

**EXECUTIVE COMMITTEE MEETING**  
**Southwest Florida Workforce Development Board, Inc.**  
**February 17, 2022**  
**12 p.m.**

**MINUTES**

**Members Present via ZOOM:**

Mike Biskie  
Michael Dalby  
Mike Nagle

Keitha Daniels  
Mike Jackson  
Aaron Stitt - PHONE

**Members Absent:**

Bill Diamond

Brent Kettler

**Guests Present via ZOOM:**

Greg Urbancic, Board Attorney

**Staff Present:**

Joe Paterno

Benita Richards

**I. CALL TO ORDER**

Mike Biskie, Chairman, called the meeting to order at 12 p.m. via ZOOM. The Chairman thanked everyone for their time to meet again and for their time and input on the Executive Director Job Description.

**II. EXECUTIVE DIRECTOR JOB DESCRIPTION**

Chairman and Committee members all concur the Job Description needs to be as accurate and complete as possible to provide the utmost clear path and performance measurement of the Executive Director.

Chairman began with input provided by Michael Dalby. Input included updating state agencies and the importance of understanding public funding, budgets, and fiduciary requirements. All members present concur.

Chairman next referenced input provided by Mike Jackson. Mike Jackson shared he collected job descriptions, succession plans, and performance evaluations by reaching out to the other 23 Florida Regional Workforce Boards. His findings were our current job description is very accurate and well done, but he added insight from other regions. His input is based on ensuring the job description is aligned with the performance evaluation. Key performance evaluation clumps he discovered with other Regions include, Fiscal, Programs, Operations, Human Resources, Board Development, and Community. All members present concur.

It was also suggested to review each essential duty from the current job description with the suggested revisions to ensure nothing was overlooked, removed, that needs to be included. Therefore, the Committee reviewed each bullet point with minor various added/amended for compliance.

ACTION REQUIRED

Benita Richards will email the Committee today a final draft with all the revisions. The Committee will review and respond to Benita with any suggestions. Approval is required no later than Friday, 2/18/22, 12 p.m. The Executive Director Job Posting will go live on Friday, 2/18/22, 12 p.m., which includes the job description.

**III. ADJOURNMENT**

The meeting adjourned at 1:05 p.m.