

**CAREERSOURCE SUNCOAST
BOARD MEETING MINUTES**

Virtual TEAMS Meeting or In-person at
3660 N. Washington Blvd., Sarasota, FL 34234
Thursday June 23, 2022
8:00 A.M.

I. Call to Order

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

II. Action Items

Approval of May 26, 2022 Board Meeting minutes.

Mr. Troyer asked for a motion to approve the May 26, 2022 meeting minutes.

Motion: Jim Bos

Second: Lisa Eding

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. One 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. Another priority is staff retention in the increasingly competitive market and ensuring the organization maintains attractiveness in the current market. Will do so by providing competitive wages and a good benefits package

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 optional internal programmatic monitoring. Programmatic monitoring will be conducted throughout the year by internal staff under the VP/Chief Talent Officer versus the one time per year outsourced program monitoring. This is part of the ongoing continuous improvement plan.

The budget is compliant with state and federal expenditure rate requirements.

The Department of Economic Opportunity (DEO) approved a 5.3 percent increase for the DEO merit staff we have under our supervision and oversight. The budget included a five (5) percent cost-of-living increase for board staff.

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

Motion: Dr. Timothy Novak

Second: Ron DiPillo

The motion passed unanimously.

Approval of Schedule of Operations

Robin Dawson presented the schedule of operations for PY 2022/2023. The Department of Economic Opportunity requires CareerSource Suncoast as a subrecipient of federal funds to bring before the Board of Directors for its approval of the schedule of operations. The schedule of operations includes the center locations, their hours of operations (Monday through Friday, 8:30

a.m. to 5:00 p.m.) and dates of closures for holidays and staff training. Note: the Federal Holiday Juneteenth was added to the list of closed holidays.

A motion was made to approve the PY2022/2023 Schedule of Operations.

Motion: Luis Font

Second: David Kraft

The motion passed unanimously.

Approval of Related Party Agreements

Christina Witt presented the related party agreements. The first approval is for the Sarasota County School District worksite host agreement for Career Start Up paid work-experience to allow for continuation of services for the Summer youth clients who had a delayed start date and are actively participating in the program.

The next three approvals are for potential expenditures to related party organizations for membership dues, sponsorships, and outreach for PY 2022-2023. Those three organizations include: Manatee Chamber of Commerce, Bradenton Area Economic Development Corporation and The Greater Sarasota Chamber of Commerce.

The last approval is for potential expenditures to Teak Decking Systems for work-based training contracts such as one-the-job training, customized training or incumbent worker training for eligible clients.

A requested motion for the Board of Directors to approve the Related Party agreement for PY2022-2023 with Sarasota County School Board with a maximum expenditure of \$8,000 for paid work-experience agreements.

Motion: Lisa Eding

Second: David Kraft

Abstain: Ron DiPillo, Jim Bos, Heather Kasten

The motion passed unanimously.

A motion for the Board of Directors to approve the Related Party expenditures for PY 2022-2023 to Manatee Chamber of Commerce with a maximum expenditure of \$3,600 for membership dues, sponsorships, and outreach.

Motion: David Kraft

Second: Lisa Eding

Abstain: Doug Wagner, Heather Kasten, Dr. Timothy Novak

The motion passed unanimously.

A motion for the Board of Directors to approve the Related Party expenditures for PY 2022-2023 to the Bradenton Area Economic Development Corporation with a maximum expenditure of \$3,600 for membership dues, sponsorships, and outreach.

Motion: David Kraft

Second: Ron DiPillo

Abstain: Doug Wagner, Heather Kasten, Dr. Timothy Novak

The motion passed unanimously.

A motion for the Board of Directors to approve the Related Party expenditures for PY 2022-2023 to Sarasota Chamber of Commerce with a maximum expenditure of \$3,600 for membership dues, sponsorships, and outreach.

Motion: David Kraft

Second: Jim Bos

Abstain: Heather Kasten, Dr. Timothy Novak, Ron DiPillo, Eric Troyer

The motion passed unanimously.

A motion for the Board of Directors to approve the Related Party expenditures for PY 2022-2023 to Teak Decking Systems with a maximum expenditure of \$9,000 for work-based training agreements for eligible clients.

Motion: David Kraft

Second: Jim Bos

Abstain: Lisa Eding

The motion passed unanimously.

Approval of PY 2022/2023 Eligible Training Provider List

Anthony Gagliano presented the Eligible Training Provider List for approval. Anthony provided background on the submission process, program and provider eligibility criteria and the required connection to the Local Targeted Occupations List.

A requested motion was made to approve the PY2022/2023 Eligible Training Provider List.

Motion: David Kraft

Second: Lisa Eding

Abstain: Terri Clark, Ron DiPillo, and Doug Wagner

The motion passed unanimously.

Approval of Slate of Officers

Nominating Committee Chair, Jim Bos, presented the committee's nominations. The committee met on Wednesday, June 8, 2022. The committee members included Chair Jim Bos, Christy Cardillo and Dr. Timothy Novak.

Nominations were requested from the floor. No nominations received.

A Motion was made for approval of the Nominating Committee recommendation of David Kraft, Vision Consulting Group, for the remainder of the PY2021/2022 Chair-elect term left vacant from Rick Mosholder's retirement.

Motion: Ron DiPillo

Second: Lisa Eding

The motion passed unanimously.

A Motion was made for approval of the Nominating Committee recommendations below for the PY2022/2023 slate of officers.

