

**CareerSource Suncoast  
Executive Committee  
Meeting Minutes**  
Teams Virtual Meeting  
Thursday September 12, 2024  
8:00 a.m.

<b>Absent Present</b>	<b><u>Committee Members</u></b>
P	Eric Troyer, Kerkering, Barberio & Company
A	Christy Cardillo, Carr, Riggs & Ingram, LLC
P	David Kraft, Vision Consulting Group
P	Sharon Hillstrom, Bradenton Area Economic Development Corporation
A	Lisa Eding, Teakdecking Systems
P	Peter Hayes, Tandem Construction
	Staff Present: Joshua Matlock, Robin Dawson, Kathy Bouchard, Christina Witt, James Disbro, Michelle Snyder, Michael Meerman, Linda Benedict, and Karima Habity.

**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**

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

Eric Troyer asked for a motion to approve the August 8, 2024 combined Executive Committee, Commission Coordinating Council, and Finance & Performance Committee meeting minutes.

**Motion:** Sharon Hillstrom

**Second:** David Kraft

The motion passed unanimously.

**III. CEO Report – Joshua Matlock**

Joshua Matlock provided an update on attending the annual Workforce Professionals Development Summit. During the summit, the State held Board meetings. This was a good opportunity to connect with the CareerSource Florida and FloridaCommerce teams. Adrienne Johnson, CSF, and Secretary of Commerce, Alex Kelly were in attendance speaking with the Boards strengthening the relationships and fostering better communication.

#### **IV. Staff Reports**

##### Kathy Bouchard

The first staff retreat was held on August 23<sup>rd</sup> and a live polling of company culture was conducted. There were some improvements from the previous polling, information will be shared at the upcoming Board meeting.

David Kraft and Kathy presented on the work CSS has done with the [Connective Workplace](#) at the Workforce Summit. The presentation included a three-person panel discussion about their experience with the Connective Workplace process.

On September 26<sup>th</sup>, the first official financial wellness workshop in partnership with United Way will be held at the Sarasota office after the Board meeting.

CSS 401k provider, One America, recently sold their retirement services record keeping business to Voya Financial, which will go into effect January 2025.

##### Robin Dawson

CSS received several NFA's in July and August. CSS is looking at an increase of over \$666,000 to implement into the budget with a modification next month with the Executive and Finance and Performance Committee.

The accounting team has started the fieldwork for the annual financial audit with James Moore and Company. This is year four of this procurement, with one more year remaining. Results of the audit will be shared at the January Executive Committee and Board meetings.

#### **V. Public Comment/Closing Remarks – Eric Troyer**

#### **VI. Adjournment – Eric Troyer**

Next Executive Committee meeting is scheduled for October 17, 2024.

Eric Troyer adjourned the meeting at 8:19 a.m.

**Respectfully submitted,**

*Joshua Matlock*

Joshua Matlock (Oct 7, 2024 09:59 EDT)

Joshua Matlock  
President/CEO