

**CareerSource Southwest Florida  
Board of Directors Annual Meeting Minutes  
July 9, 2025  
3:00 p.m.**

**Directors Present**

Mike Biskie-Chair	Phil Magin
Drummond Camel	Brad Myers-Virtual
Keitha Daniels	Kristina Park-Virtual
Wendi Fowler-Virtual	Robert Richards-Virtual
Edward Franco-Virtual	Aaron Stitt-Virtual
Brent Kettler	Mike Wukitsch-Virtual
Adrian Llanes-Virtual	

**Directors Absent**

Bill Diamond	Michelle Lincoln
Kevin Donlan	John Talmage

**Chief Local Elected Officials Present**

Commissioner Emma Byrd  
Commissioner Joseph Tiseo

**Guest Present**

Yolanda Flores, Consultant  
Greg Urbanic, Board Attorney

**Staff Present**

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

**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 MAY 14, 2025 MEETING MINUTES**

Mike Wukitsch made a motion to approve the May 14, 2025 meeting minutes; Brent Kettler seconded; the motion was unanimously approved.

**IV. SLATE OF OFFICERS**

Greg Urbanic, Board of Attorney, summarized the two Nominating Committee and which resulted in the following slate of officers being developed:

Mike Wukitsch- Chair  
Brent Kettler- Vice Chair

Keitha Daniels- Treasurer  
Adrian Llanes- Secretary

Mike Biskie made a motion to approve the slate of officers as stated; Drummond Camel seconded; the motion was unanimously approved.

At 3:06 p.m. the newly elected Chair, Mike Wukitsch, proceeded with leading the meeting.

## **V. BANK SIGNATURES**

Mike Egan, CareerSource Southwest Florida Chief Financial Officer, explained the need to update the bank's authorized signature card with the changes to the Board of Directors Officers.

Mike Biskie made a motion to approve Resolution 2025-1 to update the bank's authorized signature cards to reflect the newly appointed Board of Directors Officers; Brad Myers seconded; the motion was unanimously approved.

## **VI. TRANSFER OF DISLOCATED WORKER TO ADULT FUNDS**

Mike Egan, CareerSource Southwest Florida Chief Financial Officer, provided background and recommended the transfer of \$1,895,211 funds from dislocated worker to adult.

Keitha Daniels made a motion for CareerSource Southwest Florida to transfer funds from dislocated workers to adult; Wendi Fowler seconded; the motion was unanimously approved.

## **VII. IMMOKALEE SALE PROCEEDS**

Mike Egan gave an overview of the progress from the Immokalee building sale. Mike explained that once the sale is complete the board will need to provide directions on how the anticipated proceeds should be invested. The current funding uncertainty for future allocations was discussed. After discussion, the Immokalee Building Ad-Hoc Task Force was developed:

Mike Biskie	Adrian Llanes
Drummond Camel	Phil Magin
Keitha Daniels	John Talmage
Bill Diamond	

Brent Kettler made a motion to approve the Immokalee Building Ad-Hoc Task Force as stated; Mike Biskie seconded; the motion was unanimously approved.

## **VIII. 2024-2025 PROGRAMMATIC MONITORING**

Peg Elmore, CareerSource Southwest Florida President and CEO, gave an overview of the financial and monitoring report from Taylor, Hall, Miller, and Parker (THMP). A discussion of challenges with Veteran staff funding and concerns with One-Stop Operator performance ensued.

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

Executive Committee- Mike Biskie

- Relayed by the nominating committee a suggestion that all board meetings be held virtually with the exception of the annual award luncheon. After discussion, it was decided to provide hybrid options.

Business & Economic Development Committee- Keitha Daniels

- 2025-2026 Meeting Schedule
- Six representatives from various technical schools presented.

Career Services Committee- Keitha Daniels

- 2025-2026 Meeting schedule was developed.

Youth Committee- Brad Myers

- Working on the following goals:
  - Increase the number of summer youth individuals with disabilities who participate in the summer youth program.
  - Inform & increase awareness of parents and guardians with children with mental health and learning disabilities.
- This year's summer work experience program has an increased the number of youth participants and the number of worksites.
- 2025-2026 Meeting schedule is now quarterly.
- New committee member- Kevin Donlan

Education & Industry Consortium- Yolanda Flores

- Since its inception, the Consortium has developed recommendations regarding five targeted industries: Construction, Education, Healthcare, Logistics and Manufacturing. Most of these recommendations focused on a foundation of skills for entry level workers.
- Adult education is losing 20%-30% of their funding.
- Next meeting is 8/28/25 focusing on round table discussions with breakout sessions from each of the targeted industries.

**X. OPEN FORMUM**

- Rebecca Sandholdt, Chief Operations Officer, reported the Non-Custodial Parent Employment Program (NCPEP) received funding through August. Staff served 99 individuals and increased child support payments by \$80,000.

**XI. UPCOMING MEETINGS**

- Career Services Committee- July 23, 2025 at 2pm
- Youth Committee- July 24, 2025 at 3pm
- Business & Economic Development Committee- August 21, 2025 at 3pm
- Education & Industry Consortium- August 28, 2025 at 9am
- Executive Committee- September 3, 2025 at 330pm
- Board of Directors- September 24, 2025- Award Luncheon 11am-1pm  
Meeting 1pm-3pm

**XII. ADJOURNMENT-** The meeting adjourned at 4:06pm