

Annual Board of Directors Meeting

July 8, 2026

3pm

Join:

<https://teams.microsoft.com/meet/234401859127328?p=Rq6UJcc72BeyaplTfL>

Meeting ID: 234 401 859 127 328

Passcode: SC6D2uF3



Agenda

Public Comment

Meeting Minutes

Florida Commerce
Financial Monitoring

THMP Programmatic
& Financial Monitoring

Performance
Negotiations

WIOA Plan
2-Yr Modification

CSSWF
Appointment
Scheduling System

Committee &
Consortium Reports

Upcoming Meetings

For the Good of
the Order

Adjournment

- I. Call to Order**
- II. Public Comment**
- III. Approval of May 13, 2026, Meeting Minutes**
- IV. Florida Commerce Financial Monitoring**
- V. THMP Programmatic and Financial Monitoring**
- VI. Performance Negotiations**
- VII. WIOA Plan Two-Year Modification**
- VIII. CSSWF Appointment Scheduling System**
- IX. Committee & Consortium Reports**
- X. Upcoming Meetings**
- XI. For the Good of the Order**
- XII. Adjournment**



Public Comment...



**CareerSource Southwest Florida
Board of Directors
Meeting Minutes
May 13, 2026
3:00 p.m.**

Directors Present:

Mike Wukitsch-Chair
Mike Biskie
Drummond Camel-Virtual
Bill Diamond-Virtual
Keitha Daniels-Virtual
Michelle Lincoln-Virtual
Adrian Llanes-Virtual

Phil Magin-Virtual
Lisa O'Leary
Kristina Park-Virtual
Aaron Stitt
John Talmage
Bob White-Virtual

Directors Absent:

Wendi Fowler
Edward Franco

Brent Kettler

Chief Local Elected Officials

Commissioner Ramon Iglesias

Guest Present

Lorenzo Giles
Tameka Thomas
Greg Urbanic, Board Attorney

Staff Present

Amy Hanna-Eckenrod
Mike Egan
Peg Elmore

Rebecca Sandholdt
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 roll and confirmed quorum was met.

II. PUBLIC COMMENT- None

III. APPROVAL OF MARCH 11, 2026, MEETING MINUTES

John Talmage made a motion to approve March 11, 2026, meeting minutes; Bob White seconded; the motion was unanimously approved.

IV. RELATED PARTY AGREEMENT

Rebecca Sandholdt, CareerSource Southwest Florida, Chief Operations Officer, provided information on the International Brotherhood of Electrical Workers (IBEW) Apprenticeship Program. Because Arian Llanes, IBEW, is a board of director member, this related party agreement must be approved by the local board as well as Florida Commerce. Rebecca explained twenty students are currently enrolled, but the related party agreement must be approved annually. Staff recommend approval to authorize up to \$50,000 in training cost reimbursement with IBEW as the training provider for PY26-27.

Mike Biskie made a motion for CareerSource Southwest Florida to enter into a training cost reimbursement related party agreement with IBEW not to exceed \$50,000; Aaron Stitt seconded; the motion was unanimously approved.

Rebecca Sandholdt provided information on Nova University. Rebecca explained currently four students are enrolled. Because Edward Franco, Nova University, is a board of director member, this related party agreement must be approved by the local board as well as Florida Commerce. Staff recommend approval to authorize up to \$200,000 in Individual Training Account vouchers with Nova University as the training provider during PY 26-27.

Adrian Llanes made a motion for CareerSource Southwest Florida to enter into a training cost reimbursement related party agreement with Nova University not to exceed \$200,000; John Talmage seconded; the motion was unanimously approved.

V. BOARD MEMBER TERMS AND ATTENDANCE

Mike Wukitsch, Board of Directors Chair, explained two members' terms will be expiring but have requested a second term, Adrian Llanes and Aaron Stitt.

John Talmage made a motion to approve the second term request from Adrian Llanes; Mike Biskie seconded; the motion was unanimously approved.

John Talmage made a motion to approve the second term request from Aaron Stitt; Adrian Llanes seconded; the motion was unanimously approved.

