**CAREERSOURCE SOUTHWEST FLORIDA**

**BOARD OF DIRECTOR MEETING**

**January 11, 2023**

**3 p.m.**

**MINUTES**

**Directors Present:**

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| Mike Biskie | Curtis Brown - ZOOM |
| B.J. Brundage  | Michael Dalby |
| Keitha Daniels | Bill Diamond - ZOOM |
| Dave Gammon - ZOOM  | Brian Hirsch  |
| Brent Kettler - ZOOM  | Adrian Kerr  |
| Jim Lamb - ZOOM  | Adrian Llanes  |
| Brad Myers - ZOOM  | John Talmage |
| Dr. Amy Teprovich – ZOOM | Michael Wukitsch - ZOOM |
|  |  |

**Directors Absent:**

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| Drummond Camel | Kim Hustad |
| Aaron Stitt | Carl Stringer |
|  |  |

**Guests Present:**

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| Anthony Oakes, VR | Christina Ortega, TPMA |
| Greg Urbancic, Board Attorney ZOOM | Dr. Ben Wilson, TPMA |

**Staff Present:**

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| Mike Egan | Peg Elmore |
| Ed Fritz | Amy Hanna-Eckenrode |
| Andrea Hoffer | Benita Richards  |
| Mary Anne Zurn |  |

1. **CALL TO ORDER**

The meeting was called to order by Mike Biskie, Chair, 3:07 p.m., at CareerSource Southwest Florida, 6800 Shoppes at Plantation Drive, Suite 170, Fort Myers. Quorum was confirmed.

1. **WELCOME AND INTRODUCTION**

Mike Biskie introduced and welcomed new member Adrian Llanes, representing the International Brotherhood of Electrical Workers (IBEW). Adrian shared he would like to further the purpose of apprenticeships and trades.

1. **APPROVAL OF MINUTES**

Michael Dalby made a **motion** to approve the November 7, 2022, minutes; Adrian Kerr seconded, and the motion was unanimously approved by the Board.

1. **PUBLIC COMMENT**

State Law, Right to be Heard: 286, will be offered following each motion. Public Comment: N/A

1. **LWB24 PROGRAMMATIC AND FINANCIAL MONITORING REPORT APPROVAL**

Peg Elmore stated this is the recently received Department of Economic Opportunity (DEO) report covering the period of April 2021 through March 2022. Programmatically, DEO noted 15 findings and 9 other issues. 12 of the findings were DEO, mostly related to Migrant Seasonal Farm Worker requirements and attention to detail. There were no disallowed costs. It is normal to have findings and our Corrective Action Plan has already been submitted. Programmatic monitoring has been added to the duties of a local DEO position.

1. **FINANCIAL AUDIT REPORT APPROVAL**

Mike Egan shared the Financial Audit Report was sent to everyone on June 30, 2022. He noted information on page 22 (review of internal monitoring), page 24 (compliance issues), and the last page (summary of findings), would be of interest. There were no findings, errors, omissions, issues, or shortages found. Peg Elmore commented on the fine work by Mike Egan and Craig Helmer on a regular basis and the monitors have said they are the best in the State.

Mike Wukitsch made a **motion** to accept the Financial Audit Report; John Talmage seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

1. **TRANSFER OF WIOA FUNDS APPROVAL**

Mike Egan explained the transfer of funds between the WIOA Adult program and the WIOA Dislocated Worker program did not previously require specific prerequisites. We are asking for 26% of the total award be available for transfer from Dislocated Worker to Adult, as needed locally.

Brian Hirsch made a **motion** to approve moving forward with the process of requesting 26% of the total award be available for transfer from WIOA Dislocated Worker funds to WIOA Adult funds; Keitha Daniels seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

1. **ONE-STOP OPERATOR PRESENTATION**

Dr. Ben Wilson and Christina Ortega from Thomas P. Miller & Associates (TPMA) introduced themselves. Dr. Wilson stated they held virtual meetings with our Center Supervisors in November, completed their onsite Center visits this week, and found the staff to be working as a team for the betterment of the community. He noted staff are giving jobseekers and employers access to services both virtually and in person. TPMA will return in the Spring and possibly do some logic modeling with staff and partners. Christina shared best practices observed to include customer service, passion, working together, staff training, signage in multiple languages, succession planning, and working relationships with partners.

1. **ONE-STOP OPERATOR EXTENSION APPROVAL**

Mike Biskie noted Thomas P. Miller & Associates’ current agreement as our One-Stop Operator ends June 30, 2023, but may be extended for one year. In reviewing, it is running rather smoothly, and staff recommends approving an extension.

Michael Darby made a **motion** to approve extension of Thomas P. Miller & Associates’ agreement as our One-Stop Operator for the July 1, 2023 through June 30, 2024 program year at a maximum of $50,000 for the year; Mike Wukitsch seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

1. **COMMITTEE OBJECTIVES AND MEMBERSHIP**

Mike Biskie stated the Executive Committee will review financial matters and may select review panels for procurements. The Business and Economic Development Committee will review the Regional Targeted Occupations List (RTOL) and workforce needs of major companies and identify gaps in education. The Career Services Committee will review plans, performance, and monitoring summaries. The Youth Committee will continue to work with youth services. For the initial meetings, John Talmage will Chair the Business and Economic Development Committee and Keitha Daniels will Chair the Career Services Committee, then Committee members will elect a Chair. John Talmage requested Economic Development Office staff join the Business and Economic Development Committee.

1. **CREDENTIALING COMMITTEE UPDATE**

Mike Biskie shared they will maintain the credentials on the Career and Professional Education (CAPE) list. The Framework of Quality will allow local areas to submit credentials important to their Region, within specified wage and career growth requirements. Will discuss awarding of funding in February. Discussion continues on credential sequencing, particularly as part of a career pathway.

1. **COMPENSATION PRESENTATION**

Mike Biskie stated HR Director Andrea Hoffer has completed a compensation study which was presented to the Executive Committee and now to the full Board of Directors. Andrea provided background by noting a compensation philosophy or policy did not exist in writing; therefore, compensation was subjective and arbitrary, and lacked equality in wages or salaries. She developed a design/plan to fit our mission and needs. Salary ranges were based on review of 13 other Boards, Employ Florida, Indeed, LinkedIn, etc. Merit increases and incentive pay would be results oriented. After much discussion regarding past processes, straightening out inequities, fairness and consistency, Mike Biskie suggested we give staff latitude to go forward, with staff reporting back on how it is working.

Michael Darby made a **motion** to approve the salary ranges presented; B.J. Brundage seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

Mike Wukitsch made a **motion** to provide the President/CEO the authority to approve any staff increases as long as they are within the pay structure and the budget and to adjust salaries within the entire pay structure just approved by the Board. Curtis Brown seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

1. **OPEN FORUM**

Brian Hirsch announced he will resign from the Board of Directors as he has taken a quality assurance monitoring position. Anthony Oakes will represent VR on the Board.

Regarding the electronic Board packet, rather than on paper, Directors agreed the new packet is professional and acceptable.

1. **ADJOURNMENT**

The meeting adjourned at 5 p.m.