

CAREERSOURCE SUNCOAST
Combined Executive Committee and Board Meeting Minutes
Virtual TEAMS Meeting and In-person
3660 N. Washington Blvd., Sarasota, FL 34234
Thursday, January 25, 2024
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.

Introductions:

Eric Troyer introduced the 2024 Chief Local Elected Officials:

- Sarasota County Commissioner Neil Rainford
- Manatee County Commissioner George Kruse, reappointed

Board Membership Update:

Dr. Deborah Hawkes resigned from the Board effective January 5, 2024, leaving a vacant business seat open on the Board.

Action Items – Eric Troyer, Chair

- **Acceptance of the Financial Audit Report for Program Year Ending June 30, 2023.**
Ben Clark, Manager of James Moore & Company presented the financial audit report for the program year ending June 30, 2023. There were no findings or recommendations on the audit.

Eric Troyer requested a motion to accept the financial audit report for program year ending June 30, 2023 as presented.

Motion: David Kraft Second: Jim Bos
The motion passed unanimously.

- **Approval of December 14, 2023 Executive Committee Meeting Minutes - Eric Troyer**
Eric Troyer requested a motion to approve the December 14, 2023 Executive Committee Meeting Minutes.

Motion: David Kraft Second: Jim Bos
Motion passed unanimously

- **Approval of Consent Agenda – Eric Troyer**
Eric Troyer requested a motion to approve the consent agenda including the following items:
 - Approval of November 9, 2023, Board Meeting Minutes – Eric Troyer
 - Approval of Revised Policy #09-21 Client Grievance and Reporting Policy and Procedure
 - Approval of Revised Policy # 13-21 Disaster Recovery Dislocated Worker Grants

Motion: Ron DiPillo Second: David Kraft
Motion passed unanimously

- **Approval of Transfer of Funds from Dislocated Worker to Adult – Robin Dawson**
Robin Dawson presented the transfer of funds request document provided in the agenda packet.

Robin Dawson requested a motion to approve the transfer of \$576,000 Dislocated Worker funds to adult funds.

Motion: David Kraft Second: Jim Bos
Motion passed unanimously

- **Approval of Strategic Plan Updates- Joshua Matlock**
Joshua Matlock reviewed the updates made to the Strategic plan with the Board.

Joshua Matlock requested a motion to approve the updates to the CSS Strategic plan moving from a five (5) year plan to a two (2) year planning process.

Motion: Lisa Eding Second: Shaun Polasky
Motion passed unanimously

- **Approval of Related Party Agreements- Christina Witt**
Christina Witt presented the related party agreement to approve a maximum of \$9,000 in expenditures for work-based learning and work-based training agreements with Teakdecking Systems.

Christina Witt requested a motion to approve the related party agreements with Teakdecking Systems for work-based learning and/or work-based training agreements with a \$9,000 maximum expenditure for PY2023-2024.

Motion: Shaun Polasky Second: Jim Bos
Abstain: Lisa Eding and Doug Wagner
Motion passed unanimously

CEO Report:

Joshua Matlock reported to the Board on the following topics:

The Florida Workforce Development Board Association (FWDA) met and discussed a collaboration with a managed healthcare organization to partner with local boards to set up a referral system to refer their members to local boards for services to advance their training and obtain better employment. In addition to the referral system, there will be data sharing agreements with local boards.

In February, the FWDA Board and the CareerSource Florida Board will be holding their meetings in Tallahassee. Josh will be attending those meetings.

In March, The National Association of Workforce Development Boards will be holding their National Conference in Washington, D.C. There will be discussion at the conference regarding the reauthorization of the Workforce Innovation and Opportunity Act.

Another topic that is being discussed is the 50% expenditure requirement on Individual Training Accounts (ITA) for occupational skills training. Florida is currently under a waiver of 50% and local Boards are able to operate at a 35% expenditure rate for ITA's. The 50% requirement is difficult to obtain for smaller Boards.

Other Board Business:

- **One-Stop Operator Semi-Annual Report- Dr. Ron. Natale**

CSS One-Stop Operator, Dr. Ron Natale of Educational Management & Services FL LLC, provided the semi-annual One-Stop Operator report to the Board. Dr. Natale highlighted the quarterly mandated partner meeting's agenda, a teleworking study, the meeting satisfaction survey, the infrastructure funding quarterly report process, the Crosswalk agency-to-agency referral system and recommendations to CSS.

