

**CAREERSOURCE SUNCOAST
EXECUTIVE COMMITTEE MEETING**

1112 Manatee Avenue East
Bradenton, FL
Thursday, December 9, 2021
8:00 a.m.

Absent Present	<u>Committee Members</u>
P	Eric Troyer, CPA, Partner, Kerkering Barberio & Company
P	Christy Cardillo, CPA, Partner, Carr, Riggs & Ingram, LLC.
P	David Kraft, President, Vision Consulting Group
P	Rick Mosholder, Human Resource Director, Hoveround Corporation
A	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
P	Walter Spikes, Coldwell Banker Realty
P	Peter Hayes, President, Tandem Construction
	Staff Present, Ted Ehrlichman, Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, Christina Witt, Tracey Barta

I. Call to Order

Eric Troyer, Chair, called the meeting to order at 8:00 a.m.

II. Action Items

Approval of October 14, 2021 Executive Committee Meeting minutes

Mr. Troyer asked for a motion to approve the October 14, 2021 meeting minutes.

Motion: Rick Mosholder

Second: Walter Spikes

The motion to approve the minutes passed unanimously.

Approval of Revised CareerSource Suncoast Policies

Robin Dawson presented four policies that have been updated:

Conflict of Interest #06-21:

This Policy supersedes and replaces Policy #11-02: R3, Provision of Services to Close Relations of CareerSource Suncoast Employees, Sub Recipients and Board members dated 1/17/2019. The Policy is expanded and continues to keep CSS in alignment with the States Code of Ethics regulations.

WIOA Self-Sufficiency #07-21:

This Policy supersedes and replaces Policy #02-01 R8. As economic conditions continue to change and the cost of living continues to rise, CSS made the decision to review the current self-sufficiency wage rate established the Region for the WIOA Adult population.

Based on information gathered from MIT and United Way research on the Alice population (Asset Limited, Income Constrained Employed), CSS will align with the sustainability wage income threshold outlined in the United Way report to define the local criteria for "self-sufficiency." The ALICE sustainability wage provides long term self-sufficiency and decreases the likelihood of a family falling back on the need for public assistance, providing long term economic stability. The following change to the Adult self-sufficiency income was made.

CSS will base the regional self-sufficiency rate on the United Way ALICE report average sustainability wage rate of Manatee and Sarasota Counties for a working single adult, additional income based on the ALICE sustainability rate will be added as the household size increases for each additional family member. CSS will review and adjust the self-sufficiency rate when new ALICE reports are released from the United Way.

Travel Authorization and Reimbursements Policy #08-21

This policy supersedes and replaces Policy #01-05R15 dated 02/18/2021. The Policy was updated to reflect the changes outlined in the DEO Memo and FAQ received this year regarding the state travel policy. Updates to this Policy include:

Maximum of \$175/night for hotel accommodations. These maximums apply to State and Board staff when using funds that flow through the state. Exceptions may occur if:

The \$175 rate was not available with three comparable quotes provided.

The rate is part of a negotiated group rate discount
Provisions of Emergency Travel was included in the policy.
Valet parking tip reduces from a maximum of \$2 to \$1.
Portage fee amount reduced from a maximum of \$2 per bag to \$1 per bag.

Robin asked for a motion that the Executive Committee approve the Conflict of Interest #06-21, WIOA Self-Sufficiency #07-21, and Travel Authorization and Reimbursements Policy #08-21

Motion: Rick Mosholder

Second: Walter Spikes

The motion to approve the policies passed unanimously.

Approval of Individual Training Account (ITA) Cap Increase

Anthony Gagliano presented background information on our ITA program. Individual Training Accounts (ITAs) are provided to program eligible clients to provide funding for educational/occupational skills training services for programs listed on the local Eligible Training Provider List (ETPL). These funds assist eligible clients with tuition, books, fees, and other training related expenses that lead to a recognized post-secondary credential that align with in-demand occupations in the local area. WIOA allows for local Boards to establish ITA funding limits based on their local area demands. CSS current ITA cap is a total maximum of \$10,000 per client and may not exceed \$5,000 during one program year. CSS conducted an evaluation of the current ETPL and how the ITA cap potentially impacts a client's funding of the programs.

