

Pasco-Hernando Workforce Board, Inc.
Executive Board Committee Meeting Motions
April 8, 2010

Members present: Ed Blommel, Mark Barry, Don Burgher, Linda Campo, and Emile Laurino, Michael McHugh, Lex Smith and Dr. Kathy Johnson via teleconference.

Members Absent: Francine Ward

Staff: Jerome Salatino and Dianne Weiss

Business Meeting

Meeting was called to order by Ed Blommel, Chairperson at 9:35 pm.

Action Items approved on April 8, 2010 are listed as follows (more detail on each action item is attached in the full minutes):

RFQ for Legal Services (page 1-2)

Motion made to approve the proposal from Attorney, Al Torrence in response to our RFQ for Legal Services was made by Emile Laurino and seconded by Don Burgher. Motion approved unanimously.

Revised Letterhead for new organization name (page 1-2)

Motion made to adopt the letterhead with the organization's name in blue was made by Don Burgher and seconded by Linda Campo. Motion amended for the letterhead to be presented in digital format by Don Burgher and seconded by Linda Campo. Amended motion approved unanimously.

Consolidate to one website (page 1-2)

Motion was made to consolidate our two current website to one website at www.CareerCentral.jobs by Mark Barry and seconded by Dr. Kathy Johnson. Motion approved unanimously.

Draft Procurement Policy (page 1-3)

Motion to implement the procurement policy immediately and forward it to the board for adoption at the next meeting (April 15) was made by Lex Smith and seconded by Emile Laurino. Motion approved unanimously.

Budget modifications to current budqe (page 1-3)

Motion to accept the modification to the budget was made by Lex Smith and seconded by Emile Laurino. Motion approved unanimously.

Summary Committee Minutes
Business Meeting
Action/Discussion Item

RFQ for Legal Services

Jerome Salatino reported we only received one application from Attorney, Al Torrence. His proposal meets all standards as required. The proposal included a reduced rate on providing routine services excluding labor law (his specialty). A rating on the proposal was conducted by staff for a total of 95 points. Jerome requested a motion to approve this proposal for legal services.

Motion to approve the proposal from Attorney, Al Torrence in response to our RFQ for Legal Services was made by Emile Laurino and seconded by Don Burgher. Motion approved unanimously.

Revised Letterhead for new organization name

Jerome Salatino provided a proposal and two samples of digital letterhead with the new company name. Using digital letterhead will save the organization potentially \$800 for the first year. It also allows flexibility and ability to use through the website. Jerome requested a motion to convert to a digital letterhead and approve one of the options.

Motion to adopt the letterhead with the organization's name in blue was made by Don Burgher and seconded by Linda Campo. Motion amended for the letterhead to be presented in digital format by Don Burgher and seconded by Linda Campo. Amended motion approved unanimously.

Consolidate to one website

Jerome Salatino presented a new website and the recommendation to consolidate to one website, which will be less confusing and support our branding. The recommendation is to convert to www.careercentral.jobs since this is the primary customer portal. We want to expand and place more services online. This website will also function as an intranet site for staff. The website was piloted in the Centers and by some of our employers. Discussion followed on the features of the new website, including a board password protection feature. It was noted this was created in-house by our IT staff.

It was recommended by the Committee to remove the board password protection feature for transparency. Jerome requested the Committee's approval to convert to one website; for the full board to review the website and provide feedback; and to implement by May 1, 2010.

Motion was made to consolidate our two current website to one website at www.CareerCentral.jobs by Mark Barry and seconded by Dr. Kathy Johnson. Motion approved unanimously.

April 8, 2010

Draft Procurement Policy

Dianne Weiss presented a draft procurement policy for the Committee's approval. It was noted there is currently no formal written procurement policy in place. These policies will address the various levels of procurement procedures necessary dependent upon the amount of the purchase/contract. They are in compliance with guidance issued by the Office of Management and Budget (OMB) and the State of Florida Agency for Workforce Innovation (AWI).

Due to the length of the policy, Dianne summarized the basic aspects which included: procurement process based on cost; types of solicitations and procedures to obtain competitive bids; section on non-competitive bids (sole sourcing) when needed; contracts; cost price analysis process and standards to determine what is reasonable; definitions; sample forms; and required levels of signing authority. The policy provides for CEO signing authority on contracts up to \$100,000. This is the same signing authority for checks. The policy also includes a Code of Conduct Ethics section and Conflict of Interest form for board members.

Dianne shared this policy is similar to procurement policies in place at other regions. Lex stated a motion is needed to approve the policy and forward to the full board for review.

