



**Combined Executive Committee and Board of Directors Meeting**

Thursday, November 13, 2025

8:00 a.m. to 9:30 a.m.

Location: 3660 N. Washington Blvd, Sarasota, FL

**This is an in-person meeting with virtual or call-in capabilities**

[Join Teams Meeting](#)

Phone 1-786-600-3104

Conference ID: 453 268 927#

**BOARD OF DIRECTORS AGENDA**

**Call to Order– David Kraft, Chair, Vision Consulting Group, Inc.**

**Action Items – David Kraft**

- Approval of September 25, 2025 Board Meeting Minutes – David Kraft
- Approval of October 21, 2025 Strategic Planning Session Minutes – David Kraft
- Approval of PY2025-2026 Budget Modification #1 – Jim Bos/Robin Dawson
- Approval of Related Party Expenditures – Christina Witt

**CEO Report – Joshua Matlock**

**Other Board Business**

- Finance and Performance Committee Report – Jim Bos

**Staff Reports**

- Kathy Bouchard
- Anthony Gagliano

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

**Full Board Adjournment – David Kraft, Chair**

*Next Board of Directors Meeting is January 29, 2026*

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

**Break- Transition to Executive Committee**



## **EXECUTIVE COMMITTEE AGENDA**

**Call to Order– David Kraft, Chair, Vision Consulting Group, Inc.**

### **Action Items – David Kraft**

- Approval of October 9, 2025, Executive Committee Meeting Minutes – David Kraft
- President/CEO Performance Evaluation and President/CEO Compensation and Bonus Approval – David Kraft

**Public Comments/ Executive Committee Closing Remarks – David Kraft**

**Executive Committee Adjournment – David Kraft**

**Next Executive Committee Meeting is January 8, 2026**

***Online Virtual Teams Meeting Only***



# ACTION ITEMS



## Action Item –

September 25, 2025 Board Meeting Minutes

**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 \(Oct 2, 2025 12:44:35 EDT\)](#)

Josh Matlock

President, CEO

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## CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
P	Jim Bos, MJB 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*



# Action Item –

October 21, 2025 Strategic Planning  
Session Meeting Minutes

**CAREERSOURCE SUNCOAST  
STRATEGIC PLANNING MEETING MINUTES**

In-person  
3660 N. Washington Blvd., Sarasota, FL 34234  
Tuesday, October 21, 2025  
9:00 A.M.

**Welcoming and Open Remarks**

Joshua Matlock and David Kraft provided opening remarks and introduced the Carter Consultant Group strategic planning facilitators, Neal Watkins and Kerry Bartlett.

**Planning Session**

Kerry Bartlett and Neal Watkins facilitated planning discussions around the following items:

- Reviewing the Pre-Retreat Board Survey Results
- 2023-2025 Program KPI's
- Identifying External Threats
- Sharpening five objectives into a two-year direction
- Two-year priorities
- Sharing the CSS Story
- Action steps- Gots/Wants/Needs

The items were discussed among the group. No voting items were presented.

**Next Steps**

The consultants will compile all of the information from the discussion into a report and present it to the Full Board of Directors meeting for review the strategic plan.

**Meeting Adjournment:**

The Meeting adjourned at 1:00pm.

Respectfully submitted,



[Joshua Matlock \(Oct 27, 2025 12:55:08 EDT\)](#)

Josh Matlock  
President, CEO

**Next Board of Directors Meeting combined with the  
Executive Committee meeting is November 3, 2025**

*Location: 3660 N. Washington Blvd, Sarasota, FL  
and Virtual Teams Option*

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## CAREERSOURCE SUNCOAST - MEETING ATTENDANCE

Absent Present	Board Member
P	Jim Bos, MJB Group
P	Ashley Brown, Women's Resource Center
P	Nick Choat, Sport Clips Haircuts
P	Will Cromie, Synovus Bank
A	Jackie Dezelski, Manatee Chamber of Commerce
A	Kathy Dwyer, Galen College of Nursing
P	Lisa Eding, Teak Decking Systems
A	Michael Endee, Sarasota County School – Suncoast Technical College
A	Geoffry Gilot, Boys & Girls Clubs
A	Dr. Paul Gansemer, Manatee Technical College
P	Sherod Haliburton, Credit Union1
A	Sharon Hillstrom, Bradenton Area Economic Development Corporation
A	Allison Imre, Grapevine Communications
A	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
A	Shaun Polasky, Helios Technologies
A	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
A	Craig Warzecha, Bradenton Marauders/Pittsburgh Pirates
A	Ken Waters, Sarasota Housing Authority
	Staff Present: Josh Matlock, Robin Dawson, Anthony Gagliano, Kathy Bouchard, Christina Witt, Michelle Snyder, James Disbro, Karima Habity
A	Commissioner Tal Siddique - Manatee County
A	Commissioner Teresa Mast – Sarasota County

25 Board Members – 12 present, 13 absent



# Action Item –

PY2025-2026 Budget Modification #1

CareerSource Suncoast  
Summary of Funds Available - All Programs   **Modification #1**  
Program Year 2025-2026  
July 1, 2025 - June 30, 2026

