

CAREERSOURCE SUNCOAST
Board Meeting Minutes
Virtual TEAMS Meeting and In-person
3660 N. Washington Blvd., Sarasota, FL 34234
Thursday, May 23, 2024
8:00 A.M.

Call to Order

David Kraft, Vice-Chair, called the meeting to order at 8:00 a.m. Roll call was performed, and a quorum was established.

Action Items – David Kraft, Vice-Chair

• **Approval of Consent Agenda – David Kraft**

- March 28, 2024 Board Meeting Minutes
- Schedule of Operations for program year (PY) 2024-2025

David Kraft requested a motion to approve the consent agenda.

Motion: Ron DiPillo

Second: Jim Bos

Motion passed unanimously

• **Approval of Related Party Agreements - Christina Witt**

Christina Witt presented the following nine (9) related party agreements and made the following motions.

1. A motion for the Board of Directors to approve the Related Party expenditure for PY 2023-2024 for the Sarasota Chamber of Commerce Workforce Innovation Award Sponsorship in the amount of \$3,750.

Motion: Lisa Eding

Second: Shaun Polasky

Abstain: Heather Kasten

Motion passed.

2. A motion for the Board of Directors to approve the Related Party agreements for PY 2024-2025 and PY 2025-2026 with Sarasota County School Board-Suncoast Technical College for a maximum of \$175,000 per PY for client training, staff development and worksite host agreements.

Motion: Lisa Eding

Second: Luis Font

Abstain: Ron DiPillo, Jim Bos, Vaughn Alexander Hendriex

Motion passed unanimously.

3. A motion for the Board of Directors to approve the Related Party agreements for PY 2024-2025 and PY 2025-2026 with Manatee County School Board-Manatee Technical College for a maximum of \$175,000 per PY for client training, staff development and worksite host agreements.

Motion: Jim Bos **Second:** Ron DiPillo
Abstain: Doug Wagner, Vaughn Alexander Hendriex

Motion passed unanimously.

4. A motion for the Board of Directors to approve the Related Party agreements for PY 2024-2025 and PY 2025-2026 with State College of Florida for a maximum of \$175,000 per PY for client training, staff development and worksite host agreements.

Motion: Lisa Eding **Second:** Shaun Polasky
Abstain: Vaughn Alexander Hendriex, Allison Imre

Motion passed unanimously

5. A motion for the Board of Directors to approve the Related Party agreements for PY 2024-2025 and PY 2025-2026 with Tampa Bay Pipe Trades, JATC for a maximum of \$175,000 per PY for client training, staff development and worksite host agreements.

Motion: Ron DiPillo **Second:** Lisa Eding
Abstain: Mark Viggiano

Motion Passed Unanimously

6. A motion for the Board of Directors to approve the Related Party agreement for PY 2024-2025 with the Manatee Chamber Foundation for a maximum of \$20,000 for outreach and workforce services.

Motion: Jim Bos **Second:** Lisa Eding
Abstain: Jacki Dezelski

Motion passed unanimously

7. A motion for the Board of Directors to approve the Related Party agreement for PY2024-2025 with the Bradenton Area Economic Development Corporation for a maximum of \$20,000 for outreach and workforce services.

Motion: Lisa Eding **Second:** Shaun Polasky
Abstain: Jacki Dezelski, Sharon Hillstrom, Allison Imre, Craig Warzecha, Doug Wagner

Motion passed unanimously

8. A motion for the Board of Directors to approve the Related Party maximum expenditures of \$5,000 for PY2024-2025 to Manatee Chamber of Commerce for membership dues, sponsorships and outreach.

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

Abstain: Jaki Dezelski, Sharon Hillstrom

Motion passed unanimously.

9. A motion for the Board of Directors to approve the Related Party maximum expenditures of \$5,000 for PY2024-2025 to Bradenton Area Economic Development Corporation for membership dues, sponsorships and outreach

Motion: Shaun Polasky **Second:** Lisa Eding

Abstain: Jacki Dezelski, Sharon Hillstrom, Allison Imre, Doug Wagner, Craig Warzecha

Motion passed unanimously.

10. A motion for the Board of Directors to approve the Related Party maximum expenditures of \$5,000 for PY2024-2025 to the Sarasota Chamber of Commerce for membership dues, sponsorships, and outreach.

Motion: Lisa Eding **Second:** Shaun Polasky

Abstain: Heather Kasten

Motion passed unanimously.

