

**Executive Board Committee Summary Minutes  
March 11, 2010**

**Members in attendance:** Ed Blommel, Lex Smith, Linda Campo, Emile Laurino, Dr. Kathy Johnson, Mark Barry, and Francine Ward.

**Members by Teleconference:** None

**Member absent:** Michael McHugh and Don Burgher

**Staff in attendance:** Jerome Salatino and Dianne Weiss

Ed Blommel called meeting to order at 9:42 am.

**Business Meeting**

Approval of Board minutes from February 18, 2010.

Motion to approve the board minutes from February 18, 2010 was made by Dr. Johnson and seconded by Emile Laurino. Motion passed unanimously.

Note for the record: The Executive Committee minutes were passed at the board meeting held on February 18, 2010.

Introduction of Director of Finance: Jerome Salatino

Jerome introduced Dianne Weiss, Finance Director. Mrs. Weiss has over 20 years of workforce development experience and was employed at Worknet Pinellas for seven (7) years.

**Action/Discussion Items**

Board member nomination- Nominating Committee: Linda Campo

On behalf of the Nominating Committee, Ms. Campo presented three new board members representing the private sector and approved by the county commissioners. Representatives are: John Hagen, Pasco Economic Development Counsel; JB Bowles, R&D American Marine Products (Hernando County); and Thomas Barb, Pasco-Hernando Hospice (Pasco County). According to the By-Laws, Ms. Campo stated we still need two more board members to reach 33 members and maintain 51% from the private sector.

The Committee discussed the need for a self evaluation form to appoint and evaluate potential board members. Mr. Blommel forwarded a format he used for other boards that measured dimensions in a quadrant format. This evaluation tool would allow the Committee to determine the industry sectors or areas most needed in the future.

**Remaining Standing Committee Updates:**

Audit and Finance Committee: Lex Smith

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Lex Smith reported the Committee met prior to the Executive Committee meeting today. The Committee discussed the need to provide training/orientation to the full board on workforce funding programs. It was noted there maybe some issues with program funds that need to be spent prior to the end of the fiscal year. Dianne Weiss' first task is to determine actual year-to-date expenditures and allocate the grants appropriately.

The Committee also discussed the potential of reverting back to the original budget prior to the Stimulus dollars being added to the budget. Mr. Salatino reported some programs may be reduced drastically.

Mr. Smith also reported the need to split the Audit and Finance Committees into two separate Committees. The Audit Committee will need a County representative.

We need to conduct a RFP for our monitoring services currently provided by Taylor, Lombardi and Hall. The Committee discussed reducing these services to twice a year rather than quarterly. Later on we may have discussions with the State to explore the possibility of eliminating these services completely since we have our own in-house monitoring staff and independent auditors.

### Legislative Affairs: Mark Barry

Mark Barry reported the first meeting was held on February 23, 2010. Committee members included Commissioner Jeff Stabins, Emile Laurino, Ed Blommel and Jerome Salatino. John Hagen has expressed an interest to become a member on the Committee. The initial focus will be determining our targeted audience and our primary message; disclosure, reestablishing our integrity; and defining our role in the community regarding leadership and workforce development.

One of the outcomes was developing Elevator Speeches. The Committee also wants to create White papers through power point. Mr. Barry reported that Pat Fagan, School Board Chair, will be attending our next meeting on March 23 to establish a better relationship with Hernando School District. Dr. Johnson stated she has spoke to the future Superintendent for Hernando County School District regarding participating on our board. Ed Blommel mentioned passing around a list of legislators to board members to assist in setting up meetings with officials that the board member already has established a relationship with at this time.

### Business Competitiveness: Mike McHugh

On behalf of Michael McHugh, Mr. Salatino stated there was a Targeted Occupational List that was sent for renewal to the State.

Ed Blommel presented the list of members on the Standing Committees and board members currently not participating on a Standing Committee for reassignments. Mr. Blommel stated we need some goals for these Committees.

### Information Items/Updates

#### Frequency of meetings

The Committee recommended continuing scheduling monthly meetings due to EWT contracts and new management staff.

#### Board Training/Orientation

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The Committee discussed the need for an Ad-Hoc Committee to determine and develop board training modules. Linda Campo volunteered to assist on this Committee. Linda Campo, Jerome Salatino and Dianne Weiss will work on this activity.

### Other Operational Updates: Jerome Salatino

NAWB Update – Jerome Salatino provided an update from the conference attended by several board members this past weekend. Overall, it was the general feeling by the attendees that this conference was not very informative as past years.

Mr. Salatino presented the Food and Beverage policy from Workforce Florida for events. The State has asked each region to incorporate this Food and Beverage policy. The Committee will bring this policy to the full board for approval. Dr. Johnson suggested deleting “Allowable” from the policy title.

Stephen M. Urquhart is no longer employed by Workforce Performance. The presentation by Mr. Urquhart was scheduled for March 18, 2010. This is a compliance requirement. At this time a replacement has not been assigned.

Mr. Salatino reported the RFP is in process for Legal Services. It was recommended by the Committee for the review process to be conducted by staff and brought back to the Executive Committee for review.

We also have the RFP in process for Employed Worker Training. Mr. Salatino noted we have had a few responses. We also brought in-house a representative at no cost to train our staff on EWT funds. This representative has provided connections to partner with other existing employers in our region. One employer is Sweetbay. Employers who have received EWT funds are posted on our website.

The Committee discussed the unemployment rate of 15.7% in Hernando County. Discussion followed on how to address this high unemployment rate.

### Transition Plan

Mr. Salatino presented a proposal for a transition plan for core services and eligibility services. All services are currently contracted out with the exception of Business Services. It was recommended that effective July 1, 2010 for the Workforce Board to function as the one-stop operator and bring in-house the One Stop Managers and resource room staff. We currently have oversight for these services, but no control over day to day operations. These changes could improve customer service and referrals to employers. We are looking at increasing our board staff by 10-15 employees and 15 AWI (State) employees. Some of the services we provide could be provided by hub activities and call centers for evening hours. We will need approval from the State to make this change.

It was also recommended to have only one provider to oversee our intensive and training services including Youth Services. These services could all be managed by one provider and add potential savings. We will put the intensive and youth services out for RFP. Procurement would include a three year timeframe with a review after one year.

### Motion for Transition Plan

Motion was made to bring this transition plan to the full board by Dr. Johnson and seconded by

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Mark Barry. Motion passed unanimously. The Committee requested organization charts (present and proposed) and potential savings be presented at the board meeting.

*Air Conditioner Units - New Port Richey*

Mr. Salatino wanted to make the Committee aware of the issue with the New Port Richey lease and air conditioners. Some of the air conditioners were vandalized and need to be replaced. Our insurance carrier is refusing to pay since we do not own the property and the lease states we are responsible for the air conditioners. Legal counsel states we have a slight chance to get out of the lease. Mr. Salatino will be having conversation with the landlord to try to resolve this issue.

**Public Comments** –Dr. Johnson announce two events:

Saturday, April 10: Sign unveiling starting at 10:00 am at the Wiregrass Ranch House School.

Friday, November 19, 2010 from 3-5 pm. Open house and dedication of the new Spring Hill campus located on Highway 19.

Saturday, April 10, Wiregrass Ranch High School – Film show at 7:00 pm.

**Adjournment**

**Next Executive Committee meeting: April 8, 2010 at 9:30 am.**