

**CAREERSOURCE SUNCOAST
BOARD MEETING MINUTES**

Thursday June 24, 2021

8:00 A.M.

Call to Order

Eric Troyer, Chair, called the meeting to order at 8:03 a.m., roll call was performed.

Action Items – Eric Troyer, Chair, Partner, Kerkering Barberio & Co.

Approval of May 27, 2021 Board Meeting Minutes

Eric Troyer, Chair, asked for a motion to approve the May 27, 2021 meeting minutes.

Motion: Lisa Eding **Second:** Rick Mosholder
Eric Troyer, Chair, called for a vote; the motion passed unanimously.

Approval of Schedule of Operations

Chair Troyer reported that Department of Economic Opportunity requires we bring our schedule of operations before the Board for approval each year. Lisa Eding asked if Juneteenth, which is now a federal holiday, how does it affect the holiday schedule? After discussion it was decided that the presented Schedule of Operations would be approved as is and staff would look at options of either adding the holiday Juneteenth or a possible floating holiday option. A proposal will be brought before the Board at a later date regarding the additional holiday.

A motion was made for the Board to approve the Schedule of Operations with the caveat that if there are changes it will be brought back before the Board.

Motion: Lisa Eding **Second:** Luis Font
Eric Troyer, Chair, called for a vote; the motion passed unanimously.

Approval of 2021-2022 Budget

Robin Dawson presented the 2021-2022 budget for approval. The budget presented includes funding available of \$8,288,659 million, which reflects a 5.4% increase from the previous budget approval. Of the \$8.2 million funding available \$902,000 will go into reserve for PY 22-23, leaving a funded budget of \$7.4 million, a 4.7% increase from previous budget approval. The complete budget package is included in the meeting materials for reference.

The budget is in compliance with federal and state regulations:

- Administrative costs are projected below the 10% maximum allowed
- Adult & Dislocated Worker formula funds budgeted will exceed the minimum 30% sliding scale for Individual Training Account (ITA)/Scholarships requirement.
- Youth budget is projected to exceed the 75% minimum out of school youth activities requirement
- The 20% youth out of school paid work experience has been projected to exceed this requirement

Ted Ehrlichman mentioned that we have received approximately \$1.4 million from grants outside our typical formula funding. This includes national emergency grants for COVID and two opioid grants, an apprenticeship navigator, and fees for service.

A motion was made for the Board to approve the 2021-2022 budget as presented.

Motion: Jim Bos **Second:** Lisa Eding

Eric Troyer, Chair, called for a vote; the motion passed unanimously.

Approval of 2021-2022 Local Targeted Occupations List (LTOL)

James Disbro presented the annual local targeted occupation list, which is derived from the Regional Demand Occupation List distributed by DEO. We received this list in May and started the process of contacting local partners and education facilities about what they might want to add to the list. DEO added 25 new occupations, plus another 22 were added from local businesses and industry stakeholders. A total of 132 occupations are now represented on the list.

A motion was made for the Board to approve the 2021-2022 Local Targeted Occupation List.

Motion: David Kraft **Second:** Ashley Brown

Eric Troyer, Chair, called for a vote; the motion passed unanimously.

Approval of 2021-2022 Eligible Training Provider List (ETPL)

James Disbro presented the ETPL list of all programs that are eligible for scholarship dollars. This list is updated each year based on the LDOL and programs submitted by educational training providers. This year we had 19 training providers, 17 were continuing partners and two were new providers. There are 154 programs offered on the current list.

A motion was made for the Board to approve the 2021-2022 Eligible Training Provider List (ETPL).

Motion: Rick Mosholder **Second:** Roscelyn Guenther

Eric Troyer, Chair, called for a vote; the motion passed unanimously.

Approval to Negotiate with One-Stop Operator

Robin Dawson informed the Board that the one stop operator services contract must go out for a competitive bid every four years, per WIOA. An RFP was issued on March 15, 2021, with only one respondent, the RFP was re-issued on April 16, 2021 and another organization responded. Both proposals were responsive, reviewed and rated by the Executive Committee at the June 10, 2021 meeting.

The contract is for one year with the possibility of three additional years. The ranking was as follows based on a possible 600 points:

Education & Management Services, FL received 566 points
Hightower Workforce Initiative received 512 points.

A motion was made for the Board to approve negotiations with Education & Management Services FL for the one stop operator services beginning July 1, 2021.

Motion: Luis Font **Second:** David Kraft

Eric Troyer, Chair, called for a vote; the motion passed unanimously.

Approval of Related Party Contracts

Robin Dawson presented eleven separate contracts to be approved. They are as follows.

1. That the Board approve staff and client training expenditure of up to \$150,000 for Manatee Technical College for PY 2021-2022.

Motion: Lisa Eding

Second: David Kraft

Abstain: Christy Cardillo

Eric Troyer, Chair, called for a vote; the motion passed.