Funding Streams	Original Funding Available PY 25-26	Increase or (Decrease) in Funding PY 25-26	Adjusted Funding Avail PY 25-26	Less Reserve for PY 26-27	Mod #1 Funding Budgeted for PY 25-26	Notes
Temporary Assistance for Needy Families (TANF) exp 6/30/26	\$1,089,534	\$0	\$1,089,534	\$0	\$1,089,534	No change
Temporary Assistance for Needy Families (TANF) CFWD exp 8/31/25	\$51,770	\$48,286	\$100,056	\$0	\$100,056	True up carry forward
<b>Total Temporary Assistance for Needy Families</b>	<b>\$1,141,304</b>	<b>\$48,286</b>	<b>\$1,189,590</b>	<b>\$0</b>	<b>\$1,189,590</b>	
WIOA-Adult & Dislocated Worker exp 6/30/27	\$1,875,283	(\$84)	\$1,875,199	(\$158,880)	\$1,716,319	True up NFA award issued
WIOA-Adult & Dislocated Worker Carry Fwd exp 6/30/26	\$343,107	\$28,979	\$372,086	\$0	\$372,086	True up carry forward
<b>Total WIOA Adult &amp; Dislocated Worker</b>	<b>\$2,218,390</b>	<b>\$28,895</b>	<b>\$2,247,285</b>	<b>(\$158,880)</b>	<b>\$2,088,405</b>	
WIOA-Youth exp 6/30/27	\$724,719	(\$5,449)	\$719,270	(\$156,000)	\$563,270	True up NFA award issued
WIOA-Youth Carry Fwd exp 6/30/26	\$250,275	(\$7,788)	\$242,487	\$0	\$242,487	True up carry forward
<b>Total WIOA Youth</b>	<b>\$974,994</b>	<b>(\$13,237)</b>	<b>\$961,757</b>	<b>(\$156,000)</b>	<b>\$805,757</b>	
<b>NEG Dislocated Worker Ian Carry Fwd exp 9/30/25</b>	<b>\$338,687</b>	<b>(\$97,687)</b>	<b>\$241,000</b>	<b>\$0</b>	<b>\$241,000</b>	True up carry forward & de-obligation \$67,024
<b>NEG Dislocated Worker Helene Carry Fwd exp 9/30/26</b>	<b>\$1,506,526</b>	<b>(\$1,856)</b>	<b>\$1,504,670</b>	<b>(\$62,409)</b>	<b>\$1,442,261</b>	True up carry forward
<b>NEG Dislocated Worker Opioid exp 12/31/26</b>	<b>\$201,461</b>	<b>(\$35,392)</b>	<b>\$166,069</b>	<b>(\$25,708)</b>	<b>\$140,361</b>	True up carry forward & add reserve
<b>WIOA State Rapid Response exp 6/30/26</b>	<b>\$87,318</b>	<b>\$2,682</b>	<b>\$90,000</b>	<b>\$0</b>	<b>\$90,000</b>	True Up NFA award issued
<b>WIOA State Sectors of Strategic Focus (SOSF) exp 6/30/26</b>	<b>\$0</b>	<b>\$145,000</b>	<b>\$145,000</b>	<b>\$0</b>	<b>\$145,000</b>	New-transportation/logistics trng
<b>WIOA State Rapid Credentialing exp 10/31/25</b>	<b>\$0</b>	<b>\$38,703</b>	<b>\$38,703</b>	<b>\$0</b>	<b>\$38,703</b>	PY 24-25 NFA was extended
<b>WIOA Sector-Based Trng Initiative exp 9/30/25</b>	<b>\$0</b>	<b>\$8,122</b>	<b>\$8,122</b>	<b>\$0</b>	<b>\$8,122</b>	PY 24-25 NFA was extended
<b>WIOA Hope exp 8/31/25</b>	<b>\$0</b>	<b>\$8,694</b>	<b>\$8,694</b>	<b>\$0</b>	<b>\$8,694</b>	PY 24-25 NFA was extended
<b>Wagner Peyser 7B-Network Navigators exp 6/30/26</b>	<b>\$140,000</b>	<b>\$23,571</b>	<b>\$163,571</b>	<b>\$0</b>	<b>\$163,571</b>	True Up NFA award issued
Wagner Peyser 7A (WP) exp 9/30/26	\$629,264	(\$17,244)	\$612,020	(\$40,000)	\$572,020	Adj due to inc cost state payroll & SCC rent
Wagner Peyser 7A (WP) Carry Fwd exp 9/30/25	\$173,222	(\$11,627)	\$161,595	\$0	\$161,595	True up carry forward
<b>Total Wagner Peyser 7A</b>	<b>\$802,486</b>	<b>(\$28,871)</b>	<b>\$773,615</b>	<b>(\$40,000)</b>	<b>\$733,615</b>	
<b>State FL-Rural Initiatives exp 6/30/26</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$150,000</b>	New-inc employment opportunities in rural areas
<b>State FL-Non-Custodial Parent Employment Prog exp 6/30/26</b>	<b>\$651,599</b>	<b>\$390,072</b>	<b>\$1,041,671</b>	<b>\$0</b>	<b>\$1,041,671</b>	True up carry forward and new NFA award
<b>Veteran's Programs (DVOP &amp; LVER) estimate</b>	<b>\$72,962</b>	<b>\$32,986</b>	<b>\$105,948</b>	<b>\$0</b>	<b>\$105,948</b>	Adj funding based on current mthly releases
<b>Reemployment Svcs &amp; Eligibility Assess (RESEA) estimate</b>	<b>\$194,793</b>	<b>\$0</b>	<b>\$194,793</b>	<b>(\$31,042)</b>	<b>\$163,751</b>	No change
<b>Supple Nutrition Assist Prog Employment &amp; Training (SNAP) est</b>	<b>\$80,617</b>	<b>\$0</b>	<b>\$80,617</b>	<b>(\$15,750)</b>	<b>\$64,867</b>	No change
<b>Total</b>	<b>\$8,411,137</b>	<b>\$699,968</b>	<b>\$9,111,105</b>	<b>(\$489,789)</b>	<b>\$8,621,316</b>	Reserve for PY 26-27 increased \$706. Increase in Funding Budgeted Mod #1 \$699,260 from Original Funding Budgeted
original budget #s	\$8,411,137			(\$489,081)	\$7,922,056	

