

Board of Directors Meeting

May 14, 2025 3:00pm

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Meeting ID: 278 897 162 356

Passcode: Yq7fM7uo

Agenda

Public Comment

Meeting Minutes

Program Year 25-26 Budget

Monitoring Procurement

Related Party Agreement

Board Member Terms

Nominating Committee

Board Member Attendance

Board Meeting Schedule

Office Closure Schedule

23-24 Programmatic Report

2nd Quarter One-Stop Operator Report

Committee & Consortium
Reports

Open Forum

For the Good of the Order

Upcoming Meetings

Adjournment

- I. Call to Order
- II. Public Comment
- III. Approve March 12 & April 3, 2025 Meeting Minutes
- IV. Program Year 25-26 Budget
- V. Monitoring Procurement (THMP)
- VI. Related Party Agreement (IBEW)
- VII. Board Member Terms
- **VIII. Nominating Committee**
- IX. Board Member Attendance
- X. Board Member Schedule
- XI. Office Closure Schedule
- XII. 2023-2024 Programmatic Report
- XIII. 2nd Quarter One-Stop Operator Report
- **XIV.** Committee & Consortium Reports
- XV. For the Good of the Order
- **XVI.** Upcoming Meetings
- XVII. Adjournment

Public Comment...

CareerSource Southwest Florida Board of Directors Meeting Minutes March 12, 2025 3:00 p.m.

Directors Present

Mike Biskie-Chair Adrian Llanes
Drummond Camel Robert Richards
Keitha Daniels-Virtual Aaron Stitt

Kevin Donlan-Virtual John Talmage-Virtual
Wendi Fowler-Virtual Michael Wukitsch-Virtual
Brent Kettler-Virtual Michelle Lincoln-Virtual

Directors Absent

Bill Diamond Brad Myers Edward Franco Kristina Park

Phil Magin

Guest Present

Yolanda Flores, Education & Industry Consortium Facilitator Maria Sherman, CareerSource Southwest Florida, Special Initiatives Program Manager Greg Urbanic, Board Attorney-Virtual

Staff Present

Peg Elmore Maria Sherman Ed Fritz Lyntoria Thomas Thais Kuoman Rebecca Sandholdt

CALL TO ORDER

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

II. PUBLIC COMMENT- None

III. APPROVAL OF JANUARY 8 AND FEBRUARY 18, 2025 MEETING MINUTES

Drummond Camel made a motion to approve the January 8 and February 18, 2025 meeting minutes; Michelle Lincoln seconded; the motion was unanimously approved.

IV. BOARD MEMBER TERMS EXPIRING

Mike Biskie explained there are four board members with expiring terms effective June 30, 2025. All four members have been contacted and have expressed interest in serving another term. Mike explained Carl Stringer resigned as a board member due to work commitments; Carl's term was also expiring effective June 30, 2025. Mike explained his term as Chair will also expire in June, and a nominating committee will need to be formed. The expiring terms and the election of officers will be brought before the board at the May meeting.

V. THMP MONITORING REPORT

Peg Elmore, President CEO for CareerSource Southwest Florida explained the monitoring provided by Taylor, Hall, Miller, and Parker (THMP) is not an official monitoring required by the State. THMP conducts monitoring three times a year to make sure we are abiding by approved policies and procedures in preparation for our annual Florida Commerce monitoring.

VI. STRATEGIC PLAN

Mike Biskie explained since the strategic plan meeting a year ago, the staff have been diligently working on obtaining the necessary data to complete the strategic plan. Peg Elmore gave an overview of the newly developed strategic plan.

Adrian Llanes made a motion to approve the strategic plan as presented effective July 1, 2025 for the 2025-2026 program year: Aaron Stitt seconded: the motion was unanimously approved.

VII. REGIONAL PLANNING ADDENDUM

Peg explained the Board will be moving forward with the Regional Planning Area with Heartland. Eight of the ten counties have approved the Request for Designation. The related addendum to the local plan will be posted on the CareerSource Southwest Florida website for public comment. The designation request will be submitted to the Career Florida Board in May and to the Governor in June.

