

**DRAFT MINUTES**  
**CAREER SOURCE PALM BEACH COUNTY, INC.**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, April 27 2023**

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

The meeting was audio and video recorded with a written transcript, which is retained in accordance with CareerSource Palm Beach County, Inc.'s (CareerSource) Retention and Security of Records policy. There were no objections to the recording of the meeting. Christopher Cothran welcomed attendees and called the meeting to order at noon. A quorum was present with the following board members attending: Christopher Cothran, Alyssa Freeman, Alex Dobin, Tatiana Messerole, Dwight Mattingly, President Ava Parker, Connor Lynch, David Gobeo, David Markarian, David Talley, Dr. Laurie George, Commissioner Marci Woodward, Richard Radcliffe, Timothy Dougher and Zachary Cassidy. Board members absent were Cynthia Gaber, George Elmore, Ricky Wade, Shirley Erazo, John Boggess, Libbey Webb and Dr. Mel Coleman,

**II. AGENDA APPROVAL**

a. Proposed Amendments: Christopher Cothran asked if there were any amendments to the agenda. There was none.

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

Motion: David Talley

Second: David Markarian

The motion passed unanimously.

**III. PUBLIC COMMENTS:** Dwight Mattingly reported April 28 is Workers Memorial Day held in honor and recognition to those who lost their lives while on the job. More than 50 years ago on April 28, Workers Memorial Day, the Occupational Safety and Health Act went into effect, promising every worker the right to a safe job. On May 13 the United States Postal Service is holding their annual Letter Carriers' Stamp Out Hunger Food Drive. Carriers collect non-perishable food donations left by mailboxes and in post offices and deliver them to local community food banks, pantries and shelters. David Talley reported a job seeker success story thanking CareerSource for their assistance placing his granddaughter, who was attending college and has now graduated, in an internship last summer and who has since then been offered employment with that employer and several others. Christopher Cothran recognized and welcomed board member David Gobeo's children who were attending today's board meeting with him in observance of the annual National "Take Your Child to Work Day".

**IV. CONSENT AGENDA**

- a. Minutes from February 16, 2023
- b. Approval of Contractor Award for Audit Services to Moss, Krusick & Associates, LLC
- c. Approval of Tenth Amendment to the Lease Between CareerSource Palm Beach County, Inc. and Roy E. Burch, Trustee (West Career Center)
- d. Approval to Reduce the Required WIOA Individual Training Account (ITAs) to 25% for the Year Ending June 30, 2023
- e. Approval of New Board of Director Membership i. Deana Pizzo, Founder, CEO and Chief Culture Maker, I.T. Solutions of South Florida

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

Motion: Dwight Mattingly

Second: David Markarian

The motion passed unanimously.

## V. INFORMATIONAL

- a. Board of Directors Attendance Record: A copy of the 2023 Board attendance table was included in the agenda packet. 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. 2022 Statement of Financial Interests Annual Financial Disclosure Update: Board members are reminded to file their 2022 statement of financial interests annual financial disclosure no later than July 1, 2023.
- c. Glades Update (Charles Duval): Ryan Homes has planned the new construction of Hillsboro Estates consisting of 51 single family, 1,300-2,200 square foot homes in Belle Glade with prices starting in the mid \$200,000. CareerSource held a community meeting in partnership with Ryan Homes, the city of Belle Glade, LORE and Guardians of Glades for residents to learn more about the new housing and programs available to assist with purchasing a home. Additionally, a meet and greet was held for job seekers to apply for employment with the subcontractors who are building those homes with students trained by West Tech's construction academy pre-apprenticeship program. The city of Pahokee has also planned the new construction of a 60-unit mixed-use affordable housing development called the Everglades Townhomes. CareerSource will also be working with West Tech and the subcontractors who are building those homes in anticipation of placing job seekers in construction jobs to be created. Highlights of several employer hiring and community events, Glades Farmers Roundtable and CareerSource's internship training program were discussed.
- d. Business Development (Michael Corbit): Growing jobs across Palm Beach County, CareerSource hosted the Economic Development Stakeholders meeting with our community partners to talk about economic development projects. CareerSource brought the Claim Your Future Showcase event previously held at the convention center to the west career center, where high school students attend the event and employers participate to place youth into employment and internships. A video was shown of the event. An employee of one of the employer's who was recruiting at the Claim Your Future Showcase event was a past CareerSource job seeker who obtained their employment with that employer through CareerSource's assistance. The upcoming and past job fairs, hiring events, expos and highlights of several new projects and employers coming to Palm Beach County were discussed. The National Engineer's Week Honors and Awards Banquet for the east coast was held on February 15. Companies such as Aerojet Rocketdyne and Pratt Whitney have sponsored the event. The recent Palm Beach County Business Development Board publication included an article highlighting CareerSource President/CEO Julia Dattolo and a CareerSource job seeker success story. A video was shown of the Marine Career Industries Day co-hosted by CareerSource and the Marine Industries Association of Palm Beach, where students had the opportunity to take part in a day of learning about careers within the marine industry with a close-up tour of the Port of Palm Beach. Students participating in the event were also provided a free access pass to the Palm Beach County Boat Show.
- e. Operations Update (Steve Gustfason): The One Stop Delivery System Committee's role has shifted to accountability, a review of the assistance we provide and will focus on the following pillars: monitoring quarterly performance outcomes and continuous quality improvement in the career centers; review and approve training demand occupations, the development and implementation of career pathways, promising strategies and initiatives for meeting the needs of career seekers and employers; and support career center initiatives to increase impact and reduce duplication. The importance of the WIOA primary indicators of performance, how information is collected, reported and calculated, goals achieved and areas for improvement was explained. Compared to the other workforce boards, CareerSource's Welfare Transition Program \$17 per hour wage rate is the highest in the state. \$97,000 in childcare assistance was provided to low income job seekers so they could attend training to upgrade their skills and get back to work. A CareerSource retired US Navy Veteran job seeker master mechanic who had been previously homeless after losing their business, with CareerSource's assistance was able to purchase the tools necessary to successfully obtain employment with a starting wage of \$30 per hour and is no longer homeless. Equity data is reviewed to improve the services provided and break down barriers. A year long discovery based journey human centered design service delivery model has been implemented that puts people at

