

# **SOUTHWEST FLORIDA WORKFORCE DEVELOPMENT BOARD, INC.**

**July 13, 2022**

**3:30 p.m.**

## **MINUTES**

### **Directors Present:**

Diana Bello - ZOOM  
Curtis Brown - ZOOM  
James Coalwell – ZOOM  
Keitha Daniels – ZOOM  
Brian Hirsch – ZOOM  
Mike Jackson  
Adrian Kerr  
Brad Myers – ZOOM  
John Talmage  
Joe Wheeler – ZOOM

Mike Biskie  
B.J. Brundage  
Michael Dalby  
Dave Gammon - ZOOM  
Kim Hustad - ZOOM  
Brent Kettler - ZOOM  
Jim Lamb - ZOOM  
Mike Nagle  
Dr. Amy Teproovich - ZOOM  
Michael Wukitsch

### **Directors Absent:**

Drummond Camel  
Aaron Stitt

Bill Diamond  
Carl Stringer

### **Guests Present via ZOOM:**

Leigh Bellame, DOB - ZOOM  
RoseMary Flori, Glades EDC - ZOOM  
Tori Jackson, DEO - ZOOM

Ken Doherty, Charlotte Cty Commissioner-ZOOM  
Patrick Gillen, TPMA - ZOOM  
Greg Urbancic, Board Attorney - ZOOM

### **Staff Present:**

Mike Egan  
Amy Hanna-Eckenrode  
Barb Short

Peg Elmore  
Thais Kuoman  
Mary Anne Zurn

## **I. CALL TO ORDER**

The meeting was called to order by Mike Biskie, Chair, 3:30 p.m., at CareerSource Southwest Florida, 6800 Shoppes at Plantation Drive, Fort Myers. Roll call was conducted to confirm quorum.

## **II. APPROVAL OF MINUTES**

Michael Dalby made a **motion** to approve the May 11, 2022, minutes; Michael Wukitsch 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. INTER-LOCAL AGREEMENT

Greg Urbancic shared it is time to renew and update the Inter-Local Agreement. The document was emailed to the Board and copy available in meeting packets. The renewal dates will be July 1, 2022 through June 30, 2026. It has been updated, making it a bit more robust, in accordance with the REACH Act and DEO requirements. Greg submitted the draft to the five County Attorneys for review and input. One of the most substantial changes includes annual the rotation of the Consortium, along with annual Consortium meetings. Once approved by the Board today, it will be submitted to Consortium, which is comprised of the five county Chief Elected Officials, ie, Commission Chairs, for review and approval. We expect minimal to no change to the document presented to the Board today.

Mike Jackson made a **motion** to approve the Inter-Local Agreement as is, with the understanding minimal to no change to be expected via Consortium and/or County Attorneys; Adrian Kerr seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

Michael Wukitsch asked if Lee Memorial is eligible for a Board Officer Role, specifically Chair. Greg Urbancic shared only the Business Sector may be Board Chairman and eligibility depends how you are appointed to represent the Board.

Will this document become part of the Board Orientation Manual? To be determined.

#### V. FY 22-23 BUDGET APPROVAL

Michael Dalby and Mike Egan reviewed the budget documents emailed to the Board and copies available in meeting packets. The Finance Committee approved a recommendation for Board approval in June 2022. It is coming before the Board now due to late allocations from DEO received after the May meetings.

WIOA Youth/Adult and ITAs all good, staffing and benefits are good, but down Full Time Equivalence. Staffing Plan allots for 16 staff vacancies and included in budget; however, they will only be filled as needed. A 5% salary increase was also budgeted for all staff. However, this does not reflect all staff will receive an increase. Funding is budgeted and determined at the discretion of the Executive Director.

Mike Jackson made a **motion** to approve the FY 22-23 Budget as presented; Michael Wukitsch seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

The budget will also be submitted to the Consortium for review and comment.

#### VI. REACH ACT

##### Board Membership

Mike Biskie revisited the new Workforce Board Structure Mandates under the REACH Act. With the exception of Government/Mandated seats, Board members may serve a maximum of eight consecutive years, which began July 1, 2021. In an effort to manage the membership we are creating a Board Structure Ad-Hoc Committee. This temporary Committee will be Chaired by Greg Urbancic, Board Attorney, and tasked with the following: stagger removal of current membership to avoid mass exit in seven/eight years, recruit new membership, review membership criteria/requirements following the new REACH Act requirements, Committee will not exceed 5 members, and complete by end of August 2022. Please email Benita Richards if you are interested in serving on this Ad-Hoc Committee.

Letter Grades

Mike Biskie shared final criteria is not yet available; however we do know there are four categories: Employment, Training, Economic Development, and Self-Sufficient Services. We anticipate receiving data in August and a letter grade in September. The Chair Alliance met 7/12/22 and discussed; CareerSource is taking the Regional Workforce Chairs input into the grading program development to assist Boards in having some control over their grades.

Realigning the Regions

Mike Biskie shared Ernest and Young are doing a study on how the State can save money by decreasing the number of Workforce Boards/Regions and how effective will it be to re-direct Regions and their employment market. Regional Workforce Chairs are encouraged to provide feedback from a business standpoint. Ernest and Young are expected to have a preliminary presentation in September and something more definitive in December 2022.

**VII. DESTINATION GRADUATION 2022 GRADUATES**

Thais Kuoman gave a PowerPoint presentation which was also emailed to the Board. The presentation included a five year lookback at graduation rates and 2022 graduation rates. Out of 102 Class of 2022 Seniors in the program, 92 graduated. Unfortunately, last year we began phasing out Destination Graduation due to lack of in-school youth funding. We will continue with current students in the program before dissolving. Mentors are in the Centers and have been working to transition into Career Development Representative positions. Career Specialists have been employed by the larger schools/districts, which have incorporated/mimicked the program. We anticipate keeping the program in the rural areas, such as, Hendry/Glades, as long as we can.

