

**CareerSource Suncoast  
Executive Committee  
Meeting Minutes**  
Teams Virtual Meeting  
Thursday, September 14, 2023  
8:00 a.m.

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

**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 June 8, 2023, Executive Committee Meeting Minutes**

Eric Troyer asked for a motion to approve the August 10, 2023, Executive Committee meeting minutes.

Motion: David Kraft      Second: Christy Cardillo

The motion passed unanimously.

**Approval of Budget Modification #1 for PY2023-24**

Lisa Eding introduced the budget modification approved by the Finance and Performance Committee on August 29, 2023. Robin Dawson reviewed the budget modification #1 for PY 2023/24.

Summary of Modification #1:

- Initial Funding Available:           \$7,251,971
- Increase in Funding:                 \$760,560
- Adjusted Funding Available:        \$8,012,531
- Less Reserve for PY 23-24:         \$477,233
- Reserve Increased:                  \$145,381
- Budget Increase Less Reserve:     \$615,179
- Mod #1 Funding Budgeted:         \$7,535,298

Funding Budgeted for PY 2023/24 Mod #1. Line items requested for an increase for PY 2023/24 Budget total \$615,179:

- Add \$174,726 Salary and Fringe Benefits.
- Add \$10,071 Facilities
- Add \$4,917 Accounting & Audit
- Add \$300 Office Supplies & Expense
- Add \$10,182 Travel and Meetings
- Add \$388,350 Client Training and Support
- Add \$8,633 Employer & Client Services
- Add \$18,000 Outreach

Lisa Eding requested a motion to approve Budget Modification #1 for PY 2023/24 was made.

Motion: Sharon Hillstrom      Second: David Kraft

### III. **CEO Report – Joshua Matlock**

Josh Matlock reviewed the strategic planning process and timeline with the executive Committee. There is currently an 80% response rate on the Board survey portion of the process. Once the survey responses are completed, the task force consisting of the CSS leadership team and Eric Troyer will meet to review the survey results. The survey will be used as a framework for the strategic planning session agenda. The planning session will be held in person, at the Sarasota Career Center on October 11<sup>th</sup>, 2023, at 8:00am. The final report from the Carter Group consultant will be completed by October 31, 2023, and shared with the Board at the next meeting.

Josh Matlock and Kathy Bouchard notified the committee of a complaint received from the Department of Labor (DOL), Civil Rights Center regarding a disability-based discrimination investigation. CSS is in the process of responding to the complaint and has consulted with an attorney. The initial notification was sent to former CSS President/CEO, Ted Erlichman in 2021. The current request received is a request to respond to the complaint and provide documentation of the services provided. DOL is unable to provide what the specific complaint was, the notification simply stated the complainant was discriminated against based on their disability and denied job placement assistance and/or other employment-related services. CSS has kept good records and provided the client with services, being served through the Ticket-to-Work program, which provides services to persons with disabilities.

The committee recommended notifying the insurance company in the event the claim went to litigation and consulting with a public relations consultant in the event the claimant went public.

### IV. **Other Board Business**

#### Finance and Performance Committee Report – Lisa Eding

Lisa Eding provided an overview of the Finance & Performance Committee meeting.

Robin Dawson, VP/CFAO, reviewed the following reports.

1. Review of Budget to Expenditure Report as of June 30, 2023
  - a) Overall burn rate of 73%
  - b) YTD Federal and State requirements:
    - Admin: 9.30%; max allowed 10%
    - ITAs: 38.66%; minimum requirement 30%
    - Youth Paid Internships/Work Experience: PY21 is 24.2%; PY22 9.03%; minimum requirement 20%,
    - Youth Out of School: PY21 is 98.5%; PY22 is 95.86%; minimum requirement 50%
2. Budget to Expenditure Report by Fundsource as of June 30, 2023
3. Summary of Non-Federal Funds Revenue & Expenditures as of June 30, 2023

Anthony Gagliano reviewed the CSS WIOA Performance Indicators as of 3/31/2023. A copy of the performance results was provided in the agenda packet.

CSS currently has a CareerSource Florida (CSF) letter grade “B” with a score of 84.45 as of 03/31/2023. A copy of the current letter grade was provided in the agenda packet. CSF updates the letter grade on a quarterly basis, being available approximately 45 days from the end of the quarter. CSS anticipates the official letter grade for PY22-23 to be available in October.

