

SOUTHWEST FLORIDA WORKFORCE DEVELOPMENT BOARD, INC.

September 10, 2021

3 p.m.

MINUTES

Directors Present:

Diana Bello	Mike Biskie
James Coalwell – PHONE	Michael Dalby
Keitha Daniels	Bill Diamond
Dave Gammon	Brian Hirsch
Mike Jackson	Brent Kettler
Jim Lamb	Mike Nagle
Dr. Thomas Norman	John Talmage
Dr. Amy Teprovich	Joe Wheeler
Michael Wukitsch	

Directors Absent:

Curtis Brown	B.J. Brundage
Drummond Camel	Kim Hustad
Melvin Morgan	Brad Myers
Aaron Stitt	

Guests Present:

Greg Urbancic, Board Attorney	Roy Vanderford, TPM, Assoc. – PHONE
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Staff Present:

Mike Egan	Peg Elmore
Joe Paterno	Benita Richards

I. CALL TO ORDER

The meeting was called to order by Mike Jackson, Chair, 3 p.m., at Marriott Sanibel Harbour Resort, 17260 Harbour Point Drive, Fort Myers.

II. WELCOME AND INTRODUCTIONS

Welcome and introductions were made by all present and on the phone line.

III. APPROVAL OF MINUTES

Michael Wukitch made a **motion** to approve the July 14, 2021, minutes; Dr. Tom Norman seconded, and the motion was unanimously approved by the Board.

IV. PUBLIC COMMENT

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

V. BOARD MEMBER RECOGNITION

Information Only-No Action Required

Jim Lamb of Summit Broadband was recognized for 10 years of service as a Board of Director.

VI. EXECUTIVE COMMITTEE REPORT

Action Required

The Committee reviewed and discussed a Performance Incentive Plan and distributed a copy to all Board members present. The Plan addresses COVID challenges with schedules, PIN resets, unemployment, remote working, etc. This Plan would be a one-time payment Performance Incentive for staff who worked through these challenges over the past 18 months. Funds are incentives monies received, not otherwise committed. The Executive Committee supported the plan unanimously.

Mike Nagle made a **motion** to approve the one-time payment Performance Incentive Plan; John Talmage seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

CHANGE IN AGENDA ORDER

VII. BOARD MEMBER ATTENDANCE

Action Required

Board Attorney reported he was in receipt of the Service Delivery Committee Attendance Report. The following Board members were not in compliance with our attendance requirements per our By-Laws and were mailed and e-mailed a notification letter: Curtis Brown, Brent Kettler, Melvin Morgan, and Brad Myers. Two members responded to the Board Attorney stating personal hardships this past year and would very much appreciate the opportunity to continue to serve on the Board. The Executive Committee also discussed Board member attendance. It was recommended to address each member individually.

Brent Kettler, is present today, he did respond to the Board Attorney, and shared he would very much like to continue to serve as a Board member. Brent represents the Business Sector.

Michael Dalby made a **motion** to approve Brent Kettler's Board continuing; Bill Diamond seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

Brad Myers, is not present today, but he did respond do the Board Attorney, and shared he would very much like to continue to serve as a Board member. Brad represents the Labor requirements.

Michael Dalby made a **motion** to approve Brad Myers' Board continuing; Dr. Thomas Norman seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

Curtis Brown, is not present today, and he did not respond to the Board Attorney or staff. Curtis represents the Business Sector.

Joe Wheeler made a **motion** to terminate Curtis Brown's Board membership and Jim Lamb seconded; 16 Yay, 1 Nay; the motion was approved by the Board.

Public Comment – N/A

Melvin Morgan, is not present today. However, Board Attorney and staff have been in multiple communications with Melvin and her family. As much as Melvin would very much like to continue to serve as a Board member, she is no longer able to do so. Melvin is one of the original members of the Board. She should be honored and recognized by her tenure. Melvin represents Philanthropy.

Joe Wheeler made a **motion** to retire Melvin Morgan's Board membership; Bill Diamond seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

Mike Nagle made a **motion** to name a room in her honor at CareerSource Southwest Florida; Bill Diamond seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

VIII. CHAIRMAN REPORT

Information Only-No Action Required

As out-going Chairman, Mike Jackson noted the organization continues to perform well, applauded initiatives in programs, community outreach and communication; and previewed future challenges; increasing board diversity and engagement; responding to increasing State regulatory oversight; continuing review of HR issues, such as benefits; increasing innovation with new funds and grants as they become available; expanding the Board's strategic planning; and anticipating more senior staff changes due to retirements.

