

**DRAFT MINUTES**  
**CAREERSOURCE PALM BEACH COUNTY, INC.**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, June 15, 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 12:05 p.m. Roll call was taken. A quorum was present with the following board members attending: Christopher Cothran, Alyssa Freeman, Tatiana Messerole, President Ava Parker, David Gobeo, David Talley, Commissioner Marci Woodward, Richard Radcliffe, Timothy Dougher, Zachary Cassidy, Cynthia Gaber, George Elmore, Ricky Wade, John-Anthony Boggess, Libbey Webb, Deana Pizzo, Dr. Mel Coleman and Dr. Laurie George. Board members absence: Alex Dobin, Connor Lynch, Dave Markarian, Dwight Mattingly, and Shirley Erazo. Special guests: Kelly Smallridge, President, Business Development Board of PBC, Daniel Harper, Senior Management Analyst Supervisor and Valerie Peacock, Chief, Financial Monitoring & Accountability, Florida Department of Economic Opportunity.

**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: John-Anthony Boggess  
The motion passed unanimously.

- III. PUBLIC COMMENTS:** Last week Board member John-Anthony Boggess provided his resignation to the school board and Superintendent Michael Burke, School District of Palm Beach County. He is pursuing a different leadership path in education and will be building out a private Christian system of schools in Palm Beach, Martin and Saint Lucie Counties. Mr. Boggess would like to stay on our board, if possible, under his new capacity, he also mentioned that Superintendent Michael Burke has expressed interest in filling the seat that he currently holds.

Julia Dattolo welcomed new board member Deana Pizzo, Founder, CEO, I.T. Solutions of South Florida it is veteran owned, Information Technology business in Palm Beach County.

**IV. CONSENT AGENDA**

- a. Approval of Minutes from April 27, 2023: Christopher Cothran asked the committee to review the minutes and after reviewing them, advise if they wished to make any corrections. Hearing none, he called for a vote to approve.

Motion: George Elmore  
Second: David Talley  
The motion passed unanimously.

- b. Approval of 2023-2024 Budget for CareerSource Palm Beach County, Inc.: Christopher Cothran asked the committee to review the 2023-2024 budget, found on page four in the packet, after reviewing, he asked if anyone had any questions. Hearing none, he called for a vote to approve.

Motion: Dr. Mel Coleman  
Second: George Elmore  
The motion passed unanimously.

**V. INFORMATIONAL**

- a. National Association of Workforce Development Professionals (NAWDP) – 2023 Workforce Employer of the Year Award: CareerSource Palm Beach County wins NAWDP 2023 Employer of the Year Award. Sandra Wright accepted it on our behalf last month in New Orleans. This award was because of partnership with the BDB and CareerSource PBC doing labor market information,

recruiting events, job fairs, training grants and bring employers to relocate and expand in our area. In particular, this award represents the work that was done in the Glades area, in regard to Finrock and the 200+ jobs, this was a huge game changer. Kelly Smallridge thanked Julia and asked if she could say a few words. Ms. Smallridge said that she could say with great conviction that CareerSource PBC is probably the most effective career source that she has ever seen throughout her career. All the recognition for this award goes to Julia and her team because of their great partnership. The BDB may be the band leader of bringing great people like CareerSource to the table, but it is Julia and her team that help us with businesses, academic leaders, councils, and all of our university presidents. They are professional and confidential. Kelly Smallridge thanked the board for having the vision and leadership to bring Julia on board, and also, for giving her the leeway to run with the great ideas that they come up with together, thank you so much Julia for your partnership. Julia thanked Kelly Smallridge for her partnership and presented her with a bouquet of flowers.

