Pasco-Hernando Workforce Board, Inc.
Board Meeting Agenda
September 18, 2025 – 3:00PM

Meeting Location: Hampton Inn
11780 State Road 54,
Odessa, FL 33556
OR ***Virtually via Microsoft Teams***

Board Members Attending: Turner Arbour, Keven Barber, Cindy Bray, Dana Cutlip, Cami Leech Florio, Beth Galic, Charles Gibbons, Lindsey Hack, Timothy Hellmers, John Howell, Hope Kennedy, Nils Lenz, Paul Micklow, Lee Middleton, Tom Mudano, Joelle Neri, Stefanie Pontlitz, Lori Romano, Gary Steele

Board Members Absent: Mark Earl, Robert Fuerst

Staff Attending: Brenda Gause, Theresa Miner, Jerome Salatino, Kenneth Russ, and Ania Williams

Others Attending: The Hogan Law Firm - Jarrod Prater, Florida Commerce – Tameka Austin, Gulf Coast Jewish Family and Community Services – Shirelle Simmons, Non-Board Member – Aaron Deberry

Quorum Present? Yes

Call to Order: The meeting was called to order at 3:00 p.m. by Chair, Charles Gibbons.

Public Comments
No public comments were received.

Consent Agenda
There were no items on the Consent Agenda.

Opening Remarks
The Board was advised of the appointments effective August 26, 2025. Ms. Stefanie Pontlitz, representing the Business Sector, and Mr. Timothy Hellmers, representing the Labor/Apprenticeship Sector, were introduced as new and returning Board members. Additionally, Mr. Aaron Deberry was introduced as a newly appointed non-Board member, effective August 26, 2025.

Action Item 1 – Minutes from June 5, 2025, Board Meeting

The Board reviewed the minutes from the June 5, 2025, Board meeting. All Directors were in agreement that the minutes correctly reflected the actions from that meeting.

MOTION was made by Lindsey Hack to approve the June 5, 2025, Board meeting minutes.

MOTION was seconded by John Howell. Motion carried 19-0.

Action Item 2 – Internship Funding for Pasco EDC

The Board reviewed a request to approve an annual allocation to support internship and training opportunities in partnership with the Pasco EDC for the remainder of Program Year (PY) 2025–2026 and for PY 2026–2027. The allocation encompasses internships, on-the-job training, and related opportunities, contingent upon the availability of funding to ensure flexibility in serving WIOA-eligible participants.

Because Turner Arbour represents Pasco EDC on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Turner Arbour declared conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Lori Romano to approve the annual allocation not to exceed $10,000 for internship and training opportunities in partnership with Pasco EDC for the remainder of PY 2025-2026 and PY 2026-2027, contingent upon funding availability.

MOTION was seconded by Joelle Neri. Motion carried 18-0.

Action Item 3 – AmSkills, Inc. Sponsorships

The Board reviewed a request to approve a cumulative cap of up to $10,000 for the remainder of Program Year (PY) 2025–2026, contingent upon funding availability. This allocation is intended to maintain flexibility in supporting regional workforce, community, and industry-partner events that align with the mission of the Pasco-Hernando Workforce Board (PHWB), with particular emphasis on advancing initiatives in targeted manufacturing and industry sectors.

Because Tom Mudano represents AmSkills, Inc. on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Tom Mudano declared a conflict and was absent from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

Lori Romano declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Beth Galic to approve AmSkills, Inc. sponsorships up to a cumulative cap of $10,000 for the remainder of PY 2025-2026, contingent upon funding availability.

MOTION was seconded by Lindsey Hack. Motion carried 17-0.

Action Item 4 – Hope Services Sponsorships

The Board reviewed a request to approve a cumulative cap of up to $10,000 for the remainder of Program Year (PY) 2025–2026, contingent upon funding availability. This allocation is intended to maintain flexibility in supporting regional workforce, community, and industry-partner events that align with the mission of the Pasco-Hernando Workforce Board (PHWB), with particular emphasis on targeting efforts to support persons with disabilities and hardest-to-serve individuals.

Because Cindy Bray represents Hope Services, Inc. on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Cindy Bray declared a conflict and was absent from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

John Howell declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Joelle Neri to approve Hope Services sponsorships up to a cumulative cap of $10,000 for the remainder of PY 2025-2026, contingent upon funding availability.

MOTION was seconded by Tom Mudano. Motion carried 17-0.

Action Item 5 – Bay Area Manufacturers Association Sponsorship

The Board reviewed a request to approve funding for the Bay Area Manufacturers Association (BAMA) in an amount not to exceed $10,000 over a two-year period to support sponsorship of business events and expanded business outreach within the Pasco-Hernando region. BAMA's corporate sponsorship program serves as a key initiative in fostering relationships between businesses and organizations in the manufacturing sector and aligns with CareerSource Pasco Hernando's efforts to strengthen industry partnerships.

Because Beth Galic represents Bay Area Manufacturers Association on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Beth Galic declared a conflict and was absent from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

Tom Mudano declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Lindsey Hack to approve to fund the Bay Area Manufacturers Association for sponsorships of business events and provide additional business outreach for the region in the amount of up to $10,000 each year for two years through 2027.

MOTION was seconded by Stefanie Pontlitz. Motion carried 17-0.

Action Item 6 – North Tampa Bay Chamber Sponsorship

The Board reviewed a request to approve funding for the North Tampa Bay Chamber in an amount not to exceed $10,000 over a two-year period to support sponsorship of expanded business outreach within the Pasco-Hernando region.

Because Hope Kennedy represents North Tampa Bay Chamber on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Hope Kennedy declared a conflict and was absent from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Lori Romano to approve to fund the North Tampa Bay Chamber for sponsorships of business events and provide additional business outreach for the region in the amount of up to $10,000 each year for two years through 2027.

