

Pasco-Hernando Workforce Board, Inc.

Board Meeting Minutes

June 8, 2023

Meeting Location: Hampton Inn
11780 State Road 54
Odessa, FL 33556

Meeting Held Virtually via Microsoft Teams

Board Members Attending: Keven Barber, Mark Barry, Dana Cutlip, Mark Earl, Tate Foster, Charles Gibbons, Lindsey Hack, John Howell, Hope Kennedy, Nils Lenz, Paul Micklow, Lee Middleton, Joelle Neri, Lori Romano, Lex Smith, Sophia Watson

Board Members Absent: Turner Arbour, Timothy Beard

Staff Attending: Brenda Gause, Theresa Miner, Jerome Salatino, Ken Russ, Jessica Weightman, Ania Williams

Others Attending: Gulf Coast Jewish Family and Community Services - Tracie Entler; The Hogan Law Firm - Jennifer Rey and Jarrod Prater; Department of Economic Opportunity - Daniel Harper, Tameka Austin, Yvette McCullough, and Shawn Brown.

Quorum Present? Yes

Call to Order: The meeting was called to order at 3.00 p.m. by Chair, Charles Gibbons.

Opening Remarks

Charles Gibbons introduced Dr. Lori Romano, Lindsey Hack, and Paul Micklow as newly appointed Directors to the Pasco-Hernando Workforce Board.

Public Comments

No public comments were received.

Consent Agenda

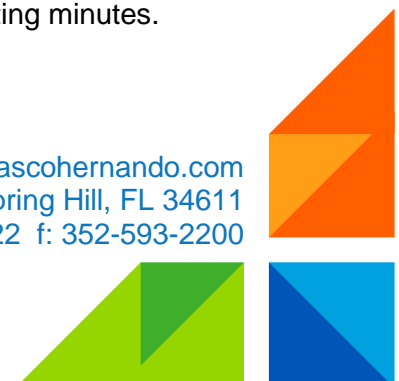
There were no items on the Consent Agenda.

Action Item 1 – Approval of Minutes from March 16, 2023, Board Meeting

The Board reviewed the minutes from the March 16, 2023, Board meeting. All Board members were in agreement that the minutes correctly reflected the actions from that meeting.

MOTION was made by Tate Foster to approve the March 16, 2023, Board meeting minutes.

MOTION was seconded by John Howell. Motion carried 16-0.



Action Item 2 – Preliminary Budget

The Board reviewed the preliminary budget for the program year 2023-2024. This budget is based on preliminary information in order to have an operating budget in place by July 1, 2023.

MOTION was made by Tate Foster to approve the preliminary budget.

MOTION was seconded by Dr. Lori Romano. Motion carried 16-0.

Action Item 3 – Targeted Occupations List 2023-2024

The Board reviewed the Targeted Occupations List that lists the demand for occupations in our area. The criteria for 2023-24 requires 30 annual openings with a Mean Wage of \$16.08/hour.

MOTION was made by Mark Barry to approve the Targeted Occupations List for 2023-2024.

MOTION was seconded by John Howell. Motion carried 16-0.

Action Item 4 – IT Services Contract Amendment

The Board reviewed the request to approve the IT Services Contract Amendment No. 4 with Ryman, Inc. Due to no price increase over the last three years, this amendment includes a 6.12% increase to an annual cost of \$158,478.79.

MOTION was made by Lindsey Hack to approve the IT Services Contract Amendment No. 4 with Ryman, Inc.

MOTION was seconded by Dr. Lori Romano. Motion carried 16-0.

Action Item 5 – Gulf Coast NCPEP Contract Amendment

The Board reviewed the request to negotiate and enter into an agreement with Gulf Coast Jewish Family and Community Services for the Non-Custodial Parent Employment Program for program year 2023-2024.

MOTION was made by Lindsey Hack to approve the request to negotiate and enter into an agreement with Gulf Coast Jewish Family and Community Services.

MOTION was seconded by Mark Barry. Motion carried 16-0.

Action Item 6 – WIOA Youth Services Provider Contract Amendment

The Board reviewed a contract modification and budget for program year 2023-24 for the WIOA Youth Services Provider contract with Eckerd Connects. This modification is for the second of three contract periods and the current budget is set at \$988,923.

MOTION was made by Tate Foster to approve the contract modification and \$988,923 budget for the WIOA Youth Services Provider for program year 2023-24.

MOTION was seconded by Lex Smith. Motion carried 16-0.



Action Item 7 – Training Provider Renewal

The Board reviewed a request to approve two groups of training providers for the 2023-24 program year. Group one included eight training providers to be approved on a temporary 60-day basis until all documentation is completed, and group two included ten training providers that have already submitted all required documentation.

Joelle Neri submitted a conflict of interest disclosure form after the meeting. The nature of the disclosure does not arise to the requirement requiring abstention.

MOTION was made by Mark Barry to approve Computer Coach IT, Metropolitan Technical Career Institute, New Horizons, Concorde Career Institute, National Training, ATA, NAA, and Ultimate Medical Academy to continue as training providers on a temporary 60-day basis until all documentation is completed.

