



## **Executive Committee Meeting**

Thursday, October 9, 2025 - 8:00 a.m. to 9:30 a.m.

Location: 3660 N. Washington Blvd., Sarasota

**Virtual or call-in**

[Join Microsoft Teams Meeting](#)

1-786-600-3104 Conference ID: 819 592 380#

## **AGENDA**

**Call to Order – David Kraft, Chair**

**Action Items – David Kraft, Chair**

- Approval of September 26, 2025 Combined Executive Committee and Board of Directors Meeting Minutes -David Kraft

**CEO Report – Joshua Matlock**

**Staff Reports**

- Kathy Bouchard, VP/CTO
- Robin Dawson, VP/CFAO
- Anthony Gagliano, VP/COO

**Public Comments/Closing Remarks – David Kraft, Chair**

**Adjournment – David Kraft, Chair**

**Next Executive Committee Meeting on November 13, 2025**

**Combined with the Full Board of Directors meeting**

*Location: 3660 N. Washington Blvd., Sarasota*

\*Members shall disclose any voting conflict as required under Florida Statute 112.2143 and abstain from discussion or voting on any business that would inure to his or her special private gain or loss.

**CAREERSOURCE SUNCOAST  
COMBINED EXECUTIVE COMMITTEE AND  
BOARD MEETING MINUTES**

Virtual TEAMS Meeting and In-person  
3660 N. Washington Blvd., Sarasota, FL 34234  
Thursday, September 25, 2025  
8:00 A.M.

**Call to Order**

David Kraft, Chair, called the meeting to order at 8:01 a.m. Roll Call was performed, and a quorum was established.

**Board Member Updates – David Kraft, Chair**

Retirements from the Board of Directors:

- Ron Dipillo
- Doug Wagner
- Vaughn Alexander Hendriex

Welcome New Board Members

- Mike Endee, Executive Director – Suncoast Technical College
- Dr. Paul Gansemer, Executive Director - Manatee Technical College

**Action Items – David Kraft, Chair**

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

David Kraft requested a motion to approve the Consent Agenda items.

- Approval of June 25, 2025 Board Meeting Minutes
- Approval of Local Targeted Occupations List
- Approval of the Abuse and Molestation Policy # 01-25

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

**Motion passed unanimously**

**• Approval of August 14, 2025, Combined Executive Committee and Finance & Performance Committee Meeting Minutes - David Kraft**

David Kraft requested a motion to approve the August 14, 2025, Combined Executive Committee and Finance & Performance Committee Meeting Minutes

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

**Motion passed unanimously**

### **CEO Report:**

*Federal Updates:* Federal WIOA reauthorization is currently paused. The house budget proposal includes a 63% cut to funding for the workforce. The Senate proposal maintains near-level funding, offering a more optimistic outlook. A government shutdown is likely if an agreement is not reached between the House and Senate. CSS will be able to continue to draw funds to operate under WIOA through the program year, and through November for TANF.

*State Updates:* As the President of FWDA Josh served on a panel discussing credential attainment at the CareerSource Florida Board meetings. Local boards are challenged to increase credential production despite flat or declining budgets. Apprenticeships are a key solution:

- The Presidential goal is one million active apprentices by 2030.
- The U.S. currently has 670,000 apprentices, leaving a gap of 330,000.
- Florida ranks #10 with 18,000 apprentices, adding only 8,000 per year.
- California leads with 80,000 apprentices, adding 32,000 annually.
- The regional goal is to reach 3,000 apprentices by 2030.

As the President of FWDA he also provides a report to the CareerSource Florida Board at the CSF Board meetings. Josh has developed a template for his reports to include local innovation, continuous improvement and community impact.

*Strategic Planning:* A strategic planning session is scheduled for October 21st, from 9:00am to 1:00 pm.

*Apprenticeship Program Development and Outreach:* Most current apprenticeship programs are in construction trades (e.g., electrician, plumbing). There is a push to expand into non-traditional occupations like childcare developers. Outreach to businesses is critical to educate and advocate for apprenticeship programs. Apprenticeships have positive outcomes to include:

- A 90% retention rate.
- For every dollar invested, there is a \$1.44 return.
- Registered programs unlock federal grant funding.

### **Other Board Business:**

#### **Finance and Performance Committee Report**

##### **Finance Report:**

Robin Dawson, VP/CFAO, reviewed the following reports.

1. Budget to Expenditure Report by Fundsource as of June 30, 2025.
  - a. Admin expenditure rate – 8.31%; max allowed 10%.
  - b. Individual training accounts (ITAs) – 42.26%; min requirement 50%
  - c. Youth paid internships PY23 – 22.26%; PY24 – 26.81%; min requirement 20%.
  - d. Youth out of school expenditures PY23- 97.57%; PY24 – 96.5%; min requirement 50%
2. Summary of Non-Federal Funds Revenue & Expenditures as of June 30, 2025
  - a. Balance of Non-Federal Funds \$1,019,203.55.

