

**Pasco-Hernando Workforce Board, Inc.**

**Board Meeting Minutes**

**June 9, 2022**

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

***Meeting Held Virtually via Microsoft Teams***

**Board Members Attending:** Stephanie Adams, Turner Arbour, Keven Barber, Timothy Beard, Mark Earl, Tate Foster, Charles Gibbons, John Howell, Hope Kennedy, Nils Lenz, Joelle Neri, Lex Smith, Kathryn Starkey, Sophia Watson

**Board Members Absent:** Mark Barry, Dana Cutlip, David Lambert, Lee Middleton, Bill Woodard

**Staff Attending:** Brenda Gause, Dave Hamilton, Heather Harter, Theresa Miner, Jerome Salatino, Jessica Weightman

**Others Attending:** Tracie Entler - Gulf Coast Jewish Family and Community Services, Jennifer Rey - The Hogan Law Firm

**Quorum Present?** Yes

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

**Public Comments**

No public comments were received.

**Consent Agenda**

There were no items on the Consent Agenda.

Before addressing any agenda items, an announcement was made to welcome Tate Foster, Lee Middleton, and Sophia Watson, as the new Board Directors, to the Pasco-Hernando Workforce Board, Inc.

**Action Item 1 – Approval of Minutes from March 10, 2022, Board Meeting**

The Board reviewed the minutes from the March 10, 2022, Board meeting. All Board members were in agreement that the minutes correctly reflected the actions from that meeting.

MOTION was made by Lex Smith to approve the March 10, 2022, Board meeting minutes.

MOTION was seconded by John Howell. Motion carried 13-0.



**Action Item 2 – WIOA Youth Services Provider PY2022-23**

The Board reviewed the request to enter into a contract with Eckerd Connects to be the WIOA Youth Services Provider. Brenda Gause spoke about the negotiations that reduced the original agreement amount to \$988,923.

MOTION was made by Mark Earl to approve the request to contract with Eckerd Connects to be the WIOA Youth Services Provider.

MOTION was seconded by Lex Smith. Motion carried 13-0.

**Action Item 3 – Local Operating Procedure – Local Targeted Occupations List Requirements**

The Board reviewed the request to approve Local Operating Policy 82 in order to adopt the process and requirements to develop the Local Targeted Occupations List.

MOTION made by Lex Smith to approve and adopt Local Operating Policy 82.

MOTION seconded by Keven Barber. Motion carried 13-0.

**Action Item 4 – Local Targeted Occupations List PY2022-23**

Dave Hamilton spoke about the Statewide and Regional Demand Occupations List, and the selection criteria for new occupations. The Board reviewed the recommendation to add Dental Hygienists, and Architectural, Civil and Mechanical Drafters to the Local Targeted Occupations List for the Pasco-Hernando region.

Dr. Timothy Beard declared a conflict and abstained from the vote.

MOTION made by Lex Smith to approve the additions to the Local Targeted Occupations List for PY2022-23.

MOTION seconded by Turner Arbour. Motion carried 12-0 with 1 abstention.

**Action Item 5 – Individual Training Account for PY2022-23**

The Board reviewed the request to reduce the ITA amount to \$6,000 per year in an effort to serve the maximum amount of Adult and Dislocated Workers.

Dr. Timothy Beard declared a conflict and abstained from the vote.

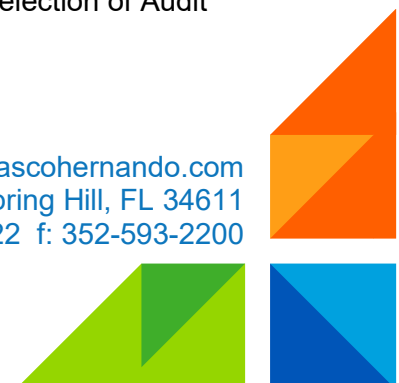
Sophia Watson declared a conflict and abstained from the vote.

MOTION made by Keven Barber to approve the reduction of the ITA amount to \$6,000 per year.

MOTION seconded by Joelle Neri. Motion carried 11-0 with 2 abstentions.

**Action Item 6 – Selection of Audit Services Firm**

The Board reviewed the recommendation to award the contract for Audit Services to MKA, CPA and Advisors for the fiscal year ending June 30, 2022, with the option to renew annually up to four additional years. Theresa Miner spoke about the proposals and ratings for the selection of Audit Services.



MOTION made by Turner Arbour to approve the contract for Audit Services to MKA, CPA and Advisors.

MOTION seconded by Lex Smith. Motion carried 13-0.

**Action Item 7 – Gulf Coast NCPEP Contract Amendment**

The Board reviewed the request to approve the contract with Gulf Coast Jewish Family and Community Services, Inc. to provide services to the Non-Custodial Parents.

