

**CareerSource Southwest Florida  
Career Services Committee  
Virtual Meeting  
July 23, 2025  
2pm**

**Members Present:**

Keitha Daniels-Chair  
Drummond Camel  
Bill Diamond  
Jennifer Thayer

**Members Absent:**

Cynthia Gulsby

**Staff Present:**

Thais Kuoman  
Lyntoria Thomas

**I. CALL TO ORDER-WELCOME AND INTRODUCTIONS**

The meeting was called to order by Chair Keitha Daniels at 2:00 p.m. Keitha welcomed everyone. Thais Kuoman and Keitha Daniels confirmed quorum was met.

**II. PUBLIC COMMENT- None**

**III. APPROVAL OF JUNE 11, 2025 MEETING MINUTES**

Bill Diamond made a motion to approve the June 11, 2025 meeting minutes; Drummond Camel seconded; the motion was unanimously approved.

**IV. 25-26 PROGRAM YEAR STRATEGIC PLAN UPDATE**

The committee discussed in detail the baseline numbers of objectives one and two of the strategic plan.

- Objective 1 – Increase awareness of CSSWF’s capabilities, opportunities, and services.
  - A. c. The number of community organizations who refer individuals to us for employment and training services will increase by 20%. The program year 24-25 baseline number was 141, the goal for program year 25-26 is 169.
- Objective 2 – Engage individuals with barriers.
  - A. The engagement of individuals with barriers to employment will increase by 2%. The program year 24-25 baseline number was 3605, the goal for program year 25-26 is 3677.
  - B. For the program year 25-26 enrollments of individuals with disabilities and ex-offenders will increase by 5%. The program year 24-25 baseline number was 451, the goal for program year 25-26 is 474.

**V. REGIONAL DEMAND OCCUPATION LIST(RDOL)**

Keitha Daniels gave an overview of adding occupations to the regional demand occupation list. Keitha explained that Certified Nursing Assistants (CNA) and Nursing Assistants (NA) are not automatically added. The need for both occupations is crucial and in high demand therefore both should remain on the RDOL. Keitha explained that the RDOL will be presented to the Board of Directors at their September meeting.

Jennifer Thayer made a motion for Certified Nursing Assistants and Nursing Assistants to remain on the Regional Demand Occupational List; Drummond Camel seconded; the motion was unanimously approved.

**VI. OPEN FORUM – None**

**VII. UPCOMING MEETINGS**

- October 22, 2025 at 2pm
- January 28, 2026 at 2pm
- April 22, 2026 at 2pm

**VIII. ADJOURNMENT-** The meeting adjourned at 2:58pm.