

**CareerSource Suncoast
Executive Committee Meeting Minutes**

3660 North Washington Blvd

Sarasota, FL

Thursday, September 8, 2022

8:00 a.m.

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	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, Linda Benedict, Michael Meerman*, Cody Soler, Christina Witt, Michelle Snyder, Karima Haby

I. Call to Order

Eric Troyer, Chair, called the meeting to order at 8:04 a.m., asked for roll call and attendance was recorded.

II. Action Items

Approval of June 10, 2022 Executive Committee Meeting minutes.

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

Motion: Sharon Hillstrom

Second: David Kraft

The motion passed unanimously.

Approval of Budget Modification #1 for PY22/23

Robin Dawson, VP/CFAO presented that the Finance and Performance Committee met on August 29th, 2022 to review and approved the PY 22-23 Budget Modification #1.

The original funding budgeted for PY 22-23 of \$6,399,042 was increased by \$104,200 with a final budget modification of \$6,503,242 for PY 22-23. Reserves for PY 23-24 were increased by \$227,909, leaving a balance in reserve \$434,037. Budget Modification #1 worksheets were included in the meeting materials. The following budgeted line items were increased.

- o Personnel Costs: \$35,000
- o Facility Costs: \$10,200
- o Total Operating Costs: \$5,000
- o Program Services: \$54,000

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

Motion: Sharon Hillstrom

Second: David Kraft

The motion passed unanimously.

III. Other Board Business

Finance and Performance Committee Update – Robin Dawson, VP/CFAO

The Finance and Performance Committee met on August 29th, 2022, to review the following reports in addition to the Budget Modification as previously discussed. The following items were reviewed.

1. Budget to Expenditure Report as of 6-30-22
 - a) Overall burn rate of 91%
 - b) Year ending federal and state requirements:
 - Admin 8.87%

- ITAs 38.5%
 - Youth Paid Internships/Work Experience PY20 21.93% & PY21 35.33%
 - Youth Out of School PY20 98.2% & PY21 97.16%
- c) Additional information provided on TANF Summer Youth funds: \$92,000 in gross wages were paid out to youth in the summer paid work experience program.
2. Summary of Non-Federal Funds as of 6-30-22

Both reports were included in the meeting materials.

Anthony Gagliano presented to the committee the latest report for the overall performance goals for PY 21-22 with eighteen different metrics broken down by funding stream. Performance goals that were met, exceeded, and not met were reviewed.

Anthony Gagliano shared that performance negotiations with the Department of Economic Opportunity (DEO) for the next two program years were completed and CSS was able to lower the rates of nine of the eighteen categories. These lower rates fall in line with comparable Regions across the state, noting that our performance measures from PY 21-22 exceeded the States average on all the targeted areas but one.

The REACH Act that was passed through legislation in 2021, included a Regional Workforce Board letter grade provision that will be based on key performance indicators as well as additional metrics, such as business penetration and public assistance recipients.

Robin Dawson shared CSS is beginning the annual CPA audit with James Moore and Company for the program year ending June 30, 2022.

DEO Programmatic and Finance Monitoring report PY21/22 – Anthony Gagliano VP/COO

The DEO financial and programmatic monitoring report from PY21-22, with a review period of January 1, 2021 through December 31, 2021, was received September 1, 2022 after the Finance and Performance Committee Meeting. The finance portion of the monitoring received zero findings again. The programmatic audit had a total of 12 findings for the year, which was a decrease from 21 findings in the previous year. Five findings were repeated from the previous year in 2021. None of the findings were related to eligibility of clients in training or appropriate training activities. There has been improvement and the goal is to continue to show improvement with the programmatic monitoring and continuous improvement team. The next DEO monitoring will be the first week of March in 2023.

Board Member Appointments

Eric Troyer announced the re-appointments and new Board member appointments.

Re-Appointments

- Jacki Dezelski – Manatee Chamber of Commerce, President/CEO
- Doug Wagner - Manatee County School Board, Deputy Superintendent
- Christy Cardillo - Carr, Riggs, & Ingram, LLC. , Partner

New Board Members

- Allison Imre - Grapevine Communications, President/CEO/Owner
- Ronald Serpliss – State College of Florida, Interim Dean of Lifelong Learning and Workforce Development

Josh Matlock provided an overview of the new Board members qualifications and an update on two potential new Board members, Shaun Polasky, Helios Technologies and Dr. Deborah Hawks, CAN Community Health.

IV. Staff Reports

Kathy Bouchard, V.P./Chief Talent Officer

The performance numbers movement in the letter grade and the comparison to states average grade will be incorporated into and account for up to 50% of the CEO evaluation moving forward.

