

Executive Committee Meeting

Thursday, February 09, 2023 - 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, Chair, Partner, Kerkering Barberio

Action Items - Eric Troyer, Chair

Approval of January 12, 2023 Executive Committee Meeting Minutes

CEO Report – Joshua Matlock

Committee Reports

Finance and Performance Committee Report – Lisa Eding

Staff Reports

- Kathy Bouchard
- Anthony Gagliano
- Robin Dawson

Public Comments/Closing Remarks - Eric Troyer, Chair

Adjournment

Next Executive Committee Meeting is March 09, 2023

Location 3660 N. Washington Blvd, Sarasota, FL



ACTION ITEMS

CareerSource Suncoast Executive Committee Meeting Minutes

3660 North Washington Blvd Sarasota, FL Thursday, January 12, 2023 8:00 a.m.

Absent Present	Committee Members
Р	Eric Troyer, CPA, Partner, Kerkering Barberio & Company
Α	Christy Cardillo, CPA, Partner, Carr, Riggs & Ingram, LLC
Р	David Kraft, President, Vision Consulting Group
P*	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development
Г	Corporation
Р	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, Karima Habity, Chet
	Filanowski*

I. Call to Order

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

II. Action Items

Approval of December 08, 2022 Executive Committee/Board Meeting Minutes.

Eric Troyer asked for a motion to approve the December 08, 2022 meeting minutes.

Motion: David Kraft Second: Lisa Eding

The motion passed unanimously.

III. CEO Report – Joshua Matlock

Michelle Dennard, the president/CEO of CareerSource Florida (CSF) is resigning effective January 31st, 2023. The CSF Board Chair, Stephanie Smith, is working closely with the Governor's office to determine a course of action to fill the position. CareerSource Florida will notify the local boards once a decision has been made.

In February, CSF and the Florida Workforce Development Association (FWDA) will be having their Board meetings in Tallahassee. Josh and Anthony will be attending the meetings. CSF will be announcing the results of the REACH act re-alignment survey from Ernst & Young (EY). CSF has shared that there will be some options presented to the Local Workforce Development boards for re-alignment. Additionally, FWDA and CSF will be calling a joint meeting to discuss the re-alignment and Michelle Dennard's resignation.

Commissioner Kruse has been re-appointed as the Chief Local Elected Official (CLEO) for Manatee County and Joe Neunder is a new appointment for Sarasota County. EY is scheduling interviews with the CLEOs to get their input on re-alignment. Due to scheduling conflicts, Commissioner Kruse will be interviewing with EY, and Commissioner Neunder will be providing his responses in writing.

Moving forward, CSS Board and Committee meetings will include a consent agenda for voting on CSS policies and meeting minutes. Items can be pulled for discussion on request.

IV. Staff Reports

Kathy Bouchard, V.P./Chief Talent Officer

CSS recently offered 20+ staff a Speed of Trust training from Franklin Covey. The training focuses on the premise that the first imperative of a leader is to inspire trust.

A staff retreat was held in December. The work session focused on letter grades, performance, and the principles of the book, Humanocracy.

The staff engagement progress poll was conducted at the retreat. There were some areas that went down and some that showed improvement. The organization is continuing to feel the impact of a reduction in staff with 12 fewer employees this program year.

There are currently six (6) vacancies due to resignations, and a new grant position being added. Several resignations are due to work commute and affordable housing. An evaluation of work responsibilities is taking place to assist with alleviating current workload on the remaining staff. The positions open are Career Coach, Talent Consultants, and a Grant Coordinator for the Non-Custodial Parent Employment (NCPEP) Grant.

The Non-Custodial Parent Employment grant is a short-term grant of only six (6) months. The grant objective is placing non-custodial parents into employment or into a better paying job so that they can pay their child support, with the ultimate goal of getting the custodial parent off of public assistance.

