

**CAREERSOURCE SUNCOAST
EXECUTIVE COMMITTEE MEETING**

TEAMS Meeting
Thursday, September 9, 2021

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
P	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
P	Walter Spikes, Coldwell Banker Realty
A	Peter Hayes, President, Tandem Construction
	Staff Present, Ted Ehrlichman, Josh Matlock, Tracey Barta

I. Call to Order

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

II. Action Items

Approval of August 19, 2021 Executive Meeting minutes

Mr. Troyer asked for a motion to approve the August 19, 2021 meeting minutes.

Motion: Rick Mosholder

Second: Walter Spikes

The motion to approve the minutes passed unanimously.

III. Discussion

Ted Ehrlichman discussed his pending retirement plans for end of year 2021. He outlined the succession planning activities of the Leadership Team, which has been under development since about 2019. He identified COO Josh Matlock as his recommended internal candidate to assume the CEO role in January 2022, acknowledging that the decision and due diligence is in fact the purview of the Executive Committee and Board. Mr. Ehrlichman recapped the CEO review process stating that one of the discussion points last year was to develop quantitative goals for measurement of performance. As a result of those discussions, he talked about a 'dashboarding' project underway to measure the community wide impact, aligning it with our strategic plan, and to include real-time measurables wherever possible. Mr. Ehrlichman introduced Josh Matlock to inform the committee on the status of the new dashboard.

Mr. Matlock discussed the dashboard's purpose is to demonstrate performance specific to scholarships, clients served, OJT, EWT and WIOA clients. The Microsoft Power BI platform will be the interactive digital system used for flexibility and user ease. A task force of board members was recommended and may be a standing committee in the future. He emphasized that tying the dashboard to our strategic goals and imperatives is ideal.

The CareerSource Suncoast staff exited the meeting, and the executive committee discussed the performance review of the President/CEO.

CEO Evaluation Summary – Eric Troyer presented the summary results of the CEO Evaluation Form that was summarized by Kathy Bouchard. 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 entire committee which were all overwhelmingly positive for the outstanding leadership that the CEO has provided to the Organization. A discussion followed that affirmed the positive remarks from the Evaluation and a consensus on the great job that Ted has done as the CEO in many areas.

Sharon Hillstrom commented that she would like to see the CEO evaluation changed in future years to a different format that emphasized measurable goals and performance metrics. It was agreed by the committee that we would like to see this process changed before Josh becomes CEO on January 1, 2022 in order to provide transparency to Josh on what he will be evaluated on each year.

David Kraft commented that he would like to see the Strategic Plan be the feeder for the Microsoft Power BI dashboard that is currently being developed and included as one part of the CEO evaluation annually. The thought being that the performance metrics would come from portions of the Strategic Plan that are measurable.

Annual CEO Compensation Review – Eric Troyer shared a spreadsheet prepared by Robin Dawson that included a summary of CEO salary for 12 CareerSource regions, including CareerSource Suncoast. The spreadsheet included the total WIOA, TANF and Wagner-Peyser fund allocations per region.

In addition, Eric Troyer shared a spreadsheet prepared by Robin Dawson that included historical salaries and increases of the CEO going back to 2014. After discussion, the committee determined the current CEO salary was reasonable, and no increase will be given for the last 6 months before Ted's retirement. Factors included: Based on our funding allocation, Ted was in the high range of compensation compared to other regions; In prior year, a 6% increase was agreed upon in order to bring Ted to the high range based on his strong performance as CEO.

Transition Discussion – The Executive Committee discussed general ideas around the transition of the CEO as of January 1, 2022. See below for a few items noted:

- In October 2021:
 - o Have an interview / discussion with Josh on his vision for the future.
 - o 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.
- In November or December 2021:
 - o 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.
 - o The Executive Committee will meet to determine compensation for Josh effective January 1, 2022 when he becomes the CEO.
 - o The Executive Committee will discuss the new CEO Evaluation process with Josh.

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

There were no public comments.

V. Adjournment

The next meeting is October 14, 2021. There being no further business, Chair Troyer adjourned the meeting at 9:04 a.m.

Respectfully submitted,



Ted Ehrlichman
President & CEO