

**CAREERSOURCE SUNCOAST
BOARD MEETING MINUTES**

Virtual TEAMS Meeting and In-person
3660 N. Washington Blvd., Sarasota, FL 34234
Thursday, September 28, 2023
8:00 A.M.

Call to Order

Eric Troyer, Chair, called the meeting to order at 8:03 a.m., roll call was performed and a quorum was established.

Board Member Updates - Eric Troyer

Retirement:

- Dr. Tim Novak - LECOM

New Board Members:

- Vaughn Alexander Hendriex - State College of Florida
- Jennifer E. Green - Galen College of Nursing – **Effective September 29, 2023**
- Anne LeBaron – Take Stock in Children Manatee

Re- Appointment:

- Luis Font – LIUNA! Laborers International Union

Action Items – Eric Troyer, Chair

- **Approval of Consent Agenda - Eric Troyer**

Eric Troyer requested for a motion to approve the Consent Agenda items.

- Approval of June 22, 2023 Board Meeting Minutes
- Approval of Policy #08-21, Travel Authorizations and Reimbursements Revision

Motion: Jim Bos **Second:** Lisa Eding

Motion passed unanimously

- **Approval of PY2023-2024 Eligible Training Providers List Additions – Christina Witt**

Christina Witt provided an overview of the new training providers and programs.

A motion was requested to approve the PY2023-2024 ETPL additions.

Motion: David Kraft **Second:** Lisa Eding

Motion passed unanimously

- **Approval of Budget Modification #1 PY2023-2024 – Lisa Eding**

Lisa Eding introduced the budget modification recommended by the Finance and Performance Committee on August 29, 2023 and approved by the Executive Committee on September 14, 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

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

Motion: Ron DiPillo **Second:** David Kraft
Motion passed unanimously

- **Approval of Related Party Agreements - Christina Witt**
Christina Witt presented the following related party agreement/expenditure approvals.
 1. A motion for the Board of Directors to approve the Related Party maximum expenditures of \$175,000 for PY2023-2024 to Galen College of Nursing for training agreements.

A motion was requested for the Board of Directors to approve the related Part Agreement expenditures with Galen College of Nursing for a maximum of \$175,000 for PY2023-24,

Motion: Lisa Eding **Second:** Dr. Deborah Hawkes
Motion passed unanimously

- **Approval and Installation of PY2023-24 Slate of Officers – Christy Cardillo**
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 were requested from the floor. No nominations from the floor were given.

A motion was requested for the Board of Directors to approve the Nominating Committee's recommended Slate of Officers for PY 2023-2024.

Motion: Jim Bos **Second:** Shaun Polasky

Motion passed unanimously

CEO Report:

Josh Matlock thanked Eric Troyer, David Kraft, and Lisa Eding for their continued service in their officer roles. Updates on recent speaking engagements were provided.

Josh Matlock was the keynote speaker at the Manatee Chamber Headliners event, sharing strategic practices for employers to use for recruiting, training, and retaining talent in the current competitive labor market.

At the Manatee Chamber retreat, Josh served on the panel discussing the future workforce and the current work that is being started in the early ages to prepare a talent pipeline for local businesses. The panel was moderated by CSS board member Sharon Hillstrom and included Josh Matlock – CareerSource Suncoast, Omar Edwards - School District of Manatee, and Dawn Stanhope, CEO of Boys and Girls Clubs of Manatee County.

As the VP of the Florida Workforce Development Association, Josh shared a report with the CSF Board during the annual Workforce Summit and CareerSource Florida (CSF) Board meeting in Orlando. Several colleagues traveled to Washington D.C. to testify in front of Congress regarding the local perspective of the Workforce Innovation and Opportunity Act. The testimony included the importance of flexibility at the local level with the Boards.

Immediately following the workforce summit was the first Broadband Summit. Florida Commerce will be receiving a significant amount of funding to increase broadband access across the state of Florida. The summit was used to discuss and share statewide initiatives on broadband access and get the local boards perspective on expansion. CSS partners locally with The Patterson Foundation on the initiative, Digital Access for All - [Digital Navigation Services - CareerSource Suncoast](#). This initiative assisted people with discounted broadband access. Through this initiative, over 30,000 people have been assisted in Manatee and Sarasota County.

The CareerSource Florida Board meeting focused on Regional Planning. The CSS strategic planning session will include discussion on the determination of which area will be the best option for CSS to regionally plan with.

There were several policies approved at the CSF Board meeting. Regional Planning Policy has two areas to note, shared services strategies and administrative costs arrangements. The policy is not clear on what those mean, so these items will be determined. The Education and Industry Consortium Policy approved is very flexible and gives broad frameworks for the local boards to work with in. The Eligible Training Providers List policy was passed to move the approval of Eligible training providers and programs from the local level to the state level.

CSS strategic planning is on October 11th, at the Sarasota Career Center. The planning session is an in-person meeting only.