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

Motion: Luis Font **Second:** Ron DiPillo

The motion passed unanimously.

III. **One-Stop Operator Annual Report**

Dr. Ron Natale, One-Stop Operator, presented his annual report on services and activities conducted during PY2021/2022. Dr. Natale discussed the changing labor market and the need for workers. Updates were provided on the Crosswalk partners referral system, infrastructure funding agreements and quarterly mandated partner meetings. Dr. Natale also presented recommendations for best practices on digital marketing through social media, analyzing website metrics, responding to social media feedback, sector strategies and developing a standard script greeting customers in the one-stop centers.

IV. **Staff Reports**

Kathy Bouchard, V.P./Chief Talent Officer

Kathy Bouchard also spoke about the budget area allocated to staffing and benefits. Due to the budget, staffing was decreased with twelve fewer positions going into the new program year. We were able to work in a five (5) percent cost of living increase for remaining staff. With the staffing decreases, there was an organizational restructuring, bringing the Career Coaches and Talent Consultants under one Workforce Development Manager. This structure will align with Karima Habity's initiative, Operation Shadow. Positions can shadow one another to gain a full understanding of the roles each person plays.

Another part of the structure is the creation of the Youth Services Team that will focus on developing the future workforce. These positions will be filled internally. Another change is the addition of the Director of Continuous Improvement. Kathy introduced the new Director, Michelle Snyder, who will focus on programmatic training and compliance.

Kathy and Linda Benedict gave updates on the Ticket To Work program. Approximately 102 clients have assigned their tickets to CareerSource Suncoast, and the program has generated more than \$153,000 in income since its implementation, with over \$86,000 generated in the past 12 months. Additional staffing will be added to the program to continue to build capacity for services and assist more individuals with disabilities to return to the workforce. Goal is to add 60 more clients and assist them with gaining employment.

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

Anthony highlighted some of the organizational work happening. He shared Karima Habity presented to the local S.C.O.R.E. chapter highlighting our career and entrepreneurial services to members from around the state.

Last week, there was a second chance job fair with nearly two dozen employers, approximately 30 individuals walked away with a job offer.

Shared information on the virtual reality headsets for youth to do career exploration. The Boys and Girls Club of Manatee County are using the headsets to expose their youth to different industries. Anthony will be meeting with Sun Hydraulics to discuss virtual reality in the workforce. The company has been a partner with us on the Summer Career Start Up program hosting 13 youth.

Christina provided an update on the summer program. There were 66 youth enrolled and approximately 20 employer partners hosting them with Sun Hydraulics having the most youth. We have had 65 youths start the program, and a large portion will be finishing next week.

IT is continuing to work on the scholarship request automated portal to streamline the eligibility process. We have already received 136 requests just since June 1st and 25 new applications have been completed, enrolled and on their way towards getting training in the new year.

Internal monitoring will be conducted throughout the program year, working on a specific program every other month. The program monitor will be collaborating with Michelle on identifying areas of improvement and training development.

Apprenticeships will continue to be a major focus with the new apprenticeship navigator on board. New employers, such as Air Products, are showing interest and connections are being made with employers, as well as with the school districts to expand and develop new apprenticeship programs in the area.

A new CareerSource Suncoast website has been in development and is scheduled to launch next week. Our new website will have more access to videos and podcasts that we are creating, motion graphics and video in the background, a cleaner design and single contact us page that redirects out to appropriate staff based on the requested information.

THRIVE continues to offer entrepreneurship training. In highlighting the entrepreneur work that Michael and Patrick have been doing, Josh and Michael were at the Greater Sarasota Chamber of Commerce Small Business Awards and one of the Small Business award winners was Katrina Bing of All Around the Way Transportation. Katrina went through one of our initial Thrive classes, which was a 10 week-long series for entrepreneurs.

Josh Matlock, President/CEO:

Mr. Matlock discussed provisions of the REACH Act, including: re-alignment, letter grades and the 10 percent hold back for Individual Training Account voucher payments.

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.

The 10 percent holdback goes into effect July 1st, 2022. Boards are still pending guidance from the Department of Economic Opportunity on the implementation of this provision.

Eric Troyer provided his update on the Chair's Alliance Committee.

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

None

VI. Adjournment


The next meeting is scheduled for Thursday, August 25, 2022. There being no further business, Chair Troyer adjourned the meeting at 9:16 a.m.

CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

| Absent Present | Board Member |
|----------------|---|
| 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, Teak Decking Systems |
| P | Luis Font, LIUNA, Laborers International Union |
| A | Roscelyn Guenther, Boys & Girls Club of Sarasota County |
| A | 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 |
| A | Jamie Kahns, Marketing Manager, Bank of America |
| P | Heather Kasten, President, Sarasota Chamber of Commerce |
| P | Pranav Mayor |
| P | David Kraft, Founder, Vision Consulting Group |
| P | Tim Novak, Dean, LECOM |
| P | Ericka Randall, Supervisor, Vocational Rehabilitation |
| A | 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 |
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| | Staff Present; Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, Karima Habity, Linda Benedict, Michael Meerman, Christina Witt, Cody Soler, Chet Filanowski, Michelle Snyder |
| P | Commissioner George Kruse |
| A | Commissioner Christian Zeigler |

23 Board Members – 17 present, 7 absent

Respectfully submitted,


[Joshua Matlock \(Jun 24, 2022 14:55 EDT\)](#)

Josh Matlock
 President & CEO