VIII. ANNUAL AWARDS LUNCHEON

Mike Biskie gave an overview of the yearly awards luncheon held at the Plantation Golf & Country Club. Mike explained because the Board of Directors have not set their annual meeting schedule a motion to approve September 17, 2025, as the date for the Board luncheon and meeting is required. Mayor Pro Tem Michelle Lincoln stated that this meeting conflicts with the Florida Association of Counties meeting. Mike instructed Peg to survey the county commissioners to determine if they would attend the luncheon and meeting if they were rescheduled.

Adrian Llanes made a motion to approve September 17, 2025 from 1pm to 3pm as the Board of Directors annual meeting unless Commissioners indicate a preference to reschedule; Keitha Daniels seconded; the motion was unanimously approved.

SPECIAL INITIATIVES

Maria Sherman, Special Initiatives Program Manager for CareerSource Southwest Florida gave an overview of the newly developed Non-Custodial Parent Employment Program (NCPEP). Maria explained the program aims to help unemployed and underemployed non-custodial parents secure and maintain jobs to meet their child support obligations. She provided three success stories.

IX. COMMITTEE & CONSORTIUM REPORTS

Executive Committee- Mike Biskie

 Thank you for attending the February virtual special meeting to discuss the Clewiston lease. Reviewed the Labelle lease and recommended it for approval.

Business & Economic Development Committee- John Talmage

- AI Literacy- Angelo Biasi from Solvably was the guest speaker.
- · A deep dive into how AI will impact the future.
- 80 high school students participated in an AI challenge. Dunbar High School won number one and number three. CareerSource was a sponsor.

Career Services Committee- Keitha Daniels

- The committee members had a good conversation during their February meeting and put some numbers to the strategic plan.
- The committee voted to let the State be the overseer of the Eligible Training Provider List (ETPL).

Keitha Daniels made a motion to approve CareerSource Southwest Florida to utilize the State's Eligible Training Provider List, Brent Kettler seconded; the motion was unanimously approved.

Education & Industry Consortium- Yolanda Flores

- The Education Industry was the topic of discussion.
- Guest speakers from Florida Southwestern State College (FSW). Florida Gulf Coast University (FGCU), and the School District of Lee County provided a deep dive into the education industry. Recommendations were reviewed.

X. FOR THE GOOD OF THE ORDER

- Welcome new Board member Robert Richards!!
- CareerSource Florida Board meeting May 20 21, 2025 in Fort Myers.

XI. UPCOMING MEETINGS

- Business & Economic Development Committee- March 27, 2025 at 3:00pm
- Career Services Committee- April 9, 2025 at 2:00pm
- Youth Committee-April 16, 2025 at 3:00pm
- Education & Industry Consortium- April 24, 2025 at 9am
- Executive Committee- April 30, 2025 at 3:30pm
- Board of Directors- May 14, 2025 at 3:00pm

XII. ADJOURNMENT

The meeting adjourned at 4:03 p.m.

CareerSource Southwest Florida Board of Directors Virtual Special Meeting Minutes April 3, 2025 11:00 a.m.

Directors Present

Mike Biskie-Chair Michelle Lincoln
Drummond Camel Adrian Llanes
Keitha Daniels Robert Richards
Bill Diamond Aaron Stitt
Edward Franco Mike Wukitsch

Brent Kettler

Directors Absent

Kevin Donlan Brad Myers Wendi Fowler Kristina Park Phil Magin John Talmage

Guest Present

Greg Urbanic, Board Attorney

Staff Present

Peg Elmore-Staff Liaison Ed Fritz

Mike Egan Lyntoria Thomas

CALL TO ORDER

The meeting was called to order by Chair, Mike Biskie at 11:00 a.m. Lyntoria Thomas, Administrative Services Assistant called roll and confirmed quorum was met.

II. REQUEST TO EXTEND DUE DILIGENCE PERIOD (IMMOKALE BUILDING)

Mike Biskie, Chair of the Board of Directors, provided a short history on the sale of the Immokalee building and explained the request to extend the due diligence period included in the sale agreement of the Immokalee building.

III. AMENDMENT TO AGREEMENT FOR PURCHASE AND SALE (IMMOKALEE BUILDING)

Greg Urbanic, Board of Attorney, gave an overview of the original purchase and sale agreement with Core Health. Greg explained the request from the buyer to extend the due diligence period of March 24, 2025 to July 7, 2025. Greg provided insight into the amendment to the agreement for the purchase and sale of the Immokalee building.

