



Executive Committee Meeting

Thursday, December 14, 2023 - 8:00 a.m. to 9:30 a.m.

Location: Microsoft Teams

This is a virtual or call-in meeting only

[Join Microsoft Teams Meeting](#)

1-786-600-3104 Conference ID: 819 592 380#

AGENDA

Call to Order – Eric Troyer, Chair

Action Items

- Approval of November 9, 2023 Executive Committee Meeting Minutes - Eric Troyer

CEO Report – Joshua Matlock

Other Board Business

- Strategic Planning - Discussion - Joshua Matlock
 - Mission
 - Develop and invest in workforce solutions that meet our community needs.
 - Vision
 - A thriving community that produces the most highly skilled workforce.
 - Values
 - Business Driven
 - Integrity
 - Continuous Improvement
 - Collaboration
 - Innovation
 - 2-Year Goals
 - Enhance offerings to focus on increasing access by employers
 - Enhance customized employer-focused solutions
 - Programs to help job seekers and employees help address benefits cliff and financial gaps
 - Develop a plan to invest unrestricted funds in growing best practice employer programs
 - Identify programs needing unrestricted funds to grow, expand and deepen.
 - Strengthen board engagement by developing opportunities for them to increase awareness of CSS among employers.
 - Build a menu of board engagement opportunities and match board members according to highest and best use.

- Members shall disclose any voting conflict as required under Florida Statute 112.2143 and abstain from discussion or voting on any business that would inure to his or her special private gain or loss.

Staff Reports

- Kathy Bouchard
- Anthony Gagliano

Public Comments/Closing Remarks – Eric Troyer, Chair

Adjournment – Eric Troyer, Chair

Next Executive Committee Meeting on January 9, 2024

Location: Virtual Teams Meeting



ACTION ITEMS

**CareerSource Suncoast
Executive Committee
Meeting Minutes**
Teams Virtual Meeting
Thursday, November 9, 2023
9:15 a.m.

Absent Present	<u>Committee Members</u>
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: Christina Witt

I. Call to Order

Eric Troyer, Chair, called the meeting to order at 9:21 a.m. Attendance was recorded, and quorum established.

II. Action Items

Approval of September 14, 2023, Executive Committee Meeting Minutes

Eric Troyer asked for a motion to approve the September 14, 2023, Executive Committee meeting minutes.

Motion: David Kraft Second: Lisa Eding

The motion passed unanimously.

III. President/CEO Evaluation – Eric Troyer

The annual CEO performance evaluation was completed on November 9, 2023, by the Executive Committee. The evaluation reviewed five different areas: 1) Strategic development, 2) Board relations, 3) Serves as a change agent, 4) Risk taking / problem solving, and 5) Community leadership.

Rating key was as follows:

5 = Exceptional

3 = Meets expectations

1 = Below expectations

Overall rating scale is as follows:
4.50 – 5.00 = Exceptional performance
3.50 – 4.49 = Above expectations
3.00 – 3.49 = Meets expectations
2.50 – 2.99 = Needs improvement
2.49 and below = Unsatisfactory

Based on the results of the performance evaluations completed by the Executive Committee, Josh's overall rating was 4.47. There were no scores below 3.00. Overall, the Executive Committee was very pleased with Josh's leadership and performance and agreed to the overall rating of 4.47, which indicates above expectations, aligned with his performance for the year.

The Executive Committee discussed compensation for the CEO. As part of the discussion, we reviewed CEO pay from other CareerSource organizations similar in size from a funding allocation standpoint. After discussion, it was unanimously agreed that Josh will receive a 7.5% increase effective on the next pay period. This resulted in his compensation going from \$133,900 to \$143,940.

In addition, based on the Executive Performance / Bonus Rubric, it was determined that Josh will receive a 4% discretionary bonus consistent with our most recent letter grade of 92.5%.

IV. Public Comment/Closing Remarks – Eric Troyer, Chair

None

V. Adjournment – Eric Troyer, Chair

The next Executive Committee meeting is on scheduled for December 14, 2023

There being no further business, Eric Troyer adjourned the meeting at 9:48 a.m.

Respectfully submitted,

Eric Troyer

[Eric Troyer \(Nov 9, 2023 15:25 EST\)](#)

Eric Troyer
CSS Board of Directors Chair



CEO Report



OTHER BOARD BUSINESS

Strategic Planning - Discussion

Mission

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Vision

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Values

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2-Year Goals

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STAFF REPORTS



Kathy Bouchard
VP/CTO



Anthony Gagliano
VP/COO