

**Executive Committee Meeting**

April 20, 2017 – 9:00 a.m.

Room B

4440 Grand Blvd., New Port Richey

**Dial in: 1.800.750.4065 Participant Code: 8625192#**

**Committee Members:**

Mark Barry, Sondra Cranford, Mark Earl, Dave Lambert, Lex Smith,  
Seth Weightman

**Agenda**

Call to order ..... Mark Earl, Chair

**Action Items:**

Action Item 1 – Approve minutes of Feb. 8, 2016 and Feb. 28, 2016 meetings ..... Pages 1-4

Action Item 2 – RFP for IT Services ..... Page 5

Action Item 3 – RFP for Audit Services .....Page 6

**Information Items:**

Information Item 1 – Audit Review ..... Handout

Information Item 2 – Release Survey - Jerome Salatino's Performance Review .....Pages 7-10

Information Item 3 – Meeting Schedule 2017-2018.....Page 11

Information Item 4 – Financial Summary Report YTD Feb. 28, 2017 .....Page 12

Information Item 5 – Monthly Management Report February 2017.....Page 13

Public Comments

Adjournment



**ACTION ITEM 1**  
**Approval of Minutes**

Draft minutes of the February 8, 2017 and February 28, 2017 are presented for review. Any modifications should be requested prior to approval.

**Draft**  
**Executive Committee Meeting Minutes**  
February 8, 2017

**Committee Members Present:**

**Present:** Mark Barry, Sondra Cranford, Mark Earl, Lex Smith

**Absent:** *Dave Lambert, Seth Weightman*

**Quorum Present?** Yes

**Others Present:**

PHWB Staff – Jerome Salatino, Kevin Crawford

**Proceedings:**

Meeting called to order at 10.00 a.m. by Mark Earl, Chair

**Action Item 1 – Approve minutes of December 15, 2016 meeting**

Minutes from the December 15, 2016 meeting of the Executive Committee were presented for review and comment. With no corrections or comments, a motion was made to accept the minutes.

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

**Action Item 2 – Performance Evaluation CY 2016, Jerome Salatino**

The annual performance review for the CEO is due and in preparation for that the Committee reviewed the Performance Management Program page, which identifies the established goals for calendar year 2016. It was agreed the survey be sent to the full Board for completion. It was agreed a second meeting of the Executive Committee be convened to go over the results and conduct the performance review. Jerome was asked to provide a self-evaluation as well. Additionally there was discussion around updating Jerome's goals for calendar year 2017. This is to occur at a separate meeting.

MOTION made by Lex Smith and seconded by Mark Barry to approve sending the survey to the Board. Motion carried.



Draft  
Executive Committee Meeting Minutes  
February 8, 2017  
Page 2

**Action Item 3 – Finance Update**

Kevin Crawford reviewed the points outlined in Discussion Item 1 at the Audit Finance Committee meeting, ie., Status of Audit, Indirect Cost Rate, Pending Budget Reduction and the 401(k) Non-Elective Contribution, with the members of the Executive Committee. It was agreed to table the 401(k) Non-Elective Contribution until next fiscal year, when it would be reviewed at the time of the budget review.

MOTION was made by Sondra Cranford and seconded by Mark Barry to approve tabling the 401(k) Non-Elective Contribution until the next fiscal year. Motion carried.

**Information Item 1 – Sector Strategies**

PHWB will focus its goals on the areas of Healthcare and Manufacturing. Information will be provided to Board members on the sector strategies meeting for interest in attending.

**Information Item 2 – Financial Summary Report YTD 12/31/2016**

Kevin Crawford reviewed the Financial Summary Report YTD 12/31/2016 with the Committee.

**Information Item 3 – Monthly Management Report December 2016**

Jerome reviewed the rankings in the Monthly Management Report with the Committee.

With no further business to discuss and no public comments, the meeting adjourned.



**Draft**  
**Executive Committee Meeting Minutes**  
February 28, 2017

**Committee Members Present:**

**Present:** Mark Barry, Sondra Cranford, Mark Earl, Lex Smith, Seth Weightman

*Absent: Dave Lambert*

**Quorum Present? Yes**

**Others Present:**

PHWB Staff – Jerome Salatino, Brenda Gause

**Proceedings:**

Meeting called to order at 3.05 p.m. by Mark Earl, Chair

At the opening of the Executive Committee meeting, Jerome proposed an item for discussion with regard to providing funding to Marchman Technical School in the amount of \$15,000.00. The money would be used toward hiring an instructor and providing tools and supplies for this pilot program. This money would be provided from FY 2017/2018 unrestricted funds.

