

CAREERSOURCE SUNCOAST
Board Meeting Minutes
Virtual TEAMS Meeting and In-person
3660 N. Washington Blvd., Sarasota, FL 34234
Thursday, November 13, 2025
8:00 A.M.

Call to Order

David Kraft, Chair, called the meeting to order at 8:02 a.m.

CEO Report:

Federal Level Update: The recent federal shutdown ended, allowing re-engagement with lawmakers and Department of Labor (DOL) staff. A previously canceled meeting with Henry Mack (DOL) will be rescheduled. Purpose: discuss modifications to reauthorization language to better serve local communities. SNAP funds for career-building activities for able-bodied adults without dependents have run out. CSS is currently using unrestricted funds to cover the staffing charges to continue to serve clients.

State Level Update: Met with multiple senators, representatives, and staff (e.g., Sen. Mayfield, Rep. Tripoli, Rep. Mello, Rep. Esposito) to discuss oversight, education, and human services committees.

Local Level Update: Josh was the Manatee Chamber of Commerce Headliners Event feature in November. Moderating a panel on apprenticeships featuring local employers (Manatee Humane Society, NCN Electric, PGT) and an apprentice. The strategic planning consultants are finalizing strategic framework to present at the next board meeting.

Action Items – David Kraft, Chair

Roll call was performed, and a quorum was established.

- **Approval of September 25, 2025, Board Meeting Minutes - David Kraft**
David Kraft requested a motion to approve the September 25, 2025, Board Meeting Minutes.

Motion: Jim Bos Second: Lisa Eding
Motion passed unanimously

- **Approval of October 21, 2025, Strategic Planning Session Minutes – David Kraft**
David Kraft requested a motion to approve the October 21, 2025, Strategic Planning Session Minutes

Motion: Lisa Eding Second: Eric Troyer
Motion passed unanimously

- **Approval of Budget Modification #1 PY 2025/2026 – Jim Bos**

Jim Bos introduced the budget modification reviewed by the Finance and Performance Committee on November 10, 2025. Budget Modification information was provided in the meeting materials. Robin Dawson reviewed the Budget Modification and requested a motion to approve Budget Modification #1 for PY 2025/2026.

Motion: Eric Troyer

Second: Jim Bos

Motion passed unanimously

- **Approval of Related Party Expenditures with the Community Coalition on Homelessness, dba Turning Points – Christina Witt**

Christina Witt presented the related party approval. The conflict-of-interest requiring approval was verbally stated at the meeting; David Kraft, CSS Board Chair, is a Volunteer Board of Directors Member for the Community Coalition on Homelessness, dba Turning Points non-profit organization.

David Kraft abstained from discussion and voting.

The request presented for approval was for work-based training agreement client on-the-job training (OJT). Work-based training provider agreements allow CareerSource Suncoast enrolled clients to be placed with the organization in work-based training.

Lisa Eding requested a motion to approve the related party expenditures with the Community Coalition on Homelessness, dba Turning with a \$30,000 maximum for PY2025-2026 for work-based training (OJT) agreements.

Motion: Eric Troyer

Second: Jim Bos

Abstain: David Kraft

Motion passed with majority.

Other Board Business:

- **Finance and Performance Committee Report**

Jim Bos provided an overview of the Finance & Performance Committee meeting from November 10, 2025.

Performance Report: Anthony Gagliano reviewed the CSS WIOA Performance Indicators for PY 2024-2025 ending 06/30/2025. A copy of the performance results was 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.

Finance Report: Robin Dawson, VP/CFAO, reviewed the Budget to Expenditure reports. The reports 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. Copies of the reports were provided in the agenda packet.

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 \$ 1,011,744

Florida Commerce PY23-24 Financial Monitoring Report:
Financial monitoring review period dates: 07/01/23 – 06/30/2024. Financial monitoring review dates: 03/03/25 – 03/07/25. Report was received 09/29/2025. Robin Dawson reviewed the FloridaCommerce Financial Monitoring report. There were no findings and three observations noted in the monitoring report. A copy of the report was provided in the agenda packet.

Staff Reports:

Kathy Bouchard, CTO

Staff Retreat: The next staff retreat is scheduled for December 19, 2025.

Recognition of Veterans: In honor of Veterans Day, Kathy acknowledged having seven veterans on staff.

Staffing Update: There is one vacant position for a Disabled Veterans Outreach Program Specialist. The team has identified a strong candidate and is awaiting state approval to fill the role. The approval process is managed by FloridaCommerce, and recent government shutdowns have delayed progress.

Jessica Grise, accounting manager, is leaving. Lori Sardinias is transitioning into the accounting manager role. Whitney Voutour was promoted to the accounting specialist role.

Anthony Gagliano, COO

Hope Florida Program: HOPE Navigator, Jill Hyatt, has helped 116 clients in the past year, providing over 1,200 services. Client, Jerry, who moved to Florida with no home, insurance, or job. With support from Jill, Jerry was able to create an email account, apply for jobs, access disability benefits, and eventually secure employment and insurance. The program focuses on supporting clients in crisis and helping them move forward.

Veterans Services: The team has had a significant impact on veterans, touching 538 veterans in 2024 and helping ninety-five since July 1st of the current fiscal year. They hosted a "Paychecks for Patriots" job fair with over one hundred attendees and forty employers. Staff members Gilbert and Will were recognized for their work with veterans, including connecting them to jobs, technology, and support services. Gilbert received an Eagle award at the State Veterans Summit for the second year in a row, and Will was nominated for the Barbara K Griffin Excellence Award.

Apprenticeships and Financial Workshops: The organization partnered with Fifth Third Bank to deliver financial workshops and provide support dollars. These funds help Veterans who need support services, such Joshua A., a Veteran apprentice, with New Dawn Electric, to acquire tools to advance their career.

[e-Rising 2025 Entrepreneur Event](#): The annual E Rising event for entrepreneurs is scheduled for November 20th at 8 am at the Sarasota Career Center. This year's event features community entrepreneurs sharing their stories. The event aims to grow the local entrepreneurial community and will be held both in-person and online.

Information Technology: The IT team, led by Chet Fialanowski, has implemented a new artificial intelligence policy and is exploring ways to automate client follow-ups and improve scholarship application processes on the organization's website.

Public Comments: None

Next Meeting: January 29, 2026

Location: 3660 N. Washington Blvd, Sarasota, FL

Full Board Meeting Adjournment: The meeting was adjourned at 8:49 a.m. The Executive Committee will reconvene after a break.

Respectfully submitted,

Joshua Matlock
Joshua Matlock (Nov 24, 2025 07:25:51 EST)

Josh Matlock
President, CEO

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
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
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
P*	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
P*	Shaun Polasky, Helios Technologies
P*	Ericka Randall, Vocational Rehabilitation
P*	Jane Roseboro, Centerstone Florida
A	Sarah Tar, PNC Bank
P	Eric Troyer, Kerkring Barberio & Company
A	Mark Viggiano, Local 123 Plumbers, and Pipefitters Union
P*	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, Gilbert Humphrey, Jill Hyatt, Lori Sardinias*, Shanard Letang, Curt Preisser*
A	Commissioner Tal Siddique - Manatee County
A	Commissioner Teresa Mast – Sarasota County

25 Board Members – 15 present, 10 absent

**Virtual*