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

Beginning last program year, DEO required Board approval to transfer funds from dislocated worker to adult funds (or vice versa), when the request is more than 25% of the total for that grant. At the upcoming Board Meeting, a request will be made to transfer approximately 49% of the Dislocated Worker funds to Adult funding, for an approximate total of \$475,000. Justification for the transfer stems from a decrease in need for dislocated worker (those laid off) dollars and an increase in need for those underemployed. This correlates accurately based on the November 2022 unemployment statistics, showing Manatee and Sarasota County at a 2.6% unemployment rate. The low unemployment rate creates less of a need for dislocated worker funds.

The Interlocal agreement process has begun with Manatee and Sarasota Counties. The agreement is currently with each county's attorney for review. The Interlocal agreement changes were required from DEO to include CareerSource Suncoast as the designated fiscal agent for the region, as well as some additional administrative changes to align with Board membership and the approved CSS Bylaws.

There is a Finance and Performance Committee meeting this month on January 31, 2023. The committee will be discussing policy language regarding the use of non-federal funds.

New office locations for the Bradenton office are still being viewed in an effort to downsize the current office location. The office needs to be in a certain zip code based on client populations and be on a bus line. A few locations have been viewed and there are appointments scheduled to look at other location options this week. The goal is to have a few location options to share with the Board at the January 26th meeting.

Anthony Gagliano, V.P./Chief Operating Officer

There is an anticipated re-opening of the North Port center, located in the Goodwill building for February. The location is pending reconnection of internet service and the timeframe provided is the first week of February. Hurricane lan recovery efforts will continue at this location.

The monthly internal monitoring report was provided in the meeting agenda packet. The full report was provided for review. There were fourteen (14) findings. The responses provided in the report will show that most of the findings were corrected, or they did not result in any eligibility issues.

James Disbro is representing CSS at a Symposium on the Florida Career Pathways Network. On James' team, Diane Seavers, the CSS Apprenticeship Navigator, is continuing to place an emphasis on education and developing apprenticeship programs in the region. CSS has signed up three (3) new appendices around apprenticeship with Teakdecking Systems to further the work on the development of apprenticeship programs. Teakdecking has three occupations they are looking at turning into apprenticeships.

Earlier this week, the CSS team visited PGT with FloridaMakes for the presentation of their Apprentice of the Year award to a CSS client. The client won <u>FloridaMakes apprentice of the Year</u> for the state at their symposium in October. The award recipient is the impetus for the apprenticeship that CSS sponsored with PGT for Tool and Die makers. In addition to the award, he was presented a letter from the Governor for his achievement. Curt Preisser on the Marketing Team took some pictures and video of him receiving the award to share as a success story.

The CSS Performance Dashboard, located on the CSS Website was reviewed, showing the PY 2022/23 Quarter 2 performance metrics. The dashboard shows metrics on Career Services, Occupational Skills and On-the-Job Training Services, Apprenticeships served and Employer services.

The video for the 2^{nd} annual eRising Conference from November was shared with the Committee to highlight the work that is being done around entrepreneurship.

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

VI. Adjournment – Eric Troyer, Chair

The next meeting is scheduled for February 9th, 2023. There being no further business, Chair Troyer adjourned the meeting at 8:55 a.m.

Respectfully submitted,

Josh Matlock
President & CEO

Joshua Matlock Joshua Matlock (Jan 31, 2023 14:27 EST)



CEO Report



COMMITTEE REPORTS

CAREERSOURCE SUNCOAST Finance & Performance Committee Executive Committee Summary February 9, 2023

The Finance & Performance Committee met on January 31, 2023.

Review of Budget to Expenditure Report PY 22-23 as of 12-31-2022:

A copy of the report was included in the meeting materials. This report covers the period July 1, 2022 – December 31, 2022 for PY 22-23. Overall burn rate as of 12-31-2022 was 38%. Program Services are running under the expected 50% burn rate due to last budget mod in November increased client training and support by \$1,454,820 for Hurricane Ian temp jobs. These funds are available until September, 2024. A Budget to Expenditure Report By Fundsource was also shared with the committee to report on burn rates by grant.