#### Nominating Committee Report

Christy Cardillo reported on the Nominating Committee meeting held on August 16, 2023. The Ad-hoc nominating committee members included: Chisty Cardillo-Chair, Jim Bos, and Dr. Timothy Novak. The committee discussed the slate of officers and unanimously agreed to present the following nominations to the Board of Directors:

- Program Year 2023-2024 slate of officers beginning September 2023
  - Chairman of the Board: Eric Troyer, Kerkering Barberio, CPA
  - Chair Elect: David Kraft, Vision Consulting Group
  - Treasurer: Lisa Eding, Teak Decking Systems

Nominations will be taken from the floor at the September 28, 2023, Board meeting. If there are no nominations from the floor, a motion will be requested to approve the Nominating Committee’s recommended Slate of Officers for PY 2023-2024.

## **V. Staff Reports**

### Kathy Bouchard

Kathy provided an update on the Ticket-to-Work program (TTW). Last year the program generated \$188,000 in revenue, which is more than the previous three years combined. There is approximately \$32,000 coming in for this quarter. CSS has fifty-five (55) of the ninety-nine (99) ticket holders working, CSS can anticipate approximately \$10,000 monthly

in generated revenue. This success is contributed to the great work done by the TTW Coordinator, Kim Gonzalez and Linda Benedict, the Business Development Director.

The Fostering Opioid Grant that runs through August of 2024 received additional funding. September is recovery Awareness month. Ginger Swanson, the Grant Coordinator, is a member of the Live Tampa Bay organization, whose mission is to reduce opioid deaths in our community was asked to do an interview with them on WTSB-10. The interview also included an employer that went to the CSS Sponsored I-Care training on opioid addiction in the workplace. The interview will air on Friday, September 15<sup>th</sup>. She also conducted an employability workshop at the Manatee County jail for the women's unit.

The Non-Custodial Parent Employment program was extended until September 15, 2023. CSS has approximately twenty-six clients enrolled in the program to date. CSS does anticipate that the grant will be extended longer.

David Kraft, Vision Consulting Group, has been providing a pro-bono service to CSS, the Connective Workplace, focusing on organizational culture. David has interviewed every single staff person and will be providing CSS with a report once he has analyzed the data. David Kraft provided the Board with an overview of the process for the Connective Workplace.

#### Robin Dawson

CSS received two Notice of Funding Awards this week related to the hope Florida initiative, which is a collaborative effort between CSS and Department of Children and Family working with the workforce system expansion of the states Hope Florida initiative and these two NFA's are two different funding sources, Wagner-Peyser and WIOA. A budget modification #2 will be presented for approval in a future meeting.

The CPA firm, James Moore & Co., will be conducting CSS's annual financial audit.

Next week, Robin will be attending the annual workforce summit, leading the statewide Financial Officers Group meeting.

#### Anthony Gagliano

CSS will have sixteen (16) attendees at the upcoming workforce summit in Orlando. Anthony Gagliano, James Disbro, Linda Benedict, Alicia Cruz-Otero, Christine Mikolas, and Diane Seavers will be speakers at this year's conference. Sessions will focus on Hurricane Ian efforts, rapid response, apprenticeships, the summer youth program, the Crosswalk referral system, and business development.

CSS applied for State Veterans program incentive. CSS places forty-six (46) disabled veterans in jobs in the 2022-23 program year. Deborah Phelps was recognized as Vet of the quarter. She attended the national state workforce agency Veteran conference in Washington, D.C. Deborah works on the employer side of the Veterans team. This past year CSS had twenty-nine (29) job fairs or hiring events. CSS assisted twenty-six (26) Veterans through the Digital navigation initiative. CSS helped Veeran's receive more than \$44,000 in support funds through referrals to other local agencies. Additionally, CSS

nominated a Veteran for the USAA car giveaway, and they were selected as the recipient of a 2019 Kia Sorento.

The Hurricane Ian grant team has served fifty-three (53) clients through temporary work providing some type of humanitarian aid and hurricane recovery efforts. There are currently twenty (20) currently active in temporary employment. The team continues to work closely with the United Way south county long term recovery group.

Michael Meerman and the team will the first of their five-part series [Pathways to Success \(wfevent.com\)](#) workshop on Wednesday, September 20, 2023. The next workshop will be held on January 31, 2024.

On Wednesday, November 15, 2023, Michael Meerman, and his team will be holding the third annual E-Rising conference here at the Sarasota Career Center focusing on entrepreneurship.

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

None

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

The next meeting is the strategic planning meeting scheduled for October 11, 2023

Next Executive Committee Meeting on November 9, 2023 combined with full Board meeting

There being no further business, Eric Troyer adjourned the meeting at 8:57 a.m.

**Respectfully submitted,**

*Joshua Matlock*

[Joshua Matlock \(Oct 31, 2023 07:30 EDT\)](#)

Josh Matlock  
President & CEO