

**CAREERSOURCE SOUTHWEST FLORIDA
BOARD OF DIRECTOR ANNUAL MEETING
November 7, 2022
9 a.m.**

MINUTES

Directors Present:

Mike Biskie	B.J. Brundage
Drummond Camel	Michael Dalby
Keitha Daniels	Dave Gammon
Brian Hirsch	Brent Kettler
Adrian Kerr	Jim Lamb
Carl Stringer	John Talmage
Dr. Amy Teprovich	Joe Wheeler
Michael Wukitsch	

Directors Absent:

Curtis Brown	Bill Diamond
Kim Hustad	Brad Myers – attempted call in
Aaron Stitt	

Guests Present :

Danny Aguirre, Blue Waters Dev.	Greg Urbancic, Board Attorney
---------------------------------	-------------------------------

Staff Present:

Peg Elmore	Benita Richards
Barb Short	Mary Anne Zurn

I. CALL TO ORDER

The meeting was called to order by Mike Biskie, Chair, 9 a.m., at The Luminary Hotel & Co., 2200 Edwards Drive, Fort Myers. Welcome and introductions were made by those present.

II. APPROVAL OF MINUTES

Michael Dalby made a **motion** to approve the July 13, 2022, minutes; Michael Wukitsch seconded, and the motion was unanimously approved by the Board.

III. PUBLIC COMMENT

State Law, Right to be Heard: Section 286.0114, Florida Statutes Public Comment on Agenda Items: N/A

IV. TWO-YEAR MODIFICATION OF THE LOCAL WORKFORCE PLAN

Drummond Camel reported the Plan was emailed to the Board for review, discussed at the 11/4/22 Program and Planning Committee meeting, and the Committee recommends Board approval. In addition, the Plan has been signed by the Consortium.

Drummond Camel made a **motion** to approve the Two-Year Modification of the Local Workforce Plan; Michael Wukitsch seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

V. BOARD STRUCTURE AD-HOC COMMITTEE

Greg Urbancic shared the Board approved an Ad-Hoc Committee to commence and complete the task required by the Reimaging Education and Career Help (REACH) Act regarding Board membership term dates. Three Committee meetings occurred over the summer, chaired by Greg, and included John Talmage, Michael Wukitsch, Keitha Daniels, Adrian Kerr, and Mike Nagle. Benita Richards provided the Committee the SFWDB/DEO Composition which outlines all the requirements and included current Board representation; Business, Labor/Training, Educational, Government/Economic Development. The Committee reviewed and discussed the current Board representation and identified eligibility, attendance, and tenure. In addition, among various factors, the Committee reviewed and discussed the necessity of industry diversity, geographic diversity, and membership ethnicity diversity.

The Committee is recommending specific term limits; two(2) four (4) year terms, which equal the REACH Act maximum eight (8) consecutive years. Each Board of Director has already completed one (1) year (began July 1, 2021). Second terms would not be guaranteed. At the end of designated first term, a member is required to provide a letter of intent, to include credentials, prior to the March Board meeting in the year the member's term is expiring. The Board will review each member individually based on eligibility, qualifications, attendance, engagement, etc., and present a motion at the May Board meeting to approve/not approve second term continuance. The Committee also discussed Board size and the consensus of the Committee was that a Board size of eighteen (18) would be the ultimate recommended target to the Board of Directors. Please note, 'Government' representation is exempt from term dates, which includes Vocational Rehabilitation and Department of Children and Families.

VI. BOARD BY-LAWS

Greg Urbancic shared the Board By-Laws were emailed to the Board for review and approval and are also included in the Board packet. The By-Laws have been revised/updated to reflect the REACH Act and DEO mandates, including Board membership/terms previously discussed. In addition, in relation to the Bylaws there was a discussion regarding Sunshine Law, Board Orientation, Title Changes, and Committee Re-structure.

The Finance Committee, Program and Planning Committee, Public Relations Committee, Service Delivery Committee and ad hoc Economic Development Committee will be replaced as follows:

The Corporate Committee (Board members only) is: EXECUTIVE COMMITTEE ~ This Committee will be comprised of Board Officers, Committee Chairs, and previous Board Chair up to one year. Peg Elmore will be the Staff Liaison.

The Standing Committees are: BUSINESS AND ECONOMIC DEVELOPMENT COMMITTEE, CAREER SERVICES COMMITTEE, AND YOUTH COMMITTEE.

There will be an Executive Committee meeting in December to discuss roles, responsibilities, membership, and staff liaisons.

John Talmage made a **motion** to approve By-Laws; Adrian Kerr seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

- Board Orientation – Greg reported all Board members completed their on-line annual orientation.
- Sunshine Law – Greg provided a brief reminder to all Board members they are mandated to follow the Federal/State Sunshine Laws. A couple points to remember is NO communications among Board members on matters that could foreseeably come before the Board for action, except at an open and noticed meeting of the Board. This is not just limited to face to face, this includes all electronic methods, not limited to, social media, texting, email, etc. Another point is any materials made or received in connection with Board business are a public record and may need to be preserved; keep Board/public/personal business separated. Any public records not otherwise captured by the Board staff should be submitted to the Administration office for record/filing.

VII. BOARD RESOLUTION 2022-01

Greg Urbancic shared Resolution 2022-01 was emailed to the Board for review/approval and included in Board packet. Resolution 2022-01 identifies the Board membership/term dates in reference to the By-Laws.

Adrian Kerr made a **motion** to approve Resolution 2022-01; Keitha Daniels seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

VIII. BOARD ARTICLES OF INCORPORATION

Greg Urbancic shared the Board Articles of Incorporation were emailed to the Board for review and included in Board packet. The Articles have not been revised for many years and are now updated to include the REACH Act/DEO requirements. Per Law, the Articles are for review only today and will be presented to the Board of Directors to adopt at a special meeting of the Board meeting. This will require two separate Agendas/meetings.

