

**CareerSource Southwest Florida  
Career Services Committee Meeting  
August 14, 2024  
2:00 p.m.**

**Members Present**

Keitha Daniels-Chair  
Drummond Camel  
Bill Diamond-Virtual

Cynthia Gulsby-Virtual  
Jennifer Thayer

**Members Absent**

Troy Virgil James Collett

**Staff Present**

Peg Elmore  
Ed Fritz  
Markendy Pierre

Rebecca Sandholdt  
Lyntoria Thomas  
Mary Anne Zurn

**I. CALL TO ORDER**

The meeting was called to order by Chair Keitha Daniels at 2:03 p.m. Keitha welcomed everyone and Mary Anne Zurn, Committee Staff Liaison confirmed quorum was met.

**II. PUBLIC COMMENT- None**

**III. APPROVAL OF JUNE 12, 2024, CAREER SERVICES MEETING MINUTES**

Drummond Camel made a motion to approve the June 12, 2024 meeting minutes; Jennifer Thayer seconded; the motion was unanimously approved.

**IV. LOCAL WORKFORCE PLAN DISCUSSION AND RECOMMENDATION**

Mary Anne Zurn gave an overview of the Local Workforce Plan. Mary Anne explained the plan can be found on the CareerSource Southwest Florida website and all required persons have been emailed a copy. Mary Anne explained there were no changes made to the plan at the August 12, 2024, regionwide partner meeting.

Mary Anne explained the strategic planning portion of the plan may be rephrased or reworded after it is presented to the Board of Directors at their September meeting.

Mary Anne explained the plan is scheduled to be signed by all six Chief Local Elected Officials (CLEOs). Once the plan has been submitted the State of Florida, if needed, will send a request for any modifications such as minor changes, more details, updates, etc.

Keitha stated all the goals are good and represent what CareerSource Southwest Florida is working towards. Keitha will update the Board of Directors at their meeting in September.

Drummond Camel made a motion to submit the Local Workforce Plan as it is; Jennifer Thayer seconded; the motion was unanimously approved.

**V. STRATEGIC PLANNING UPDATE**

Peg Elmore, President CEO explained the Board of Directors had a strategic planning workshop in May 2024 and came up with a five-year plan. Peg explained the plan is not final and must go back before the Board of Directors for final approval. Peg would like the Career Services Committee to discuss the use of 'engage economically disadvantaged populations. Peg would like to change the term 'engage economically disadvantaged' to 'engage individuals with barriers to employment'.

**VI. 2023-2024 3<sup>rd</sup> QUARTER LETTER GRADE PERFORMANCE**

Mary Anne Zurn gave an overview of the letter grade performance set by the State of Florida. Peg Elmore, President CEO explained the letter grade includes the last quarter of the 2023 Program Year and the first three quarters of the 2024 Program Year, as of right now we are performing at an A-(96.74%) and the final grade will be announced in October with the fourth quarter.

**VII. OPEN FORUM**

Peg Elmore- CareerSource Southwest Florida Annual Awards Ceremony & Luncheon  
September 18, 2024, 11:30am – 1:00pm

Mary Anne Zurn- Career Services Committee meeting October 9, 2024, at 2pm.

**VIII. ADJOURNMENT-** The meeting adjourned at 2:43pm.