2. That the Board approve staff and client training expenditure of up to \$175,000 for State College of Florida for PY 2021-2022.

Motion: Walter Spikes, Jr. **Second:** Luis Font **Abstain:** George Barthalow

Eric Troyer, Chair, called for a vote; the motion passed.

3. That the Board approve staff and client training expenditure of up to \$150,000 for Suncoast Technical College for PY 2021-2022.

Motion: David Kraft **Second:** Lisa Eding **Abstain:** Jim Bos
Eric Troyer, Chair, called for a vote; the motion passed.

4. That the Board approve the client training expenditure of up to \$20,000 for Plumbers & Pipefitters Local 123 PY 2021-2022.

Motion: Roscelyn Guenther **Second:** Lisa Eding **Abstain:** Luis Font
William Holland

Eric Troyer, Chair, called for a vote; the motion passed.

5. That the Board approve \$20,000, for Workforce Services contract with the Bradenton Area Economic Development Corporation for PY 2021-2022.

Motion: David Kraft **Second:** Lisa Eding **Abstain:** Sharon Hillstrom
Jacki Dezelski
Tim Novak

Eric Troyer, Chair, called for a vote; the motion passed.

6. That the Board approve expenditures not to exceed \$30,000, for client training, outreach, dues and meetings with the Bradenton Area Economic Development Corporation during PY 2021-2022.

Motion: Roscelyn Guenther **Second:** Lisa Eding **Abstain:** Sharon Hillstrom
Jacki Dezelski
Tim Novak

Eric Troyer, Chair, called for a vote; the motion passed.

7. That the Board approve \$20,000 for Local College Access Network contract with the Manatee Chamber of Commerce for PY 2021-2022.

Motion: Lisa Eding **Second:** Roscelyn Guenther **Abstain:** Christy Cardillo
Sharon Hillstrom
Jacki Dezelski

Eric Troyer, Chair, called for a vote; the motion passed.

8. That the Board approve expenditures not to exceed \$30,000, for client training, outreach, dues and meetings with Manatee Chamber of Commerce during PY 2021-2022.

Motion: Roscelyn Guenther **Second:** Lisa Eding **Abstain:** Christy Cardillo
Sharon Hillstrom

Jacki Dezelski

Eric Troyer, Chair, called for a vote; the motion passed.

9. That the Board approve expenditures not to exceed \$30,000, for client training, outreach, dues, and meetings by the Greater Sarasota Chamber of Commerce for PY 2021-2022.

Motion: Jim Bos **Second:** David Kraft **Abstain:** Heather Kasten
Eric Troyer

Eric Troyer, Chair, called for a vote; the motion passed.

10. That the Board approve expenditures of up to \$20,000 to Women's Resource Center for client training services for PY 2021-2022.

Motion: Roscelyn Guenther **Second:** Lisa Eding **Abstain:** Ashley Brown

Eric Troyer, Chair, called for a vote; the motion passed.

11. That the Board approve expenditures of up to \$20,000 to LECOM for client training services for PY 2021-2022.

Motion: David Kraft **Second:** Heather Kasten **Abstain:** Tim Novak

Eric Troyer, Chair, called for a vote; the motion passed.

Chair Troyer announced the resignation of Jakobie Green, STAR student, from the Board. Ted Ehrlichman informed the board that Mr. Green has a full scholarship to a University in Pittsburg.

COMMITTEE REPORTS

Finance & Performance Committee Report – Walter Spikes, Jr. /Robin Dawson

Robin Dawson reported the Finance and Performance Committee was combined with the Executive Committee on June 10th. The committee reviewed the Budget to Expenditure Report as of March 31, 2021. At this point in the program year the overall burn rate was 67% with an expected rate of 75%. Administrative costs were 6.39%, well below the 10% threshold, indirect was 13.38%, with an approval rate of 13.57%, ITA was 25.76%, which is a little low but when checked as of 5/31/21 the rate has increased to 30.4%. Youth paid internships were 35.07% with a minimum of 20%, and out of school youth expenditures were 97.41% with a minimum of 75%. Summary of Other Funds and Non-Federal funds balance as of 3-31-2021 \$586,921.

Performance update as of 3-31-21 – Of the 18 Indicators of performance CSS had exceeded its goal for 8 of the measures by this date. For 6 of the measure CSS had met its goal by scoring between 90-100% of the goal. Four of the measures were not met at this point, but we have until 6/30/2021 to bring up the measure. We have earned more than \$22,000 in incentives for achieving metrics related to CSFL's Continuous Improvement Program. These incentive dollars are related to achieving the business penetration metric for the first two quarters of the program year. We have hit the 3rd quarter for this metric along with participant training metric but those numbers have not been finalized nor have funds been release to date.

