

CAREERSOURCE SUNCOAST
Board Meeting Minutes
Virtual TEAMS Meeting and In-person
3660 N. Washington Blvd., Sarasota, FL 34234
Thursday, March 28, 2024
8:00 A.M.

Call to Order

Eric Troyer, Chair, called the meeting to order at 8:02 a.m. Roll call was performed, and a quorum was established.

New Board Member Introductions – Eric Troyer

- Sarah Tar - Vice President and Business Connect Advisor, Truist Bank
- Mark Viggiano – Training Coordinator, Local 123 Plumbers and Pipefitters
- Ron Cutsinger- Sarasota County Commissioner, appointed Chief Local Elected Officials

Action Items – Eric Troyer, Chair

• **Approval of January 25, 2024 Board Meeting Minutes - Eric Troyer**

Eric Troyer requested a motion to approve the January 25, 2024 Board Meeting Minutes.

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

Motion passed unanimously

• **Approval of Budget Modification #3 PY 2023/24 – Lisa Eding**

Lisa Eding introduced the budget modification item. Robin Dawson reviewed the budget modification #3 for PY 2023-24. The modification documents were provided in the meeting agenda packet.

Summary of Modification #3:

- Modification #2 Funding Available: \$9,023,957
- Increase in Funding: \$725,000
- Adjusted Funding Available: \$9,748,957
- Less Reserve for PY 24-25: \$689,391
- Mod #3 Funding Budgeted: \$9,059,566

Funding Budgeted for PY 2023/24 Mod #3. Line items requested for an increase for PY 2023-24 Budget total \$725,000.

- Add \$16,000 Salary and Fringe Benefits
- Add \$2,000 Staff Training & Education
- Add \$35,000 Facilities
- Add \$10,000 Office Furniture & Equipment
- Add \$10,000 Accounting & Audit
- Add \$3,000 Office Supplies & Expense
- Add \$639,000 Client Training and Support
- Add \$10,000 Outreach

Requested Motion: Robin Dawson requested motion to approve Budget Modification #3 for PY 2023/24.

Motion: Jim Boss **Second:** David Kraft

Motion passed unanimously

- **Approval of One-Stop Operator for PY2024/25**

Christina Witt presented the One-Stop Operator (OSO) and Education and Industry Consortium (EIC) management services action item. A summary of the procurement and review process was provided in the meeting agenda packet. On March 11, 2024, the Commission of Coordinating Council – Chief Local Elected Officials, approved contract negotiations with TClark Workforce Solutions, LLC for OSO and EIC services.

Requested Motion: Christina Witt requested a motion to approve CSS pursuing contract negotiations with TClark Workforce Solutions, LLC for One-Stop Operator and Education and Industry Consortium Management Services.

Motion: Lisa Eding **Second:** Ron DiPillo

Abstain: Vaughn Alexander Hendriex

Motion passed unanimously

Other Board Business:

- **Mandatory Annual Refresher Training for Board Members - Leadership Team**
 - **Sunshine Law Training & Ethics – George Levesque, GrayRobinson**

The CSS leadership team and attorney George Levesque conducted the annual Board Member refresher training. A copy of the training was provided in the agenda packet.

- **Finance and Performance Committee Report**

Lisa Eding presented the Finance and Performance Committee meeting report.

Performance Update:

Anthony Gagliano reviewed the CSS WIOA Performance Indicators as of 09/30/2023. A copy of the performance results was provided in the agenda packet.

CSS PY23/24 current letter grade is an “B” with a score of 86.89%. 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.

CEO Report:

CSS is moving into the final quarter of the program year and starting to wrap up the program year and prepare for the upcoming year. CSS is being proactive to strategically prepare for potential federal legislative changes, increasing the Individual Training Account (ITA) expenditure requirement to 50

percent for Adult and Dislocated Worker funds. CSS is currently on a 35% waiver. However there are discussions at the state level to no longer provide waivers, which would require each board meet the 50% ITA expenditure rate. CSS is currently running at a 46% ITA expenditure rate. CSS continues to identify ways to optimize the way CSS engages and utilizes resources.

Staff Reports:

Kathy Bouchard - CTO

Lori, the new Accounting Coordinator, has been onboarded this month. This will provide a smooth transition with three months of overlap training before our current accountant retires.

Ticket-to-Work (TTW) has generated more than \$50,000 in the last quarter with the total for this program year at \$148,059. A new campaign is kicking off to increase outreach and serve more clients in the program. The program currently has forty-two (42) clients working.

