



Executive Committee Meeting

Thursday, April 13, 2023 - 8:00 a.m. to 9:30
a.m. Location: TEAMS

This is a virtual or call-in Meeting Only

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Call-in: 1-786-600-3104

Conference ID: 819 592 380#

AGENDA

Call to Order / Introductions – Eric Troyer, Partner, Kerkering Barberio

Action Items – Eric Troyer, Chair

- Approval of March 09, 2023, Executive Committee Meeting Minutes - Eric Troyer
- Budget Modification #3 for PY2022/2023 - Lisa Eding

CEO Report

Staff Reports

- Robin Dawson
- Antony Gagliano

Public Comments/Closing Remarks – Eric Troyer, Chair

Adjournment

Next Executive Committee Meeting is May 11, 2023

Location 3660 N. Washington Blvd, Sarasota, FL

CareerSource Suncoast
Executive Committee Meeting Minutes
Teams Virtual Meeting
Thursday, March 9, 2023
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, 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

Consent Agenda

- Approval of February 09, 2023, Executive Committee Meeting Minutes.
- Approval of CSS Board Policy # 18-22 Eligible Training Providers List

Eric Troyer asked for a motion to approve the Consent Agenda.

Motion: Sharon Hillstrom Second: Christy Cardillo

The motion passed unanimously.

III. CEO Report – Joshua Matlock

Josh provided an overview of the results of the Ernst and Young (EY) regional alignment study. EY provided three recommendations to CareerSource Florida (CSF) for realignment of the 24 workforce boards. The first option was a reduction to 21 boards, the second option was a reduction to 19 boards and the third option was a reduction to 16 boards. CSF Board of directors voted on the recommendation to consolidate and realign to 21 boards. In all three options, CareerSource Suncoast (CSS) remained untouched.

An update to the Bradenton office relocation was provided. CSS is currently working with the Early Learning Coalition of Manatee County for a sublease of its Palmetto location. The cost of the space is significantly lower than the other locations previously shared with the Board. The location has additional mandated partners in the same location such as Vocational Rehabilitation and Division of Blind Services. The floor plan for the space was shared.

The Manatee Chamber Legislative Committee meeting was held in Tallahassee last month. At the meeting, Josh and Sharon were able to meet with the Florida Department of Transportation, Florida Department of Environment Protection, the region's legislative delegation and the Governor's office. Myakka City is working to obtain a rural area designation that will open the community up for grant opportunities.

Additionally, Josh and Anthony attended the CSF and Florida Workforce Development Board meetings also held in Tallahassee in February. Josh shared the importance of attending these meetings for area representation.

IV. Other Board Business

Eric Troyer notified the committee that the following Board Members have resigned.

- Pranov Mayor- Star Student with the Boys and Girls Club.
 - Representing a workforce organization addressing the employment and training/education needs of eligible youth.
- Christine Clyne – Life Star Living, LLC
 - Representing Business Sector

V. Staff Reports

Kathy Bouchard, V.P./Chief Talent Officer

CSS is currently planning the upcoming staff retreat on Friday, March 24th.

CSS has onboarded five new staff this past month. There are three remaining positions to be filled.

The Covid-19 grant is wrapping up. The grant served 111 clients in temp employment and provided seven clients with scholarships.

The Opioid grant is hosting a HR training this month and provides 20 continuing education credits. The training is a train-the-trainer to help employers identify and address opioid abuse in their workplace.

The marketing campaign has started for the non-custodial parent grant. The position for the grant coordinator was filled by Becky Blanco. This grant goes through June 2023.

The VIPER program was awarded from Sarasota County. This is a Sarasota County initiative partnering with the Salvation Army. CSS will be working with clients who are in recovery to assist them with employment.

The DEO audit is currently underway, and the Director of Continuous Improvement, Michelle Snyder, will be working on the response and improving our results in the future.

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

DEO financial Monitoring is currently underway. There has been no communication back currently.

Funding allocations for the next fiscal year are expected to be coming soon, and a new budget will be drafted for Board review and approval.

TANF funding allocations have been extended through August 2023. This will help the TANF Summer Youth Program.