Seth Weightman formalized the discussion item into an action item:

**Action Item 1 – Funding for Plumbing Pilot Program**

Seth Weightman made a motion to approve using \$15,000 from FY 2017/2018 unrestricted funds for the plumbing pilot program. Mark Barry seconded the motion. MOTION carried.



**Information Item 1**

**Audit Review**

See handout.

## **ACTION ITEM 2**

### **RFP for Information Technology Services**

#### **BACKGROUND**

Pasco Hernando Workforce Board, Inc. (PHWB) has contracted all Information Technology (IT) services, including the website, telephone system, all computer software, hardware, and all networking issues, with Complete Technology Solutions (CTS) for the past four years. Prior to that time, IT was provided in-house. PHWB was faced with budget cuts for the coming fiscal year and, after intensive research, felt it would be more cost effective to outsource IT services.

#### **INFORMATION**

The total cost savings in eliminating the IT Department was approximately \$100,000 per year. With the current contract ending on June 30, 2017, it is necessary to issue a new RFP for Information Technology services.

#### **RECOMMENDATION**

Staff requests approval to issue a Request for Proposal (RFP) for Information Technology services to include full maintenance services for the wide-area network serving the One Stop Centers, as well as the local area network serving the administrative office. These services would include providing internet access, email, security, phone systems, website maintenance and interfacing with the State systems utilized by staff.

## **ACTION ITEM 3**

### **Recommendation for Financial and Compliance Audit Services**

#### **BACKGROUND**

The Pasco Hernando Workforce Board, Inc. (PHWB) has contracted with Grau & Associates to perform financial and compliance audit services for the past three years. This contract will end on June 30, 2017.

#### **JUSTIFICATION/REASON**

Once the proposals are received, the chair and three members of the PHWB Audit/Finance Committee will review and rate the proposals based on the following criteria as noticed in the RFP:

- Recent Audit Experience
- Organization, Size and Structure of the Firm
- Qualifications of Staff
- Understanding of Work to be Performed
- Cost

Once an organization has been selected, the recommendation to move forward with negotiations will be presented to either the Executive Committee or the full Board.

#### **RECOMMENDATION**

PHWB staff requests permission to issue an RFP for financial and compliance audit services.



1. Questions

\* 1. How satisfied are you that the Chief Executive Officer has a clear understanding of the mission and strategy of the Pasco-Hernando Workforce Board and plays a key role in translating that mission into action?

- Extremely satisfied - 5
- Satisfied - 4
- Neutral - 3
- Unsatisfied - 2
- Extremely unsatisfied - 1
- Not enough knowledge - 0

Comment Section:

\* 2. How satisfied are you that the Chief Executive Officer has accomplished the objectives set by the Board/Committee for the performance period?

- Extremely satisfied - 5
- Satisfied - 4
- Neutral - 3
- Unsatisfied - 2
- Extremely unsatisfied - 1
- Not enough knowledge - 0

Comment Section:

\* 3. How satisfied are you that the Chief Executive Officer has selected and developed qualified staff and built morale among staff?

- Extremely satisfied - 5
- Satisfied - 4
- Neutral - 3
- Unsatisfied - 2
- Extremely unsatisfied - 1
- Not enough knowledge - 0

Comment Section:

\* 4. How satisfied are you that the Chief Executive Officer is knowledgeable regarding financial matters and has established a system of accurate accounting?

- Extremely satisfied - 5
- Satisfied - 4
- Neutral - 3
- Unsatisfied - 2
- Extremely unsatisfied - 1
- Not enough knowledge - 0

Comment Section:

\* 5. How satisfied are you that the Chief Executive Officer has assured that the organization has suitable systems, policies and processes for accounting, fund management, personnel management, information technology, and risk management?

- Extremely satisfied - 5
- Satisfied - 4
- Neutral - 3
- Unsatisfied - 2
- Extremely unsatisfied - 1
- Not enough knowledge - 0

Comment Section:

\* 6. How satisfied are you that the Chief Executive Officer works effectively with the Board and maintains good communication?

