

Executive Committee Meeting

November 7, 2019 – 10.00 a.m.
4440 Grand Blvd.
New Port Richey, FL 34652

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

Committee Members

Mark Barry, Mark Earl, Lorri Kindberg, 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 October 10, 2019 Meeting (David Lambert)Pages 1-3
2. Decrease ITA Amount for PY19-20Pages 4-5

Information Items:

1. Audit Update (Theresa Miner) Verbal
2. Monitoring Update (Theresa Miner) Verbal
3. Budget Update (Theresa Miner) Verbal

Board Member Comments

Board Chair Comments

Adjournment



ACTION ITEM 1
Approval of Minutes

Draft minutes of the October 10, 2019 Executive Committee Meeting are presented for review. Any modifications should be requested prior to approval.

DRAFT
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.

ACTION ITEM 2
Decrease ITA Amount for PY19-20

BACKGROUND

§ 663.410 - The Individual Training Account (ITA) is established on behalf of a participant. WIA title I adult and dislocated workers purchase training services from eligible providers they select in consultation with the case manager. Payments from ITA's may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate methods. Payments may also be made incrementally, through payment of a portion of the costs at different points in the training course.

§ 663.420 - The State or Local Board may impose limits on ITAs, such as limitations on the dollar amount and/or duration.

(b) Limits to ITAs may be established in different ways:

(1) There may be a limit for an individual participant that is based on the needs identified in the individual employment plan; or

(2) There may be a **policy decision** by the State Board or Local Board to establish a range of amounts and/or a **maximum amount applicable to all ITAs**.

(c) Limitations established by State or Local Board policies must be described in the State or Local Plan, respectively, but should not be implemented in a manner that undermines the Act's requirement that training services are provided in a manner that maximizes customer choice in the selection of an eligible training provider. ITA limitations may provide for exceptions to the limitations in individual cases.

(d) An individual may select training that costs more than the maximum amount available for ITAs under a State or local policy when other sources of funds are available to supplement the ITA. These other sources may include: Pell Grants, scholarships, severance pay, and other sources.

JUSTIFICATION/REASON

Because of an increased desire to focus more heavily on placements and to have the ITA amount approved prior to an update to the Local Plan, Pasco-Hernando Workforce Board, Inc. (PHWB) staff researched tuition amounts. The 2019 undergraduate tuition and fees of Pasco-Hernando State College are \$3,155 annually for Florida residents. With books, a \$5,000 ITA limit seems reasonable. With a maximum 2-year program, that amount would cover the RN program quite well. Costs of engineering and construction trades are even lower. Private schools will adjust their tuitions accordingly.

RECOMMENDATION

In PY19-20, PHWB is placing a greater emphasis on placements (Employed Worker Training and On-the-Job Training). Staff recommends decreasing the ITA amount from \$7,500 to \$5,000 with an option to recommend a higher limit on a case by case basis. This will allow staff to serve more customers in traditional classroom training.