

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

<b>Absent Present</b>	<b><u>Committee Members</u></b>
P	David Kraft, Vision Consulting Group
A	Shaun Polasky, Helios Technologies
P	Eric Troyer, Kerkering, Barberio & Company
P	Jim Bos, MBJ Group
P	Lisa Eding, Teakdecking Systems
	Staff Present: Christina Witt

**I. Call to Order**

David Kraft, Chair, called the meeting to order at 9:23 a.m. Attendance was recorded, and a quorum was established.

**II. Action Items**

Approval of October 17, 2024 Executive Committee

David Kraft requested a motion to approve the October 17, 2024 Executive Committee meeting minutes.

**Motion:** Jim Bos **Second:** Eric Troyer

The motion passed unanimously.

President/CEO Performance Evaluation

The annual CEO performance evaluation was completed on November 14, 2024, by the Executive Committee. The evaluation reviewed five different areas: 1) Strategic development, 2) Board relations, 3) Serves as a change agent, 4) Risk taking / problem solving, and 5) Community leadership.

Rating key was as follows:

5 = Exceptional

3 = Meets expectations

1 = Below expectations

Overall rating scale is as follows:

4.50 – 5.00 = Exceptional performance

3.50 – 4.49 = Above expectations

3.00 – 3.49 = Meets expectations

2.50 – 2.99 = Needs improvement

2.49 and below = Unsatisfactory

The Executive Committee completed the President/CEO, Joshua Matlock's performance evaluation. There were no scores below 3.00, with an overall rating of 4.68, which indicates exceptional performance.

Approval of the President/CEO Compensation and Bonus – David Kraft

David Kraft led the discussion on the President/CEO bonus and compensation increase. Based on Joshua Matlock’s performance evaluation, the Executive Committee determined an 8% salary increase, for a total compensation of \$155,455 to be effective next pay period, which begins November 24, 2024.

Additionally, based on the Executive Performance/Bonus Rubric, it was determined that Josh will receive a 4% discretionary bonus consistent with CSS PY2023-2024 letter grade of 91.02% (A-).

David Kraft requested a motion to approve the President/CEO compensation with an 8% increase, for a total compensation of \$155,455 effective November 24, 2024 and to receive a one-time 4% discretionary performance bonus.

Motion: Eric Troyer                      Second: Jim Bos  
The motion passed unanimously.

**III. Public Comment/Closing Remarks – David Kraft**

The committee recommends that the Chief Talent Officer be directly involved in the CEO review process and Executive Committee discussion in the future.

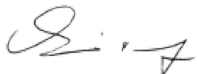
**IV. Adjournment – David Kraft**

Next Executive Committee meeting is scheduled for January 9, 2025 combined with Finance and Performance Committee meeting.

Location: Virtual Teams Meeting

David Kraft adjourned the meeting at 10:02 a.m.

**Respectfully submitted,**



David Kraft  
Chairman of the Board