

**DRAFT MINUTES**  
**CAREERSOURCE PALM BEACH COUNTY, INC.**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, February 27, 2025**

**I. CALL MEETING TO ORDER, WELCOME**

The meeting was video, and audio recorded with a written transcript. Dave Markarian welcomed attendees and called the meeting to order at 12:03 p.m. A quorum was present with the following board members attending Dave Markarian, Christopher Cothran, David Gobeo, David Talley, Libbey Webb, Commissioner Marci Woodward, Richard Radcliffe, Timothy Dougher, Alex Dobin, Carla Leaty, Vivian Demille, Ricky Wade, Elizabeth Rochaine, Dr. Nika Coleman-Ferrell, Mike Burke, Alyssa Freeman, Deana Pizzo, and Zac Cassidy. Board members absent, John-Anthony Boggess, George Elmore, and Tatiana Messerole. Staff members present, Julia Dattolo, Steven Gustafson, Erica Scarpati, Michael Corbit, Charles Duval, Melanie Magill, Melanie Rebottini, Sue Craig, Eustus Fagan, Najum Uddin, and Mary Mullen-Butler. Guests present, Helene Hvizd, Palm Beach County Attorney's Office, and Lonnie Sanders, FloridaCommerce.

**II. AGENDA APPROVAL**

- a. Proposed Amendments: Dave Markarian asked if there were any amendments to the agenda.

**VII. INFORMATIONAL**

- Remove c. Sunshine Law Review (Kenneth Rehns., Esq, Board Counsel)
- d. Business Development Update (Michael Corbit) becomes c.
- e. Business Development Update Glades (Charles Duval) becomes d.
- f. One-Stop Partner Update (Charles Duval) becomes e.
- g. Operations Update (Steven Gustafson) becomes f.
- h. President & CEO Update (Julia Dattolo) becomes g.

- b. Approval of Agenda: Dave Markarian called for a motion to approve the agenda as amended.

Motion: David Talley

Second: Alex Dobin

The motion was approved unanimously.

**III. PUBLIC COMMENTS**: Dave Markarian asked if there were any public comments. There were none.

**IV. INTRODUCTIONS**

- a. New Board Member:

- i. Dr. Tunjarnika Coleman-Ferrell, Vice President of Academic Affairs, Palm Beach State College (replaces Ava Parker)

Dave Markarian introduced and welcomed Dr. Tunjarnika Coleman-Ferrell as our newest board member, then asked attendees, both in-person and online to introduce themselves.

**V. CONSENT AGENDA**

- a. Minutes from October 24, 2024
- b. New Board of Director Submission
  - i. Jeffery Bailey, Business Manager, Ironworkers Local 402
- c. Financial Monitoring Quality Assurance Report – LWDB 21 Program Year 2023-2024 as of November 18, 2024, by FloridaCommerce
- d. Revision to Policy 1001: Policy and Procedure Issuance, Format and Development: Delegated Authority for Operational Policies

Dave Markarian asked the board to review the consent agenda items and after reviewing them, asked if they wished to pull or discuss any item. Hearing none, he called for a motion to approve the consent agenda items a. through d.

Motion: David Talley

Second: Michael Burke

The motion was approved unanimously.

## VI. ITEMS FOR APPROVAL

- a. Resolution Authorizing CareerSource Palm Beach County, Inc. to apply for the USDA Rural Business Development Grant (RBDG) Project (Charles Duval/Julia Dattolo): Charles Duval gave an overview of the USDA Rural Business Development Grant application for \$95,000. This grant aims to support small businesses in rural areas, particularly in Belle Glade, by funding job creation and workforce training in fields such as construction, manufacturing, and high-demand industries.

Dave Markarian asked the committee if they had any questions. Hearing none, he called for a motion to approve the grant application.

Motion: Mike Burke

Second: David Talley

The motion was approved unanimously.

- b. (Presentation & Approval) Audit: CareerSource Palm Beach County, Inc. Financial Report for the Fiscal Years Ended June 30, 2024, and 2023 by Moss, Krusick & Associates, LLC: Julia Dattolo said the results were presented to the Finance Committee on February 7<sup>th</sup> and sent to the Board of Directors. The audit was clean, with no issues or findings, highlighting that CareerSource maintains a \$2 million cash balance, equating to two months of operational funding, and administrative expenses remain below 10%, which is well under the 20% threshold concern.

Dave Markarian asked the committee if they had any questions. Hearing none, he called for a motion to approve.

Motion: Ricky Wade

Second: David Talley

The motion was approved unanimously.