IX. NOMINATION COMMITTEE REPORT

Action Required

Board Attorney reported the Nomination Committee consisted of the Executive Committee members and previously met to discuss a slate of Officers to replace those whose term is complete. The Nomination Committee recommends the following Officers for Board approval: Board Chair-Mike Biskie; Board Vice Chair-Michael Dalby; Treasurer-Bill Diamond; Secretary-Brent Kettler.

John Talmage made a **motion** to approve the slate of Officers; Joe Wheeler seconded, and the motion was unanimously approved by the Board.

Public Comment – N/A

Mike Biskie gave a brief description of his background from Region 10 Chairman to now Governor appointed Credential Review Committee and Region 24 Chairman.

In addition, Joe Wheeler presented Mike Jackson with a gift of appreciation for his leadership.

X. ANNUAL BOARD TRAINING

Information Only-No Action Required

Board Attorney reviewed document provided via e-mail and in meeting packets. Highlights include we are a Local Workforce Board under WIOA (Federal), Privately Incorporated 501c3, and legal name Southwest Florida Workforce Development Board, Inc. dba CareerSource Southwest Florida. ALL Board of Directors are required to follow Federal Law as Board members/directors of the Incorporation.

The role and function is to ensure the organization is fulfilling its obligations, programmatic and fiscal oversight, enable the organization to carry out their mission.

Common Law Duties include: **Duty of Care** – active participation, stay informed; **Duty of Loyalty** – disclose conflicts of interest, avoid self-dealing; **Duty of Obedience** – comply with governance, filing requirements, statutes, regulations.

Ethical Provisions also apply, a few examples which are prohibited include, unauthorized compensation, business with agency, misuse of public position, soliciting or accepting gifts, conflicting contractual agreements.

You are ALL subject to **Sunshine Law**. Under the Sunshine Law, you may not communicate with any other Board/Committee member. Communication includes, but not limited to, speak, meet, dine, text, email, reply all – nothing – on any matter that has the potential to be brought before the Board. All meetings are public notice, recorded, and the public has the right to speak.

All records are public records. If you receive any communications, you are to forward to Board Administration to preserve records.

Penalties are enforced for violating all the above, which include but not limited to, removal, fines, and restitution.

XI. TOMORROW'S WORKFORCE: A TRILOGY SUMMARY

Information Only-No Action Required

Services Director, Peg Elmore, reviewed document provided via e-mail and in meeting packets. The summary is an overview of all three Symposiums: I, 1/21/20, Future Workforce Needs; II, 3/25/21, Emerging Roles in Education; and III, 6/24/21, Next Steps including Legislation. The summary also highlights House Bill 1507, REACH Act, aging workforce, and training needs. Peg thanked Joe Paterno and all Board of Directors for their participation.

John Talmage shared, because of this, Lee County is about to contribute approximately \$5 Million to adult education.

Mike Biskie shared the Credential Review Committee has a link on the CareerSource Florida website where you may access all documents reviewed and discussed. The Committee is working to collaborate non-degree to degree/certificate to degree training. Our Board could spearhead Legislative changes to educational needs, such as, technology, equipment, training, etc.

XII. COMMITTEE REPORTS

Regional Economic Development Ad-Hoc – John Talmage, Chair, shared the Ad-Hoc Committee continues to coordinate and support each other.

Action Required

Finance Committee – Michael Dalby, Chair, shared the Committee reviewed August Funding Report, ITA Report meets requirements, and WIOA Youth Report meets requirements.

Board member, Diana Bello, has requested to rent space in our CareerSource Southwest Florida, Port Charlotte Center, for her organization, Comprehensive Housing Resources, Inc. Greg Urbancic will prepare the lease and currently is concerned with approvals by DEO before or after our Board ratifies. The lease will be approximately \$3,500 total for the year and the lease will be for one (1) year.

Joe Wheeler made a **motion** to approve moving forward with a lease for \$3,500 for one (1) year, with the stipulation if DEO requires approval, then it would be brought back to the Board. Bill Diamond seconded, and the motion was unanimously approved by the Board.

Diana Bello abstained from vote.

Public Comment – N/A

Program and Planning – N/A

Public Relations – Jim Lamb shared no September meeting, but previous meeting appointed Keitha Daniels as new Committee Chair. Janeth Castrejon continues to provide lots of positive media coverage.

Service Delivery – Bill Diamond, Chair, shared the Committee reviewed Program Summary Reports, organizational chart restructure, and two Center Supervisors' Center Goal presentations.

Youth Council – N/A

XIII. OPEN FORUM

All Board of Directors were asked to sit with an award recipient at the Awards Dinner this evening and be prepared to introduce said recipient.

XIV. ADJOURNMENT

The meeting adjourned at 5 p.m.