

**CareerSource Southwest Florida
Board of Directors Meeting
June 12, 2024
3:30 p.m.**

Members Present

Mike Biskie-Chair	Drummond Camel
Keitha Daniels	Bill Diamond-Virtual
Dave Gammon-Virtual	Adrian Llanes
Dr. Brad Myers-Virtual	Carl Stringer-Virtual

Members Absent

Curtis Brown	Anthony Oakes
Aaron Stitt	John Talmage
Dr. Amy Teproovich	Michael Wukitsch

Staff Present

Peg Elmore	Mike Egan
Ed Fritz	Lyntoria Thomas
Mary Anne Zurn	

Elected Officials Present

Commissioner Michelle Lincoln

I. CALL TO ORDER

The meeting was called to order by Chair Mike Biskie at 3:33 p.m. Lyntoria Thomas Administrative Services Assistant called roll and confirmed quorum was met.

II. PUBLIC COMMENT- None

III. APPROVAL OF JANUARY 10, 2024, BOARD MEETING MINUTES

Keitha Daniels made a motion to approve the March 13, 2024 meeting minutes; Drummond Camel seconded; the motion was unanimously approved.

IV. BUDGET PROGRAM YEAR (PY) 2024-2025

Mike Egan, CareerSource Southwest Florida Fiscal Director gave an overview of the 2024-2025 program year budget. Mike explained this year's 2024-2025 budget will include the new Informational Technology (IT) Services, the Key West and Tavernier offices, the rezoning and upgrades of the Immokalee property, and the extension of the broker agreement with Premier.

Adrian Llanes made a motion to accept the budget for program year 2024-2025; Drummond Camel seconded; the motion was unanimously approved.

V. DISLOCATED WORKER (DW) TO ADULT TRANSFER

Mike Egan, CareerSource Southwest Florida Fiscal Director explained the transfer of funds.

Adrian Llanes made the motion to approve transferring \$ 1.7 million Dislocated Worker funds to Adult; Brad Myers seconded; the motion was unanimously approved.

VI. RELATED PARTY AGREEMENT PROGRAM YEAR 2024-2025

IBEW- training cost reimbursement not to exceed \$50,000.
(books, subscription, boots, tools, and licenses)

Lee Health – work-based training agreements not to exceed \$150,000.

Drummond Camel made the motion to approve the 2024-2025 IBEW training cost reimbursement related party agreement; Keitha Daniels seconded; the motion was unanimously approved. Adrian Llanes abstained from voting.

Bill Welch, CareerSource Southwest Florida Business Services Director provided information on Lee Health related party agreements. These would be multiple work-based training agreements such as on-the-job training, work experience and customized training agreement not to exceed \$150,000.

Adrian Llanes made the motion to approve the 2024-2025 Lee Health work base training related party agreement; Bill Diamond seconded; the motion was unanimously approved. Mike Wukitsch was not in attendance.

VII. BOARD MEMBER ATTENDANCE & CHANGE

Mike Biskie, Board of Directors chair gave an update on the board member's attendance for the 2023-2024 year. Mike explained three members requesting second terms, three members exiting, four new members joining effective July 1, 2024, and one pending nominated member.

Keitha Daniels made a motion to approve Bill Diamond, Dave Gammon, and Brad Myers for a second term; Adrian Llanes seconded; the motion was unanimously approved.

As Brent Kettler's employment with Ensight has ended, he is no longer eligible to represent business on the Board of Directors, creating a vacancy in the Secretary position. Adrian Llanes volunteered to be the Secretary completing Brent Kettler's term until June 30, 2025.

Dave Gammon made a motion to approve Adrian Llanes as the board secretary until June 30, 2025; Keitha Daniels seconded; the motion was unanimously approved.

VIII. BOARD MEETING SCHEDULE

The Board meeting schedule was discussed.

Brad Myers made a motion to accept the 2024-2025 meeting schedule designating July 10, 2024, as the annual meeting; Adrian Llanes seconded; the motion was unanimously approved.

- Annual Meeting
July 10, 2024
- Annual Awards Luncheon & Board Meeting
September 18, 2024
- November 13, 2024
- January 8, 2025
- March 12, 2025
- May 14, 2025
- June 11, 2025

IX. OFFICE CLOSURES

Office closures was provided as information as the Board of Directors provided the authority to the President CEO to set the holiday and office closure schedule.

- Independence Day... July 4, 2024
- Labor Day... September 2, 2024
- Veteran's Day... November 11, 2024
- Thanksgiving... November 28-29, 2024
- Christmas... December 25-26, 2024
- New Year... December 31, 2024 – January 1, 2025
- Dr. Martin Luther King... January 20, 2025
- Memorial Day... May 26, 2025
- All offices will be closed December 13, 2024
(annual in-service training & meeting)

X. COMMITTEE & CONSORTIUM REPORTS

Executive Committee- No Report

Business & Economic Development Committee- No Report

Career Services Committee- Keitha Daniels

- The staff is recommending the occupations of Nursing Assistants and Emergency Medical Technicians and Paramedics be added to the Regional Demand Occupations List (RDOL) effective July 1, 2024.

Keitha Daniels made a motion to add Nursing Assistant and Emergency Medical Technicians and Paramedics to the Regional Demand Occupations List (RDOL) effective July 1, 2024; Adrian Llanes seconded; the motion was unanimously approved.

- Two schools have submitted a request to be included on the Eligible Training Provider List (ETPL) C & M Gifted Hands Healthcare Institute and College of Florida Keys.

Keitha Daniels made a motion to include C & M Gifted Hands Healthcare Institute on the Eligible Training Provider List; Adrian Llanes seconded; the motion was unanimously approved.

Keith Daniels made a motion to include College of Florida Keys on the Eligible Training Provider List contingent approval from the school board. The school board is scheduled to meet June 25, 2024; Brad Myers seconded; the motion was unanimously approved.

Youth & Youth Ad-Hoc Committees- Dr. Brad Myers

- The Youth Committee and the Career Exploration Ad-Hoc Committee participated in 2024 Junior Achievement (JA) Inspire to Hire which took place in April.
- The event was a success, it focused on students in grades 8th through 12th.
- Enrollment for the Summer Youth Program for Employment opened to 150 youth has started. Hendry and Glades counties are already at capacity with 60 kids on the waiting list.

Education & Industry Consortium- Yolanda Flores

- The Consortium is comprised of representatives from educational institutions and local businesses across our five-county region: Lee, Collier, Hendry, Glades, and Charlotte.
- Monroe County will be added 7/1/2024.
- The Education and Industry Consortium is an independent advisory group to the local board. The 2nd quarter meeting was on April 18, 2024, the focus was healthcare.

XI. OPEN FORUM

Mike Biskie provided updated information on the Master Credential List Committee.

Lyntoria Thomas provided information on the Financial Disclosure Statements including an upcoming deadline of July 1, 2024.

XII. ADJOURNMENT- The meeting adjourned at 4:26pm.