- Extremely satisfied - 5
- Satisfied - 4
- Neutral - 3
- Unsatisfied - 2
- Extremely unsatisfied - 1
- Not enough knowledge - 0

Comment Section:

\* 7. How satisfied are you that the Chief Executive Officer maintains a positive reputation in the community and cultivates effective relationships with public officials, consumers, and other relevant community organizations?

- Extremely satisfied - 5
- Satisfied - 4
- Neutral - 3
- Unsatisfied - 2
- Extremely unsatisfied - 1
- Not enough knowledge - 0

Comment Section:

\* 8. Enter your name:

## Information Item 3

Draft

### Meeting Schedule: July 1, 2017 – June 30, 2018

<b>July 2017</b>		
<b>Committee</b>	<b>Day, Date</b>	<b>Time</b>
Executive, NPR, Rm A	Wednesday, July 12	9.00a
<b>August 2017</b>		
<b>Committee</b>	<b>Day, Date</b>	<b>Time</b>
Audit Finance, NPR, Rm A	Wednesday, Aug. 16	9.00a
Executive, NPR, Rm A	Wednesday, Aug. 16	10.00a
<b>September 2017</b>		
<b>Committee</b>	<b>Day, Date</b>	<b>Time</b>
Board – SH, Rm A	Wednesday, Sept. 6	3.00p
<b>October 2017</b>		
<b>Committee</b>	<b>Day, Date</b>	<b>Time</b>
Executive, NPR, Rm A	Wednesday, Oct. 11	9.00a
<b>November 2017</b>		
<b>Committee</b>	<b>Day, Date</b>	<b>Time</b>
Audit Finance – NPR, Rm A	Wednesday, Nov. 15	9.00a
Executive – NPR, Rm A	Wednesday, Nov. 15	10.00a
<b>December 2017</b>		
<b>Committee</b>	<b>Day, Date</b>	<b>Time</b>
Board – NPR, Rm A	Wednesday, Dec. 6	3.00p
<b>January 2018</b>		
<b>Committee</b>	<b>Day, Date</b>	<b>Time</b>
Executive – NPR, Rm A	Wednesday, Jan. 10	9.00a
<b>February 2018</b>		
<b>Committee</b>	<b>Day, Date</b>	<b>Time</b>
Audit Finance – NPR, Rm A	Wednesday, Feb. 7	9.00a
Executive – NPR, Rm A	Wednesday, Feb. 7	10.00a
<b>March 2018</b>		
<b>Committee</b>	<b>Day, Date</b>	<b>Time</b>
Board – SH, Rm A	Thursday, Mar. 16	3.00p
<b>April 2018</b>		
<b>Committee</b>	<b>Day, Date</b>	<b>Time</b>
Executive – NPR	Wednesday, Apr. 11	9.00a
<b>May 2018</b>		
<b>Committee</b>	<b>Day, Date</b>	<b>Time</b>
Audit Finance – NPR	Wednesday, May 9	9.00a
Executive – NPR	Wednesday, May 9	10.00a
<b>June 2018</b>		
<b>Committee</b>	<b>Day, Date</b>	<b>Time</b>
Annual Meeting – NPR	Thursday, June 7	3.00p

One-Stop Governance Committee meetings TBD  
 Youth Committee meetings TBD  
 Services to Individuals with Disabilities Committee meetings TBD

