

**Pasco Hernando Workforce Board
Executive Board Committee Motions
February 12, 2010**

Members in attendance: Dr. Kathy Johnson, Mark Barry, Emile Laurino, Mike McHugh, Linda Campo and Don Burgher

Members teleconferencing: Lex Smith

Members absent: Ed Blommel

Other attendees: Labor Attorney, Al Torrence

Meeting was called to order by Don Burgher in absence of Ed Blommel at 3:37 pm.

Business Meeting

Action/Discussion Items

Minutes from the Executive Committee meeting of January 14, 2010: Don Burgher

Motion was made to approve the Executive Committee minutes by Emile Laurino.

Motion second by Mark Barry.

Discussion: Dr. Kathy Johnson noted the agenda had the incorrect date for the motion.

Noting correction to the agenda, the motion was approved unanimously.

Nominating Committee, Nominating Committee Information: Linda Campo

Don Burgher presented four board membership applications for consideration as follows:

J.B. Bowles – President, R&M American Marine Products, Inc., for Hernando County
John Hagen, President& CEO, Pasco Economic Development Council for Pasco County
Marilyn Pearson Adams, President, C-12 Alliance Realty/President HC Assistant
Realtor for Hernando County.

Tom Barb, CEO/President, Hernando-Pasco Hospice (represent either county)

Motion was made to accept these four applications by Dr. Kathy Johnson.

Second by Mike McHugh.

Was voted unanimously.

Next step: These applications will go to the appropriate County Commissioner for approval.

Approval process: Nomination Process

Jerome Salatino presented a formal nomination process as follows: Pasco Hernando Board Application form (include bio); Job Description (approved by full board on January 20, 2010); applications from both County Commissioners with sample Letterhead to the County Commissioner; and draft recruiting brochure.

Motion was made to approve the process and print the brochure by
Dr. Kathy Johnson.
Second by Emile Laurino.
Was voted unanimously.

By-Laws Committee, Approval of By-Laws and Articles of Incorporation: Dr. Kathy Johnson

Articles of Incorporation - Dr. Johnson presented the Articles of Incorporation and addressed the name change from Pasco Hernando Jobs and Education Partnership Regional Board, Inc., to Pasco Hernando Workforce Board, Inc. Also, the Committee decided to eliminate the membership requirement by county to allow the Board flexibility to appoint and approve applicants that will be more suitable to represent the Board.

Motion was made to approve the Articles of Incorporation and name change
by Dr. Kathy Johnson.
Second by Mike McHugh.
Was voted unanimously.

By-Laws – The new By-Laws were presented by Dr. Johnson. The minimum number the for board membership is 33 members. The Officers for Treasurer and Secretary were added. The Standing Committee forum was listed, including Legislative Committee, to keep the current structure and maintain flexibility for ad-hoc committees.

Motion was made to approve the By-Laws and present to the full board on
February 18, 2010 by Dr. Kathy Johnson.
Second by Emile Laurino.
Was voted unanimously.

Other: “Excess Benefit”

James Moore and Company (auditors) contacted Al Torrence regarding the potential need to state the payment for an “Excess Benefit” transaction on the 990 form made out to the company represented by Steven Jensen, former board director, in 2007. “Excess Benefits” is required for payments above the ceiling considered to be “reasonable” for board members, management and key staff. These includes past employees.

The Executive Committee agreed it would be in our best interest to report this payment on the 990 form and provide an explanation as to the reason of the occurrence and ongoing pending investigation. No motion needed.

Information Items/Updates

Remaining Standing Committee Updates:

Government Affairs: Mark Barry reported the current Committee members are Commissioner Jeff Stabin, Emile Laurino and Ed Blommel. John Hagen from PEDC will be added after appointed. Next meeting is scheduled for February 26.

Audit and Finance Committee: Next meeting is at 7:30 am on March 11, 2010 prior to the Executive Committee meeting.

Operational updates: Jerome Salatino

Jerome Salatino submitted a proposed Interim Organization Chart and corresponding survey data for a new staffing plan. The chart included elimination of positions no longer needed at this time and addition of three new positions to increase program monitoring and oversight. A deeper understanding of workforce will evolve from the Management Analyst position. The new survey data will help us recruit employees with needed skill set and retain qualified staff. No motion was needed to move forward with the new staffing plan.

Other Updates: Jerome Salatino

Contracts/other:

Legal Services – Jerome mentioned our legal services were not properly procured in June 2009 and will need to be completed at this time.

Jerome provided a long list of contracts to be procured prior to June 30, 2010 and leases to be re-evaluated based on market analysis of cost.

We will have two leases to be renewed that are represented by current Board members and will require a 2/3 quorum.

Jerome provided an update on the Tallahassee meeting. The Two year plan was approved on the provision we expand our board membership, which is in the process as noted above.

Jerome stated we still need to finalize an agreement with the college.

We are in the process of developing a resource website for board members to access to review prior minutes and other related information.

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Youth success article – Jerome handed out the review audit of our Summer Youth program that was funded through ARRA funds. The audit was a very good review. It will be posted on our website for the public to view.

Adjournment

Next Committee Meeting: March 11, 2010