



## **Executive Committee Meeting**

Thursday, December 08, 2022 - 8:00 a.m. to 9:30 a.m.

Location: 3660 N. Washington Blvd, Sarasota, FL

**This is an in-person meeting with virtual or call-in capabilities**

[Join Microsoft Teams Meeting](#)

1-786-600-3104 Conference ID: 819 592 380#

### **AGENDA**

**Call to Order / Introductions – Eric Troyer, Chairman of the Board**

**Action Items – Eric Troyer, Chair**

- Approval of November 10, 2022 Executive Committee/Board Meeting Minutes

**CEO Report**

**Staff Reports**

- Kathy Bouchard
- Robin Dawson
- Anthony Gagliano

**Public Comments/Closing Remarks – Eric Troyer, Chairman of the Board**

**Adjournment**

**Next Executive Committee Meeting is January 12, 2022**

***Location 3660 N. Washington Blvd, Sarasota, FL***



Funding Budgeted for PY 22-23 Mod #2 was an increase of \$ 2,102,644 over Mod #1. Line items requested for an increase for PY 22-23 Budget:

- Add \$381,824 salary and fringe benefits
- Add \$18,898 accounting and audit
- Add \$1,500 general insurance
- Add \$5,000 travel and meetings
- Add \$1,690,422 client training and support
- Add \$5,000 outreach

Requested motion to approve Budget Modification #2 for PY 22-23.

Motion: David Kraft                      Second: Roscelyn Guenther  
Motion passed unanimously

### **Approval of Board Policy Language Change – Christina Witt**

Christina Witt presented new language that will be updated with the following language to reflect the new programmatic monitoring process.

The new language States:

“Programmatic monitoring will be conducted throughout the program year by CSS’s quality assurance team member. This includes the specific review of client records (local & state MIS) while using the current applicable state program monitoring tools. In addition, federal and state guidance and CSS policies and operating procedures will be utilized.”

The following Policies have been update with the new language:

- CSS Policy 01-21 Support Services
- CSS Policy 04- 21 Client Incentive
- CSS Policy 05-21 Individual Training Accounts
- CSS Policy 10-21 WIOA Youth Eligibility
- CSS Policy 13-21 National Emergency Dislocated Worker
- CSS Policy 14-21 Priority of Service

Requested motion to approve the policy language change in the listed polices.

Motion: Jim Bos                      Second: Deborah Hawkes  
Motion passed unanimously

## **IV. CEO Report**

Josh Matlock, President/CEO reviewed the REACH Act and letter grade implementation. The letter grades were released from CareerSource Florida in October, 2022. The letter grades are located on CareerSource Florida website at [Analytics: Letter Grades: Grades \(careersourceflorida.com\)](https://careersourceflorida.com). The Dashboard displays the letter grades for the regions, with CSS currently having a C+ grade. The scorecard metrics for the letter grades were reviewed, focusing on the major areas of improvement needed to include, but not limited to: WIOA performance metrics, repeat business, and participants in work related training.

The REACH Act re-alignment process is ongoing with Ernst and Young consultants. On November 3<sup>rd</sup>, CSS hosted a meeting with two other workforce boards, CareerSource Southwest and CareerSource Heartland, and economic development agencies in each of the

regions. The meeting focused on the current state of workforce boards, the future of workforce board, streamlining processes, and re-alignment.

## V. Other Board Business

### **Finance and Performance Committee Update – Lisa Eding**

Lisa Eding reported on the Finance and Performance Committee meeting held on November 7, 2022. The following items were reported on.

Robin Dawson, VP/CFAO, reviewed the following reports during the Finance and Performance meeting.

1. Review of Budget to Expenditure Report as of 9-30-22
  - a) Overall burn rate of 25%
  - b) YTD Federal and State requirements:
    - Admin: 9.45%; max allowed 10%
    - ITAs: 42.01%; minimum requirement 30%
    - Youth Paid Internships/Work Experience: PY21 @ 26.34%; minimum requirement 20%
    - Youth Out of School: PY21 @ 97.63%; minimum requirement 20%
2. Budget to Expenditure Report by Fundsource as of 9-30-2022
3. Summary of Non-Federal Funds as of 9-30-22

Anthony Gagliano reviewed the CSS performance dashboard posted on the CSS Website at Dashboard - CareerSource Suncoast . The performance dashboard is broken down by quarters for the fiscal year. The dashboard provides information on services provided to career Seekers and employers. The REACH Act Letter grades were also reviewed in detail with the committee.

## VI. Staff Reports

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

Last month CSS hosted a training that focused on promoting and retaining employees with incarceration history.