**Offices:**

**SH** – 7361 Forest Oaks Blvd., Spring Hill, FL 34606  
**NPR** – 4440 Grand Blvd., New Port Richey, FL 34652

Revised 03/29/2017

### Information Item 4

Pasco Hernando Workforce Board, Inc.  
 Financial Summary Report  
 28-Feb-17

% of Year  
 Elapsed  
 67%

Program:	Approved Budget	FY16 Accrued Expenditures	Goodwill Obligations	Total Accrued Expenditures	Budget Balance Remaining	Percent Expended or Obligated
WIOA Adult	\$ 1,974,579	\$ 750,488	\$ 63,414	\$ 813,903	\$ 1,160,676	41%
WIOA Dislocated Worker	\$ 1,465,266	\$ 1,115,326	\$ 56,923	\$ 1,172,250	\$ 293,016	80%
WIOA Youth	\$ 1,662,927	\$ 739,755		\$ 739,755	\$ 923,172	44%
Grant	\$ 68,012	\$ 26,190		\$ 26,190	\$ 41,822	39%
Trade Adjustment Assistance*	\$ 102,990	\$ 60,444	\$ 15,860	\$ 76,303	\$ 26,687	74%
<b>Subtotal WIOA</b>	<b>\$ 5,273,774</b>	<b>\$ 2,692,203</b>	<b>\$ 136,197</b>	<b>\$ 2,828,400</b>	<b>\$ 2,445,374</b>	<b>54%</b>
Wagner Peyser *	\$ 590,237	\$ 168,749	\$ -	\$ 168,749	\$ 421,488	29%
Veterans Programs *	\$ 129,712	\$ 17,824	\$ -	\$ 17,824	\$ 111,888	14%
Supplemental Nutrition Assistance Program	\$ 271,457	\$ 125,071	\$ -	\$ 125,071	\$ 146,386	46%
Re-Employment Assistance (formerly Unemployment Comp)	\$ 44,071	\$ 20,946	\$ -	\$ 20,946	\$ 23,125	48%
Reemployment Services & Eligibility Assessment (RESEA)	\$ 180,462	\$ 131,289	\$ -	\$ 131,289	\$ 49,173	73%
<b>Subtotal Employment Services</b>	<b>\$ 1,215,939</b>	<b>\$ 463,878</b>	<b>\$ -</b>	<b>\$ 463,878</b>	<b>\$ 752,061</b>	<b>38%</b>
Welfare Transition Program	\$ 1,866,373	\$ 1,545,581	\$ -	\$ 1,545,581	\$ 320,792	83%
<b>Subtotal Welfare Transition Program</b>	<b>\$ 1,866,373</b>	<b>\$ 1,545,581</b>	<b>\$ -</b>	<b>\$ 1,545,581</b>	<b>\$ 320,792</b>	<b>83%</b>
US DOL LEAP	\$ 216,407	\$ 26,373	\$ -	\$ 26,373	\$ 190,034	12%
<b>Subtotal US DOL LEAP</b>	<b>\$ 216,407</b>	<b>\$ 26,373</b>	<b>\$ -</b>	<b>\$ 26,373</b>	<b>\$ 190,034</b>	<b>12%</b>
Corporate Unrestricted Funds	\$ 30,000	\$ 17,304	\$ -	\$ 17,304	\$ 12,696	58%
<b>Subtotal Corporate</b>	<b>\$ 30,000</b>	<b>\$ 17,304</b>	<b>\$ -</b>	<b>\$ 17,304</b>	<b>\$ 12,696</b>	<b>58%</b>
<b>Total FY 2017 Budget</b>	<b>\$ 8,602,493</b>	<b>\$ 4,745,340</b>	<b>\$ 136,197</b>	<b>\$ 4,881,537</b>	<b>\$ 3,720,956</b>	<b>57%</b>

\* Does not include DEO Staff Salaries

Information Item 5

Monthly Management Report Year to Date

\* = Provided by Goodwill \*\* = Provided by Eckerd

Report Source

2016  
DEO's YTD February  
MMR

State  
Goals  
MMR

2017  
DEO's YTD February  
MMR

State  
Goals  
MMR

<b>WTP</b>
WTP Entered Employment Rate
WTP Entered Employment Wage Rate
All Family Participation Rate
WTP Two Parent Participation Rate

Closed Due to Earnings	Cases Closed	Performance	Ranking	Goals
282	778	36.2%	8	N/A
Entry Wage	LLSIL Family- 3	Performance	Ranking	Goals
\$9.90	\$13.55	73.0%	9	N/A
Work Engaged	Received TANF	Performance	Ranking	Goals
775	1,772	43.7%	9	N/A
Work Engaged	Received TANF	Performance	Ranking	Goals
40	97	41.2%	10	N/A

Closed Due to Earnings	Cases Closed	Performance	Ranking	Goals
282	729	38.7%	5	N/A
Entry Wage	LLSIL Family- 3	Performance	Ranking	Goals
\$10.24	\$13.63	75.1%	4	N/A
Work Engaged	Received TANF	Performance	Ranking	Goals
804	1,666	48.3%	5	N/A
Work Engaged	Received TANF	Performance	Ranking	Goals
68	139	48.9%	7	N/A

