

# Board of Directors Meeting

March 12, 2025

3:00pm

In Person Attendance is preferable  
6800 Shoppes at Plantation Suite 170  
Fort Myers, Florida 33912

[Join the meeting now](#)

Meeting ID: 227 537 149 444

Passcode: SC9QD2yC



## Agenda

Public Comment

Meeting Minutes

Board Member  
Terms Expiring

THMP Monitoring  
Report

Strategic Plan

Regional Planning

Annual Awards  
Luncheon

Special Initiatives

Committee &  
Consortium Reports

For the Good of the  
Order

Upcoming Meetings

Adjournment

**I. Call to Order**

**II. Public Comment**

**III. Approval of January 8, 2025 & February 18, 2025 Meeting Minutes**

**IV. Board Member Terms Expiring**

**V. THMP Monitoring Report**

**VI. Strategic Plan**

**VII. Regional Planning**

**VIII. Annual Awards Luncheon**

**IX. Special Initiatives**

**X. Committee & Consortium Reports**

**XI. For the Good of the Order**

**XII. Upcoming Meetings**

**XIII. Adjournment**





**Public Comment...**



**CareerSource Southwest Florida  
Board of Directors Meeting Minutes  
January 8, 2025  
3:00 p.m.**

**Directors Present**

Mike Biskie-Chair	Brent Kettler-Virtual
Drummond Camel	Michelle Lincoln-Virtual
Keitha Daniels	Adrian Llanes
Bill Diamond-Virtual	Phil Magin
Kevin Donlan-Virtual	Brad Myers-Virtual
Wendi Fowler	Carl Stringer-Virtual
Edward Franco	Michael Wukitsch

**Directors Absent**

Kristina Park  
Aaron Stitt  
John Talmage

**Chief Elected Officials Present**

Commissioner Emma Byrd, Hendry County  
Commissioner Joe Tieso, Charlotte County

**Guest Present**

Lonnie Saunders, Florida Commerce-Virtual  
Greg Urbanic, Board Attorney-Virtual

**Staff Present**

Amy Hanna-Eckenrode	Thais Kuoman
Mike Egan	Rebecca Sandholdt
Peg Elmore	Lyntoria Thomas
Ed Fritz	

**I. CALL TO ORDER**

The meeting was called to order by Chair, Mike Biskie at 3:00 p.m. Lyntoria Thomas, Administrative Services Assistant, called role and confirmed quorum was met.

**II. PUBLIC COMMENT- None**

**III. APPROVAL OF NOVEMBER 13 AND NOVEMBER 22, 2024 MEETING MINUTES**

Mike Wukitsch made a motion to approve the November 13 and November 22, 2024 meeting minutes; Drummond Camel seconded; the motion was unanimously approved.

**IV. 2024 FINAL AUDIT REPORT**

Mike Egan, CareerSource Southwest Florida Chief Financial Officer, gave an overview of the 2024 Final Audit Report prepared by certified public accounts Grau & Associates. Mike explained the report was a clean audit with no findings. The staff is

happy with Grau's services and has exercised our right to extend the contract another year.

Board of Directors Chair, Mike Biskie expressed his appreciation to Mike Egan and his team. Mike Biskie shared Mike Egan is ranked as one of the top Chief Financial Officers in the State of Florida and throughout the Workforce Development sector.

**V. FACILITIES**

**Labelle Lease-** Greg Urbanic, Board Attorney gave an overview of the lease that will commence July 1, 2025. Mike Egan explained the current location is not easily accessible and in need of repairs. Mike stated the new location is well traveled, easily accessible, and the landlord has started the process of pulling permits to begin renovations. Mike asked the Board of Directors to give Peg Elmore, President CEO of CareerSource Southwest Florida, permission to sign the Labelle lease.

Adrian Llanes made a motion to have Peg Elmore sign the Labelle lease; Brent Kettler seconded; the motion was unanimously approved.

**Clewiston Update-** Mike Egan reported we have not received a response from the landlord on the original lease proposal. Mike explained they have developed Plan B and have found another location. CareerSource Southwest Florida attorneys and the attorneys for the new location are in touch with each other and have agreed to draw up a preliminary lease agreement to present to the Executive Committee.

**Immokalee Update-** Greg Urbanic reported thus far, the results are positive. The buyers are doing their due diligence, the right of first refusal has been delivered to Collier County Public Schools, and the agenda for the next Collier County Public School Board meeting should be posted prior to our March meeting so new information may be available. The two Collier County Public Schools attorneys and Greg are meeting on Friday January 10, 2024.

**VI. STRATEGIC PLAN UPDATE**

Mike Biskie explained the staff have been diligently working on obtaining necessary data and bringing it before committees in order to finalize the goals before the start of the 2025-2026 program year. Mike would like the staff to keep moving forward with the strategic plan and have a more defined plan at the one-year mark in May.

**VII. REGIONAL PLANNING DESIGNATION**

Peg Elmore, President CEO for CareerSource Southwest Florida gave an overview of the REACHACT that requires CareerSource Southwest Florida to enter into a regional planning agreement with an adjoining workforce region. The Board previously approved establishing a regional plan with the Heartland Region which consists of Desoto, Hardee, Highlands and Okeechobee counties. Peg explained the regional planning designation request includes required labor market information that must be signed and approved by each of the Chief Local Elected Officials in our region and submitted to the CareerSource Florida Board.

