



Executive Committee Meeting

Thursday, October 15, 2026 - 8:00 a.m. to 9:30 a.m.

Location: Virtual Teams Meeting

This is a virtual meeting with call-in capabilities

[Join Microsoft Teams Meeting](#)

Phone 1-786-600-3104

Conference ID: 819 592 380#

AGENDA

Call to Order – Shaun Polasky, Chair

Board Member Updates - Shaun Polasky, Chair

- Sherod Haliburton Resignation effective 9/30/2026

Action Items – Shaun Polasky, Chair

- Approval of the September 10, 2026 Executive Committee Meeting Minutes- Shaun Polasky
- Approval of PY2026-2027 Budget Modification #1 - Robin Dawson

CEO Report – Joshua Matlock

Board Reports:

- Performance Reports – Anthony Gagliano

Staff Reports

- Kathy Bouchard, VP/CTO
- Anthony Gagliano, VP/COO

Public Comments/Closing Remarks – Shaun Polasky, Chair

Next Executive Committee Meeting – Shaun Polasky, Chair

November 12, 2026, this meeting is combined with the Board of Directors meeting.

Location: 3660 N. Washington Blvd., Sarasota, FL. 34234

Adjournment – Shaun Polasky, Chair

*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 is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. U.S. military veterans receive priority of service at each CareerSource Suncoast career center.



ACTION ITEMS

**CareerSource Suncoast
Executive Committee
Meeting Minutes**
Teams Virtual Meeting
Thursday, September 10, 2026
8:00 a.m.

Absent Present	<u>Executive Committee Members</u>
P	David Kraft, Vision Consulting Group, Inc.
A	Shaun Polasky, Helios Technologies
P	Eric Troyer, Kerkering, Barberio & Company
P	Jim Bos, MBJ Group, Inc.
P	Lisa Eding, Teakdecking Systems
	Staff Present: Joshua Matlock, Anthony Gagliano, Kathy Bouchard, Robin Dawson, Christina Witt, Karima Habity, Chet Filanowski, James Disbro, Lori Sardinas

I. Call to Order – David Kraft, Chair

David Kraft called the meeting to order at 8:02 a.m. Attendance was recorded, and a quorum was established.

II. Board Member Updates – David Kraft, Chair

New Board Members:

- John K. Bucy, Founder & Principal Consultant – Avail Business Ventures
- Jodi Kirk, Director – Manatee Technical College

Resignations:

- Heather Kasten, effective September 30, 2026

III. Action Items- David Kraft, Chair

Approval of August 13, 2026, Executive Committee Meeting Minutes

David Kraft requested a motion to approve the meeting minutes.

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

The motion passed unanimously.

IV. CEO Report – Joshua Matlock

Joshua Matlock provided updates on the following items: WIOA Authorization, State Board meetings, CareerSource Polk leadership changes, Letter Grade metric changes, and WIOA two-year local and regional planning.

V. Performance Reports – Anthony Gagliano

Anthony Gagliano reviewed PY2025-2026 WIOA Indicators of Performance data through the end of the third quarter (March 2026).

VI. Staff Reports

Robin Dawson

Robin Dawson provided updates on the following: annual independent financial audit with James Moore and the FloridaCommerce annual financial monitoring. A budget modification will be completed for the next Executive Committee meeting.

Kathy Bouchard

Kathy Bouchard provided an update on the recent staff retreat and shared the results of the culture survey conducted.

Anthony Gagliano

Anthony Gagliano provided updates on the following: Apprenticeship expansion efforts, Entrepreneurship initiatives, annual Workforce Development Summit participation, grant awards from Credit Union1, Fifth Third Bank, and Gulf Coast Community Foundation, upcoming events [e-Rising 2026](#), [Financial Freedom Workshop](#), and an apprenticeship accelerator event.

