

**CareerSource Suncoast
Executive Committee
(Combined with Board of Directors Meeting)
Meeting Minutes
Teams Virtual Meeting
Thursday, November 13, 2025
8:00 – 9:30 a.m.**

Absent Present	<u>Committee Members</u>
P	David Kraft, Vision Consulting Group
P*	Shaun Polasky, Helios Technologies
P	Eric Troyer, Kerkering, Barberio & Company
P	Jim Bos, MBJ Group
P	Lisa Eding, Teakdecking Systems
	Staff Present: Kathy Bouchard

I. Call to Order

David Kraft, Chair, called the meeting to order at 9:02 a.m. Attendance was recorded, and a quorum was established.

II. Action Items

Approval of October 9, 2025, Executive Committee Meeting Minutes

David Kraft requested a motion to approve the October 9, 2025, Executive Committee meeting minutes.

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

Approval of the President/CEO Compensation/ Bonus with Performance Evaluation – David Kraft

Performance Evaluation:

The annual CEO performance evaluation was completed on November 13, 2025, by the Executive Committee. The evaluation reviewed five different areas: 1) Strategic development, 2) Board relations, 3) Serves as a change agent, 4) Risk taking / problem solving, and 5) Community leadership.

Rating key was as follows:

- 5 = Exceptional
- 3 = Meets expectations
- 1 = Below expectations

Overall rating scale is as follows:

- 4.50 – 5.00 = Exceptional performance
- 3.50 – 4.49 = Above expectations
- 3.00 – 3.49 = Meets expectations
- 2.50 – 2.99 = Needs improvement
- 2.49 and below = Unsatisfactory

The Executive Committee completed the President/CEO, Joshua Matlock’s performance evaluation. There were no scores below 3.00, with an overall rating of 4.6, which indicates exceptional performance.

Raters	Strategic Development	Board Relations	Serves as a Change agent	Risk-Taking and Problem Solving	Community Leadership	Overall
1	3	5	5	5	5	4.6
2	3	3	5	5	3	3.8
3	5	3	5	5	5	4.6
4	5	5	5	5	5	5
5	5	5	5	5	5	5
Average	4.20	4.20	5.00	4.60	5.00	4.6

President/CEO Compensation and Bonus Approval:

David Kraft led the discussion on the President/CEO bonus and compensation increase.

Based on the Executive Performance Evaluation, the Executive Committee determined a 5% salary increase, for total compensation of \$163,225 to be effective pay period beginning November 24, 2025.

Based on the Executive Performance/Bonus Rubric and the CareerSource Florida PY2024-2025 letter grade of 94.43% (A) for CSS, it was determined that the President/CEO, Joshua Matlock, will receive a 5% bonus.

Compensation Approval:

David Kraft requested a motion to approve the President/CEO compensation with an 5% increase, for a total compensation of \$163,228 to be effective pay period beginning November 24, 2025.

Motion: Shaun Polasky

Second: Lisa Eding

The motion passed unanimously.

Bonus Approval:

David Kraft requested a motion to approve the President/CEO receive a 5% performance bonus totaling \$7,773 on December 5, 2025, consistent with CSS PY2024-2025 CareerSource Florida letter grade of 94.43% and the CSS CEO Performance Bonus Rubric (A).”

Motion: Eric Troyer

Second: Jim Bos

The motion passed unanimously.

Additional Discussion Included:

- Changing the President/CEO evaluation grading rubric to a 1-5 scale.
- Providing higher bonuses to senior leadership staff.
- Outlining specific OKRs for the President/CEO.
- Evaluating staff salaries.
- Looking at other LWDB Regions President/CEO evaluation forms.

III. Public Comment/Closing Remarks – David Kraft

IV. Adjournment – David Kraft

Next Executive Committee meeting is scheduled for January 9, 2025, combined with Finance & Performance Committee meeting.

Location: Virtual Teams Meeting

David Kraft adjourned the meeting at 10:06 a.m.

Respectfully submitted,



[David Kraft \(Jan 8, 2026 09:43:35 EST\)](#)

David Kraft
Chair of the Board