

**CAREERSOURCE SUNCOAST
BOARD MEETING MINUTES**

Virtual TEAMS Meeting and in person
3660 N. Washington Blvd., Sarasota, FL 34234
Thursday May 25, 2023
8:00 A.M.

Call to Order

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

New Board Member Introductions – Eric Troyer, Chair

New Board members introduced:

- Cintia Elenstar - Unidos Now
- Brian Gurucharri – Manatee Memorial Hospital
- Craig Warzecha – Bradenton Marauders/Pittsburgh Pirates

Action Items – Eric Troyer, Chair

• **Approval of Consent Agenda**

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

- Approval of March 23, 2023 Board Meeting Minutes
- Approval of CSS Board Policy # 20-23 Revenue Diversification and Non-Federal Funds

Motion: Jim Bos

Second: Shaun Polasky

Motion passed unanimously.

• **Approval of Related Party Agreements: Christina Witt**

Christina Witt presented the following five (5) related party agreements and made the following motions.

1. A motion for the Board of Directors to approve the Related Party agreements for PY 2023/2024 with Sarasota County School Board-Suncoast Technical College for a maximum of \$175,000 for client training, staff development and worksite host agreements.

Motion: David Kraft

Second: Lisa Eding

Abstain: Dr. Ron DiPillo, Peter Hayes, Jim Bos

Motion passed unanimously.

2. A motion for the Board of Directors to approve the Related Party agreements for PY 2023/2024 with Manatee County School Board-Manatee Technical College for a maximum of \$175,000 for client training, staff development and worksite host agreements.

Motion: Jim Bos

Second: David Kraft

Abstain: Doug Wagner, Christy Cardillo, Peter Hayes

Motion passed unanimously.

3. A motion for the Board of Directors to approve the Related Party agreements for PY 2023/2024 with State College of Florida for a maximum of \$175,000 for client training, staff development and worksite host agreements.

Motion: Doug Wagner **Second:** Dr. Deborah Hawkes
Abstain: Ron Serpliss, Peter Hayes, Allison Imre

Motion passed unanimously

4. A motion for the Board of Directors to approve the Related Party agreement for PY 2022/2023 with the Manatee Chamber Foundation for a maximum of \$20,000 for outreach and workforce services.

Motion: Lisa Eding **Second:** Walter Spikes
Abstain: Doug Wagner, Peter Hayes

Motion passed unanimously

5. A motion for the Board of Directors to approve the Related Party agreement for PY 2023/2024 with the Bradenton Area Economic Development Corporation for a maximum of \$20,000 for outreach and workforce services.

Motion: Dr. Deborah Hawkes **Second:** Dr. Ron DiPillo
Abstain: Doug Wagner, Allison Imre, Peter Hayes

Motion passed unanimously

Other Board Business:

- **DEO Performance Presentation**

The annual performance presentation was presented by:

- Daniel Harper, Senior Management Analyst Supervisor
- Valerie Peacock, Chief Financial Monitoring & Accountability
- Yvette McCullough, Revenue Program Administrator
- Chadwick Myrick, Revenue Program Administrator.

The performance presentation information was included in the meeting agenda materials.

- **Finance and Performance Committee Report**

Lisa Eding provided an overview of the meetings, to include the Policy that was approved by the executive committee.

Robin Dawson reviewed the following reports:

1. Review of Budget to Expenditure Report as of March 31, 2023
 - a) Overall burn rate of 53%
 - b) YTD Federal and State requirements:
 - Admin: 9.89%; max allowed 10%
 - ITAs: 35.8%; minimum requirement 30%
 - Youth Paid Internships/Work Experience: PY21 is 24.2%; PY22 9.8%; minimum requirement 20%,
 - Youth Out of School: PY21 is 98.5%; PY22 is 100%; minimum requirement 75%

2. Budget to Expenditure Report by Fund source as of March 31, 2023
3. Summary of Non-Federal Funds as of March 31, 2023

Anthony Gagliano reviewed the CSS WIOA performance indicators for the second quarter of PY 2022-23. A copy of the performance results was provided in the agenda packet. The Data shared two different program years, PY2021/22 and PY2022/23.

Information was provided in the packet on CSS's current CareerSource Florida (CSF) letter grade "B" with a score of 84.39.

The DEO 2022-2023 Preliminary Review Exit Summary from the recent program monitoring visit in March was shared with the committee. CSS responded within the 10-day response window to several of the findings and provided supporting documentation to remove the issue from the final review summary.

The Equal Opportunity monitoring report from 2022 was reviewed. Christina Witt has now assumed the role of the Equal Employment Officer role, as noted in the summary shared with the committee.

CEO Report – Joshua Matlock

Report was given on the Partners Council Meeting held in Jacksonville on May 24, 2023. Attendees included DEO staff, REACH office staff, CareerSource Florida staff, and colleagues from the local boards across the state. Specific individuals in attendance included: Lindsey Volpe – Secretary of workforce Services, Katie Crofoot – Director of the REACH office, Adrienne Johnston – President & CEO of CareerSource Florida.

A legislative update was provided on House Bill 5, House Bill 1507, Senate Bill 102 and Senate Bill 240.

Senate Bill 240 requires the local boards to develop an education and industry consortium. A policy will be developed to provide guidance to the boards on requirements and implementation.