VII. Public Comment/Closing Remarks – David Kraft, Chair

None

VIII. Next Executive Committee meeting: October 9, 2026, Virtual Microsoft Teams Meeting

IX. Adjournment – David Kraft, Chair

David Kraft adjourned the meeting at 8:45 a.m.

Respectfully submitted,

Joshua Matlock

[Joshua Matlock \(Sep 23, 2026 17:19:09 EDT\)](#)

Joshua Matlock
President/CEO



Budget Modification

CareerSource Suncoast
Summary of Funds Available - All Programs - Mod #1
Program Year 2026-2027
July 1, 2026 - June 30, 2027

Funding Streams	Original Funding Available PY 26-27	Increase or (Decrease) in Funding PY 26-27	Adjusted Funding Avail PY 26-27	Less Reserve for PY 27-28	Mod #1 Funding Budgeted for PY 26-27
Temporary Assistance for Needy Families (TANF) exp 6/30/27	\$1,192,943	\$0	\$1,192,943	\$0	\$1,192,943
Temporary Assistance for Needy Families (TANF) Carry Fwd exp 8/31/25	\$0	\$80,046	\$80,046	\$0	\$80,046
Total Temporary Assistance for Needy Families	\$1,192,943	\$80,046	\$1,272,989	\$0	\$1,272,989
WIOA-Adult & Dislocated Worker exp 6/30/28	\$2,112,501	\$0	\$2,112,501	\$325,000	\$1,787,501
WIOA-Adult & Dislocated Worker Carry Fwd exp 6/30/27	\$158,880	\$256,256	\$415,136	\$0	\$415,136
Total WIOA Adult & Dislocated Worker	\$2,271,381	\$256,256	\$2,527,637	\$325,000	\$2,202,637
WIOA-Youth estimate exp 6/30/28	\$1,005,923	\$0	\$1,005,923	\$250,000	\$755,923
WIOA-Youth Carry Fwd exp 6/30/27	\$156,000	\$54,096	\$210,096	\$0	\$210,096
Total WIOA Youth	\$1,161,923	\$54,096	\$1,216,019	\$250,000	\$966,019
NEG Dislocated Worker Helene Carry Fwd exp 9/30/26	\$62,409	\$177,591	\$240,000	\$0	\$240,000
NEG Dislocated Worker Opioid Carry Fwd exp 12/31/26	\$25,708	\$21,557	\$47,265	\$0	\$47,265
Network Navigator WP 7B exp 6/30/27	\$163,571	\$2,429	\$166,000	\$0	\$166,000
WIOA DW Rapid Response exp 6/30/27	\$90,000	\$10,000	\$100,000	\$0	\$100,000
WIOA Sectors of Strategic Focus-Apprenticeship exp 06/30/27	\$0	\$100,000	\$100,000	\$0	\$100,000
Non-Custodial Parent Employment Program exp 6/30/27	\$940,609	(\$12,855)	\$927,754	\$0	\$927,754
Wagner Peyser 7A exp 9/30/27	\$604,043	\$6,928	\$610,971	\$60,000	\$550,971
Wagner Peyser 7A Carry Fwd exp 9/30/26	\$40,000	\$106,198	\$146,198	\$0	\$146,198
Total Wagner Peyser	\$644,043	\$113,126	\$757,169	\$60,000	\$697,169
Veteran's Programs (DVOP & LVER) estimate	\$74,592	\$0	\$74,592	\$0	\$74,592
Reemployment Svcs & Eligibility Assess (RESEA) estimate	\$103,280	\$0	\$103,280	\$0	\$103,280
Supple Nutrition Assist Prog Employment & Training (SNAP) est	\$63,000	\$0	\$63,000	\$0	\$63,000
Total	\$6,793,459	\$802,246	\$7,595,705	\$635,000	\$6,960,705