State and federal expenditure requirements reported as of 12-31-2022:

- Admin expenditure rate 9.9%; max allowed 10%
- Individual training accounts (ITAs) 40.3%; min requirement 30%
- Youth paid internships PY21 25.1%; min requirement 20%
- Youth out of school expenditures PY21 98.3%; min requirement 75%

Review of Summary of Non-Federal Funds as of 12-31-2022:

Balance of funds \$702,332

Discussion & Review of Revenue Diversification & Non-Federal Funds Policy:

The Committee discussed the Revenue Diversification and Non-Federal Funds Policy presented. A recommendation was made to conduct additional research from other local non-profits policies regarding fund reserves and add language regarding funding reserves.

Performance Update:

Anthony Gagliano reviewed the CSS WIOA performance indicators for the first quarter of PY 2022-23. CSS currently has a B grade of 86.1, going up nearly six (6) points from original publication. DEO will be updating the WIOA performance measures and the letter grades on a quarterly basis, being available approximately 45 days from the end of the quarter.

The CSS Performance Dashboard, located on the <u>CSS website</u> was reviewed, showing the PY 2022/23 Quarter 2 performance metrics. The dashboard shows metrics on Career Services, Occupational Skills and On-the-Job Training Services, Apprenticeships and Employer services.

The monthly internal monitoring report was provided in the meeting agenda packet. The full report was provided for review. There were fourteen (14) findings. The responses provided in the report will show that most of the findings were corrected, or they did not result in any eligibility issues. The most recent monitoring conducted was on the Summer Youth Employment Program, of the twenty-four files reviewed there were several observations but there were no findings. The final report will be shared at the next meeting.

CAREERSOURCE SUNCOAST Finance & Performance Committee Executive Committee Summary February 9, 2023

General Comments & Updates:

Additional TANF funds have been recently received for summer youth employment program this year of \$250,000. A budget has been submitted to DEO for \$400,000 in WIOA Set Aside funds which will be used for individual training accounts, and CSS was awarded a state grant of \$338,177 to assist non-custodial parents struggling to meet child support obligations with job placement or advancement in the job market services..

Next meeting of the Finance & Performance Committee is scheduled for Tuesday, April 25th at 8:00 am.

Respectfully Submitted,

Lisa Eding CSS Treasurer

CareerSource Suncoast Expenditure To Budget Report - Summary Program Year July 1, 2022 thru June 30, 2023

Actual burn rate as of 12/31/22

As Of 12/31/2022 (with accruals)

