

**Pasco-Hernando Workforce Board**  
**Board Summary Minutes**  
**June 17, 2010**

**Members present:** Ed Blommel, \*Thomas Barb, Linda Campo, Tamara DiSi, Mark Earl, David Franklin, John Hagen, John Howell, Emile Laurino, \*Marilyn Pearson-Adams, Lex Smith, Larry Utt, Todd Vega, Patty Wisman, and \*Bill Woodard

**Members teleconference:** Rob Aguis, Mark Barry, \*Don Burgher, Commissioner Michael Cox, Michael McHugh, \*Matthew Peters, Charles Snider, Commissioner Jeff Stabins, \*Claire Walker, Francine Ward, and \*Randy Woodruff

**New members:** Michael Duncan and John Sannuto

**Members absent:** J. Bryan Bowles, William Gerhards, Jr., Dr. Kathy Johnson, Steve Sacone, and Melissa Seixas

**Staff and Guests:** Jerome Salatino, CEO; Labor Attorney, Al Torrence; and Donna Brown, Audit Partner, and Jennifer Forrester, Audit Manager, James Moore and Company, independent auditors.

**Quorum (2/3):** At the start of the meeting, 16 voting members were present. Overall, 27 voting members were present at any given time during the meeting.

The meeting was called to order by Ed Blommel, Chair, at 3:04 pm.

**Board minutes of May 20, 2010 and Executive Committee minutes of June 10, 2010**

Motion to approve the board minutes from May 20 and the Executive Committee consent items and minutes from June 10 was made by Emile Laurino and seconded by Linda Campo. Motion was approved unanimously.

*Rob Aguis and Michael McHugh arrived via conference system.*

**Action/Discussion Items requiring 2/3 vote: Jerome Salatino**

Ed Blommel passed over these three agenda items at this period of the meeting pending a quorum of 2/3 of the full board in attendance as required.

*\*Bill Woodard arrived at the meeting.*

**Consent Items from Executive Committee meeting of June 10, 2010: Ed Blommel**

New Board members: Michael Duncan and John Sannuto

Sponsorship Policy

Cost Allocation Plan

Training Provider List

RFP for Business and Economic Development – Greater Hernando County Chamber of Commerce

Motion to approve the consent items was made by Emile Laurino and seconded by Rob Aguis. Motion was approved unanimously.

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New board members, Michael Duncan and John Sannuto, were introduced by Ed Blommel. Each new board member respectively shared information about their work experience and community activities.

*\*Claire Walker and Don Burgher arrived via conference system. Thomas Barb arrived at the meeting.*

### **Nominating Committee Report: Linda Campo**

#### **Review/Approval of Nominations for Officer Positions FY 2010-2011**

Linda Campo presented the nominations from the Nominating Committee and the Executive Committee for the Officer positions effective July 1, 2010, in accordance with the Bylaws. The recommendations are: Chair, Lex Smith; Vice Chair, Michael Duncan; and Treasurer, Randy Woodruff. The Secretary position will be placed on hold.

Motion to close the nomination process and accept the nominations from the Nominating Committee and the Executive Committee for the leadership positions as presented effective July 1, 2010, was made by Emile Laurino and seconded by Mark Earl. Motion was approved unanimously.

### **Action/Discussion Items:**

#### **Form 990 and presentation by James Moore and Company: Dianne Weiss**

Dianne Weiss introduced the auditors, Donna Brown and Jennifer Forrester, from James Moore and Company. Donna Brown made a presentation to the board members on the requirements of the Form 990 and how it relates to Pasco-Hernando Workforce Board and their Board of Directors in a non-profit environment.

*\*Marilyn Pearson-Adams arrived at the meeting.*

*\*Randy Woodruff and Matthew Peters arrived via conference system.*

In summary, Ms. Brown explained the checklist of required schedules and questions. It was determined by legal counsel that we did not meet the criteria for an excess benefit transaction or a business transaction involving interested persons in 2009 that would qualify to be reported. Furthermore, we did not meet the criteria regarding a material diversion of assets that would qualify to be reported. However, in the spirit of our organizational message of transparency and full disclosure, it was reported that the board became aware of a nonmaterial diversion that occurred in a 2009.

It was also noted that next year we will need to report the changes made to the Bylaws and Articles on the Form 990.

Motion to approve the Form 990 as presented was made by Lex Smith and seconded by Bill Woodard. Motion was approved unanimously.

At this period of the meeting, 27 board members were present in person or by the conference system to have 2/3 quorum for the board to review and vote on these contract agenda items.

### **Action/Discussion Items requiring 2/3 vote: Jerome Salatino**

#### **Lease for Vocational Rehabilitation**

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Jerome Salatino presented the contract for a five year lease for Vocational Rehabilitation. The lease is in the amount of \$55,006.50 for the first three (3) years, \$56,661 for the fourth year, and \$58,652.55 for the fifth year.

Motion to accept the lease for Vocational Rehabilitation was made by David Franklin and seconded by Larry Utt. John Howell declared a conflict and abstained. Motion was approved by all members in attendance with the exception of John Howell, who abstained from voting.

***Review/Approval to Negotiate Contract for Pasco Economic Development Council (PEDC)***

Jerome Salatino presented the contract for PEDC that was negotiated this week up to the amount of \$99,321.85 and is a performance based contract. This was the outcome of a RFP to bid for these services.

