

**CareerSource Suncoast
Executive Committee Meeting Minutes**
3660 North Washington Blvd
Sarasota, FL
Thursday, January 12, 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, 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 Ian 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 [FloridaMakes apprentice of the Year](#) 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 [2nd 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,

Joshua Matlock

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

Josh Matlock
President & CEO