

**CAREERSOURCE SUNCOAST
EXECUTIVE COMMITTEE MEETING**

3660 North Washington Blvd
Sarasota, FL
Thursday, May 12, 2022
8:00 a.m.

Absent Present	<u>Committee Members</u>
P	Eric Troyer, CPA, Partner, Kerkerling 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
*	Virtual
	Staff Present, Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, James Disbro, Linda Benedict, Michael Meerman, Chet Filanowski, Robert Jones, Christina Witt, Tracey Barta, *Karima Habity

I. Call to Order

Eric Troyer, Chair, called the meeting to order at 8:00 a.m. asked for roll call and attendance recorded.

II. Action Items

Approval of March 10, 2022 Executive Meeting minutes.

Mr. Troyer asked for a motion to approve the March 10, 2022 meeting minutes.

Motion: Sharon Hillstrom

Second: Rick Mosholder

The motion to approve the minutes passed unanimously. Note: The agenda stated February 10, 2022 minutes, but the minutes in the packet that were approved were the March minutes.

Approval of Budget Modification #2 PY 21/22

Walter Spikes, Jr, presented the budget modification # 2 requesting to move \$24,200 from salaries and fringe and putting \$7,200 in accounting and \$17,000 in travel and meetings.

A motion was made to approve budget mod # 2.

Motion: Rick Mosholder

Second: Sharon Hillstrom

The motion passed unanimously.

Approval of Local Plan 2020-2024- Two Year Modification

Christina Witt presented the 2020-2024 Local Plan – two-year modification and discussed the changes that include a new letter from CareerSource Suncoast CEO, update on the current local elected officials and board of directors list, current mandated partners, MOUs and several policy changes that have been approved by the Board since the plan's adoption.

A motion was made to approve the CareerSource Suncoast 2020-2024 Local Plan Two-Year Modification.

Motion: Sharon Hillstrom

Second: David Kraft

Approval of Updated Policies

Christina Witt presented the following policies for approval and reviewed the updated policies to conform to the current legislation and code of final rules and expanded definitions. A copy of the policies was included in the meeting packet.

- Program Compliance Monitoring and Quality Assurance Policy #15-21
- State Management Information System Data Entry #16-21:

A motion was made to approve the CSS Policy #15-21- Program Compliance Monitoring and Quality Assurance and CSS Policy #16-21 – State Management Information System Data Entry

Motion: Walter Spikes, Jr. **Second:** Rick Mosholder

The motion to approve the policies passed unanimously.

III. Committee Reports

Walter Spikes reported on the Finance and Performance Committee that met on May 4, 2022. The committee reviewed the budget mod #2 PY 21-22, summary of non-federal funds and the overall burn rate for period covering July 1, 2021- March 31, 2022.

Expenditures as of 3-31-22:

- Total Personnel Costs were expended 68%
- Facility costs were expended 70%
- Office furniture & equipment were expended 36% (outstanding obligations of \$27,213 bringing to 89% obligated)
- Total operating costs were expended 77%
- Total client training & support were expended 60% (outstanding obligation balances of \$189,252 bringing expenditures and obligations at 74%)
- Total client and employer services were expended 41% (outstanding obligation balances of \$42,792 bringing expenditures and obligations 61%)
- Total outreach were expended 48% (outstanding obligation balances of \$30,051 bringing expenditures and obligations to 76%)
- For an overall total expenditure of 66%

State and federal expenditure requirements reported as of 3-31-2022:

- Admin expenditure rate – 8.62%; maximum allowed 10%
- Individual training accounts (ITA) – 34.25%; minimum requirement 30%
- Youth paid internship expenditures – 22.22% minimum requirement 20%
- Youth out of school expenditures – 98.17% minimum requirement 75%

Non-Federal funds available are \$682,836.

IV. Staff Reports

Kathy Bouchard, V.P./Chief Talent Officer

Ms. Bouchard discussed current increase of health benefit cost of 47%, we are looking at other options, but this increase may affect the possibility of giving cost of living increase to staff. DEO is giving a 5.3% cost of living increase for state staff. Kathy Bouchard presented the DEO power point on the letter grade performance that DEO is working on. There are four categories, 1) employment services, 2) training services 3) business services and 4) economic self-sufficiency. It is preliminary at this point, but we may be able to use these criteria for the President/CEO performance review.

Robin Dawson, V.P./Chief Financial and Administrative Officer

Ms. Dawson reported that we have received our planning allocations for PY 22-23 as of last night. We are looking at a decrease of 5.39% overall. This is a decrease in funding of \$265,496 for formula funds. We also received (and viewed) the planning allocations for all 24 regions. An update on our opioid and COVID grants was also reported.

Anthony Gagliano, V.P./Chief Operating Officer

Mr. Gagliano reminded the board of the [State of Talent Conference](#) that will be held on May 25th. An update on events of small business week, CEO program and current job fairs scheduled. Karima Haby discussed her recent involvement with the [building association](#) and has had several networking opportunities to work with them. James Disbro presented the current dashboard that shows all the activities we are involved in and is broken down by each program, number of staff and number of clients utilizing our services. This information will be available for board members to review. Mr. Gagliano congratulated Mr. Disbro on his graduation from the Chamber's Leadership Manatee program. Chet Filanowski presented his current work on [Crosswalk](#) and

on [Career StartUp Summer Jobs Program](#), which allows student to sign up electronically for services, that will then automatically go to a career coach for follow up. Christina Witt reported that we are currently rolled out our Summer Career StartUp employment program and have planned to serve 60 youth ages 14-24. The youth enrolled in the program will receive employability skills training and participate in a paid work-experience with a local business in Manatee or Sarasota County. The youth can earn as much as \$15 per hour over the summer.

Josh Matlock, President/CEO:

Mr. Matlock gave an update on career center locations. CareerSource Suncoast is reviewing the need to continue the lease on our Bradenton office. We are researching with MTC, STC, Turning Points and a possible location in Palmetto. We would have to notify the current landlord by December 2022, and if we pursue a move, it could save \$395,000 per year in rental costs. The CareerSource Florida board meetings are in June in Tallahassee. Mr. Matlock and Mr. Gagliano will attend. They will be in person for the discussion on possible consolidation of regions and review of the draft for the regions' letter grade.

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

Mr. Mosholder informed the committee he will be retiring at the end of the month. The May board meeting will be his last meeting. Tracey Barta also stated she will be retiring at the beginning of June.

VI. Adjournment

The next meeting is scheduled for Friday, June 10, 2022 – a change from Thursday due to a conflict with the CareerSource Florida meetings in Tallahassee. There being no further business, Chair Troyer adjourned the meeting at 9:15 a.m.

Respectfully submitted,


Joshua Matlock (Jun 1, 2022 13:59 EDT)

Josh Matlock
President & CEO