Original Reserve & Funding Budgeted
Increase in Reserve & Funding Budgeted

\$400,000
\$235,000

\$6,393,459
\$567,246

CareerSource Suncoast
Budget Mod #1
Program Year 2026-2027

	Original Funding Budgeted PY 26-27	Increase or (Decrease)	Mod #1 Funding Budgeted PY 26-27	Notes
Funding Available Less Reserves	\$6,393,459	\$567,246	\$6,960,705	For details of increase see Summary of Funds Available Mod #1 worksheet
Personnel Costs:				
Salaries & Fringe Benefits	\$4,256,248	(\$105,468)	\$4,150,781	Decrease in fringe benefit rate est 38% to actual 32%
Staff Training & Education	20,000	\$11,400	31,400	and staffing reduction due to attrition
Total Personnel Costs	\$4,276,248	(\$94,068)	\$4,182,181	Additional training needs
Facility Costs	\$505,348	\$30,001	\$535,349	IT maintenance and operational costs
Office Furniture & Equipment	\$27,000	\$29,462	\$56,462	Increase for replacements
Operating Costs-Career Ctrs & Adm:				
Accounting & Audit	\$74,000	\$2,912	\$76,912	
Consultants & Legal	45,500	\$1,138	46,638	
General Insurance	61,189	(\$9,444)	51,745	Policies came in less than budgeted
Office Supplies & Expense	33,000	\$2,000	35,000	
Travel & Meetings	80,000	\$4,000	84,000	
Total Operating Costs	\$293,689	\$606	\$294,295	
Program Services:				
Client Training & Support	\$1,145,479	\$570,785	\$1,716,264	Increase to TANF PWE, Adult & DW Training, Youth Training & PWE, Helene Temp Jobs, Opioid Training and SOSF Training. Decrease for NCPEP Training & Support. The revised Adult & DW budget is set for 48% approved ITA waiver.
Employer & Client Services	40,000	3,813	43,813	For client assessments
Outreach	105,694	26,647	132,341	Outreach for new grants and existing
Total Program Services	\$1,291,173	\$601,245	\$1,892,418	
Totals	\$6,393,459	\$567,246	\$6,960,705	



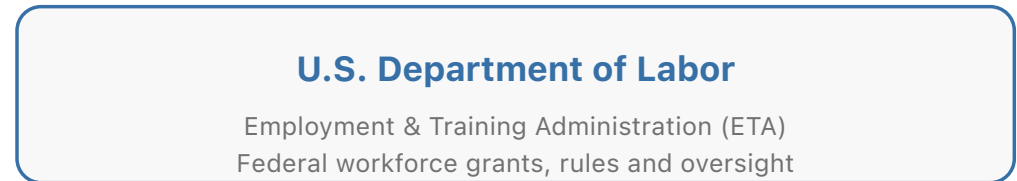
CEO REPORT

Joshua Matlock

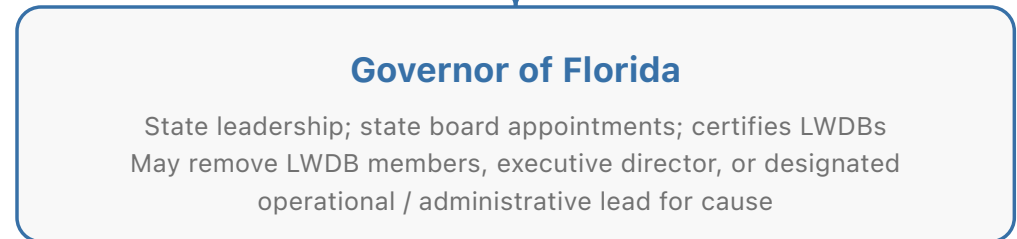
Governance & Authority

Local governance and state/federal oversight converge at the LWDB.

