

**CAREERSOURCE SOUTHWEST FLORIDA
BOARD OF DIRECTOR MEETING
March 8, 2023
3:30 p.m.**

MINUTES

Directors Present:

Mike Biskie	Drummond Camel
Michael Dalby	Keitha Daniels
Bill Diamond - ZOOM	Kim Hustad - ZOOM
Adrian Llanes	Dr. Brad Myers - ZOOM
Anthony Oakes - ZOOM	Aaron Stitt
Carl Stringer – ZOOM	John Talmage
Dr. Amy Teprovich – ZOOM	Michael Wukitsch

Directors Absent:

Curtis Brown	B.J. Brundage
Dave Gammon	Brent Kettler
Jim Lamb	

Guests Present:

Greg Urbancic, Board Attorney – ZOOM

Staff Present:

Peg Elmore	Mike Egan
Greg Foltz	Ed Fritz
Mary Anne Zurn	

I. CALL TO ORDER / ROLL CALL / QUORUM

The meeting was called to order by Mike Biskie, Chair, 3:30 p.m., at CareerSource Southwest Florida, 6800 Shoppes at Plantation Drive, Suite 170, Fort Myers. Quorum was confirmed.

II. APPROVAL OF JANUARY 11, 2023 BOARD MEETING AND SPECIAL BOARD MEETING MINUTES

Michael Dalby made a **motion** to approve the January 11, 2023 minutes; Aaron Stitt seconded, and the motion was unanimously approved by the Board.

John Talmage made a **motion** to approve the January 11, 2023 minutes of the Special Board Meeting regarding approval of Board Articles of Incorporation; Anthony Oakes seconded, and the motion was unanimously approved by the Board.

III. PUBLIC COMMENT

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

IV. FISCAL AUDIT SERVICES REQUEST FOR PROPOSALS (RFP)

Keitha Daniels stated the Review Panel for Fiscal Audit Services met several weeks ago. There was discussion and thoughtful comments. The Review Panel recommends Grau & Associates. Mike Biskie thanked the review committee for their work.

Mike Wukitsch made a **motion** to approve Grau & Associates as the FY 23-24 Fiscal Auditor, for one year, with four additional year options to renew, based on annual Board approval. Drummond Camel seconded, and the motion was unanimously approved.

Public Comment – N/A

V. BOARD OF DIRECTORS MEMBERSHIP

Mike Biskie reviewed the Directory of Committees. Several changes to the Board of Directors were noted. He welcomed Anthony Oakes, who represents Vocational Rehabilitation, one of our required partners. Kim Hustad has submitted a letter of resignation effective June 30 due to her upcoming retirement. Jim Lamb has indicated he will be submitting a letter of resignation effective at the end of his term, June 30, due to his increased statewide responsibilities. Letters of Intent for a second term received from Drummond Camel and Brent Kettler will come before this Board in May. The Committee Directory and Committee Meeting Schedule are included in the packet for your information. A revised schedule will be provided, as the Executive Committee has now scheduled their August meeting for the 23rd and changed their December meeting to the 20th. Youth Committee dates will be included. The September annual meeting has not yet been scheduled.

Mike challenged members to refer business partners, especially those representing Glades and Charlotte counties. We are in compliance for numbers and categories but would like to increase representation from areas outside Lee County.

VI. CREDENTIALS REVIEW COMMITTEE

Mike Biskie stated the Credentials Review Committee developed the Framework of Quality for credentialing for Florida. Once approved, CareerSource Florida began to work on the Master Credentials List (MCL) which came out February 8th and includes all of the credentials on the Career and Professional Education (CAPE) list plus 17 more. Dozens have been dropped and dozens more are in provisional status. The process allows for additional credentials to be submitted.

VII. BOARD ALIGNMENT UPDATE

Peg Elmore stated CareerSource Florida approved a recommendation from Ernst & Young (EY) and has moved it to the Governor's office which includes moving Monroe County to our region. Public comment will be open until April 7th. It is expected to be approved.

VIII. COMMITTEE REPORTS

Business & Economic Development Committee – Greg Urbancic noted the lease for the Clewiston Center expires June 30, 2023. Renewing the lease will create a slight increase (3%) in cost.

Mike Dalby made a **motion** to approve the renewal of the lease for the Clewiston center for July 1, 2023 - June 30, 2024; Adrian Llanes seconded, and the motion was unanimously passed by the Board.

Greg Urbancic stated bank signature authority for the President/CEO is currently authorized for checks up to \$75,000 without an accompanying signature of the Board Chair. We are now seeing invoices exceeding that threshold for the National Dislocated Worker Grants (NDWGs) program. Staff recommends raising the threshold to \$150,000, allowing Peg Elmore to sign checks without a second signature.

Mike Wukitsch made a **motion** to increase bank signature authority for the Board President/CEO to "up to \$150,000"; Aaron Stitt seconded, and the motion was unanimously passed by the Board.

Correspondence forwarded to the bank will include these Board minutes.

John Talmage reported he will be the Chair for the Business & Economic Development Committee and David Gammon will be Vice-Chair. The committee has participated in tours of all the counties with March 24's Lee County Tour as the final tour.

Career Services Committee - Keitha Daniels stated the committee met in mid-February. She will be the Chair. No Vicechair has been selected. Discussion included the new committee structure, confirming the meeting schedule and the REACH Act.

Youth Committee – Dr. Brad Myers stated they would like to work with businesses to coach and mentor youth on soft skills. Committee meeting dates will be settled at the next meeting. They may establish an ad hoc committee to increase participation for the Career Exploration Event.

IX. INFORMATION ONLY

- One-Stop Operator Report – In packet.
- Taylor, Hall, Miller and Parker Monitoring Report – In packet.

X. OPEN FORUM

none

XI. ADJOURNMENT

The meeting adjourned at 4:18 p.m.