MOTION was seconded by Hope Kennedy. Motion carried 16-0.

Dr. Lori Romano submitted a conflict of interest disclosure form after the meeting. The nature of the disclosure does not arise to the requirement requiring abstention.

MOTION was made by Tate Foster to approve Access Computer Training, AmSkills, Center for Technology Training, Champion Truck Driving School, Fleet Force, Galen College of Nursing Tampa Campus, Galen College of Nursing Sarasota Campus, LT3 Academy, Roadmaster Driving School, and Tampa Truck Driving School to continue as training providers for the 2023-24 program year.

MOTION was seconded by Dr. Lori Romano. Motion carried 16-0.

Action Item 8 – Amerikey Locksmith

The Board reviewed the request to approve a \$50,000 budget in support of Amerikey Locksmith Apprenticeship. The funds are to be used for employment-related training only. Because Paul Micklow represents Amerikey Locksmith on the Pasco Hernando Workforce Board of Directors, a 2/3 vote was required.

Paul Micklow declared a conflict and abstained from the vote.

MOTION was made by Hope Kennedy to approve the \$50,000 budget with Amerikey Locksmith for employment related training.

MOTION was seconded by Lindsey Hack. Motion carried 15-0.

Action Item 9 – Training Provider Agreement for Keiser University

The Board reviewed the request to approve Keiser University as a training provider for the 2023-24 program year and the request to approve the execution of the Training Provider Agreement. Because Charles Gibbons represents Keiser University on the Pasco Hernando Workforce Board of Directors, a 2/3 vote was required.

Charles Gibbons declared a conflict and abstained from the vote.



MOTION was made by Lex Smith to approve Keiser University as a training provider for program year 2023-24 and to execute the Training Provider Agreement.

MOTION was seconded by Hope Kennedy. Motion carried 15-0.

Action Item 10 – Training Provider Agreement for Marchman

The Board reviewed the request to approve Fred K. Marchman Technical College as a training provider for the 2023-24 program year and the request to approve the execution of the Training Provider Agreement. Because Dr. Lori Romano represents Pasco County Schools on the Pasco Hernando Workforce Board of Directors, a 2/3 vote was required.

Dr. Lori Romano declared a conflict and abstained from the vote.

MOTION was made by Lindsey Hack to approve Fred K. Marchman Technical College as a training provider for program year 2023-24 and to execute the Training Provider Agreement.

MOTION was seconded by Tate Foster. Motion carried 15-0.

Action Item 11 – Training Provider Agreement for PHSC

The Board reviewed the request to approve PHSC as a training provider for the 2023-24 program year and the request to approve the execution of the Training Provider Agreement. Because Dr. Timothy Beard represents PHSC on the Pasco Hernando Workforce Board of Directors, a 2/3 vote was required.

Dr. Timothy Beard was absent but submitted a conflict of interest disclosure form after the meeting.

MOTION was made by Lindsey Hack to approve PHSC as a training provider for program year 2023-24 and to execute the Training Provider Agreement.

MOTION was seconded by Tate Foster. Motion carried 16-0.

Action Item 12 – Training Provider Agreement for Wilton Simpson Technical

The Board reviewed the request to approve Wilton Simpson Technical College as a training provider for the 2023-24 program year and the request to approve the execution of the Training Provider Agreement. Because Sophia Watson represents the Hernando County School District on the Pasco Hernando Workforce Board of Directors, a 2/3 vote was required.

Sophia Watson declared a conflict and abstained from the vote.

MOTION was made by Hope Kennedy to approve Wilton Simpson Technical College as a training provider for program year 2023-24 and to execute the Training Provider Agreement.

MOTION was seconded by Lex Smith. Motion carried 15-0.

Action Item 13 – Outreach and Marketing – Pasco EDU

The Board reviewed the request to adopt Pasco EDC of up to \$22,000 upon approval by Pasco County Commission. Because Turner Arbour represents Pasco EDC on the Pasco Hernando Workforce Board of Directors, a 2/3 vote was required.



Turner Arbour was absent but submitted a conflict of interest disclosure form after the meeting.

MOTION was made by Tate Foster to approve the adoption of Pasco EDC of up to \$22,000 upon approval by Pasco County Commission.

MOTION was seconded by Dr. Lori Romano. Motion carried 16-0.

Action Item 14 – Board Candidate – Tom Mudano

The Board reviewed the application for Board membership for Mr. Tom Mudano to fill the vacancy under the education sector representing private education in Pasco County.

Dr. Lori Romano submitted a conflict of interest disclosure form after the meeting. The nature of the disclosure does not arise to the requirement requiring abstention.

MOTION was made by Hope Kennedy to approve the Board candidate recommendation for presentation to the Pasco County Board of County Commissioners.

MOTION was seconded by Lindsey Hack. Motion carried 16-0.

