

Executive Committee Meeting Minutes

February 16, 2023 – 9:00 a.m.

Committee Members

Present: Mark Earl, Joelle Neri, Lex Smith

Absent: Mark Barry, Chuck Gibbons

Quorum Present: Yes

Others Present:

PHWB Staff – Brenda Gause, Maria Reza, Jerome Salatino, Ania Williams

Proceedings:

Meeting called to order at 9:02 a.m. by Joelle Neri

Public Comments

No public comments were received.

Action Item 1 – Approval of August 18, 2022, Executive Committee Meeting Minutes

Joelle Neri asked the Committee members to review the minutes from the August 18, 2022 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 and seconded by Lex Smith to approve the minutes. MOTION carried 3-0.

Action Item 2 – Increase ITA Amount

Committee members reviewed the request to increase the ITA limit to \$10,000 on a case-by-case basis. Amounts exceeding the ITA limit would be subject to CEO or designated management staff approval.

MOTION was made by Lex Smith and seconded by Mark Earl to approve the ITA increase as presented. MOTION carried 3-0.

Action Item 3 – Training Services – FleetForce Truck Driving School

The Committee reviewed the recommendation to enter into a contract with FleetForce Truck Driving School with a budget of up to \$527,000 if all terms in contract are met. Brenda Gause spoke about the evaluation and selection process for the submitted proposals for the short-term training services.

MOTION was made by Mark Earl and seconded by Lex Smith to approve the recommendation to enter into a contract with FleetForce Truck Driving School with a budget of up to \$527,000. MOTION carried 3-0.



Action Item 4 – Training Services – Computer Coach Training Center

The Committee reviewed the recommendation to enter into a contract with Computer Coach Training Center in the amount up to \$100,000 if all terms in contract are met. Brenda Gause spoke about the evaluation and selection process for the submitted proposals for the short-term training services.

MOTION was made by Lex Smith and seconded by Mark Earl to approve the recommendation to enter into a contract with Computer Coach Training Center in the amount up to \$100,000. MOTION carried 3-0.

Action Item 5 – Transfer of WIOA DW Funding to WIOA AD Funds

The Committee reviewed the request for transfer of WIOA Dislocated Workers fund to WIOA Adult fund to help utilize the 2021 WIOA DW funding that will be expiring June 30, 2023.

MOTION was made by Lex Smith and seconded by Mark Earl to approve the transfer of WIOA Dislocated Workers fund. MOTION carried 3-0.

Action Item 6 – Additional Key Positions

The Committee reviewed the request to approve the Finance Manager and the Director of Program Planning and Development as additional key positions in accordance with the Layoff, Recall and Retention Agreement Policy.

MOTION was made by Lex Smith and seconded by Mark Earl to approve Finance Manager and Director of Program Planning and Development as additional key positions. MOTION carried 3-0.

Information Item 1 – Financial Reports

Jerome Salatino reviewed the Financial Reports for period 7/01/2022 through 12/31/2022.

Chair Comments

None.

CEO Comments

Jerome Salatino spoke about the upcoming CareerSource Florida meetings in Tallahassee.

With no further business to discuss, the meeting adjourned.

