

**CAREERSOURCE SUNCOAST
ANNUAL BOARD MEETING MINUTES**

Virtual TEAMS Meeting
Thursday September 23, 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 June 24, 2021 Board Meeting Minutes

Eric Troyer, Chair, asked for a motion to approve the June 24, 2021 meeting minutes.

Motion: Doug Wagner **Second:** Christy Cardillo
Eric Troyer, Chair, called for a vote; the motion passed unanimously.

Approval of Additions to the ETPL List

James Disbro presented the new additions to the eligible training provider list (ETPL). We offer two opportunities each Program Year (July - June) for eligible training providers and training programs additions/changes to the ETPL. This is the second opportunity of this 2021-2022 Program Year and there were seventeen (17) new programs submitted. All programs were reviewed by staff for accuracy and determined all submissions were responsive and are being presented as a recommendation for approval by our LTOL & ETPL Review Committee. The review committee consisting of chamber members, economic development and CareerEdge, met and approved the 17 additions to the ETPL. After approval of these 17 additions, there will be a total of 167 training programs offered for scholarship opportunities. James Disbro asked for a motion to approve the new additions to the 2021-2022 ETPL.

Motion: David Kraft **Second:** Ashley Brown **Abstain:** Terri Clark
Eric Troyer, Chair, called for a vote; the motion passed.

Committee Recommendation on 2021-2022 Officer Nominations

Christy Cardillo reported that the nomination committee met on August 25, 2021. The nominating committee was Christy Cardillo as chair, and included Jim Bos and Tim Novak.

Ms. Cardillo named the current slate of officers as:

- Chairman – Eric Troyer, CPA, Partner, Kerkering Barberio
- Chair Elect - Rick Mosholder, Hoveround
- Treasurer – Walter Spikes, Coldwell Banker Realty

The committee discussion was the recommendation for the existing slate of officers for 2021-2022 remain in place. The three current officers have all agreed to stay on for a second term. All committee members felt that continuity is essential at this time and their expertise is important.

Ms. Cardillo then asked for nominations from the floor. There were no nominations from the floor. Ms. Cardillo asked for a motion to approve the Nominating Committee's recommended Slate of Officers for PY 2021-2022. Upon Board approval, the new Slate of Officers will begin their roles September 2021

Motion: Peter Hayes **Second:** Roscelyn Guenther
Eric Troyer, Chair, called for a vote; the motion passed unanimously.

COMMITTEE REPORTS

Finance & Performance Committee Report – Robin Dawson, CFAO, CareerSource Suncoast

Ms. Dawson reported the Finance and Performance Committee met on August 31, 2021 to review the Budget to Expenditure Report as of June 30, 2021. Overall burn rate was 89% with funding expiring June 30th expended. Additional TANF funds received, based on our last budget modification, were extended to August 15, 2021 and expended. Other available funding that was unspent was carried in the Budget for PY 21-22. Lower than usual burn rate has been contributed to the COVID-19 pandemic causing employers and training vendors to continue offering limited services.

State and federal expenditure requirements reported as of 6-30-2021 were:

- Admin expenditure rate – 7.47%; maximum allowed 10%
- Indirect rate avg – 12.45%; approved rate 13.57%
- Individual training accounts (ITA) – 34.04% minimum requirement 30%
- Youth paid internships – 26.72% minimum requirement 20%
- Youth out of school expenditures – 99.54% minimum requirement 75%

The balance of non-federal funds is \$583,332.

Ms. Dawson also reported on the DEO – Quality Assurance Report for Programmatic and Financial Compliance Monitoring Review for PY 20-21. DEO is combining programmatic and financial reviews into one monitoring report. On August 17, 2021 we received our report for the review period January 1, 2020 – December 31, 2020. Financial monitoring review continued another year with 0 findings. Programmatic monitoring consisted of 200 records reviewed with 21 findings, 7 more than last year. No findings resulted in disallowed costs. All findings were resolved and have been addressed satisfactorily. Our corrective action plan (CAP) was submitted to DEO September 15th. Once approval from DEO is received on the CAP we will share the report with Board.