Action Item 15 – Officer Confirmations and Action Item 16 – Committee Appointments

The Board reviewed the list of officer confirmations along with committee appointments for program year 2023-24. Charles Gibbons will continue in his role as Board Chair and will serve as the Chair of the Executive Committee. Joelle Neri will continue in her role as Vice Chair. Mark Barry will continue in his role as the Treasurer/Secretary and will serve as the Chair of the Audit and Finance Committee. Members of the Executive committee were confirmed as follows: Board Chair Charles Gibbons, Vice Chair Joelle Neri, Treasurer/Secretary Mark Barry, Mark Earl, and Lex Smith. Members of the Audit and Finance Committee were confirmed as follows: Chair Mark Barry, Joelle Neri, Mark Earl, Lex Smith, and Turner Arbour. Members of the Nominating Committee were confirmed as follows: Chair Turner Arbour, Tate Foster, and Sophia Watson.

MOTION was made by John Howell to approve the officer confirmations to continue to serve in their current role for program year 2023-24, and to approve the stated committee appointments effective July 1, 2023.

MOTION was seconded by Hope Kennedy. Motion carried 16-0.

Action Item 17 – Meeting and Operations Schedule FY2023-24

The Board reviewed the proposed Board and Committee meeting schedule for fiscal year 2023-24. The schedule includes holiday closures, staff meetings, operation hours, and one-stop operator locations.

MOTION was made by Dr. Lori Romano to approve the meeting and operations schedule for fiscal year 2023-24.

MOTION was seconded by Lex Smith. Motion carried 16-0.



Action Item 18 – MOUs/IFAs

The Board reviewed the request to seek agreement of the Chief Elected Officials in Pasco and Hernando counties to approve local MOUs/IFAs and to enter into an agreement with the required partnering agencies.

MOTION was made by Hope Kennedy to approve the MOUs/IFAs for Coalition for the Homeless of Pasco County, Division of Blind Services, Eckerd Connects, Florida Department of Corrections, Gulf Coast Jewish Family and Community Services, Mid Florida Community Services, Inc., Pasco County Housing Authority, Pinellas County Job Corp, and Pinellas County Urban League, and to enter into an agreement with the required partnering agencies.

MOTION was seconded by Lex Smith. Motion carried 16-0.

Action Item 19 – Hernando County School Board MOU/IFA

The Board reviewed the request to seek agreement of the Chief Elected Officials in Pasco and Hernando counties to approve the Hernando County School Board MOU/IFA and to enter into an agreement with the required partnering agencies.

Sophia Watson declared a conflict and abstained from the vote.

MOTION was made by Mark Barry to approve the Hernando County School Board MOU/IFA and to enter into an agreement with the required partnering agencies.

MOTION was seconded by Tate Foster. Motion carried 15-0.

Action Item 20 – Pasco County School Board MOU/IFA

The Board reviewed the request to seek agreement of the Chief Elected Officials in Pasco and Hernando counties to approve the Pasco County School Board MOU/IFA and to enter into an agreement with the required partnering agencies.

Dr. Lori Romano declared a conflict and abstained from the vote.

MOTION was made by Tate Foster to approve the Pasco County School Board MOU/IFA and to enter into an agreement with the required partnering agencies.

MOTION was seconded by Hope Kennedy. Motion carried 15-0.

Action Item 21 – Pasco Hernando State College MOU/IFA

The Board reviewed the request to seek agreement of the Chief Elected Officials in Pasco and Hernando counties to approve the Pasco Hernando State College MOU/IFA and to enter into an agreement with the required partnering agencies.

Dr. Timothy Beard was absent but submitted a conflict of interest disclosure form after the meeting.

MOTION was made by Lindsey Hack to approve the Pasco Hernando State College MOU/IFA and to enter into an agreement with the required partnering agencies.

MOTION was seconded by Paul Micklow. Motion carried 16-0.



Action Item 22 – Division of Vocational Rehabilitation MOU/IFA

The Board reviewed the request to seek agreement of the Chief Elected Officials in Pasco and Hernando counties to approve the Division of Vocational Rehabilitation MOU/IFA and to enter into an agreement with the required partnering agencies.

John Howell declared a conflict and abstained from the vote.

MOTION was made by Lindsey Hack to approve the Division of Vocational Rehabilitation MOU/IFA and to enter into an agreement with the required partnering agencies.

MOTION was seconded by Hope Kennedy. Motion carried 15-0.

Information Item 1 – Minutes from April 13, 2023, Executive Committee Meeting

Jerome Salatino reviewed the Executive Committee Minutes from April 13, 2023.

Information Item 2 – DEO Annual Performance Presentation

Daniel Harper from the Department of Economic Opportunity presented the CareerSource Pasco Hernando Annual Performance Presentation. The presentation included an overview of the funding system and sources, indicators of performance and results, letter grades, and monitoring report.

Information Item 5 – Governance

Jennifer Rey from The Hogan Law Firm conducted a mandatory annual board training for Directors serving on the Pasco-Hernando Workforce Board.

Information Item 3 – Financial Reports

This information item was tabled.

Information Item 4 – One Stop Operator Report

This information item was tabled.

Information Item 6 – Letter Grades

This information item was tabled.

Information Item 7 – Vacancy Updates

This information item was tabled.

With no further business to discuss, the meeting adjourned.

