

**CAREERSOURCE SUNCOAST**

**Board Meeting Minutes**

Virtual TEAMS Meeting and In-person

3660 N. Washington Blvd., Sarasota, FL 34234

Thursday, May 22, 2025

8:00 A.M.

**Call to Order:**

David Kraft, Chair, called the meeting to order at 8:02 a.m. Roll call was performed, and a quorum was established.

**Finance & Performance Committee Member Appointment :**

David Kraft announced the appointment of Doras Divila, Vice President Commercial Relationship Manager with Regions Bank, to the Finance and Performance Committee

**Action Items:**

**• Approval of Consent Agenda – David Kraft**

- Approval of March 24, 2025 Board Meeting Minutes
- Approval of March 27, 2025 Board Meeting Minutes
- Approval of Schedule of Operations for PY2025-2026

David Kraft requested a motion to approve the consent agenda.

**Motion:** Lisa Eding

**Second:** Jim Bos

**Motion passed unanimously**

**• Approval of Revisions to the Accounting Procedures Manual – Robin Dawson**

Robin Dawson provided an overview of the revisions to the Accounting Procedures Manual.

David Kraft requested a motion to approve the revised Accounting Procedures Manual.

**Motion:** Eric Troyer      **Second:** Lisa Eding

**Motion passed unanimously**

**• Approval of Related Party Agreements - Christina Witt**

Christina Witt presented the following three (3) related party agreements and made the following motions.

1. A motion for the Board of Directors to approve the Related Party agreements for PY 2025/2026 with Galen College of Nursing for a maximum of \$175,000 for client training agreements. Conflict of Interest requiring Board approval was noted as Board Member Kathy Dwyer.

**Motion:** Eric Troyer **Second:** Lisa Eding

**Abstain:** none

**Motion passed unanimously**

2. A motion for the Board of Directors to approve the Related Party agreement for PY 2025/2026 with the Manatee Chamber Foundation for a maximum of \$20,000 for outreach and workforce services. Conflict of Interest requiring Board approval was noted as Board Member Jacki Dezelski.

**Motion:** Ashley Brown    **Second:** Lisa Eding

**Abstain:** Jacki Dezelski

**Motion passed**

3. A motion for the Board of Directors to approve the Related Party agreement for PY2025/2026 with the Bradenton Area Economic Development Corporation for a maximum of \$20,000 for outreach and workforce services. Conflict of Interest requiring Board approval was noted as Board Member Sharon Hillstrom.

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

**Abstain:** Jacki Dezelski, Craig Warzecha, Doug Wagner

**Motion passed**

### **CEO Report:**

Joshua Matlock provided updates on the following items.

1. National Conference and Advocacy Day: Joshua and David Kraft attended the national conference and advocacy day organized by the National Association of Workforce Boards. Concerns were raised about the reauthorization of the Workforce Innovation and Opportunity Act (WIOA), particularly the 50% Individual Training Account (ITA) mandate. Although the reauthorization bill did not pass, the organization continues to operate through a continuing resolution.
2. State Legislative Update: The state legislative session did not pass a budget, which impacts the organization's funding. The state needs to pass a budget to authorize the distribution of federal dollars to the region.
3. Florida Workforce Development Association: Joshua Matlock was confirmed as the next chair of the Florida Workforce Development Association for a two-year term. The association is working with the United States Workforce Associations to influence legislation and advocate for changes to the 50% ITA mandate.
4. Executive Order on Workforce Development: President Trump's administration issued an executive order focused on workforce development, including a goal of reaching one million apprentices by 2030. CSS continues its work to align with this executive order and expand apprenticeship programs.
5. Apprenticeship Programs: Florida ranks 10th in the country for apprenticeships, with 18,000 apprentices in 2024. The organization has added 46 new apprenticeship programs in the past year, with significant contributions from local workforce boards.
6. Funding Stability: For the program year 2025-2026, the organization has received confirmation of stable funding, with a slight increase of about half a percent.

## **Finance and Performance Committee Meeting Report:**

Jim Bos provided an overview of the Finance & Performance Committee meeting held on May 8, 2025.

### Review of Budget to Expenditure Report PY 24-25 as of March 31, 2025:

Robin Dawson reviewed the finance reports included in the meeting materials. These reports cover the period July 1, 2024 – March 31, 2025 for PY 24-25. The overall burn rate as of March 31, 2025 was 61%. Lower than expected burn rate was due to recent budget modification from additional funds received late in the program year. A Budget to Expenditure Report by Fundsource was also shared with the committee to report on burn rates by grant.

State and federal expenditure requirements reported as of March 31, 2025:

- Admin expenditure rate – 8.90%; max allowed 10%
- Individual training accounts (ITAs) – 39.77%; min requirement 50%
- Youth paid internships PY23 – 22.26% ; PY24 – 17.14%; min requirement 20%
- Youth out of school expenditures PY23- 97.57% ;PY24 – 93.93%; min requirement 50%

### Review of Non-Federal Funds Revenue & Expenditures as of March 31, 2025:

Balance of Non-Federal Funds \$1,018,691

### Review of Planning Allocations for Program Year 2025-2026

Overall estimated planning allocations are \$4,571,176 for formula funding.

