

Pasco-Hernando Workforce Board, Inc.
Executive Committee Summary Minutes
July 8, 2010

Members present: Lex Smith, Linda Campo, Michael Duncan, Michael McHugh, Francine Ward, and Randy Woodruff

Members Absent: Mark Barry, Ed Blommel, Don Burgher, Dr. Kathy Johnson, and Emile Laurino

Staff: Jerome Salatino and Dianne Weiss

Quorum: Yes (51%)

Business Meeting

Meeting was called to order by Lex Smith, Chairperson, at 9:30 AM.

Action Items:

Amendment 4: Mark Barry

Jerome Salatino presented this item on behalf of Mark Barry. Amendment 4 was reviewed by the Legislative Committee at their last meeting.

Jerome Salatino explained that the workforce boards are not allowed to lobby for or against issues, but are allowed to educate and advise. At the Legislative Committee meeting, a motion was made by Marilyn Pearson-Adams to present this legislative item to the Board with the recommendation for the Board to take a stance against Amendment 4 due to the potential for job losses and the impact it would have on the mission and goals of PHWB as well as the growth of jobs in the State of Florida.

Marilyn Pearson-Adams offered to make a presentation on Amendment 4 at the next board meeting. If the Board decides to make a public awareness statement, this opinion will be placed on our website as well as posting the pros on this Amendment to reflect a holistic view.

Jerome Salatino noted that we also need to revise our current mission, vision and values to bring these more in alignment with the Federal and State guidelines, mainly by including the language of partnering with economic development, education and other partners. The mission for Workforce Florida was presented to the Committee as an example.

Discussion followed.

The Executive Committee made the recommendation to present this option to the full board next week.

Individual Training Accounts: Jerome Salatino

Currently, the lifetime ITA amount was set at \$5,000 by previous management with the flexibility to exceed this amount as needed by the CEO or his designee. This amount has varied over the past years ranging from \$1,500 to \$3,500 and finally set at \$5,000. Jerome Salatino stated that the

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approval of the lifetime amount actually resides with this Committee. With the eligibility of Pell Grants and a new zero based budget, staff is recommending this amount be changed to \$3,500. The cost for an Associate degree, technical degree or certification was provided to the Committee to justify this recommendation.

Discussion followed.

Motion to change the limit to \$3,500 with the flexibility to exceed this amount as needed by the CEO or designee was made by Randy Woodruff and seconded by Francine Ward. Motion was approved unanimously.

Discussion Items:

Committees and Board Meeting Schedule for Remaining of 2010: Lex Smith

Lex Smith presented the current meeting schedule for discussion. Initially, the full board met on a quarterly basis. With the past events, the full board began meeting on a monthly or as needed basis after June 2009. At the meeting of September 24, 2009, the official notice was for the Executive Committee to meet on the second Thursday of each month and the full board to meet on the third Thursday of each month, rotating the board meetings between centers.

Lex Smith presented the option for the full board to meet every other month starting with August 2010 and for all Standing Committees to meet on the opposite month or more frequently if needed. If approved, the Executive Committee will meet on the opposite month and provide a report on the outcomes from the meeting to all board members. This report will be sent electronically and posted on the website. Board members will then have five (5) business days to review this document. If a board member disagrees with the outcome of an item, he or she can make the request to have this item removed and discussed at the next full board meeting.

The Executive Committee made the recommendation to present this option to the full board for review and approval next week.

Board Goals: Lex Smith and Jerome Salatino

Lex Smith reported that the board does not have specific goals in place related to the vision and mission of the organization. Staff is recommending instituting some basic goals that relate to the mission and values of the organization as well as budgetary and compliance issues for board and staff guidance. The goals recommended and its objectives were described by Jerome Salatino. These goals are as follows:

Goal I: Increase the number of degreed, certified and credentialed individuals in the region

Goal II: Increase the availability of funds for PHWB by \$515,000

Goal III: Comply with all Federal and State regulations as defined in the Code of Federal Regulations (20 CFR 662.220 and 662.230)

Goal IV: Customer satisfaction

Goal V: Employer satisfaction

These recommended goals will be presented to the full board for review and approval next week.

Other Operational Updates: Jerome Salatino

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Create ongoing reports (handout):

Jerome Salatino presented sample reports to gain a perspective of what type of reports the Committee would like to see. These reports included data that can be pulled monthly or quarterly and placed on our website. We can also illustrate trends in the data for improvements. The extensive detail from these reports can be reviewed by the Standing Committees.

Lex Smith suggested we create a one or two page document and add unemployment data and actual expenditure dollars versus budgeted dollars. Staff is open to other suggestions.

Discussion followed.

Annual Conflict of Interest form

Lex Smith that shared this form will be distributed at the next board meeting for the board members to complete. Completion of this form is a requirement in accordance for compliance.

Public Comments

Adjournment

Next Committee Meeting: Staff was requested to send out some suggested dates for August.