

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

**Board Meeting Minutes**

**December 7, 2023**

**Meeting Location:** Springhill Suites  
16615 Crosspointe Run  
Land O'Lakes, FL 34638

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

**Board Members Attending:** Turner Arbour, Mark Barry, Mark Earl, Beth Galic, Charles Gibbons, Lindsey Hack, John Howell, Hope Kennedy, Nils Lenz, Lee Middleton, Tom Mudano, Stefanie Pontlitz, Lori Romano, Sophia Watson

**Board Members Absent:** Keven Barber, Timothy Beard, Dana Cutlip, Tate Foster, Paul Micklow, Joelle Neri, Lex Smith

**Staff Attending:** Brenda Gause, Jerome Salatino, Kenneth Russ, Ania Williams

**Others Attending:** The Hogan Law Firm - Jennifer Rey and Jarrod Prater; Moss, Krusick & Associates – Ed Moss

**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.

**Action Item 1 – Approval of Minutes from September 14, 2023, Board Meeting**

The Board reviewed the minutes from the September 14, 2023, Board meeting. All Board members were in agreement that the minutes correctly reflected the actions from that meeting.

MOTION was made by Mark Barry to approve the September 14, 2023, Board meeting minutes.

MOTION was seconded by Stefanie Pontlitz. Motion carried 14-0.

**Action Item 2 – Personnel Pay Range Adjustment**

The Board reviewed a request to adjust the pay ranges for all positions, using a three-year average Cost of Living Adjustment of 4.63%. The increase will enhance employee retention and allow us to stay competitive.



MOTION was made by Sophia Watson to approve the pay range adjustment.

MOTION was seconded by Stefanie Pontlitz. Motion carried 14-0.

### **Action Item 3 – Organizational Chart Changes**

The Board reviewed the organizational chart changes and the request to reclassify the Director of Program and Planning Development position to become a key position.

MOTION was made by John Howell to approve the position reclassification and organizational chart changes.

MOTION was seconded by Mark Barry. Motion carried 14-0.

### **Action Item 4 – Appointment of Permanent Designee Policy**

The Board reviewed the request to approve the Appointment of Permanent Designee Policy for the Pasco Hernando Workforce Board of Directors. The policy provides guidance for identifying and appointing permanent designees to attend and vote at a meeting in the Director's absence.

MOTION was made by Mark Barry to approve and adopt the Appointment of Permanent Designee policy as written.

MOTION was seconded by Beth Galic. Motion carried 14-0.

### **Action Item 5 – Education and Industry Consortium Policy**

The Board reviewed the request to approve the Education and Industry Consortium Policy to outline requirements and provide guidelines for all parties involved. The policy requires Pasco-Hernando Workforce Board to establish a consortium and appoint its members for the local region.

MOTION was made by Dr. Lori Romano to approve the Education and Industry Consortium policy.

MOTION was seconded by Lindsey Hack. Motion carried 14-0.

### **Action Item 6 – Scholarship Fund**

The Board reviewed the recommendation to add the names of Mark Earl, David Lambert, Lex Smith, and Mark Barry to the annual scholarship fund. Corporate funds will be used to fund the scholarships for schools or organizations in Pasco or Hernando County.

Mark Barry submitted a conflict of interest disclosure form after the meeting.

Mark Earl submitted a conflict of interest disclosure form after the meeting.

Lex Smith was absent but submitted a conflict of interest disclosure form after the meeting.

MOTION was made by Lindsey Hack to add the names of Mark Earl, David Lambert, Lex Smith, and Mark Barry to the annual scholarship fund.

MOTION was seconded by Turner Arbour. Motion carried 14-0.



**Action Item 7 – Special Projects and Scholarship Policy**

The Board reviewed the request to adopt and approve the Educational Training Supportive Services Funding Policy. The policy would offer additional assistance to customers that may not meet WIOA eligibility requirements. It's been drafted to provide basic requirements and procedures for PHWB staff.

MOTION was made by Mark Barry to approve and adopt the Educational Training Supportive Services Funding policy.

MOTION was seconded by Turner Arbour. Motion carried 14-0.

**Action Item 8 – Hernando County Schools**

The Board reviewed a request to sponsor Hernando County School District events in the amount of \$28,000. The events offer career exploration opportunities for students in Hernando County. The request will be submitted to FloridaCommerce for related party compliance. Because Sophia Watson represents Hernando County Schools 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 Mark Barry to approve the sponsorship request in the total amount of \$28,000.

MOTION was seconded by Beth Galic. Motion carried 13-0.

**Action Item 9 – Pasco County Schools**

The Board reviewed a request to sponsor Pasco County School events in the amount of \$113,850. The events offer career exploration opportunities for students in Pasco County. The request will be submitted to FloridaCommerce for related party compliance. 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 the sponsorship request in the amount of \$113,850.

MOTION was seconded by Mark Barry. Motion carried 13-0.

**Action Item 10 – Bay Area Manufacturers Association**

The Board reviewed a request to fund the Bay Area Manufacturers Association for scholarships and outreach in the amount of up to \$5,000. The funding is available on a first come, first served basis but it is geared to support manufacturing organizations in our region. The request will be submitted to FloridaCommerce for related party compliance. 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 abstained from the vote.



MOTION was made by Lindsey Hack to approve the scholarships and outreach request for Bay Area Manufacturers Association in the amount of up to \$5,000.

MOTION was seconded by Dr. Lori Romano. Motion carried 13-0.

#### **Action Item 11 – North Tampa Bay Chamber**

The Board reviewed a request to fund the North Tampa Bay Chamber for scholarships and outreach in the amount of up to \$5,000. The funding is available on a first come, first served basis and it's designed to support students and reduce financial barriers. The request will be submitted to FloridaCommerce for related party compliance. 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 abstained from the vote.

MOTION was made by Lindsey Hack to approve the request up to \$5,000.

MOTION was seconded by Dr. Lori Romano. Motion carried 13-0.

#### **Action Item 12 – Bylaws Revision**

The Board reviewed the revision to the Bylaws to address staggering of board terms. Ms. Rey spoke about the requirements pertaining to the revision. The revision required a 2/3 vote of a quorum of the Board of Directors.

MOTION was made by Turner Arbour to approve the revision.

MOTION was seconded by Mark Barry. Motion carried 14-0.

#### **Action Item 13 – Financial Policies and Procedures**

The Board reviewed the changes to the Financial Policies and Procedures as revised by our legal counsel. An overview and detailed summary of the changes was provided for easy reference.

MOTION was made by Lindsey Hack to approve the financial policies and procedures as revised.

MOTION was seconded by Turner Arbour. Motion carried 14-0.

#### **Information Item 1 – Audit Presentation**

Ed Moss reviewed the results of the audit for the fiscal year ended June 30, 2023.

#### **Information Item 2 – Minutes from October 19, 2023, Executive Committee Meeting**

Charles Gibbons reviewed the Executive Committee Minutes from October 19, 2023.

#### **Information Item 3 – Letter Grades**

Jerome Salatino reviewed the letter grades for the 2022-2023 program year.

#### **Information Item 4 – Financial Reports**

Jerome Salatino reviewed the Financial Reports for the period 07/01/2023 through 10/31/2023.



**Information Item 5 – Regional Planning**

Jerome Salatino shared the progress of the Florida Workforce System Transformation and reviewed next steps towards identifying the regional planning areas.

With no further business to discuss, the meeting adjourned.