Anthony Gagliano gave the performance report. Mr. Gagliano presented a report from DEO for the PY 20-21 -WIOA Federal/State Indicators of Performance. The blue highlights represent exceeding goals, green represents met the goals and yellow is goal not met for the 4th quarter. Performance for these measures will not be finalized until the fall. At this point DEO will schedule a date to present the final report to the Board. Mr. Gagliano also presented a dashboard from CS Florida on the Continuous Improvement Plan with charts showing employment first quarter after exit, participant training rate and business penetration. Federal funding is based on these performance reports.

Executive Committee Report – Eric Troyer, Chair

Eric Troyer discussed the results of the CEO Evaluation that was performed by the Executive Committee at the September 9, 2021 Executive Committee meeting. The CEO Evaluation Form was completed by all seven members of the Executive Committee. Based on a weighted average scale (4 points for Exceptional, 3 points for Above Average, 2 points for Meets Expectations, and 1 point for Below Expectations), the CEO scored a 94% that consisted of 123 exceptional responses, 31 above expectation responses, 5 meets expectations responses, and no below expectations responses. There were 16 not observed responses. Eric Troyer shared the narrative comments from the evaluation with the Board which were all overwhelmingly positive for the outstanding leadership that the CEO has provided to the Organization. The Executive Committee agreed on the great job that Ted has done as the CEO in many areas.

An Update from the President/CEO – Ted Ehrlichman

Mr. Ehrlichman stated what a privilege it is to work for this organization and informed the Board that he will be retiring at the end of the year. Mr. Ehrlichman stated he has been working on this transition plan since 2014 and has spent the last few years building a strong leadership team that will make the transition seamless. The leadership team all agree that Josh Matlock, current COO as the successor.

Eric Troyer, Chair, reported that the Executive Committee recommend Josh Matlock as the new President/CEO. The executive committee discussed the pros and cons of a search committee:
Pro – doing due diligence, not just giving the position to someone, but feels Josh is an excellent candidate.

Con - If you open it up it will create confusion if the person applying does not get the job, and it could mean the loss of employees. Mr. Troyer has been in discussion with Brian Bauer from CareerSource Research Coast who recently went through the same process. We want to foster an atmosphere of growth of staff within the organization. Mr. Troyer stated he is pleased with the transition plan.

The Executive Committee are working on general ideas around the transition of the CEO as of January 1, 2022.

- Have an interview / discussion with Josh on his vision for the future.
- As part of this process, the Executive Committee will assess and document the qualifications and experience of Josh as part of the due diligence process.
- The Executive Committee will ask Josh to provide SMART goals that will be used to evaluate his performance and determine his annual bonus that would be based off a percentage of his salary. These goals would be reviewed and agreed upon with the Executive Committee in November or December 2021.
- The Executive Committee will meet to determine compensation for Josh effective January 1, 2022 when he becomes the CEO.
- The Executive Committee will discuss the new CEO Evaluation process with Josh.

Other board member comments on the transition are:

Christy Cardillo stated she agrees with the statements regarding Mr. Matlock and has watched him being groomed for the position and is very confident in the choice.

Peter Hayes stated he is also in agreement and Mr. Matlock has integrity, continuity of control and carries himself well and professional. That it is a logical path going forward.

Terri Clark stated that Mr. Matlock answers every email and call that she has placed to him. She is fully supportive of the choice and sees many opportunities to work together in the future.

David Kraft stated the importance of Mr. Matlock's relationship with the Board and is capable of continuing Mr. Ehrlichman's initiatives and that relationships with the Board and partners are critical.

STAFF REPORTS

Robin Dawson informed the board about the board governance refresher training that is required by DEO. It's a 20-minute webinar, and the link and pertinent information will be emailed out to all board members shortly. Ms. Dawson also reminded the board of the filing of form 1 with the Supervisor of Elections annually and reiterated the sunshine laws. We will be sending out a Code of Ethics form for board members to complete.

