

Executive Committee Meeting Minutes

October 10, 2019 – 9.00 a.m.

Committee Members

Present: Lorri Kindberg, David Lambert, Lex Smith

Absent: Mark Barry, Mark Earl

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 9.04 a.m. by David Lambert, Board Chair

Welcome and call to orderDavid Lambert, Board Chair

Public Comments

No public comments were received.

Action Item 1 – Approval of Minutes from August 15, 2019 Meeting

David Lambert asked the Committee members to review the minutes from August 15, 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 Lorri Kindberg to approve the minutes. Motion carried.

Action Item 2 – Board Member Manual

Committee members reviewed the Board Member manual and the policies and procedures contained within.

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

Information Item 1 – Statement of Revenues and Expenditures

Theresa Miner provided the Committee with a financial update of revenues and expenses for period July 1, 2019 thru August 31, 2019.



Information Item 2 – Programs Report

Jerome Salatino reviewed the Programs Report for the 1st Quarter of PY19-20. The committee discussed performance, current challenges, and future expectations.

Commissioner Kathryn Starkey followed up with questions regarding the types of challenges within the trades industry.

Information Item 3 – 2019-20 Internal Control Questionnaire and Assessment

Jerome Salatino reviewed the Internal Control Questionnaire and Assessment tool with the committee, and discussed the process and requirements set forth by the Department of Economic Opportunity.

Board Member Comments

Commissioner Kathryn Starkey spoke regarding an upcoming meeting relating to the WIOA program.

Board Chair Comments

The Board Chair, David Lambert, thanked everyone for their service.

With no further business to discuss, the meeting adjourned.

