

Executive Committee Meeting Minutes

August 14, 2025 – 10:00 a.m.

Committee Members

Present: Mark Earl, Charles Gibbons, Joelle Neri

Absent: Paul Micklow

Quorum Present: Yes

Others Present:

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

Hogan Law Firm: Jennifer C. Rey, Doreen Hoffman

Proceedings:

Meeting called to order at 10:00 a.m. by Chair, Charles Gibbons

Public Comments

No public comments were received.

Action Item 1 – Minutes from April 24, 2025, Executive Committee Meeting

Charles Gibbons asked the Committee members to review the minutes from the April 24, 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 Joelle Neri to approve the minutes.

MOTION was seconded by Mark Earl. MOTION carried 3-0.

Action Item 2 – Amended Employee Handbook

Committee members reviewed the CSPH Handbook that was revised to reflect updated federal and state laws, to clarify existing policies, and to improve the overall usability and consistency of the handbook.

MOTION was made by Mark Earl to approve the updated CareerSource Pasco-Hernando Employee Handbook effective July 1, 2025.

MOTION was seconded by Joelle Neri. MOTION carried 3-0.

Action Item 3 – Amended Education and Industry Consortium Policy

Committee members reviewed the amended Education and Industry Consortium policy that was revised to enhance clarity, structure, and compliance with state expectations.

MOTION was made by Joelle Neri to approve the amended Education and industry Consortium



policy with an effective date of September 1, 2025.

MOTION was seconded by Mark Earl. MOTION carried 3-0.

Action Item 4 – Board Candidate – Timothy Hellmers

Committee members reviewed the board candidate under the Labor/Apprenticeship sector with a proposed term end date of June 30, 2031. Mr. Hellmers represents the Department of Veteran's Affairs that provide healthcare services in the Pasco-Hernando region to veterans.

MOTION was made by Mark Earl to approve the board candidate, Timothy Hellmers, for presentation to the PHWD Consortium under the Labor/Apprenticeship sector with a proposed term end date of June 30, 2031, as a class 3 staggered terms.

MOTION was seconded by Joelle Neri. MOTION carried 3-0.

Action Item 5 – Board Candidate – Stefanie Pontlitz

Committee members reviewed the board candidate under the Business sector with a proposed term end date of April 11, 2030. Mrs. Pontlitz represents the accounting/finance industry sector in the region and has previously served on the PHWB under the Labor/Apprenticeship sector.

MOTION was made by Joelle Neri to approve the board candidate, Stefanie Pontlitz, for presentation to the PHWD Consortium under the Business sector with a proposed term end date of April 11, 2030, as a class 2 staggered terms.

MOTION was seconded by Mark Earl. MOTION carried 3-0.

Action Item 6 – Budget Approval

Committee members reviewed the request to approve the budget for the 2025-2026 fiscal year. Mark Earl asked about ROI for outreach, and Jerome Salatino explained efforts with chambers, employers, schools, and marketing. Discussion also noted the Mobile One Stop overages due to repair and frequent use for community and veteran outreach.

MOTION was made by Mark Earl to approve the 2025-202 Annual Budget.

MOTION was seconded by Joelle Neri. MOTION carried 3-0.

Action Item 7 – Funds Transfer

Committee members reviewed the request to approve the transfer of funds to serve adult participants, while ensuring dislocated worker population needs remain covered.

MOTION was made by Joelle Neri to approve the transfer of WIOA Dislocated Workers fund to WIOA Adult funds to allow PHWB, Inc. to serve additional adults for the period ending June 30, 2026.

MOTION was seconded by Mark Earl. MOTION carried 3-0.

Action Item 8 – Amendment No.14 to the NCPEP Sub-Recipient Agreement

Committee members reviewed the request to approve amendment number fourteen. The amendment increased contract funds by \$200,000 in state funds for the Non-Custodial Parent Employment Program.

MOTION was made by Mark Earl to approve Amendment No. 14 to the Non-Custodial Parent Sub-Recipient Agreement with Gulf Coast Jewish Family and Community Services, Inc., increasing the budget by \$200,000 in State funds for the period of July 1, 2025, through June 30, 2026.

MOTION was seconded by Joelle Neri. MOTION carried 3-0.

Information Item 1 – Financial Reports

Theresa Miner reviewed the Financial Reports for the period 07/01/2024 through 06/30/2025.

Discussion Item 1 – Apprenticeship Strategy and Committee Formation

The Committee discussed the Apprenticeship Strategy and Committee Formation, with members emphasizing the importance of expanding registered apprenticeship opportunities in the region. Chuck suggested tying this effort to the Education and Industry Consortium, noting that new board candidate Timothy Hellmers is expected to bring valuable insights and contributions. Mark Earl highlighted the growing significance of AI technology and manufacturing, stressing the need to ensure the committee remains focused on these emerging sectors. Jerome and Jennifer confirmed they would move the initiative forward and keep both the committee and the Board updated on progress.

Discussion Item 2 – Creation of Special Projects Fund Using Corporate Resources

The Committee discussed the Creation of a Special Projects Fund Using Corporate Resources, which will allow CareerSource Pasco Hernando to address unmet workforce needs with agility and innovation. Jerome explained that specific dollar amounts and criteria for project selection will be presented at the September Board meeting. Chuck added that there has been community interest in short-term training for seniors, specifically in computer literacy and cyber security, and noted this could be one area of focus for the fund. Jerome agreed to identify interested members for the Task Force, with Chuck appointing participants.

Chair Comments

Chair Charles Gibbons noted that he will be late to the September Board meeting and will participate virtually.

With no further business to discuss, the meeting adjourned.