Anthony Gagliano – COO

There were several CSS success stories shared with the Board:

A success story [video](#) was shared with the Board that focused on a client impacted by the pandemic who received an ITA for the Coding Academy at 26 West on campus at State College of Florida.

Success story links for the [Hurricane Ian](#) grant and [Thrive](#) were shared with the Board.

The Hurricane Ian grant placed ten (10) individuals in temporary employment with the United Way of South Sarasota County. There was a news segment featuring some of the work being done on long-term recovery - <https://www.fox4now.com/north-port-englewood/north-port-homeowner-receives-gift-of-a-lifetime-help-with-repairs-to-her-ian-damaged-home>

The Workforce Education team hosted an onsite event at the Sarasota office, Boost Your Job Search with AI, facilitated by Desh Begley of State College of Florida.

The State of Talent Conference returns after a 1-year hiatus. The date is April 10th, and the cost is \$125. More information can be found at <https://www.wfevent.com/2024sotc>.

The third of the five-part [Pathways to Success](#) Series, sponsored by Truist Bank, will be held at the CareerSource Suncoast events center on May 8, 2024.

The next cohort of CEO begins on April 9th. CSS has submitted an application for grant funds from the City of Sarasota to continue efforts for expanding entrepreneurship.

The Florida Lottery has committed to providing a small sponsorship for the Summer Youth program. The Summer Youth Employment program has more than 160 requests already with room to fund 150 teens for four weeks of summer jobs. They will earn \$15 per hour for up to thirty hours per week, culminating with a graduation on Saturday, June 29th at SCF's Gym. The 26 West Center went through the RFP process and was selected as the host for a workshop day and a job fair to prep the students to begin their summer jobs on June 3rd. Interested students and businesses can go to <https://careersourcesuncoast.com/summer-jobs-program/>.

James Disbro sat on two panels talking about apprenticeship at the [National Association of Workforce Board's \(NAWB\) annual Forum](#). CareerSource Suncoast has filed documentation for a sixth apprenticeship under our sponsorship for a laundry machine mechanic occupation in partnership with Crown Linen.

Public Comments:


Next Meeting:

Next Board of Directors Meeting is May 23, 2024
Location: 3660 N. Washington Blvd, Sarasota, FL

Board Meeting Adjournment:

The meeting was adjourned at 9:28 a.m.

Respectfully submitted,


[Joshua Matlock \(Apr 12, 2024 14:49 EDT\)](#)

Josh Matlock
President, CEO

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CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
P	Jim Bos, MBJ Group
A	Ashley Brown, Women’s Resource Center
P*	Christy Cardillo, Carr Riggs, & Ingram, LLC.
A	Jackie Dezelski, Manatee Chamber of Commerce
P*	Dr. Ron DiPillo, Sarasota County Schools
P	Lisa Eding, Teak Decking Systems
A	Luis Font, LIUNA, Laborers International Union
P*	Brian Gurucharri, Manatee Memorial Hospital
P*	Roscelyn Guenther, Boys & Girls Club of Sarasota County
P*	Sarah Tar, Truist
P*	Peter Hayes, Tandem Construction
A	Sharon Hillstrom, Bradenton Area Economic Development Corporation
P	Mark Viggiano, Local 123 Plumbers and Pipefitters Union
A	Allison Imre, Grapevine Communications
P*	Heather Kasten, Sarasota Chamber of Commerce
P*	David Kraft, Vision Consulting Group
P*	Jennifer Green, Galen College of Nursing
A	Shaun Polasky, Helios Technologies
P*	Ericka Randall, Vocational Rehabilitation
P	Vaughn Alexander Hendriex, State College of Florida
A	Walter Spikes, Coldwell Banker Realty
P	Eric Troyer, Kerkering Barberio & Company
P*	Doug Wagner, Manatee County School Board
P*	Craig Warzecha, Bradenton Marauders/Pittsburgh Pirates
P*	Ken Waters, Sarasota Housing Authority
A	Anne LeBaron, Take Stock in Children Manatee
	Staff Present: Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, Karima Habity, Linda Benedict, Christina Witt, Michelle Snyder, James Disbro, Chet Filanowski*, Michael Meerman*, Eddie Fernandez
P*	Commissioner George Kruse - Manatee County
P*	Commissioner Ron Cutsinger – Sarasota County

26 Board Members – 18 present, 8 absent