

**CareerSource Suncoast
Executive Committee Meeting Minutes**
3660 North Washington Blvd
Sarasota, FL
Thursday, December 08, 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	Lisa Eding, HR Director, Teakdecking Systems
P*	Peter Hayes, President, Tandem Construction
*	Virtual
	Staff Present: Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, Christina Witt, Linda Benedict, Michael Meerman, Michelle Snyder, Karima Habity, James Disbro

I. Call to Order - Eric Troyer

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

II. CEO Report – Joshua Matlock

CareerSource Florida has a Board meeting on Dec. 15th, and there is an expected update on re-alignment with Ernst and Young. Recommendations on re-alignment will be provided to CareerSource Florida in February 2023.

CareerSource Suncoast (CSS) was initially awarded \$2 million in Hurricane Ian relief funding. Two weeks ago, CSS was notified by CareerSource Florida that additional funding was available. The Governor visited Lee County and presented a \$1 million check to be issued to three local CareerSource Boards (CSS, CareerSource Southwest Florida and CareerSource Heartland). CSS submitted a budget requesting \$560,000. CSS' actual award pending approval from DEO.

There is an upcoming staff retreat on December 16th. At the staff retreat we will be covering letter grades, performance metrics, budget expenditures, celebrate successes, upcoming goals for next quarter, organization culture poll, Humanocracy culture development and introducing new staff.

A discussion regarding how CSS uses unrestricted funding occurred, with a recommendation from CSS to generate and maintain six months of operating expenses in reserves, which would require \$2.8 million. Currently, unrestricted funds total more than \$680,000. The executive committee discussed the unrestricted funding and made a recommendation to maintain three months in reserve and develop an unrestricted funding policy in coordination with the Finance and Performance Committee. The next Finance and Performance Committee will be in January.

A success story was shared with the committee regarding a CSS client assisted through one of the grants in a partnership with Turning Points. CSS was able to utilize grant funding to place the client in temporary employment at Turning Points while, they assisted the client with housing. With the partnership and grant funding, the client now has housing and was hired permanently at Turning Points.

III. Action Items

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

Eric Troyer asked for a motion to approve the November 10, 2022 meeting minutes.

Motion: David Kraft Second: Sharon Hillstrom

The motion passed unanimously.

IV. Staff Reports

Kathy Bouchard, V.P./Chief Talent Officer

An update on the Ticket to Work program was provided about a change in process with the Social Security Administration. Examples of the use of unrestricted funding was provided: staff retreats, water coolers, staff wages if needed, etc.

The Tobacco Free Florida campaign was kicked off again to help with the generation of unrestricted funding.

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

The draft 990 IRS return was received from the auditor. An email will be sent to the Board with a link to review the 990 form prior to final submission to the IRS. The submission will finalize all audits with the independent auditor, James Moore & Co. The DEO audit is scheduled in March.

The Bradenton Career Center lease is ending June 30, 2023. There was an attempt to discuss downsizing our footprint in the building, but the landlord would not reduce the square footage. The notification of non-renewal has been sent to the landlord. The operating cost for the Bradenton office, including rent, utilities and internet, is approximately \$560,000 per year. We are currently in search of new office space in Manatee County.

Anthony Gagliano, V.P./Chief Operating Officer

Workforce Education had their eRising Conference held in person at the University of South Florida. There were more than 100 registrants, with 87 attending in person or online for the event. There were four THRIVE members presenting at the conference, sharing their entrepreneurial experiences. There are pictures on the [conference website](#).

Two dozen people graduated from the CEO Platform for Success entrepreneur courses. There are sixty-one people registered for the upcoming January sessions, which include day and night start times.

Every other Friday, CSS Content Creator Curt Preisser appears on ABC-7 morning news to talk about workforce and CSS.

In operations, there was a job fair conducted within the Sarasota County jail. There were six different employers there meeting with inmates who are just 30 to 90 days from their release date. The job fair was noted by the Lieutenant as the best event there yet with the variety of the employers and resources available to the inmates.

CSS has assisted 102 different individuals through either scholarships or on-the-job training. Six apprentices are receiving assistance and twenty new CDL drivers have been funded since our fiscal year started July 1, 2022. This fiscal year, CSS has spent approximately \$252,000 in scholarships, with another \$92,000 in checks going out this month. In addition, there is \$167,000 in funds obligated for scholarships for the upcoming spring semesters.

The Hurricane Ian NEDWG grant has six clients enrolled. The Sarasota EDC has been partnering with us to outreach to local business and offering assistance with completing applications online for FEMA and other assistance. Shereen, the Rapid Response Coordinator, is also making calls to local business to offer assistance. Karima Habyt shared that Employers and applicants can apply through the [CSS website for assistance](#) through the grant.

A new group of Students from Southeast High School, through the Big Brothers Big Sisters Beyond School Walls Program, joined CSS last month. Those students will focus on career exploration.

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

None

VI. Adjournment – Eric Troyer, Chair

The next meeting is scheduled for January 12, 2023. There being no further business, Chair Troyer adjourned the meeting at 9:03 a.m.

Respectfully submitted,



[Joshua Matlock \(Dec 19, 2022 08:31 EST\)](#)

Josh Matlock
President & CEO