CareerSource Suncoast

Budget **Mod #1**

Program Year 2025-2026

	Original Funding Budgeted PY 25-26	Increase or (Decrease)	Mod #1 Funding Budgeted PY 25-26	Notes
Funding Available Less Reserves	\$7,922,056	\$699,260	\$8,621,316	For details of increase see Summary of Funds Available Mod #1 worksheet
Personnel Costs:				
Salaries & Fringe Benefits	\$4,365,622	\$144,886	\$4,510,508	New funding indirect & FTEs for remainder of year
Staff Training & Education	35,000	3,919	38,919	
Total Personnel Costs	\$4,400,622	\$148,805	\$4,549,427	
Facility Costs	\$460,000	\$52,000	\$512,000	Increase in rental cost for SCC w/ FL Comm
Office Furniture & Equipment	\$30,947	\$5,000	\$35,947	Replace obsolete laptops
Operating Costs-Career Ctrs & Adm:				
Accounting & Audit	\$71,032	\$16,000	\$87,032	Related costs to FTEs
Consultants & Legal	52,500	1,000	53,500	Related costs to new funding
General Insurance	51,836	7,000	58,836	Related costs to FTEs
Office Supplies & Expense	25,000	6,609	31,609	Related costs to new funding
Travel & Meetings	65,000	8,000	73,000	Related costs to new funding
Total Operating Costs	\$265,368	\$38,609	\$303,977	
Program Services:				
Client Training & Support	\$2,607,913	\$435,846	\$3,043,759	Increase to client trng, support, temp jobs
Employer & Client Services	41,800	0	41,800	
Outreach	115,406	19,000	134,406	Outreach for general services and special grants
Total Program Services	\$2,765,119	\$454,846	\$3,219,965	
Totals	\$7,922,056	\$699,260	\$8,621,316	





# Action Item –

## Related Party Expenditures

**CAREERSOURCE SUNCOAST**  
**Related Party Agreements**  
**Board of Directors Summary**  
**November 13, 2025**

**Background Information:**

CareerSource Suncoast and FloridaCommecre grantee-sub-grantee agreement provides clear guidance and rules in regard to related party contracts. These rules ensure transparency and accountability, prevent impropriety or the appearance of impropriety in public business, and limit the possibility of the improper expenditure of state or federal funds. "Related Party" includes any: Board member; Board employee or staff; relative of any Board member, employee, or staff; any organization represented by or employing a Board member, employee or staff; any organization, the board of directors of which a Board member or employee or staff holds a board position; or any vendor with which a Board member has a relationship.

Any member of the Board of Directors must abstain from discussion and voting if they meet the definition outlined above.

**Conflict of Interest Requiring Approval:**

David Kraft, CSS Board Chair, is a Volunteer Board of Directors Member for the Community Coalition on Homelessness, dba., Turning Points.

**Related Party Agreements/Amounts:**

The following presented for approval is for client work-based training (OJT, CT) provider agreements. OJT provider agreements allow CareerSource Suncoast enrolled clients to be placed with the business in work-based training.

- Community Coalition on Homelessness, dba., Turning Points \$30,000 maximum for PY2025-2026 for work-based training agreements.

**Requested Action:**

A motion for the Board of Directors to approve the Related Party agreements for PY 2025/2026 with Community Coalition on Homelessness, dba., Turning Points for a maximum of \$30,000.

Respectfully submitted,  
Christina Witt  
Senior Director of Economic Development



# CEO Report



# OTHER BOARD BUSINESS



# FINANCE AND PERFORMANCE COMMITTEE REPORT

**CAREERSOURCE SUNCOAST**  
**Finance & Performance Committee**  
**Board of Directors Summary**  
**November 13, 2025**

The Finance & Performance Committee on November 10, 2025.

**Budget Modification #1 for PY2025-2026**

The Summary of Funds Available and Budget Modification #1 reports were included in the meeting packet. The Committee recommended the modification to go before the Full Board of Directors and Executive Committee on November 13, 2025. Below is a summary of the modification:

▪ PY25-26 Original Funding Available:	\$8,411,137
▪ Increase in Funding:	\$699,968
▪ Adjusted Funding Available:	\$9,111,105
▪ Less Reserve for PY 24-25:	\$489,789
▪ Budget Modification #1 Funding Available	\$8,621,312

Budget line items requested for an increase in Budget for PY 25-26 total \$699,260:

- Add \$148,805 Personnel Costs
- Add \$52,000 Facilities
- Add \$5,000 Office Furniture and Equipment
- Add \$38,609 Operating Costs
- Add \$454,846 Program Services

**Review of Budget to Expenditure Report PY 25-26 as of September 30, 2025:**

A copy of the report was included in the meeting materials. This report covers the period July 1, 2025 – September 30, 2025, for PY 25-26. The overall burn rate as of September 30, 2025, was 23%. Budget to Expenditure Report by Fundsource was also shared with the committee.

State and federal expenditure requirements reported as of September 30, 2025:

- Admin expenditure rate – 9.43%; max allowed 10%.
- Individual training accounts (ITAs) – 34.78%; min requirement 40%
- Youth paid internships PY24 – 34.16%; PY25 – 0%; min. requirement 20%.
- Youth out of school expenditures PY24 97.74% - PY25 100.00% min. requirement 50%.

