

**CareerSource Suncoast  
Executive Committee Meeting Minutes**  
Teams Virtual Meeting  
Thursday, April 13, 2023  
8 a.m.

<b>Absent Present</b>	<b><u>Committee Members</u></b>
P*	Eric Troyer, CPA, Partner, Kerkering Barberio & Company
P*	Christy Cardillo, CPA, Partner, Carr, Riggs & Ingram, LLC
P*	David Kraft, President, Vision Consulting Group
A	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
P*	Lisa Eding, HR Director, Teakdecking Systems
A	Peter Hayes, President, Tandem Construction
*	Virtual
	Staff Present: Josh Matlock*, Robin Dawson*, Anthony Gagliano*, Christina Witt*, Linda Benedict*, James Disbro*, Michelle Snyder*, Michael Meerman*, Karima Habity*, Chet Filanowski*

**I. Call to Order**

Eric Troyer, Chair, called the meeting to order at 8:01 a.m., and attendance was recorded. Quorum established after the CEO report.

**II. CEO Report – Joshua Matlock**

CSS is currently monitoring Senate Bill 240 and House Bill 7051. Highlights of Senate Bill 240 has an addition of \$100 million to expand CTE programs. This includes the creation and expansion of CTE programs in middle and secondary school programs. The expansion will allow for the schools to be reimbursed or paid for the delivery of the programs. Work-based learning is high on the priority of additions in Senate Bill 240. It requires that all students have at least one work-based learning opportunity. These include pre-apprenticeship and apprenticeship programs. The Bill also calls for the credentials of the instructors of the CTE programs to be more flexible.

The Bill also requires the local boards to establish a consortium at the local level that includes education and industry leaders. The consortium will identify opportunities for investment and partnerships and cannot include current CareerSource Board members.

House Bill 7051 is looking to expand the authority of the REACH office for convening and coordinating DEO, DOE and CareerSource Florida. This also includes work-based learning tax-credits of up to \$2,000 per student participating in a work-based learning program. Expansions of pre-apprenticeship and flexibility of the money-back guarantee on training programs are also included in the Bill.

An update was provided on the NAWB conference attended in March. Highlights were on the pre-apprenticeship and apprenticeship workshops attended. A company at the conference provided CSS a demo of a software that allowed for progress tracking of

apprentices. David Kraft also provided an overview of his experience attending the NAWB conference.

The performance presentation from DEO will be provided at the upcoming Board meeting in May.

An update was provided on the Ticket-to-Work (TTW) program. Linda Benedict transferred CSS to an automated payment system. The transition to the automated payment system yielded approximately \$157,000 in payments. To date, the program has generated a total of \$317,000. Linda recognized the program coordinator, Kim Gonzalez, for all of her work with the 109 clients enrolled in the TTW program, with 50 clients working and generating income for CSS. Linda provided an overview of the TTW program, the client population served and the benefits they receive from services provided.

Planning for the next PY's budget has started, but CSS is waiting for planning allocations from DEO.

A discussion was had with the committee regarding CSS's strategic plan. The discussion was focused on the approach of the planning process: to either be a full comprehensive study and planning with a consultant or to expand on our current plan with the Board using a planning facilitator. The committee agreed to have a facilitator assist the Board in building on the current plan to include an evaluation of the current plan with an analysis of any changes to the local economy and workforce system.

### III. Action Items

#### **Approval of March 9, 2023, Executive Committee Meeting Minutes**

Eric Troyer asked for a motion to approve the March 9, 2023, meeting minutes.

Motion: David Kraft                      Second: Christy Cardillo

The motion passed unanimously.