Mike Wukitsch explained the importance of board member attendance and emphasized the required fifty percent. The board looked at members with less than fifty percent attendance and allowed explanations of their extenuating circumstances. No further action is needed at this time.

VI. 2026-2027 BOARD MEETING SCHEDULE- The Board of Directors meets every second Wednesday of every other month at 3pm.

July 8, 2026- Annual Meeting
September 23, 2026- Awards Luncheon & Board Meeting 1130am-1pm/1pm-3pm
November 18, 2026
January 13, 2027
March 10, 2027
May 12, 2027

Mike Biskie made a motion to approve the 2026-2027 Board of Directors meeting schedule as presented; John Talmage seconded; the motion was unanimously approved.

VII. 2026-2027 OFFICE HOLIDAY AND CLOSURE SCHEDULE

Memorial Day... Monday May 25, 2026
Independence Day... Friday July 3, 2026
Labor Day... Monday September 7, 2026
Veterans Day... Wednesday November 11, 2026
Thanksgiving... Thursday November 26 – Friday November 27, 2026
Christmas... Thursday December 24 – Friday December 25, 2026
New Year... Thursday December 31, 2026 – Friday January 1, 2027
Dr. Martin Luther King Jr Day... Monday January 18, 2027
President's Day... Monday February 15, 2027
Memorial Day... Monday May 31, 2027
All centers will be closed June 24, 2026 and December 11, 2026 for staff in-service training
Aaron Stitt made a motion to approve the 2026-2027 office holiday and closure schedule as presented; Mike Biskie seconded; the motion was unanimously approved.

VIII. BUDGET

Mike Egan, CareerSource Southwest Florida, Chief Financial Officer gave an overview of the budget for Program Year (PY) 2026-2027 budget. Mike detailed the financial outlook including being aligned with Florida Commerce's program fund requirements. The budget for PY26-27 does not contain Immokalee operations as it has in the past. It should be noted that the building is tentatively scheduled to close at the end of July 2026. Mike explained if the buyer is unable to complete the transaction, funds received can cover our new offices, and we will be able to recoup any expenses through a facility rate plan. CareerSource Southwest Florida will be whole in either case.

Bob White made a motion to approve the 2026-2027 budget as presented; John Talmage seconded; the motion was unanimously approved.

IX. STRATEGIC PLAN THIRD QUARTER REPORT

Peg Elmore, CareerSource Southwest Florida, President CEO gave an overview of third quarter report of the strategic plan. Peg explained not a lot has changed from the second quarter to the third. Although we are struggling with services for new employers, repeat business from employers is doing well. The board had a discussion on the improvement of CareerSource Southwest Florida's social media platforms which included a compilation of short videos produced by CareerSource Southwest Florida's Communications Director Amy Eckenrode-Hanna.

X. ONE-STOP OPERATOR THIRD QUARTER REPORT

Rebecca Sandholdt gave us an overview of the one-stop operator report advising of the strong employment, employer engagement, growing demand for re-employment and the supplemental nutrition assistance program (SNAP). There is an exceptionally high interest in the summer youth employment program exceeding capacity. Staff is continuing to keep an eye on transportation barriers, and staffing constraints remain persistent issues within our partner organizations. We will be transitioning to a new one-stop operator in PY26-27.

XI. COMMITTEE AND CONSORTIUM REPORTS

Business & Economic Development Committee-John Talmage

- Upcoming meeting on 5/27/26 topic of discussion will be Agriculture & AI.

Career Services Committee-Keitha Daniels

- Tracking one or two areas to determine if the barriers and the goal percentages need to remain the same or change.
- Will give an update at the Board of Directors July meeting.

Executive Committee-No Report

Youth Committee-Mike Wukitsch

- Resignation of Youth Committee Chair Brad Myers
- Discussion of a new Chair at their next meeting 7/30/26
- Introduce committee's new Staff Liaison, Vicki Pesonen
- Discussed disabled and re-entry youth numbers served as well as out-of-school and summer youth employment.

