

SOUTHWEST FLORIDA WORKFORCE DEVELOPMENT BOARD, INC.

March 28, 2022

10 a.m.

MINUTES

Directors Present via TEAMS:

Mike Biskie - PRESENT
B.J. Brundage
Michael Dalby
Bill Diamond
Brian Hirsch
Mike Jackson
Jim Lamb
Mike Nagle – PHONE
Carl Stringer
Dr. Amy Teproovich

Curtis Brown
James Coalwell
Keitha Daniels
Dave Gammon
Kim Hustad
Adrian Kerr
Brad Myers
Aaron Stitt
John Talmage – PHONE
Michael Wukitsch

Directors Absent:

Diana Bello
Brent Kettle

Drummond Camel
Joe Wheeler

Guests Present via ZOOM:

Greg Urbancic, Board Attorney

Staff Present:

Benita Richards

I. CALL TO ORDER

The meeting was called to order by Mike Biskie, Chair, 10:10 a.m., via TEAMS. Roll call was conducted to confirm quorum. Mike welcomed new Board member, Carl Stringer, US Sugar.

II. EXECUTIVE COMMITTEE RECOMMENDATION

Mike Biskie reiterated the Executive Director position was posted for two weeks, only two resumes were received, both internal employees. The Executive Committee met 3/17/22, 3/21/22, and 3/25/22. March 17th the Committee interviewed both candidates in person and thereafter formulated a recommendation to the Board.

Mike Jackson made a **motion** to recommend Peg Elmore be offered the position of Executive Director, at a salary of \$122,000 effective 6/1/22. James Coalwell seconded, and discussion continued.

Discussion was held regarding the level of compensation, the rationale for the level of compensation recommended, and how the offer would be presented. Board members asked questions on various considerations that went into formulating the offer and commented in the discussion.

Mike Biskie and other Executive Committee members advised on the discussions that were held at the Executive Committee meetings on this matter and shared the Executive Director salary information was received from DEO and other sources. Mike Biskie also presented general information on the benefits available from SFWDB.

The consensus of the Board was the Executive Committee would continue to review Executive Director salaries across the State during the first year in position and recommend any adjustments deemed warranted based on additional findings and performance. In addition to salary, the Board will need to approve applicable expenses allowances for the new Executive Director, such as, cell phone allowance and car effective 6/1/22.

Following extensive discussion, a revised motion was made.

Mike Jackson **revised his motion** for Chairman Mike Biskie to make an official offer to Peg Elmore as Executive Director of the Southwest Florida Workforce Development Board, Inc., effective 6/1/22, with a starting salary of \$125,000, and to begin training with current Executive Director immediately. James Coalwell seconded, and the motion was unanimously approved by the Board.

Mike Biskie will work with Greg Urbancic for an Offer Letter to Peg Elmore and Thank You Letter to Daniel Washington. Mike Biskie will schedule a date to meet with each of them individually within the next 72 hours. Once all is communicated to candidates and offers are complete, staff will work with the Communications Department for announcements/Press Release.

III. SIGNATURE AUTHORITY

Joe Paterno requested Board approval to change the signature authority on all checking accounts to the new appointed Executive Director. This would save from having to do this at the May Board meeting and allow the new Director to begin signing as part of their training. New Resolutions will be required for the banks.

Discussion pursued regarding Joe Paterno maintaining signature authority until 5/31/22. He is the only Executive Director at this time, and only the Executive Director has signing authority.

Mike Jackson made a **motion** to begin the paperwork/Resolution process, allowing Board Officers the authority to process the change of signing authority to Peg Elmore, effective 6/1/22; Michael Wukitsch seconded, and the motion was unanimously approved by the Board.

Joe Paterno is to continue his responsibilities as Executive Director and train/mentor the newly appointed Executive Director through 5/31/22.

IV. ADJOURNMENT

The meeting adjourned at 11:05 a.m.