

**CAREERSOURCE SUNCOAST  
BOARD MEETING MINUTES**

Virtual TEAMS Meeting and in person at  
3660 N. Washington Blvd., Sarasota, FL 34234  
Thursday March 24, 2022  
8:00 A.M.

**Call to Order**

Eric Troyer, Chair, called the meeting to order at 8:05 a.m., roll call was performed and a quorum was established.

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

**Approval of January 27, 2022 Board Meeting Minutes**

Eric Troyer, Chair, asked for a motion to approve the January 27, 2022 meeting minutes.

**Motion:** Jim Bos

**Second:** Lisa Eding

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

**Approval of Policies 14-21 and 13-21**

Christina Witt presented the following policies to the board for approval. These policies comply with CareerSource Florida & DEO updated policies and procedures.

- Policy #14-21 Priority of Services
- Policy #13-21 Disaster Recovery Dislocated Worker Grants Policy

**Motion:** David Kraft

**Second:** Ron DiPillo

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

**Approval of Revised CSS By Laws**

Christy Cardillo presented the by-laws in two forms, the strike thru version and the clean version so board members could clearly see changes that were made. The changes were made to comply with the grantee subgrantee agreement, the revised CareerSource Florida policies, DEO policies and to update to current technology.

A motion was made to accept the revised by laws as presented.

**Motion:** Lisa Eding

**Second:** Ashley Brown

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

**Approval of Transfer of Funds Between Adult & Dislocated Worker Programs**

Robin Dawson discussed the process of transferring funds and the requirement to have the transfer approved by DEO per policy #118. Included in the meeting packet is the required prior approval form completed to request \$833,000 (92% of the PY21 Dislocated Worker annual allocation) to be spent on adult activities during PY 2021-2022. The annual PY 21 DW annual allocation is \$908,861. Since this request to transfer program funding exceeds the policy's 25% allowance of the program's annual allocation, the request to transfer must have additional criteria noted on the request form and documented approval from the Board.

A motion that the Board approve the transfer of funds from Dislocated Worker of \$833,000 to be expended on adult activities for PY 2021-2022 and submit to DEO for prior approval.

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

## **OTHER BOARD BUSINESS**

### **DEO Annual Performance Presentation PY 20-21**

Mr. Danial Harper, DEO, presented the annual performance review for our region. He discussed the funding system, the workforce oversight system, the local delivery system and the funding amount for the state and for our region. Mr. Harper stated we met all requirements on expenditures. Mr. Harper reported on the fourth quarter performance results of Region 18. There were a couple of goals that were not met, but Mr. Harper mentioned that the performance goals for our region were very high and the percentage of goals met meet most other region's goals. We will re-negotiate our goals for the next performance year to be more in line with other region's goals. Mr. Harper also discussed our program monitoring results for PY 20-21. Region 18 has 21 programmatic findings and one (1) observation on the financial monitoring report. Sharon Hillstrom also requested numbers on actual number of individuals served. A report showing this and how other regions performed will be provided by DEO and shared with the board.

### **MANDATORY ANNUAL REFRESHER TRAINING FOR BOARD MEMBERS.**

The leadership team presented the annual board member training that included the roles of the board members, the local elected officials, the board chairman and the President/CEO of CareerSource. Also presented were the workforce strategies, our strategic plan, how the system is funded, sunshine laws and conflicts of interest.

## **STAFF REPORTS**

Anthony Gagliano reported that we have 77 scholarships in nursing with \$145,000 invested and have \$80,000 remaining to assist in the completion of training for those clients.

We have the Commercial Driving License program from FleetForce on campus at SCF in place as there is a lot of demand for this occupation also. We have expended \$129,000 so far in training for 22 individuals for this program since its inception in October 2021.

Our rapid response grant that is designed to help businesses stay afloat is ongoing.

Our IT program has made our application process entirely electronic. This process will save a lot of time (and paper) in getting clients in to have to sign all documents.

Robin Dawson reported the accounting department is looking at a new software package that will allow all accounting functions to happen within one framework. Currently we use four different programs, this new software will allow us to do all the accounting within one program

Kathy Bouchard reported on the current increase of cost of living has on our staff. We will review our staffing compensation and level of staffing.

Linda Benedict reported on the giving challenge that will take place on April 26 at noon till April 27<sup>th</sup> at noon. All donations up to \$100 will be matched by the Patterson Foundation. These funds would be used for client support, as in gas cards, childcare and transportation. Our concentration will be on veterans, education and persons with disabilities.

Josh Matlock reported that Marti Coley informed us on the recent legislative sessions on the Department of Economic Opportunity (DEO) budget. The session passed a provision that 25% of DEO funding would be held in reserves until DEO completed and released the Request for Procurement for the IT project of a statewide portal. This decision does impact the Local Workforce Boards. Budget line items impacted include Temporary Assistance for Needy Families, Reemployment Assistance, and Workforce Innovation and Opportunity Act funding. The budget was completed and accepted by the Senate. If DEO is able to complete the procurement on time, then the 25% will not be withheld. The Chief Finance Officer of DEO assured Ms. Coley it will be done on time by August. We are working closely with Katie Crofoot of the REACH office. There was talk regarding consolidation of boards, but nothing moving forward on that topic at this point. The lease on our Bradenton facility is due for renewal in July 2023. Our current annual lease is \$370,000. We are exploring other opportunities and alternatives, along with waiting to hear what the current landlord will propose for renewal.

**PUBLIC COMMENTS:** There were no public comments.

### **Next Meeting and Adjournment**

Chair Troyer informed the Board that the next Board meeting will be on May 26, 2022. The meeting adjourned at 9:25 a.m.

Respectfully submitted,



---

Joshua Matlock (Mar 28, 2022 15:05 EDT)

Josh Matlock  
President, CEO

**CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE**

Absent Present	Board Member
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
P	Jackie Dezelski, President, Manatee Chamber of Commerce
P	Ron DiPillo, Executive Director, Sarasota County Schools
P	Lisa Eding, Consultant
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
P	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
P	Ericka Randall, Supervisor, Vocational Rehabilitation
P	Walter Spikes, Realtor, Bright Realty
P	Eric Troyer, CPA/Partner, Kerkring 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; Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, James Disbro, Tracey Barta, Karima Hability, Linda Benedict, Michael Meerman, Christina Witt, Robert Jones
	Other Attendees; Debbie DeLeon, Manatee County Neighborhood Services, Daniel Harper, DEO, Charles Williams, DEO

25 Board Members – 20 present at this meeting.