### Review of WIOA Performance Indicators:

Anthony Gagliano reviewed the CSS WIOA Performance Indicators for the second quarter of program year 2024-25 as of 12/31/2024. A copy of the performance results was provided in the agenda packet.

### Review of CareerSource Florida Letter Grades:

Anthony Gagliano reviewed the CareerSource Florida Letter Grade for the second quarter of program year 2024-25 as of 12/31/2024. CSS currently has a B+ letter grade at 89.89%.

## **Staff Reports:**

### Kathy Bouchard - CTO

CSS is facing a 6.1% increase in medical benefits this year with the ancillary benefits remaining flat. The goal is to absorb this increase without passing it on to the staff. The organization will continue to offer two plans that require no staff contribution and will add an extra plan with more benefits for those who want it.

Kathy reported attending the Kent Schulz luncheon on Monday, where long-time board member Jacki Dezelski was recognized. Kathy congratulated Jacki for this well-deserved honor and mentioned that she attended the event with Sarah Tar, Anne LeBaron, David Kraft and other CSS staff members.

Anthony Gagliano – COO

Anthony Gagliano provided reports on the following items.

1. Grant Awards: CSS was awarded several new grants, including \$20,000 from the Selby Foundation for renovations to host more events and workshops. The Manatee County Children Services Advisory Board recommended \$150,000 for the summer youth program next year to go to the Board of County Commissioners for approval. The Florida Lottery increased its funding from \$1,000 to \$10,000. Additional funds are expected from the City of Sarasota Newtown CRA and Manatee County government for various projects, including entrepreneurial services and opioid settlement funds.
2. Recent events: CSS partnered with Manatee Technical College (MTC) on two recent events to include an apprenticeship accelerator event and a summer youth employment program job fair.
3. CSS Upcoming events: June 10<sup>th</sup> is the annual State of Talent Conference focusing on retention strategies for employers. On Saturday, June 14<sup>th</sup>, CSS will be holding an open house to showcase the organization's services and special projects.
4. Leadership Sarasota: Anthony thanked Heather Kasten and the Sarasota Chamber for the opportunity to participate in the Leadership Sarasota Program, adding that it was a valuable experience.
5. Speaking Engagements: Anthony had two opportunities to talk to executives in the senior living field, including speaking at Argentum's National Conference in Tampa.
6. Event Attendance: CSS attended local HR chapter's conference, making connections and meeting the new chief human resource officer at Mote Marine to discuss their talent needs for the new facility. The team supported leadership in Manatee and congratulated Jacki Dezelski for her recognition. The team attended the EDC Economic Outlook, where former CareerSource Florida President and CEO Michelle Denard and Bemetra Simmons from the Tampa Bay Partnership were speaking.

**Public Comments:** None

**Next Meeting:** Board of Directors Meeting is June 26, 2025

Location: 3660 N. Washington Blvd, Sarasota, FL

**Board Meeting Adjournment:** The meeting was adjourned at 9:05 a.m.

Respectfully submitted,

Joshua Matlock

Joshua Matlock (May 29, 2025 11:16 EDT)

Joshua Matlock

President, CEO

## CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
P	Jim Bos, MBJ Group
P*	Ashley Brown, Women's Resource Center
P	Nick Choat, Sport Clips Haircuts
P*	Will Cromie, Synovus Bank
P*	Jackie Dezelski, Manatee Chamber of Commerce
A	Dr. Ron DiPillo, Sarasota County Schools
A	Kathy Dwyer, Galen College of Nursing
P	Lisa Eding, Teak Decking Systems
A	Geoffry Gilot, Boys & Girls Clubs
P*	Vaughn Alexander Hendriex, State College of Florida
A	Sherod Haliburton, Credit Union1
A	Sharon Hillstrom, Bradenton Area Economic Development Corporation
P*	Allison Imre, Grapevine Communications
P*	Heather Kasten, Sarasota Chamber of Commerce
P*	Lori Kidder, Carr Riggs, & Ingram, LLC.
P	David Kraft, Vision Consulting Group
A	Anne LeBaron, Take Stock in Children Manatee
P*	Shaun Polasky, Helios Technologies
P*	Ericka Randall, Vocational Rehabilitation
P*	Jane Roseboro, Centerstone Florida
P*	Sarah Tar, Truist
P	Eric Troyer, Kerkering Barberio & Company
P*	Mark Viggiano, Local 123 Plumbers, and Pipefitters Union
P*	Doug Wagner, Manatee County School Board
P*	Craig Warzecha, Bradenton Marauders/Pittsburgh Pirates
P*	Ken Waters, Sarasota Housing Authority
	Staff Present: Josh Matlock, Robin Dawson, Anthony Gagliano, Kathy Bouchard, Christina Witt, Michelle Snyder, James Disbro, Nicholas Quinn*
A	Commissioner Tal Siddique - Manatee County
P*	Commissioner Teresa Mast – Sarasota County

26 Board Members – 20 present, 6 absent

\*Virtual