Anthony Gagliano, V.P./Chief Operating Officer

The recent CSS internal program audit was shared. The internal audit focused on the TANF Summer Youth Employment program was shared with the committee. There were no findings, but there were some observations noted on the audit.

This summer, CSS is anticipating serving 70 youth in the TANF Summer Youth Employment Program. Alicia Cruz-Otero, the Youth Development Manager, has her team already working with students to enroll them and prepare for the summer employment when school ends in May.

Chet, CSS IT Director, will be demonstrating the new AI technology at the upcoming Board of Directors meeting. AI will assist with document verification and processing applications.

On the communications side, Michael and his team sent out a customer satisfaction survey to clients. Over two-thirds of the clients surveyed would highly recommend our services and approximately five percent would not, due to process and speed of the application process. Additionally, this team has just finished the 30th cohort of the CEO Platform for Success program and will be gearing up to launch the next session. Friday morning, Curt Pressier will be featured on ABC7 discussing labor market statistics in the local area. A new radio campaign will be launched soon for the non-custodial parent employment program.

The North Port office is nearly ready to re-open. Furniture and internet has been installed, and Cody from the IT team will be completing the final set-up.

Due to participating in the Patterson Foundation Digital Navigation program, CSS Disabled Veteran Outreach Program (DVOP) Specialist Gilbert Humphrey was able to refer and connect two disabled veterans with refurbished laptops. Having these laptops will assist the veterans with their job search. There are an additional three laptops that will be distributed in the future to CSS clients in need.

James Disbro and Diane Seavers were in Clearwater last week attending the Florida Apprenticeship Association summit. CSF asked James and Diane to present on the apprenticeship work we are doing in our region.

The DEO audit is currently underway. A few things have shown up on the veteran's program, while currently there has only been a few items on the SNAP and Welfare Transition program.

Hurricane Ian grant work continues to move forward. There have been eight clients placed in temporary employment. One of them a Veteran placed at the United Way, assisting with recovery efforts.

There have been 18 scholarships issued under the CDL grant received since January 2023.

There is still rapid credentialing funding available to assist with short-term training programs, such as the coding academy or trucking.

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

VII. Adjournment – Eric Troyer, Chair

The next meeting is scheduled for April 13, 2023.

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

Respectfully submitted,

Joshua Matlock

[Joshua Matlock \(Apr 11, 2023 14:53 EDT\)](#)

Josh Matlock
President & CEO

CareerSource Suncoast
 Summary of Funds Available - All Programs **Modification #3**
 Program Year 2022-2023
 July 1, 2022 - June 30, 2023