<b>WIOA Adults and Dislocated Workers</b>
Employed Worker Outcome Rate *
WIOA Adult EER *
WIOA Adult Wage Rate *
WIOA DW EER *
WIOA DW Wage Rate *

Entered Employment	Total Exits	Performance	Ranking	Goals
82	83	98.8%	7	N/A
Entered Employment	Total Exits	Performance	Ranking	Goals
57	57	100.0%	1	74.0%
Entry Wage	LLSIL Family-3	Performance	Ranking	Goals
\$18.08	\$13.55	133.4%	9	N/A
Entered Employment	Total Exits	Performance	Ranking	Goals
79	79	100.0%	1	80.0%
Entry Wage	LLSIL Family-3	Performance	Ranking	Goals
\$17.89	\$13.55	132.0%	10	N/A

Entered Employment	Total Exits	Performance	Ranking	Goals
55	55	100.0%	1	N/A
Entered Employment	Total Exits	Performance	Ranking	Goals
101	101	100.0%	1	74.0%
Entry Wage	LLSIL Family-3	Performance	Ranking	Goals
\$16.67	\$13.63	122.3%	15	N/A
Entered Employment	Total Exits	Performance	Ranking	Goals
78	78	100.0%	1	80.0%
Entry Wage	LLSIL Family-3	Performance	Ranking	Goals
\$18.42	\$13.63	135.1%	7	N/A

<b>WIOA Youth</b>
WIOA In-School Youth Outcome Rate **
WIOA Out-of-School Youth Outcome Rate **
WIOA YY Positive Outcome Rate **

Placed	In School Exits	Performance	Ranking	Goals
4	4	100.0%	1	N/A
Placed	Out of School Exits	Performance	Ranking	Goals
79	79	100.0%	1	N/A
Positive Outcomes	Youth Exiters	Performance	Ranking	Goals
31	31	100.0%	1	N/A

Placed	In School Exits	Performance	Ranking	Goals
1	1	100.0%	1	N/A
Placed	Out of School Exits	Performance	Ranking	Goals
33	33	100.0%	1	N/A
Positive Outcomes	Youth Exiters	Performance	Ranking	Goals
15	15	100.0%	1	N/A

<b>Wagner Peyser</b>
WP Entered Employment Rate
WP EER for those Employed at Participation
WP Job Placement Wage Rate
WP Short Term Veterans EER
WP Percent Of Job Openings Filled

Entered Employment	Wagner Peyser Exiters	Performance	Ranking	Goals
6,645	10,449	63.6%	5	58.0%
Placed After Exit	Employed At Participation	Performance	Ranking	Goals
1,100	1,857	59.2%	4	N/A
Avg Placement Wage	LLSIL Family-3	Performance	Ranking	Goals
\$11.50	\$13.55	84.9%	8	N/A
Vets Placed after 90 Days of No Service	Vets with 90 Days of No Service	Performance	Ranking	Goals
414	487	85.0%	1	N/A
Job Openings Filled	Job openings Received	Performance	Ranking	Goals
443	1,910	23.2%	14	N/A

Entered Employment	Wagner Peyser Exiters	Performance	Ranking	Goals
5,849	10,708	54.6%	4	58.0%
Placed After Exit	Employed At Participation	Performance	Ranking	Goals
914	1,954	46.8%	5	N/A
Avg Placement Wage	LLSIL Family-3	Performance	Ranking	Goals
\$12.96	\$13.63	95.1%	5	N/A
Vets Placed after 90 Days of No Service	Vets with 90 Days of No Service	Performance	Ranking	Goals
365	619	59.0%	3	N/A
Job Openings Filled	Job openings Received	Performance	Ranking	Goals
267	1,482	18.0%	11	N/A

<b>Reemployment Services and Eligibility Assessment</b>
RESEA Entered Employment
RESEA Job Placement Wage Rate

Entered Employment	REA Job Seekers with 90 days of No Service	Performance	Ranking	Goals
1,363	2,074	65.7%	5	N/A
Average Placement Wage	LLSIL Family- 3	Performance	Ranking	Goals
\$12.43	\$13.55	91.7%	8	N/A

Entered Employment	RESEA Job Seekers with 90 days of No Service	Performance	Ranking	Goals
1,049	1,815	57.8%	5	N/A
Average Placement Wage	LLSIL Family- 3	Performance	Ranking	Goals
\$14.44	\$13.63	105.9%	5	N/A