

Executive Committee Meeting Minutes

August 15, 2019 – 10.00 a.m.

Committee Members

Present: Mark Earl, Lorri Kindberg, Lex Smith

Absent: Mark Barry, David Lambert

Quorum Present: Yes

Others Present:

PHWB Staff: Brenda Gause, Dave Hamilton, Heather Harter, Theresa Miner, Jerome Salatino, Jessica Weightman

Pasco County Office of Economic Growth – David Engel

Gulf Coast JFCS – Jennifer Yeagley and Shirelle Simmons

Proceedings:

Meeting called to order at 10.01 a.m. by Lorri Kindberg, Vice Chair

Welcome and call to order Lorri Kindberg, Vice Chair

Public Comments

No public comments were received.

Action Item 1 – Approval of Minutes from April 11, 2019 Meeting

Lorri Kindberg asked the Committee members to review the minutes from April 11, 2019 meeting for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meeting.

MOTION made by Lex Smith and seconded by Mark Earl to approve the minutes. Motion carried.

Action Item 2 – Financial Policies and Procedures Manual

Committee members reviewed the summary of changes to the Financial Policies and Procedures Manual. The changes reflect updates to the Department of Economic Opportunities' policies thus are required to remain in compliance.

MOTION made by Lex Smith and seconded by Mark Earl to approve the changes as presented. Motion carried.

Action Item 3 – Procurement Standards, Policies and Procedures

Committee members reviewed the recommended summary of changes to Procurement Standards, Policies and Procedures to bring our policies up to date with the Department of Economic Opportunities.



MOTION made by Lex Smith and seconded by Mark Earl to approve the changes as presented. Motion carried.

Action Item 4 – Additional Training Providers

The Committee reviewed a recommendation to add Florida College for Health Science to the Training Provider List for CareerSource Pasco Hernando. Dave Hamilton explained the qualification requirements and vetting process for the new provider and the need for their services within our area. As a first time training provider, staff recommends a limited enrollment approval to four for the current program year.

MOTION made by Lex Smith and seconded by Mark Earl to approve the provider with a limited enrollment. Motion carried.

Action Item 5 – Additions to Targeted Occupations List

The Committee reviewed and approved the request to add three additional occupations to the Targeted Occupations List.

MOTION made by Mark Earl and seconded by Lex Smith. Motion carried.

Action Item 6 – PY2019-20 One Stop Operator Procurement and Contract

Committee members were asked to review a request to negotiate a One Stop Operator contract with Gulf Coast Jewish Family Services.

MOTION made by Mark Earl and seconded by Lex Smith to approve the request. Motion carried.

Action Item 7 – Board Attendance Policy

Committee members were asked to review a Board Attendance Policy to establish attendance expectations for all Board members of PHWB. The policy is intended to encourage full participation and may be reviewed periodically.

MOTION made by Lex Smith and seconded by Mark Earl to approve the policy as presented. Motion carried.

Information Item 1 – Budget Revision #1

Theresa Miner provided the Committee with an updated budget for FY 2019-20.

Information Item 2 – Statement of Revenues and Expenditures

Theresa Miner provided the Committee with an update on revenues and expenses listed on the Statement of Revenues and Expenditures report.

Information Item 3 – Programs Report Year End 6/30/19

Jerome Salatino provided the Committee with a programs update for year end 6/30/19.

Information Item 4 – Workforce Re-Entry Program Update

Jerome Salatino provided the Committee with an update on the Workforce Re-Entry Program.

Board Member Comments

No Board Member comments were made.

Board Chair Comments

The Vice Chair, Lorri Kindberg, thanked everyone for their participation.

With no further business to discuss, the meeting adjourned.

