

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

**Board Meeting Minutes**

**June 10, 2021**

**Meeting Location:** CareerSource Pasco Hernando  
4440 Grand Blvd.  
New Port Richey, FL 34652

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

**Board Members Attending:** Stephanie Adams, Turner Arbour, Keven Barber, Timothy Beard, Mark Earl, Charles Gibbons, Hope Kennedy, Mathew Kline, David Lambert, Nils Lenz, Joelle Neri, Lex Smith, Kathryn Starkey, Todd Vega

**Board Members Absent:** Rob Aguis, Mark Barry, Dana Cutlip, John Howell, Bill Woodard

**Staff Attending:** Brenda Gause, Dave Hamilton, Heather Harter, Theresa Miner, Kenneth Russ, Jerome Salatino

**Others Attending:** Hunter Manfredo (CTS), Milton Moss (VR), Jennifer Rey (The Hogan Law Firm)

**Quorum Present?** Yes

**Call to Order:** The meeting was called to order at 3.01 p.m. by Chair, David Lambert.

**Public Comments**

No public comments were received.

**Action Item 1 – Approval of Minutes from April 1, 2021 Board Meeting Minutes**

The Board reviewed the minutes from the April 1, 2021. Hope Kennedy requested a correction to her name. She was incorrectly referenced on the draft minutes as Hope Turner. The correction was noted. David Lambert requested a motion to approve the amended minutes.

MOTION was made by Todd Vega to approve the amended minutes.

MOTION was seconded by Hope Kennedy. Motion carried 14-0.



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**Action Item 2 – Election of Officers and Committee Members**

The Board reviewed the slate of candidates for officers of the Board, Committee Chairs, and Committee Members. David Lambert will continue in the role of Board Chair with the term of July 1, 2021 through June 30, 2022 being his fourth year of a four year term. Charles Gibbons was recommended for the role of Vice Chair, and Mark Barry agreed to continue as Treasurer and Chair of the Audit Finance Committee. Members of the Executive Committee were confirmed as follows: Chair David Lambert, Vice Chair Charles Gibbons, Treasurer Mark Barry, and Mark Earl and Lex Smith. Members of the Audit Finance Committee were confirmed as follows: Chair Mark Barry and Turner Arbour, Mark Earl, Joelle Neri, and Lex Smith. David Lambert requested a motion to approve the slate of candidates.

MOTION was made by Todd Vega.

MOTION was seconded by Kathryn Starkey. Motion carried 14-0.

**Action Item 3 – Approval of PY2021-2022 Meeting Schedule**

A proposed schedule for Board and Committee meetings was presented to the Board for their review. Additionally, in order to satisfy item 16g of the Grantee/Subgrantee agreement, the meeting schedule also serves as a schedule of operations, identifying hours of operations and holiday closure schedule for the one-stop locations. David Lambert asked for a motion to approve the Meeting Schedule/Schedule of Operations for program year 2021-2022.

MOTION made by Timothy Beard.

MOTION seconded by Mark Earl. Motion carried 14-0.



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**Action Item 4 – Approval of Training Providers**

Under the Workforce Innovation Opportunity Act (WIOA) the Board must approve training provider annually. The Board reviewed information provided by twenty-two providers, noting that of the four training providers represented on the Board, only three of the four were in attendance. David Lambert called or a motion to approve the three training providers separately as follows:

**AmSkills, Inc.**

Kathryn Starkey declared a conflict and abstained.

MOTION made by Timothy Beard.

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

**Keiser University – New Port Richey**

Charles Gibbons declared a conflict and abstained.

MOTION made by Hope Kennedy.

MOTION seconded by Todd Vega. Motion carried 13-0.

**Pasco Hernando State College**

Timothy Beard declared a conflict and abstained.

MOTION made by Kathryn Starkey.

MOTION seconded by Mark Earl. Motion carried 13-0.

**All other training providers listed on the Action Item**

MOTION made by Joelle Neri

MOTION seconded by Todd Vega. Motion carried 14-0.

**Action Item 5 – Approval of 2021-22 Regional Demand Occupations List**

The Board reviewed the list of occupations on the Regional Demand Occupations List for the Pasco Hernando region. David Lambert asked for a motion to approve the Regional Demand Occupations list for the 2021-2022 program year.

MOTION made by Kathryn Starkey.

MOTION seconded by Hope Kennedy. Motion carried 14-0.



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**Action Item 6 – Increase ITA for PY2021-2022**

The Board reviewed the request to increase the ITA amount to \$7,500 for training aligned with the High Skills High Wage jobs on the Targeted Occupations List. David Lambert asked for a motion to Increase the ITA for PY2021-2022.

MOTION made by Lex Smith.

MOTION seconded by Todd Vega. Motion carried 14-0.

**Action Item 7 – WIOA Youth Services Provider Contract**

The Board reviewed the request to renew the contract with Eckerd Connects for the final year of a three year contract. David Lambert asked for a motion to approve renewing the contract with Eckerd Connects.

MOTION made by Lex Smith.

MOTION seconded by Mark Earl. Motion carried 14-0.

**Action Item 8 – NCPEP Contract**

The Board reviewed the request to approve the contract with Gulf Coast Jewish Family and Community Services, Inc. David Lambert asked for a motion to approve the contract with GCJFCS.

MOTION made by Kathryn Starkey.

MOTION seconded by Todd Vega. Motion carried 14-0.

**Action Item 9 – Summer Trades Program Contract**

The Board reviewed a contract between PHWB and Pasco Hernando State College, Pasco County Schools, and Hernando County Schools for the delivery of a Summer Trades Youth Program. David Lambert asked for a motion to approve the contract.

Timothy Beard declared a conflict and abstained.

MOTION made by Lex Smith.

MOTION seconded by Turer Arbour. Motion carried 13-0.



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**Action Item 10 – Approval of Preliminary Budget July 1, 2021 – June 30, 2022**

The Board reviewed the Preliminary Budget to be in place and allow CSPH to continue business on July 1, 2021. David Lambert asked for a motion to approve the Preliminary Budget for July 1, 2021 – June 30, 2022.

MOTION made by Lex Smith.

MOTION seconded by Todd Vega. Motion carried 14-0.

**Information Items**

The One Stop Performance Report was presented as an information item for the Board to review.

With no further business to discuss, the meeting adjourned.