**Review of Non-Federal Funds Revenue & Expenditures as of September 30, 2025:**

Balance of Non-Federal Funds \$1,011,7

**Review of WIOA Performance Indicators:**

Anthony Gagliano reviewed the CSS WIOA Performance Indicators for PY 2024-2025 ending 06/30/2025. A copy of the performance results are provided in the agenda packet.

CSS PY2024-2025 final letter grade was an “A” with a score of 94.43%. A copy of the current letter grade was provided in the agenda packet. [CareerSource Florida Letter Grades](#) are updated on a quarterly basis, being available approximately 45 days from the end of the quarter.

Respectfully Submitted,

Jim Bos  
CSS Treasurer



# FINANCE REPORTS

CareerSource Suncoast

Expenditure To Budget Report - Summary

Program Year July 1, 2025 thru June 30, 2026

As Of 9/30/2025 (with accruals)

	PY TOTAL BUDGET	RESTRICTED EXPENSES YTD	BUDGET BALANCE	% OF BUDGET EXPENDED	NOTES
PERSONNEL COSTS					
SALARIESFRINGE BENEFITS	\$4,365,622	\$996,597	\$3,369,025	23%	
STAFF TRAINING & EDU	\$35,000	\$13,183	\$21,817	38%	
TOTAL PERSONNEL COSTS	\$4,400,622	\$1,009,780	\$3,390,842	23%	
FACILITY COSTS	\$460,000	\$184,479	\$275,521	40%	20% rent increase received for Sarasota Career Center
EQUIP & FURNITURE	\$30,947	\$22,458	\$8,489	73%	Replacement equipment has been issued for staff
OPERATING COSTS:					
ACCOUNTING/AUDIT	\$71,032	\$15,675	\$55,357	22%	James Moore Audit Engagement Oblig \$34,500
CONSULTANTS/LEGAL	\$52,500	\$12,025	\$40,475	23%	OSO Contract Oblig \$29,167 & Carter Strategic Plan Oblig \$2,500
GENERAL INSURANCE	\$51,836	\$51,005	\$831	98%	Policies begin July 1
OFFICE SUPP & EXP	\$25,000	\$6,316	\$18,684	25%	
TRAVEL & MEETINGS	\$65,000	\$19,591	\$45,409	30%	Summit was in Sept
TOTAL OPERATING COSTS	\$265,368	\$104,612	\$160,756	39%	
PROGRAM SERVICES:					
CLIENT TRAINING/SUPPORT	\$2,607,913	\$480,841	\$2,127,072	18%	Oblig \$841,356 / actual exp & oblig 51%
EMPLOYER & CLIENT SERVICES	\$41,800	\$31,691	\$10,109	76%	Renewal of Metrix in Aug
OUTREACH	\$115,406	\$11,919	\$103,487	10%	EDCs oblig \$36,667 & LCANs oblig \$40k
TOTAL PROGRAM SERVICES	\$2,765,119	\$524,451	\$2,240,668	19%	
TOTALS	\$7,922,056	\$1,845,780	\$6,076,276	23%	<b>Rates below as of 09/2025:</b> Overall Admin 9.43% - Max 10% Fiscal Year: ITA 34.78%. Min Req 40% LTD: Paid Internships Exp: PY24 34.16% - PY25 0.00%, Min Req 20%      Yth Out of Sch Exp: PY24 97.74% - PY25 100.00% Min Req 50%.
Expected burn rate as of 9/30/25				25%	





