second Mark Barry.

Motion approved unanimously.

**Audit and Finance Committee, Approval of Disallowed Cost from OIG/Audit findings:
Lex Smith**

Jerome Salatino reported three main issues from the OIG/Audit findings. Two are in the process of being resolved. One is resolved and needs a motion from the board for approval.

- 1) PHCC Lease: Lease was ambiguous and did not outline specific services provided. The possibility of resolving this finding with additional required documentation due on January 29, 2010 to the State appears positive. Additional documentation required by January 29, 2010. Lease has been terminated.
- 2) PEDC Contract: Contract did not outline specific services. Additional documentation as required by the State was provided and the amount of \$2900 is still in dispute \$2900. PEDC will be responsible to pay these funds if adequate documentation cannot be provided to resolve this issue.
- 3) Massages: Massages in the amount of \$6000 over a two year period was provided for to Career Central and board staff for employee motivation by Lee Ellzey's wife. Since this is not a reasonable cost, the recommendation was to pay back these funds to the State. The check was sent on January 20, 2010.

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Motion to ratify this decision was made by Dr. Kathy Johnson.
Second by Larry Utt.
Motion approved unanimously.

New Action Items

PTO accrual schedule: Lex Smith presented an official PTO accrual schedule due to the motion approved December 17, 2009. This schedule is an interim measure for a PTO plan. It is still the goal of the Audit Committee and staff to develop a comprehensive policy for approval.

Motion to approve the PTO schedule was made by Dr. Kathy Johnson.
Second by Commissioner Jeff Stabin.
Motion approved unanimously.

Reallocation of funds: Lex Smith requested the approval to reallocate up to the amount of \$500,000 to Employed Workers Training to avoid the loss of these dollars from other funds (TANF and other various funds) prior to the end of the fiscal year. Through an RFP process, these funds will circulate back as contracts for approval.

Motion to reallocate these funds to Employed Worker Training was made by Don Burgher.
Second by Emile Laurino.
Motion approved unanimously.

Signature Bank Cards and Resolution: Lex Smith requested approval to update the bank signature cards with four authorized signatures for all three bank accounts as required by policies. Signatures will be the Officers from Executive Committee and Jerome Salatino

Motion was made to approve the signature cards and Resolution with new signature by Emile Laurino.
Second by Mark Barry.
Motion approved unanimously.

New Action Items

EWT Contracts: Jerome Salatino submitted two EWT contracts from Alumi Guard in the amounts of \$1795 and \$897.50

Motion to approve both of these contracts was made by Don Burgher.
Second by Mike McHugh.
Motion approved unanimously.

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Bill Woodard was no longer on the conference call when the contract was approved.

Florida Back to Work: Florida Back to Work is a subsidized employment program approved by the State utilizing TANF funds. Our region received a commitment of funds for various projects. Jerome Salatino presented two contracts on behalf of two board members.

Florida Back To Work Contract: East Pasco Habitat for Humanity.

Motion was made to approve the funds for East Pasco Habitat for Humanity by Dr. Kathy Johnson.

Second by Larry Utt.

Motion approved unanimously.

Ed Blommel abstained from the motion.

Florida Back to Work Contract: The ARC Nature Coast.

Motion was made to approve the funds for The ARC Nature Coast by Mike McHugh.

Second by Don Burgher

Motion approved unanimously.

Mark Barry abstained from the motion.

Remaining Standing Committee Updates:

Bylaws: Dr. Kathy Johnson reported the Committee met today at 2:00 pm and will be presenting new By-Laws and Articles of Incorporation to the Executive Committee on February 15, 2010 and the full board on February 21, 2010 for approval.

Government Affairs: Mark Barry reported the first goal of this Committee will be to re-establish our relationship with local government officials. Jerome will be meeting with Senator Fasano next week. The goal is to be very open and transparent regarding our operations. Mark Berry is looking for additional members for this Committee. Emile Laurino is a member of this Committee.

Other updates:

Operational Updates: Jerome Salatino

Jerome Salatino presented his top 10 priorities which include strategic planning, monitoring and oversight. Strong goals will be developed by July 1, 2010. Over the past few weeks the board staff has been working on identifying the funds and how to use it.

Public Comments

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The board congratulated Mark Earl on recognition of his participation in the program regarding finding missing children sponsored by Wal-Mart.

Mike McHugh and Dr. Johnson volunteered to facilitate obtaining a representative from Hernando County School District.

Adjournment at 3:50 pm.

Next Committee Meeting
February 18, 2010 – 4440 Grand Blvd., New Port Richey