

**DRAFT MINUTES**  
**CAREER SOURCE PALM BEACH COUNTY, INC.**  
**BOARD OF DIRECTORS MEETING**  
**April 18, 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, David Gobeo, David Markarian, David Talley, Deana Pizzo, John Boggess, Libbey Webb, Commissioner Marci Woodward, Dr. Mel Coleman, Richard Radcliffe, Tatiana Messerole, Timothy Dougher, Zachary Cassidy, Alex Dobin, Alyssa Freeman, Elizabeth Rochaine, Kris Hopkins, Dr. Laurie George, and Michael Burke. Board members who were absent, President Ava Parker, George Elmore, and Ricky Wade.

**II. AGENDA APPROVAL**

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

**VII. COMMITTEE REPORTS (Active)**

- a. Executive Committee: Minutes from April 12, 2024
- b. Financial Planning Committee: Minutes from April 12, 2024

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

Motion: David Talley

Second: Alex Dobin

The motion passed unanimously.

**III. PUBLIC COMMENTS:** There were none.

**IV. CONSENT AGENDA**

- a. Minutes from February 8, 2024
- b. Board of Directors Resignations
  - i. Shirley Erazo, President/CEO, Delray Beach Housing Authority (Resignation effective March 13, 2024)
  - ii. Cynthia Gaber, Director, Division of Vocational Rehabilitation (Resignation effective March 26, 2024)
- c. Approval of New Board of Directors Member
  - i. Andrea M. Augst, Vice President of Human Resources, HCA Florida JFK North Hospital
- d. CareerSource Palm Beach County, Inc. – Revised Bylaws
- e. Palm Beach Workforce Development Consortium Interlocal Agreement – Replaces Interlocal Agreement Dated October 5, 2021

Christopher Cothran asked the board to review the consent 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 e.

Motion: David Gobeo

Second: Richard Radcliffe

The motion passed unanimously.

**V. ITEMS FOR DISCUSSION/APPROVAL**

- a. 2024-2026 Slate of Officers
  - i. Chair-Elect
  - ii. Secretary

The main discussion centered around the election on new officers, specifically the Chair-Elect and Secretary. Christopher Cothran mentioned that several names were considered for the Chair-Elect position during the last Executive Committee meeting including Connor Lynch, Deana Pizzo, Ricky Wade and Alyssa Freeman. Alyssa Freeman was asked if she would consider being the new Chair-Elect, to which she tentatively agreed, pending more information. John Boggess was asked about

assuming the role of Secretary which he accepted. Christopher Cothran and Julia Dattolo to formalize the motions regarding the election of the Slate of Officers for the next board meeting.

**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: 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. Business Development Update (Michael Corbit): Michael Corbit provided a comprehensive update on business development, highlighting various activities and events. Quarterly Economic Development Stakeholders meetings, with notable updates from the BDB, a workforce housing update, and business survey results. A business appreciation tour was conducted in Central County, visiting United Franchise Group, Precision Aesthetics, and Wovo, a high-end warehouse. The report also touched on South Florida Tech Hub's upcoming events and outreach efforts to schools, where young students showed keen interest in various industries. Additionally, the meeting discussed ongoing initiatives, such as the SFMA Manufacturer of the Year award and participation & attendance at the National Association of Workforce Boards conference. Mr. Corbit shared career outreach efforts, including the Careers in Marine Industry event and a Careers in Hospitality event at the Boca Raton Hotel. These initiatives aim to educate and inspire students about career opportunities in different industries, showcasing real-world experiences and opportunities for career growth. Julia Dattolo was also celebrated for her win of the Toni Jennings Workforce Development Professional of the Year Award, the highest workforce award in Florida.
- d. Business Development Update (Charles Duval): Charles Duval highlighted several key points, he discussed a potential partnership with CLN of South Florida, a company that manufactures CNC machines which would lead to significant job opportunities for young adults and interns in the area. He also emphasized the importance of apprenticeship programs, mentioning an upcoming event to raise awareness among local employers. Additionally, he praised West Tech for its training programs, particularly its CDL and Megatron's programs, which have been successful in providing skills and job opportunities to students. Charles Duval concluded with the organization's community involvement, including participation in the Black Gold Jubilee event and the upcoming job fair at Glade Central High Schools aimed at helping students transition into the workforce.
- a. President & CEO Update (Julia Dattolo): Julia Dattolo discussed economic updates, highlighting Palm Beach County's low 3.3% unemployment rate, strong growth in government and construction jobs, and a thriving healthcare sector worth over \$7 billion. Despite stability in the financial sector, there was a decline in leisure and hospitality jobs. Palm Beach County accounts for 8.2% of jobs listed in Florida, indicating a robust and diverse economy. Julia discussed the Florida Workforce Transformation Plan, emphasizing consolidation, alignment, and system-wide improvements including regional planning with neighboring counties. The plan aims to provide consistent services and opportunities across regions. Julia highlighted a successful Education & Industry Consortium meeting that focused on healthcare where hospitals and educational institutions collaborated to align curriculum with industry needs, the next meetings focus will be on manufacturing. Julia concluded by discussing CareerSource PBC's budget management, efforts to secure additional grants and private funding through the expansion of our 501(C)(3) status to support staffing and services. Budget, strategic plan, four-year plan and FloridaCommerce annual performance review to be presented at the next board meeting.

**VII. COMMITTEE REPORTS (Active)**

- a. Executive Committee – April 12, 2024
- b. Financial Planning Committee – April 12, 2024
- c. Youth and Young Adult Outreach Committee – April 4, 2024
- d. Consortium Meeting – February 8, 2024

The minutes from the April 12 Executive and Financial Planning Committee meetings were emailed to the Board of Directors and copies were included in the board packet. Christopher Cothran noted highlights stating the activities, discussion and actions taken. Christopher Cothran stated that the financials were reviewed, and everything is running well despite uncertainties in WIOA funding. Alyssa Freeman gave highlights from the Youth Committee, noted the need for collaboration among different organizations, discussed upcoming programs like the Summer Youth Employment Program and 3-Day Boot Camp. Julia Dattolo stated the next Consortium meeting is scheduled for June 13, 2024, at 10:30 a.m.

VIII. **ADJOURNMENT:** Christopher Cothran asked board members if there was any further business of the board. There was none. A motion was made by Dr. Mel Coleman and second by Richard Radcliffe to adjourn the meeting. The motion was approved unanimously, and the meeting was adjourned at 1:00 p.m. The next Board of Director's meeting will be held on June 20, 2024, at noon.

DRAFT