CSS had the first of the approved four staff retreats with the next three scheduled in October, December and another one in the spring.

CSS' 7 Habits of Highly Effective People workshops are now being offered in person again to all new CSS staff members, clients assigned to a work activity in RESEA, SNAP and WT programs, as well as being open to the public.

CSS is offering Metrix learning, an online learning platform that offers thousands of soft skills courses and courses that can lead to a certification in IT, project management, human resources, etc. These are being offered to clients and are free to the public and employers in our community.

Ticket to Work continues to grow under Linda Benedict and Kim Gonzalez's work.

Michelle Snyder, Director of Continuous Improvement, has started on the corrective action plan (CAP) for the DEO program monitoring. In addition to the DEO CAP, she is continuing to work on the internal audits that James's team is conducting regularly. The first internal monitoring was completed, an internal CAP is required, keeping the same system we had with the external program monitoring firm, Taylor, Hall, Miller, Parker.

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

No additional reports.

Anthony Gagliano, V.P./Chief Operating Officer

On the Workforce Education side, our new website rolled out in July, with more video content on it, including e-Rising and the State of Jobs conference.

Another round of CSS' CEO Platform for Success has launched with courses on Tuesdays, offering both day and evening options.

James and Manuel continue to work on the community impact dashboard to be posted on the website.

Diane Seavers, Apprenticeship Navigator, continues to work with companies and engaging community partners.

Since July, the operations team has already spent \$135,000 for scholarships, with another \$400,000 committed on the books for students the remainder of this program year.

CSS had several successful hiring events. Dunkin' Donuts made 10 offers to clients, including two persons with disabilities. Graham packaging had 136 individuals interview with them. The Department of Children and Family made 12 on the spot offers to clients who interviewed with them.

Karima Habyt shared that she is now a Board member with Habitat for Humanity and shared that there are additional job fairs that are being planned.

In meeting our goal of sharing our story, Ms. Habyt has made presentations to SCORE, the Venice Chamber of Commerce and the Manatee Chamber of Commerce in the past month. Mr. Disbro will be a presenter at the state's Annual Workforce Summit.

Josh Matlock, President/CEO

Josh provided an update on the re-alignment of workforce regions. The state is now in phase two of the re-alignment. The second phase will be working closely with stakeholders and doing more

research. The executive directors around the state will be meeting in Orlando next week to continue discussions on the re-alignment.

According to DEO, regional letter grades will be coming in October.

Josh shared that CSS is now using a labor market tool from Lightcast for the region. The MSA economy overview report will be shared with the Board. The small business study completed for the region will be presented at the upcoming full Board meeting this month.

V. CEO's Annual Performance Evaluation Review

The CEO performance evaluation reviewed five different areas: 1) Strategic development, 2) Board relations, 3) Serves as a change agent, 4) Risk taking / problem solving, and 5) Community leadership.

Rating key was as follows:

5 = Exceptional

3 = Meets expectations

1 = Below expectations.

Overall rating scale is as follows:

4.50 – 5.00 = Exceptional performance

3.50 – 4.49 = Above expectations

3.00 – 3.49 = Meets expectations

2.50 – 2.99 = Needs improvement

2.49 and below = Unsatisfactory

Based on the results of 5 performance evaluations completed by the Executive Committee members, Josh's overall rating was 3.88. His above expectation scores related to the following areas: board relations, serves as a change agent, and community leadership. There were no scores below 3.00.

Eric Troyer, Chair, led a discussion around the rankings and clarification of any comments from the summary of the performance evaluations. Eric will meet with Josh in the near future to discuss in detail the comments and performance appraisals.

The Executive Committee discussed compensation for the CEO. After discussion, it was unanimously agreed that Josh will receive a 3% cost of living / inflation increase effective on the next pay period.

It was noted that Josh became CEO effective February 4, 2022 with a salary of \$130,000. This initial starting salary assessment was determined through a review that included comparative salaries from various other workforce boards with comparative funding, as well as other relevant information.

The Executive Committee agreed that for 2023, the annual performance evaluation process would move to November for the following reasons:


1. Letter grades are expected to come out in October and will be used as part of the CEO evaluation process going forward.
2. There will be a CEO bonus structure beginning in November 2023 that will correlate with letter grade performance. The exact terms of the bonus structure will be determined at a later date.

VI. Public Comment/Closing Remarks – Eric Troyer, Chair None

VII. Adjournment

The next meeting is scheduled for Thursday, October 13, 2022. There being no further business, Chair Troyer adjourned the meeting at 9:45 a.m.

Respectfully submitted,



Joshua Matlock (Sep 27, 2022 11:15 EDT)

Josh Matlock
President & CEO