

**CareerSource Suncoast  
Combined Executive Committee and  
Finance & Performance Committee  
Meeting Minutes**

Teams Virtual Meeting  
Thursday August 14, 2025  
8:00 a.m.

<b>Absent Present</b>	<b>Executive Committee Members</b>
P*	David Kraft, Vision Consulting Group
P	Shaun Polasky, Helios Technologies
P	Eric Troyer, Kerkering, Barberio & Company
P	Jim Bos, MBJ Group, LLC.
P	Lisa Eding, Teakdecking Systems
<b>Finance &amp; Performance Committee Members</b>	
P	Jim Bos, MBJ Group, LLC.
P	Lorri Kidder, Carr, Riggs & Ingram CPAs, and Advisors
A	Ericka Randall, Vocational Rehabilitation
P	Doras Davilla, Regions Bank
<b>CSS Staff Attendance</b>	
	Joshua Matlock, Anthony Gagliano, Robin Dawson, Kathy Bouchard, Christina Witt, James Disbro, Michelle Snyder, Karima Habity, Chet Filanowski, Shanard Letang
*	Joined meeting after the approval of the action items

**I. Call to Order**

Lisa Eding, Vice Chair, called the meeting to order at 8:04 a.m. Attendance was recorded, and a quorum was established.

**II. Action Items**

Approval of June 12, 2025 Combined Finance & Performance and Executive Committee Meeting Minutes

Lisa Eding requested a motion to approve the June 12, 2025 combined Executive Committee and Finance & Performance Committee meeting minutes.

**Motion:** Eric Troyer

**Second:** Jim Bos

The motion passed unanimously.

**III. Finance and Performance Committee Reports – Jim Bos, Treasurer**

Jim Bos introduced the Finance and Performance Committee reports. Robin Dawson reviewed the following reports. The reports were provided in the agenda packet.

- Budget to Expenditure as of 6/30/2025
- Budget to Expenditure by Fundsource as of 6/30/2025
- Non-Federal Funds Cash Balance & Expenditures as of 6/30/2025

Anthony Gagliano reviewed the following reports. The reports were provided in the agenda packet.

- WIOA performance metrics for quarter three of PY2024-2025
- FloridaCommerce Programmatic Monitoring for PY2024-2025

Jim Bos requested a motion to accept the reports presented.

**Motion:** Lorri Kidder

**Second:** Doras Davilla

The motion passed unanimously.

#### **IV. CEO Report – Joshua Matlock**

Joshua Matlock provided updates on the following:

- **Federal Level Updates:** Reauthorization of workforce legislation is stalled; no progress expected soon. There is uncertainty about the federal budget, with the Senate proposing level funding (preferred), but a continuing resolution is likely.
- **Regulatory Changes:** A Department of Labor order would have required work authorization documentation for all clients, not just those receiving scholarships or training. Several states have paused this order through legal action, but Florida is awaiting further guidance and continuing current practices.
- **State Level Updates:** Kate Doyle is the new Deputy Secretary for the Division of Workforce Services. Joshua plans to connect with her at the upcoming CareerSource Florida board meeting and Workforce Summit, where local staff will present several best practice workshops.
- **Local Initiatives:** The region leads the state in apprenticeship expansion and aims to double apprenticeships and apprentices this year. This is part of a demonstration to secure potential state general revenue funding, as current funding has been flat.
- **Strategic Planning:** Strategic planning sessions are scheduled for October, and board member participation is encouraged.

#### **V. Staff Reports**

##### Robin Dawson

Financial monitoring for the PY23/24 is still ongoing with a more detailed state review. The annual audit will begin in September for program year ending June 30, 2025. This is James Moore & Co. last year, and a new auditor will be procured after the current contract ends.

##### Kathy Bouchard

- **Staff Development Day:** A staff development day is scheduled at the DoubleTree, focusing on Strength Finders activities and staff recognition. Guy Francois will receive an award for his service in the Sarasota Career Center during staffing shortages.
- **Staffing Updates:** Two new part-time positions for re-employment clients (RESEA) are being added to CSS payroll due to the delay in approval from FloridaCommerce.

Anthony Gagliano

- **Second Chance Job Fair:** CSS Hosted the third annual event at Light of the World Church with 25 employers and 205 attendees; recognized as one of the most successful job fairs recently. Fifth Third Bank participated, and a grant application is in progress for veteran services.
- **Conference & Workshops:** Upcoming participation in the Florida Workforce Summit with five best practice workshops, including apprenticeship-focused and Welfare transition sessions. Anthony will also be attending the Small Business Development Center conference in Tampa as an advisory board member.
- **CEO Program:** Record turnout for the July CEO class with 233 registrations and 88 attendees on the first day.
- **Apprenticeship Support:** Supported 22 apprentices so far this calendar year. CSS will buy ad space in Florida Trend magazine's October issue to feature apprenticeship inside a highlight on Sarasota County.
- **Special Projects:** Twenty-one new clients served under the Opioid Recovery grant; CSS was the top performer under the Non-Custodial Parent Employment Program (NCPEP) last year with 184 noncustodial parents supported. CSS is awaiting approval for the continued funding for NCPEP.
- **Training & Youth Programs:** Fifteen new clients entered training since the last report. The summer youth program graduated 117 kids, with continued support from the Florida Lottery (\$10,000) and a pending \$150,000 grant from Manatee County for next year's Summer Youth program.

**VI. Public Comment/Closing Remarks – Lisa Eding**

**VII. Adjournment – Lisa Eding**

Next Executive Committee combined with Board of Directors Meeting on September 25, 2025

Lisa Eding adjourned the meeting at 8:51 a.m.

**Respectfully submitted,**

Joshua Matlock  
Joshua Matlock (Sep 17, 2025 11:16:17 EDT)

Joshua Matlock  
President/CEO