

**CareerSource Southwest Florida
Board of Directors Meeting Minutes
May 14, 2025
3:00 p.m.**

Directors Present

Mike Biskie-Chair-Virtual	Phil Magin-Virtual
Drummond Camel	Brad Myers-Virtual
Kevin Donlan-Virtual	Kristina Park-Virtual
Wendi Fowler-Virtual	Robert Richards-Virtual
Brent Kettler-Virtual	Aaron Stitt-Virtual
Michelle Lincoln-Virtual	John Talmage-Virtual
Adrian Llanes-Virtual	Mike Wukitsch-Virtual

Directors Absent

Keitha Daniels
Bill Diamond
Edward Franco

Chief Local Elected Officials Present

Commissioner Joseph Tiseo

Guest Present

Lonnie Saunders, Florida Commerce
Greg Urbanic, Board Attorney

Staff Present

Peg Elmore	Rebecca Sandholdt
Mike Egan	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, Executive Assistant called role and confirmed quorum was met.

II. PUBLIC COMMENT- None

III. APPROVAL OF MARCH 12, & APRIL 3, 2025 MEETING MINUTES

Drummond Camel made a motion to approve the March 12 and April 3, 2025 meeting minutes; John Talmage seconded; the motion was unanimously approved.

IV. PROGRAM YEAR 2025-2026 BUDGET

Mike Egan, CareerSource Southwest Florida Chief Financial Officer, gave an overview of the 2025-2026 program year budget and there will be no rollover funds that will carry

over into 2026. Mike explained \$9 million was received from Florida Commerce in WIOA, TANF, and Wagner-Peyser funds.

Peg Elmore, CareerSource Southwest Florida President and CEO explained the next step would be to submit the budget to the Southwest Florida Workforce Development Consortium that consist of our six-county commissioners for final approval.

Adrian Llanes made a motion to approve the 2025-2026 program year budget that allows the board to move forward on July 1, 2025; Wendi Fowler seconded; the motion was unanimously approved.

V. MONITORING PROCUREMENT (THMP)

Mike Egan gave an overview of independent monitors Taylor, Hall, Miller, and Parker. Mike explained THMP has been the monitors for CareerSource for almost 20 years. Mike explained the internal monitoring THMP provides three times a year, the preparation for the annual Florida Commerce monitoring, and the provision of ongoing technical assistance throughout the year.

Peg Elmore explained a request for proposal for monitoring services that were posted on the CareerSource website and was also sent to all interested parties. THMP was the only proposal received.

Michelle Lincoln made a motion to approve the renewal of Taylor, Hall, Miller, and Parker as our third-party independent monitor; Adiran Llanes seconded; the motion was unanimously approved.

VI. RELATED PARTY AGREEMENT (IBEW)

Peg Elmore provided information on the International Brotherhood of Electrical Workers Apprenticeship Program. Peg explained currently twenty-two students are enrolled and the program anticipates more students to enroll in the upcoming program year. Because Adrian Llanes, IBEW, is a board member, this related party agreement must be approved by the local board as well as Florida Commerce. Staff recommend approval to authorize up to \$50,000 in Individual Training Account vouchers with IBEW as the training provider.

Michelle Lincoln made a motion for CareerSource Southwest Florida to enter into a training cost reimbursement related party agreement with IBEW; John Talmage seconded; the motion was unanimously approved. Adrian Llanes abstained from voting.

VII. BOARD MEMBER TERMS

Mike Biskie, Board of Directors Chair explained four members terms will be expiring but have requested a second term, Mike Biskie, Keitha Daniels, John Talmage, and Mike Wukitsch.

Adrian Llanes made a motion to approve the second term request from Mike Biskie, Keitha Daniels, John Talmage, and Mike Wukitsch; Brent Kettler seconded; the motion was unanimously approved.

VIII. NOMINATING COMMITTEE

Mike Biskie explained because his term as chair will be expiring, a nominating committee needs to be formed and convened by board attorney Greg Urbanic. Mike explained the committee can be no less than three members, and they must recommend a slate of officers at the July annual meeting. John Talmage, Brent Kettler, and Wendi Fowler would like to serve as the nominating committee.

Mike Biskie- It has been an honor and a privilege to serve with this board, to take on the challenge of the REACH ACT realignment of the workforce system and to welcome Monroe County into CareerSource Southwest Florida and Region 24. Thank you, Mayor Pro Tem Michelle Lincoln, I think it's been a very well received and well engaged process thus far. I would like to recognize Peg Elmore and her team that is working diligently bring Monroe County into our fold.

Adrian Llanes made a motion to approve the nominating committee of John Talmage, Brent Kettler, and Wendi Fowler; Kristina Park seconded; the motion was unanimously approved.

IX. BOARD MEMBER ATTENDANCE

Mike Biskie explained the importance of board member attendance and emphasized the required fifty percent. The board took a look at members with less than fifty percent attendance and allowed the members to explain their extenuating circumstances. No further action is needed at this time.

X. BOARD MEETING SCHEDULE- The Board meets every second Wednesday of every other month at 3:30pm.

July 9, 2025... Annual Meeting
September 24, 2025... Awards Luncheon & Board Meeting 11am-1pm/1pm-3pm
November 12, 2025
January 14, 2026
March 11, 2026
May 13, 2026

Mike Wukitsch made a motion to approve the 2025-2026 board meeting schedule; Phil Magin seconded; the motion was unanimously approved.

XI. 2025- 2026 OFFICE/CENTER CLOSURES

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

John Talmage made a motion to approve the 2025-2026 office closures; Brad Myers seconded; the motion was unanimously approved.

XII. 2023-2024 PROGRAMMATIC REPORT

Florida Commerce Programmatic Monitoring Report was provided. Florida Commerce staff will present the report at an upcoming meeting.

XIII. 2ND QUARTER ONE-STOP OPERATOR REPORTS

The One Stop Operator report was provided. Peg Elmore commented that there had been a change in staffing at TPMA and some of this third quarter's deliverables were not met. It is too late to go out for bid this year, but Peg recommended the Board of Directors consider not reviewing the existing agreement for Program Year 26-27 and issue a Request for Proposals January 2026.

XIV. COMMITTEE & CONSORTIUM REPORTS

Executive Committee- No Report

Business & Economic Development Committee

- Collier County Tour was well coordinated by the Naples Chamber of Commerce and included tours of Arthrex, Great Wolf Lodge and Azimuth.

Career Services Committee- No Report

Youth Committee- No Report, next meeting in June

Education & Industry Consortium

- John Shannon of FGCU presented on Transportation & Logistics
- Recommendations:
 - Increase training programs
 - Build stronger relationships with education & employers
 - Develop & Scale internships, apprenticeships & OJTs
 - Launch regional outreach in schools, community & adult education

XV. OPEN FORUM

- Credential Review Committee update- Mike Biskie
- Summer Youth Program- Phil Magin, Youth Committee Member
 - Four youth to participate
 - Two in Key West, Two in Tavernier

XVI. FOR THE GOOD OF THE ORDER- None

XVII. UPCOMING MEETINGS

Board of Directors- No June 11, 2025 meeting

Executive Committee- May 28, 2025 3pm

Career Services Committee- June 11, 2025 2pm

Youth Committee- June 16, 2025 3pm

Education & Industry Consortium- August 28, 2025 9am
Business & Economic Development Committee- TBD

XVIII. ADJOURNMENT- The meeting adjourned at 3:54pm