



Executive Committee

Thursday, September 12, 2024 - 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 – Eric Troyer, Chair

- Approval of August 8, 2024 Executive Committee, Commission Coordinating Council, Finance & Performance Committee Meeting Minutes - Eric Troyer

CEO Report – Joshua Matlock

Staff Reports

- Kathy Bouchard
- Robin Dawson

Public Comments/Closing Remarks – Eric Troyer, Chair

Adjournment – Eric Troyer, Chair

Next Executive Committee Meeting on October 17, 2024

This meeting will be combined with the Finance & Performance Committee

Location: Virtual Teams Meeting

**CareerSource Suncoast
 Combined Executive Committee,
 Commission Coordinating Council,
 Finance & Performance Committee
 Meeting Minutes
 Teams Virtual Meeting
 Thursday August 8, 2024
 8:00 a.m.**

Absent Present	<u>Committee Members</u>
P	Eric Troyer, Kerkering, Barberio & Company
P	Christy Cardillo, 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
P	Jim Bos, MBJ Group
P	Commissioner George Kruse, Manatee County
P	Commissioner Ron Cutsinger, Sarasota County
	Staff Present: Joshua Matlock, Anthony Gagliano, Robin Dawson, Kathy Bouchard, Christina Witt, James Disbro, Michelle Snyder, Michael Meerman, Linda Benedict, Chet Filanowski and Karima Hability.

I. Call to Order

Eric Troyer, Chair, called the meeting to order at 8:00 a.m. Attendance was recorded, and a quorum was established.

II. Action Items

Commission Coordinating Council

Approval of Board Membership Renewals

Robin Dawson requested a motion to approve Board Membership renewals for the following Board members. The term of appointment for each director is September 26, 2024 – September 26, 2028.

- Eric Troyer – Kerkering Barberio, CPA/Shareholder
- Sharon Hillstrom- Bradenton Area EDC, President/CEO
- David Kraft – Vision Consulting Group, Founder/CEO

Motion: Ron Cutsinger

Second: George Kruse

The motion passed unanimously.

Commission Coordinating Council and Executive Committee

Approval of the 2025 Four-Year Local Plan

Christina Witt provided a summary overview of the local plan and requested a motion for approval of the Draft- 2025 Four-Year Plan.

Motion: George Kruse

Second: Ron Cutsinger

The motion passed unanimously.

Executive Committee and Finance & Performance Committee

Approval of June 10, 2024 Executive Committee and Finance & Performance Committee Meeting Minutes

Eric Troyer asked for a motion to approve the June 10, 2024 combined Executive Committee and Finance & Performance Committee meeting minutes.

Motion: Jim Bos

Second: David Kraft

The motion passed unanimously.

III. Finance and Performance Committee Reports – Lisa Eding, Treasurer

Lisa Eding introduced the Finance and Performance Committee reports. Robin Dawson presented a review of the following reports. The reports were provided in the agenda packet.

- Budget to Expenditure as of 6/30/2024
- Budget to Expenditure by Fund source as of 6/30/2024
- Non-Federal Funds Revenues and Expenditures as of 6/30/2024

Robin Dawson provided additional updates on new funding received to include Hurricane Ian, Sector Based Training and Support Grant focusing on the transportation industry and Non-Custodial Parent Employment Program (NCPEP). A budget modification will be completed to include the additional funds. It is anticipated that CSS will receive a Hurricane Debby National Emergency Grant (NEG) due to the flood damage that occurred locally. FloridaCommerce financial monitoring is still being conducted. There have been no issues reported at this time. An update was provided on the accounting software update and transition occurring.

Anthony Gagliano presented a review of the current WIOA indicators of performance and CareerSource Florida letter grade reports for PY23-24. The reports were provided in the agenda packet with data through three quarters ending on March 31, 2024.

IV. CEO Report – Joshua Matlock

Joshua Matlock provided an update on the impact of Hurricane Debby. The offices were closed on Monday and Tuesday, with staff working remotely on Tuesday to provide services. The Sarasota office took on some water and is in the process of being remediated with fans and carpet cleaning. CSS is back open and fully functioning.

CSS is working closely with Sharon Hillstrom of the Bradenton Area EDC to coordinate the EDC's workforce committee with CSS' Education and Industry Consortium.

In September, the Florida Workforce Development Association (FWDA) will be holding the annual Workforce Professionals Development Summit providing training to workforce professionals. David Kraft and Kathy Bouchard will be presenting on the work CSS has done with the [Connective Workplace](#). Simultaneously, the State will be holding their Board meetings in Orlando during the same week.

FWDA contracts with lobbyist Marti Cooley, who is a former State Representative, to be proactive in advocating on behalf of the local boards at the legislative level. Recently, she and FWDA members met with Senators Scott and Rubio to discuss WIOA re-authorization. Josh recently had a phone call with Congressman Neal Dunn to discuss the House budget proposing \$0 funding for WIOA Youth. Based on the Congressman's staff's research, it is unlikely that the house budget will pass and it will more likely be moved to a continued resolution. Based on the discussion with the Senators, the Senate budget does not eliminate WIOA Youth, but instead adds funding to both WIOA and WIOA Youth. These are things the CSS will be watching closely.

V. Staff Reports

Kathy Bouchard

The first staff retreat of the program year is scheduled on August 23rd to celebrate successes from the previous program year and discuss plans for this program year.

Kathy shared that in addition to her and David presenting at the summit, James Disbro and Diane Seavers will also be presenting on Registered Apprenticeship and James on the Crosswalk referral system.

In efforts toward continuous improvement, CSS attended a meeting with CareerSource South Florida (CSSF) regarding an AI monitoring tool that provides real-time feedback on case compliance. This gives an opportunity to address any issues immediately. The State will be providing funding for CSSF to provide the tool statewide to all local boards.

Anthony Gagliano

The Business Services Team held a Second Chance job fair at the end of July at the Light of the World Church. There were over 200 attendees at this job fair connecting with local employers for employment and to the United Way, Bank On Suncoast, offering banking options to those who are underbanked.

National Hire A Veteran Day was also in July. CSS Veteran Representative, Will Collazo, represented CSS at an event hosted by Sarasota County government for local veterans. Local Veteran Manny Talamantez's success story was shared: [Veterans - CareerSource Suncoast](#).

Linda Benedict continues to focus on completing proposals for additional special grants. Ticket-to-Work (TTW) has 100 total tickets assigned, with 41 of them employed. TTW revenue for fiscal year 23-24 was a total of \$192,000.

Chet Filanowski continues to work on digital automation for client files, reducing the need for third-party systems.

The [Pathways to Success](#) small business series is partnering with [CareerEdge](#) for the next upcoming event on October 10, 2024. Secretary Kelly of FloridaCommerce will be our introductory speaker at this event.

VI. Public Comment/Closing Remarks – Eric Troyer

VII. Adjournment – Eric Troyer

Next Executive Committee meeting is scheduled for September 12, 2024.

Eric Troyer adjourned the meeting at 8:57 a.m.

Respectfully submitted,



[Joshua Matlock \(Aug 15, 2024 07:28 EDT\)](#)

Joshua Matlock
President/CEO