**VIII. COMMITTEE REPORTS**

*Regional Economic Development Ad-Hoc* – John Talmage, Chair, shared the Committee met at the Hendry County EDC and toured the following destinations: Highway 80 Developments, Highway 80/29 Corridor Discussion, Custom Stainless Steel Inc., presentations on Hendry County Workforce Education & Adult School, Airglades International, and Port Miami Update at Dunwoody Lodge. The next meeting is being hosted via Collier County EDC date TBD. All Board members are welcome to attend.

*Finance* – Michael Dalby reported on behalf of absent Chair. The Committee reviewed Financials, ITA Report, and WIOA Youth Report, all emailed and included in Board packet. The Committee also discussed the Immokalee Career Center Building. The Committee recommends Board approval to contract a Commercial Broker to sell the building. Services will continue in Immokalee by either leasing back less space in current building or move to new location. Greg Urbancic will work with Broker on the contract and bring back to the Finance Committee for final review. Contract will require signature via Board Chair and Executive Director.

*Program and Planning* – Brent Kettler, Chair, shared the Committee reviewed and recommend Board approval to add three occupations to the Regional Targeted Occupations List (RTOL): Nursing Assistants, Emergency Medical Technician, and Paramedics; emailed and included in Board packet.

Michael Dalby made a **motion** to approve adding Nursing Assistants, Emergency Medical Technician, and Paramedics occupations to the RTOL; Michael Wukitsch seconded, and the motion was unanimously passed by the Board.

Public Comment – N/A

The Committee had a lengthy discussion regarding Training Provider Performance; emailed and included in Board packet. Staff recommended suspending no programs as this is their first cycle below the 60% employment rate. In accordance to policy, staff recommends requesting performance improvement plans or revised data for the 17 programs below the 60% employment rate. However, the Committee discussed at length another option: do nothing this year and create a uniform performance improvement form to send to any program that falls below the 60% employment rate. This form would define the criteria required to meet the 60% employment rate and what is expected to be included in the performance improvement plan.

After a lengthy discussion between the Committee and the Board, the topic was tabled. Chairman Biskie requested the Committee put together a more clear action plan and present to the Board in September.

Mike Jackson made a **motion** to approve tabling the decision today and the Committee present a more clear action plan in September; Mike Nagle seconded, and the motion was unanimously passed by the Board.

Public Comment – N/A

*Public Relations* – Michael Wukitsch Chaired today's meeting and reported the Committee reviewed social media stats, emailed and in Board packet, continued work on website, and CareerSource Southwest Florida recognition via NBC, Wallstreet Journal, and local magazines. The Committee agreed to shorten the website link from [www.careersourcesouthwestflorida.com](http://www.careersourcesouthwestflorida.com) TO [www.careersourceSWFL.com](http://www.careersourceSWFL.com). The Saturday Newsletter has a new look; subscribe if you have not already. The Report to the Community is scheduled to go to print by the end of August and will include Success Stories being collected and written by staff.

The Committee shared they are impressed with Amy Hanna-Eckenrode's professionalism and knowledge. Peg Elmore added Amy brings so much knowledge and experience and is doing an exceptional job in her position; therefore, has been promoted to Communications Director.

*Service Delivery* – Mike Nagle, Chair, reported the Committee reviewed unemployment rates throughout the Region, the monitoring report, and the REACH Act. They could not review program reports as DEO has been down.

*Youth Council* – B.J. Brundage Chaired/reported on behalf of absent Chair. All members of the Council were tasked to send Strategic Planning/Goal Setting ideas to Thais Kuoman. The Council will review all submissions at their September meeting and define Council goals for FY 22-23. The Council also reviewed the REACH Act.

*Credentialing* – Mike Biskie shared the Review Committee met in June. The main topic was how does credentialing get on the APPROVED credentialing list: determine local demand; wage thresholds; credentialing sequencing, continuance/stack ability; credential identification – are they truly ready for master list. Goal is to send draft to Governor in January 2023 and hopefully implement in 2023.

## IX. ANNOUNCEMENTS

- Benita Richards shared the Annual Board Meeting and Awards Ceremony is scheduled for Tuesday, 9/27/22, 8am-4pm, at the Luminary Hotel/Oxbow Bar and Grill, Downtown Fort Myers. Format will be different this year as we want to try something new and work to improve participation. Board meeting with breakfast will be in the morning. Following a short break, we will host an Award Luncheon. Not only will this event show our appreciation to our Board of Directors and recognize Award recipients, but also afford us the opportunity to invite our business community to attend as an outreach of who we are and what we do. In addition, saving money with a lunch vs dinner, no bar, and no overnight rooms.

- Mike Biskie shared a new annual Board Member Orientation video will be implemented to ALL Board members, not just new members. Peg Elmore shared this video was created by Taylor, Hall, Miller, Parker, P.A. (THMP) and will include the REACH Act requirements. Benita Richards shared each member will be required to complete annually and submit to her a copy of their completion certificate as we will be mandated to report to the State our Board's compliance.
- A copy of the 2022-2023 Center Holiday Closure Schedule was emailed and included in Board packet. This requires signature from Board Chairman which will sign today with no objections from the Board. In addition, the Region will close on 10/14/22 for an IN SERVICE DAY mandated for all staff.
- Org Charts were emailed and included in the Board packet. The org charts show staff changes effective 7/1/22.

## **X. OPEN FORUM**

Mike Nagle shared he signed his first female electrical contract this week!

## **XI. ADJOURNMENT**

The meeting adjourned at 5:20 p.m.