

**Pasco Hernando Workforce Board Meeting**  
**Board Committee Minutes Summary**  
**April 15, 2010**

**Members present:** Ed Blommel, Mark Barry, J.B. Bowles, Don Burgher, Linda Campo, Tamara DiSi, Mark Earl, Dave Franklin, William Gerhards, Jr., John Hagen, Michael McHugh, Matthews Peters, Lex Smith, Charles Snider, Larry Utt, Todd Vega and Francine Ward.

**Members Teleconference:** Commissioner Michael Cox, Commissioner Jeff Stabins and Steve Sacone.

**Staff and Guests:** Labor Attorney Al Torrence, Mary Crews representing Dr. Kathy Johnson and Jerome Salatino, CEO.

**Members Absent:** John Howell, Dr. Kathy Johnson, Emile Laurino, Melissa Seixas, Claire Walker, Patty Wisman and Bill Woodard

**Quorum (2/3):** Of 30 members, 20 members were present. Lacked quorum to approve EWT contracts.

**Tour:** Provided from 2:45 pm to 3:00 pm.

**Business Meeting**

Meeting was called to order by Ed Blommel, Chairperson at 3:10 pm.

**Consent Items**

**Action/Discussion Items**

Minutes from March 18, 2010 and Executive Committee consent items and minutes from April 8, 2010.

RFQ Legal Services

New Letterhead

One Website

Motion to approve the board minutes from March 18, 2010 and consent items from the Executive Committee of April 8, 2010 was made by Don Burgher and seconded by Linda Campo.

Corrections noted to the minutes of April 8: Lex Smith present and correcting the spelling of Jerome Salatino's name on page 1.

Motion to approve the minutes with corrections was approved unanimously.

***Draft Procurement Policy: Lex Smith and Dianne Weiss***

Lex Smith presented the policy for review and approval. Due to the length of the policy, a summary was provided by Dianne Weiss, Finance Director. The summary included: procurement methods and procedures based on cost; solicitation procedures to obtain competitive bids; sole

## Board Committee Minutes Summary

April 15, 2010

sourcing procedures for non-competitive procurements; RFPs and contracts; standards to define reasonable cost; sample forms; and levels of signature authority. The policy allows for the CEO signature on contracts up to \$100,000 and checks up to \$5,000.

Questions and discussion followed. From the discussion, two revisions were requested: insert language to prohibit the same individual from reviewing and approving purchase orders and contracts and prohibit multiple purchases to circumvent the signature authority. Changes were noted to revise the policy.

Since there is not a current policy in place, Lex Smith requested for the board to ratify this policy as presented today, and the Committee will bring a revised policy with the revisions as requested in May.

More discussion followed regarding the board's fiduciary liability in the procurement process. Fiduciary board liability advice was provided by Al Torrence to address these concerns.

After discussion, a motion was made by David Franklin to approve the policy as is and bring it back to the May meeting with these two revisions. Motion was seconded by William Gerhards, Jr. Motion was approved unanimously.

Mike McHugh left the meeting.

### ***Budget Modifications for 2009-2010: Lex Smith and Dianne Weiss***

Lex Smith presented the Budget Modifications for PY 2009-2010. Dianne Weiss went through and provided a justified reason for each modification (for details, refer to the Executive Minutes of April 8, 2010). It was noted that this budget was already approved by the board.

Motion was made to approve the budget modifications for PY 2009-2010 by Charles Snider and seconded by Don Burgher. Motion was approved unanimously.

### **Contracts – EWT**

Both contracts were put on hold since there was less than 2/3 in attendance of the full board.

### **Information Items/Updates**

Financial Orientation: Dianne Weiss

Dianne Weiss provided training via Power Point on Workforce Programmatic Funding. The training included: Types of funds and its sources; difference between restricted and unrestricted funds; core program services; administrative services for staff; AWI monitoring services; and budget comparisons. Handouts were made available and on file.

### **Remaining Standing Committee Updates:**

*Nominating Committee: Linda Camp*

Linda Campo provided an update from the last Committee meeting. We have pending two board member appointments. After these two members are approved, we will have 32 board members. The last position is being held for the Hernando County Superintendent.

Board Committee Minutes Summary  
April 15, 2010

Linda Campo reminded the board that we will need to vote in new Officers at our annual meeting held in June 2010. Jerome Salatino will contact to several board members to solicit interest in filling these Officer positions.

Linda Campo left the meeting.

*Legislative Committee: Mark Barry*

Mark Barry provided an update on the Legislative Committee meeting. Pat Fagan, Chair for Hernando County School District, attended to provide an update. Jerome Salatino also provided an update on the status of Senate Bill 1646.

*Business Competitive Committee: Mike McHugh*

On behalf of Mike McHugh, Jerome Salatino provided an update from the last Committee meeting. Two main issues were addressed: creating a dashboard report for Economic Development; and the community and Small Business Development Center (SBDC) services. It was noted that the SBDC has a presence in Pasco County which is overseen by USF. The Committee would like to contact USF and SBDC to bring these services to Hernando County.

**Other Operational Updates: Jerome Salatino**

Jerome Salatino provided an update on pending RFPs. We have received responses from several companies for the One Stop RFP. Staff will start the review process and bring the results to the board for approval in May.

We have a RFP in process for digital data storage to eliminate the need of the storage facilities for records. The cost savings from this action will be to place these funds into programs.

**Success Story**

Jerome Salatino distributed the first brochure sharing actual success stories from job seekers. Our intent will be to continue providing such information to the board and community.

**Public Comments**

**Adjournment**

**Tour of Career Central**

**Next Committee Meeting: May 20, 2010 at 4440 Grand Boulevard, New Port Richey, 34652**