Budget to Expenditure Report  
By Fundsource  
PY25-26  
7/01/2025-9/30/2025

Revenue:	Annual Budget	NEG															Total Expenditures	% of Budget
		WIOA AD/Dis TANF	WIOA AD/Dis Wrk	WIOA AD/Dis WIOA Youth	WIOA Rap Resp	WIOA Hope FL PW	NEG Opioid Foster Rec	Hurricane IAN	WP	SNAP	RESEA	NCPEP	Rap Cred	Helene/Milton	Network Nav	Others		
Carry Forward Funds from PY 24-25	\$3,213,420	\$51,770	\$343,107	\$250,275	\$0	\$0	\$201,461	\$338,687	\$173,222	\$80,617	\$194,793	\$0	\$0	\$1,506,526	\$0	\$72,962		
Allocation Awards PY 25-26	\$5,197,717	\$1,089,534	\$1,875,283	\$724,719	\$87,318	\$0	\$0	\$0	\$629,264	\$0	\$0	\$651,599	\$0	\$0	\$140,000	\$0		
Total Available Funding	\$8,411,137	\$1,141,304	\$2,218,390	\$974,994	\$87,318	\$0	\$201,461	\$338,687	\$802,486	\$80,617	\$194,793	\$651,599	\$0	\$1,506,526	\$140,000	\$72,962		
LESS: Planned Carry Fwd (Reserve) PY 26-27	(\$489,081)	\$0	(\$158,880)	(\$156,000)	\$0	\$0	\$0	\$0	(\$65,000)	(\$15,750)	(\$31,042)	\$0	\$0	(\$62,409)	\$0	\$0		
Total Revenue Budgeted PY 25-26	\$7,922,056	\$1,141,304	\$2,059,510	\$818,994	\$87,318	\$0	\$201,461	\$338,687	\$737,486	\$64,867	\$163,751	\$651,599	\$0	\$1,444,117	\$140,000	\$72,962		
Budgeted Mod #2 Expenditures:		Expenditures To Date:																
Salaries & Benefits	\$4,365,622	\$250,833	\$288,160	\$118,560	\$14,008	\$8,481	\$7,962	\$52,634	\$47,340	\$10,572	\$55,549	\$83,656	\$1,594	\$15,261	\$20,839	\$21,148	\$996,597	22.8%
Staff Training & Education	\$35,000	\$4,182	\$3,661	\$1,102	\$7	\$0	\$205	\$495	\$1,611	\$92	\$343	\$698	\$5	\$333	\$14	\$435	\$13,183	37.7%
Facility Costs	\$460,000	\$23,597	\$31,965	\$13,653	\$46	\$59	\$68	\$4,412	\$85,616	\$1,097	\$3,914	\$10,357	\$49	\$1,940	\$54	\$7,653	\$184,479	40.1%
Furniture & Equipment	\$30,947	\$669	\$906	\$381	\$0	\$0	\$0	\$0	\$19,794	\$31	\$110	\$293	\$0	\$49	\$0	\$226	\$22,458	72.6%
Operating Costs	\$265,368	\$20,534	\$27,428	\$12,102	\$265	\$154	\$972	\$3,984	\$17,160	\$1,772	\$3,160	\$8,265	\$420	\$3,507	\$425	\$4,464	\$104,612	39.4%
Program Services	\$2,765,119	\$8,382	\$66,744	\$84,812	\$0	\$0	\$13,403	\$146,815	\$18,213	\$0	\$459	\$43,417	\$26,300	\$115,907	\$0	\$0	\$524,451	19.0%
Total Expenditures	\$7,922,056	\$308,196	\$418,864	\$230,611	\$14,326	\$8,694	\$22,610	\$208,340	\$189,735	\$13,564	\$63,534	\$146,686	\$28,368	\$136,997	\$21,330	\$33,925	\$1,845,780	23.3%
Remaining Available Funds		\$833,108	\$1,640,646	\$588,383	\$72,992	-\$8,694	\$178,852	\$130,347	\$547,751	\$51,303	\$100,217	\$504,913	-\$28,368	\$1,307,120	\$118,670	\$39,037	\$6,076,276	
% of Funds Expended by Grant		27.0%	20.3%	28.2%	16.4%	Grant Ext	11.2%	61.5%	25.7%	20.9%	38.8%	22.5%	Grant Ext	9.5%	15.2%	46.5%	23.3%	
Expiration Dates		6/30/2026	6/30/2027	6/30/2027	6/30/2026	8/31/2025	12/31/2026	9/30/2025	9/30/2026	9/30/2025	12/30/2025	6/30/2026	10/31/2025	9/30/2026	6/30/2026	11/30/2025		

# Financial Monitoring Quality Assurance Report

CareerSource Suncoast  
Local Workforce Development Board – 18

*Fiscal Year July 1, 2023- June 30, 2024*

September 29, 2025



Prepared by  
Division of Finance and Administration  
Bureau of Financial Monitoring and Accountability

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revised 11/10/2025

## Executive Summary

FloridaCommerce's Bureau of Financial Monitoring and Accountability (FMA) conducted a financial monitoring review of CSS's financial operations for the period of July 1, 2023 – June 30, 2024. Monitoring activities included assessing CSS's financial operations, management practices, internal controls, and financial record keeping and reporting to determine if CSS operated in compliance with federal and state laws, rules, regulations, statutes, policies and guidance, and terms and conditions of the federal award.

Financial management issues identified in the report are categorized as Findings, Other Noncompliance Issues (ONIs), Observations, and Technical Assistance based on a scale of high, medium, and low risk factors. High, medium, and low risk factors are used to separate issues that present more of a threat to financial operations including issues that may impact the board's fiscal integrity or delivery of services.

The review revealed that CSS has the systems in place to perform the broad management, operational, and financial functions required to operate the workforce programs; however, three observations were identified in the financial monitoring review. While no material issues or weaknesses came to the reviewers' attention, there is no assurance that other issues do not exist.

The results of CSS's Fiscal Year 2023-2024 financial monitoring review are summarized in the chart below.

## SUMMARY TABLE OF FINANCIAL MONITORING RESULTS

FY 2023-24 Financial Monitoring Results						
Category	Issue	Prior Year Finding	Current Year Finding	Prior Year Other Noncompliance Issue	Current Year Other Noncompliance Issue	Observations/ Technical Assistance
14.0 - Disbursements	Unallowable business outreach charged to NDWG					Y
14.0 - Disbursements	Incorrectly charged grant due to typing error					Y
14.0 - Disbursements	Allocations with unsupported statistics					Y
<b>Results - All Categories</b>						<b>3</b>

**Note:** For prior year findings and other noncompliance issues, please see the section on Prior Year Corrective Action Follow-Up.

### DEFINITIONS APPLICABLE TO FINANCIAL MONITORING

1. Finding – A high risk issue that directly impacts the integrity or effectiveness of financial operations or could potentially result in major financial deficiencies (e.g., lack of accounting records or no system of accounting, no documentation to support expenditures, lack of internal controls, lack of fully executed contracts, issues indicative of systemic problems in financial operations, has the appearance of fraud or abuse, potential questioned costs, etc.). Findings are expected to be responded to in the Corrective Action Plan (CAP).
2. Other Noncompliance Issue – A medium risk finding that results in deviation from process or practice not likely to result in failure of the management system or process but has a direct impact on financial operations (e.g., missing financial elements, failure to timely conduct follow-ups, etc.) ONIs could potentially be upgraded to a finding over time based on the nature of the deficiency (e.g., repeat violations, issues indicative of systemic problems in financial operations, questioned costs, etc.). ONIs are expected to be responded to in the CAP.
3. Observation – A low risk issue that is intended to offer constructive comments and an opportunity to improve current local practices, processes, and procedures that result in positive financial outcomes. Observations are not expected to be responded to in the CAP except when requested.
4. Technical Assistance – Any assistance provided by the financial monitoring team to LWDB staff.

