

*Please be reminded pursuant to Section 3 of Article X of the Bylaws, no member of the Board shall cast a vote on any matter on which he or she has a conflict of interest as defined by federal or state law. Upon discovery of an actual or potential conflict of interest, the Board Member shall promptly disclose the actual or potential conflict of interest, promptly file a written statement of disqualification, shall withdraw from any further participation in the transaction involved, and shall abstain from voting on the matter. In the event of such disclosure or abstention, Article IX Section 3 shall govern the voting requirements on such matter.*

## **Task Force Committee Meeting Agenda**

November 27, 2023 – 12:30 p.m.

Join the meeting via Microsoft Teams

### **Committee Members**

Keven Barber, Lindsey Hack, Hope Kennedy, Tom Mudano, Lori Romano, Sophia Watson

Call to order .....Hope Kennedy, Chair

### **Public Comments**

No requests from the public were received during the allotted time published in the Public Notice.

### **Action Items**

1. Minutes from October 9, 2023 Task Force Committee Meeting (Hope Kennedy) ..... Page 2
2. Scholarship Policy (Jerome Salatino) ..... Page 5
3. Annual Scholarships (Jerome Salatino)..... Page 8

### **Chair Comments**

### **CEO Comments**

Adjournment



**ACTION ITEM 1**  
**Approval of Minutes**

In accordance with Article VI, Section 2 of the approved bylaws, the Board is required to keep correct and complete minutes of the proceedings of any Board or Committee meeting.

Draft minutes of the October 9, 2023, Task Force Committee Meeting are presented for review. Any modifications should be requested prior to approval.

**FOR CONSIDERATION**

Approval of October 9, 2023, Task Force Committee Meeting Minutes, to include any modifications or changes noted by the Committee.

**Task Force Committee Meeting Minutes - DRAFT**

October 9, 2023 – 2:00 p.m.

**Committee Members****Present:** Keven Barber, Lindsey Hack, Hope Kennedy, Tom Mudano,  
Lori Romano, Sophia Watson**Absent:** None**Quorum Present:** Yes**Others Present:**PHWB Staff – Brenda Gause, Theresa Miner, Jerome Salatino, Kenneth Russ,  
Ania Williams**Proceedings:**

Meeting called to order at 2:02 p.m. by Chair, Hope Kennedy.

**Public Comments**

No public comments were received.

**Action Item 1 – Scholarship Suggestion**

Committee members reviewed the scholarship suggestion to commemorate past Board Chairs and key leadership, by establishing a scholarship fund in their name. Mark Earl, David Lambert, Lex Smith, and Mark Barry were identified and recommended for addition of their names to the current scholarship fund list.

By consensus of the committee, it was recommended that the action item be moved to the recommend column.

MOTION carried 6-0.

**Discussion Item 1 – Special Projects**

The Committee reviewed the Special Projects List and discussed the various programs and training opportunities in the Pasco-Hernando region. Career exploration, education assistance, employer training, non-profit organizations, special population, and transportation have been identified as areas with the greatest need for assistance. Discussion included drafting of a policy to provide staff and committee members with guidance and flexibility regarding fund distribution.

**Discussion Item 2 – Scholarships**

Committee members reviewed the scholarship guidelines and sample application, along with current scholarship opportunities in the area. Discussion included criteria and requirements for scholarship assistance.

**Information Item 1 – Targeted Industries**

Committee members reviewed the 2023-24 Regional Demand Occupations List and the targeted sectors for Pasco and Hernando counties.

With no further business to discuss, the meeting adjourned.

## **ACTION ITEM 2**

### **Scholarship Policy**

The Pasco Hernando Workforce Board (PHWB), under the Workforce Innovation and Opportunity Act (WIOA), provides training and employment services to participants currently meeting WIOA criteria requirements.

CareerSource Pasco Hernando (CSPH) would like to offer additional assistance to customers that may or may not meet eligibility requirements under WIOA.

