

SOUTHWEST FLORIDA WORKFORCE DEVELOPMENT BOARD, INC.

September 14, 2018

3 p.m.

MINUTES

Directors Present:

Diana Bello	B.J. Brundage
Drummond Camel	James Coalwell
Michael Dalby	Bill Diamond
Martin Haas	Mike Jackson
Brent Kettler	Jim Lamb
Melvin Morgan	Mike Nagle
Steve Nemazie	Lucienne Pears
Aaron Stitt	Nancy Tedros
Geri Yoraschek	Michelle Zech

Directors Absent:

Jeff Adams	Ed Bolter
Brian Hirsch	Kim Hustad
Pamela Johnson	Dr. Robert Jones
Joe Wheeler	

Guests Present:

Susan Pareigis, EDC	Greg Urbancic, Board Attorney
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Staff Present:

Janeth Castrejon	Mike Egan
Peg Elmore	Benita Richards
Jim Wall	Carmen Woywod
Mary Anne Zurn	

I. CALL TO ORDER

The meeting was called to order by Mike Jackson, Chair, at 3:08 p.m., at Sundial Beach Resort, 1451 Middle Gulf Drive, Sanibel Island.

II. WELCOME AND INTRODUCTIONS

Welcome and introductions were made by all present.

III. APPROVAL OF MINUTES

Martin Haas made a **motion** to the July 11, 2018, minutes; Michelle Zech seconded, and the motion was unanimously approved by the Board.

IV. PUBLIC COMMENT

State Law, Right to be Heard: 286, will be offered following each motion. Public Comment: None-No Public Present.

V. COMMITTEE REPORTS

Executive Committee – Mike Jackson, Chair, discussed the programs that are managed by Pat Riley, Executive Director, Alliance of Educational Leaders, and how we the Board serve as the fiscal agent and grant recipient. He noted that he believes these programs are not in the core mission of the Board, and therefore, he believes we need to transition these programs to another organization, school district, foundation, etc. Discussion was held on this matter with it being noted everyone felt the programs were very beneficial, but all agreed this is not in the core mission of the Southwest Florida Workforce Development Board, Inc.

It was recommended by the Board to continue through the end of this calendar year, ending our role as fiscal agent and grant recipient as of December 31, 2018, and for Joe Paterno to move forward with all necessary action.

Mike Jackson directed members to the BB&T handout in packets. He explained the original Commitment Letter had expired; therefore, the interest rate has increased. This required a new Letter of Commitment. The remainder of the letter stayed unchanged.

Mike Nagle made a **motion** to approve the new Commitment Letter; B.J. Brundage seconded, and the motion was unanimously approved by the Board.

Mike Jackson shared the Selection Committee approved four scholarship winners, two more than last year. The original budget was based on two; therefore, to cover the added scholarships, an increase from \$28,000 to \$30,000 from our Corporate funds, is needed to fund the annual meeting and awards dinner. Both the Executive and Finance Committees have approved this request.

B.J. Brundage made a **motion** to approve the \$2,000 Annual Meeting budget increase; Martin Haas seconded, and the motion was unanimously approved by the Committee.

Public Comment: N/A

Finance Committee – Mike Egan reported on behalf of absent Treasurer/Committee Chair, Joe Wheeler. Mike referred to all the handouts in the Board packets. We recently underwent our internal monitoring and no findings were reported. Our ITA report is at 65.13%. Once again we have the opportunity to request a waiver from the 50% ITA requirement; however, we do not intend to do so.

Public Relations – Jim Lamb, Chair, passed around media clippings. Jim shared we are experiencing great gains in our Social Media status. The next Regional Career Fair will be held at FSW Suncoast Arena in October. The Board page on our website is up and functioning. Check it out to see your pictures, meeting schedules, and approved meeting minutes.

Service Delivery – Geri Yoraschek, Chair, shared the Committee reviewed monitoring reports for programs, DEO, and Florida employment figures, the Region's Performance Review, which is in the Board packets, and updates on an electronic version of a Customer Satisfaction Survey. The Committee also performed their annual Board attendance review and recommending two Board members receive a letter from the Board Attorney noting their attendance needs to improve in order to remain an active/productive Board member. Geri will share the names with the Attorney following the meeting and Benita Richards will e-mail him their contact information.

Youth Council – Aaron Stitt, Chair, shared the annual contests, Poster, Essay, and Informercial, have officially kicked off. He also shared the Youth Council will be hosting several round table discussions with businesses and education. The first Youth Council round table discussion is with the construction industry and is scheduled for 10/5/18 at CareerSource Southwest Florida, Fort Myers. The Council also received information and discussed the Federal Bonding Program.

VI. BUSINESS SERVICES DIVISION PRESENTATION

Peg Elmore, Director of Business Services, provided a PowerPoint Presentation to the Board; copy also provided in Board packets. The presentation discussed recruiting, hiring events, training funds, wages, and sector strategies.

VII. REGION 24 INDICATORS OF PERFORMANCE

Joe Paterno referred to the handout in the Board packets. The handout provides performance outcomes for all 24 Regions including a Statewide Summary. In addition, a breakdown of each Region 24 Center performance is enclosed.

VIII. ENSITE, INC. APPLICATION

Joe Paterno referred to the handout in the Board packets. Ensite, Inc. is requesting an Incumbant Worker Training Grant. Since one of our Board members, Brent Kettler, is employed by Ensite, Inc., this request must come before the Board for approval.

Michael Dalby made a **motion** to approve the Incumbant Worker Training Grant for Ensite, Inc.; Michelle Zech seconded, and the motion was unanimously approved by the Board.

More than 2/3 quorum was present for the vote. Brent Kettler abstained from vote.

Public Comment: N/A

IX. OPEN FORUM

Mike Jackson requested the Board and Committees re-instate Annual Strategic Planning. We can do it through the Committees then up through the Board; or from the Board and down through the Committees. Please discuss vision, strategies, and outcomes at your next Committee meetings.

If you do not have a Board Orientation Binder, please be sure to grab one on your way out. In addition, CareerSource Southwest Florida business cards are available for you to distribute as you network in your community, and the 2019 Picture This As A Career Poster Calendar is available; please take one!

Joe Paterno, and the Board, congratulated Mike Jackson for 10 years of service on the Board.

X. ADJOURNMENT

The meeting adjourned at 4:45 p.m.