Education & Industry Consortium-Peg Elmore

- Why Artificial Intelligence (AI) matters

XII. UPCOMING MEETINGS

Business & Economic Development Committee ... May 27, 2026 at 3pm
Executive Committee... June 24, 2026 at 330pm
Board of Directors ... July 8, 2026 at 3pm
Career Services Committee... July 22, 2026 at 2pm
Youth Committee... July 30, 2026 at 4pm
Education & Industry Consortium... August 27, 2026 at 9am

XIII. FOR THE GOOD OF THE ORDER

Mike Biskie- An overview of the Florida Credentials Review Committee meeting.

XIV. ADJOURNMENT- The meeting adjourned at 4:04pm



Florida Commerce Financial Monitoring Quality Assurance Report

[click here](#)



THMP
Financial & Programmatic Monitoring Report
[click here](#)



Performance Negotiations

PY2026-2027 Estimated Levels of Performance	Adult	DW	Youth	WP
Employment Rate 2nd Quarter After Exit (EERQ2)	89.6%	87.3%	85.7%	67.2%
Employment Rate 4th Quarter After Exit (EERQ4)	87.0%	87.4%	82.9%	66.4%
Median Earnings 2nd Quarter After Exit (MedWg)	\$10,407	\$10,574	\$6,790	\$9,088
Retention with the Same Employer (ESE)	73.8%			N / A
Credential Attainment Rate (CredAtt)	82.3%	82.1%	63.0%	N / A
Measurable Skill Gains (MSG)	88.4%	89.5%	81.7%	N / A
PY 2024 Actual Levels of Performance	Adult	DW	Youth	WP
Employment Rate 2nd Quarter After Exit (EERQ2)	80.9%	82.7%	76.2%	54.3%
Employment Rate 4th Quarter After Exit (EERQ4)	87.2%	83.0%	75.9%	60.2%
Median Earnings 2nd Quarter After Exit (MedWg)	\$9,625	\$11,040	\$5,964	\$8,120
Retention with the Same Employer (ESE)	76.4%	72.3%	64.2%	N / A
Credential Attainment Rate (CredAtt)	81.5%	78.9%	59.0%	N / A
Measurable Skill Gains (MSG)	85.5%	93.5%	86.7%	N / A
SW PY2026-27 Negotiated Goals (PY2026 PY2027)	Adult	DW	Youth	WP
Employment Rate 2nd Quarter After Exit (EERQ2)	85.4% 85.4%	84.2% 84.2%	77.8% 77.8%	65.1% 65.1%
Employment Rate 4th Quarter After Exit (EERQ4)	80.2% 80.2%	82.5% 82.5%	77.1% 77.2%	65.2% 65.2%
Median Earnings 2nd Quarter After Exit (MedWg)	\$10,336 \$10,336	\$11,162 \$11,162	\$5,004 \$5,004	\$7,800 \$7,800
Retention with the Same Employer (ESE)	N / A	N / A	N / A	N / A
Credential Attainment Rate (CredAtt)	76.1% 76.9%	81.1% 81.1%	72.6% 72.6%	N / A
Measurable Skill Gains (MSG)	76.9% 77.8%	70.5% 72.3%	70% 70%	N / A



Two –Year Modification to the WIOA Plan State Plan's Additional Performance Goals

- 63% Labor Force Participation
 - 60% Credential Attainment
 - 75% Median Hourly Wage
 - 10% improvement in Employment 2nd quarter after exit
 - Individuals 55 and older
 - Youth
 - SNAP and TANF recipients
 - Individuals without HS Diploma
 - Individuals with disability
 - Apprenticeships
 - 50K new apprentices
 - 450 registered programs
 - 110 pre-apprenticeship programs
- 

