

Executive Committee Meeting Minutes

November 15, 2018 – 10.00 a.m.

Committee Members

Present: Mark Earl, Lorri Kindberg, David Lambert, Lex Smith

Absent: Mark Barry

Quorum Present: Yes

Others Present:

PHWB Staff: Brenda Gause, Heather Harter, Theresa Miner, Ken Russ, Jerome Salatino, Jessica Weightman

Proceedings:

Meeting called to order at 10.00 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 August 23, 2018 Meeting

Dave Lambert asked the Committee members to review the minutes from August 23, 2018 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 – Approval to Release RFP for Space in Dade City

The current lease for our office space located at 15000 Citrus Country Drive, Dade City, FL 33523 ends May 31, 2019. Per the procurement policy, a request to release an RFP for Space in the Dade City office was presented to the Executive Committee for approval.

MOTION to approve the release of RFP was made by Mark Earl and seconded by Lex Smith. Motion carried.



Action Item 3 – Performance Review

The Committee reviewed Jerome Salatino's list of accomplishments and an employee appraisal form completed by David Lambert for Program Year 17-18. Based on the salary data that was collected for the nearby regions with similar budget sizes, a recommendation for a salary increase was proposed in order to keep the PHWB CEO's pay in line with other regions.

MOTION made by Lex Smith and seconded by Lorri Kindberg to increase Jerome Salatino's salary by 4% to \$162,924. Motion carried.

Information Item 1 – Budget Update

Theresa Miner provided the Committee with the current budget information as well as the Statement of Revenues and Expenditures dating September 30, 2018.

Information Item 2 – One Stop Operator/Sector Strategy Report

Jerome Salatino discussed the purpose of the One Stop Operator and the Sector Strategy report.

Board Member Comments

No Board Member comments were made.

Board Chair Comments

David Lambert wished everyone a Happy Thanksgiving and thanked everyone for their hard work.

With no further business to discuss, the meeting adjourned.

