

**CareerSource Suncoast
Executive Committee Meeting Minutes**
Teams Virtual Meeting
Thursday, February 9, 2023
8:00 a.m.

Absent Present	<u>Committee Members</u>
P*	Eric Troyer, CPA, Partner, Kerkering Barberio & Company
A	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*, James Disbro*, Michelle Snyder*, Cody Soler*, Michael Meerman*, Chet Filanowski*

I. Call to Order

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

II. Action Items

Approval of January 12, 2023 Executive Committee/Board Meeting Minutes.

Eric Troyer asked for a motion to approve the January 12, 2023, meeting minutes.

Motion: David Kraft

Second: Lisa Eding

The motion passed unanimously.

III. CEO Report – Joshua Matlock

Josh Matlock provided updates provided by the FWDA lobbyist, Marty Coley. She met with the leadership, Speakers House, Senate, and the Governor’s office. The Governors office has not weighed in on their position on the LWDB consolidation.

Adrienne Johnson was officially appointed as the CareerSource Florida (CSF) Executive Director last week at the CSF Board of Directors meeting on Tuesday, February 7th. In two weeks, CSS will be meeting with her and the CSF Board Chair.

CSS is still pending information on the REACH act consolidation. The CSF Board of Directors will be voting on consolidation at their upcoming Board of Directors meeting on February 23rd. The BOD meeting materials will be sent to the CSS Board of Directors once it has been publicly posted.

The post-secondary education and Workforce Subcommittee is meeting this morning at 9:00 am to hear a presentation from Katie Crowfoot of the REACH Act Office. Based on the presentation, there will be a discussion on consolidating LWDBs.

IV. **Committee Reports**

Lisa Eding, Robin Dawson and Anthony Gagliano provided an update on the Finance and Performance Committee meeting.

CSS State and Federal expenditure requirements are being met.

- 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%

The committee discussed the Revenue Diversification and non-federal funds policy. Additional research will be conducted on other local non-profits policies in the local area to add additional language in the policy regarding reserve funding. The policy will be reviewed at the next committee meeting.

The DEO negotiated performance provided in the packets were reviewed.

V. **Staff Reports**

Kathy Bouchard, V.P./Chief Talent Officer

CSS had two new hires start this week and two scheduled to start next week. An offer has been extended to a candidate for the Non-Custodial Parent grant Coordinator position. There are three remaining positions to be filled.

Anthony Gagliano, V.P./Chief Operating Officer

Anthony Gagliano provided updates on operations. In the month of January, CSS put twenty-six (26) new clients into training or temporary employment.

CSS has approximately \$179,000 in funds designated specifically to CDL training. There were nine (9) clients who were enrolled in the CDL training in January. Of the funding received, \$90,000 has been either spent or obligated for clients training.

This year, \$184,000 of adult funding has been expended and \$40,000 on youth.

The Hurricane Ian grant has had several clients placed in temporary employment to aid in recovery efforts.

CSS will be having another summer youth employment program. The Youth coordinator, Alecia Cruz-Ortero had been collaborating with employers, community partners and organization such as the Anna Maria Island Oyster Bar, Department of Juvenile Justice, and Teen Court.

On the communications side, Michael and his team launched the new website last year. On the website CSS has already had over 700 queries so far this year, 230 different employer requests, 515 individuals request, with mostly looking for information on job search, scholarships, and career coaching.

James and his team have continued their work on apprenticeship. Diane Seavers, CSS Apprenticeship Navigator, connected Anthony with the Florida Senior Living Association to present to them to share our services , specifically on apprenticeship.

James Disbro, Director of Regional Alignment & Program Development, provided updates on the apprenticeship activity occurring in the region. The Sarasota Early Learning Coalition is developing an apprenticeship program. CSS is assisting them with the development of their apprenticeship standards to present to the Department of Education this week. Once completed, a pre-apprenticeship will be developed in the school system.

PGT wants to expand CSS's existing Registered apprenticeship program and a new industrial maintenance technician to the program.

The Florida Department of Education requested CSS co-host an apprenticeship accelerator in mid-June. Location for the event is to be determined. The accelerator will provide employers with opportunities with apprenticeship programs.

CareerSource Florida is recognizing CSS on apprenticeship work. They made a request for James to speak with policy chiefs with the House of Representatives to help them understand apprenticeship programs. CSF has also requested CSS to participate in a workshop in Tampa with the Florida Apprentice Association to share best practices on embracing apprenticeships.

Chet Filanowski, Director of Information Technology, has been working on developing the use of AI to help with data management and developing systems for storing client documents internally in lieu of paying fees for a third party software.

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

Robin Dawson gave an update on the Bradenton office re-location. CSS is in the process of discussing lease rates and terms for the space located on Manatee Avenue under the Lock-Up Storage unit. The space will need a full build out by the landlord. The space is approximately 2,469 square feet. A copy of the potential floor plan of the space was shared with the committee.

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

VII. Adjournment – Eric Troyer, Chair

The next meeting is scheduled for March 9th, 2023.

There being no further business, Chair Troyer adjourned the meeting at 8:51 a.m.

Respectfully submitted,



Joshua Matlock (Mar 1, 2023 11:04 EST)

Josh Matlock
President & CEO