## VII. INFORMATIONAL

- a. Reminder: 2024 Annual Financial Disclosure Form to be electronically filed on or before July 1, 2025 (Mary Butler): This is just a kind reminder that all board members are to electronically file their financial disclosure forms no later than July 1, 2025. Each board member will receive an email with instructions from the State of Florida Commission of Ethics around mid-May and we will also be sending a reminder with instructions and the link. If anyone would like to confirm or update the email that is linked to the Commission of Ethics, please reach out to Mary Mullen-Butler.
- b. CareerSource Palm Beach County, Inc. Financial & Programmatic Monitoring as of November 22, 2024, by Taylor, Hall, Miller, Parker, P.A. (Julia Dattolo): Julia Dattolo directed the board members to pages 24 and 25 in the board packet. The review was conducted by an independent monitoring company that identified a few issues that were corrected through a Corrective Action Plan (CAP). The review was considered clean and successful.
- c. Business Development Update (Michael Corbit): Michael Corbit provided updates on regional workforce initiatives, particularly a partnership with the Treasure Coast Region. Community engagement efforts include a large trades job fair scheduled for October 2025 and a registered apprenticeship program for electrical trades. Additionally, he noted that Palm Beach County received \$39 million in new personal wealth investments, with one-third of that staying in the county. A recent grant secured by Rep. Lois Frankel is funding a new Electric Vehicle Technician program at Palm Beach State College, helping fill workforce gaps in green energy sectors.

Richard Radcliffe asked if there was a way to quantify which job fairs work and which do not. Michael Corbit said every once in a while, we might have a job fair that does not work, but most of them are well received by the public.

- d. Business Development Update Glades (Charles Duval): Charles Duval provided an Apprenticeship Programs Update which detailed various efforts to expand training opportunities. A recent field trip to PikeU Training Facility introduced high school students from Belle Glade and West Palm Beach to HVAC, plumbing, and pipefitting apprenticeships. He also celebrated the success of Guardian Security's low-voltage electrical apprenticeship program, where a trainee started at \$20 per hour and is expected to earn \$29 per hour upon completion. Additionally, a West Tech graduate secured an apprenticeship with Moss Construction's solar energy division at 20-Mile Bend, and a group of CareerSource youth and adult participants visited Finfrack's concrete manufacturing facility to learn

about a new profession craft laborer apprenticeship program, which offers a structured career path from entry-level positions to project management roles.

- e. One-Stop Partners Update (Charles Duval): Charles Duval provided an update on the One-Stop Operator role emphasizing the need for better coordination among service partners, including AARP, the Division of Blind Services, the School District of Palm Beach County, Palm Beach State College, and the County Public Safety Department. The goal is to create a seamless referral system, ensuring that job seekers who require additional services, such as vocational rehabilitation, can be connected to the appropriate agencies. CareerSource will continue collaborating with partners to strengthen these service pathways in the coming months.
- f. Operations Update (Steven Gustafson): Steven Gustafson provided an Operations and Technology Update, announcing that a new CareerSource website will launch on July 1, 2025, in partnership with Digital Silk. The redesigned website will enhance user experience, simplify service access, and remove program jargon. A new Sector Scholarship Explorer tool will also be introduced to help job seekers explore training programs in healthcare, IT, trades, and logistics, providing clear pathways for skill development. Another major improvement is the automation of Employ Florida registrations. A newly developed API system will replace the current 13-step manual process, significantly reducing staff workload and making it easier for job seekers to register. This system is the first of its kind in the nation, and CareerSource Florida and a Texas workforce board have already expressed interest in adopting it.
- g. President & CEO Update (Julia Dattolo): During the Palm Beach County Economic Outlook Report, Julia Dattolo noted that the unemployment rate is now 3.0%, down from 3.6%, and lower than both the state (3.5%) and national (3.7%) averages. Despite population growth, the labor force is shrinking due to retirements and an aging workforce. Key workforce challenges include childcare affordability, with average costs exceeding \$2,400 per month, and housing shortages, forcing many workers to commute from St. Lucie County. The Baby Boomer retirement wave will leave 30% of the workforce retired within a decade, exacerbating the talent shortage. To address these issues, CareerSource is focusing on upskilling current workers, expanding apprenticeships, creating more internship opportunities, and developing soft skills training programs to meet employer expectations.

Legislative updates included an overview of the REACH Act (2021), which streamlined workforce board alignment, consolidation, and efficiency improvements across Florida. The Education-Industry Consortium continues to foster collaboration between educators and employers to align training programs with industry needs. At the national level, the Workforce Innovation and Opportunity Act (WIOA) reauthorization is currently delayed due to budget concerns but remains a key issue for workforce development funding.

A significant milestone was the unveiling of CareerSource Palm Beach County's new mission and vision statement: "Engage, Elevate, Enrich." This branding reflects the organization's commitment to engaging individuals with workforce opportunities, elevating businesses by connecting them with talent, and enriching the community through economic development initiatives.

Dave Markarian noted that copies of the Board of Directors Orientation and Sector Scholarship Pathway Explorer were included in the back of the meeting packet.

## **VIII. COMMITTEE REPORTS (Active)**

- a. Executive Committee – February 7, 2025
- b. Financial Planning Committee – February 7, 2025
- c. Youth and Young Adult Outreach Committee – January 16, 2025
- d. Consortium Meeting – Current

The minutes from the February 7<sup>th</sup> Executive and Financial Planning Committee meetings were included in the board packet.

The minutes from the January 16<sup>th</sup> Youth and Young Adult Outreach Committee meeting were included in the board packet. Alyssa Freeman noted highlights referencing Sandra Wrights program report and the liaisons assigned to requested committees.

- IX. ADJOURNMENT:** Dave Markarian asked board members if there was any further business of the board. There was none. The meeting was adjourned at 1:19 p.m. The next Board of Directors meeting will be held on April 24, 2025, at noon.

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