Motion to approve the contract with PEDC was made by Emile Laurino and seconded by Bill Woodard. John Hagen declared a conflict and abstained. Lex Smith declared a conflict and abstained.

Commissioner Michael Cox reported that as advised by Pasco County legal counsel, he did not have to abstain from voting on this contract or the lease for PEDC since he was a voting member for PHWB and a non-voting member for PEDC.

Motion was approved by all members in attendance with the exception of Mr. Hagen and Mr. Smith, who abstained from voting.

***Lease for Pasco Economic Development Council (PEDC)***

Jerome Salatino presented the lease with PEDC. Mr. Salatino reported that currently PHWB leases two office spaces at PEDC to gain better exposure and access to the PEDC staff and employers. With the reduction in funds for the next fiscal year, we are proposing to lease only one office space at PEDC. The first ten months of the lease is \$5,646.13 and following 12 months is \$6,978.72.

Motion to approve the lease with PEDC was made by Emile Laurino and seconded by Linda Campo. John Hagen declared a conflict and abstained. Lex Smith declared a conflict and abstained. Motion was approved by all members in attendance with the exception of Mr. Hagen and Mr. Smith, who abstained from voting.

***Approval of Contract with One Stop Services Provider***

Jerome Salatino presented the contract negotiated with Goodwill Industries-Suncoast to manage the One-Stops for approval. The budget negotiated comes in at \$3,665,084, which is almost a million dollars less than our current contract.

Motion was made to approve the contract for Goodwill Industries by John Hagen and seconded by Lex Smith. Motion was approved unanimously.

Discussion followed regarding what services might be reduced as a part of the decrease in funds. Mr. Salatino replied that although some positions may have been affected by this negotiated amount, Goodwill feels they can still provide the appropriate level of service required at this amount.

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***Review/Approval of Inter-local Agreement: Jerome Salatino***

Jerome Salatino presented the revised Inter-local Agreement for both Pasco and Hernando Counties with the Board of County Commissioners. Our current Inter-local Agreement was reviewed by legal counsel and found to be out of compliance with current laws. Changes were also required to reflect our new Bylaws. One noted change was to allow for the ability to appoint board members based on their residence or the county in which they are doing business in.

Motion was made to accept the Inter-local agreement changes by Bill Woodard and seconded by David Franklin. Motion was approved unanimously.

***Audit and Finance Committee Report: Lex Smith and Dianne Weiss***

***Pasco-Hernando Workforce Development Planning Budget FY 2010-2011***

Lex Smith presented the budget as discussed at the last meeting, which authorized staff to present this budget to each County Board of County Commissioners for approval. The budget is basically the same budget as presented last month, with the exception of the estimated carryforward of funds for projects that crosses the fiscal year.

Motion was made to accept the budget as presented by Bill Woodard for FY 2010-2011 and seconded by Mark Earl. Motion was approved unanimously.

***Review/Approval of Revised Board Staff Policies***

Dianne Weiss presented the revised board staff policies originating from the Employee Handbook, which is a combination of policies and procedures.

Ms. Weiss summarized the changes. One major change was to implement a Drug Screening policy as required to receive federal funding.

Some of the other policies changes include moving to bi-weekly payroll; changing our Travel policy to reflect using Florida Statutes versus federal per diem rates; limiting Tuition reimbursement to the standard ITA amount and language; and eliminating the FMLA policy since we employ less than 50 employees and implementing an alternative policy that will work in the spirit of FMLA without the requirements.

Motion was made by accept the revisions to the board policies by Bill Woodard and seconded by Emile Laurino.

Dianne Weiss reported that all current employees will be subject to drug screening after the approval of these policies.

Discussion followed on the Drug Screening policy. Discussions and questions included as follows: is there a need for random drug screenings; should we establish a threshold amount to require “for cause drug screenings” as it relates to damage of property or equipment; and procedure to require “for cause” on all Worker’s Compensation accidents. Legal counsel suggested for the Board to give Dianne Weiss authority to contact their Worker’s Compensation carrier for guidance on this portion of the policy, and then to bring the revised policy back to the Board.

Chair, Ed Blommel, reiterated the motion to accept the revisions of the policies as presented. The motion was approved unanimously.

**Remaining Standing Committee Reports:**

Business Competitiveness: Mike McHugh was not available to provide an update.

*Michael Duncan left the meeting.*

Legislative Advisory: Mark Barry was not available to provide an update. Jerome Salatino provided an update from the meeting with Senator Fasano on May 27, 2010. He stated Senator Fasano was very pleased with the action taken on behalf of the Board this year.

Persons with Disabilities: Mark Barry  
Emile Laurino stated this Committee has met three times and in the process of making changes. Mr. Laurino announced they will be holding a job fair in August 2010.

Youth: Emile Laurino reported the Youth Committee did not meet since the last board meeting.

**Operational Updates: Jerome Salatino**

Jerome Salatino and Lex Smith presented a plaque to Ed Blommel in appreciation of his leadership service over the past nine months as Chair of the Pasco-Hernando Workforce Board of Directors. Ed Blommel has served on the board for over ten years. He announced he would be resigning from the board in July 2010.

**Public Comments**

Don Burgher expressed his appreciation to Ed Blommel for taking on the role of the Chair.

**Adjournment**

**Next Committee Meeting: July 15, 2010, at 7361 Forest Oaks Boulevard, Spring Hill.**