

**CareerSource Suncoast
Combined Executive Committee
And
Finance & Performance Committee
Meeting Minutes**
Teams Virtual Meeting
Thursday, January 8, 2026
8:00 a.m.

Absent Present	<u>Executive Committee Members</u>
P	David Kraft, Vision Consulting Group
P	Shaun Polasky, Helios Technologies
P	Eric Troyer, Kerkering, Barberio & Company
P	Lisa Eding, Teakdecking Systems
P	Jim Bos, MJB Group, LLC.
	<u>Finance & Performance Committee Members</u>
P	Jim Bos, MJB Group, LLC.
P	Lorri Kidder, Carr, Riggs & Ingram CPAs, and Advisors
A	Ericka Randall, Vocational Rehabilitation
P	Doras Davilla,
	Staff Present: Joshua Matlock, Anthony Gagliano, Kathy Bouchard, Robin Dawson, Christina Witt, Michelle Snyder, Karima Habity, James Disbro, Lori Sardinas

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 November 13, 2025, Executive Committee Meeting Minutes

David Kraft requested a motion to approve the November 13, 2025, Executive Committee meeting minutes with the noted change to remove the word “Discretionary” from the CEO bonus and correct a name spelling.

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

The motion passed unanimously.

Approval of November 13, 2025, Finance & Performance Committee Meeting Minutes

Jim Bos requested a motion to approve the November 13, 2025, Finance & Performance Committee meeting minutes.

Motion: Lorri Kidder **Second:** Doras Davila

The motion passed unanimously.

Acceptance of the Financial Audit Report for Program Year Ending June 30, 2025

James Halleran, James Moore & Co., presented the PY ending June 30, 2025, financial audit report.

David Kraft requested a motion to accept the Financial Audit Report for Program Year Ending June 30, 2025

Motion: Lori Kidder **Second:** Doras Davila
The motion passed unanimously.

III. Finance and Performance Committee Meeting

Anthony Gagliano reviewed the CSS WIOA Performance Indicators for Quarter one of PY 2025-2026, ending 09/30/2025. A copy of the performance results was provided in the agenda packet.

IV. CEO Report – Joshua Matlock

Federal-Level: Henry Mack has been appointed Assistant Secretary of Labor for the Employment & Training Administration. His Florida background and strong relationships with local leaders are expected to benefit workforce initiatives. WIOA reauthorization is not expected soon, which workforce boards view positively because it gives them more time to address concerns—especially the challenging 50% ITA expenditure mandate. Workforce boards are actively collaborating with national associations and federal partners to improve the proposed WIOA language.

State-Level: Leadership will travel to Tallahassee for the CareerSource Florida Board of Directors and FWDA meeting. Boards will discuss state priorities and share key concerns and focus areas for the coming year. To include an ITA modernization proposal.

Apprenticeship Expansion: Florida’s apprenticeship system is currently constrained because only nine (9) Apprenticeship Training Representatives (ATRs) are responsible for statewide coverage, resulting in significant delays of 6–9 months in getting new apprenticeship programs approved. To address these bottlenecks, the proposal recommends assigning one ATR to each workforce board, converting existing ATRs into program approvers and expanding overall system capacity to reduce approval delays. The proposed funding source is the Pathways to Career Opportunities Grant (PCOG).

Strategic Planning: An overview of the strategic planning retreat held in October 2025 was provided.

V. Staff Reports

Kathy Bouchard

Programmatic Monitoring: Michelle Snyder and the team are currently preparing for the upcoming FloridaCommerce in February. CSS has received access to an AI automatic program monitoring tool. The tool provides real-time monitoring on programs.

Staff Retreat: CSS held their annual December staff retreat. The retreat focused on the work of the three work group committees: Technology and Efficiencies, Advancement and Succession Planning, and Culture of Recognition. The annual poll was conducted showing overall satisfaction levels remained consistent with the previous December, though slightly lower than the exceptionally high ratings from the August retreat.

Robin Dawson

Financial Monitoring: The accounting team is currently preparing for the FloridaCommerce financial monitoring in February.

990 Preparation: Currently working with James Moore and preparing the Form 990. The form will be sent to the board for review.

Staffing Updates: Jessica Grise will be leaving CSS due to relocation out of the state. Lori Sardinas has been promoted to the Accounting Manager. Whitney Voutour was an internal promotion as an Accounting Specialist.

Anthony Gagliano

CEO Program: A recent CEO program graduate was highlighted as a success story with a video. Registrations for the next cohort are strong, with around 130 participants, including eighteen from the Newtown CRA area, and hopes of reaching two hundred registrants. The program recently celebrated its largest graduating class in October 2025.

Business Services: The team is planning a job fair on January 29 at the 13th Ave. Dream Center in Bradenton. Employer and jobseeker registration remains open. Planning underway for additional events in South County and North Port in the spring.

Artificial Intelligence Integration: Thanks to Chet Filanowski, CSS now has a formal AI policy. Use of Microsoft Copilot expanded from 5 to 25 licenses. AI supports coding, automation, and client-facing communications. CSS has a new partnership with Go Gig to automate intake and assessment.

Summer Youth Program: Applications expected to open soon. Manatee County approved \$150,000 in funding to support forty-five youth. CSS continues a partnership with the Florida Lottery providing supplemental funding.

Hurricane Recovery: Collaboration with United Way South Sarasota County supported recovery activities and staffing. Recovery workers aided more than one hundred homes damaged by hurricanes. Sixty-three individuals placed into temporary employment; fourteen completed training. Programs collectively generated over \$1.5M in wages for affected workers.

VI. Public Comment/Closing Remarks – David Kraft

VII. Next Scheduled Meeting – David Kraft

Next Executive Committee meeting is scheduled for March 12, 2026, combined with the Board of Directors meeting.

Location: CareerSource Suncoast, 3660 N. Washington Blvd. Sarasota, Fl. 34234

VIII. Adjournment

David Kraft adjourned the meeting at 8:47 a.m.

Respectfully submitted,

Joshua Matlock

[Joshua Matlock \(Feb 20, 2026 10:30:20 EST\)](#)

Joshua Matlock
President/CEO