MOD 2

	MOD 2					
	PY TOTAL	RESTRICTED	BUDGET	% OF BUDGET	UNRESTRICTED	
	BUDGET	EXPENSES YTD	BALANCE	EXPENDED	EXPENSES YTD	NOTES
PERSONNEL COSTS						
SALARIES/FRINGE BENEFITS	\$4,273,195	\$1,921,935	\$2,351,260	45%	\$17	
STAFF TRAINING & EDU	\$35,000	\$30,931	\$4,069	88%		
TOTAL PERSONNEL COSTS	\$4,308,195	\$1,952,866	\$2,355,329	45%	\$17	
FACILITY COSTS	\$952,213	\$560,046	\$392,167	59%	\$0	
	. ,		•		·	
OFFICE FURNITURE & EQUIP	\$45,000	(\$24,886)	\$69,886	-55%	\$0	Refund from Ian insurance claim-North Port Goodwill location of \$31,458, Refund offsets expenses to date
01110210111110112012011	ψ 10,000	(#21,000)	\$60,000	0070	Ţ0	to 1, 100, Trotalia office oxperiose to date
OPERATING COSTS:						
ACCOUNTING/AUDIT	\$82,871	\$41,319	\$41,552	50%	\$2,856	Auditor and 990 fees paid for 22-23 engagement
CONSULTANTS/LEGAL	\$40,000	\$17,500	\$22,500	44%	\$0	OSO Oblig bal \$17,500
GENERAL INSURANCE	\$59,124	\$59,164	(\$40)	100%	\$0	Policies begin July 1
OFFICE EXP & SUPP	\$40,000	\$15,510	\$24,490	39%	\$6,566	Tollow Dogitt Guly
TRAVEL & MEETINGS	\$65,000	\$30,462	\$34,538	47%	\$5,437	
TRAVEL & MEETINGS	\$03,000	\$30,402	φ54,550	47 70	φ5,457	
TOTAL OPERATING COSTS	\$286,995	\$163,955	\$123,040	57%	\$14,859	
	\ 200,000	\$100,000	V.120,0.10	U. 70	VIII,000	
PROGRAM SERVICES:						
						Obligations (\$500,005 / Free a Oblig 200/ JANI for do any similable
CLIENT TRAINING/SUPPORT	\$2,812,482	\$510,256	\$2,302,226	18%		Obligations \$562,025 / Exp + Oblig 38%. IAN funds are available until 9/30/24 - current budget in this PY \$1,454,820
CELENT TRAINING/OUT ORT	Ψ2,012,402	ψο 10,200	Ψ2,002,220	1070		ditti 0/00/21 Carron Baaget in the FT \$1,101,020
CLIENT & EMPLOYER SERVICES	\$102,000	\$88,643	\$13,357	87%	\$7,027	Client & ER subscription services renewed first of program year
OUTREACH	\$99,000	\$28,050	\$70,950	28%	\$3,916	EDCs & LCANs oblig bal \$59,520
TOTAL PROGRAM SERVICES	\$3,013,482	\$626,950	\$2,386,532	21%	\$10,942	
						Rates below as of 12/31/22:
						Admin 9.9 % Max 10%
						ITA 40.3%. Min Req 30% Paid Internships Exp: PY21 - 25.1%, Min Req 20% Yth
TOTALS	\$8,605,885	\$3,278,930	\$5,326,955	38%	\$25,818	Out of Sch Exp: PY21 - 98.3%, Min Req 75%.
Expected burn rate as of 12/31/22				50%		
				3070		Unrestricted Fund Balance as of 12/31/2022 (MM & CD
A atural humm mate as of 40/04/00				200/	¢702 222	\$207.004 in alread and in 4 at all belones >

38%

\$702,332

\$337,384 included in total balance)



