

FINANCE COMMITTEE MEETING
Southwest Florida Workforce Development Board, Inc.
July 13, 2022
2:30 p.m.

MINUTES

Members Present:

James Coalwell – ZOOM Michael Dalby
Joe Wheeler – ZOOM

Members Absent:

Bill Diamond

Guests Present:

Greg Urbancic, Board Attorney - ZOOM Mike Jackson

Staff Present:

Mike Egan, Staff Liaison Peg Elmore
Benita Richards

I. CALL TO ORDER

The meeting was called to order by Michael Dalby on behalf of absent Chair, 2:30 p.m. via ZOOM at CareerSource Southwest Florida, Fort Myers. A verbal roll call was taken and established a quorum was present.

II. APPROVAL OF MINUTES

Joe Wheeler made a **motion** to approve the May 11, 2022, minutes; James Coalwell seconded, and the motion was unanimously approved by the Committee.

Michael Dalby made a **motion** to approve the June 13, 2022, minutes; Joe Wheeler seconded, and the motion was unanimously approved by the Committee.

III. FUNDING SCHEDULE 6-30-22

Mike Egan shared there were no changes since emailed to the Committee. The Committee had no further comment.

IV. ITA REPORT/YOUTH STATS

Mike Egan reviewed the stats as of 5/31/22. We exceeded the 50% ITA requirement. For WIOA Out-of-School Youth, we did not exceed the 75% requirement, but expect to show compliance in June/end of year. We exceeded the 20% Work Experience requirement. Finally received NFA for WIOA Youth.

V. IMMOKALEE STATUS

Mike Egan shared the Immokalee Center was originally designed and built for the need of the organization/community at that time; which included CareerSource SWFL partners. Since then, the need has radically changed. The renovated side is currently leased to Children's Network and CRA using only half the space. The Center side has minimal staff and utilizing a quarter of the space. Staff recommends contacting with a Broker to list and sell the building and utilize the sale proceeds at the Board's discretion.

Staff has contacted Matt Stephan, the same Broker who assisted in obtaining space in Fort Myers, Naples, and Port Charlotte. Mr. Stephan is working to compile the basics, such as, deed, variances, etc., and will submit an agreement/contract to be reviewed via Greg Urbancic, Board Attorney. The contract would require signature from the Board Chair and Executive Director.

The Committee discussed the Broker fee. Mike Egan shared the contract will include a 3% Broker fee to be paid to Matt Stephan from the proceeds of the sale. Buyer's Agent fee would not come from the proceeds of the sale; it would be covered by the buyer. Members of the committee had items they wished to address:

- 1.** If Mr. Stephan is the representing Broker for both buyer/seller, his fee will not exceed 5%
- 2.** How to treat the work if the School Board accepts and presents an offer
- 3.** Reduce the agreement to 6 months
- 4.** Other issues as they arise during the agreement modification

The Committee discussed contingencies in previous sale negotiations with the Collier County School District. There has been no response from the District; however, they do have the first right of refusal. The property zoning is listed for specific use/purpose, Central Service, and may limit purchasing interest. The Collier County School District meets this specification. Mr. Stephan is the representing Broker for both parties. It was discussed to offer the School District we would cover the \$25,000 Broker fee as an incentive to either move forward with the sale for decline and we would move forward with the listing.

The Committee consensus is as follows:

- Approve the Broker
- Greg Urbancic follow up with title/zoning restrictions for public use
- Greg Urbancic follow up with the Collier County School District for first right of refusal or proceed with purchase
- Greg Urbancic work with Broker Matt Stephan to complete a contract

Joe Wheeler made a **motion** to approve the consensus listed above; James Coalwell seconded, and the motion was unanimously approved by the Committee.

The Committee will schedule a follow-up meeting to review the Broker contract once completed by Greg Urbancic prior to final approval signatures.

CareerSource Southwest Florida will continue services in Immokalee.

VI. OPEN DISCUSSION

Mike Egan shared a copy of the budget the Committee approved in June is included in their packet.

Differences in this year's budget is the WIOA roll forward funds/what we didn't spend. This year, we will only roll over 30% of WIOA Adult and 0% WIOA Youth; which is much less than previous years. Utilized all Post COVID funds on back to school. Half the WIOA funding is required to go into training. Training dollars are reflected with salaries. Annual Meeting budget decreased to \$20,000. Non-cash/depreciation loss in Immokalee.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:03 p.m.