

DRAFT MINUTES
CAREER SOURCE PALM BEACH COUNTY, INC.
BOARD OF DIRECTORS MEETING
February 8, 2024

I. CALL MEETING TO ORDER, WELCOME

The meeting was video and audio recorded with a written transcript. Christopher Cothran welcomed attendees and called the meeting to order at noon. A quorum was present with the following board members attending Christopher Cothran, Connor Lynch, Cynthia Gaber, David Gobeo, David Markarian, David Talley, Deana Pizzo, John Boggess, Libbey Webb, Commissioner Marci Woodward, Dr. Mel Coleman, Richard Radcliffe, Ricky Wade, Shirley Erazo, Tatiana Messerole, Timothy Dougher and Zachary Cassidy. Board members absent were Alex Dobin, Alyssa Freeman, President Ava Parker, Kris Hopkins, Dr. Laurie George, George Elmore and Michael Burke.

II. AGENDA APPROVAL

a. Proposed Amendments: Christopher Cothran proposed the following amendments:

- Add V. DISCUSSION a. Board Member Composition
- V. INFORMATIONAL becomes VI.
- VI. COMMITTEE REPORTS (Active) becomes VII.
- VII. ADJOURNMENT becomes VIII.

b. Approval of Agenda: Christopher Cothran called for a vote to approve the agenda as amended.

Motion: David Talley

Second: John Boggess

The motion passed unanimously.

III. PUBLIC COMMENTS: There were none.

IV. CONSENT AGENDA

- a. Minutes from October 19, 2023
- b. Palm Beach County Board of County Commissioners' Representative to serve on CareerSource Palm Beach County Board of Directors: Commissioner Marci Woodward
- c. Approval of New Board of Directors Member
 - i. Elizabeth Rochaine, Chief Operating Officer, Wellington Regional Medical Center
- d. Approval of Subsequent Designation of Region 21, Palm Beach County as the Designated Local Workforce Development Area
- e. Audit: CareerSource Palm Beach County, Inc. Financial Report for the Fiscal Years Ended June 30, 2023 and 2022, by Moss, Krusick & Associates, LLC

Christopher Cothran asked the board to review the consent items and after reviewing them, asked if they wished to pull any item. Hearing none, he called for a motion to approve the consent agenda items a. through e.

Motion: David Markarian

Second: David Talley

The motion passed unanimously.

Christopher Cothran announced Tom Veenstra, Vice President of Administration will be retiring this month from his employment with CareerSource Palm Beach County. Julia Dattolo thanked Tom for his 12 years of service working at CareerSource Palm Beach County. Tom spoke about the numerous accomplishments CareerSource Palm Beach County has achieved throughout his career with the organization.

V. DISCUSSION

- a. Board Member Composition: Christopher Cothran reported both Dr. Laurie George and Connor Lynch will be leaving the board in July 2024 when their term ends. Connor Lynch was appointed to the board by the city of Delray Beach, a member of the Palm Beach Workforce Development Consortium, and his vacancy is required to be filled by the city of Delray Beach. The board's

assistance is requested to present nominees from the hospitality (hotels/restaurants), manufacturing, healthcare, real estate (workforce housing) and finance/insurance industries to fill Dr. George's vacancy. Christopher advised the board his term as Board Chairperson ends in October 2024, at which time David Markarian as Chair Elect will become the Board Chairperson. As a result of Dr. George's term ending in July 2024 and his term ending as Chairperson in October 2024, the Chair Elect and Secretary board officer positions will also become vacant. He requested that board members who are interested in serving as an Officer of the board please contact Julia Dattolo. Lastly, Christopher reported per the bylaws the board is required to hold four regular meetings annually. The August 15, 2024 board meeting has been cancelled and will be rescheduled if needed. The other three board meetings scheduled to be held on April 25, 2024, June 20, 2024 and October 17, 2024 have not been cancelled and the board will continue to meet on those dates.