Funding Streams	Mod #2 Funding Avail PY 22-23	Increase or (Decrease) in Funding	Adjusted Funding Avail PY 22-23	Less Reserve for PY 23-24	Mod #3 Funding Budgeted For PY 22-23	Notes
Temporary Assistance for Needy Families (TANF) exp 8/31/23	\$1,359,933	\$297,099	\$1,657,032	\$180,178	\$1,476,854	Addtl TANF rec'd for Summer 2023 Youth Employment Prog. Reserve for 23-24 to be used for SYEP in July 2023
Temporary Assistance for Needy Families (TANF) exp 8/31/22	\$153,814	\$0	\$153,814	\$0	\$153,814	
Total Temporary Assistance for Needy Families	\$1,513,747	\$297,099	\$1,810,846	\$180,178	\$1,630,668	
WIOA-Adult & Dislocated Worker expires 6/30/2024	\$2,143,106	\$0	\$2,143,106	\$227,909	\$1,915,197	
WIOA-Adult & Dislocated Worker Carry Fwd expires 6/30/2023	\$149,178	\$0	\$149,178	\$0	\$149,178	
Total WIOA Adult & Dislocated Worker	\$2,292,284	\$0	\$2,292,284	\$227,909	\$2,064,375	
WIOA-Youth expires 6/30/2024	\$747,202	\$0	\$747,202	\$0	\$747,202	
WIOA-Youth Carry Fwd expires 6/30/2023	\$604,445	\$0	\$604,445	\$0	\$604,445	
Total WIOA Youth	\$1,351,647	\$0	\$1,351,647	\$0	\$1,351,647	
WIOA State Rapid Credentialing expires 6/30/2024	\$0	\$400,000	\$400,000	\$318,600	\$81,400	For rapid credentialing training
Non-Custodial Parent Employment Program expires 6/30/2023	\$0	\$338,176	\$338,176	\$0	\$338,176	Assist non-custodial parents unemployed or under-employed become self-sufficient. Probability to extend PY 23-24
NEG Dislocated Worker COVID-19 expires 3/31/2023	\$362,895	(\$75,000)	\$287,895	\$0	\$287,895	
NEG Dislocated Wkr Opioid-3 Fostering Recovery expires 8/31/2024	\$470,820	\$0	\$470,820	\$206,128	\$264,692	
NEG Dislocated Worker- Hurricane Ian expires 9/30/2024	\$2,000,000	\$0	\$2,000,000	\$250,000	\$1,750,000	
Wagner Peyser (WP) expires 9/30/2023	\$649,175	(\$33,533)	\$615,642	\$33,533	\$582,109	
Wagner Peyser (WP) Carry Fwd expires 9/30/2022	\$158,044	\$0	\$158,044	\$0	\$158,044	
Total Wagner Peyser	\$807,219	(\$33,533)	\$773,686	\$33,533	\$740,153	
Veteran's Programs (DVOP & LVER) estimate	\$164,844	\$0	\$164,844	\$0	\$164,844	
Reemployment Svcs & Eligibility Assess (RESEA) estimate	\$213,000	\$31,000	\$244,000	\$0	\$244,000	Increase in funding
Supple Nutrition Asst Prog Emplmnt & Trng (SNAP) estimate	\$122,000	\$0	\$122,000	\$0	\$122,000	
Trade Adjustment Assistance (TAA) Carry Fwd estimate	\$25,000	\$0	\$25,000	\$0	\$25,000	
Total	\$9,323,456	\$957,742	\$10,281,198	\$1,216,348	\$9,064,850	Increase of Funding Budgeted from Mod 2 to Mod 3 \$458,964

\$10,281,198

\$9,064,850 ck fig

Reserve Mod 1 bal	\$434,037
Reserve Mod 2 inc	\$283,533
Reserve Mod 3 inc	\$498,778
Total Reserve Mod 3	\$1,216,348

CareerSource Suncoast
Budget Mod #3
Program Year 2022-2023

	Mod #2 Funding Budgeted PY 22-23	Increase or (Decrease)	Mod #3 Funding Budgeted PY 22-23	Notes
Funding Available Less Reserves	\$8,605,886	\$458,964	\$9,064,850	For details of increase see Summary of Funds Available Mod #3 worksheet
Personnel Costs:				
Salaries & Fringe Benefits	\$4,273,198	\$41,956	\$4,315,154	Addtl FTE
Staff Training & Education	35,000	7,000	42,000	New Staff
Total Personnel Costs	\$4,308,198	\$48,956	\$4,357,154	
Facility Costs	\$952,213	\$24,458	\$976,671	Relocation costs for Manatee County
Office Furniture & Equipment	\$45,000	\$0	\$45,000	
Operating Costs-Career Ctrs & Adm:				
Accounting & Audit	\$82,871	\$0	\$82,871	
Consultants & Legal	40,000	0	40,000	
General Insurance	59,124	0	59,124	
Office Supplies & Expense	40,000	3,862	43,862	Increase costs from new grants
Travel & Meetings	65,000	4,000	69,000	Increase costs from new grants
Total Operating Costs	\$286,995	\$7,862	\$294,857	
Program Services:				
Client Training & Support	\$2,812,482	\$354,688	\$3,167,170	SYEP PWE \$116,921 / Rapid Credential Trng \$81,400 / NCPEP Trng \$216,000 / COVID Trng/Jobs \$75,000
Employer & Client Services	102,000	15,000	117,000	Employer services
Outreach	99,000	8,000	107,000	Increase costs from new grants
Total Program Services	\$3,013,482	\$377,688	\$3,391,170	
Totals	\$8,605,886	\$458,964	\$9,064,850	



CEO Report



STAFF REPORTS



Robin Dawson
VP/CFAO



Anthony Gagliano
VP/COO