

**CareerSource Suncoast  
Executive Committee  
Meeting Minutes**  
Teams Virtual Meeting  
Thursday, May 9, 2024  
8:00 a.m.

<b>Absent Present</b>	<b><u>Committee Members</u></b>
P	Eric Troyer, CPA, Kerkering, Barberio & Company
A	Christy Cardillo, Partner, Carr, Riggs & Ingram, LLC
P	David Kraft, Vision Consulting Group
A	Sharon Hillstrom, Bradenton Area Economic Development Corporation
P	Lisa Eding, Teakdecking Systems
A	Peter Hayes, Tandem Construction
	Staff Present: Joshua Matlock, Anthony Gagliano, Robin Dawson, Kathy Bouchard, Christina Witt, Chet Filanowski, James Disbro, Michelle Snyder, Michael Meerman, Linda Benedict, and Karima Hability.

**I. Call to Order**

Eric Troyer, Chair, called the meeting to order at 8:00 a.m. Attendance was recorded, a quorum was not established. Action items were postponed to next Executive Committee meeting.

**II. CEO Report – Joshua Matlock**

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 (CSF) conducted 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.

CareerSource Florida’s next Board meeting will be in Tampa June 16<sup>th</sup> and 17<sup>th</sup>. The Board meeting agenda will give us a preview of any grants that they are looking to extend.

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.

### III. 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 planning allocations 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:

A copy of the FloridaCommerce programmatic monitoring preliminary review exit summary 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. We are still waiting for the Financial Monitoring Report to be issued.

Anthony Gagliano provided the performance update. 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.

### IV. Staff Reports

#### Kathy Bouchard

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.

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 102 clients enrolled with forty-four 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 have 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. One new ticket has been assigned, with three additional appointments scheduled.

Anthony Gagliano

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.

Wednesday, March 8<sup>th</sup> 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 an industrial maintenance mechanics, in partnership with Crown Linen.

James Disbro shared that this is National Youth Apprenticeship week. CSS is collaborating with the local school districts on how to develop pre-apprenticeship programs in the schools. CareerSource Florida, CareerSource South Florida, and CareerSource Heartland have joined the Crosswalk agency-to-agency referral system.

Chet has continued to improve our technology. CSS currently has three staff testing digital signature software.

**V. Public Comment/Closing Remarks – Eric Troyer, Chair**


None

**VI. Adjournment – Eric Troyer, Chair**

Next Executive Committee meeting is scheduled for June 10, 2024.

There being no further business, Eric Troyer adjourned the meeting at 9:19 a.m.

**Respectfully submitted,**

  
[Joshua Matlock \(May 29, 2024 09:06 EDT\)](#)

Joshua Matlock  
President/CEO