CSS Business Development Director, Linda Benedict and Ticket to Work Navigator, Kim Gonzalez will be partnering with SAMA and providing a training focusing on hiring individuals with disabilities. The upcoming training is open to all business. A successful email marketing campaign generated by Michael Meerman and his team led to more registrations for the training. There are currently sixteen people registered, representing eleven different companies.

CSS is an Employment Network under the Social Security Administration (SSA) assisting individuals with disabilities receiving SSA benefits to return to the workforce and obtain employment. In the first quarter of this program year, the TTW program has generated just under \$12,000 in unrestricted funding , with 104 tickets assigned, 28 clients working and three more slated to start work.

CSS is fully staffed at this time, to include the successful recruitment of Samantha Zagame, who was previously with CSS as coordinator. She will be working on the Hurricane Ian grant coordinating services for Ian recovery.

Anthony Gagliano, V.P./Chief Operating Officer

CSS shared a video on the Boys and Girls Clubs of Manatee County using the virtual reality headsets for career exploration. CSS has three headsets in full time use at the B & G Clubs and they have been used in other locations, such as the Palmetto Youth Academy and Sun Hydraulics. Special thanks to Sharon Hillstrom for sharing the video at the Annual EDC update luncheon last month.

Next week is the e-Rising entrepreneur conference being held at the Selby Auditorium at USF. You can join in-person or online. The conference will have several speakers, to include the Federal Reserve Bank.

The Paychecks for Patriots Veteran job fairs were held this month at SCF and USF with several dozen veterans showing up to interview with local employers. Two of our Veteran clients were highlighted in local media recently. USAA was on Channel 13 last week giving away cars to veterans, one of them given to one of our veteran clients who is a volunteer commander at the local VFW club. A Veteran client who was working with one of our Veteran Career Coaches, Jamie Gossett, was highlighted in a Herald Tribune article focusing on veterans who were retired but are needing to return to the workforce.

CSS is continuing the partnership with the Patterson Foundation on their Digital Navigator initiative. The initiative helps individuals get more plugged in to the digital world.

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

Eric Troyer recommended members look into the North Carolina re-alignment process they went through two years ago.

Board members Lisa Eding and Timothy Novak provided sentiments that the letter grade does not reflect the good work of the Board staff.

**VIII. Adjournment – Eric Troyer, Chair**

Meeting was adjourned at 9:10am

**Next Executive Committee Meeting is December 8<sup>th</sup>, 2022**

**Next Board of Directors Meeting is January 26, 2023**

**Location 3660 N. Washington Blvd, Sarasota, FL**

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## CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Exec. Comm. Member	Board Member
P*		Jim Bos, President, MJB Group
P*		Ashley Brown, President, Women's Resource Center
P*	X	Christy Cardillo, CPA Tax Manager/Partner, Carr, Riggs & Ingram, LLC.
A		Christine Clyne, HR Director, Lifestar Living LLC
P*		Jackie Dezelski, President, Manatee Chamber of Commerce
A		Ron DiPillo, Executive Director, Sarasota County Schools
P*	X	Lisa Eding, Teak Decking Systems
A		Luis Font, LIUNA, Laborers International Union
P*		Roscelyn Guenther, Boys & Girls Club of Sarasota County
P*	X	Peter Hayes, President, Tandem Construction
P*	X	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
A		William Zack Holland, Local 123 Plumbers and Pipefitters Union
P*		Allison Imre, Grapevine Communications
P*		Jamie Kahns, Marketing Manager, Bank of America
P*		Heather Kasten, President, Sarasota Chamber of Commerce
P*		Pranav Mayor, Star Student, Pine View High School
P*	X	David Kraft, Founder, Vision Consulting Group
P*		Tim Novak, Dean, LECOM
P*		Ericka Randall, Supervisor, Vocational Rehabilitation
P*		Ronald Serpliss, State College of Florida
A		Walter Spikes, Realtor, Bright Realty
P*	X	Eric Troyer, CPA/Partner, Kerkering Barberio & Company
A		Doug Wagner, Deputy Superintendent, Manatee County School Board
A		Ken Waters, VP, Residential Services, Sarasota Housing Authority
		Staff Present Virtually: Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, Karima Habity, Linda Benedict, Michael Meerman, Christina Witt, Michelle Snyder, James Disbro
P*		Commissioner George Kruse
A		Commissioner Christian Zeigler

26 Board Members – 19 present, 07 absent

6 Executive Committee Members – 6 present, 0 absent

**Respectfully submitted,**

*Joshua Matlock*

[Joshua Matlock \(Nov 21, 2022 08:49 EST\)](#)

Josh Matlock  
 President & CEO



# CEO Report



# STAFF REPORTS