David Kraft of Vision Consulting Group is providing CSS with a pro-bono service called the Connective Workplace. The service is an evaluation of company culture, identifying areas of strengths and areas in need of improvement. David Kraft provided an overview of the purpose and the process of the Connective Workplace evaluation.

Other Board Business:

Finance and Performance Committee Report

Lisa Eding provided an overview of the Finance & Performance Committee meeting from August 29, 2023. Robin Dawson, VP/CFAO, reviewed the following reports.

1. Review of Budget to Expenditure Report as of June 30, 2023
 - Overall burn rate of 73%
 - 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 March 31, 2023. A copy of the performance results was provided in the agenda packet.

CSS currently has a letter grade “B” with a score of 84.45 as of March 31, 2023. A copy of the current letter grade was provided in the agenda packet. CSFL 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 October 12, 2023.

Staff Reports:

Robin Dawson - CFAO

Ticket to Work (TTW) has generated \$31,281 for the first quarter of PY2023-24 (July 1, 2023 through September 30, 2023). If TTW continues to generate these quarterly amounts, the TTW revenue will be approximately \$125,124 for the 2023-24 program year.

There will be a Budget Modification #2 at the next meeting. A new Notice of Funding Availability (NFA) was received for the Non-Custodial Parent Employment Program, with a total of \$666,965 in funding. This NFA will cover two full-time positions. Additionally, there were two NFAs received for the Hope Florida Initiative for a total of \$177,000. This grant collaborates with the Department of Children and Families to assist clients receiving assistance to obtain self-sufficiency. The grant will fund one full-time Hope Navigator Position.

As of today, CSS has still not received the FLCommerce financial and programmatic monitoring report from PY2022-2023.

Anthony Gagliano- COO

CSS actively participated in the Annual Workforce Summit in Orlando last week. Anthony Gagliano, James Disbro, Linda Benedict, Alicia Cruz-Otero, Christine Mikolas, and Diane Seavers were all speakers at this year's conference. Sessions focused on rapid response, apprenticeships, the summer youth program, the Crosswalk referral system, and business development.

Last week, Michael Meerman and the team held the first of their five-part series [Pathways to Success \(wfevent.com\)](#) workshop. The next workshop will be held in January 2024.

Videos were shared from the Apprenticeship Florida website featuring CSS Apprenticeship Navigator, Diane Seavers, and the Apprentice of the Year from PGT.

The Hurricane Ian grant team has served forty-four (44) clients, provided one hundred sixty-six (166) service activities, with twenty-three (23) currently active in temporary employment. The team continues to work closely with the United Way of South Sarasota County as it leads the long-term recovery group.

On Wednesday, November 15, 2023, Michael Meerman and his team will be holding the third annual [eRising Conference](#) here at the Sarasota Career Center, focusing on entrepreneurship.

CSS has written twenty (20) Adult scholarships recently and five (5) Youth scholarships.

The Business Services team is actively serving business in the area and making sure CSS provides outreach to the 1,300 businesses we need to serve in the next twelve (12) months to hit our target for the letter grade metric.

Public Comments: Linda Benedict shared with the Board the importance of the TTW program and the work they are doing to help individuals with disabilities return to work.

Next Meeting and Adjournment:

Next Meeting - Strategic Planning October 11, 2023

Location: 3660 N. Washington Blvd, Sarasota, FL

Next Board of Directors Meeting is November 9, 2023

This meeting will be a combined full Board of Directors and Executive Committee Meeting.

Location: 3660 N. Washington Blvd, Sarasota, FL

The meeting was adjourned at 9:13 a.m.

Respectfully submitted,



[Joshua Matlock \(Oct 5, 2023 15:45 EDT\)](#)

Josh Matlock

President, CEO

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CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
P	Jim Bos, MBJ Group
A	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
A	Luis Font, LIUNA, Laborers International Union
P*	Brian Gurucharri, Manatee Memorial Hospital
P*	Roscelyn Guenther, Boys & Girls Club of Sarasota County
P*	Dr. Deborah Hawkes, CAN Community Health
A	Peter Hayes, Tandem Construction
P*	Sharon Hillstrom, Bradenton Area Economic Development Corporation
A	William Zack Holland, Local 123 Plumbers and Pipefitters Union
A	Allison Imre, Grapevine Communications
P*	Heather Kasten, Sarasota Chamber of Commerce
P	David Kraft, Vision Consulting Group
P*	Dr. Tim Novak, LECOM
P	Shaun Polasky, Helios Technologies
P*	Ericka Randall, Vocational Rehabilitation
P	Vaughn Alexander Hendriex, 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
P	Anne LeBaron, Take Stock in Children Manatee
	Staff Present: Josh Matlock, Robin Dawson, Kathy Bouchard*, Anthony Gagliano, Karima Habity*, Linda Benedict, Michael Meerman, Christina Witt, Michelle Snyder, James Disbro, Chet Filanowski*, Cody Soler
P*	Commissioner George Kruse - Manatee County
A	Commissioner Joe Neunder – Sarasota County

26 Board Members – 20 present, 6 absent