

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

**Directors Present:**

Mike Wukitsch-Chair	Phil Magin
Mike Biskie	Kristina Park-Virtual
Bill Diamond-Virtual	Robert Richards
Kevin Donlan-Virtual	Aaron Stitt-Virtual
Wendi Fowler-Virtual	John Talmage
Edward Franco-Virtual	Bob White-Virtual
Brent Kettler	

**Directors Absent:**

Drummond Camel	Adrian Llanes
Keitha Daniels	Brad Myers
Michelle Lincoln	

**Chief Local Elected Officials Present**

Commissioner Emma Byrd, Hendry County  
Commissioner Joseph Tieso, Charlotte County

**Guest Present**

Yolanda Flores, E & I Consortium Facilitator  
Greg Urbanic, Board Attorney

**Staff Present**

Mike Egan	Thais Kuoman
Peg Elmore	Lyntoria Thomas

**I. CALL TO ORDER**

The meeting was called to order by Chair, Mike Wukitsch, at 3:00 p.m. Lyntoria Thomas, Executive Assistant, called role and confirmed quorum was met.

**II. PUBLIC COMMENT- None**

**III. APPROVAL OF SEPTEMBER 24, 2025 MEETING MINUTES**

Bob White made a motion to approve the September 24, 2025 meeting minutes; Mike Biskie seconded; the motion was unanimously approved.

**IV. LETTER GRADES**

Peg Elmore, CareerSource Southwest Florida President and CEO announced Career Source Florida released our letter grades in October and CareerSource Southwest Florida received the third highest score in the state, a 96.4 percent. Peg is very proud of the work the CareerSource Southwest Florida team has done.

**V. STRATEGIC PLAN OUTCOMES**

Peg Elmore provided strategic plan objectives and key results through September.

**VI. IMMOKALEE SALE & LEASE UPDATE**

Mike Egan, CareerSource Southwest Florida Chief Financial Officer, shared the agreement for the sale has been finalized. Mike explained \$530,000 in deposits has been received and approximately \$190,000 has been allocated for leasehold improvements for the new CareerSource leased space. Mike encouraged the Immokalee Building Task Force to meet to discuss the proceeds of the sale, and three dates were proposed.

**VII. 2025-2026 AUDIT REPORT**

Mike Egan shared the 2025-2026 audit report is currently complete in draft form and no findings were found. Mike explained due to the current situation of the government shutdown the auditor cannot address any supplements or submit the report at this time.

**VIII. SNAP EMPLOYMENT & TRAINING PROGRAM**

Peg Elmore stated no SNAP funds have been received for the federal fiscal year beginning in October. We continue to serve SNAP recipients with job search assistance and other services through braided funding but have no funds available for SNAP services. Hence, we have stopped SNAP data entry in OSST.

John Talmage made a motion for the Board of Directors to approve and support the decision Peg Elmore made to suspend the services for the SNAP Employment and Training Program; Phil Magin seconded; the motion was unanimously approved.

**IX. ONE-STOP OPERATOR**

Peg Elmore explained Thomas P. Miller and Associates agreement will be completing its first year of service in the current one-stop operator contract. The agreement has options to renew for three additional years. Peg explained the original purpose of the one-stop operator and how CareerSource Southwest Florida's needs have changed as we operate our own programs. Peg proposed to the Board of Directors that CareerSource Southwest Florida go out for bid with a revised statement of work and we utilize another workforce development board to do the procurement so that we may submit a proposal to be our own one-stop operator.

Mike Biskie made a motion to approve issuing a request for proposals for a new contract to begin July 1, 2026. Authorize us to use another workforce board to handle the procurement which would allow us to potentially submit a bid to become our own one-stop operator; Bill Diamond seconded; the motion was unanimously approved.

**X. CYBERSECURITY & IT MANAGED SERVICES PROCUREMENT**

Peg Elmore stated our Entech agreement to provide managed IT services and cybersecurity services will complete the first year of operation. Our in-house IT staff have done remarkable work in the last year to move us more fully to the cloud and reduce the number of servers. Peg proposed we go out for bid with a revised scope of work. Phil Magin referenced the need to include an AI component.

John Talmage made a motion to issue a request for a proposal that reflects the current needs and replaces the needs of the prior contract; Wendi Fowler seconded; the motion was unanimously approved.

**XI. COMMITTEE & CONSORTIUM REPORTS**

Business & Economic Development Committee-John Talmage

- 23 people took a tour of Lee County

Career Services Committed-Thais Kuoman

- All benchmark goals for the strategic plan have been met
- Focusing on second chance and individuals with disabilities

Youth Committee-Thais Kuoman

- Summer Youth Program Outcomes & Updates
- The Ticket-to-Work Program and the Second-Chance Program focus on individuals with disability and justice involved youth.

Education & Industry Consortium... Yolanda Flores

- 16 members two-year commitment ending
- Last meeting November 20, 2025 which will be a joint meeting with Florida Commerce.
- Prioritizing recommendations with a formal presentation to the Board of Directors early next year.

## **XII. UPCOMING MEETINGS**

- Education & Industry Consortium-November 20, 2025 at 9am
- Executive Committee-December 10, 2025 at 330pm
- Board of Directors-January 14, 2026 at 3pm
- Business & Economic Development Committee-January 25, 2026 at 2pm
- Career Services Committee-January 28, 2026 at 2pm
- Youth Committee-January 29, 2026 at 3pm

## **XIII. FOR THE GOOD OF THE ORDER**

John Talmage

- Window installation and storm protection businesses are laying people off.
- Lee County will be hosting the Traveling Negro Baseball Museum Exhibit during spring break at the Collaboratory, sponsored by the Red Sox & Twins.
- Announced plans for next year's Edison Awards.

Mike Biskie

- On October 28, 2025, B & I Contractors broke ground on their 95,000 square feet expansion.

## **XIV. ADJOURNMENT-** The meeting adjourned at 3:54pm