Other Board Business:

Finance and Performance Committee Meeting Report

Lisa Eding provided an overview of the Finance & Performance Committee meeting from April 25, 2024. Robin Dawson, VP/CFAO, reviewed the following reports provided in the agenda packet.

- Review of Budget to Expenditure Report as of March 31, 2024.
 - Overall burn rate of 58%
 - YTD Federal and State requirements:
 - Admin: 9.24%; max allowed 10%
 - ITAs: 46.415%; min requirement 35%
 - Youth Paid Internships PY22 – 18.04%; min requirement 20%
 - Youth Out of School PY22 97.37%; min requirement 50%
- Summary of Non-Federal Funds Revenue & Expenditures as of March 31, 2024.
- Review of planning allocations for PY24-25 vs PY23-24
 - a. Planning allocations for PY24-25 in comparison to PY23-24 formula funds was reviewed. A copy of the allocation report was provided in the agenda packet.

There was a discussion on continuing with the Finance and Performance Committee. It was agreed that the F&P committee would be combined with the executive committee meetings moving forward to eliminate additional meetings.

Performance Update:

Anthony Gagliano provided the performance update. A copy of the FloridaCommerce preliminary review exit summary monitoring report was reviewed. The review period was January 1, 2023 to December 31, 2023. The monitoring was conducted March 4, 2024 through March 8, 2024. A copy of the report was provided in the agenda packet.

CSS WIOA Performance Indicators for the second quarter of program year 2023-24 ending 12/31/2023 were reviewed. A copy of the performance results was provided in the agenda packet.

The CSS Quarter 2 Letter Grade for PY 2023-24 was reviewed. A copy of the letter grade metrics was provided in the agenda packet.

Officer Nominating Committee:

David Kraft announced that Eric Troyer, Chair, has appointed an officer nominating committee that is scheduled for May 30th, at 3:00 pm via Teams. The committee includes the following Board members:

- Christy Cardillo – Chair
- Ashley Brown
- Jacki Dezelski

CEO Report:

CSS is currently working on the budget for PY 2024-2025. The budget is based on current planning allocations. CSS anticipates that additional funding will be issued, specifically grants such as the Non-Custodial Parent Employment Program (NCPEP).

CareerSource Florida's next Board meeting will be in Tampa June 16th and 17th. The Board meeting agenda will be approving the budget at this meeting.

Last week, Josh attended the Boys and Girls Clubs of America National Conference in Atlanta, Georgia. The conference was an invite only to focus on life and workforce readiness programs in the clubs. The agency set a goal to have over 3000 clubs providing these programs. CSS will continue to collaborate and partner with Manatee and Sarasota County to expand these programs.

CareerSource Florida (CSF) conducted a training on regional planning requirements. They are seeking volunteers to start that process. CSS will not be volunteering at this time; we are pending discussions with CareerSource Tampa Bay once they complete the consolidation process with CareerSource Pinellas and hire their new CEO.

Staff Reports:

Kathy Bouchard - CTO

Benefit renewals are in process. CSS fell below the fifty-one (51) employee minimum to categorize as a large group. United Healthcare is our current provider and is increasing the benefits cost, therefore CSS will be changing back to Florida Blue to keep costs down for CSS employees. Last program year's benefit rate was 32%, and this year it will be at 33.4%.

In April, CSS wrapped up the Connective Workplace process with David Kraft. CSS is now a Certified Connective Workplace. Based on the results of the Connective Workplace discussions, a task force was developed to continue to improve overall.

Linda Benedict has submitted an application to become the NCPEP program administrator. If awarded, the grant is for \$500,000 and CSS would still be able to provide program services. The NCPEP program currently has 111 clients enrolled with forty-five (45) working and six in CDL training. The program has received a lot of interest recently due to a social media influencer posting the program flyer on their social media page. Since the posting, the NCPEP team has received hundreds of calls from as far as Louisiana.

The Ticket to Work (TTW) program has generated \$158,000 this program year. The program continues to gain momentum. They instituted a text messaging campaign to reach clients. There were over 4,300 messages sent out, with 1,112 clicks on the link that was in the message to inquire about the program. Five (5) new tickets have been assigned, with additional appointments scheduled.

CSS has assisted five (5) clients with employment through the HOPE Florida initiative. HOPE Florida is an initiative of the First Lady of Florida, Casey DeSantis, to assist individuals with barriers to employment navigate the system and reach self-sufficiency. Josh Matlock shared with the Board that the HOPE initiative is seeking employer partnerships, and a link will be sent to them to sign up if they are interested.

