

**CAREERSOURCE SOUTHWEST FLORIDA
BOARD OF DIRECTOR MEETING
May 10, 2023
3:30 p.m.**

MINUTES

Directors Present:

Mike Biskie	Drummond Camel - ZOOM
Keitha Daniels	Kim Hustad - ZOOM
Brent Kettler – ZOOM	Jim Lamb - ZOOM
Dr. Brad Myers – ZOOM	Aaron Stitt - ZOOM
Carl Stringer – ZOOM	John Talmage
Dr. Amy Teprovich – ZOOM	Michael Wukitsch – ZOOM

Directors Absent:

Curtis Brown	Michael Dalby
Bill Diamond	Dave Gammon
Adrian Llanes	Anthony Oakes

Guests Present:

Leigh Ann Bellamy, Blind Services - ZOOM	Sean Brown - ZOOM
Emma Byrd, Commissioner, Hendry-ZOOM	Rosemary Fllori, Glades EDC - ZOOM
Daniel Harper, DEO – ZOOM	Yvette McCullough, DEO - ZOOM
Chadwick Myrick, DEO – ZOOM	Valerie Peacock, DEO - ZOOM
Tim Stanley, Commissioner, Glades	Greg Urbancic, Board Attorney – ZOOM

Staff Present:

Peg Elmore	Ed Fritz
Mary Anne Zurn	

I. CALL TO ORDER / ROLL CALL / QUORUM

The meeting was called to order by Mike Biskie, Chair, 3:31 p.m., at CareerSource Southwest Florida, 6800 Shoppes at Plantation Drive, Suite 170, Fort Myers. Quorum was confirmed.

II. APPROVAL OF MARCH 8, 2023, BOARD MEETING MINUTES

Keitha Daniels made a **motion** to approve the March 8, 2023 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. DEPARTMENT OF ECONOMIC DEVELOPMENT (DEO) PY 22-23 ANNUAL PERFORMANCE PRESENTATION

Mike Biskie introduced the presenters, Daniel Harper, Valerie Peacock and Yvette McCullough.

Daniel Harper gave an overview of the presentation. Valerie Peacock presented information on funding, noting 90% must be used for direct client services. CareerSource Southwest Florida

(CSSWF) has met that goal. The Annual Individual Training Account (ITA) expenditure rate requirement is 50%. The Board has exceeded this requirement. CSSWF has also met the minimum of 75% of Workforce Innovation and Opportunity Act (WIOA) Youth funding used for Out-of-School Youth vs. In-School Youth.

Daniel Harper reviewed the four groups (Adult, Dislocated Worker, Youth and Wagner-Peyser), the metrics used and the results, noting we may see some "yellow" areas (less than 90% of negotiated goal) due to the recent release of disengaged participants. Great performance last two years. The Corrective Action Plan has been completed for April 2020 - March 2021.

V. WEBSITE UPDATE

Communications Director, Amy Hanna-Eckenrode stated the Communications Team has been working on a major project to re-do the website in-house. Alfonso Bailey, Communications Website Specialist, explained they are focusing on users, both businesses and jobseekers. No matter where you are on the website, you can request services from any page. Many features have been added to include pop-ups for major events or emergencies, accessibility tools, drop down tools, success stories, information on Board members and meetings and documents to allow for increased transparency.

VI. INFORMATION ITEMS

Mike Biskie shared several items in the meeting packet for information purposes. The application for subsequent Local Workforce Development Area Designation and the request to extend our designation as Direct Service Provider have been signed and submitted, and will go before CareerSource Florida's Board for approval in June. The Memorandum of Understanding (MOU)/Infrastructure Funding Agreement (IFA) is being circulated for signatures. John Talmage asked about Monroe County regarding direct provision of services. Peg Elmore stated Monroe County contacts are aware and noted providing services internally has resulted in significant cost savings, consistency, and improved staff training.

VII. COMMITTEE REPORTS

A. Executive Committee – Mike Biskie

i. Term Limits – Request for Camel and Kettler renewal

New requirements in the REACH Act. We have a few Board members coming to the end of their terms. As per our revised bylaws, written requests for renewal were received from Drummond Camel and Brent Kettler to grant a second term. Their terms expire July 1, 2023. Both represent businesses. Drummond represents Lee County. Brent represents Hendry County. For the four meetings this year, Drummond has a 50% meeting attendance rate. Brent is at 75% attendance.