STAFF REPORTS

Robin Dawson reminded the Board that the deadline for submission for Statement of Financial Interest - Form 1 to the Supervisor of Elections is due by July 1, 2021.

Kathy Bouchard reported that the health benefits enrollment is complete. Due to increased cost the staff was polled on different benefit offerings. We offered three different plans, one with no staff contribution, one with five dollar per pay period contribution and one with a twenty dollar per pay period contribution. We are still waiting for Blue Cross Blue Shield to renew their contract with Sarasota Memorial Hospital. If the contract is not renewed we may have to renegotiate our benefits. Ms. Bouchard also informed the board that front line staff will be given a salary adjustment for the work during COVID and to bring in line with starting salaries of new employees. The Ticket to Work program started over a year ago and we had ten tickets last year, this year we have 66 clients of which 26 have gained employment.

Anthony Gagliano reported that we had 320 applications for WIOA so far this program year with 104 new scholarships awarded. Other popular services were 60 temporary employment placements through the National Emergency Grant (NEG) related to COVID-19 as well as 60 employed individuals who received training through applications submitted by their employers to our business services team. Thirty-eight new entrepreneur clients started in our THRIVE program, and we had 13 clients in the sector strategies grant doing internships. CareerSource Suncoast has assisted over 2,615 clients in some type of job service activity. We have an [RFP on our website](#) for a videographer to help with the E-Rising and [State of Jobs](#) conferences, and we are still receiving feedback from our [State of Talent Conference](#). We are working with United Way on the ALICE population for short-term training and assisting with those same types of short-term certificates for Manatee County residents through a grant from the county's CARES Act funds. We've also garnered revenue from Manatee County to help verify unemployment for those seeking Emergency Rental Act dollars and to help with employment services for those specifically in the Samoset area under the Inclusive Manatee pilot project.

Josh Matlock reported the work our community is engaged in that includes mitigating the benefits cliff, Local College Access Networks, reemployments assistance for those soon to leave local jails, and campaign for grade level reading has never been more important in light of the latest EMSI report on the demographic drought impacting our national labor force. The report on the demographic drought shows labor shortage of six million in the next seven years due to three factors, 1. Baby boomers are retiring, 2. Low labor force participation, highlighted by 2.5 million women who have left the workforce, and 3. The lowest birth rate in U.S. history. We need 2.1 births per women to maintain population, in 1960 there was 3.7 births per women, in 2017 1.7 births per women and 2021 .4 births per women. The report will be emailed out to all board members today.

Ted Ehrlichman reported that we have a lot of data regarding the effects of the pandemic on workforce, but things are still very uncertain. We need to focus on the bigger picture of vision and prosperity for all. All of us own this mission.

PUBLIC COMMENTS:

Lisa Eding complimented the Board and staff for being very nimble during the crisis.

Next Meeting and Adjournment

Chair Troyer informed the Board that the next board meeting will be on August 26, 2021. The meeting adjourned at 9:25.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ted Ehrlichman". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Ted Ehrlichman
President, CEO

CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
P	George Barthalow, VR Area Supervisor, Vocational Rehabilitation
P	Commissioner George Kruse, Manatee County
P	Jim Bos, President, MBJ Group
P	Ashley Brown, President, Women’s Resource Center
P	Christy Cardillo, CPA Tax Manager/Partner, Carr, Riggs & Ingram, LLC.
A	Terri Clark, Dean of Lifelong Learning, State College of Florida
A	Christine Clyne, HR Director, Life Star Living
P	Jackie Dezelski, President, Manatee Chamber of Commerce
A	Ron DiPillo, Executive Director, Sarasota County Schools
P	Lisa Eding, Human Resource Director, Vengroff Williams
P	Luis Font, LIUNA, Laborers International Union
A	Jakobie Green, STAR Student
P	Roscelyn Guenther, Boys & Girls Club of Sarasota County
A	Peter Hayes, President, Tandem Construction
P	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
P	William Zack Holland, Local 123 Plumbers and Pipefitters Union
A	Jamie Kahns, Marketing Manager, Bank of America
A	Heather Kasten, President, Sarasota Chamber of Commerce
P	David Kraft, Founder, Vision Consulting Group
P	Rick Mosholder, Director, Human Resources, Hoveround
P	Tim Novak, Dean, LECOM
P	Walter Spikes, Realtor, Coldwell Banker
P	Eric Troyer, CPA/Partner, Kerkering Barberio & Company
A	Doug Wagner, Deputy Superintendent, Manatee County School Board
P	Ken Waters, VP, Residential Services, Sarasota Housing Authority
A	Commissioner Christian Zeigler, Sarasota County
	Staff Present; Ted Ehrlichman, Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, James Disbro, Tracey Barta, Cody Soler, Karima Habity, Michael Meerman
	Other Attendees; Debbie DeLeon

26 Board Members (3 vacant positions) – 17 at this meeting.