- **Finance and Performance Committee Report**

Lisa Eding provided an overview of the Finance & Performance Committee meeting from January 23, 2024. Robin Dawson, VP/CFAO, reviewed the following reports provided in the agenda packet.

- Review of Budget to Expenditure Report as of December 31, 2023.
 - Overall burn rate of 42%
 - YTD Federal and State requirements:
 - Admin: 9.33%; max allowed 10%
 - ITAs: 44.45%; min requirement 35%
 - Youth paid internships PY22 – 14.24%; min requirement 20%
 - Youth Out of School PY22 96.27%; min requirement 50%
- Summary of Non-Federal Funds Revenue & Expenditures as of December 31, 2023.
- Review of FloridaCommerce PY2022-23 Programmatic and Financial Compliance Monitoring Review:

A copy of the FloridaCommerce monitoring report for PY2022-23 was provided in the agenda packet. Anthony Gagliano reviewed the monitoring report. There was a total of ten (10) programmatic findings and nine (9) observations of non-compliance issues. There were no findings and no observations on the financial monitoring section.

- Performance Update:

Anthony Gagliano reviewed the CSS WIOA Performance Indicators for the first quarter of program year 2023-24 ending 09/30/2023. A copy of the performance results was provided in the agenda packet.

Staff Reports:

Kathy Bouchard - CTO

Kathy reported the Director of Continuous Improvement, Michelle Snyder, is currently working on the responses to the FloridaCommerce monitoring report and developing a plan to address those issues.

The Ticket-to-Work (TTW) program has generated \$97,251 this year, thank you to Linda Benedict and Kim Gonzalez. An additional staff member has been added to the program with a goal of adding fifty (50) more clients working and generating more income. There are currently fifty-two (52) clients working in this program.

Anthony Gagliano – COO

CSS hosted the Department of Revenue conducting in person interviews in November. The Department of Revenue were interested in hiring individuals with disabilities. Kim referred several TTW clients and one of them was hired. Additionally, the Veterans Team referred a disabled Veteran that was also hired the same day.

At the upcoming National Workforce Board Forum, James Disbro will be presenting along with Safal Partners on a panel discussion focused on Apprenticeship. Apprenticeships are being developed around retail management with Goodwill Industries and in public works in partnership with Manatee Technical College.

Next Wednesday, January 31, 2024 Michael Meerman's Workforce Education team will be conducting the second of the five part series of the [Pathway to Success](#) workshops. The workshops focus on the five key areas that cause small business to fail. These key areas were identified by Ted Abernathy's small business study conducted for CSS as part of the Rapid Response grant. CareerSource Florida President, Adrienne Johnson, will be speaking at this event virtually. Other speakers include college professors and small business owners such as, Skip Stanton from Aqua Plumbing and Air.

Chet Filanowski presented the Artificial Intelligence (AI) work he has completed to assist with automating tasks to speed up the Regional Security Officer (RSO) process for onboarding new staff. Chet provided a demo of the new automated system, time to process the new staff paperwork and data entry has significantly reduced. Chet has developed an IT inventory scanner application that has been implemented to assist the IT team with their annual inventory audits. The application will allow inventory to be taken fully on their phone as well as sign out any equipment to staff. The application was fully developed internally by Chet. Other process improvements include the client's file storage system to take the place of the ATLAS storage system CSS currently pays for.

Public Comments: None

Next Meeting:

Next Executive Committee Meeting is February 8, 2024

Location: Virtual Teams Meeting


Next Board of Directors Meeting is March 28, 2024

Location: 3660 N. Washington Blvd, Sarasota, FL

Meeting Adjournment:

The meeting was adjourned at 9:26 a.m.

Respectfully submitted,


[Joshua Matlock \(Feb 1, 2024 15:33 EST\)](#)

Josh Matlock
President, CEO

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CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
P	Jim Bos, MJB 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
P*	Roscelyn Guenther, Boys & Girls Club of Sarasota County
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
A	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*, Christina Witt, James Disbro, Chet Filanowski, Michael Meerman*
P*	Commissioner George Kruse - Manatee County
P*	Commissioner Neil Rainford – Sarasota County

25 Board Members – 21 present, 4 absent