

**CAREERSOURCE SUNCOAST
BOARD MEETING MINUTES**

Virtual TEAMS Meeting or In-person at
3660 N. Washington Blvd., Sarasota, FL 34234
Thursday September 22, 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.

II. Welcome New Board Members - Eric Troyer, Chair

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

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

III. Guest Speaker – Ted Abernathy

Ted Abernathy presented his report on the Rapid Response Grant, Small Business Study. Information presented will be emailed to the Board in addition to the full study included in the meeting agenda packet.

IV. Installation of Officers September 2022 – Eric Troyer, Chair

Officers approved at the June 23, 2022 Board meeting were installed.

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

V. CEO Report

Joshua Matlock provided updates from Workforce Development Association and CareerSource Florida meetings held at the Orlando Workforce Development Summit. Discussions in the meetings included implementation of the REACH Act (House Bill 1507), the Regions letter grades will be received October 19, 2022. It was announced that we are in phase two of the state realignment implementation. Earnest & Young will be doing further research to guide CareerSource Florida in the process. CSS interviewed individually with Ernest and Young and discussed CSS initiatives, apprenticeship expansion, partner co-location, State of Job and Talent conferences, podcasting, Franklin Covey 7-habits training and the Crosswalk referral system. Benefits of re-alignment includes: Healthcare plans, administrative costs. Challenges of re-alignments: less innovative, will become more bureaucratic, not as nimble and flexible and reduce the ability to serve all populations.

CSS has received additional funding that will require another budget modification:

- TANF: \$40,000
- Wagner Peyser- apprenticeship expansion: \$62,500
- CDL Training: up to \$200,000

James Disbro presented information on Crosswalk referral statistics and the counties using it.

CareerSource Suncoast:

- Referrals Sent: 200 to 21 Agencies
- Referrals Received: 790 from 26 agencies

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. Based on the current performance metrics, CSS is currently a C+ but this does not include the additional metrics included in the letter grade.

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 – Joshua Matlock/ President-CEO

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 there was an improvement with a total of twelve findings for the year, which was a decrease from twenty-one findings in the previous year. None of the findings were related to eligibility of clients in training or appropriate training activities. There were eleven other non-compliance issues (ONI's).

Executive Committee Update: CEO/ Joshua Matlock's Annual Performance Evaluation Review - Eric Troyer, Chair

The annual CEO performance evaluation was completed on September 8, 2022 by the executive committee. The 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 five 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.

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.

VIII. Staff Reports

Kathy Bouchard, V.P./Chief Talent Officer

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.

A free training is being offered by Institute for Justice and Research Development through Florida State University. This training is for businesses and human resource professionals, focusing on how to promote and train employees with incarceration histories.

CSS had the first of four staff retreats with the next one scheduled in October. CSS has been conducting a live poll at the retreats since 2017. The poll focuses on categories such as support and resources, leadership, management, organizational climate, training and development, etc. This poll has been conducted and tracked since 2017. This last poll had a few drops in scores, that is to be expected since the organization went through significant changes with twelve fewer staff compared to the retreat in December. There were some scores that increased and were the highest ever received.

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

CSS has begun the annual CPA audit for PY 2021-2022 with James Moore & Co.

The DEO financial and programmatic monitoring for this year is scheduled for March 2023.

Anthony Gagliano, V.P./Chief Operating Officer

CSS has launched a new cohort of the CEO Platform for Success classes with thirty individuals attending between the day and evening classes.

More videos have been added to the CSS website, including short videos from the State of Talent, State of Jobs and e-rising conferences.

James Disbro and the Regional Alignment team are working on the Community Impact Dashboard to be displayed on the website for the general public and a more detailed report for the Board members. Manuel on the team is working on pulling data for the report card. The first internal monitoring conducted by Deborah Lee was completed in July for the Wagner-Peyser program. There were three findings on that internal review.

CSS has spent more than \$135,000 on clients for scholarships to our state colleges and technical schools.

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.

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

Dr. Novak thanked the staff for all their hard work through these difficult times and thanked his fellow Board members for their engagement.

Jim Bos commented that more Board members should be present (in-person) verses virtual attendance.

X. Adjournment – Eric Troyer, Chair

Meeting was adjourned at 9:30am

Next Board of Directors Meeting is November 10, 2022*

****Note: Board meeting will be combined with the Executive Committee Meeting.***

Location 3660 N. Washington Blvd, Sarasota, FL

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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.
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
A	Luis Font, LIUNA, Laborers International Union
P*	Roscelyn Guenther, Boys & Girls Club of Sarasota County
P*	Peter Hayes, President, Tandem Construction
A	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
A	William Zack Holland, Local 123 Plumbers and Pipefitters Union
P*	Allison Imre, Grapevine Communications
A	Jamie Kahns, Marketing Manager, Bank of America
P*	Heather Kasten, President, Sarasota Chamber of Commerce
A	Pranav Mayor
A	David Kraft, Founder, Vision Consulting Group
P*	Tim Novak, Dean, LECOM
A	Ericka Randall, Supervisor, Vocational Rehabilitation
P	Ronald Serpliss, State College of Florida
A	Walter Spikes, Realtor, Bright Realty
P	Eric Troyer, CPA/Partner, Kerkering Barberio & Company
A	Doug Wagner, Deputy Superintendent, Manatee County School Board
P*	Ken Waters, VP, Residential Services, Sarasota Housing Authority
	Staff Present; Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, Karima Habity*, Linda Benedict, Michael Meerman*, Christina Witt, Cody Soler, Chet Filanowski*, Michelle Snyder, James Disbro
P*	Commissioner George Kruse
A	Commissioner Christian Zeigler

24 Board Members – 13 present, 11 absent

Respectfully submitted,


 Joshua Matlock (Oct 19, 2022 13:26 EDT)

Josh Matlock
 President & CEO