

Please be reminded pursuant to Section 3 of Article XIII of the Bylaws, no member of the Board shall cast a vote on any matter on which he or she has a conflict of interest as defined by federal or state law. Upon discovery of an actual or potential conflict of interest, the Board Member shall promptly disclose the actual or potential conflict of interest, promptly file a written statement of disqualification, shall withdraw from any further participation in the transaction involved, and shall abstain from voting on the matter. In the event of such disclosure or abstention, Article XII Section 3 shall govern the voting requirements on such matter.

Executive Committee Meeting

February 18, 2020 – 11.00 a.m.
16336 Cortez Blvd.
Brooksville, FL 34601

Dial in: 1.800.750.4065 **Participant Code:** 8946693#

Committee Members

Mark Barry, Mark Earl, David Lambert, Lex Smith

Call to order David Lambert, Chair

Public Comments

Any person wishing to speak before the Executive Committee must complete the Public Comment Card prior to the start of the meeting. All comments will be limited to three minutes.

Action Items:

1. Approval of Minutes from January 16, 2020 Meeting (David Lambert)Pages 1-4

Information Items:

1. Statement of Revenues and Expenditures (Theresa Miner)Pages 5-6

Board Chair Comments

CEO Comments

Adjournment



ACTION ITEM 1
Approval of Minutes

Draft minutes of the January 16, 2020 Executive Committee Meeting are presented for review. Any modifications should be requested prior to approval.

DRAFT
Executive Committee Meeting Minutes
January 16, 2020 – 9.00 a.m.

Committee Members

Present: Mark Barry, Mark Earl, Lorri Kindberg, David Lambert

Absent: Lex Smith

Quorum Present: Yes

Others Present:

PHWB Staff: Brenda Gause, Heather Harter, Theresa Miner, Jerome Salatino,
Pasco County Commissioner – Kathryn Starkey

Proceedings:

Meeting called to order at 9.00 a.m. by David Lambert, Chair

Welcome and call to order..... David Lambert, Chair

Public Comments

No public comments were received.

Action Item 1 – Approval of Minutes from January 16, 2020 Meeting

David Lambert asked the Committee members to review the minutes from January 16, 2020 meeting for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meeting.

MOTION was made by Lorri Kindberg.

MOTION was seconded by Mark Barry to approve the minutes. Motion carried unanimously. No abstentions.

Action Item 2 – Approval of Local Workforce Plan 2020

The Committee reviewed the 2020 Local Workforce Plan prior to being submitted to the Pasco and Hernando County Chief Elected Officials for approval. Brenda Gause spoke about the requirements, approval process, and changes to the targeted industry sectors.

MOTION was made by Mark Barry.

MOTION was seconded by Lorri Kindberg to approve the Local Workforce Plan 2020. Motion carried unanimously. No abstentions.

Action Item 3 – Employed Worker Training

Committee members reviewed the recommendation to approve \$33,105 in additional funds for Trinity Services Group to train additional 19 employed workers.



MOTION was made by Mark Barry.

MOTION was seconded by Mark Earl to approve the additional funds for Trinity Services Group. Motion carried unanimously. No abstentions.

Action Item 4 – Approval of Legal Firm

The Committee reviewed the recommendation to proceed with contract negotiations with The Hogan Law Firm with intent to serve as the board appointed legal firm. Jerome Salatino spoke about the procurement policy requirements, required experience, and cost.

MOTION was made by Mark Earl.

MOTION was seconded by Lorri Kindberg to proceed with contract negotiations. Motion carried unanimously. No abstentions.

Board Chair Comments

No Board Chair comments were made.

CEO Comments

Jerome Salatino announced Lorri Kindberg's resignation effective today.

With no further business to discuss, the meeting adjourned.

INFORMATION ITEM 1
Statement of Revenues and Expenditures

The following item is presented as information for the Committee.

No action is required.

Pasco-Hernando WFB 16
Statement of Revenues and Expenditures
From 7/1/2019 -12/31/2019

	2019-2020 BUDGET	<u>7/1/2019 -12/31/2019</u>	<u>Net</u>	Rate
				0.50%
Operating Revenue				
Grant Revenue	\$ 10,712,750	3,780,290	\$ 6,932,460	35%
Contract Revenue - PC	\$ 931,140	224,375		
Corporate Revenue	\$ 25,000	37,518	\$ (12,518)	
Interest Income		<u>1,222</u>	\$ (1,222)	
Total Operating Revenue	<u>\$ 11,668,890</u>	<u>4,043,405</u>	<u>\$ 7,625,485</u>	35%
 Expenditures				
Personnel Expenses	\$ 4,719,812	2,169,918	\$ 2,549,894	46%
Program Expenses	\$ 4,390,157	1,581,246	\$ 2,808,911	36%
Professional Fees	\$ 316,786	123,096	\$ 193,690	39%
Supplies	\$ 109,000	31,565	\$ 77,435	29%
Telephone/Internet	\$ 139,110	56,377	\$ 82,733	41%
Postage & Shipping	\$ 6,300	1,238	\$ 5,062	20%
Occupancy	\$ 498,295	217,974	\$ 280,321	44%
Maintenance & Repairs	\$ 67,700	26,832	\$ 40,868	40%
Equipment Rental	\$ 40,500	13,875	\$ 26,625	34%
Travel & Staff Development	\$ 167,450	16,075	\$ 151,375	10%
Dues & Subscriptions	\$ 4,500	275	\$ 4,225	6%
Miscellaneous	\$ 84,000	<u>62,558</u>	\$ 21,442	74%
Total Expenditures	<u>\$ 10,543,610</u>	<u>4,301,029</u>	<u>\$ 6,242,581</u>	
 Net Revenue Over Expenditures (Carryover)	 <u>\$ 1,125,280</u>	 <u>(257,624)</u>	 <u>\$ 1,382,904</u>	 -