Anthony Gaqliano – COO

A [success story](#) on the Hurricane Ian grant was shared with the committee. The story highlighted the partnership with the United Way and the long-term recovery group providing repairs to south Sarasota County residents impacted by Hurricane Ian. CSS has provided almost \$800,000 worth of wages to individuals working with the non-profits dedicated to recovery efforts.

The [Financial Access Credit Union](#) has awarded CSS \$125,000 over the next two years to continue expanding apprenticeship, convening employers, and delivering financial literacy.

Wednesday, March 8th was another successful [Pathways to Success](#) event. [David Avrin](#) was the keynote speaker. He will be the keynote speaker at the upcoming Small Business Development Centers annual conference in June.

On June 6, 2024, CSS will be hosting an [Apprenticeship Workshop](#) for employers. The workshop will focus on how employers can recruit, train, and retain employees. The official certificate came in for the Registered Apprenticeship program for industrial maintenance mechanics, in partnership with Crown Linen.

The Summer Youth Program job fair held at State College of Florida (SCF), 26th West Center, hosted almost fifty (50) employers, including the Bradenton Marauders and Sun Hydraulics, placing 161 youth in summer jobs. Saturday, June 29th, will be the final wrap-up graduation session at SCF.

Chet has continued to improve our technology. CSS currently has three staff testing digital signature software. Chet has also been able to save over \$40,000 in IT costs for the next program year.

James Disbro shared an update on the Crosswalk agency-to-agency referral system being included as a HOPE Florida referral system option for the state. At this time, there are fifty-one (51) of the sixty-seven (67) counties in the state represented in Crosswalk. A meeting is scheduled with multiple workforce development boards to provide an overview of the system.

Public Comments:

Robin Dawson reminded the Board Members to complete their annual Financial Disclosure forms with the Commission on Ethics by July 1, 2024.

Lisa Eding asked a question about the Sarasota County Resolution regarding the United Way. The Sarasota County Government passed a resolution to prohibit doing business with any organization that provides referrals to agencies providing abortion services, this includes the United Way. CSS has agreements with the United Way with the NEDWG Hurricane Ian, therefore we consulted with our attorney to ensure we do not have any exposure. The attorney advised that we were not exposed, but need to watch this issue closely within the courts to ensure the resolution is not modified. Jim Bos recommended that Board members attend the meetings in person.

James Disbro reminded the Board that the Crosswalk system was open to businesses to provide their employees with referrals to agencies.

Next Meeting:

Next Board of Directors Meeting is June 13, 2024
Location: 3660 N. Washington Blvd, Sarasota, FL

Board Meeting Adjournment:

The meeting was adjourned at 9:16 a.m.

Respectfully submitted,



[Joshua Matlock \(May 30, 2024 14:39 EDT\)](#)

Josh Matlock
President, CEO

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CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
P	Jim Bos, MBJ Group
P*	Ashley Brown, Women’s Resource Center
A	Christy Cardillo, Carr Riggs, & Ingram, LLC.
P*	Jackie Dezelski, Manatee Chamber of Commerce
P	Dr. Ron DiPillo, Sarasota County Schools
P	Lisa Eding, Teak Decking Systems
P*	Luis Font, LIUNA, Laborers International Union
P*	Roscelyn Guenther, Boys & Girls Club of Sarasota County
P*	Sarah Tar, Truist
A	Peter Hayes, Tandem Construction
P*	Sharon Hillstrom, Bradenton Area Economic Development Corporation
P	Mark Viggiano, Local 123 Plumbers and Pipefitters Union
P*	Allison Imre, Grapevine Communications
P*	Heather Kasten, Sarasota Chamber of Commerce
P	David Kraft, Vision Consulting Group
P	Shaun Polasky, Helios Technologies
P*	Ericka Randall, Vocational Rehabilitation
P*	Vaughn Alexander Hendriex, State College of Florida
A	Walter Spikes, Coldwell Banker Realty
A	Eric Troyer, Kerkering Barberio & Company
P*	Doug Wagner, Manatee County School Board
P	Craig Warzecha, Bradenton Marauders/Pittsburgh Pirates
A	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
P*	Commissioner George Kruse - Manatee County
P*	Commissioner Ron Cutsinger – Sarasota County

24 Board Members – 18 present, 6 absent