[House Bill 5](#) renamed the Department of Economic Opportunity (DEO) to Department of Commerce (DOC). The head of the department will be the Secretary of Commerce. Enterprise Florida and Visit Florida will fall underneath the newly established DOC.

An update on the REACH Act's next steps in realignment and consolidation was provided. Ernst and Young were selected as the agency contracted to assist with implementation over the next three years.

There will be a requirement for regional planning, requiring multiple boards to engage in regional planning together and have joint performance goals for the regional planning area. The local boards will not be held accountable for these performance goals.

The CareerSource Florida board meeting is the first week of June.

This upcoming program year, CSS will start the strategic planning process.

Staff Reports

Kathy Bouchard - CTO

CSS has updated salary ranges for all of the CSS positions. The last update occurred in 2020. The salary ranges increased base salaries and provided a salary range from 15%- 60% depending on the salary level range for exempt and non-exempt positions. Salary ranges were shared with the Board at the meeting.

Report was provided on the current increase of the medical insurance renewal, the increase started at 47% but with a change in insurance providers came to 1% increase. The provider is now United Health Care, switching from Florida Blue. With the change, CSS was able to offer a co-pay option for staff at no cost.

Linda Benedict was able to enroll CSS in an automatic payment system for the Ticket-to-Work (TTW) program. This generated approximately \$160,000 in unrestricted funds. The TTW program has forty-seven (47) working under the program.

Michelle Snyder is currently providing staff WIOA training. She and Josh were included in the Ernst and Young interviews around service delivery of the programs.

Robin Dawson - CFAO

A preview of the PY2023-2024 budget was provided to the Board of Directors. The final budget will be presented at the June Board meeting for approval.

The board members were reminded that the Florida Commission on Ethics - Form 1 has been emailed to them and each member is required to submit them prior to July 1st of each year.

Anthony Gagliano- COO

Updates on special grants were provided.

Denisse Miranda has been going to the campus at State College of Florida to enroll clients attending Fleet Force under the CDL training grant. The CDL grant has provided twenty-five (25) scholarships to Fleet Force. Twenty-three of those clients have already completed and placed in employment earning \$19 - \$20 per hour.

Hurricane Ian still continues to enroll clients who are currently collecting unemployment, exhausted unemployment, or long term unemployed for placement in temporary employment. CSS has funds set aside to provide training. There are twenty (20) clients enrolled in the grant, with seventeen (17) currently in temporary jobs at nonprofits providing humanitarian relief. CSS has seven (7) worksites the clients are currently placed at: United Way South Sarasota County, Mothers Helping Mothers, Turning Points, CSS, etc. There are four who are making at least \$20 per hour, three clients making \$25 per hour and the rest are at \$16 per hour or more. This is a total of \$444,000 in temporary employment contracts obligated in wages.

The marketing department are highlighting several of our client success stories.

The Summer Youth Employment Program (SYEP) has enrolled one hundred and four (104) youth this year, an increase from sixty-six (66) last year. The SYEP job fair will be held on June 1st at State College of Florida (SCF). At the end of the summer, on Thursday July 27th the SYEP graduation ceremony will be held in partnership with SCF as well.

Public Comments: There were no public comments.

Next Meeting and Adjournment

Eric Troyer, Chair, informed the Board that the next Board meeting will be on June 22, 2023. The meeting was adjourned at 9:26 a.m.

Respectfully submitted,

Joshua Matlock

[Joshua Matlock \(Jun 5, 2023 14:04 EDT\)](#)

Josh Matlock
President, CEO

Remainder of this page intentionally left blank

CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
P	Jim Bos, MJB Group
P*	Ashley Brown, Women’s Resource Center
P*	Christy Cardillo
A	Jackie Dezelski, Manatee Chamber of Commerce
P	Dr. Ron DiPillo, Sarasota County Schools
P	Lisa Eding, Teak Decking Systems
P*	Luis Font, LIUNA, Laborers International Union
P*	Cintia Elenstar, UnidosNow
P	Brian Gurucharri, Manatee Memorial Hospital
A	Roscelyn Guenther, Boys & Girls Club of Sarasota County
P	Dr. Deborah Hawkes, CAN Community Health
P*	Peter Hayes, Tandem Construction
A	Sharon Hillstrom, Bradenton Area Economic Development Corporation
A	William Zack Holland, Local 123 Plumbers and Pipefitters Union
P*	Allison Imre, Grapevine Communications
P*	Heather Kasten, Sarasota Chamber of Commerce
P	David Kraft, Vision Consulting Group
A	Dr. Tim Novak, LECOM
P	Shaun Polasky, Helios Technologies
P*	Ericka Randall, Vocational Rehabilitation
P*	Ronald Serpliss, State College of Florida
P*	Walter Spikes, Coldwell Banker Realty
P	Eric Troyer, Kerkering Barberio & Company
P	Doug Wagner, Manatee County School Board
P	Craig Warzecha, Bradenton Marauders/Pittsburgh Pirates
P*	Ken Waters, Sarasota Housing Authority
	Staff Present: Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, Karima Habity*, Linda Benedict*, Michael Meerman, Christina Witt, Michelle Snyder*, James Disbro
P*	Commissioner George Kruse - Manatee County
A	Commissioner Joe Neunder – Sarasota County

26 Board Members – 21 present, 5 absent