AMERICA'S TALENT STRATEGY



New Online Customer Appointment Scheduling System

IN-PERSON or VIRTUAL

Making it easier for customers to connect with CareerSource SWFL

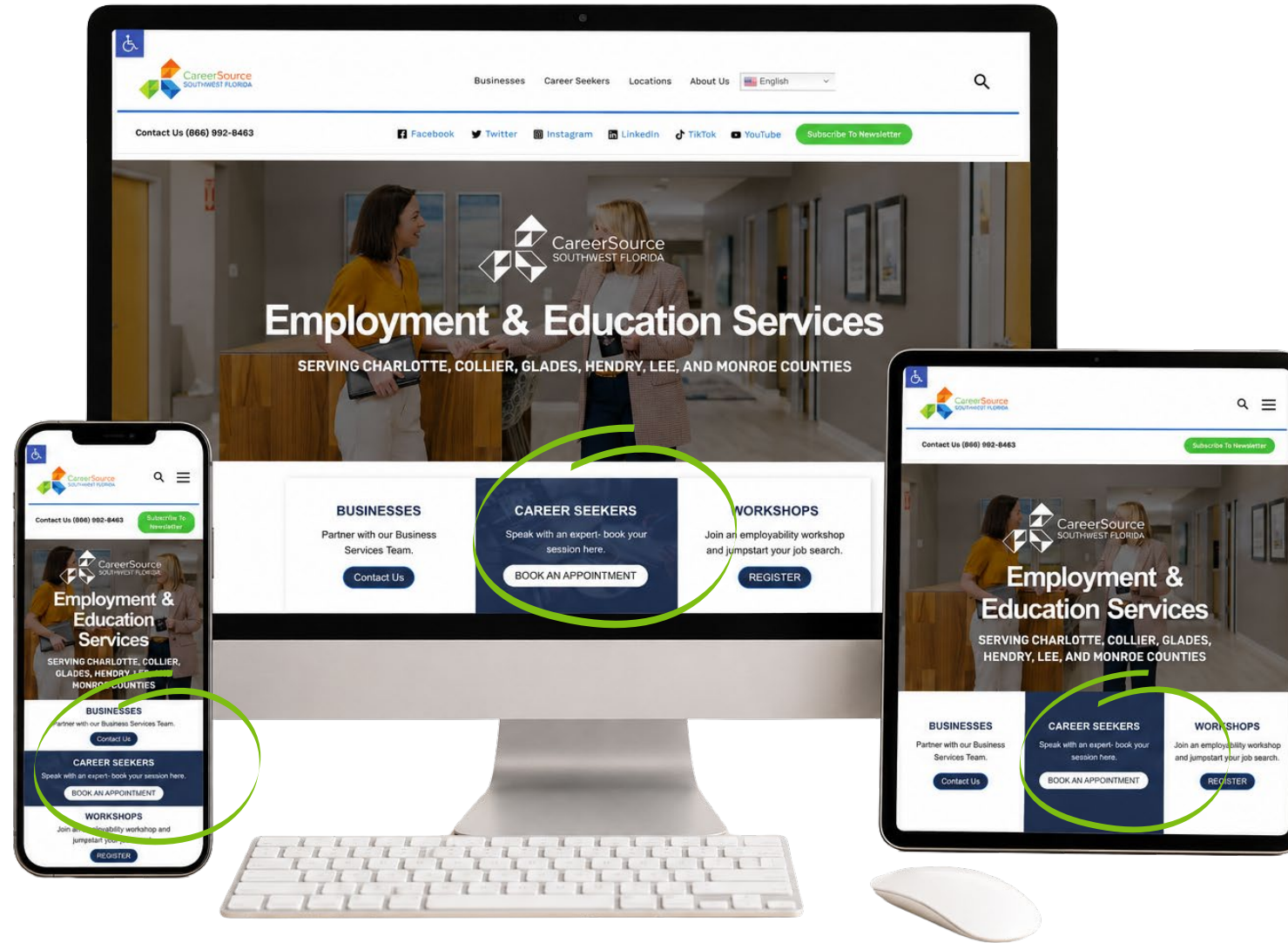
www.careersourceSWFL.com



Available Anytime, Anywhere

Customers can schedule in-person or virtual appointments from a desktop computer, tablet, or smartphone—whenever it's convenient for them.

STEP
#1



Simple Appointment Scheduling

Customers select the service they need and choose an available appointment.