Motion to implement the procurement policy immediately and forward the policy to the board for adoption at the next meeting (April 15) was made by Lex Smith and seconded by Emile Laurino. Motion approved unanimously.

Budget modifications

Dianne presented budget modifications to the current budget because PHWB received additional funds that were previously unbudgeted. These adjustments increased the budget from \$12,223,211 to \$12,627,766. These modifications included:

- Decreasing WIA funding by \$192,627, since these funds are available until June 30, 2012. Staff is recommending setting aside these funds for next year when there is a greater need due to anticipated funding decreases. ARRA funds will be eliminated next year.
- Increasing Veterans programs by \$6,270. These funds were received as a pass thru by AWI for support costs for two additional veterans positions through June 30, 2010.
- Increasing ARRA TANF Subsidized Employment (Back to Work Program) by \$582,730 for funding granted by AWI and amounts due from employers for new subsidized employment program. These funds will expire September 30, 2010, but some of these funds may not be expended by this date because some employers are not able to participate in the program or having difficulty finding eligibility.
- Increasing Ready to Work by \$8,182 due to revenues received for the current program year.

Dianne also noted we spent \$6,200,000 as of the end of February 2010 which reflects a 51% expenditure rate of the approved budget (12,200,000). A motion is needed to accept these modifications to the budget.

Executive Committee Minutes Summary
April 8, 2010

Motion to accept the modification to the budget was made by Lex Smith and seconded by Emile Laurino. Motion approved unanimously.

Other Action items - Note: Executive Committee minutes from March 11, 2010 were approved at the board meeting held on March 18 and provided in the packet for reference reasons.

Information Items/Updates

Remaining Standing Committee Updates:

Finance and Audit Committee: Lex Smith

The Audit and Finance Committee met this morning prior to the Executive Committee. Lex provided updates from the meeting. The Executive Committee was reminded about the Funding/Over training schedule for April 15, 2010.

The Committee decided to create a subcommittee for the Auditing function because splitting the Committees will require a change to our By-Laws.

Nominating Committee: Linda Campo

Linda Campo reported the Committee is scheduled to meet on April 13, 2010. She provided an update on the remaining three positions needed for the board composition.

Legislative Committee: Mark Barry

Mark Barry reported the Committee met on March 23, 2010. Pat Fagan, Chairman of Hernando County School Board, attended the first part of the meeting. Mr. Fagan is aware and endorses our efforts to recruit the superintendent to our board.

Jerome Salatino provided an update on the Senate Bill 1646. The amendment was approved by The House without the language provided by Senator Fasano. Next step will be the final determination between the House and Senate. The next Committee meeting will be held on April 20, 2010.

Business Competitiveness Committee: Mike McHugh

Mike McHugh reported the next Committee meeting is scheduled to meet on April 15, 2010, prior to the Executive Committee. The focus of this meeting will be on two items: to discuss a partnership with EDC and the Chamber to provide services with the Small Business Development Center (SBDC); and to develop a dashboard as it relates to workforce and how to present this information to the community.

Dr. Johnson provided an update on the status in obtaining a grant for Broadband Technology with other educational institutions. She will provide this information at the next meeting.

Other updates

Ed Blommel encouraged the members of the Standing Committees to contact the three new board members and to get them involved, as appropriate, on these committees.

Other updates: Jerome Salatino

EWT Contracts log:

Jerome presented a log of all the EWT contracts as a status update. We anticipate being close to meeting the amount budgeted for this fiscal year. We will have two EWT contracts to bring to the next board meeting for two-thirds vote. Mike McHugh suggested releasing this positive information as a media release. It is also posted and updated on the website.

Conflict of Interest Questionnaire Sample: A Conflict of Interest Questionnaire form, recommended by Al Torrence, was presented for review. This form will be presented for completion at our annual meeting in July.

Contracts

A list of all contracts was presented as a status update. These are also posted on the website.

Draft Version Board Orientation Module: An outline of three basic modules for a board orientation and some segments of the slide presentation were presented for review. The overall goal is to provide a multimedia presentation with voice over to make it more engaging. We will provide these orientation modules to the board for feedback.

Transition Plan: Jerome Salatino provided a status update on the plan. The process is to develop the job descriptions; post the jobs; interview and hire the staff by the end of May; and then, and provide training on the new delivery service process for 30 days.

ROIs: Jerome has developed data regarding our "return on investments" on two funds: WIA and Dislocated training funds. Jerome will send out the report to the Executive Committee for their review within the next few days.

Meeting was Adjourned.

Next Executive Committee meeting: Tentative date: Thursday, May 6, 2010 at 9:30 am.