the center of the development process, creating products and services that are tailored to the CareerSource customer's needs.

f. **President & CEO Update (Julia Dattolo):** Palm Beach County's current unemployment rate is 2.6% for the third month. Palm Beach County has seen an increase in job growth in all sectors with the top gross regional products first in finance at \$15 billion, which was previously second; IT and leisure/hospitality at \$10 billion and healthcare at \$8 billion. The status of implementation of one of CareerSource's organizational goals the REACH Act Workforce Board Consolidation was discussed. The state selected the first of three consolidation and realignment options presented by Ernst & Young, which does not change CareerSource Palm Beach County's organizational structure. Florida House Bill 7051 and Senate Bill 240 require increased partnerships at the state level between Florida's Department of Economic Opportunity, Department of Education and CareerSource Florida to meet local industry demands. CareerSource Palm Beach County has already established these relationships locally and will continue to work with those partners. The bill also requires the formation of an education and industry consortium and expansion of education and training for special populations. Staff development and training is held every Friday. During the month of February, staff took an offsite field trip "Agriculture Day: East Meets West" sponsored by US Sugar and Florida Crystals, where they visited several business locations and met one on one with local employers to learn what the jobs were, what they entailed and what were the needs of the employer. Senior Management traveled to Tallahassee to meet with Palm Beach County legislators during Palm Beach County Days. The status of implementation of CareerSource's organizational goal "Operational Excellence" and its components: human centered design, internships for youth, Reentry team, partnerships with the Palm Beach County School District, colleges, universities and businesses was discussed. On June 14 CareerSource is conducting a local comprehensive needs assessment to discuss what the business needs are from education and the workforce system. April is "Second Chance Month". A CareerSource Reentry job seeker who had been previously incarcerated at the age of 14 and exited incarceration, with CareerSource's assistance was able to successfully reenter the community, obtain employment with a starting wage of \$22 per hour which has increased to \$25 per hour and is now attending Palm Beach State College's paralegal program. Through the Careers for Veterans grant and Entrepreneurial Program of Work grant, CareerSource enrolled over 55 veterans and their spouses in career training with scholarships or supportive services, over 18 veterans found better employment with enhanced skills and support and 12 job seekers opened their own business after receiving up to \$10,000 in support to purchase supplies. Board members are reminded to complete their annual online board training no later than June 30. The One-Stop Delivery System Committee is looking for additional board members to serve on the committee.

**VI. COMMITTEE REPORTS (Active)**

- a. Executive Committee – April 14, 2023
- b. Financial Planning Committee – April 14, 2023
- c. Youth and Young Adult Outreach Committee – March 9, 2023
- d. One-Stop Delivery System Committee – March 24, 2023
- e. Consortium Meeting – February 16, 2023

The minutes from each of the above committee meetings was included in the board packet explaining the activities, discussion and actions taken. Christopher Cothran (Executive Committee and Financial Planning Committee) and Alyssa Freeman (Youth and Young Adult Outreach Committee) noted highlights from the minutes included in the board meeting packet of those committee meetings.

**VII. 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 Alyssa Freeman to adjourn the meeting. The motion was approved unanimously, and the meeting was adjourned at 1:20 p.m. The next Board of Director's meeting will be held on Thursday, June 2, 2023.