MOTION was seconded by Lindsey Hack. Motion carried 18-0.

Action Item 7 – Renewal of Extended Training Providers PY 2025-2026

The Board reviewed a request to approve three schools/institutions—Pasco-Hernando State College, Rasmussen University, and Ultimate Medical Academy—to continue as providers for Program Year (PY) 2025–2026. These institutions had previously been granted temporary extensions at the June 5, 2025, Board meeting to allow additional time to complete and submit the required documentation.

MOTION was made by John Howell to approve Pasco-Hernando State College, Rasmussen, and Ultimate Medical Academy as providers for the 2025-2026 program year.

MOTION was seconded by Lindsey Hack. Motion carried 19-0.

Action Item 8 – Regional Apprenticeship Coordination

The Board reviewed a request to authorize staff to begin negotiations and enter into an agreement with an organization selected through the Request for Proposal (RFP) process to lead regional efforts in developing, expanding, and supporting registered apprenticeship and pre-apprenticeship programs in Pasco and Hernando counties. Three organizations—Pasco County Schools, STEMA, and T. Clark—submitted proposals in response to the RFP. The selected organization will serve as the employer of record.

Proposals were reviewed and scored based on organizational experience and capacity, plan development and implementation ability, and budget/cost considerations. Final scores were as follows: Pasco County Schools – 278 points; STEMA – 263 points; and T. Clark – 256 points.

Because Lori Romano represents Pasco County Schools on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Lori Romano declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Paul Micklow to approve staff to begin negotiations and enter into an agreement with Pasco County Schools for regional apprenticeship coordination- for the current program year an allocation that totals $70,000 for this initiative.

MOTION was seconded by Beth Galic. Motion carried 18-0.

Action Item 9 – Approval of CSPH New Policies and Revisions

The Board reviewed a request to approve five CareerSource Pasco Hernando (CSPH) Administrative Policies that were revised and created to ensure alignment with state requirements.

These policies were adapted directly from CareerSource Florida's approved versions, with CSPH branding and local information incorporated. The policies presented for approval included:

- Revisions to the Availability of Services to Floridians Workforce Policy
- Emergency Response and Disaster Recovery Workforce Policy
- Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Program Eligibility Policy
- Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) Components and Case Management Workforce Policy
- WIOA Youth Supportive Services Matrix and Supportive Service, Participant Incentives, & Operational Skills Training Procedure – WIOA Youth

MOTION was made by Joelle Neri to approve the CareerSource Pasco Hernando Administrative Policies brought forth for review and recommended approval.

MOTION was seconded by Hope Kennedy. Motion carried 19-0.

Action Item 10 – WIOA Youth Training Services

The Board reviewed a request to authorize staff to begin negotiations and enter into an agreement with multiple organizations as WIOA Youth Training, Certification, Placement, and Retention Services vendors that were selected through the Request for Quotation (RFQ) process to seek quotes from vendors for WIOA Youth Training, Certification, Placement and Retention Services with a focus on but not limited to the seven targeted industry sectors. Two organizations—AmSkills, Inc. and Hope Services, Inc.—submitted proposals in response to the RFQ. CareerSource Pasco Hernando will determine participant eligibility and job placement.
Responses were reviewed and scored based on experience & years providing service, plan to provide services, cost, and presence in Pasco and Hernando counties. Final scores were as follows: AmSkills, Inc. – 356 points; and Hope Services, Inc. – 367 points.

Because Cindy Bray represents Hope Services, Inc. on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Because Tom Mudano represents AmSkills, Inc. on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Dr. Lori Romano, Tom Mudano, and Cindy Bray declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Paul Micklow to approve staff to negotiate and enter into agreements with AmSkills, Inc. and Hope Services, Inc. as WIOA Youth Training, Certification, Placement, and Retention Services vendors with each agreement shall not exceed $300,000, depending on funding availability, for any given program year.

MOTION was seconded by Cami Leech Florio. Motion carried 16-0.

Action Item 11 – Umbrella MOU Addendum – Division of Vocational Rehabilitation
The Board reviewed the request to approve the Umbrella Addendum between Pasco-Hernando Workforce Board and Division of Vocational Rehabilitation. Upon approval, this MOU/IFA will be presented to the Pasco Hernando Workforce Development Consortium for final review and presentation. The addendum is a replacement of the prior addendum, not a nullification of the Umbrella MOU.

Because John Howell represents Division of Vocational Rehabilitation on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

John Howell declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Lindsey Hack to approve to the Umbrella MOU Addendum between Pasco-Hernando Workforce Board and Division of Vocational Rehabilitation Addendum for review and presentation by the Pasco Hernando Workforce Development Consortium.

MOTION was seconded by Stefanie Pontlitz. Motion carried 18-0.

Information Item 1 – Minutes from August 14, 2025, Executive Committee Meeting
Charles Gibbons reviewed the Executive Committee Minutes from August 14, 2025.

Information Item 2 – Financial Reports
Theresa Miner reviewed the Financial Reports for the period of 07/01/2025 through 07/31/2025.

Information Item 3 – Letter Grade Report

Jerome Salatino reviewed the letter grade report for the period of 07/01/2025 through 03/30/2025.

Information Item 4 – Special Projects Update
Jerome Salatino provided an update on the Career Explorations & Outreach, and Corporate Special Projects.

Information Item 5 – Task Force Creations
Jerome Salatino provided an update on the establishment of the Apprenticeship Committee and the Special Projects Fund Task Force, both of which were approved at the Executive Committee meeting held on August 14, 2025. Tom Mudano and Lindsey Hack expressed interest in joining the Special Projects Task Force.

With no further business to discuss, the meeting adjourned.