

Pasco-Hernando Workforce Board, Inc.

Board Meeting Minutes

December 8, 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, Dana Cutlip, Mark Earl, Tate Foster, Charles Gibbons, John Howell, Hope Kennedy, Nils Lenz, Joelle Neri, Lex Smith, Sophia Watson

Board Members Absent: Mark Barry, Timothy Beard, Lee Middleton, Kathryn Starkey, Bill Woodard

Staff Attending: Brenda Gause, Dave Hamilton, Theresa Miner, Jerome Salatino, Ken Russ, Jessica Weightman, Ania Williams

Others Attending: Danielle Brun - Eckerd, Jennifer Rey – Hogan Law Firm, Michelle Barth and Ed Moss – MKA CPAs and Advisors, Steven Smith – Pasco County

Quorum Present? Yes

Call to Order: The meeting was called to order at 3.02 p.m. by Chair, Chuck 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 15, 2022, Board Meeting

The Board reviewed the minutes from the September 15, 2022, Board meeting. All Board members were in agreement that the minutes correctly reflected the actions from that meeting.

MOTION was made by John Howell to approve the September 15, 2022, Board meeting minutes.

MOTION was seconded by Tate Foster. Motion carried 13-0.

Action Item 2 – Approval of Minutes from October 24, 2022, Board Orientation

The Board reviewed the minutes from the October 24, 2022, Board Orientation. All Board members were in agreement that the minutes correctly reflected the actions from that meeting.



MOTION was made by John Howell to approve the October 24, 2022, Board Orientation minutes.

MOTION was seconded by Tate Foster. Motion carried 13-0.

Action Item 3 – Bylaws Revision

The Board reviewed the Bylaws which had been revised to remain compliant with WIOA and state law. Ms. Rey spoke about the structure and process pertaining to the revision.

MOTION was made by Lex Smith to approve the bylaws revision as presented.

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

Action Item 4 – Interlocal Agreement Revision

The Board reviewed the request to revise the Interlocal Agreement between Hernando and Pasco counties. Ms. Rey discussed the revisions required to ensure WIOA compliance.

MOTION made by Tate Foster to approve the Interlocal Agreement revisions for presentation to the Board of County Commissioners for Hernando and Pasco counties.

MOTION seconded by Joelle Neri. Motion carried 13-0.

Action Item 10 – Hernando Grown Sponsorship

The Board reviewed the request to sponsor the Hernando Grown career exploration event offered by the Hernando County School District. With this sponsorship, the Hernando County School District could potentially assist approximately 700 students.

Sophia Watson declared a conflict and abstained from the vote.

MOTION was made by Lex Smith to approve the Hernando Grown Sponsorship in the amount of \$14,000.

MOTION was seconded by Mark Earl. Motion carried 12-0 with 1 abstention.

Information Item 1 – Audit Presentation

Ed Moss reviewed the results of the Audit with the Board.

Action Item 5 – Board Candidate

The Board reviewed the application for Board membership for Dr. Romano to fill the vacancy under the education sector representing adult education and literacy activities in Pasco County.

MOTION was made by Mark Earl to approve the Board candidate recommendation for presentation to the Pasco County Board of County Commissioners.

MOTION was seconded by Hope Kennedy. Motion carried 13-0.



Action Item 6 – Required Financial Disclosure Policy

The Board reviewed the request to approve the Required Financial Disclosure Policy required by the Department of Economic Opportunity. The policy outlines responsibilities and procedures for Directors appointed to the Board.

MOTION was made by Lex Smith to approve the Required Financial Disclosure Policy.

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

Action Item 7 – Board Governance Policy

The Board reviewed the request to approve the Board Governance Policy in order to ensure accountability and transparency, and the responsibility of all parties involved.

MOTION was made by Tate Foster to approve the Board Governance Policy.

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

Action Item 8 – Training Provider Approval

The Board reviewed the request to approve North American Building Trades Unions (NABTU) as training provider for the 2022-2023 program year.

MOTION was made by Tate Foster to approve NABTU as training provider.

MOTION was seconded by Joelle Neri. Motion carried 13-0.

Action Item 9 – RFP Release

The Board reviewed the request to approve the release of an RFP seeking short-term occupational skills training that would lead to employment.

Sophia Watson declared a conflict and abstained from the vote.

MOTION was made by Lex Smith to approve the release of an RFP up to \$500,000.

MOTION was seconded by Mark Earl. Motion carried 12-0 with 1 abstention.

Action Item 11 – Layoff, Recall and Retention Agreement Policy

The Board reviewed the Layoff, Recall and Retention Agreement policy, drafted and reviewed by the attorney. Ms. Rey spoke about the criteria and process as well as the statutory limitations and requirements for compliance.

MOTION was made by Sophia Watson to approve the Layoff, Recall and Retention Agreement Policy effective immediately.

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



Action Item 12 – Retention Incentive Agreements

The Board reviewed the request to approve key positions and to delegate authority to the CEO to negotiate and execute the retention incentive agreements for all key positions in accordance to the Layoff, Recall and Retention Agreement Policy. Ms. Rey spoke about the Critical Service Period of January 1, 2023 through June 30, 2023 and the terms and conditions under which the agreements become effective.

MOTION was made by Sophia Watson to approve the key positions and to delegate authority to the CEO to negotiate and execute the retention incentive agreements for all key positions, other than the CEO, up to \$284,000, during the Critical Service Period of January 1, 2023 until June 30, 2023.

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

Action Item 13 – CEO Retention Incentive Agreement

The Board reviewed the Retention Incentive Agreement for the Chief Executive Officer for the Critical Service Period of January 1, 2023 until June 30, 2023. The CEO position has been deemed critical to provide consistency and stability through the Critical Service Period.

MOTION was made by Tate Foster to approve the Retention Incentive Agreement for the Chief Executive Officer for the Critical Period of January 1, 2023 until June 30, 2023.

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

Information Item 2 – Financial Reports

Theresa Miner reviewed the Financial Reports for period 7/1/2022 through 10/31/2022.

Information Item 3 – Board Governance

Jerome Salatino reviewed mandatory Board Governance topics, letter grade results, and regional performance comparison.

With no further business to discuss, the meeting adjourned.

