

**CareerSource Suncoast  
Executive Committee  
Meeting Minutes**  
Teams Virtual Meeting  
Thursday, March 13, 2025  
8:00 a.m.

| <b>Absent Present</b> | <b><u>Executive Committee Members</u></b>   |
|-----------------------|---|
| P                     | David Kraft, Vision Consulting Group  |
| P                     | Shaun Polasky, Helios Technologies  |
| P                     | Eric Troyer, Kerkering, Barberio & Company  |
| P                     | Lisa Eding, Teakdecking Systems   |
| P                     | Jim Bos, MBJ Consulting Group   |
|                       | Staff Present: Joshua Matlock, Anthony Gagliano, Kathy Bouchard, Robin Dawson, Christina Witt, Michelle Snyder, Karima Habity, James Disbro |

**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 January 9, 2025 Combined Executive Committee and Finance & Performance Committee Meeting Minutes

David Kraft requested a motion to approve the January 9, 2025 Combined Executive Committee and Finance & Performance Committee Meeting Minutes

**Motion:** Eric Troyer      **Second:** Shaun Polasky

The motion passed unanimously.

Approval of Budget Modification #2 for PY 2024/2025 – Jim Bos

Jim Bos introduced budget modification. Robin Dawson provided an overview of the modification. Materials were provided in the agenda packet.

David Kraft requested a motion to approve Budget Modification #2 for PY 2024/2025

**Motion:** Jim Bos      **Second:** Lisa Eding

The motion passed unanimously.

**III. CEO Report – Joshua Matlock**

Joshua Matlock provided an update on a local speaking engagement with the Patterson Foundation, Digital Access for All event.

Updates on trips to Tallahassee were provided, including a presentation by Anthony Gagliano to the [workforce subcommittee](#) for the Florida House of Representatives about the apprenticeship work CSS is doing. Both Anthony and Josh attended the [CareerSource](#)

[Florida Board meeting](#), where Josh participated on a panel sharing best practices on the Summer Youth Employment Program. In addition to the CareerSource Florida meetings, Josh and FWDA had the opportunity to meet the incoming Speaker of the House and several legislators during their meeting, while the CareerSource COOs met and toured the CareerSource Florida offices.

Josh and David Kraft will be attending the [Advocacy Days](#) in Washington, D.C. during the NAWB Conference.

#### IV. Other Business

##### One-Stop Housing Initiative

Mark Vengroff presented an investment opportunity for CareerSource Suncoast for the One-Stop Housing initiative. Information was provided in the agenda packet.

The Executive Committee raised a motion to bring the investment opportunity to the full Board of Directors for approval.

David Kraft requested a motion to present the investment opportunity to the full Board of Directors.

**Motion:** Lisa Eding      **Second:** Jim Boss

##### Finance and Performance Committee Meeting

Jim Bos provided an overview of the Finance and Performance Committee.

Robin Dawson reviewed the following report covering the period July 1, 2024 – December 31, 2024 for PY 24-25. Copies of the reports were included in the agenda packet.

Budget to Expenditure Report PY 24-25 as of December 31, 2024.

State and federal expenditure requirements reported as of December 31, 2024:

- Admin expenditure rate – 9.29%; max allowed 10%
- Individual training accounts (ITAs) – 37.41%; min requirement 50%
- Youth paid internships PY23 – 22.26% ; PY24 – 0%; min requirement 20%
- Youth out of school expenditures PY23 – 97.57%; PY24 – 0%; min requirement 50%

The overall burn rate as of December 31, 2024 was 43%.

A Budget to Expenditure Report by fundsource was also shared with the committee to report burn rates by grant.

Review of Non-Federal Funds Revenue & Expenditures as of December 31, 2024:  
Balance of Non-Federal Funds: \$1,039,145

#### V. Staff Reports

Anthony Gagliano

Anthony provided a detailed overview of his presentation with CareerSource Florida President Adrienne Johnson at the workforce subcommittee for the Florida House of Representatives discussing the apprenticeship work being conducted by CSS. CSS is hosting an event on March 13th, 2025 in the evening for several of the local Human Resource Association chapters.

CSS hosted an Apprenticeship Navigator event at the Sarasota office on February 26<sup>th</sup>, 2025. Another [Apprenticeship Accelerator](#) will be held on April 10, 2025 at PGT.

The State of Talent Conference is scheduled for June 10<sup>th</sup>, 2025.

CSS has applied for several grants to include: the Selby Foundation – capital improvements; Manatee County Children Services – Summer Youth Employment; Spectrum – Digital Access work.

Summer Youth Program is actively [recruiting for youth and employers](#).

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

#### **VII. Adjournment – David Kraft**

Next Executive Committee meeting is scheduled for May 8th, 2025

Location: Virtual Teams Meeting

David Kraft adjourned the meeting at 9:27 a.m.

**Respectfully submitted,**



Joshua Matlock (Mar 24, 2025 10:41 EDT)

Joshua Matlock  
President/CEO