

**CareerSource Southwest Florida
Executive Committee Meeting
September 4, 2024
3:30 p.m.
Minutes**

Members Present:

**Mike Biskie-Chair
Keitha Daniels
Bill Diamond-Virtual**

**Adrian Llanes
Brad Myers-Virtual
John Talmage**

Guest Present:

Greg Urbancic, Board Attorney-Virtual

Staff Present:

**Peg Elmore
Mike Egan
Edward Fritz**

**Rebecca Sandholdt
Lyntoria Thomas**

I. CALL OF ORDER

The meeting was called to order by Chair Mike Biskie at 3:30 p.m. Lyntoria Thomas, Administrative Services Assistant called roll and confirmed quorum was met.

II. PUBLIC COMMENT- None.

III. APPROVAL OF June 12, 2024 MEETING MINUTES

Keitha Daniels made a motion to approve the June 12, 2024 meeting minutes.
Bill Diamond seconded; the motion was unanimously approved.

IV. FLORIDA COMMERCE SUBGRANTEE AGREEMENT

Mike Biskie, Board of Directors Chair, gave an overview of the Florida Commerce Subgrantee Agreement that was sent to him and Monroe County's Chief Local Elected Official for signature. Monroe County's Legal Department has reviewed the agreement and is executing the agreement. Peg Elmore, President CEO for CareerSource Southwest Florida explained the agreement defines responsibilities and requirements. It is not negotiable.

Bill Diamond made a motion to approve and have the Florida Commerce Subgrantee Agreement signed; Keitha Daniels seconded; the motion was unanimously approved.

V. STRATEGIC PLAN

Peg Elmore, President CEO for CareerSource Southwest Florida, shared strategic plan input from the Business & Economic Development Committee and the Career Services Committee. Suggested changes to the proposed key results will be discussed at the September Board of Directors meeting.

VI. FACILITIES & MOBILE UNIT

Mike Egan, Financial Director for CareerSource Southwest Florida gave an overview of the property in Immokalee. Mike explained we received a letter of intent for the purchase of the Immokalee building. The sale is contingent upon the Collier County School Board's first right of refusal, finalizing the zoning, and the purchaser being a non-profit organization. Mike recommended the Executive Committee approve Peg Elmore, President CEO to sign the letter of intent for the purchase of the Immokalee property. This will also be presented to the Board of Directors for final approval.

Adrian Llanes made a motion to approve Peg Elmore being able to sign the Letter of Intent of Purchase of the Immokalee property; Brad Myers seconded; the motion was unanimously approved.

Peg Elmore gave an overview of the Clewiston and Labelle properties that we now rent. Peg explained the lease for both offices will expire June 30, 2025, and she and her staff are looking for new locations for both of these offices.

Mike Biskie provided the benefits of having a CareerSource Southwest Florida mobile unit. Mike explained the mobile unit would allow us to reach more people and would be a great asset if a natural disaster occurs.

Peg Elmore explained that the capital costs for the unit, equipment, tv, and wheelchair access is approximately \$331,000.00 give or take 15%. Peg explained they anticipate the cost of operating the unit would be approximately \$38,000.00 a year, which does not include staff cost.

Mike requested staff to further investigate the cost and report to the Executive Committee.

VII. PLANNING REGIONS

Peg Elmore, President CEO for CareerSource Southwest Florida gave an overview of the planning regions. Peg explained the planning goals and requirements which are to address common labor shortages, worker skills gaps, to realize system efficiencies through reducing resource cost, and aligning workforce strategies. The Committee discussed the feasibility of our planning region including both Suncoast and Heartland.

VIII. SUCCESSION PLAN- to be discussed at a later date.

IX. ADJOURNMENT- The meeting adjourned at 4:35 p.m.