



CareerSource
SOUTHWEST FLORIDA

Executive Committee Meeting

IN PERSON ATTENDANCE IS PREFERABLE

6800 Shoppes at Plantation, Suite 170

Fort Myers, Florida

Or via Microsoft Teams

[Click here to join the meeting](#)

Meeting ID: 296 532 604 45

Passcode: XEnHkV

June 28, 2023

3:30 pm



Agenda

Meeting Minutes

- I. Call to Order / Roll Call / Quorum**
- II. Public Comment**
- III. Approve April 26, 2023, Meeting Minutes**
- IV. Board Composition and Attendance**
- V. DEO Monitoring – Bylaw Finding**
 - I. President/CEO Performance Appraisal**
 - II. Open Discussion**
 - III. Adjournment**

EXECUTIVE COMMITTEE MEETING MINUTES
CareerSource Southwest Florida
6800 Shoppes at Plantation, Fort Myers, FL
April 26, 2023, 1:00 p.m.

Members Present

Mike Biskie	Michael Dalby
Dr. Brad Myers	John Talmage

Members Absent

Keitha Daniels	Bill Diamond
Brent Kettler	

Guests Present

Greg Urbancic, Board Attorney

Staff Present

Peg Elmore	Mike Egan
Ed Fritz	Amy Hanna-Eckenrode
Mary Anne Zurn	

I. CALL TO ORDER

Mike Biskie called the meeting to order at 1:01 p.m. at CareerSource Southwest Florida, Fort Myers.

II. APPROVAL OF FEBRUARY 27, 2023, MINUTES

John Talmage made a **motion** to approve the February 27, 2023, minutes; Brad Myers seconded, and the motion was unanimously approved by the Committee.

III. FINANCIAL STATEMENTS

Mike Egan, Finance Director, reviewed the documents in the packet.

During April, \$1.1 million in unused Temporary Aid to Needy Families (TANF) funds were returned to DEO largely in part to our focus being on disaster recovery and our National Dislocated Worker Grant.

Peg Elmore expressed next fiscal year's focus will be on creating a robust summer youth program to better utilize the Temporary Aid to Needy Families (TANF) funding and that we will be asking the state to consider extending the normal June funding deadline through September of next year. The number of TANF mandatory participants are down due to the job market and low unemployment.

IV. TERM LIMITS

Mike Biskie reported that written requests were received from Drummond Camel and Brent Kettler to grant a second term. Their terms expire July 1, 2023. Board of Directors terms expiring July 1, 2023, without a request for renewal are Jim Lamb and Kim Hustad.

He reminded members that the Bylaws indicate the Board should consider their eligibility, qualifications, attendance, engagement and such other matters deemed appropriate by the Board, noting that both Directors represent Business; geographically Drummond represents Lee County and Brent, Hendry County and noted that during the Board of Directors meetings this year so far Drummond's attendance was at 50% and Brent's was 75%. John Talmage noted that Drummond represents a very important sector on the board. Greg Urbancic noted that Brent did receive an attendance notice at one point two years ago.

John Talmage made a **motion** to recommend to the Board of Directors that Drummond Camel be appointed to a second which will start July 1, 2023, and end on July 1, 2027. Brad Myers seconded, and the motion was unanimously approved by the Committee.

John Talmage made a **motion** to recommend to the Board of Directors that Brent Kettler be appointed to a second term which will start July 1, 2023, and end on July 1, 2027. Brad Myers seconded, and the motion was unanimously approved by the Committee.

V. MONROE COUNTY UPDATE

Peg Elmore reported that the public comment period for the Reimagine Florida Plan has ended and it is awaiting Governor DeSantis's approval. This plan adds Monroe County to our current workforce region.

An initial virtual meeting with Monroe County Commissioner Lincoln was held and she requested and received assurance Monroe County would have representation on the Board of Directors. She was made aware we operate our own programs and was provided a copy of our current Interlocal Agreement for review. Commissioner Lincoln currently serves on the CareerSource South Florida Board. Greg Urbancic stated having a Commissioner on our Board is allowable.