#### **Approval Budget Modification #3 for Program Year (PY) 2022/23**

Lisa Eding and Robin Dawson presented the Budget Modification #3 for PY 2022/23

▪ Mod #2 Funding Available:	\$9,323,456
▪ Increase in Funding:	\$957,742
▪ Adjusted Funding Available:	\$10,281,198
▪ Less Reserve for PY 23-24:	\$1,216,348
▪ Mod #3 Funding Budgeted:	\$9,064,850

Funding Budgeted for PY 2022/23 Mod #3 was an increase of \$458,964 over Mod #2. Line items requested for an increase for PY 2022/23 Budget:

- Add \$41,956 salary and fringe benefits.
- Add \$7,000 for staff training and education.
- Add \$3,862 office supplies & expense.
- Add \$4,000 travel and meetings.

- Add \$354,688 client training and support.
- Add \$15,000 employer & client services.
- Add \$8,000 outreach.

Eric Troyer asked for a motion to approve Budget Modification #3 for PY 2022/23

Motion: Lisa Eding

Second: Christy Cardillo

The motion passed unanimously.

#### **IV. Staff Reports**

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

CSS has entered into a lease with the Early Learning Coalition of Manatee County beginning May 19, 2023 with annual lease cost of \$12,600. The lease is the relocation of the current Bradenton office to Palmetto. CSS will begin moving furniture on May 19<sup>th</sup> and plan to transition staff starting June 1, 2023.

The Finance and Performance Committee will be meeting on April 25, 2023, at 8 a.m.

##### **Anthony Gagliano, V.P./Chief Operating Officer**

Updates on Operations were provided.

Summer Youth Employment Program - There are currently thirty-three (33) clients already enrolled and the Youth team is on target to enroll the full estimate of eighty (80) clients for the summer. They currently have forty (40) more applications in progress at this time. CSS is entering into an agreement with State College of Florida's (SCF), 26 West Center to coordinate some summer youth activities to include job skills training, a job fair and a graduation on July 27, 2023.

CDL Grant – The full \$176,000 in scholarships has been expended, sending twenty-five (25) individuals to CDL training. Eighteen (18) of those have completed and received their CDL license, with seven (7) who are currently in training.

Hurricane Ian Grant - Karima, Samantha and Aldona are working on the grant and have twenty-three (23) individuals enrolled in the grant. Twelve (12) of those individuals are working in temporary employment. CSS has six different work sites where those individuals are employed, and they are working with four (4) more employers to sign agreements.

Apprenticeship - James and Diane have been working on an upcoming apprenticeship accelerator event. State College of Florida will be hosting the event at their Lakewood Ranch campus. The link to the event was provided in the TEAMS' chat. CSS is hopeful this event will spotlight the employers and apprenticeship sponsors CSS has worked with and will spur more employers to want to get involved with apprenticeship. The apprenticeship model is a mechanism to help with retention and talent attraction for their businesses.

The DEO Equal Employment Opportunity (EEO) Review- The 2022 report was received from last year's review. The review praised Deborah Lee for her knowledge and responsiveness to compliance. The monitoring noted that the EEO Officer needed to be a

direct report to the CEO. The officer role was transferred to Christina Witt, a direct report to Josh.

Workforce Education – CSS graduated a 30<sup>th</sup> CEO class at the end of March and started another group the following week. Michael was asked to speak at the Kauffman Foundation symposium last week. The Kauffman Foundation is the provider of our online CEO entrepreneur content.

Letter Grades- CSS is still sitting at a solid B-84 grade. CSS is just four (4) hundredths of a percent away from obtaining a bonus point to increase the score. CSS will continue working on this to increase the score. The states COO group are sharing best practices for obtaining the bonus points. Karima's Team is working on market penetration, business retention of services. Obtaining these could provide five bonus points that will push us up to a higher grade.

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

None

**VI. Adjournment – Eric Troyer, Chair**

The next meeting is scheduled for May 11, 2023.

There being no further business, Chair Troyer adjourned the meeting at 8:53 a.m.

**Respectfully submitted,**

*Joshua Matlock*

Joshua Matlock (Apr 26, 2023 08:33 EDT)

Josh Matlock  
President & CEO