Mike Wukitsch made a motion to approve the regional planning agreement with Heartland as the adjoining workforce region; Phil Magin seconded; the motion was unanimously approved.

#### **VIII. SUCCESSION PLAN**

Mike Biskie explained that Peg Elmore presented the Executive Committee with a draft succession plan at their December 2024 meeting. Mike explained the plan highlights key leadership positions within the organization, it provides different strategies based on short and long-term absences as well as vacancies. The succession plan highlights what happens if an acting President/CEO must be named, who would be the first position in line and who would be the second position in line. The plan also identifies steps to take in naming and hiring a permanent President/CEO.

Peg Elmore gave an overview of the plan and the changes that were made. The Board of Directors were able to read through the succession plan, ask questions, and provide feedback. After reading and discussing the board members expressed how well written and detailed the succession plan is and that the plan is a living document.

Keitha Daniels made a motion to approve the succession plan as written; Bill Diamond seconded; the motion was unanimously approved.

#### **IX. COMMITTEE & CONSORTIUM REPORTS**

##### **Executive Committee- Mike Biskie**

- Ongoing discussion of mobile unit. It was requested that Peg survey other regions.
- Reviewed the LaBelle lease and recommended it for approval.

##### **Business & Economic Development Committee- Peg Elmore**

- 11/14/24 US Sugar Raisin Cane Tour
- The tour was fun, informative, and has sparked other counties to take the tour.
- Thank you, Carl Stringer, for arranging the tour!

##### **Career Services Committee- Keitha Daniels**

- Keitha Daniels, Career Services Committee Chair, gave an overview of the healthy discussion she and the committee members had during their December meeting regarding the strategic plan. Keitha explained a lot of the discussion was trying to understand the process, defining and tracking what are considered "community partners" outreach goals, barrier identification, and system and data enhancements.

##### **Education & Industry Consortium- Mike Biskie**

- Guest speakers from B & I Contractors, Tri-County Apprenticeship, and CareerSource Southwest Florida presented information on the Construction Industry and Apprenticeships.
- The consortium's report included several recommendations for the Board's consideration.

#### **X. FOR THE GOOD OF THE ORDER**

##### **CareerSource Southwest Florida in-service day (December 13, 2024)**

- Mike Biskie suggested board members should stop by at this year's event.
- Peg Elmore to the Board- Thank you for allowing us to close our offices for this unifying and uplifting event!
- Resignation of Board member Anthony Oakes from the Board of Directors and the Youth Committee.
  - Effective 12/31/24
  - Recommended replacement- Robert Richards, Interim Area Director for Division of Vocational Rehabilitation Florida Department of Education.

#### **XI. UPCOMING MEETINGS**

- Business & Economic Development Committee- January 30, 2025 at 3:00pm
- Career Services Committee- February 12, 2025 at 2:00pm
- Education & Industry Consortium- February 13, 2025 at 9:00am
- Youth Committee- February 19, 2025 at 1:30pm
- Executive Committee- February 26, 2025 at 3:30pm
- Board of Directors- March 12, 2025 at 3:00pm

#### **XII. ADJOURNMENT**

The meeting adjourned at 4:14 p.m.

**CareerSource Southwest Florida  
Board of Directors Virtual Special Meeting Minutes  
February 18, 2025  
3:00 p.m.**

**Directors Present**

Mike Biskie-Chair	Brent Kettler
Keitha Daniels	Michelle Lincoln
Bill Diamond	Robert Richards
Kevin Donlan	Aaron Still
Wendi Fowler	John Talmage
Edward Franco	

**Directors Absent**

Drummond Camel	Kristina Park
Adrian Llanes	Carl Stringer
Phil Magin	Mike Wukitsch
Brad Myers	

**Guest Present**

Greg Urbancic, Board Attorney

**Staff Present**

Mike Egan  
Ed Fritz  
Rebecca Sandholdt

**I. CALL TO ORDER**

The meeting was called to order by Chair, Mike Biskie at 3:00 p.m. Edward Fritz, IT Director, called role and confirmed quorum was met.

**II. PROPOSED CLEWISTON LEASE**

Chair, Mike Biskie, provided the history of the Clewiston lease revisions and stated the current opportunity to execute a lease for the new Clewiston location. Board Attorney, Greg Urbancic provided the details of the lease which includes a five-year agreement and provisions for minor renovations.

John Talmage made a motion to approve the Clewiston lease and its conditions as presented by Greg Urbancic; Keitha Daniels seconded; the motion was unanimously approved.

**III. ADJOURNMENT-** The meeting adjourned at 3:11pm




## **Terms Expiring 6/30/25**

As required by the REACH Act, the bylaws were updated to reflect an eight-year term limit (2 terms of 4 years each effective July 1, 2021.) The following board members will be considered for a second term at the May Board Meeting.

- **Mike Biskie**
- **Keith Daniels**
- **John Talmage**
- **Mike Wukitsch**

Carl Stringer's term would have ended June 30, 2025. He resigned due to work commitments.