The current ETPL has one hundred and sixty-five (165) approved programs. One hundred (100) of those are PELL eligible, while sixty-five (65) of those are short-term non-PELL eligible. CSS formed an ITA Ad Hoc Committee that met on November 23, 2021. The committee discussed the ITA limits and determined that based on the costs, the duration of the programs on the ETPL and the ability to allow CSS clients the maximum flexibility with increased access to training services, the committee requested that we make the following recommendation and requested action to the Board.

A motion that the Executive Committee approve the Individual Training Account cap be increased to a total maximum of \$15,000 per client and remove the program year cap limitation.

Motion: Walter Spikes, Jr.

Second: David Kraft

The motion to approve the ITA policy passed unanimously.

Approval of Budget Mod #1 PY 21-22

Robin Dawson presented Budget Mod #1 PY 21-22. Original Funding Budgeted \$7,386,718. Increase in funding of \$297,750 is allocating \$151,389 to Budget Mod #1, along with \$146,361 to Reserves for PY 22-23. Reserves prior to this increase were \$901,941.

Original Funding Available PY 21-22	\$8,288,659
Increase in Funding- True Up Adjustments and New Funds	<u>\$ 297,750</u>
Adjusted Funding Available PY 21-22	\$8,586,409
Less Modified Reserve for PY 22-23	<u>\$1,048,302</u>
Funding Budgeted - Mod #1 PY 21-22	\$7,538,107

The following is a breakout of the line items increased for Mod #1:

\$65,000 Salary & Fringe Benefits - Rapid Respond Coordinator
\$2,000 Staff Training
\$16,000 Facility Cost
\$11,389 Office Furniture and Equipment
\$6,000 General Insurance
\$5,000 Office Supplies and Expenses
\$46,000 Employer and Client Services
\$151,389 Total Increase in Budget

A motion that the Executive Committee approve Budget Mod #1 PY 21-22

Motion: David Kraft

Second: Walter Spikes, Jr.

The motion to approve Budget Mod #1 passed unanimously.

III. Committee Reports

Walter Spikes, Jr. reported on the Finance and Performance Committee Meeting held on November 30, 2021. The Budget Mod #1 for PY 21-22 was reviewed and approved to bring before the Executive Committee along with Summary of Non-federal Funds and Budget to Expenditure Reports as of 9/30/21. A copy of the reports are included in the meeting packet.

The following expenditure information was reported:

Personnel costs were expended 24%
Facility costs were expended 32%
Office and furniture were expended 13%
Total operating costs were expended 37%
Total program services were expended 16%

For an overall total expenditure burn rate of 24%

Admin rate is 8.25% with a maximum rate of 10%
Indirect rate has been replaced with the cost allocation method for indirect cost
ITA was 23.73% with a minimum requirement of 30%
Paid internship expenditures were 23.72% with a minimum requirement of 20%
Youth out of school was 99.80% with a minimum requirement of 75%

Acceptance of Ted Ehrlichman Resignation

A copy of Mr. Ehrlichman resignation/retirement letter was reviewed and accepted with his retirement date of February 4, 2022. The committee expressed their gratitude with Mr. Ehrlichman's commitment and expertise to the workforce system and thanked him for his leadership.

The Chair then asked for all staff other than Robin and Kathy to leave the meeting so that the Executive Committee can discuss the details of the incoming President/CEO. CEO, COO and CFO salaries and funding allocations from various other local workforce boards were shared with the Committee members as a point of reference, along with the current CEO salary. After discussion Eric Troyer proposed to bring before the full Board in January, 2022 - a recommendation to approve Joshua Matlock as the new CSS CEO effective February 4, 2022 with an annual salary of \$130,000.

Motion: Peter Hayes

Second: Christy Cardillo

The motion to recommend for approval Joshua Matlock as CSS CEO effective February 4, 2022 with an annual salary of \$130,000 passed unanimously.

IV. Public Comment/Closing Remarks – Eric Troyer, Chair

There were no public comments.

V. Adjournment

The next meeting is January 13, 2022. There being no further business, Chair Troyer adjourned the meeting at 8:45 a.m.

Respectfully submitted,



Ted Ehrlichman
President & CEO