- b. Presentation: CareerSource Palm Beach County, Inc. Annual Performance Indicators - Presented by the Department of Economic Opportunity (DEO): Daniel Harper, Senior Management Analyst Supervisor and Valerie Peacock, Chief, Financial Monitoring & Accountability with the Florida Department of Economic Opportunity opened the presentation explaining why DEO was here today. The Florida Statutes require DEO to assign staff to meet with each regional workforce board annually to review the board's performance and to clarify that the board is in compliance with the applicable state and federal law. Daniel Harper and Valerie Peacock discussed the many layers of workforce system funding sources and oversight and local service delivery. They reviewed statewide funding, local board funding, direct client services, administrative expenditures, Individual Training Accounts, Work Experiences, and out-of-school youth expenditures, primary performance indicators and self-sufficiency quarterly performance and results. Daniel Harper said that each Local Workforce Development Board receives a letter grade which was developed by the governor's office of re-imagining education and career health. The criteria for letter grades are in part based on local board performance on accountability measures, CareerSource PBC has a score of 91.40 which equates to an A -. Lastly, Daniel Harper presented our programmatic and financial monitoring activities and said overall, CareerSource was doing a great job.
- c. 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.
- d. CareerSource Palm Beach County Financial & Programmatic Monitoring as of April 20, 2023, for the Program Year ending June 30, 2023, by Taylor Hall Miller Parker, P.A.: A summary of the report included in the agenda packet was briefly discussed by Julia Dattolo. Christopher Cothran asked the board if there were any questions regarding the monitoring report. There were none.
- e. Glades Update (Charles Duval): Charles Duval gave a brief overview of the population demographics in Palm Beach County. CareerSource started a Hispanic outreach initiative, creating marketing materials in Spanish, translating internal documents, promoting job fairs and catering to the Spanish demographic. In collaboration with the Central Palm Beach County and Hispanic Chamber of Commerce, CareerSource held a job fair for Culvers, who are opening a brand-new facility with a specific mandate of hiring a high number of Hispanic or Spanish speaking individuals. They will need about seventy employees overall for when they open in August. Affordable housing, 60 apartments to be built on site of former Pahokee hospital, the project has produced ten labor positions that were filled with local talent. Finrock, 40 jobs; Pahokee Housing Authority Renovations, 10 jobs; Job Fair of the Glades – August 24, 2023.
- f. Operations Update (Steven Gustafson): Welfare Transition Wage Rate, \$16.69, up 11.56% from 2022. PY 2021-2022 performance measures, 4 met, 11 exceeded, 3 not met. PY 2022-2023 performance measures, 2 met, 13 exceeded, 3 not met. Overall, it's good news and again, credit goes to management for all the hard work their teams are doing. Lastly, management and staff will be hitting the road in the next six months and getting out there and sharing our best practices that we have here in Palm Beach County on state, regional and national stages at the National Association of State Workforce Agencies Veterans Conference; Southeastern Employment and

Training Association Fall Conference; Florida Workforce Professional Development Summit; and Workforce Technology Conference.

- g. President & CEO Update (Julia Dattolo): Palm Beach County's current unemployment rate is 2.3%. Palm Beach County has seen a job growth in all sectors and that women are returning to the workforce now in greater numbers. State Legislative Updates: House Bill 7051/SB 240. The Department of Economic Opportunity will now be called the Department of Commerce, Alex Kelly will be the CEO and Enterprise Florida will no longer exist. The bill also asked for an increased partnership between the Department of Commerce, Department of Education and CareerSource Florida to meet industry demands which means our partnership with the school district, the colleges, and industry's is supposed to be stronger. Palm Beach County is already doing this, but we are going to make it stronger. As far as the Education/Industry Consortium goes, the school district, the college, and CareerSource will be doing a comprehensive local needs assessment on September 20 at Palm Beach State College which all board members will be invited to. CareerSource PBC has been assigned to work with Region 20, Indian River, Martin and St. Lucie in WIOA planning region. Julia was on a call with the CEO of CareerSource RC, and itemized out industries and internal services that regions can work with/streamline together. Our allocations have been cut across the state. Our primary funding decreased by an average of 12%. Various funding sources to different departments were decreased. New departmental budgets are conservative. We are looking for additional grants and expanding partnerships so we can enhance our services through our partners. New virtual partnership with the Palm Beach County Library System. Clients can meet virtually with our staff during a visit to their local library. Our 2023-2024 budget will be presented to the Board of County Commissioners on July 11<sup>th</sup>. Moving forward our focus will be on Talent Pipeline Management and the enhance of local apprenticeship. Julia mentioned that the annual board training "Board Orientation" is to be completed by June 30<sup>th</sup>, Julia to send out a reminder.

Dr. Mel Coleman raised his concerns about the shortage of teachers, John-Anthony Boggess briefly discussed some of the potential contributing factors as to why there is such a shortage and shared some of the barriers that the School Board has removed to make teaching more easily attainable. Ricky Wade raised his concerns about e-verify and how it is going to impact the labor market, we need to be proactive, not reactive.

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

- a. Executive Committee – June 2, 2023
- b. Financial Planning Committee – June 2, 2023
- c. Youth and Young Adult Outreach Committee – Current
- d. One-Stop Delivery System Committee – Current
- e. Consortium Meeting – May 4, 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) noted highlights from the minutes included in the board meeting packet of those committee meetings. Julia Dattolo (Consortium) noted highlights from the minutes included in the meeting packet.

- VII. ADJOURNMENT:** Christopher Cothran asked board members if there was any further business of the board. There was none. A motion was made by George Elmore and second by David Talley to adjourn the meeting. The motion was approved unanimously, and the meeting was adjourned at 1:22 p.m. The next Board of Director's meeting will be held on Thursday, August 17, 2023.