

**CareerSource Southwest Florida
Executive Committee Meeting
December 10, 2025
3:30 p.m.
Minutes**

Members Present:

Mike Wukitsch-Chair	Adrian Llanes
Keitha Daniels	Brad Myers-Virtual
Brent Kettler-Virtual	

Members Absent:

John Talmage

Guest Present:

Greg Urbancic, Board Attorney-Virtual

Staff Present:

Peg Elmore-Staff Liaison	Rebecca Sandholdt
Mike Egan	Lyntoria Thomas

I. CALL OF ORDER

The meeting was called to order by Chair, Mike Wukitsch at 3:30 p.m. Lyntoria Thomas, Executive Assistant, called roll and confirmed quorum was met.

II. PUBLIC COMMENT- None

III. APPROVAL OF SEPTEMBER 3, 2025 MEETING MINUTES

Keitha Daniels made a motion to approve the September 3, 2025 meeting minutes; Adrian Llanes seconded; the motion was unanimously approved.

IV. FUNDING CHALLENGES

Peg Elmore, President and CEO, provided an overview of federal, state, and local challenges. The committee engaged in a detailed discussion regarding funding issues resulting from the federal government shutdown, the absence of a federal budget, and the upcoming implementation of Workforce Pell in July 2026.

At the state level, 15 new policies have been introduced so far this year, with additional policies expected. The lack of a TANF Notice of Funding Availability remains a significant concern.

Locally, unemployment is rising, and training enrollments are increasing. Peg outlined several action steps taken by staff, including pausing new enrollments until previous training completers are placed in employment. She also requested that the Career Services Committee review the Priority of Service policy—specifically income eligibility—and the policy regarding Pell funds.

Mike Egan, Chief Financial Officer, reported on the steps being taken to manage cash flow. Cash draws have been changed from weekly to bi-weekly by FLCOMM. In addition, releases of funds have been slowed. We have not received our NFA for TANF for the period of 10/1/25 - 06/30/26. This NFA has a value of \$2,700,000. The state is uncertain as to the release of the NFA and the release of the cash that goes with it. Our cash flow now includes projections that go up to 6 weeks. This is due to the time when we can draw and when the funds drawn will actually hit our bank. Current cash on hand will cover us through the middle of January 2026. We fully anticipate receiving the TANF funds, but we do not know when.

Mike also mentioned the clean audit report we received which will be presented to the full board in January.

V. INCENTIVE POLICY

The committee's discussion focused on the implementation of a new incentive policy for the President CEO, Chief Financial Officer, Chief Operations Officer and the staff. Greg Urbancic, Board Attorney clarified the Executive Committee's authority regarding the President CEO compensation and incentives. Mike Wukitsch, Board of Director Chair, proposed the committee review the policy and its application for the leadership team before the next meeting.

VI. UPCOMING EVENTS AND MEETINGS

Board of Directors...January 14, 2026 at 3pm
Business & Economic Development Committee...January 22, 2026 at 3pm
Career Services Committee...January 28, 2026 at 2pm
Youth Committee...January 29, 2026 at 3pm
Executive Committee...February 18, 2026 at 330pm
Education & Industry Consortium...TBD

VII. FOR THE GOOD OF THE ORDER

Merry Christmas & Happy New Year Everyone!

VIII. ADJOURNMENT- The meeting adjourned at 4:58pm.