

**CAREERSOURCE SUNCOAST  
EXECUTIVE COMMITTEE MEETING**

3660 North Washington Blvd

Sarasota, FL

Friday, June 10, 2022

8:00 a.m.

<b>Absent Present</b>	<b><u>Committee Members</u></b>
P	Eric Troyer, CPA, Partner, Kerkering Barberio & Company
P*	Christy Cardillo, CPA, Partner, Carr, Riggs & Ingram, LLC
P	David Kraft, President, Vision Consulting Group
A	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*, Cody Soler, Christina Witt, Karima Habity

**I. Call to Order**

Eric Troyer, Chair, called the meeting to order at 8:02 a.m., asked for roll call and attendance was recorded.

**II. Action Items**

**Approval of May 12, 2022 Executive Meeting minutes.**

Mr. Troyer asked for a motion to approve the May 12, 2022 meeting minutes.

**Motion:** Christy Cardillo

**Second:** David Kraft

The motion passed unanimously.

**Approval of Program Year (PY) 2022/2023 Budget**

Joshua Matlock, President/Chief Executive Officer provided the Board with an introduction to the budget, discussing the overall decrease in funding, decrease in special grant funding and discussed the organization's priorities with the new budget. A priority is staff retention in the increasingly competitive market and ensuring the organization maintains attractiveness in the current market. Another area of focus is building capacity in the community to supply employers with skilled talent as they continue to have challenges with filling open positions. Apprenticeships and continuous improvement will also be areas of focus.

Robin Dawson, Chief Financial and Administrative Officer, provided a detailed overview of the PY2022/2023 budget, to include: chart of funds available by program, summary of funds available per program, budget comparison between PY2022-2023 & PY2021-2022, notes to comparative budget, budget by allocation, and budget allocated to program, administrative costs and reserves. Areas of cuts were identified, such as outreach, equipment and programmatic auditing. Programmatic auditing will be conducted by internal staff and will be part of the ongoing continuous improvement plan.

The Department of Economic Opportunity (DEO) approved a 5.3% increase for the DEO merit staff we have under our supervision and oversight. The budget included a cost-of-living increase for board staff.

Kathy Bouchard also spoke about the budget area allocated to staffing and benefits. Due to the budget, the staffing was decreased. Four vacant positions were not filled, and an additional eight staff were laid off. Benefits saw an overall increase of 18.6% this year. While benefit offerings will

change, staff will still be offered a plan where 100% of the premium is covered. However, if they opt for a different level of coverage, they will pay the difference in the premium. For staff who opt into the high deductible Health Savings Account (HSA) plan, they will receive \$1,500 annually contributed to their HSA account, which is an increase from \$1,000 last PY.

A motion was made to approve the Program Year 2022/2023 budget.

**Motion:** David Kraft

**Second:** Christy Cardillo

The motion passed unanimously.

### III. Committee Reports

Nominating Committee update was provided by Robin Dawson. The committee met on Wednesday, June 8, 2022. The committee members included Chair Jim Bos, Christy Cardillo and Dr. Timothy Novak. The committee will present the following officer nominations at the June 23, 2022 full board meeting for approval.

The remaining term for Chair-Elect for PY2021/2022 left vacant from Rick Mosholder's retirement.

- David Kraft, Vision Consulting Group, to complete the remainder of the chair elect's term through September 2022.

Program Year 2022/2023 slate of officers beginning September 2022

- Chairman of the Board: Eric Troyer, Kerkering Barberio, CPA
- Chair Elect: David Kraft, Vision Consulting Group
- Treasurer: Lisa Eding, Teak Decking Systems

### IV. Staff Reports

#### **Kathy Bouchard, V.P./Chief Talent Officer**

Kathy gave updates on the Ticket To Work program, approximately 130 clients have assigned their tickets to CareerSource Suncoast, and the program has generated more than \$100,000 in income this year. Additional staffing will be added to the program to continue to build the program and assist more individuals with disabilities to return to the workforce. Goal is to add 60 more clients and assist them with gaining employment and returning to the workforce.

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

Reminder to Board members to complete their Form 1 and submit to the supervisor of elections by July 1, 2022.

#### **Anthony Gagliano, V.P./Chief Operating Officer**

Discussed the loss of the positions with the budget cuts and decrease in funding from special grants. Shared the job fair that was held two weeks ago at Manatee Technical College with more than 100 employers and 200 attendees at the event. Next job fair is the second chance job fair in Sarasota to give opportunity to those who have a criminal background. Youth update on the Summer CareerStart Up program – all 60 youth were placed, with a small group needing to find an alternate site due to transportation issues.

Goodwill referred CSS to a project with the Department of Transportation with a \$45 million project on River Road. The project will generate jobs.

IT is continuing to work on the scholarship request automated portal to streamline the eligibility process.

Apprenticeships will continue to be a major focus with the new apprenticeship navigator on board, new employers are showing interest and connections are being made with employers.

Michelle Snyder will be overseeing the continuous improvement processes.

THRIVE continues to offer the entrepreneurship training. Marketing will be launching the new website in a few weeks. Communications is producing new podcasts, with upcoming episodes focused on Veterans and clients with disabilities.

**Josh Matlock, President/CEO:**

Mr. Matlock attended meetings in Tallahassee this week to include the Florida Chairs Alliance, the Florida Workforce Development Association (FWDA) and CareerSource Florida committee and board meetings. The FWDA is expanding to add non-CareerSource members. Erin Silk of the Sarasota EDC will be joining FWDA from our region. FWDA budget passed and will fund Marti Coley to continue to be the FWDA advocate. Budget will include one management position to assist with fundraising, sponsorship, the annual workforce summit and continued association growth.

Strategic policy and council meeting discussed letter grades and re-alignment. Letter grades are scheduled to be published by the fall of 2022. The Ernest and Young re-alignment report will be completed June 30, 2022. By December 2022, CareerSource Florida will have recommendations on the realignment.

Eric Troyer provided his update on the Chair's Alliance Committee. Broward gave a letter of response regarding the letter grade and will be providing a copy to the Board chairs. Boards may potentially want to draft a response to the letter grades in the future to provide local recommendations on metrics that will be applicable to the local area.


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

None

**VI. Adjournment**

The next meeting is scheduled for Thursday, July 14, 2022. There being no further business, Chair Troyer adjourned the meeting at 9:15 a.m.

**Respectfully submitted,**

  
[Joshua Matlock \(Jun 13, 2022 09:38 EDT\)](#)

Josh Matlock  
President & CEO