

Executive Committee Meeting Minutes

January 15, 2026 – 10:00 a.m.

Committee Members

Present: Mark Earl, Charles Gibbons, Aaron Deberry, Joelle Neri

Absent: Paul Micklow

Quorum Present: Yes

Others Present:

PHWB Staff – Nicole Beverley, Brenda Gause, Theresa Miner, Kenneth Russ,
Jerome Salatino, Jessica Weightman, Ania Williams

Hogan Law Firm: Jarrod Prater

Proceedings:

Meeting called to order at 10:01 a.m. by Chair, Charles Gibbons

Public Comments

No public comments were received.

Action Item 1 – Minutes from August 14, 2025, Executive Committee Meeting

Charles Gibbons asked the Committee members to review the minutes from August 14, 2025, Executive Committee meeting for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meeting.

MOTION was made by Mark Earl to approve the minutes.

MOTION was seconded by Aaron Deberry. MOTION carried 4-0.

Action Item 2 – Approval of Revised Financial Policies and Procedures Manual

Committee members reviewed the Pasco-Hernando Workforce Board, Inc. Financial and Procurement Policies and Procedures Manual was updated to ensure full alignment with current FloridaCommerce requirements and guidance.

MOTION was made by Mark Earl to approve the updated Pasco-Hernando Workforce Board Inc. Financial and Procurement Policies Manual with an effective date of July 1, 2025.

MOTION was seconded by Aaron Deberry. MOTION carried 4-0.

Action Item 3 – Approval of CSPH New Policies and Revisions

Committee members reviewed the new and revised policies, which aligns with newly issued administrative policies and strengthens oversight and compliance for local workforce development boards. As CareerSource Florida and FloridaCommerce continue to issue new or revised policies,

CareerSource Pasco Hernando (CSPH) is responsible for ensuring consistency and compliance at the local level. Staff presented updated and new CSPH administrative policies adapted directly from CareerSource Florida—approved versions with local branding and local information incorporated. New policies presented for approval included the Standardization of Tools and Services Policy, the Staff Training and Credentialing Policy, and the Public Records – Retention and Disposition Policy. Revised procedures included the Supportive Services, Participant Incentives, and Operational Skills Training Procedure; the WIOA Youth Eligibility, Suitability, Enrollment, and Vendor Setup Procedure; and the Veteran Intake and Priority of Service Procedure, all updated to reflect current state and federal guidance and to strengthen documentation, training, and compliance requirements.

MOTION was made by Aaron Deberry to approve the presented new policies and revised policies.

MOTION was seconded by Mark Earl. MOTION carried 4-0.

Action Item 4 – Authorization for Pasco-Hernando Workforce Board, Inc. To Engage In Fundraising Activities

Committee members reviewed the request to authorize staff to engage in complaint fundraising activities, consistent with federal and state law, to receive future potential grants and donations that can be utilized to offer additional programs services and supportive services.

MOTION was made by Mark Earl to approve the authorization for staff to engage in complaint fundraising activities, consistent with federal and state law.

MOTION was seconded by Aaron Deberry. MOTION carried 4-0.

Action Item 5 – Approval to Submit PY 2022026 Individual Training Account (ITA) Waiver Request

Committee members reviewed the the request to submit the Individual Training Account Waiver Request to CareerSource Florida and the Florida Department of Commerce and approve the recommended ITA expenditure percentage request to be 35%.

MOTION was made by Aaron Deberry to approve staff to move forward with submitting the Individual Training Account Waiver Request for program 2025-2026 and 2026-2027 to CareerSource Florida and the Florida Department of Commerce.

MOTION was seconded by Mark Earl. MOTION carried 4-0.

Action Item 6 – Training Provider Agreement – Center for Technology Training

Committee members reviewed the request to approve staff to complete a revised Training Provider Agreement or addendum, if necessary, for signature, by the Board, should due diligence confirm that CTT has reassigned or transferred its accounts receivable, allowing continued business under an approved structure.

MOTION was made by Mark Earl to approve staff to move forward with executing a new training



provider agreement or addendum with CTT, if due diligence confirms that CTT has reassigned or transferred its accounts.

MOTION was seconded by Joelle Neri. MOTION carried 4-0.

Information Item 1 – Financial Reports

Theresa Miner reviewed the Financial Reports for the period 07/01/2025 through 11/30/2025.

Discussion Item 1 – Officer Transitions

The Committee discussed the transitioning of committee officers.

With no further business to discuss, the meeting adjourned.