STEP
#2

IN PERSON APPOINTMENTS

(IN PERSON)

**GENERAL
QUESTIONS**

[Book Now](#)

(IN PERSON)

**EDUCATION &
TRAINING**

[Book Now](#)

(IN PERSON)

**JOB SEARCH
ASSISTANCE**

[Book Now](#)

VIRTUAL APPOINTMENTS

(VIRTUAL)

**GENERAL
QUESTIONS**

[Book Now](#)

(VIRTUAL)

**EDUCATION &
TRAINING**

[Book Now](#)

(VIRTUAL)

**JOB SEARCH
ASSISTANCE**

[Book Now](#)

STEP #3



SELECT STAFF (OPTIONAL)

Anyone

July 01

DATE

TIME

< > July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12:00 PM

12:30 PM

1:00 PM

1:30 PM

2:00 PM

2:30 PM

3:00 PM

3:30 PM

4:00 PM

4:30 PM

ADD YOUR DETAILS

First and last name *

First and last name

Email

Email

Phone number

Select country code

Add your phone number

PROVIDE ADDITIONAL INFORMATION

Referred By

--select an option--

Other *

Add your answer here

Book

Online Appointment Scheduling Screen

Customer Features

Automatic Appointment Reminders

Customers receive automatic text reminders to confirm upcoming appointments if they opt-in to SMS.

One-Click Access to Virtual Appointments

Virtual appointment notifications include a direct Microsoft Teams link to join the meeting directly from smartphone, tablet or computer.

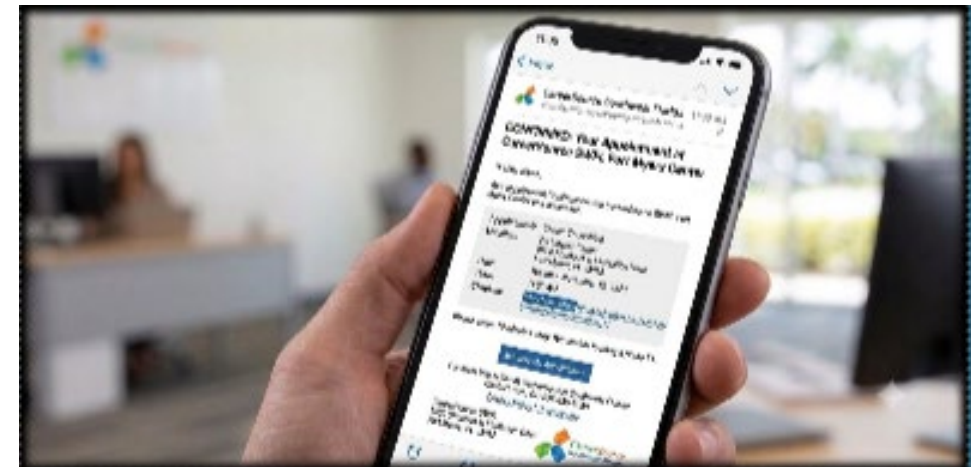
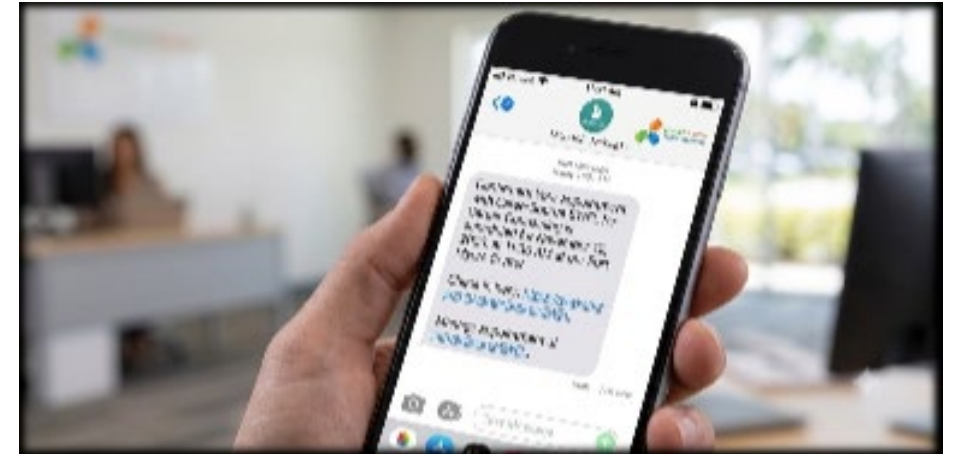
Easy Rescheduling or Cancellation

Customers can manage notifications or opt out of future text messages.