Kathy Bouchard reported she is working with Sharon Hillstrom on a revised performance review for the President/CEO position that is tied to our strategic plan.

We sent 20 staff members to the 2021 Workforce Summit in Orlando with the focus this year recognizing front line staff and their efforts during COVID. We also had two presenters at the summit, Karima Haby and James Disbro.

We are working closely with Terri Clark/SCF on a “Get There Faster” grant. The two-year project will target 60 WIOA qualified in-school and out-of-school youth who face barriers to employment, fast tracking their attainment of either a Computer Support Specialist status with a CompTIA A+ Certification or Cloud Developer status with CompTIA Cloud Essential Certification. The training will be accelerated, using a 3-week Coding/IT Academy Summer Bootcamp model, and begin the Summer of 2022. CareerSource Suncoast will be the lead on the grant, which is due October 4, 2021.

Anthony Gagliano reported we are presenting at the Manatee Chamber retreat on the EMSI report and demographic drought. We have been working with our disability clients with “Ticket to Work” and working closely with the local jails. Our centers are open daily from 8:30-5:00 pm and we have seen an uptick in clients (about 30%) due to the new DEO changes to RA clients and security protocols when signing in to CONNECT. We are currently allowing 10 clients per hour in the centers, and we are ordering more computer cameras to help the sign in changes with unemployment clients.

Josh Matlock reported we will be setting up a couple of ad-hoc committees. One will be to help update the Individual Training Accounts (ITA's) that currently have a \$5,000 per year cap for two years (totaling \$10,000). This amount has not changed in 12 years, and we would like to revisit and possibly change this cap. The second ad-hoc is working on the dashboard and measuring community impact. We will be reaching out to board members to volunteer for these two committees.

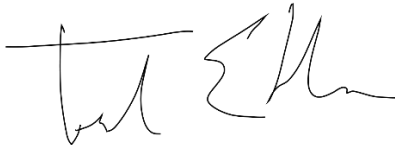
James Disbro presented the One-Stop Operator report. This is the final report from Sanders Bell who has decided not to re-apply for the RFP. We issued an RFP for a new one stop operator and have selected Dr. Robert Natale, who's contract started in August 2021. Cross walk update is 662 referrals from 22 different agencies. There are 6 other CareerSource regions who have adopted crosswalk and three more recent additions to crosswalk since the presentation at the workforce summit in Orlando, bringing the total to 9 CareerSource Regions

PUBLIC COMMENTS: There were no public comments.

Next Meeting and Adjournment

Chair Troyer informed the board that the next board meeting will be on Jan 27, 2022. The meeting adjourned at 9:08.

Respectfully submitted,



Ted Ehrlichman
President, CEO

CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
P	George Barthalow, VR Area Supervisor, Vocational Rehabilitation
A	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.
P	Terri Clark, Dean of Lifelong Learning, State College of Florida
A	Christine Clyne, HR Director, Lifestar Living LLC
A	Jackie Dezelski, President, Manatee Chamber of Commerce
A	Ron DiPillo, Executive Director, Sarasota County Schools
P	Lisa Eding, Human Resource Director, Centauri Insurance
A	Luis Font, LIUNA, Laborers International Union
P	Roscelyn Guenther, Boys & Girls Club of Sarasota County
P	Peter Hayes, President, Tandem Construction
P	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
A	William Zack Holland, Local 123 Plumbers and Pipefitters Union
P	Jamie Kahns, Marketing Manager, Bank of America
A	Heather Kasten, President, Sarasota Chamber of Commerce
P	David Kraft, Founder, Vision Consulting Group
A	Rick Mosholder, Director, Human Resources, Hoveround
P	Tim Novak, Dean, LECOM
A	Walter Spikes, Realtor, Bright Realty
P	Eric Troyer, CPA/Partner, Kerkering Barberio & Company
P	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, Karima Habity, Linda Benedict, Michael Meerman, Christina Witt
	Other Attendees; Debbie DeLeon

25 Board Members – 15 present at this meeting.