**MONITORING REPORT  
CAREERSOURCE SUNCOAST  
LOCAL WORKFORCE DEVELOPMENT BOARD - 18**

## **I. DESCRIPTION OF MONITORING APPROACH**

The scope of the financial review included an examination of CSS's internal controls, financial management systems, procurements, contract management processes, subrecipient monitoring, cost allocations, payroll, disbursement testing, and reporting and reconciliation of financial data in SERA to determine if appropriate processes, procedures, and controls were in place and properly implemented. In some instances, interviews were conducted with CSS staff to gather information about financial management processes.

### **Compliance Review Abstract Information**

- Financial Monitoring Review Dates: March 3, 2025 – March 7, 2025
- Financial Monitoring Sample Review Period Dates: July 1, 2023 – June 30, 2024

## **II. FINANCIAL MONITORING REVIEW**

FMA performed financial monitoring procedures based on the elements described in the PY 2024-2025 Financial Monitoring Tool. The results of financial monitoring testing are described below.

### **Prior Year Corrective Action Follow-up**

There were no findings or other noncompliance issues in the prior year.

### **FY 2023-2024 Financial Monitoring Results**

#### **Findings**

There were no findings identified during the financial monitoring review period of July 1, 2023, to June 30, 2024.

#### **Other Noncompliance Issues**

There were no other noncompliance issues identified during the financial monitoring review period of July 1, 2023, to June 30, 2024.

#### **Observations/ Technical Assistance**

**FMA #18.25.01**

**Category: WP – 14.0 Disbursements**

Condition: CSS paid \$2,000 for a sponsorship to a local economic development organization allowing CSS to attend an event that provided outreach opportunities to employers on disaster recovery services provided by the board.

However, the expenditure primarily benefited employer outreach efforts that were not directly tied to the National Dislocated Worker Grant (NDWG) Hurricane Ian grant award's objectives.

Criteria: The NDWG Special Conditions of Award for DW-39361-23-60-A-12 states that the project activities to be carried out include:

- Assistance in the development of a Project Implementation Plan
- Coordination with local recovery agencies to determine local needs
- Development of worksites/worksites agreements for disaster-recovery employment based on identified needs
- Outreach and recruitment of potential participants
- Participant eligibility determination & provision of grant services
- Placement of eligible participants in disaster-recovery employment
- Grant management to include oversight of disaster-recovery worksites and payroll, program and financial reporting, etc.
- Participation in coordination/technical assistance calls with DEO staff.

Cause: CSS misunderstood the allowability of employer outreach activities within the National Dislocated Worker grant.

Effect: Failure to tie expenditures to the National Dislocated Worker Grant award's objectives could lead to disallowed costs.

Technical Assistance: FloridaCommerce provided technical assistance regarding the allowability of employer outreach for the NDWG Hurricane Ian grant. Based on the technical assistance provided, prior to the issuance of this report, CSS has performed corrective actions by charging an allowable funding source, updating their financial records, and making necessary adjustments in SERA.

Recommendation: CSS should update procedures to identify which funding sources can support employer outreach efforts.

## **FMA #18.25.02**

### **Category: WP – 14.0 Disbursements**

Condition: An NDWG Hurricane Ian (NFA #41886) expenditure for benefits and a management fee in the amount of \$720.48 was incorrectly charged to Rapid Credentialing (NFA #43565) due to a typing error.

Criteria: 2 CFR 200.405(a) Allocable costs in general. A cost is allocable to a Federal award or other cost objective if the cost is assignable to that Federal award or other cost objective in accordance with the relative benefits received. This standard is met if the cost satisfies any of the following criteria:

- (1) Is incurred specifically for the Federal award;
- (2) Benefits both the Federal award and other work of the recipient or subrecipient and can be distributed in proportions that may be approximated using reasonable methods; or
- (3) Is necessary to the overall operation of the recipient or subrecipient and is assignable in part to the Federal award in accordance with these cost principles.

2 CFR 200.405(c) Limitation on charging certain allocable costs to other Federal awards. A cost allocable to a particular Federal award may not be charged to other Federal awards (for example, to overcome fund deficiencies or to avoid restrictions imposed by Federal statutes, regulations, or the terms and conditions of the Federal awards). However, this prohibition would not preclude the recipient or subrecipient from shifting costs that are

allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.

Cause: Failure to review manually entered data for accounts payable transactions.

Effect: Failure to identify errors could lead to disallowed costs.

Technical Assistance: FloridaCommerce provided technical assistance regarding the incorrectly charged expenditure. Based on the technical assistance provided, prior to the issuance of this report, CSS has performed corrective actions by charging the allowable funding source, updating their financial records, making necessary adjustments in SERA, and repaid the incorrectly charged grant.

Recommendation: No further action is required.

### **FMA #18.25.03**

#### **Category: WP – 14.0 Disbursements**

Condition: Of the forty-two disbursements selected for testing, five had allocations based on unsupported statistics. Cost allocation issues within these disbursements were as follows:

- Allocation was based on the employee's current time when the purchase order was issued and not documented.
- Allocation was based on a year of estimated time for an employee and not documented.
- Allocation had incorrectly calculated equipment costs that were not based on the invoiced unit prices.

Criteria: 2 CFR 200.405(d), states "Direct cost allocation principles. If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. However, when those proportions cannot be determined because of the interrelationship of the work involved, then, notwithstanding paragraph (c), the costs may be allocated or transferred to benefitted projects on any reasonable *documented* [emphasis added] basis."

Cause: Turnover of a key position led to a failure to document the allocation statistics.

Effect: Failure to document the basis for cost allocation statistics subjects CSS to a greater risk of errors and the possibility of incurring disallowed costs.

