

**CareerSource Southwest Florida
Career Services Committee
Meeting
December 11, 2024
2pm**

Members Present

Keitha Daniels-Chair
Drummond Camel
Bill Diamond-Virtual
Troy Virgil James Collett

Members Absent

Cynthia Gulsby
Jennifer Thayer

Staff Present

Peg Elmore	Rebecca Sandholdt
Ed Fritz	Lyntoria Thomas
Thais Kuoman	Mary Anne Zurn

I. CALL TO ORDER-WELCOME AND INTRODUCTIONS

The meeting was called to order by Chair Keitha Daniels at 2:00 p.m. Keitha welcomed everyone and Lyntoria Thomas, Administrative Services Assistant confirmed quorum was met. Keitha explained Mary Anne Zurn will be retiring, and today's meeting would be her last meeting. Keitha explained there will be a change in committee leadership. Thais Kuoman, Senior Program Manager with CareerSource Southwest Florida introduced herself as the new staff liaison.

II. PUBLIC COMMENT- None

III. APPROVAL OF AUGUST 14, 2024 MEETING MINUTES

Drummond Camel made a motion to approve the August 14, 2024 meeting minutes; Bill Diamond seconded; the motion was unanimously approved.

IV. REVISED COMMITTEE RESPONSIBILITIES

Thais Kuoman explained the committee responsibilities will be more defined at the February meeting. One of the major changes that will be happening is the Regional Demand Occupational List (RDOL) will become the responsibility of the Business & Economic Development Committee. They will be taking on the responsibility of looking at the workforce structure, seeing what occupations need to be added to or removed from our area, and collecting the required documentation from the businesses that will be hiring.

V. STRATEGIC PLAN OBJECTIVES

Thais Kuoman gave an overview of the draft strategic plan and explained the Career Services Committee will first focus on two of the strategic plan objectives. The committee had a deeply detailed discussion and reached consensus to report to the Board of Directors:

1. Increase X% of community organizations who refer individuals to us for employment and training services.
2. Increase enrollments by X% for individuals with disabilities and ex-offenders.

VI. ELIGIBLE TRAINING PROVIDER LIST (ETPL)- Tabled until February 2025

VII. OPEN FORUM-UPCOMING EVENTS & MEETINGS

Executive Committee- December 11, 2024 at 330pm.

Board of Directors- January 8, 2025 at 3pm.

Career Services Committee- February 12, 2025 at 2pm.

Youth Committee- February 19, 2025 at 10am

Executive Committee- February 26, 2025 at 330pm

VIII. ADJOURNMENT- The meeting adjourned at 3:16pm.