

**EXECUTIVE COMMITTEE MEETING**  
**Southwest Florida Workforce Development Board, Inc.**  
**February 10, 2022**  
**12 p.m.**

**MINUTES**

**Members Present:**

Mike Biskie	Bill Diamond
Mike Jackson	Brent Kettler
Mike Nagle	Aaron Stitt

**Members Absent:**

Keitha Daniels	Michael Dalby
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**Guests Present via ZOOM:**

Greg Urbancic, Board Attorney	Joe Wheeler, Board Member- PHONE
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**Staff Present:**

Joe Paterno	Benita Richards
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**I. CALL TO ORDER**

Mike Biskie, Chairman, called the meeting to order at 12 p.m. at CareerSource Southwest Florida, Fort Myers. Role call concluded quorum was established.

**II. APPROVAL OF SEPTEMBER 10, 2021 MINUTES**

Mike Jackson made a **motion** to approve the September 10, 2021, minutes; Bill Diamond seconded, and the motion was unanimously approved by the Committee.

**III. PUBLIC COMMENT**

N/A

**IV. ONE STOP OPERATOR**

Action Required

Executive Director reiterated the current One Stop Operator was approved for one year of service, with the option to re-new for another year without issuing a RFP. If the Board would like to put out an RFP for One Stop Operator services, now is the time. The current One Stop Operator will provide their annual presentation at the May Board meeting. They have fulfilled their requirements to visit the One Stop Centers within our Region and staff is satisfied with their services.

After discussion, Mike Jackson made a **motion** to approve the extension of the current One Stop Operator for one more year; Brent Kettler seconded, and the motion was unanimously approved by the Committee.

Public Comment – N/A

The new budget/contract will be submitted to Greg Urbancic, Board Attorney to finalize.

## V. LABOR FORCE FOLLOW-UP

### Information Only-No Action Required

The Chairman referred to email shared with Board answering additional questions from the January Board meeting presentation via FGCU. Although it was a good presentation, it was lacking interpretation. There is no action to be taken by CareerSource Southwest Florida. We are not childcare services or immigration services, which were most of the issues identified. The Naples Chamber of Commerce assists with Childcare; maybe Michael Dalby could provide some input in the future. Mike Jackson will try to gather information from the Workforce Chair Alliance.

## VI. CHAIRMAN COMMENT

### Action Required

The Executive Director shared he has made additional organizational changes. He has promoted Peg Elmore to Deputy Director. Department of Economic Opportunity requires any salary in excess of \$100,000 be approved by this Committee. Therefore, he is requesting a salary approval of \$102,000 for this promotion/position, effective January 16, 2022.

This promotion is part of the succession plan. All Divisions will now report to the Deputy Director, with the exception of Fiscal. All subordinates reporting to the Deputy Director earn less salary. Priscille Chagnon was the previous Deputy Director but was moved to a different position back in July due to personal reasons.

After discussion, Mike Jackson made a **motion** to approve the Deputy Director salary for Peg Elmore; Mike Nagle seconded, and the motion was unanimously approved by the Committee.

Public Comment – N/A

The Executive Director then shared he will retire from the Southwest Florida Workforce Development Board, Inc. effective 5/31/22. It has been a privilege to serve this Community and this Board, but it is time for the next chapter. Joe met with staff at the State level to express concerns and try to understand the many complications/policies at the State level making it difficult in the Regions. They said their hands are tied.

The Executive Committee decides the route and recommendation for his succession. Their recommendation goes to the full Board for ratification. It is Joe's recommendation Peg Elmore be considered as his successor as she understands the organization and the Community. However, he believes it is in the best interest of the Board to do their diligence and advertise.

Mike Jackson referred to the Executive Director Succession Plan put in place which allows for a National Job Search. This Committee did a search for a One Stop Operator, why wouldn't we do a search for the utmost important role of Executive Director. Chairman supports the decision of the Committee, but also noted a search/vetting can take significant time, out of State candidates may not be a fit/know the Region, where someone in house already has this knowledge. If a decision is not made by 5/31/22, the Deputy Director can step in as Interim Executive Director until a decision/replacement is made.

It was suggested to review the Executive Director Job Description, define criteria, and prioritize a clear path for the next Executive Director. The job can be posted in Employ Florida for zero cost vs. a headhunter company which usually costs upward of 20% of individuals compensation. Will the position be 'at will' or 'contractual'? To be determined.

An Ad-Hoc Committee was established to vet resumes down to final candidates. This Committee will be: Bill Diamond, Mike Jackson, and Brent Kettler. Greg Urbancic, Board Attorney, will collect resumes and submit to Ad-Hoc Committee. Benita Richards will schedule the interviews and post as necessary.

Benita Richards will promptly email the Executive Committee the Executive Director Job Description. The Committee will review and submit any changes/suggestions to Benita Richards no later than Wednesday, 2/16/22. The Executive Committee will reconvene for another meeting on Thursday, 2/17/22 to review. The Executive Director job will be posted Friday, 2/18/22.

After discussion, Mike Jackson made the following **motion**: 1. Targeted timetable for successor to assume Executive Director position is 6/1/22; 2. The Executive Committee will prioritize examining potential applicants, their sensibility of community and staffing; 3. Rapidly provide the Executive Committee an opportunity to review the Executive Director's Job Description and submit any changes within one week; 4. Post Executive Director Job Opening on Employ Florida Friday, 2/18/22, for two weeks; 5. Allow Ad-Hoc Committee designees two weeks to vet resumes and recommend candidates to be interviewed by Executive Committee. Mike Nagle seconded, and the motion was unanimously approved by the Committee.

Executive Director will share this process with Peg Elmore. Should any calls come regarding the Executive Director position, they will all be forwarded to Joe Paterno.

It will take the Executive Committee and full Board to provide stewardship to the new Executive Director.

## **VII. OPEN DISCUSSION**

Chairman requested on behalf of staff a budget to host a recognition event in honor of Joe Paterno.

Mike Jackson made a **motion** to approve not to exceed \$5,000 of unrestricted funds for such event; Bill Diamond seconded, and the motion was unanimously approved by the Committee.

Public Comment – N/A

## **VIII. ADJOURNMENT**

The meeting adjourned at 1:40 p.m.