FEDERAL & STATE OVERSIGHT

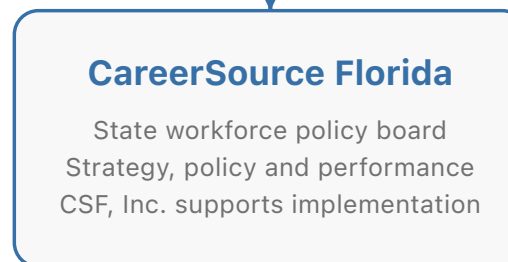


Federal requirements & state accountability

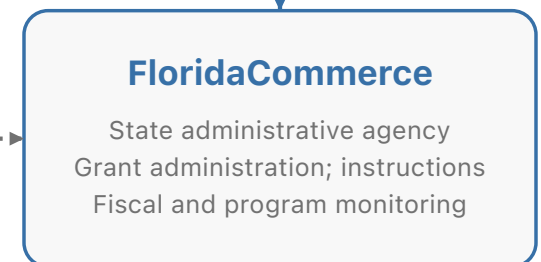


Appoints state board

Appoints / directs Secretary

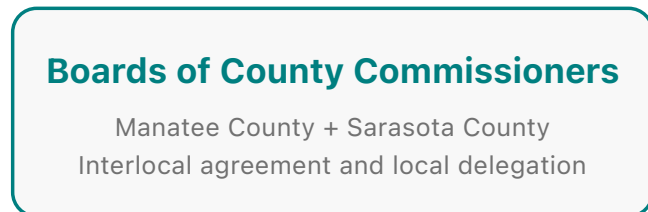


Policy direction + accountability

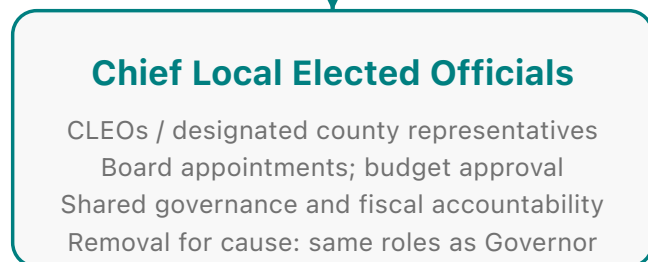


Funding + compliance oversight

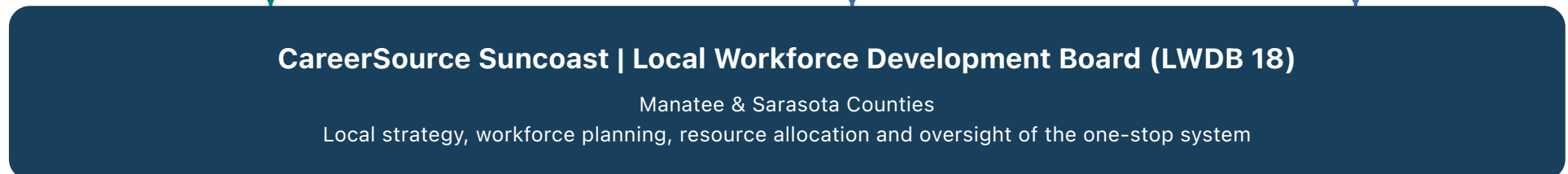
LOCAL GOVERNANCE



Designate / delegate under local agreement



Appointments + shared governance



→ Local governance → State / federal authority ↔ Coordination / operating agreement WIOA-focused overview

Sources: 20 CFR 679.310; Fla. Stat. 20.60, 445.004, 445.007 (2026). County delegation is schematic; confirm current interlocal agreement.