Mike Wukitsch made a **motion** to approve Drummond Camel's request to serve a second term, starting July 1, 2023 and ending July 1, 2027; John Talmage seconded, and the motion was unanimously approved by the Board.

Mike Wukitsch made a **motion** to approve Brent Kettler's request to serve a second term, starting July 1, 2023 and ending July 1, 2027; Keitha Daniels seconded, and the motion was unanimously approved by the Board.

Jim Lamb and Kim Hustad are resigning from the Board. Mike Biskie thanked them for their time. Mike Dalby is moving to El Paso and has submitted a resignation.

ii. Annual Meeting, Awards Ceremony and Board Meeting Schedule

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

Keitha Daniels made a motion to designate Julys' meetings as the annual meeting; Mike Wukitsch seconded, and the motion was unanimously approved by the Board.

For the Award Recognition Event staff recommend a luncheon, not to exceed \$20,000 of unrestricted funds.

Keitha Daniels made a motion for staff to coordinate a lunchtime event for the awards celebration with costs not to exceed \$20,000 in unrestricted funds; Brent Kettler seconded, and the motion was unanimously approved by the Board.

There will be a VIRTUAL meeting on June 21, 2023 to approve the budget. Allocations are not yet available.

Proposed dates for the coming year's Board meetings are in the packet and are the second Wednesday of every other month, starting with the July 12, 2023 Annual Meeting.

Keitha Daniels made a motion for to approve the 2023-2024 Board of Directors meeting schedule as provided; Dr. Brad Myers seconded, and the motion was unanimously approved by the Board.

The Consortium will meet with us on July 12, 2023, prior to the Annual Meeting.

iii. Nominating Committee for Board Officers

Completing their first term of two-years is Mike Biskie, Board Chair; Michael Dalby, Board Vice-Chair; Bill Diamond, Treasurer; and Brent Kettler, Secretary. Volunteers are needed for a nominating committee to work with Board Attorney, Greg Urbancic, to develop a slate of candidates. Brent Kettler, John Talmage and Mike Wukitsch volunteered. Greg Urbancic will schedule a meeting and prepare a proposed slate for the meeting in July.

We will delay strategic planning session(s) until next year, after July 2024, when Monroe County is onboard. Keitha noted this will help with unity going forward.

iv. Office Closure Schedule

Drummond Camel made a motion to approve the Office Closure Schedule in the meeting packet; Dr. Amy Teprovich seconded, and the motion was unanimously approved by the Board.

B. Business & Economic Development Committee – John Talmage

John Talmage reported at the last meeting, Aysegul Timur described the EDA grant with Future Makers of just under 23 million. Micro credentialing may be extended to the other four counties. A large portion will be used to work with businesses on future growth needs. They will reach out to the other counties' economic development offices.

C. Career Services Committee – Keitha Daniels

i. Request to add training provider – Dominion Institute

Dominium Institute is a new school which will be offering a Practical Nursing (LPN) program and an AS degree program in Nursing (Registered Nurse).

Keitha Daniels made a **motion** to approve adding Dominion Institute to our Eligible Training Provider List (ETPL); John Talmage seconded, and the motion was unanimously passed by the Board.

ii. Request to add training provider – K & E Medical Training

K & E Medical Training Center is a new school offering a Medical Assistant program and a Nursing Assistant program.

Keitha Daniels made a motion to approve adding K & E Medical Training Center to our Eligible Training Provider List (ETPL); John Talmage seconded, and the motion was unanimously passed by the Board.

D. Youth Committee - Dr. Brad Myers

The committee discussed dates for the upcoming year and a Summer Youth Employment Program for 2024 for 300 youth in addition to the Work Experience program. Peg Elmore added this is part of robust strategy for summer programs and Work Experience. Anticipate \$900,000 for youth throughout region.

VIII. OPEN FORUM

Keitha Daniels shared she and Rosemary Fllori from Glades Economic Development Council attended the Economic Development meeting in Orlando. Many were excited about SB 240 and how credentialing may be built into school systems.

IX. ADJOURNMENT

The meeting adjourned at 4:36 p.m.