Customer Notification Preferences

Customers can modify appointments online, with staff notified automatically.

Instant Text and Email Confirmations



Every customer automatically receives a thank-you email and satisfaction survey following their appointment.

New Message

X

ToCustomer

SubjectThank You for Visiting CareerSource SWFL

Dear [Customer Name],

Thank you for allowing CareerSource Southwest Florida to assist you today. We look forward to helping you achieve your goals and hope your appointment was helpful.

Please take a moment to click the link below to complete a very brief survey about your experience with our team.

Your feedback helps us continuously improve customer experience and better serve our community.

[LINK - Customer Service Survey for Job Seekers](#)

Thank you again for choosing CareerSource SWFL. We value your time and appreciate your feedback.

Sincerely,

CareerSource Southwest Florida

Customer Tracking System - for Administration

Fort Myers Appointments

Conversation

Shared

Appointment Tracker ▾

Meet now ▾

...

Keep Lists fully optimized. Select Allow to connect to local devices to keep things speedy. [Learn more](#)

Allow

✕

Add new item

Exit grid view

Undo

Share

Copy link

Export ▾

Forms

Workflows

Integrate ▾

...

Details

Fort Myers Appointment Tracker ☆

All Items ▾

+ Add view

Title		Submission date	Appointment Date:	First and Last Name	Email	Phone Number	Staff Member	ReferredBy	Other
In Person - NCPEP Services		1/30/2026	02/04/2026						DOR - Crosswalk
Virtual - NCPEP Services		1/30/2026	02/05/2026						
Virtual - NCPEP Services		2/2/2026	02/04/2026						
In Person - NCPEP Services		2/2/2026	02/02/2026						
In Person - NCPEP Services		2/2/2026	02/02/2026						
Virtual - HOPE FL Services		2/2/2026	02/02/2026						
In Person - NCPEP Services		2/2/2026	02/03/2026						
Add new item Services		2/2/2026	02/04/2026						

Count 1975



Benefits

- ✓ Customers can schedule appointments anytime
- ✓ Reduced administrative time for staff
- ✓ Automatic confirmations and reminders
- ✓ Fewer missed appointments
- ✓ Consistent customer communications
- ✓ Valuable customer feedback through post-appointment surveys

This project reflects our ongoing commitment to making CareerSource SWLF's services more accessible, efficient, and customer-focused.





Cost-Effective Implementation

- ✓ Built using existing Microsoft 365 applications
- ✓ Integrated with Microsoft Teams
- ✓ Automated communications through Power Automate
- ✓ Only additional cost: SMS text messaging licenses
- ✓ No third-party scheduling platform required

By leveraging technology already available to us, we created a modern appointment scheduling system while keeping implementation costs to a minimum.





Committee & Consortium Reports

Business & Economic Development Committee... John Talmage

Career Services Committee... Keitha Daniels

Executive Committee... Mike Wukitsch

Youth Committee...

Education & Industry Consortium...Yolanda Flores





Upcoming Events & Meetings...

Career Services Committee... July 22, 2026 at 2pm

Business & Economic Development Committee... July 23, 2026 at 3pm

Youth Committee... July 30, 2026 at 4pm

Education & Industry Consortium... August 27, 2026 at 9am

Executive Committee... September 9, 2026 at 330pm

Annual Awards Ceremony & Luncheon... September 23, 2026 at 1130am-1pm

Board of Directors Meeting ... September 23, 2026 at 1pm-3pm

(Club at Pelican Preserve Fort Myers)





For The Good of the Order...





Adjourn...

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. CareerSource Southwest Florida is the direct service provider for various workforce programs which are fully supported by the U.S. Department of Labor, Health and Human Services, and Agriculture as part of awards totaling \$15.3 million.

All statements, press releases, requests for proposals, bid solicitations, public statements, social media, toolkits, resource guides, website, and visual presentations are fully funded with federal money.