Term	Stands for	What is it
BOCC	Board of County Commissioners	Manatee County + Sarasota County Commissions
CSS	CareerSource Suncoast	Occasional shorthand for our organization
CLEO	Chief Local Elected Official	This refers to the designated County Commissioner assigned to the local workforce development board.
CSF	CareerSource Florida	State workforce policy board; Strategy, policy and performance supports program implementation
DCF	Department of Children and Families	State agency that controls distribution of TANF, SNAP, and Medicaid benefits. Sends TANF and qualifying SNAP recipients to CSS to participate in work activities as a condition of receiving benefits.
DVOP	Disabled Veterans' Outreach Program	Pr. "DEE-vop"; Career Coach federally mandated only to assist veteran job seekers who qualify under certain barriers.
DOL	United States Department of Labor	Employment & Training Administration (ETA); Federal workforce grants, rules and oversight
EF	Employ Florida	EmployFlorida.com - FL's version of job posting-aggregating sites like Indeed with features for resumes, education, and daily-updated Labor Market Information. Different features for employers and staff users.
FloridaCommerce	Florida Department of Commerce	State administrative agency; Grant administration; Policy Fiscal and program monitoring
LWDB	Local Workforce Development Board	Official state term for what was formerly referred to as a CareerSource "region" - FL is divided into 21 of them; Suncoast is LWDB 18.
LVER	Local Veterans' Employment Representative	Pr. "LEE-vur"; Business Services team member tasked with securing and running hiring events, obtaining new employer business, and monitoring new employer EF activity.
MSFW	Migrant Seasonal Farmworker	Program informing farmworkers of CSS services via outreach at farm worksites and common community locations. Bradenton is one of 9 centers statewide with an MSFW Outreach Specialist due to high agribusiness presence in Manatee County.
NCPEP	Non-Custodial Parent Employment Program	Assists parents who are struggling to pay child support by offering career search assistance, scholarship funds, and payment of driver's license reinstatement fees and many associated job costs. When clients enroll, child support enforcement stops for 60 days.
OJT	On-the-job Training	Provides selected individuals occupational skills and training essential to the performance of a specific job. OJT is an "earn and learn" employment model where participants upgrade, retool and increase their skills.
OSST	One Stop Service Tracking	Website used for case management and data entry by staff working in the Welfare Transition and SNAP programs
RA	Reemployment Assistance	State's term for unemployment benefits. CSS does not control these whatsoever; there are no local unemployment offices in Florida. Our video guides for customers are at careersourcesuncoast.com/ra
RESEA	Reemployment Services & Eligibility Assessment	pr. "REE-see"; Reemployment Assistance claimants scheduled by Florida Commerce for an appointment with a WDS at CSS
SCC	Sarasota Career Center	Occasional shorthand
SNAP	Supplemental Nutrition Assistance Program	Food stamp benefits controlled by DCF
TANF	Temporary Assistance for Needy Families	pr. "TAN-if"; example: cash assistance benefits; controlled by DCF
WDS	Workforce Development Specialist	Frontline staff formerly known as Career Coaches (WDS-CS (Career Services)) and Talent Consultants (WDS-BS (Business Services))
WIOA	Workforce Innovation and Opportunity Act	pr. "wee-OH-ah". Federal legislation to assist job seekers in acquiring skills and credentials needed for good jobs. Includes WDSs working with My Suncoast Scholarship and Youth program.
WP	Wagner-Peyser	pr. "PIE-zur". Federal workforce services legislation to bring employers and job seekers together more effectively. Includes EmployFlorida.com job seeker and employer accounts, frontline staff, and Business Services staff.
WT	Welfare Transition	Program we run in partnership with DCF. Participants are customers receiving temporary cash assistance through TANF.



PERFORMANCE REPORT

Letter grades are assigned to local workforce development boards on an annual basis once the program year has ended and all program year data is finalized. The information displayed on this page is preliminary until all program data is complete and deemed final for the program year.

Metrics Data

Data as of: 3/30/2026

$\geq 55\% = 5$ points
 $51\% \text{ to } < 55\% = 4$ points
 $49\% \text{ to } < 51\% = 3$ points
 $47\% \text{ to } < 49\% = 2$ points
 $45\% \text{ to } < 47\% = 1$ point



STAFF REPORTS

- Kathy Bouchard, VP/CTO
- Anthony Gagliano, VP/COO