MOTION made by Joelle Neri to approve the contract with Gulf Coast Jewish Family and Community Services, Inc.

MOTION seconded by Turner Arbour. Motion carried 13-0.

**Action Item 8 – Training Providers and Agreements for Non-Related Parties**

The Board reviewed the request to approve and enter into a contract with the recommended training providers for a maximum amount of \$250,000 each. Dave Hamilton spoke about the eligibility criteria and the programs offered by each institution.

MOTION made by Lex Smith to approve and enter into a contract with the listed training providers.

MOTION seconded by Keven Barber. Motion carried 14-0.

**Action Item 9 – Training Provider Agreement for AmSkills**

The Board reviewed the Training Provider Agreement with AmSkills, Inc. for the 2022-2023 program year. Because Kathryn Starkey represents AmSkills on the PHWB Board of Directors, a 2/3 vote was required.

Kathryn Starkey declared a conflict and abstained from the vote.

MOTION made by Lex Smith to approve the Training Provider Agreement with AmSkills, Inc.

MOTION seconded by Turner Arbour. Motion carried 13-0 with 1 abstention.

**Action Item 10 – Training Provider Agreement for Suncoast Technical Education Center**

The Board reviewed the Training Provider Agreement with Suncoast Technical Education Center for the 2022-2023 program year. Because Sophia Watson represents Suncoast Technical Education Center on the PHWB Board of Directors, a 2/3 vote was required.

Sophia Watson declared a conflict and abstained from the vote.

MOTION made by Joelle Neri to approve the Training Provider Agreement with Suncoast Technical Education Center.

MOTION seconded by John Howell. Motion carried 13-0 with 1 abstention.



**Action Item 11 – Training Provider Agreement for Keiser University – New Port Richey**

The Board reviewed the Training Provider Agreement with Keiser University – New Port Richey for the 2022-2023 program year. Because Chuck Gibbons represents Keiser University – New Port Richey on the PHWB Board of Directors, a 2/3 vote was required.

Chuck Gibbons declared a conflict and abstained from the vote.

MOTION made by Lex Smith to approve the Training Provider Agreement with Keiser University – New Port Richey.

MOTION seconded by John Howell. Motion carried 13-0 with 1 abstention.

**Action Item 12 – Training Provider Agreement for PHSC**

The Board reviewed the Training Provider Agreement with Pasco Hernando State College for the 2022-2023 program year. Because Dr. Timothy Beard represents Pasco Hernando State College on the PHWB Board of Directors, a 2/3 vote was required.

Dr. Timothy Beard declared a conflict and abstained from the vote.

MOTION made by Lex Smith to approve the Training Provider Agreement with Pasco Hernando State College.

MOTION seconded by Joelle Neri. Motion carried 13-0 with 1 abstention.

**Action Item 13 – Election of Officers**

The Board reviewed the proposed candidates for Board Officers. Chuck Gibbons will be appointed to the role of Board Chair with immediate effect for the program year 2022-2023 and will serve as the Chair of the Executive Committee. Joelle Neri was recommended for the role of Vice Chair and Mark Barry will continue as the Treasurer/Secretary and will serve as the Chair of the Audit and Finance Committee.

MOTION made by Lex Smith to approve the stated appointments effective immediately.

MOTION seconded by Kathryn Starkey. Motion carried 14-0.

**Action Item 14 – Committee Appointments**

The Board reviewed the appointments of Directors to the standing committees. Members of the Executive Committee were confirmed as follows: Board Chair Chuck 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, Turner Arbour, Mark Earl, and Lex Smith. Members of the Nominating Committee were confirmed as follows: Chair Turner Arbour, Tate Foster, and Sophia Watson.

MOTION made by Kathryn Starkey to approve the stated appointments effective immediately.

MOTION seconded by Lex Smith. Motion carried 14-0.



**Action Item 15 – Meeting and Operations Schedule FY2022-23**

The Board reviewed the proposed Board and Committee meeting schedule for fiscal year 2022-23. Additionally, the schedule includes holiday closures, operation hours and one-stop operator locations to satisfy the requirements listed in the Grantee/Subgrantee agreement.

MOTION made by Hope Kennedy to approve meeting and operations schedule for FY2022-23.

MOTION seconded by Joelle Neri. Motion carried 14-0.

**Information Item 1 – Minutes from April 14, 2022, Executive Committee Meeting**

Jerome Salatino reviewed the Executive Committee Minutes from April 14, 2022.

**Information Item 2 – Minutes from May 12, 2022, Executive Committee Meeting**

Jerome Salatino reviewed the Executive Committee Minutes from May 12, 2022.

**Information Item 3 – Board Attendance Record**

Jerome Salatino reviewed the Board Attendance Record for program year 2021-22.

**Information Item 4 – Financial Reports**

Theresa Miner reviewed the Financial Reports.

With no further business to discuss, the meeting adjourned.

