

**CareerSource Southwest Florida  
Executive Committee Meeting  
June 28, 2023  
3:30 p.m.  
Minutes**

**Members Present:**

**Mike Biskie-Chair-Virtual  
Bill Diamond-Virtual  
Dr. Brad Myers-Virtual**

**Keitha Daniels-Virtual  
Brent Kettler-Virtual  
John Talmage-In-Person**

**Guest Present:**

**Greg Urbancic, Board Attorney-Virtual**

**Staff Present:**

**Peg Elmore  
Lyntoria Thomas**

**Edward Fritz**

**I. CALL OF ORDER**

The meeting was called to order by Chair Mike Biskie at 3:38p.m. Lyntoria Thomas called roll and quorum was met.

**II. APPROVAL OF APRIL 26, 2023 MEETING MINUTES**

John Talmage made a motion to approve the minutes from the April 26, 2023 meeting; Bill Diamond seconded, and the motion was unanimously approved.

**III. PUBLIC COMMENT**

None.

**IV. BOARD COMPOSITION AND ATTENDANCE**

Peg Elmore advised that several of the current Board Members' terms will be ending on June 30, and they have not requested a second term, but we are still in compliance with the remaining 15 Board Members. Peg Elmore recommended that as Board Members are added, we need to ensure we encourage diverse representation including geography, gender, race, and ethnicity.

Peg Elmore advised that with Monroe County becoming a part of region 24 in 2024, Monroe County expressed they would like to have 2 representatives on the Board of Directors. She also informed the committee that the South Florida Interlocal Agreement currently limits Monroe County's liability to a small percentage based on funding allocation. John Talmage requested our funds be reviewed on a county per capita basis. Peg Elmore advised that she will be meeting with the President of The College of The Florida Keys at the end of July.

Peg Elmore advised staff reviewed Board Member attendance and Aaron Stitt's attendance was below 50% during the PY22-23 program year. Peg Elmore spoke with Aaron, and he explained the reason for his low attendance included a temporary increase in his region and the hurricane. She also mentioned he is a long-term board member with a history of excellent attendance, a past

Chair of the Youth Council and the Department of Children and Families has a mandated seat. This matter will come before the Board at the July meeting.

Peg Elmore advised of the forthcoming policy which will require Local Workforce Development Board composition includes appropriate and equitably representation from all counties in the designated area. The new policy requires that business representatives reflect the industry sectors of focus identified in the Local Workforce Innovation and Opportunities Act (WIOA) plan. We need to target a representative from logistics and warehouse businesses, and she recommended asking Dave Gammon for a nomination from Charlotte County.

Brent Kettler made a motion to approve the budget for the 2023-2024 program year, Adrian Llanes seconded, and the motion was unanimously approved by the Board.

## **V. DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) MONITORING-BY LAW FINDING**

Peg Elmore reported that the preliminary results of DEO monitoring indicate a finding as our bylaws do not address the use of proxies or designees. Greg Urbancic felt that the use of proxies would be a breach of the Director's fiduciary duty. Peg was asked to survey other regions on this matter.

## **VI. PRESIDENT CEO PERFORMANCE APPRAISAL**

At 4:02 p.m., Mike Biskie asked that all CareerSource Southwest Florida staff leave the meeting so that the Executive Committee Members could discuss the President CEO's performance appraisal. The committee discussed the performance of the President CEO over the past fiscal year, and in connection with that review, reviewed information from other boards on CEO compensation.

John Talmage made a motion to approve pay increase of \$25,000.00 and a bonus of \$15,000.00 for the President/CEO; Keitha Daniels seconded, and the motion was unanimously approved.

The committee will continue to work on the President/CEO's final performance appraisal. The committee authorized the Chairman to meet with the President/CEO to discuss the committee's action and performance review.

## **VII. OPEN DISCUSSION**

None

## **VIII. ADJOURNMENT**

The meeting was adjourned at 4:30 p.m.