Budget to Expenditure Report By Fundsource PY 22-23 7/1/2022 - 12/31/2022

					,,,	./ 2022 - 1	2/31/2022									
	Annual Budget		WIOA	WIOA	WIOA	WIOA	WIOA	NEG	NEG Opioid	NEG	Wag	Wag Pey				
Revenue:	Mod #2	TANF	Adult	Dis Wkr	Youth	Rap Resp	CDL Trng	COVID	Foster Rec	Hurr lan	Pey	App Nav	Others			
Carry Forward Funds from PY 21-22	\$1,914,196	\$193,814	\$0	\$111,717	\$604,445	\$12,461	\$0	\$362,895	\$470,820	\$0	\$158,044	\$0	\$0			
Allocation Awards PY 22-23	\$7,409,260	\$1,319,933	\$929,003	\$963,959	\$747,202	\$75,144	\$200,000	\$0	\$0	\$2,000,000	\$586,675	\$62,500	\$524,844			
Total Available Funding	\$9,323,456	\$1,513,747	\$929,003	\$1,075,676	\$1,351,647	\$87,605	\$200,000	\$362,895	\$470,820	\$2,000,000	\$744,719	\$62,500	\$524,844			
LESS: Planned Carry Forward (Reserve) for PY 23-24	\$717,570	\$0	\$0	\$227,909	\$0	\$0	\$0	\$0	\$206,128	\$250,000	\$33,533	\$0	\$0			
Total Revenue Budgeted PY 22-23	\$8,605,886	\$1,513,747	\$929,003	\$847,767	\$1,351,647	\$87,605	\$200,000	\$362,895	\$264,692	\$1,750,000	\$711,186	\$62,500	\$524,844			
														Total	% of	Indirect
Budgeted Expenditures:		Expenditures To	n Date:											Expenditures	% OI Budget	Pool
Salaries & Benefits	\$4,273,198	\$518,368	\$456,711	\$135,117	\$347,859	\$42,284	\$929	\$43,340	\$43,427	\$39,263	\$150,367	\$22,315	\$121,957	\$1,921,935	45.0%	\$0
Julianes & Benefits	Ş4,273,130	4310,300	γ - 30,711	Ψ133,117	γ 5+1,055	7-12,20-	7323	7-13,3-10	ψ - -3,27	Ų33,203	7130,307	722,313	Ψ121,33 7	71,321,333	43.070	70
Staff Training & Education	\$35,000	\$7,876	\$6,465	\$3,177	\$5,008	\$15	\$0	\$52	\$383	\$0	\$4,673	\$0	\$3,280	\$30,931	88.4%	\$0
Facility Costs	\$952,213	\$131,426	\$60,398	\$63,658	\$85,282	\$1,306	\$27	\$514	\$380	\$65	\$152,506	\$42	\$64,445	\$560,046	58.8%	\$0
Furniture & Equipment	\$45,000	-\$7,109	-\$6,087	-\$3,769	-\$5,322	\$0	\$0	\$0	\$0	\$0	-\$4,176	\$0	\$1,576	-\$24,886	-55.3%	\$0
			4			4	4				4	4	4			
Operating Costs	\$286,995	\$42,676	\$35,258	\$12,137	\$21,012	\$1,472	\$163	\$2,488	\$2,604	\$1,965	\$22,322	\$1,073	\$20,785	\$163,955	57.1%	\$0
Program Services	\$3,013,480	\$69,892	\$207,666	\$29,060	\$75,709	\$0	\$41,801	\$100,858	\$58,148	\$8,437	\$29,740	\$0	\$5,639	\$626,950	20.8%	Ċſ
FIOSIAIII SCIVICES	33,013,460	303,032	۶207,000	323,000	713,709	ŞU	341,0 01	2100,030	330,140	<i>γ</i> ο,457	323,74U	ŞU	<i>و</i> وں,دډ	3020,330	20.0%	\$0
Total Expenditures	\$8,605,886	\$763,129	\$760,411	\$239,381	\$529,548	\$45,077	\$42,920	\$147,251	\$104,942	\$49,731	\$355,430	\$23,430	\$217,682	\$3,278,930	38.1%	\$0
Remaining Available Funds		\$750,618	\$168,592	\$608,387	\$822,099	\$42,528	\$157,080	\$215,644	\$159,750	\$1,700,269	\$355,756	\$39,070	\$307,162	\$5,326,956		
% of Funds Expended by Grant		50.4%	81.9%	28.2%	39.2%	51.5%	21.5%	40.6%	39.6%	2.8%	50.0%	37.5%	41.5%	38.1%		

56%

Ad/DW exp

Federal & State Requirements as of 12/31/22:	Actual %
ITA % - 30% Min Expenditure Rate	40.3%
Youth Out of Sch Expend Rate-Min 75%	98.3%
Youth Paid WE/Internships Expend Rate-Min 20%	25.1%
Administrative Cost %-Max 10%	9.9%
NFA -DW Funding Used for Adult Activities	\$0
Indirect Cost Recovery via Cost Allocation Method	100.0%

Wells Fargo Unrestricted Funds	Business Support - 707	Tobacco Free - 719	Consolidated Workforce ED - 720	Consolidated Background Checks - 722	Ticket to Work - 724	MC Job Readiness - 726	Misc Client Supp - 730	Totals
Fund Balance as of 7/1/2022	\$39,677	\$9,020	\$124,361	\$9,744	\$159,101	\$0	\$1,515	\$343,417.57
Revenue Current Year	\$100	\$0	\$21,775 *	\$0	\$24,336	\$0	\$0	
Bank Interest Income	<u>\$0</u> \$100	<u>\$1,138</u> \$1,138	<u>\$0</u> \$21,775	\$0 \$0	<u>\$0</u> \$24,336	<u>\$0</u> \$0	<u>\$0</u> \$0	\$47,349
Expenditures - Current Year	<u>\$6</u>	<u>\$7,174</u>	<u>\$9,994</u>	<u>\$0</u>	\$8,645	<u>\$0</u>	<u>\$0</u>	\$25,818
Increase/(Decrease) in Cash - Current Year	<u>\$94</u>	(\$6,036)	<u>\$11,781</u>	<u>\$0</u>	<u>\$15,691</u>	<u>\$0</u>	<u>\$0</u>	\$21,530 surpl
Wells Fargo Cash Balance as of 12/31/2022	\$39,771	\$2,984	\$136,142	\$9,744	\$174,792	\$0	\$1,515	\$364,948