# THMP Monitoring Report


[click here](#)








## **Strategic Plan Approval for PY 25-26**

- Objective 1    Increase awareness of CSSWF's capabilities, opportunities, services.**
  - Objective 2    Engage individuals with barriers.**
  - Objective 3    Diversify delivery of services for all internal and external stakeholders.**
- 



## **Objective 1 – Increase Awareness**


### **Key Results**

- A. New or first-time employers will increase by 3%.  
(Business and Economic Development Committee)**
  - B. Social media metrics will increase by 3%.  
(Staff Recommendation to BOD, January 2025)**
  - C. The number of community organizations who refer individuals to us for employment and training services will increase by 20%.  
(Career Services Committee)**
- 



## **Objective 2 – Individuals with Barriers**


### **Key Results**

- A. Engagement of individuals with barriers to employment will increase by 20%.  
(Career Services Committee)**
  - B. For program year 25/26, enrollments of individuals with disabilities  
and ex-offenders will increase by 5%.  
(Career Services Committee)**
- 



## **Objective 3 – Delivery of Services**

### **Key Results**

- A. Increase virtual options to external stakeholders annually.**
  - B. Increase physical access points through partnerships annually.**
  - C. Increase virtual interactions of stakeholders annually.**
- 



**Regional Planning Addendum**  
**[click here](#)**





**September 17, 2025**

**Annual Awards Luncheon  
11am – 1pm**

**Board of Directors Meeting  
1pm – 3pm**

**Plantation Golf and Country Club  
Fort Myers**



Special Initiatives

# NCPEP

Non-Custodial Parent Employment Program

Maria Sherman  
Special Initiatives  
Program Manager



## **What is NCPEP?**

The Non-Custodial Parent Employment Program (NCPEP) assists unemployed or underemployed non-custodial parents in making regular child support payments through obtaining and maintaining employment.







- Enroll 250 participants

- Enroll 250 participants

- Re-engage them in consistently paying their child support.

- Assist with employment and training opportunities.

# Non-Custodial Parent Employment Program

A proud partner of the  
**AmericanJobCenter**  
network

## Having difficulty paying your child support?

We assist Unemployed or Under-Employed Non-Custodial Parents with Skills & Tools needed to establish a pattern of regular Child-Support Payments.

We can provide free help with:

- Job Readiness Workshops
- Drivers License Reinstatement
- Child Support Order Modification
- Up to \$1500 in Program Incentives\*
- and more...

\*Restrictions may apply

**Fort Myers**

239-931-8200

**Clewiston**

863-923-6138

**Naples**

239-436-4301

**Labelle**

863-675-1412

**Port Charlotte**

941-235-5900

**Immokalee**

239-658-3300

**Key West**

305-849-6371

**Tavernier**

305-849-2237

## CareerSourceSWFL.com

### Program Requirements:

- Non-Custodial Parent must meet income guidelines and live in one of the counties listed above.
- Non-Custodial Parent and child must be residents of Florida.

An equal opportunity workplace. Auxiliary aids and services are available upon request to individuals with disabilities.  
All active employment residents on this document may be required to present valid TTY/TDD equipment via the Florida Relay Service at 711.  
Connecticut Employment Security is the direct service provider for various assistance programs which are fully supported by the FL Dept. of Education, Health and Senior Services, and Agriculture as part of a state's Matching 910 & 910B. All participants, program revenues, support revenues, help referrals, job referrals, public assistance, rental assistance, health insurance, childcare, and travel arrangements are help funded with program funds.

## **Assistance with Removing Barriers to Employment**

- Employability Skills
- Suspended Drivers License
- Transportation
  - Car repairs
  - Gas Cards
- Child Care
- Child Support Modification Assistance



# Enrollment Milestones

- November 2024 enrolled the 1st participant.
- January 2025, we had a total of 29 participants.
- March 4, 2025, we have **52** NCPS enrolled.



## Challenges:

- Justice Involved
- Homelessness
- Motivation
- Communication
- Follow Through



## **My Team**

- **Steve Borden**
- **Damaris Corales**
- **Tabitha Grosser**
- **Shay Rambarran**

## **Referrals**

- **Department of Revenue**
- **20th Judicial Circuit District Courts**





## **Committee & Consortium Reports**

- **Business & Economic Development Committee... John Talmage**
  - **Career Services Committee... Keitha Daniels**
  - **Executive Committee... Mike Biskie**
  - **Youth Committee... Brad Myers**
  - **Education & Industry Consortium... Yolanda Flores**
- 



**For the Good of the Order...**







## **Upcoming Meetings...**

**Business & Economic  
Development Committee**  
**March 27, 2025**  
**3:00pm**


**Youth Committee**  
**April 16, 2025**  
**3:00pm**

**Executive Committee**  
**April 30, 2025**  
**3:30pm**

**Career Services Committee**  
**April 9, 2025**  
**2:00pm**

**Education & Industry Consortium**  
**April 24, 2025**  
**9:00am**

**Board of Directors**  
**May 14, 2025**  
**3:00pm**





**Adjourned...**