Technical Assistance: FloridaCommerce provided technical assistance regarding maintaining supporting documentation for allocations and that allocations based on estimates are not allowable unless a post period adjustment is performed to correct the difference between the estimated amounts and the actual allocable amounts.

Recommendation: CSS must ensure that all allocations have documentation to support the statistics used, the financial records are reconciled to verify the allocation was correct at the time of payment, and that any allocations based on estimates have post period adjustments when applicable.

**Financial Monitoring Review Dates:** March 3, 2025 – March 7, 2025

**Financial Monitoring Sample Review Period:** July 1, 2023 – June 30, 2024

Name	Agency	Entrance Conference	Exit Conference
The joint entrance conference with LWDB staff was conducted on March 3, 2025. The financial monitoring exit conference was conducted on September 24, 2025. The entrance/exit conference attendees are listed below:			
Sarah Rudnik	FloridaCommerce	X	X
Yvette McCullough	FloridaCommerce	X	
Robin Dawson	CSS	X	X
Joshua Matlock	CSS	X	X
Jessica Grise	CSS		X



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## APPENDIX - ACRONYM LIST

**The list below includes acronyms that may have been used in the Fiscal Year July 1, 2023 – June 30, 2024 monitoring review cycle.**

AP - Administrative Policy  
CAP – Corrective Action Plan  
CFR – Code of Federal Regulations  
CSS - CareerSource Suncoast  
DVOP – Disabled Veterans Outreach Program  
DWG – Disaster Recovery Dislocated Worker Grant  
DW – Dislocated Worker  
ETA – Employment and Training Administration  
F.A.C. – Florida Administrative Code  
FG – Final Guidance  
FloridaCommerce - Florida Department of Commerce  
FMA – Bureau of Financial Monitoring and Accountability  
F.S. – Florida Statutes  
FY – Fiscal Year  
IT – Information Technology  
ITA – Individual Training Account  
IWT – Incumbent Worker Training  
JVA – Jobs for Veterans Act  
JVSG – Jobs for Veterans State Grant  
LLC – Limited Liability Corporation  
LVER – Local Veterans Employment Representative  
LWDB – Local Workforce Development Board  
MOU/IFA – Memorandum of Understanding & Infrastructure Funding Agreement  
MSFW – Migrant and Seasonal Farmworker  
ONI – Other Noncompliance Issue  
PY – Program Year  
RESEA – Reemployment Services and Eligibility Assessment Program  
SNAP E&T – Supplemental Nutrition Assistance Program Employment and Training  
SYEP – Summer Youth Employment Program  
TAA – Trade Adjustment Assistance  
TANF – Temporary Assistance for Needy Families  
TCA – Temporary Cash Assistance  
TEGL – Training and Employment Guidance Letter  
U.S.C. – United States Code  
WE – Work Experience  
WFS – Workforce Services  
WIOA – Workforce Innovation and Opportunity Act  
WP – Wagner-Peyser  
WSA – Work Search Activity  
WT – Welfare Transition



# PERFORMANCE REPORTS

## WIOA Indicators of Performance Outcomes

In PY2024-2025 CareerSource Suncoast (CSS) met four (4) and exceeded twelve (12) out of eighteen (18) negotiated goals for performance indicators.

For four (4) performance indicators, CareerSource Suncoast met the target by scoring at least 96% of the negotiated goal. CareerSource Suncoast came within less than 4% exceeding those negotiated goals. It is important to note that CSS improved the dislocated worker performance metric 'Employed 4<sup>th</sup> Quarter after exit' from 88.66% in PY2023-2024 to 125% of performance goal met in PY 2024-2025, exceeding the negotiated performance rate.

LWDB 18			
Measures	PY2024-2025 4th Quarter Performance	PY2024-2025 % of Performance Goal Met For Q4	PY2024-2025 Performance Goals
<b>Adults:</b>			
Employed 2nd Qtr After Exit	89.7	104.30	86
Median Wage 2nd Quarter After Exit	\$11,971	130.94	\$9,142
Employed 4th Qtr After Exit	85.2	96.38	88.4
Credential Attainment Rate	76	98.70	77
Measurable Skill Gains	92	177.26	51.9
<b>Dislocated Workers:</b>			
Employed 2nd Qtr After Exit	100	120.48	83
Median Wage 2nd Quarter After Exit	\$6,701	63.21	\$10,600
Employed 4th Qtr After Exit	100	125.00	80
Credential Attainment Rate	50	100.00	50
Measurable Skill Gains	81.8	105.41	77.6
<b>Youth:</b>			
Employed 2nd Qtr After Exit	80	97.56	82
Median Wage 2nd Quarter After Exit	\$10,266	223.66	\$4,590
Employed 4th Qtr After Exit	83.3	104.13	80
Credential Attainment Rate	30	40.00	75
Measurable Skill Gains	91.2	121.60	75
<b>Wagner Peyser:</b>			
Employed 2nd Qtr After Exit	68.9	101.77	67.7
Median Wage 2nd Quarter After Exit	\$8,764	131.76	\$6,651
Employed 4th Qtr After Exit	68.3	107.22	63.7
Not Met (less than 90% of negotiated)			
Met (90-100% of negotiated)			
Exceeded (greater than 100% of negotiated)			

[Indicators of Performance Reports - FloridaJobs.org](https://floridajobs.org)

# Local Board Performance



## CareerSource Suncoast Program Year 2024-2025 Grade

**A**

Letter Grade

**94.43%**

Annual Score

### Metrics Data

The table below shows the data used in the letter grade calculation. Visit the [Methodology](#) page of this website for more information on each metric including numerator and denominator definitions. Visit the [Resources](#) page to view or download a methodology desk reference document, metric cohort timeline spreadsheet and lists of the Employ Florida service codes included in the metrics.