Recorded as Program Income Expensed as Program Income 15,000 (15,000)

SWB Misc - 901 Truist Bank - MM Unrestricted Funds Fund Balance as of 7/1/2022 \$162,741 Revenue Current Year \$0 Bank Interest Income \$6 \$6 \$0 Expenditures-Current year Increase/(Decrease) in Cash - Current Year \$6 Truist Cash Balance as of 12/31/2022 \$162,747

Edwards Jones - CD	
CD Account (increments \$1k) Savings Account	\$174,000 <u>\$302</u> \$174,302
Revenue Current Year Bank Interest Income	\$0 <u>\$334</u> \$334
Expenditures-Current year	\$0
Increase/(Decrease) in Cash - Current Year	\$334
Edward Jones Balance as of 12/31/2022	\$174,637
,	

\$337,384

LWDB 18

Measures	PY2021-2022 4th Quarter Performance	PY2021-2022 % of Performance Goal Met For Q4	PY2021-2022 Performance Goals	PY2022-2023 1st Quarter Performance	PY2022-2023 % of Performance Goal Met For Q1	PY2022-2023 Performance Goals
Adults:						
Employed 2nd Qtr After Exit	90.00	94.74	95.00	88	97.13	90.60
Median Wage 2nd Quarter After Exit	\$12,636	127.64	\$9,900	\$ 11,996	128.29	\$9,351
Employed 4th Qtr After Exit	90.30	95.05	95.00	91.7	105.40	87.00
Credential Attainment Rate	71.40	85.00	84.00	84.5	108.33	78.00
Measurable Skill Gains	71.10	129.27	55.00	76	103.54	73.40
Dislocated Workers:						
Employed 2nd Qtr After Exit	71.60	75.37	95.00	71.7	92.40	77.60
Median Wage 2nd Quarter After Exit	\$9,615	114.46	\$8,400	\$ 9,692	96.17	\$10,078
Employed 4th Qtr After Exit	85.70	95.22	90.00	100	149.25	67.00
Credential Attainment Rate	18.80	26.86	70.00	25	42.81	58.40
Measurable Skill Gains	80.60	164.49	49.00	76.9	108.16	71.10
Youth:						
Employed 2nd Qtr After Exit	62.50	69.44	90.00	57.5	69.28	83.00
Median Wage 2nd Quarter After Exit	\$7,625	125.00	\$6,100	\$ 7,065.00	159.48	\$4,430
Employed 4th Qtr After Exit	75.00	78.95	95.00	75	108.70	69.00
Credential Attainment Rate	77.80	101.70	76.50	87.5	108.43	80.70
Measurable Skill Gains	66.70	121.27	55.00	61.9	91.03	68.00
Wagner Peyser:						
Employed 2nd Qtr After Exit	62.50	83.33	75.00	64.50	99.23	65.00
Median Wage 2nd Quarter After Exit	\$6,930	126.00	\$5,500	\$7,079	118.97	\$5,950
Employed 4th Qtr After Exit	62.60	86.94	72.00	64.50	101.57	63.50

Not Met (less than 90% of negotiated)

Met (90-100% of negotiated)

Exceeded (greater than 100% of negotiated)



STAFF REPORTS



Kathy Bouchard VP/CTO



Anthony Gagliano VP/COO



Robin Dawson VP/CFAO

The Lockup Option #3