Performance Report:

Anthony Gagliano reviewed the CSS WIOA Performance Indicators for the second quarter of program year 2024-25 as of 3/31/2025. A copy of the performance results were provided in the agenda packet.

**Review Florida Commerce PY2024-2025 Programmatic Monitoring Report:**

Anthony Gagliano reviewed the Florida Commerce monitoring report. There were eleven findings and eight noncompliance issues noted in the report.

**Staff Reports:**

Robin Dawson, VP/CFAO

*Financial Monitoring:* CSS completed the final exit meeting with Florida Commerce on the financial monitoring for program year 2024-2025, covering the review period from July 1, 2023, to June 30, 2024. The final report is expected by Friday and will be shared with committees and the board. The report should contain three observations. The organization experienced staff changes, including one retirement (after nearly 30 years) and a promotion from within. There were also changes in how obligations for individual training accounts (ITA scholarships) were managed, reflecting a year of significant transitions.

*Annual Audit:* James Moore and Company is conducting the required single audit, as mandated by an outside CPA firm. Fieldwork for this audit began and is about three-quarters complete and should finish later this year.

Kathy Bouchard

*Policy Update:* The policy on abuse and molestation was prompted by feedback from our insurance carrier who required stronger coverage. The policy must be fully implemented by October 31, 2025.

*Staffing Update:* The organization is currently fully staffed but will be transitioning one disabled veteran outreach program specialist who has resigned. The position is posted on the state recruiting site.

**Staff Retreat:** The staff retreat took place on August 15, 2025. CSS had a consultant-led StrengthsFinder activity, which received positive feedback. Edward Valdez from Vern Buchanan's office presented a Lifetime Achievement award to Guy Francois, the longest-serving workforce development specialist, recognizing 19 years of service with FloridaCommerce.

**Employee Engagement & Training:** The organization has tracked employee engagement since 2017 using live polls. Recent results show significant improvement in many areas, including 100% of staff reporting they receive necessary coaching and training—up from under 50% in earlier years.

**Anthony Gagliano- COO**

**Staff Recognition:** Ginger Swanson won the statewide Workforce Champion award and was recognized at the Workforce Professional summit in Orlando. She was celebrated for her impactful work on opioid-related initiatives.

Bruce Sengstaken was featured in the National Association of Workforce Development Professionals' annual Hero's Guide for his work with the noncustodial parent program, which exceeded its goals by 50% this year.

***Upcoming Events:***

- A financial wellness workshop for veterans in partnership with Fifth Third Bank on October 15<sup>th</sup> at the Sarasota Career Center.
- The annual Paychecks for Patriots job fair is on November 12<sup>th</sup> at the Robert L. Taylor Community Center, focused on veterans and their families.
- The annual entrepreneurship event, e-Rising event is on November 20<sup>th</sup>, which will highlight local entrepreneurs and programs in Manatee and Sarasota Counties.

**Community Engagement:** The team has been active in outreach, partnering with local HR chapters and hosting networking events for job seekers and employers. The team also led and participated in multiple workshops at the state summit, covering topics like connective workplace, apprenticeship programs, and case management.

**Grants and Funding:** CSS was awarded WIOA statewide funding focused on the transportation sector. CSS also received continued support from the City of Sarasota, continuing their support of entrepreneurship initiatives.

**Public Comments:** None

**Next Meeting and Adjournment:**

Next Board of Directors Strategic Planning Meeting is October 21, 2025  
Location: 3660 N. Washington Blvd, Sarasota, FL

Next Executive Committee Meeting is October 9, 2025  
Location: Microsoft Teams Virtual Meeting

Next Board of Directors Meeting is November 13, 2025  
This meeting will be a combined full Board of Directors and Executive Committee Meeting.  
Location: 3660 N. Washington Blvd, Sarasota, FL

The meeting was adjourned at 9:02 a.m.

Respectfully submitted,

Joshua Matlock  
Joshua Matlock (Oct 2, 2025 12:44:35 EDT)

Josh Matlock  
President, CEO

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## 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
A	Will Cromie, Synovus Bank
P*	Jackie Dezelski, Manatee Chamber of Commerce
P*	Kathy Dwyer, Galen College of Nursing
P	Lisa Eding, Teak Decking Systems
P	Michael Endee, Sarasota County School – Suncoast Technical College
A	Geoffry Gilot, Boys & Girls Clubs
P	Dr. Paul Gansemer, Manatee Technical College
A	Sherod Haliburton, Credit Union1
A	Sharon Hillstrom, Bradenton Area Economic Development Corporation
A	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
A	Mark Viggiano, Local 123 Plumbers, and Pipefitters Union
A	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, Lori Sardinas, Ginger Swanson, Shanard Letang, Nicholas Quinn*, Chet Filanowski*
P*	Commissioner Tal Siddique - Manatee County
A	Commissioner Teresa Mast – Sarasota County

25 Board Members – 17 present, 8 absent

\*Virtual