

**CareerSource Suncoast  
Executive Committee  
Meeting Minutes**  
Teams Virtual Meeting  
Thursday, March 14, 2024  
8:00 a.m.

<b>Absent Present</b>	<b><u>Committee Members</u></b>
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
A	Peter Hayes, Tandem Construction
*	Virtual
	Staff Present: Joshua Matlock*, Anthony Gagliano*, Kathy Bouchard*, James Disbro*, Robin Dawson*, Christina Witt*, Linda Benedict*, Chet Filanowski*, Michelle Snyder* and Karima Habity* . ,

**I. Call to Order**

Eric Troyer, Chair, called the meeting to order at 7:59 a.m. Attendance was recorded, and a quorum established.

**II. Action Items**

**Approval of January 25, 2024, Executive Committee/Board Meeting Minutes**

Eric Troyer requested a motion to approve the January 25, 2024 Combined Executive Committee/Board meeting minutes.

Motion: Lisa Eding      Second: Christy Cardillo

The motion passed unanimously.

**Approval of Budget Modification #3 for PY 2023/24**

Lisa Eding introduced the budget modification item. Robin Dawson reviewed the budget modification #3 for PY 2023-24. The modification documents were provided in the meeting agenda packet.

Summary of Modification #3:

- Modification #2 Funding Available:      \$9,023,957
- Increase in Funding:                         \$725,000
- Adjusted Funding Available:                \$9,748,957
- Less Reserve for PY 24-25:                 \$689,391
- Mod #2 Funding Budgeted:                 \$9,059,566

Funding Budgeted for PY 2023/24 Mod #3. Line items requested for an increase for PY 2023-24 Budget total \$725,000.

- Add \$16,000 Salary and Fringe Benefits
- Add \$2,000 Staff Training & Education
- Add \$35,000 Facilities
- Add \$10,000 Office Furniture & Equipment
- Add \$10,000 Accounting & Audit
- Add \$3,000 Office Supplies & Expense
- Add \$639,000 Client Training and Support
- Add \$10,000 Outreach

**Requested Motion:** Robin Dawson requested motion to approve Budget Modification #3 for PY 2023/24.

Motion: David Kraft      Second: Christy Cardillo

Motion passed unanimously

### **Approval of One-Stop Operator and Education and Industry Consortium Management Procurement**

Christina Witt presented the One-Stop Operator and Education and Industry Consortium Management action item. A summary of the procurement and review process was provided in the meeting agenda packet.

**Requested Motion:** Christina Witt requested a motion to approve CSS pursuing contract negotiations with TClark Workforce Solutions, LLC. for One-Stop Operator and Education and Industry Consortium Management Services.

Motion: Sharon Hillstrom      Second: Lisa Eding

Motion passed unanimously

### **III. CEO Report**

Joshua Matlock shared with the committee a recent event happening with a local workforce region, [CareerSource Florida Crown](#). This region is currently in the process of consolidation. The issues reported are financial, the region has had unfavorable state audits over the past three years. The CEO and all of their leadership team have resigned from their positions.

Later this month, CSS staff and two Board members will be attending the National Workforce Development Conference in Washington D.C. James Disbro will be sitting on two panel discussions regarding apprenticeship development at the local level.

CSS is receiving recognition from the Department of Labor (DOL) for the Crosswalk referral system. James Disbro and Chet Filanowski attended one of the DOL regional meetings to provide a demonstration of the system. DOL was very impressed with the system.

#### **IV. Other Board Business**

##### Finance and Performance Committee Meeting Report

Lisa Eding presented the Finance and Performance Committee meeting report.

##### Performance Update:

Anthony Gagliano reviewed the CSS WIOA Performance Indicators as of 09/30/2023. A copy of the performance results was provided in the agenda packet.

CSS PY23/24 current letter grade is an “B” with a score of 86.89%. 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.

#### **V. Staff Reports**

##### Kathy Bouchard

CSS has extended an offer to replace the accounting position open from our accountant’s upcoming retirement. She will be starting at the beginning of April to provide two months of overlap training for a smooth transition.

Ticket-to-Work (TTW) has generated over \$50,000 in the last quarter, the total for this program year is \$148,059. A new campaign is kicking off to increase outreach and serve more clients in the program.

CSS applied for a \$250,000 grant with the Financial Access Credit Union in Manatee County. It is a two-year grant and will provide funds to hire a position for a financial navigator with a focus on increasing and expanding apprenticeships across the region.

David Kraft continues to offer his services through the Connective Workplace. The work continues with each of the supervisors having one-on-one Connective Workplace discussions to become certified in the process and collect data

##### Anthony Gagliano

The Summer Youth Employment program has 160 requests already with room to fund 150 teens for four weeks of summer jobs. They will earn \$15 per hour for up to thirty hours per week, culminating with a graduation on Saturday, June 29<sup>th</sup> at SCF’s Gym. The 26 West Center went through the RFP process and was selected as the host for a workshop day and a job fair to prep the students to begin their summer jobs on June 3<sup>rd</sup>. Interested students and businesses can go to <https://careersourcesuncoast.com/summer-jobs-program/>.

The Hurricane Ian grant placed ten individuals in temporary employment with the United Way of South Sarasota County. There was a news segment featuring some of the work being done on long-term recovery - <https://www.fox4now.com/north-port-englewood/north-port-homeowner-receives-gift-of-a-lifetime-help-with-repairs-to-her-ian-damaged-home>

The Workforce Education team has revamped the website and IT has moved it to a more secure server.

The team has upcoming events onsite in the Events Center at the Sarasota office, to include the Boost Your Job Search with AI workshop from Desh Begley at SCF on Thursday at 10 a.m. Register online at <https://www.wfevent.com/ai>.

The State of Talent Conference returns after a 1-year hiatus. The date is April 10<sup>th</sup>, the cost is \$125, and more information can be found at <https://www.wfevent.com/2024sotc>. There were fifteen registrations on the first day of promotion.

The next cohort of CEO begins on April 9<sup>th</sup>.

In the Programs department, Josh highlighted that James Disbro will be on a pair of panels talking about apprenticeship in two weeks at the [National Association of Workforce Board's \(NAWB\) annual Forum](#). CareerSource Suncoast filed documentation for a sixth apprenticeship under our sponsorship for a laundry machine mechanic occupation in partnership with Crown Linen.

**VI. Public Comment/Closing Remarks – Eric Troyer, Chair**  
None

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

Next Executive Committee meeting is scheduled for April 11, 2024.

There being no further business, Eric Troyer adjourned the meeting at 9:53 a.m.

**Respectfully submitted,**



Joshua Matlock (Apr 1, 2024 12:28 EDT)

Joshua Matlock  
President/CEO