IX. BOARD RESOLUTION 2022-02

Greg Urbancic shared Resolution 2022-02 is required to be approved at today's meeting to adopt the Articles of Incorporation at the January 2023 special meeting. Resolution 2022-02 was emailed to the Board for review/approval and included in the Board packets.

Michael Dalby made a **motion** to approve Resolution 2022-02; Jim Lamb seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

X. REACH ACT

- Credentialing Committee – Mike Biskie shared Labor Market data is now available, and the Committee can now begin making recommendations.
- Board Alignment – Mike Biskie shared he, Peg Elmore, Keitha Daniels, and Dave Gammon, traveled to Sarasota for a focus group held by Ernst & Young regarding the Board Alignments. The REACH Act requires reducing local workforce boards. Round Table/Focus Group discussions are scheduled for 11/16/22 for EDCs, Education, and Board members. Ernst & Young (EY) wants your opinion of what is important in aligning the Boards, and what is needed for our communities, employers, rural areas, etc. Peg Elmore will send out the data points EY is considering. Local Officials' meeting will be scheduled following elections.

Right now, our role is to educate the Local Officials and make them aware of these meetings once they are scheduled. Ernst & Young final report is not expected until February 2023.

- Letter Grade – Peg Elmore shared State and Region 24 letter grades were emailed to the Board for review and in the Board packet. Region 24 received a B+. We were not provided any grading criteria prior to receiving the letter grade; now we know and have a target.

XI. DWG GRANT

Peg Elmore shared Region 24 received a \$6.125 Million Dislocated Worker Grant (DWG) for Hurricane Ian recovery. A grant application will be submitted for additional funds as this is expected to be a 2–4-year process. We also have \$2.7 Million in Dislocated Worker funds; however, these funds have different definitions and allowable uses. We cannot double dip DWG grant funds with projects funded by FEMA, but we can allocate to different projects.

Disaster Workforce Grant funds are restricted to those impacted by the Hurricane OR those who have not worked 6 out of the past 13 weeks. The goal is to put people to work doing clean-up, restoration, and/or humanitarian type jobs for a non-profit or government organization. To date we have 27 worksite agreements, 14 workers, 60 more individuals cleared to begin work, and approximately 200 individuals in the pipeline. We are paying a maximum of 2,080 hours or 1 year. The work is temporary, and the goal is long-term employment and/or training. We need more non-profit worksites; referrals are encouraged.

Three staff have been hired, under this Grant, to manage the worksites and employees; staff are in Fort Myers, Naples, and Port Charlotte.

XII. COMMITTEE REPORTS

Regional Economic Development Ad-Hoc – John Talmage, Chair, shared the Committee has one more tour to complete in Lee County. Thank you to everyone who participated and facilitated all the tours. We are estimating \$80 Billion coming to the coastal area to rebuild from Hurricane Ian.

Finance – Greg Urbancic shared the Addendum to Exclusive Right of Sale/Listing Agreement for Commercial Property and Exclusive Right of Sale Listing Agreement for Commercial Property, for the CareerSource Southwest Florida Immokalee Center, were emailed to the Board for review/approval and included in the Board packet. This has been reviewed and approved by the Finance Committee as well.

Joe Wheeler made a **motion** to approve the Addendum to Exclusive Right of Sale/Listing Agreement for Commercial Property and Exclusive Right of Sale Listing Agreement for Commercial Property, for the CareerSource Southwest Florida Immokalee Center; Michael Dalby seconded, and the motion was unanimously passed by the Board.

Public Comment – N/A

Program and Planning – Drummond Camel, shared the Committee reviewed and recommend Board approval of the Two-Year Modification of the Local Workforce Plan. In addition, the Committee reviewed and recommend Board approval to add three schools to the Eligible Training Provider List (ETPL) and one occupation to the Regional Targeted Occupations List (RTOL); all emailed and included in Board packet.

Michael Wukitsch made a **motion** to approve adding Galen Health Institutes, Inc., dba Galen College of Nursing (Sarasota Campus) to our Eligible Training Provider List (ETPL); Brent Kettler seconded, and the motion was unanimously passed by the Board.

Public Comment – N/A

Joe Wheeler made a **motion** to approve adding Fleetforce Truck Driving School (Fort Myers) to our Eligible Training Provider List (ETPL); Michael Wukitsch seconded, and the motion was unanimously passed by the Board.

Public Comment – N/A

Joe Wheeler made a **motion** to approve adding Fleetforce Truck Driving School (Venice) to our Eligible Training Provider List (ETPL); Jim Lamb seconded, and the motion was unanimously passed by the Board.

Public Comment – N/A

Michael Dalby made a **motion** to approve adding Motorboat Mechanics to our Regional Targeted Occupations List (RTOL); Keitha Daniels seconded, and the motion was unanimously passed by the Board.

Public Comment – N/A

Service Delivery – Brian Hirsch reported 9/14/22 was Mike Nagle’s final Committee meeting as he is retiring end of the year and resigned from the Board/Committee. The Committee reviewed status reports provided by staff identifying increased job orders/decreased job seekers, met 16 out of 18 performance measures, and reviewed unemployment and industry leaders. Staff provided a presentation on leadership change in the Region.

XIII. OPEN FORUM

Mike Biskie recognized Joe Wheeler for his many years of service on the Board. This would be Joe’s final Board meeting as identified in Resolution 2022-01.

Mike Biskie recognized B.J. Brundage, Drummond Camel, and Aaron Stitt, for 10 years of service as a Board of Director.

XIV. ADJOURNMENT

The meeting adjourned at 10:35 a.m.