

CAREERSOURCE SUNCOAST
Combined Executive Committee and Board Meeting Minutes
Virtual TEAMS Meeting and In-person
3660 N. Washington Blvd., Sarasota, FL 34234
Thursday, November 9, 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.

Action Items – Eric Troyer, Chair

- **Approval of September 28, 2023 Board Meeting Minutes - Eric Troyer**

Eric Troyer requested a motion to approve the September 28, 2023 Board Meeting Minutes.

Motion: David Kraft Second: Ron DiPillo
Motion passed unanimously

- **Approval of Revised Schedule of Operations – Kathy Bouchard**

The Schedule of Operations was revised to include the additional Holiday Closures approved by Governor Ron DeSantis. Kathy Bouchard requested a motion to approve the revised Schedule of Operations.

Motion: Lisa Eding Second: David Kraft
Motion passed unanimously

- **Approval of Policy #21-23, Performance Incentives to Staff – Christina Witt**

Christina Witt presented the policy to the Board and requested a motion to approve Policy #21-23, Performance Incentives to Staff.

Motion: Jim Bos Second: Lisa Eding
Motion passed unanimously

- **Approval of CSS Employee Handbook**

Kathy Bouchard reviewed the updates with the Board and requested a motion to approve the revised CSS Employee Handbook.

Motion: William Z. Holland Second: David Kraft
Motion passed unanimously

- **Approval of Budget Modification #2 PY 2023/24 – Lisa Eding**

Lisa Eding introduced the budget modification approved by the Finance and Performance Committee on November 7, 2023. Robin Dawson reviewed and requested a motion to approve budget modification #2 for PY 2023/24.

Summary of Modification #2:

○ Budget Modification #1 Funding Available:	\$8,012,531
○ Increase in Funding:	\$1,011,426
○ Adjusted Funding Available:	\$9,023,957
○ Less Reserve for PY 24-25:	\$689,391
○ Modification #2 Funding Budgeted:	\$8,334,566

Funding Budgeted for PY 2023/24 Mod #1. Line items requested for an increase for PY 2023/24 Budget total \$799,268:

- Add \$251,798 Salary and Fringe Benefits
- Add \$10,000 Staff Training & Education
- Add \$38,695 Facilities
- Add \$15,000 Office Furniture & Equipment
- Add \$8,000 Accounting & Audit
- Add \$7,000 Office Supplies & Expense
- Add \$13,375 Travel and Meetings
- Add \$430,400 Client Training and Support
- Add \$15,000 Employer & Client Services
- Add \$10,000 Outreach

Motion: David Kraft Second: Jim Bos
Motion passed unanimously

CEO Report:

Joshua Matlock reviewed the strategic planning meeting report provided by Carter. The report was provided in the meeting agenda packet. The strategic plan will be updated every two years to keep in alignment with labor market changes. Next steps will be working with the Executive Committee to review the mission, vision, values and finalize the strategic plan to present to the Board.

Other Board Business:

• **Finance and Performance Committee Report**

Lisa Eding provided an overview of the Finance & Performance Committee meeting from November 7, 2023. Robin Dawson, VP/CFAO, reviewed the following reports.

- Review of Budget to Expenditure Report as of September 30, 2023
 - Overall burn rate of 24%
 - YTD Federal and State requirements:
 - Admin: 9.07%; max allowed 10%
 - ITAs: 35.81%; min requirement 35%
 - Youth paid internships PY22 – 10.3%; min requirement 20%
 - Youth Out of School PY22 96.27% ; min requirement 50%
- Budget to Expenditure Report by Fundsource as of September 30, 2023
- Summary of Non-Federal Funds Revenue & Expenditures as of September 30, 2023

Performance Update:

Anthony Gagliano reviewed the CSS WIOA performance indicators for PY2022/2023. A copy of the performance results was provided in the agenda packet.

CSS final letter grade for PY2022/2023 was an “A-” with a score of 92.5%. A copy of the current letter grade was provided in the agenda packet. CareerSource Florida Letter Grades are updated on a quarterly basis, being available approximately 45 days from the end of the quarter.

Anthony Gagliano shared success stories from the CSS Veteran Services team.

Staff Reports:

Kathy Bouchard - CTO

Kathy Bouchard reported that all vacant positions have been filled and there are currently no openings with CSS. Kathy recognized all of the Veterans working at CSS, the eleven (11) Veterans have one-hundred fifty (150) years of combined service between them.

Last week, David Kraft met with the CSS leadership team and reviewed the blueprint for the Connective Workplace survey done with the entire CSS team. The information will be presented at the upcoming staff retreat.

Anthony Gagliano – COO

CSS continues to work with the Sarasota County Sheriff's department providing job fairs within the jail. Four (4) members of the CSS team facilitated the job fair, connecting thirty (30) soon-to-be released individuals with local employers.

The Veterans team worked at the Manatee County Veterans Stand Down event on Saturday. The next Veteran event is the Paychecks for Patriots job fair, being held at the Rober L. Taylor Center on Tuesday, November 14th from 2 p.m. - 6 p.m.

This week, CSS wrapped up an initiative with FloridaMakes and Sarasota-Manatee Area Manufacturers Association called Discover Manufacturing. There were thirteen (13) unemployed individuals attending. The diverse group was exposed to virtual reality headsets and employers such as Sun Hydraulics, Chris Craft and Flowers Bakery.

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. Three of the speakers have gone through the [CEO Platform for Success](#) courses.

In recognition of National Apprenticeship week, on Wednesday, November 15, 2023 right after the eRising conference, CSS will host an event to discuss apprenticeships from 1 p.m. - 2 p.m. Both of the local apprentices who were recognized statewide by FloridaMakes will be at the event, speaking about their experiences as apprentices at Sun Hydraulics and PGT, respectively.

Public Comments: Jim Bos recommended more Board members attend in person.

Next Meeting:

Next Board of Directors Meeting is January 25, 2024

Location: 3660 N. Washington Blvd, Sarasota, FL

Full Board Meeting Adjournment:

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

Respectfully submitted,


[Joshua Matlock \(Nov 27, 2023 07:53 EST\)](#)

Josh Matlock
President, CEO

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CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
P	Jim Bos, MBJ Group
P*	Ashley Brown, Women’s Resource Center
P*	Christy Cardillo, Carr Riggs, & Ingram, LLC.
P*	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
A	Roscelyn Guenther, Boys & Girls Club of Sarasota County
P*	Dr. Deborah Hawkes, CAN Community Health
P*	Peter Hayes, Tandem Construction
P*	Sharon Hillstrom, Bradenton Area Economic Development Corporation
P	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*	Jennifer Green, Galen College of Nursing
P*	Shaun Polasky, Helios Technologies
A	Ericka Randall, Vocational Rehabilitation
P	Vaughn Alexander Hendriex, State College of Florida
A	Walter Spikes, Coldwell Banker Realty
P	Eric Troyer, Kerkering Barberio & Company
P*	Doug Wagner, Manatee County School Board
A	Craig Warzecha, Bradenton Marauders/Pittsburgh Pirates
P*	Ken Waters, Sarasota Housing Authority
A	Anne LeBaron, Take Stock in Children Manatee
	Staff Present: Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, Karima Habity*, Linda Benedict*, Christina Witt, Michelle Snyder, James Disbro, Chet Filanowski*
P*	Commissioner George Kruse - Manatee County
P*	Commissioner Joe Neunder – Sarasota County

26 Board Members – 19 present, 7 absent