VI. INFORMATIONAL

- a. Board of Directors Attendance Record: A copy of the board attendance table was included in the agenda packet. Board members are reminded that any Director failing to attend four consecutive regular Board meetings without excused absence as determined by the Executive Committee shall be considered to have voluntarily resigned.
- b. 2023 Statement of Financial Interest Annual Financial Disclosure (Sharon Brea): Board members are to individually register on the Florida Commission on Ethics website and file their financial disclosure online no later than July 1, 2024. If the disclosure is not filed or postmarked by September 3, 2024 a financial penalty up to a maximum amount of \$1,500 is assessed, which the board member must pay.
- c. Palm Beach County Board of County Commissioners' Representative to Chair the Palm Beach Workforce Development Consortium: Commissioner Gregg Weiss (Julia Dattolo): Commissioner Weiss will continue his term through December 31, 2024 as Chair of the Palm Beach Workforce Development Consortium.
- d. CareerSource Palm Beach County Financial and Programmatic Monitoring as of October 12, 2023, for Program Year 2023-2024, by Taylor Hall Miller Parker, P.A.(Julia Dattolo): CareerSource Palm Beach County conducts ongoing self-monitoring in addition to that conducted by the state and external monitors Taylor Hall Miller Parker, P.A. There were no significant compliance findings. Taylor Hall Miller Parker, P.A. was asked to take a closer look in an area that resulted in our taking action to resolve any issues. Christopher Cothran asked the board if there were any questions regarding the monitoring report. There were none.
- e. Business Development Update (Michael Corbit): A healthcare jobs hiring event was held on February 8 in partnership with Nova Southeastern University at their Palm Beach campus. CareerSource Palm Beach County hosted the Economic Development Stakeholders meeting with our community partners to talk about the challenges they are facing and how we can better assist with economic development projects. Upcoming job fairs, hiring events and expos and those that have been held were discussed. Techpalooza was a great success with over 1,300 attendees compared to 400 last year. CareerSource Palm Beach County received the Transportation Disadvantaged Local Coordinating Board of the Year Award from the Palm Beach Transportation Authority. On January 30 CareerSource Palm Beach County participated in the Claim Your Future Showcase event at the convention center, where several hundred high school students attended the event and employers participated to place youth into employment and internships. Nominations are being accepted for the South Florida Manufacturing Association's Excellence Awards to be given in June. The National Engineer's Week Honors and Awards Banquet will be held on February 13 attended by junior and senior high school students. Companies such as Aerojet Rocketdyne and Pratt Whitney have sponsored the event. Staff met with state legislators in Tallahassee to educate them regarding workforce development issues and support other issues that affect Palm Beach County such as water, infrastructure, education, housing and transportation. CareerSource Palm Beach County, the Delray Beach Chamber of Commerce, the School District of Palm Beach County Career and Technical Education, the city of Delray Beach and local employers hosted a career fair and field trip for high school students to learn about careers in the automotive and marine industries. Two CareerSource Palm Beach County job seeker success stories were published in the latest Palm Beach County Business Development Board magazine. Several new projects with

employers are planned or already have come to fruition in Palm Beach County creating jobs. Florida leads the nation in net income migration, a growing economy and has a gross domestic product of 1.44 trillion. The unemployment rates in the Glades have decreased. The importance and availability of apprenticeships was discussed.

- f. Operations Update (Steven Gustafson): The first quarter primary performance indicator measures, number of participants served, demographics and wage rate data for the Wagner-Peyser and WIOA programs was discussed. All goals have been met or exceeded in all programs except for the WIOA Adult credential attainment rate and Dislocated Worker wage rate. Hope Florida, a new Florida Department of Children and Families initiative that we are partnering with statewide, as well here in Palm Beach County utilizes Hope Navigators to guide Floridians on an individualized path to prosperity, economic self-sufficiency and hope by focusing on community collaboration. Instead of trying to be the solution, the program finds the solution for the individual, creates a plan and connects them to the right resources with wraparound services. CareerSource Palm Beach County won the Veteran Stand-Up Award for Large Region and employee Tori Renza won the Local Veteran Employment Representative of the Year award.
- g. President & CEO Update (Julia Dattolo): Local and state economic data was presented. Palm Beach County's unemployment rate remains low at 3.0% with record high employment of 691,700 jobs. Education and health services jobs have increased 3,900 and leisure and hospitality jobs are up 3,300. The West Palm Beach-Boca Raton-Delray Beach metro area had the second highest job growth in the state in the construction industry. Palm Beach County's average wage rate is the highest in state at \$71,297. Florida's wage rate is \$63,781. Florida ranks #1 in talent attraction with Palm Beach County ranked 23 in the nation for talent development. The first two components of CareerSource Florida's transformation plan alignment and consolidation, which does not include Palm Beach County, and system wide improvements is near completion. The third component of the plan regional planning has begun. CareerSource Palm Beach County is the first workforce board in the southeast region of the state to begin regional planning by partnering with bordering Region 21 that includes the counties of Martin, St. Lucie, and Indian River, for the purpose of optimizing opportunities for regional economic growth. New state legislation requires an increased partnership between the Florida Department of Commerce and CareerSource Florida, Inc. to meet local industry demands, the standardization of tools and services and the creation of an Education and Industry Consortium to be convened by each local workforce board with leaders who provide independent information from stakeholders in the community. CareerSource Palm Beach County convened its first meeting of the Education and Industry Consortium of the Palm Beaches where information was exchanged and an action plan developed that addresses the shortage of healthcare workers. We will continue to convene the Consortium and meet with our partners from education and workforce in other industries. When you put workforce together with education and industry, it becomes an ecosystem of opportunity.

VII. COMMITTEE REPORTS (Active)

- a. Executive Committee – January 26, 2024
- b. Financial Planning Committee – January 26, 2024
- c. Youth and Young Adult Outreach Committee – Current
- d. One-Stop Delivery System Committee – Current
- e. Consortium Meeting – October 20, 2023

The minutes from each of the above committee meetings was included in the board packet stating the activities, discussion and actions taken. Christopher Cothran noted highlights from the minutes included in the board meeting packet of those committee meetings.

VIII. ADJOURNMENT: Christopher Cothran asked board members if there was any further business of the board. There was none. A motion was made by David Talley and second by David Markarian to adjourn the meeting. The motion was approved unanimously and the meeting was adjourned at 1:05 p.m. Note date change for the next Board of Director's meeting originally to be held on April 25, 2024 will now be held on April 18, 2024 at noon.