

**CAREERSOURCE SUNCOAST
EXECUTIVE COMMITTEE MEETING**

TEAMS Meeting
Thursday, October 14, 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
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 8:02 a.m.

II. Action Items

Approval of September 9, 2021 Executive Committee Meeting minutes

Mr. Troyer asked for a motion to approve the September 9, 2021 meeting minutes.

Motion: Rick Mosholder

Second: Peter Hayes

The motion to approve the minutes passed unanimously.

Approval of Revised CareerSource Suncoast Policies

Robin Dawson presented four policies that have been updated:

Revised Support Services Policy 01-21– An increase from \$1,000 to \$1,500 to accommodate the cost of living increases and the needs of our clients for support services while in training. Also, to abide by more stringent policies from the State in verifying transportation costs and monitoring expenses.

Revised Procurement Policy 02-21 – Changes were made to accommodate the changes in related party contract amount that require approval from DEO from \$25k down to \$10k. DEO notification only required for contracts below \$10k. Procurement thresholds were modified for small purchases over \$10,000 to \$25,000 require two quotes. Small purchases over \$25,000 to \$150,000 require three quotes and over \$150,000 requires public notice, formal request for proposal and Board approval.

Revised Gas Card and Bus Pass Policy 03-21– There is a change in the frequency and the monitoring of gas cards and bus passes and updated policy format. Inventory counts will be conducted quarterly due to the reduced usage of gas cards with clients.

Client Incentive/Stipend Payment Policy 04-21 – New policy. To allow for provisions of incentive and stipend payments per federal regulations to be issued to eligible youth and/or TANF clients when allowable.

Robin asked for a motion to approve the four revised policies.

Motion: Walter Spikes

Second: Christy Cardillo

The motion to approve the policies passed unanimously.

III. Transition Discussion

The Executive Committee had an informal interview with Josh Matlock. The committee was emailed a copy of Mr. Matlock's resume prior to the meeting.

Mr. Matlock discussed several areas that he will be focusing on, team leadership and focus of the organization. In discussions with other regions, he learned that there are significant high-level resignations across the state. CareerSource Suncoast has a strong cohesive leadership team with a high level of trust and clarity of focus on what's important. We will continue to develop the team internally for future continuity and building on the current success. There are two high level initiatives - first, creating a greater labor force participation by removing barriers; second, to focus on skills development and credential attainment for clients. To achieve this, we have to start earlier ages, for example, at the high school or junior high school level. The strategic plan we have in place will guide us in achieving this goal.

Employer focus is our guiding star, the employer is the primary focus, along with regional convening, storytelling, entrepreneurial mindset and continuous improvement. The storytelling is using our crosswalk, podcasts and our two conferences, State of Talent and State of Jobs. Both conferences have been successful and grow each year. We are also focusing on apprenticeship and entrepreneur programs to prepare our clients for future success.

Mr. Mosholder stated that CareerSource Suncoast has a great staff, and the key to that is staff development and encourages this effort that the leadership team has put in place.

Mr. Matlock responded that culture is important, and we are benchmarking results with current polling, staff retreats and committees that are comprised of staff, nominated by staff.

Ms. Cardillo appreciated the 'good conflict' statement, and stated that getting aligned with high school and middle school students is crucial.

Mr. Matlock responded that we are trying to get students into apprenticeships where they can grow with the employer and make a decent wage at a young age.

Mr. Troyer stated we have made significant changes in the past two years and have built a strong leadership team and staff.

Ms. Hillstrom questioned board composition and how can we elevate board membership, and advocate at the state level on changing board composition.

Mr. Matlock explained that board composition is defined by WIOA federal regulations. If we raise the amount of business participation, we will have to raise other categories to maintain the proper ratio required. When it comes up for re-authorization, we will participate in sharing comments. FWDA employs a lobbyist in Tallahassee who assists the regions and keeps us apprised of current legislative issues regarding workforce.

Mr. Hayes stated we are in a turbulent time and the key is to change with the environment. It would be helpful if we could concentrate less on paperwork and more on assisting clients.

Ms. Cardillo asked Mr. Matlock about his 5-10 year goals.

Mr. Matlock responded he will be leading a lasting legacy, and determining what the impact is, there are a lot of system changes that we will adhere to. His Strengthfinder assessment determined that strategic is a strongpoint, along with learning, both of which will help with finding new ways of looking at things and new insight.

Mr. Hayes asked about delegating prior duties to others.

Mr. Matlock replied that decisions and changes are discussed with the leadership team with open and honest discussions and decisions are made based on those discussions.

Mr. Troyer stated that Mr. Matlock is involved with other workforce boards in the state, being on the COO, and FWDA group.

Mr. Matlock reported that he has worked with other board groups on finding the subject experts for each program and helping teach the other regions CEO's and COO's best practices. We have had success with this in the TANF program and will continue with other programs as well, for example WIOA and SNAP.

There being no other questions for Mr. Matlock, Mr. Troyer stated there is not a meeting in November due to the holiday. The December meeting the committee will work on CEO evaluation process, compensation, and the formal recommendation to the full board in January. Mr. Ehrlichman will remain CEO through the January meeting, with the exact date to be determined.

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

There were no public comments.

V. Adjournment

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ted Ehrlichman', written in a cursive style.

Ted Ehrlichman
President & CEO