

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

<b>Absent Present</b>	<b><u>Committee Members</u></b>
P*	Eric Troyer, CPA, Kerkerling, Barberio & Company
A	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
A	Peter Hayes, Tandem Construction
*	Virtual
	Staff Present: Joshua Matlock*, Anthony Gagliano*, Kathy Bouchard*, James Disbro*, Linda Benedict*

**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 November 9, 2023, Executive Committee Meeting Minutes**

Eric Troyer asked for a motion to approve the November 9, 2023 Executive Committee meeting minutes.

Motion: Sharon Hillstrom      Second: Lisa Eding

The motion passed unanimously.

**III. CEO Report**

Joshua Matlock gave updates on the CareerSource Florida (CSF) Board [meeting](#) held on December 12, 2023. The CSF meeting provided a comprehensive overview of Sunshine Law, and the Executive Committee agreed to have a separate training course on Sunshine Law, in addition to the annual Board refresher. CSF also passed several policies to include Apprenticeship Strategic Policy, Regional Planning Areas Identification and Requirements and a Standardization of Tools and Services Policy.

**IV. Other Board Business**

The Executive Committee reviewed the proposed changes from the strategic planning meeting to update the CareerSource Suncoast (CSS) mission, vision, values and two-year goals. The following changes were developed, and a motion was made to present to the full Board of Directors for approval.

## Proposed Changes:

### Mission

- Identify and invest in workforce development solutions to meet the needs of Manatee and Sarasota Counties.

### Vision

- A highly skilled and responsive workforce that fuels a thriving economy.

### Values

- Employer Centric
- Integrity
- Culture of Excellence
- Collaboration
- Innovation

### 2-Year Goals

- Enhance offerings to focus on increasing access by employers
  - Enhance customized employer-focused solutions
  - Provide programs to help job seekers and employees 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 members to increase awareness of CSS among employers.
  - Build a menu of board engagement opportunities and match board members according to highest and best use.

Motion: Lisa Eding    Second: David Kraft

The motion passed unanimously.

## **V. Staff Reports**

### Kathy Bouchard

Friday, December 15, 2023 will be the CSS staff retreat. David Kraft will be presenting the Connective Workplace blueprint to the staff. The three main topics that will be reviewed are: training, turnover and evaluations.

FloridaCommerce is applying for a new \$5 million statewide Opioid grant. CSS was one of nine (9) local boards that submitted to participate in the grant.

The Ticket-to-Work (TTW) program generated \$57,000 dollars in the prior quarter that was received in late November and early December. These generated funds are unrestricted.

### Anthony Gagliano

A video, [Discover Mfg Sarasota Manatee.mp4](#), was shared with the committee from a CSS event held in partnership with FloridaMakes and the Sarasota-Manatee Area Manufacturing Association (SAMA). There were thirteen (13) attendees at the two-day event, highlighting manufacturing careers in the region.

There were two different apprenticeship events held, including one to highlight National Apprenticeship Week (NAW). There were multiple employers at the event, including New Dawn Electric and the Early Learning Coalition, speaking about their apprenticeships and pre-apprenticeship programs. James Disbro was in Chicago, participating in some Department of Labor (DOL) talks around apprenticeship with hopes to yield some nationwide exposure for CSS on apprenticeships. An upcoming webinar and a possible speaking engagement at the National Association of Workforce Boards (NAWB) Forum in March will provide more exposure to CSS. James shared with the committee that there will be a site visit to the Sarasota office from the DOL Office of Apprenticeship (OA) next week.

Michael Meerman and his team held the third annual [eRising Conference](#) on Wednesday, November 15, 2023 at the Sarasota Career Center, focusing on entrepreneurship. Three of the speakers have gone through the [CEO Platform for Success](#) courses. Both the eRising conference and second apprenticeship event were live streamed for virtual attendees.

Linda Benedict and her team are working on the Non-Custodial Parent Employment Program (NCPEP). CSS hosted interviews for the Department of Revenue with our clients.

Clients in the NCPEP and VIPER, Sarasota County's residential recovery program, were referred to New Dawn Electric for job opportunities.

The Manatee School district reached out to CSS to assist high school seniors in connecting to careers. The Business Services team secured 3-5 employers for each high school to sit on a panel and talk about careers in their industry.

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

None

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

Next Executive Committee meeting is on scheduled for January 11, 2024.

There being no further business, Eric Troyer adjourned the meeting at 9:00 a.m.

**Respectfully submitted,**



[Joshua Matlock \(Dec 23, 2023 12:48 CST\)](#)

Joshua Matlock  
President/CEO