

Executive Committee Meeting

April 30, 2025

3:30p.m.

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Meeting ID: 267 304 769 274

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Agenda

Public Comment

Meeting Minutes

Program Year
2025 – 2026
Budget

Upcoming
Meetings

Adjourn

I. Call to Order

II. Public Comment

III. Approval of December 11, 2024 Meeting Minutes

IV. PY25-26 Budget

V. Adjournment



Public Comment...



**CareerSource Southwest Florida
Executive Committee Meeting
December 11, 2024
3:30 p.m.
Minutes**

Members Present:

Mike Biskie-Chair
Keitha Daniels
Bill Diamond-Virtual

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

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 SEPTEMBER 4, 2024 MEETING MINUTES

Keitha Daniels made a motion to approve the September 4, 2024 meeting minutes; Bill Diamond seconded; the motion was unanimously approved.

IV. A STRONGER WORKFORCE FOR AMERICA ACT

Peg Elmore, Chief Executive Officer for CareerSource Southwest Florida gave an overview of A Stronger Workforce for America Act (ASWAA). Peg explained Speaker of the US House of Representatives Mike Johnson will not be moving forward with the ASWAA until the new administration takes office. While there are concerns regarding the bill, extensive discussions are unnecessary until it is officially enacted, assuring that the National Workforce Development Board and state lobbyists are monitoring the situation closely. To be discussed at a later date.

V. FACILITIES & MOBILE UNIT

Greg Urbancic, Board Attorney, gave an overview of the proposed lease for the Labelle Center. Greg explained the lease is a full-service lease with three five-year renewal options and a start date of July 1, 2025.

Adrian Llanes made a motion to approve and authorize Peg Elmore to sign the lease on behalf of CareerSource Southwest Florida and present it to the full board at their January meeting; Keitha Daniels second; the motion was unanimously approved.

Greg Urbancic, Board Attorney gave an overview of the proposed lease for the Clewiston Center. Greg explained the lease is a full lease with an initial five-year term. Peg explained the current location is not in the best shape and in need of major repairs. Greg Urbancic, Board Attorney, is working on having the signed lease to present to the full Board at their January meeting.

Mike Biskie gave an overview of the benefits of having a CareerSource Southwest Florida mobile unit, especially in Monroe County. There was great discussion on the pros and cons of having a mobile unit. Peg Elmore explained there is a proposal for a full-time operation of \$326,950.00 with an operating cost on an annual basis is approximately \$92,000.00, this includes the staff to run it.

Mike Egan, Financial Director for CareerSource Southwest Florida gave an overview of the property in Immokalee. Mike explained there is a valid purchase agreement on the table with the intent to purchase. Mike explained the sale is contingent upon the Collier County School Board's first right of refusal. Peg Elmore explained a letter has been sent to the Collier County Public Schools and the Superintendent asking them to exercise their right to first refusal.

VIII. SUCCESSION PLAN

Peg Elmore, Chief Executive Officer for CareerSource Southwest Florida, gave an overview of the Succession Plan requested by the Board of Directors. The plan not only includes the President/CEO position, it also includes all the key positions in the company. Peg explains it deals with both short-term planned and unplanned vacancies or absences as well as long-term. Peg explained the plan also includes filling vacancies on the Board of Directors, the leadership development that is continually and ongoing to ensure we have succession in place. Peg explained that two title changes have been made: Mike Egan is Chief Financial Officer (CFO) and Rebecca Sandholdt is Chief Operating Officer (COO). Peg will make the changes to the titles in the Succession Plan and present it to the full Board of Directors at their January meeting.

Keitha Daniels made a motion to approve Peg Elmore preparing and updating the succession plan to present to the full Board at their January meeting; Adrian Llanes seconded; the motion was unanimously approved.

XI. UPCOMING EVENTS & MEETINGS

Board of Directors Meeting- January 8, 2025 3pm



Business & Economic Development Committee- TBD

Career Services Committee- February 12, 2025 2pm

Youth Committee- February 19, 2025 10am

Executive Committee- February 26, 2025 330pm

X. ADJOURNMENT- The meeting adjourned at 4:29 p.m.



Program Year 2025 – 2026 Budget



Coming Up...

- **Executive Committee...** May 28, 2025 at 3:30pm
 - **Career Services Committee...** June 11, 2025 at 2:00pm
 - **Board of Directors...** May 14, 2025 at 3:00pm
 - **Business & Economic Development Committee...**
TBD
 - **Youth Committee...** TBD
 - **Education & Industry Consortium...** August 28, 2025 at 9:00am
- 



Adjourn...

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All statements, press releases, requests for proposals, bid solicitations, public statements, social media, toolkits, resource guides, website, and visual presentations are fully funded with federal money.

