

**CareerSource Suncoast  
Executive Committee  
Meeting Minutes**  
Teams Virtual Meeting  
Thursday October 17, 2024  
8:00 a.m.

<b>Absent Present</b>	<b><u>Committee Members</u></b>
P	David Kraft, Vision Consulting Group
P	Shaun Polasky, Helios Technologies
P	Eric Troyer, Kerkering, Barberio & Company
P	Jim Bos, MBJ Group
P	Lisa Eding, Teakdecking Systems
	Staff Present: Joshua Matlock, Robin Dawson, Kathy Bouchard, Christina Witt, James Disbro, Michelle Snyder, Michael Meerman, Linda Benedict, Chet Filanowski, and Karima Habity.

**I. Call to Order**

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

**II. Action Items**

Approval of September 12, 2024 Executive Committee

David Kraft requested a motion to approve the September 12, 2024 Executive Committee meeting minutes.

**Motion:** Eric Troyer                      **Second:** Shaun Polasky  
The motion passed unanimously.

**III. CEO Report – Joshua Matlock**

Joshua Matlock provided an update on Hurricane Helene and Hurricane Milton recovery efforts to include the Business Recovery Centers, Disaster Unemployment assistance, and National Emergency Dislocated Worker Grants (NEDWG).

Christina Witt provided an update on the career centers conditions after Hurricane Milton. Centers incurred minimal damage and repair is in the process. Centers were able to reopen on Monday 10/14 with full operational capacity.

Joshua Matlock reported the PY2023-2024 CareerSource Florida letter grade was released, with CareerSource Suncoast (CSS) receiving a final letter grade of an -A for the program year.

**IV. Staff Reports**

Kathy Bouchard

Kathy provided an update on the overall impact of Hurricane Milton on CSS staff. CSS staff incurred minimal damage, with no major losses.

The United Way *Financial Wellness at Work* meeting was delayed due to Hurricane Helene and is being rescheduled for this month. The financial navigator can assist staff with navigating FEMA applications and financial wellness.

CSS staff are eligible to take up to \$22,000 from their 401k plans without penalty due to the federally declared disaster for the area (inclusion of income may be spread over a three year period). The withdrawal may be repaid within three years to avoid paying taxes on the withdrawal.

The CEO performance evaluation will be scheduled at the next Executive Committee meeting on November 14, 2024.

#### Robin Dawson

CSS received a \$200,000 Notice of Funding Award for a NEDWG for Hurricane Helene. CSS requested \$3.2 million for the Hurricane Helene NEDWG. It is anticipated that additional funding will be received, due to FloridaCommerce planning to combine Hurricane Helene and Hurricane Milton into one disaster grant for recovery from both storms.

The FloridaCommerce financial monitoring for PY2023-2024 was completed this week. FloridaCommerce provided a verbal of no findings, but indicated technical assistance would be provided in one area. The report will be shared with the Committee and full Board once received.

The James Moore and Company financial audit is almost complete. The final report will be shared with the Committee and Board at the January 2025 meetings.

With the receipt of additional funding, a budget modification is being completed for approval at the November combined Executive Committee and Board meeting.

#### **V. Public Comment/Closing Remarks – David Kraft**

David Kraft welcomed Shaun Polasky to the Executive Committee.

#### **VI. Adjournment – David Kraft**

Next Executive Committee meeting is scheduled for November 14, 2024, combined with full Board of Directors meeting. Location: 3660 N. Washington Blvd., Sarasota

David Kraft adjourned the meeting at 8:20 a.m.

**Respectfully submitted,**



Joshua Matlock (Nov 4, 2024 14:12 EST)

Joshua Matlock  
President/CEO