Commissioner Lincoln and President Gueverra, College of Florida Keys, who currently operates programs in Monroe County, Rick Beasley and Peg had a subsequent meeting to discuss office locations and direct service provision. Peg was provided a list of people the Commissioner and College President encouraged Peg to meet with.



VI. INFORMATIONAL ITEMS

Mike Biskie reported the Application for Subsequent Local Workforce Area Designation and the Direct Service Provider Renewal request have both been submitted to DEO for approval and that staff is currently gathering signatures for the MOU/IFA.

VII. ANNUAL MEETING/AWARD RECOGNITION EVENT

Staff recommend moving the Annual Board Meeting to July 12, 2023, to coincide with term renewals and expirations. The significance of the designation of the Annual Meeting is the election of officers.

Brad Myers made a **motion** to recommend to the Board of Directors to hold our annual meeting July 12, 2023. Michael Dalby seconded, and the motion was unanimously approved by the Committee.

Mike Biskie reported a nominating committee will need to be formed at the May meeting to present a slate of officers to the Board at July's annual meeting. The nominating committee shall be appointed by the Board and consist of no less than three members. Officers serve an initial two-year term and can be renewed for one additional two-year term in the same position. There are no limitations on the number of terms, not in sequences or in different offices. Completing their first term of two-years are Mike Biskie, Board Chair; Michael Dalby, Board Vice-Chair; Bill Diamond, Treasurer; and Brent Kettler, Secretary. Greg Urbancic will convene the nominating committee meeting and John Talmage, Mike Wukitsch, Brent Kettler volunteered to serve.

AWARD RECOGNITION EVENT

Mike Biskie reported Staff are recommending we pursue a luncheon with awards presentation like the event last year but perhaps at a different location. Another option would be to return to our previous format in which we meet on a Friday afternoon at a resort and host the award dinner at the resort and provide overnight accommodation. Holding an event in Monroe County would be a hardship for award winners.

Strategic planning in Monroe County in PY 24/25 was discussed.

Mike reminded the Committee that costs must be paid out of unrestricted funds and will require the Board of Directors' approval. This committee should make a recommendation to the Board of Directors as to the format so staff can finalize logistics.

Brad Myers made a **motion** to recommend the Board of Directors that we direct staff to work on logistics for a luncheon awards event at a local country club or similar venue with a budget not to exceed the \$20,000 budget. Mike Dalby seconded, and the motion was approved by the Committee unanimously.



VIII. OFFICE CLOSURES

Mike Biskie explained that annual office closure dates must be approved by the Board of Directors.

John Talmage made a **motion** to recommend the Board of Directors that the following official office closure schedule be approved as listed. Mike Dalby seconded, and the motion was approved by the Committee unanimously.

IX. OPEN DISCUSSION

John Talmage shared that the Edison Awards was held in Fort Myers, FL, at the annual Edison Awards Gala last week. More than 500 CEOs from major corporations from 23 countries were represented. The event was such a success that they received a signed contract to hold the event in Lee County for the next five years. It was an incredible networking opportunity and one of the corporations has already committed to opening their first facility in Hendry County.

He also mentioned that we will begin seeing more workforce housing projects popping up in the region as the Live Local Act takes hold and companies begin to provide affordable housing opportunities for their workforce.

X. ADJOURNMENT

The meeting was adjourned at 1:43 p.m.

[Agenda](#)

[Meeting Minutes](#)

Board Composition and Attendance

DEO Monitoring – Bylaw Finding

President/CEO Performance Appraisal

Open Discussion

Adjournment



2023 Meetings

Upcoming Meetings:

Annual Meeting

July 12, 2023

3:30 p.m.

Career Services Committee

August 9, 2023

2:00 p.m.

Business & Economic Development Committee

August 10, 2023

3:00 p.m.

Youth Committee

August 16, 2023

9:00 a.m.

Executive Committee

August 23, 2023

3:30 p.m.

