

Pasco Hernando Workforce Board, Inc.
Board Committee Minutes Summary
May 20, 2010

Members present: Rob Aguis, Ed Blommel, Mark Barry, Don Burgher, Commissioner Michael Cox, Tamara DiSi, Mark Earl, David Franklin, John Hagen, Dr. Kathy Johnson, Emile Laurino, Lex Smith, Larry Utt, Francine Ward, Patty Wisman and Bill Woodard.

Members teleconference: John Howell, Michael McHugh, Matthew Peters, Steve Sacone, Melissa Seixas, and Charles Snider.

New member: Marilyn Pearson-Adams

Staff and Guests: Superintendent Bryan Blavatt and Jerome Salatino, CEO.

Members absent: Thomas Barb, Linda Campo, William Gerhards, Jr., Todd Vega, and Claire Walker.

Members absent: Tried to teleconference in for the meeting, but were unable to connect due to the temporary power outage: J. Bryan Bowles, Commissioner Jeff Stabins and Randy Woodruff.

Quorum (2/3): At the start of the meeting, 20 voting members were present. Overall, 23 voting members were present at any given time during the meeting.

The meeting was called to order by Ed Blommel, Chair, at 3:15 pm (the start of the meeting was delayed due to a power outage).

Business Meeting

Consent Action Items

Motion to approve the board minutes from April 15 and April 29 and the Executive Committee consent items and minutes from May 6 was made by Commissioner Michael Cox and seconded by Emile Laurino. Motion was approved unanimously.

Action/Discussion Items

Lease Vocational Rehabilitation (requires 2/3 quorum)

This action item was put on hold. At this time of the meeting, we only had 21 voting members present.

Note: Melissa Seixas and Charles Snider teleconferenced in, and John Hagen arrived at the meeting after this action item.

Selection of One-Stop Provider

Board Committee Minutes Summary
May 20, 2010

Jerome Salatino presented the results of the three proposals received from the following organizations on the RFP for the One-Stop Provider. The responses received are as follows:

- Arbor Employment & Training
- Dynamic Education Systems, Inc. (DESI)
- Goodwill Industries-Suncoast, Inc.

A review team of four PHWB employees and one outside expert from WorkNet Pinellas met on April 30 and rated the proposals according to the evaluation criteria listed in the RFP. The total rating scores are as follows:

<u>Provider</u>	<u>Score-Points</u>
Goodwill	777
Arbor E&T	721
DESI	622.5

Mr. Salatino provided details on the rating analysis results. Arbor's response, the current provider, lacked focus on quality assurance and data management; experience in key management positions; and reflected a mismatch between previously demonstrated performance and proposed performance.

DESI's presentation lacked attention to detail. Their staffing plan noted in their response appeared to be light in their staffing patterns.

Some of the highlights noted in Goodwill's response were proven data management systems and financial experience; key elements of continued improvement and demonstrated how to obtain the information; and demonstrated high performance.

Motion was made by Don Burgher to accept staff's recommendation to select Goodwill Industries-Suncoast, Inc., as the service provider for the One-Stops and begin negotiations over the next 30 days, with the understanding if terms for a contract cannot be reached within this time period, to approve for staff to engage in negotiations with Arbor. This motion was seconded by Dr. Kathy Johnson. Motion was approved unanimously.

Note: Melissa Seixas left the conference call.

Recommendation for Monitoring Services

Jerome Salatino presented the results from the RFP for Monitoring Services. It was noted only two companies responded. They are: Crowe Horwath LLP and Taylor, Lombardi, Hall & Wydra P.A. (TLH), our current provider. A review team of three PHWB senior management employees met on May 3 to review and rate the proposals. A request was made by Jerome Salatino to bring these monitoring services in-house and take no action on the RFP. The justification to consider this transition is as follows:

Board Committee Minutes Summary
May 20, 2010

- Cost savings will be \$100,000
- Staff is already in place with required expertise to perform these services
- If needed, we can bring on another person into a current vacant position with expertise
- State already has a template in place for quarterly monitoring
- We already have outside independent auditors, James Moore and Company
- Current monitoring group, TLH, is the same organization when the past fraudulent activities occurred
- Other regions are available to provide and acquire peer training, as needed
- PHWB is scheduled to receive one more outside monitoring audit from TLH this month
- 18 out of 24 regions conduct their own in-house monitoring

Motion was made by Dr. Kathy Johnson to take no action on the RFP for Monitoring Services; bring these services in-house and to be completed by qualified staff; and eliminate this service from the current provider. Motion was seconded by Lex Smith. Motion was approved unanimously.

Finance and Audit Committee

Revision to Procurement Policy

Lex Smith presented a revised Procurement Policy. The board took action on this policy at the last meeting held on April 15, 2010, to approve the policy as is on that date with the provision that the two requested changes will be added to the policy. These two additions are: preclude circumventing the procurement action levels by making multiple single item purchases; and revising the Purchase Order review process so no one employee could both review and approve a purchase.

In addition, Jerome Salatino reported that language was added to this policy to incorporate the action taken by the Executive Committee of Workforce Florida, Inc. (WFI) on May 13, 2010 for compliance. This language requires that any contract exceeding \$25,000 between a regional workforce board and a member of the board that has any relation with the contracting vendor must be reviewed by the Agency for Workforce Innovation (AWI) and approved by Workforce Florida, Inc. (WFI).

