

**CAREERSOURCE SUNCOAST
BOARD MEETING MINUTES**

Virtual TEAMS Meeting
Thursday January 27, 2022
8:00 A.M.

Call to Order

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

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

Approval of September 23, 2021 Board Meeting Minutes

Eric Troyer, Chair, asked for a motion to approve the September 23, 2021 meeting minutes.

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

Approval of Revised CSS Policies

Robin Dawson presented the updates to the following policies to the board for approval. These policies were updated to comply with CareerSource Florida & DEO updated policies and procedures.

- Policy #05-21 Individual Training Accounts
- Policy #09-21 Client Grievance and Reporting
- Policy #10-21 WIOA Youth Eligibility
- Policy #11-21 Records Management and Retention
- Policy #12-21 English Proficiency

Motion: Lisa Eding **Second:** George Barthalow
Eric Troyer, Chair, called for a vote; the motion passed.

Acceptance of Financial Audit PY Ending 6.30.21 - Audit Presentation – Ben Clark, Manager, James Moore & Company

Mr. Clark reported on the financial audit PY ending 6.30.21. This is an unmodified opinion. Mr. Clark went through the audit and stated there are no finding and the audit is clean. A copy of the audit was included in the meeting materials.

A motion was made to accept the financial audit report as presented.

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

COMMITTEE REPORTS

Finance & Performance Committee Report – Walter Spikes, Jr.

Mr. Spikes reported the following:

Review of Budget to Expenditure Report as of 12-31-2021:

Mr. Spikes reported on the period July 1, 2021 – December 31, 2021 for PY 21-22. Overall burn rate at this point was 44% versus the expected at 50%. The end of December and into January staff received a large increase in the number of clients interested in training. Funding and budgets are being reviewed to help accommodate this increase in training.

State and federal expenditure requirements reported were as follows.

- Admin expenditure rate – 8.05%; maximum allowed 10%
- Indirect rate no longer used – CSS using Cost Allocation Method for allocating monthly indirect costs
- Individual training accounts (ITA) – 29.37% minimum requirement 30%
- Youth paid internships – 23.08% minimum requirement 20%
- Youth out of school expenditures – 97.46% minimum requirement 75%

A copy of the report is included in the meeting materials.

Review of Summary of Non-Federal Funds as of 12-31-2021:

Balance of funds \$656,350.

DEO – Quality Assurance Report for Programmatic and Financial Compliance Monitoring Review for PY 20-21:

DEO has combined programmatic and financial reviews in one monitoring report. On August 17, 2021, we received our report. The review period was from 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 programmatic findings resulted in disallowed costs. All findings were resolved or addressed satisfactorily. Our corrective action plan (CAP) was submitted to DEO on September 15, 2021. The CAP was accepted, and a closeout letter was received dated December 2, 2021.

A copy of the monitoring report and closeout letter was included in the meeting materials.

Budget Modification #1 for PY 21-22:

The Executive Committee approved Budget Modification #1 for PY 21-22 during their meeting on December 9, 2021. The Original Funding was budgeted at \$7,386,718. An increase in funding of \$297,750 was allocated with \$151,389 to Budget Mod #1, along with \$146,361 to Reserves for PY 22-23. Reserve balance increased to \$1,048,302 with this modification. Reserves prior to this increase were \$901,941. Total funding budgeted for PY21-22 with Mod #1 increased to \$7,538,107. A copy of the budget mod was included in the meeting materials.

Other Board Business:

Chair Troyer informed the Board of the resignation of Mr. George Barthalow effective January 31, 2022 and thanked him for his service to the Board. Mr. Barthalow has been on the Board since 2017 and has been a very active Board member.

Chair Troyer welcomed Ms. Erika Randall to the Board. Ms. Randall will replace Mr. Barthalow in a mandated position under Vocation Rehabilitation. Ms. Randall was approved by the Commission Coordinating Council on January 24, 2022.

Chair Troyer informed the Board of the creation of the Ad-Hoc By-Laws Committee. The By-Laws have not been updated since 2017 and will be updated to conform with the DEO state policy regarding Board composition. Christy Cardillo and Jim Bos have volunteered to be on the committee, and Ms. Cardillo will be the chair.

One Stop Operator Report:

Dr. Ron Natale presented the report from July 2021 to December 2021. Dr. Natale reported he has visited all career centers and most of the off-site and partner facilities and/or contacted all of our partners via email. Nine out of 10 MOU/IFAs have been completed. The only one left is Job Corp, where the contact changed from Pinellas County to Miami. A copy of the one stop operator report was included in the meeting packet.

CEO Transition

Chair Troyer discussed Mr. Ehrlichman's retirement as of February 4, 2022 and complimented him on his outstanding leadership for 8 years as President/CEO. The September Board meeting minutes reflected Ted's planned retirement as January 1, 2022, but the auditors asked that he stay until the audit was presented to the Board for approval in January. Mr. Ehrlichman's retirement date has been extended to February 4, 2022. Mr. Ehrlichman and the leadership team have been working for quite some time on the transition plan. The Executive Committee met in September and October to evaluate Mr. Matlock's experience and education for the President/CEO position. In addition to reviewing his resume, Mr. Matlock shared his vision and answered a variety of questions from committee members, and this further cemented the Committee's recommendation to promote Mr. Matlock to President/CEO. In December, the Executive Committee met to determine Mr. Matlock's compensation. As part of that process, we looked at a variety of things: the primary thing was 11 other CareerSource region's CEO salaries across the state of Florida sorted by size and the amount of federal funds received by each region. After that evaluation, we determined that we would offer a starting salary to Josh of \$130,000. We have provided Mr. Matlock an offer letter that was contingent upon Board approval.

A motion was made for approval of the recommendation from the Executive Committee for Joshua Matlock as CareerSource Suncoast President and CEO, effective February 4, 2022, at an annual salary starting at \$130,000.

Motion: Tim Novak **Second:** Walter Spikes, Jr.
Eric Troyer, Chair, called for a vote; the motion passed unanimously

PUBLIC COMMENTS: There were no public comments.

Next Meeting and Adjournment

Chair Troyer informed the Board that the next Board meeting will be on March 24, 2022. The meeting adjourned at 8:30 a.m. A virtual reception for Mr. Ehrlichman immediately followed the Board meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ted Ehrlichman". The signature is written in a cursive style with a long horizontal line 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.
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
P	Ron DiPillo, Executive Director, Sarasota County Schools
P	Lisa Eding, Consultant
P	Luis Font, LIUNA, Laborers International Union
P	Roscelyn Guenther, Boys & Girls Club of Sarasota County
P	Peter Hayes, President, Tandem Construction
A	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
P	William Zack Holland, Local 123 Plumbers and Pipefitters Union
P	Jamie Kahns, Marketing Manager, Bank of America
P	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, 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
P	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, Robert Jones
	Other Attendees; Ben Clark, James Moore & Company, Dr. Ron Natale, EMSFL, Debbie DeLeon, Manatee County Neighborhood Services, Adam Kendall, Past Chair, Dale Vollrath, Past Chair, Larry Fairman, Fairman Consulting. Erika Randall, Vocational Rehabilitation

25 Board Members – 22 present at this meeting.