Per the recommendation of the Task Force Committee, a scholarship policy has been drafted to provide PHWB staff with basic requirements and procedures for fund distribution. Corporate funds will be used where necessary and eligibility requirements are in place to ensure that funds are being spent as intended and required by Federal and State laws.

### **FOR CONSIDERATION**

Approval and adoption of the Scholarship Policy.

**Pasco-Hernando Workforce Board, Inc.  
Standard Operating Procedure (SOP)**

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<b>SOP Number: 01-10122023</b>	<b>Subject:</b> Educational Training Supportive Services Funding (ETSSF)
<b>Date of Issuance: 10/12/2023</b>	<b>Revision Date:</b>
<b>Effective Date:</b>	<b>CEO:</b> Jerome Salatino

## **I. PURPOSE**

To create a protocol to guide Task Force Committee and CareerSource Pasco Hernando staff with basic requirements and procedures for Educational Training Supportive Services Fund (ETSSF) distribution.

## **II. POLICIES AND PROCEDURES**

The Educational Training Supportive Services Fund is intended for non-WIOA eligible recipients and is limited to the following:

- Funding is available on a first come, first serve basis to those who meet the eligibility criteria listed for each category.
- Funding is limited and once exhausted, requests will no longer be accepted.

All recipients that are work ready and requesting assistance, must complete a full application/ registration in Employ Florida system prior to requesting and receiving services through our funding program. When completing the Employ Florida registration be sure that all barriers are identified to support the services & resources that may be offered to the individual prior to request and authorization.

Approved expenditures will be paid directly to the training institution or vendor for supportive services.

### **A. Education Assistance**

- Education assistance is available to anyone who can demonstrate a need or hardship. Funding amounts may range from \$250 to \$1,500 based upon the individual need.

Applicants hardship should be made clear in essay to be considered for assistance:

Examples of hardship might include:

- Low income
- Non-traditional student returning to college/technical school
- Current graduating HS senior or dual enrolled (HS/College)

- Basic Skills Deficient or ELL
- Offender
- Homeless or Runaway
- In or Aged out of Foster Care
- Pregnant or parenting
- Disability

A 500-word essay describing course of study and need for financial assistance, indicating hardship, and whether it is for training or supportive services.

## **B. Supportive Services Assistance**

Support services provide customers with additional assistance needed to remain in training or to gain employment. Funding is provided as resources permit and may occasionally be suspended or unavailable. The following support services are not an entitlement and will not be paid retroactively:

- Transportation
- Limited Auto Repairs
- Uniforms
- Tools
- Additional fees needed for training or supplies.

## **C. Training Assistance and Sponsorship**

Training assistance and sponsorship is available to non-profit and governmental organizations that otherwise don't qualify for WIOA assistance.

Preference will be given to organizations providing services to the following:

- Persons with Disabilities
- Social Services
- Older Individuals
- Continuing Education
- Targeted Sectors
- Career Exploration

## **III. ATTACHMENTS**

Application for Education Assistance

Training/Sponsorship Application

Grading Sheet

Award Letter

### **ACTION ITEM 3**

#### **Annual Scholarships**

To commemorate past Board Chairs and key leadership, for their many years of dedicated service, the Board has established a scholarship fund in their name. To date, Dr. Katherine Johnson has been recognized on an annual basis through the Pasco – Hernando State College Foundation in the amount of \$1,500.

Pasco-Hernando Workforce Board (PHWB) staff have identified the following Directors and recommends the addition of their names to the annual scholarships:

- Mark Earl
- David Lambert
- Lex Smith
- Mark Barry

Corporate funds will be used to fund the scholarships, and eligibility requirements are in place to ensure that funds are being spent as intended and required by Federal and State laws. School or program of choice to be determined.

### **FOR CONSIDERATION**

Approval to add annual scholarships in the name of the following Directors:

- Mark Earl
- David Lambert
- Lex Smith
- Mark Barry