A summary of these changes for compliance with Section 445.0007(1) are as listed:

- Mandates all regional workforce boards, entering into a contract with an organization or individual, must approve the contract by a two-thirds (2/3) vote of the entire board; and the board member who could potentially benefit financially from this transaction must abstain from voting and disclose any such conflict.
- Require that any contract between a regional workforce board and a board member relative or board employee require the same two-thirds (2/3) vote of the entire board; and the board member who could potentially benefit financially from this transaction must abstain from voting and disclose any such conflict.

Board Committee Minutes Summary

May 20, 2010

- Require any contracts as aforementioned and equal to or exceeding \$25,000, to be submitted to AWI for review to assure compliance with these requirements and for its recommendation for approval or disapproval to WFI
- Require any contracts as aforementioned and less than \$25,000 be reported to AWI within 30 days of the board's approval
- Establishes a review process for contracts not approved by WFI
- Establishes a July 1, 2011, expiration date for these changes

Motion was made by Don Burgher to approve the revisions to the Procurement Standards, Policies & Procedures and seconded by Commissioner Michael Cox. Motion was approved unanimously.

Travel Policy Revision

Lex Smith presented a revised Travel Policy. This policy incorporates the portions of the WFI policy related to travel. In that PHWB has separate policies for Travel and Food and Beverage, the other language related to Food and Beverage will be addressed in a separate policy. The major revisions to the travel policy are as listed:

- Eliminate the use of the federal reimbursement rate of \$.50 per mile and establish the mileage reimbursement rate of \$.445 per mile
- Eliminate the use of the General Services Administration (GSA) rates for meal reimbursement and establish the reimbursement rate for meals at \$6.00 for breakfast; \$11 for lunch and \$19 for dinner

Motion was made to adopt the revisions to the Travel Policy by Emile Laurino and seconded by Commissioner Michael Cox. Motion was approved unanimously.

Food and Beverage Policy

Lex Smith presented a revised Food and Beverage Policy to replace the Food and Beverage policy that was approved on March 18, 2010, by the PHWB Board of Directors as an interim policy until WFI provided workforce regions a final determination on these purchases. Initially, WFI took action at the December 16, 2009, meeting to prohibit the purchase of food and beverages by the workforce system through June 30, 2010. Later, this action was amended on April 14, 2010, to allow these purchases only for the workforce youth program.

The Food and Beverage policy presented continues to prohibit the use of federal and state funds to pay for food or beverages for board members and staff. The policy does allow for the purchase of food, beverages and dining activities for workforce youth programs.

Motion was made to adopt the Food and Beverage Policy as adopted by WFI by Commissioner Michael Cox and seconded by Dr. Kathy Johnson. Motion was approved unanimously.

Preliminary FY 2011 Revenue Budget

Jerome Salatino presented a preliminary fiscal year revenue budget for approval and reported this fiscal budget will be presented to both Pasco County Board of County Commissioners and Hernando County Board of County Commissioners on separate dates in June 2010. Preliminary fiscal allocations by region were approved by WFI on May 13, 2010. PHWB will be carrying forward approximately 3.8 million into the next program year from remaining funds not expended. With this carrying over in funds and the approved allocation, the total projected revenue budget is estimated to be slightly over \$11.5 million. Outcomes from the June 2010 meetings with both counties and final budget will be presented to PHWB Board of Directors on June 17, 2010.

Motion was made to adopt the FY 2011 Revenue Budget by Lex Smith and seconded by Don Burgher. Motion was approved unanimously.

Information Items/Updates

Remaining Standing Committee Updates:

Business Competitiveness: Mike McHugh

No committee report.

Legislative: Mark Barry

Mark Barry informed that a meeting is scheduled for Committee members to meet with Senator Fasano on May 27, 2010, to share our progress and positive outcomes attained to date.

Nominating: Linda Campo

Jerome Salatino presented on behalf of Linda Campo. He announced we have a new board member, Marilyn Pearson-Adams, and provided a status update on the board composition.

Marilyn Pearson Adams introduced herself and shared information on her work experience and other credentials.

Youth: Emile Laurino

Emile Laurino informed that the Youth Committee met on April 27, 2010. Henkels and McCoy made a presentation at this meeting. Other board members and individuals within the community who attended this meeting were Rob Aguis, Pasco County School District and Pat Crowley, Hernando County Chamber of Commerce. Both individuals updated the Committee members on the different youth activities occurring in their counties.

Persons with Disability Services (Ad-hoc): Mark Barry

Mark Barry, Chair, provided an update on this new Committee. The Committee will be increasing in its membership to include representatives within the community to meet a diversified need in this area. At the last meeting, the members conducted a physical "walk-through" to evaluate the facility and equipment for compliance. The Committee will meet again in June 2010 at the New Port Richey location and will conduct the same evaluation of equipment and services.

Board Committee Minutes Summary
May 20, 2010

Other Operational Updates: Jerome Salatino

Board Orientation - Module One of Three (hand-outs)

Jerome Salatino presented Module One of Three on the new Board Orientation module developed by PHWB staff members. Module Two and Three will be presented at upcoming meetings in the near future.

Public Comments

Adjournment

Next Committee Meeting: June 17, 2010 at 6038 Gall Boulevard, Zephyrhills, FL 33542