Data as of: 6/30/2025

Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	YOY Rate Difference	Target (%)	Target Met <sup>1</sup> (%)	Weighted Performance <sup>2</sup> (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	568	1,267	44.83	-	50.00	89.66	22.4150
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	480	983	48.83	-	50.00	97.66	24.4150
3. Employment and Training Outcomes	Employment and Training Services	0.20	16	18	88.89	-	100.00	88.89	17.7780
4. Participants in Work-Related Training	Training Services	0.00	504	2,350	23.44	-	25.00	93.76	0.3760
5. Continued Repeat Business	Business Services	0.05	2,092	4,093	51.11	-	35.00	100.00	5.0000
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	16.84	100.00	100.00	5.0000
PY 2023-2024 Business Penetration		-	2,682	14,239	18.84	-	-	-	-
PY 2024-2025 Business Penetration		-	5,882	14,522	35.68	-	-	-	-
7. Completion-to-Funding Ratio	Employment and Training Services	0.00	153	2.81	54.45	-	100.00	54.45	5.4500
Exters: Local Board (N) / Statewide (D)		-	1,003	71,878	1.53	-	-	-	-
Budget: Local Board (N) / Statewide (D)		-	\$4,043,167	\$43,729,734	2.81	-	-	-	-
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	1,443.50	2,387	60.47	-	-	-	5
								ANNUAL SCORE	94.43

### [CareerSource Florida Letter Grades](#)



# STAFF REPORTS

- Kathy Bouchard, CTO
- Antony Gagliano, COO



# Executive Committee Agenda



## **EXECUTIVE COMMITTEE AGENDA**

**Call to Order– David Kraft, Chair, Vision Consulting Group, Inc.**

### **Action Items – David Kraft**

- Approval of October 9, 2025, Executive Committee Meeting Minutes – David Kraft
- President/CEO Performance Evaluation and Approval of President/CEO Compensation and Bonus – David Kraft

**Public Comments/ Executive Committee Closing Remarks – David Kraft**

**Executive Committee Adjournment – David Kraft**

**Next Executive Committee Meeting is January 8, 2026**

***Online Virtual Teams Meeting Only***



# Action Item –

October 9, 2025 Executive Committee  
Meeting Minutes



**CareerSource Suncoast  
Executive Committee  
Meeting Minutes**  
Teams Virtual Meeting  
Thursday October 9, 2025  
8:00 a.m.

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

**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 September 25, 2025, Combined Executive Committee and Board Meeting Minutes

David Kraft requested a motion to approve September 25, 2025, Executive Committee and Board meeting minutes.

**Motion:** Eric Troyer                      **Second:** Lisa Eding  
The motion passed unanimously.

**III. CEO Report – Joshua Matlock**

*Impacts of the Government Shutdown:* FloridaCommerce has confirmed that TANF and SNAP funds are currently inaccessible to local workforce boards during the shutdown. WIOA funds are still accessible.

*State-Level Meetings:* Joshua Matlock will be meeting with several senators and representatives in Tallahassee to discuss local workforce board operations, braided funding strategies, and apprenticeship expansion opportunities.

*Local Apprenticeship Opportunities:* Joshua Matlock and Anthony Gagliano met with Commissioner Tal Saddique at the Manatee County Seaport to discuss developing apprenticeship programs for highly skilled positions. Conversations will continue with the county and CareerSource Suncoast.

#### **IV. Staff Reports**

##### Robin Dawson

*Financial Monitoring Report:* Robin presented the financial monitoring report from Florida Commerce, which reviewed financial operations from July 1st, 2023, to June 30th, 2024. The report had no findings or non-compliance issues but included three observations and technical assistance on three items.

*Annual Audit and IRS Filing:* The annual financial audit with James Moore is nearing completion. Following the audit, James Moore will complete the IRS 990 filing.

##### Kathy Bouchard

Joshua Matlock's annual evaluation is due. The process will be coordinated with the Executive Committee to be completed at the next scheduled Executive Committee meeting.

##### Anthony Gagliano

*Veterans Financial Wellness:* Scheduled for October 15th at 10:00 AM in partnership with Fifth Third Bank. Targeting veterans and their families, open to the public, and offered in hybrid format.

*Hurricane Recovery Grants:* Nearly 10,000 work hours and \$335,000 in wages provided. Fifty-nine (59) individuals employed under Hurricane Ian grant, eighteen trained, and thirty-two currently employed under Hurricane Helene grant. Over \$2.3 million has been invested in recovery over three years.

*National Disability Employment Awareness Month:* October is National Disability Employment Awareness Month. Kim Gonzalez continues to lead the efforts in expanding the Ticket to Work program.

*Community Engagement:* Collaboration with Education Foundation of Sarasota and participation in Vision Council with a focus on summer employment and young adult services.

*Performance Metrics:* CSS anticipates a letter grade of 94.43 for PY 2024-2025. It is an increase from 93.52 in Q3. The official release of letter grades are expected Wednesday October 15<sup>th</sup>.

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

#### **VI. Adjournment – David Kraft**

Next Executive Committee meeting is scheduled for November 13, 2025, combined with full Board of Directors meeting. Location: 3660 N. Washington Blvd., Sarasota

David Kraft adjourned the meeting at 8:43 a.m.

**Respectfully submitted,**

Joshua Matlock

Joshua Matlock (Nov 3, 2025 13:32:37 EST)

Joshua Matlock  
President/CEO



# Action Item –

President/CEO Performance  
Evaluation, Compensation and  
Bonus Approval