

**CareerSource Southwest Florida  
SWFL Workforce Development Consortium and  
Board of Directors Joint Meeting Minutes  
September 24, 2025  
1:00 p.m.**

**Directors Present:**

Mike Wukitsch-Chair	Adrian Llanes
Mike Biskie	Phil Magin-Virtual
Keitha Daniels	Kristina Park
Kevin Donlan	Aaron Stitt
Wendi Fowler	John Talmage
Edward Franco	Bob White
Michelle Lincoln	

**Directors Absent:**

Drummond Camel	Brad Myers
Bill Diamond	Robert Richards
Brent Kettler	

**Chief Local Elected Officials Present**

Commissioner Emma Byrd, Hendry County  
Commissioner Tim Stanley, Glades County

**Guest Present**

Lonnie Saunders, Florida Commerce  
Greg Urbanic, Board Attorney

**Staff Present**

Mike Egan	Rebecca Sandholdt
Peg Elmore	Lyntoria Thomas
Ed Fritz	

**I. CALL TO ORDER**

The meeting was called to order by Chair, Mike Wukitsch, at 1:20 p.m. Lyntoria Thomas, Executive Assistant, called roll for the Southwest Florida Workforce Development Consortium and the CareerSource Southwest Florida Board of Directors; Lyntoria confirmed quorum was met.

**II. PUBLIC COMMENT- None**

**III. APPROVAL OF JULY 9, 2025 MEETING MINUTES**

Michelle Lincoln made a motion to approve the July 9, 2025 meeting minutes; Mike Biskie seconded; the motion was unanimously approved.

**IV. IMMOKALEE SALE AND LEASE UPDATE**

Greg Urbanic, Board Attorney, gave an update of the Immokalee building sale and lease. Greg explained the proposed buyer would like to reinstate their agreement for purchase and offered to pay a second deposit of \$500,000. Peg Elmore requested that \$400,000 be released to CareerSource so that half of that may pay for the renovations needed for CareerSource's

subsequent lease. In addition, the space CareerSource would like to lease increased slightly to 3,317 square feet. The monthly rental rate is \$9292.50 with a three percent annual increase. This is a five-year lease with an option of up to 3 additional five-year lease renewals. The sale is scheduled to be completed by year end or early 2026. CareerSource Southwest Florida will remain in their current space until renovations in their newly leased space are complete.

Adrian Llanes made a motion to approve the reinstatement agreement for the sale and the execution of the Immokalee building lease; Michelle Lincoln seconded; the motion was unanimously approved.

**V. ONE-STOP OPERATOR**

Kylie Wolf, One-Stop Operator with TPMA gave an overview of partner participation, center activities, site visits, quarterly reports, and asset mapping research. Kylie explained the asset mapping for our strategic initiative to increase outreach of individuals with barriers that are justice impacted and individuals of persons with disabilities.

**VI. COMMITTEE AND CONSORTIUM REPORTS**

Executive Committee-Mike Wukitsch

- Working on a structured bonus plan for the President & CEO
- Discussed Immokalee building sale and lease

Business & Economic Development Committee-John Talmage

- Discussed Hurricane recovery services and resiliency services

Career Services Committee-Keitha Daniels

- Developed benchmarks for the strategic plan

Youth Committee-Brad Myers – no report

Education & Industry Consortium- Peg

- Working on overarching and prioritizing 32 recommendations

**VII. UPCOMING MEETINGS**

Career Services Committee October 22, 2025 at 2pm

Youth Committee October 23, 2025 at 3pm

Executive Committee October 29, 2025 at 330pm

Business & Economic Development Committee November 5, 2025 at 830am

Board of Directors November 12, 2025 at 3pm

Education & Industry Consortium November 20, 2025 at 9am

**VIII. FOR THE GOOD OF THE ORDER**

- Credential Review Committee meeting in November-Mike Biskie
- Board of Directors Training due December 1, 2025-Mike Wukitsch
- Thank you, Mike Wukitsch, for being our MC for today's awards and luncheon ceremony-Peg Elmore
- Thank you everyone for your time and commitment! -Mike Wukitsch

**IX. ADJOURNMENT-** The meeting adjourned at 2:09pm