Adrian Llanes made a motion to allow the amendment to the agreement for the purchase and sale of the Immokalee in order to proceed with the sale of the Immokalee building; Michelle Lincoln seconded; the motion was unanimously approved.

IV. ADJOURNMENT-The meeting was adjourned at 11:12 a.m.

Program Year 25-26 Budget access here

Monitoring Procurement (THMP) access here

Related Party Agreement- Program Year 25-26

1BEW- training cost reimbursement not to exceed \$50,000 books, uniforms, tools, and subscription

access here

Board of Directors Expirations & 2nd Term Request

Mike Biskie Keitha Daniels John Talmage Mike Wukitsch

Terms expire 6/30/25 Mike Biskie's last term as Chair

Nominating Committee

- •No less than three (3) members.
- •Recommend a slate of officers at the July annual meeting.
- Convene by Greg Urbanic, Board Attorney.

Board Attendance

Board of Directors	7/10/20	9/18/2024	11/13/2024	11/22/2024	1/8/2024	2/18/2025	3/12/20	4/3/2025	5/14/2	7.4025				%
Aaron Stitt	x		x			x	x	x					5	62.5%
Adrian Llanes	x	x	x	x	x		x	x					7	87.5%
Bradley (Brad) Myers	x	x	x		x								4	50.0%
Brent Kettler	x	x	x	x	x	x	x	x					8	100.0%
Drummond Camel	x	x	x	x	x		x	x					7	87.5%
Edward (Ed) Franco			x	x	x	x		x					5	83.3%
John Talmage			x	x		x	x						4	50.0%
Keitha Daniels	x	x	x	x	x	x	x	x					8	100.0%
Kevin Donlan	x	x		x	x	x	x						6	75.0%
Kristina Park	x	x	x										3	37.5%
Michael (Mike) Biskie	x		x	x	x	x	x	x					7	87.5%
Michael (Mike) Wukitsch	x			x	x		x	x					5	62.5%
Michelle Lincoln					x	x	x	x					4	57.1%
Philip (Phil) Magin	x	x	x		x								4	50.0%
Robert Richards						x	x	x					3	100.0%
Wendi Fowler			x		x	x	x						4	50.0%
William (Bill) Diamond	x	x	x	x	x	x		x					7	87.5%
# in Attendance:	12	9	13	10	13	11	12	11	0	0	0	0		

2025 – 2026 Board Meeting Schedule

*The Board meets the 2nd Wednesday every other month at 3pm

July 9, 2025 Annual Meeting

September 24, 2025
Annual Luncheon (11am–1pm) & Board Meeting (1pm–3pm)
Plantation Golf & Country Club (Fort Myers)

November 12, 2025

January 14, 2026

March 11, 2026

May 13, 2026

2025 – 2026 Center Closures

Independence Day... Friday July 4, 2025

Labor Day... Monday September 1, 2025

Veterans Day... Tuesday November 11, 2025

Thanksgiving...Thursday November 27 – Friday November 28, 2025

Christmas... Wednesday December 24 - Thursday December 25, 2025

New Year... Wednesday December 31 - Thursday January 1, 2026

Dr. Martin Luther King Jr Day... Monday January 19, 2026

Memorial Day.... Monday May 25, 2026

*All centers will be closed December 12, 2025 for staff in-service training

2023 - 2024 Programmatic Monitoring Report

access here

2nd Quarter One-Stop Operator Quarterly Report

access here

Committee & Consortium Reports...

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

Open Forum...

For the Good of the Order...

Upcoming Meetings...

Board of Directors No June 11, 2025 meeting

Executive Committee May 28, 2025 3:30pm

Career Services Committee June 11, 2025 2:00pm Education & Industry Consortium August 28, 2025 9:00am

Business & Economic Development Committee TBD

Youth Committee TBD

Adjourned...

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All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. Career Source Southwest Florida is the direct service provider for various workforce programs which are fully supported by the U.S. Department of Labor, Health and Human Services, and Agriculture as part of awards totaling \$15.3 million.

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.