

DRAFT MINUTES
CAREER SOURCE PALM BEACH COUNTY, INC.
BOARD OF DIRECTORS MEETING
June 20, 2024

I. CALL MEETING TO ORDER, WELCOME

Christopher Cothran was traveling but able to attend telephonically. Christopher Cothran asked Chair-Elect Dave Markarian to run the meeting on his behalf. The meeting was video, and audio recorded with a written transcript. Dave Markarian welcomed attendees and called the meeting to order at 12:04 p.m. A quorum was present with the following board members attending Dave Markarian, Christopher Cothran, Connor Lynch, David Gobeo, David Talley, Deana Pizzo, John-Anthony Boggess, Libbey Webb, Commissioner Marci Woodward, Richard Radcliffe, Timothy Dougher, Zachary Cassidy, Alex Dobin, Alyssa Freeman, Elizabeth Rochaine, Dr. Laurie George, George Elmore and Ricky Wade. Board members who were absent, President Ava Parker, Kris Hopkins, Dr. Mel Coleman, Mike Burke and Tatiana Messerole.

II. AGENDA APPROVAL

a. Proposed Amendments: Dave Markarian asked if there were any amendments to the agenda. There were four proposed amendments. Under "IV. Consent Agenda", "b. New Board of Directors Members" remove "i. Lauren Veit, Area Supervisor (Palm Beach/Broward), Division of Vocational Rehabilitation" and add "i. Carla Leaty, Supervisor (West Palm Beach) Division of Vocational Rehabilitation", add "ii. Vivian Demille, Esq., Chief Operating Officer, Henderson Behavioral Health, Consortium Appointment: City of Delray Beach (Replaces Connor Lynch)", add "f. Approval to Request a Waiver to Reduce the Required WIOA Training Requirement to 30% for the Year Ending June 30, 2025". Under "VII. Committee Reports (Active)", "d. Palm Beach Workforce Development Consortium" add "Minutes from June 13, 2024".

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

Motion: David Talley

Second: Deana Pizzo

The motion passed unanimously.

III. PUBLIC COMMENTS: There were none.

IV. CONSENT AGENDA

- a. Minutes from April 18, 2024
- b. New Board of Directors Members
 - i. Carla Leaty, Supervisor (West Palm Beach), Division of Vocational Rehabilitation
 - ii. Vivian Demille, Esq., Chief Operating Officer, Henderson Behavioral Health, Consortium Appointment: City of Delray Beach (Replaces Connor Lynch)
- c. 2024-2025 Budget for CareerSource Palm Beach County, Inc.
- d. Grantee-Subgrantee Extension Agreement between the Florida Department of Commerce (FloridaCommerce) and CareerSource Palm Beach County, Inc.
- e. Ward Damon, Attorneys at Law to also serve as our Board Counsel
- f. Approval to Request a Waiver to Reduce the Required WIOA Training Requirement to 30% for the Year Ending June 30, 2025

Dave Markarian 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 f.

Motion: David Talley

Second: Alyssa Freeman

The motion passed unanimously.

V. ITEMS FOR APPROVAL

- a. Approval of 2024-2026 Slate of Officers
 - i. Board Chair – Dave Markarian
 - ii. Chair-Elect – Alyssa Freeman

iii. Secretary – John-Anthony Boggess

Dave Markarian will assume the Board Chair position in October, Alyssa Freeman has agreed to serve as Chair-Elect and John-Anthony Boggess has agreed to serve as Secretary. Dave Markarian excused himself from making a motion. George Elmore made a motion to approve, David Talley seconded.

Motion: George Elmore

Second: David Talley

The motion passed unanimously.

b. Approval of New Executive and Financial Planning Committee Members:

- i. Chair Elect – Alyssa Freeman
- ii. Secretary – John-Anthony Boggess

New Chair-Elect, Alyssa Freeman and Secretary, John-Anthony Boggess to be appointed to the Executive Committee and Financial Planning Committee. Dave Markarian asked the board if they had any comments or questions. Hearing none, he called for a motion to approve.

Motion: George Elmore

Second: David Talley

The motion passed unanimously.

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. CareerSource Palm Beach County Financial & Programmatic Monitoring as of April 11, 2024, for the Program Year 2023-2024, by Taylor Hall Miller Parker, P.A.: Julia Dattolo said CareerSource Palm Beach County recently underwent a financial and programmatic monitoring with no significant findings or observations. Additionally, the organization is monitored by the state and independently audited annually by Moss, Krusick & Associates, these results will be provided to the board regularly.
- c. Business Development Update (Michael Corbit): Michael Corbit's update on business development included a detailed account of recent activities and future plans. He highlighted the success of the education and industry consortium meeting, emphasizing the positive collaboration between various stakeholders. The business appreciation tour was also a highlight, showcasing the importance of local companies like PlastiMold, Cosmetic Solutions, Instrumentum, and ModMed, which have significantly contributed to the community's employment and economic growth. Looking ahead, Mr. Corbit mentioned upcoming events such as the Golden Palm Awards and Tech Palooza, which are expected to draw large crowds and promote further networking and collaboration within the community. He also discussed ongoing efforts to organize job fairs and hiring events, particularly in high-demand industries like healthcare and hospitality, to connect local talent with job opportunities.
- d. Business Development Update (Charles Duval): Charles Duval provided a detailed update on business development in the Glades region, highlighting several key areas. He discussed efforts to promote and expand apprenticeship programs in Palm Beach County, including a recent partnership with Manhattan Strategies Group for an apprenticeship workshop. Mr. Duval emphasized the ongoing success of the partnership with West Tech. He noted that 30 CDL students completed their training in May, and plans are underway to support their transition to employment. Additionally, West Tech received a state appropriation to expand its medical assisting program and is considering reintroducing a culinary program. Mr. Duval participated in the Sea of Green Acres Small Business Summit, where he engaged with small business owners to educate them about CareerSource's services. He highlighted the importance of supporting small businesses as they grow and expand. Regarding job opportunities, Mr. Duval mentioned positions available at the Everglades Town Homes Project and Finrock in Belle Glade. He also noted the upcoming

opening of an O'Reilly Auto Parts store, contributing to the automotive cluster in the area. Charles Duval expressed optimism about the future of job growth and business expansion in the Glades region, particularly during the summer months.

- e. President & CEO Update (Julia Dattolo): Julia Dattolo began her update by recognizing Peter Pignataro for his 18 years of service to CareerSource, particularly highlighting his role in producing Labor Market Information (LMI) reports and maintaining the organization's Targeted Occupations List. She expressed gratitude for his support during her tenure as CEO and praised his contributions to the entire organization. Moving on to the Regional Targeted Occupations List (RTOL), Ms. Dattolo explained its significance in identifying professions crucial to the region's economic growth. She outlined the process of adding new professions to the list based on job availability and sustainable wages. These additions are crucial for guiding educational institutions in aligning their programs with the region's workforce needs, ensuring graduates are prepared for in-demand jobs. Julia then shared insights from her recent meeting with CareerSource Florida and other CEOs, discussing legislative and budgetary challenges that may impact workforce development initiatives. Despite these challenges, Ms. Dattolo expressed confidence in Palm Beach County's strong economic performance, noting its low unemployment rate and robust job growth across various sectors. Regarding the Florida Workforce Transformation Plan, Julia Dattolo explained the ongoing efforts to align and consolidate processes statewide. She emphasized the importance of consistency in contracts and agreements across different regions, drawing an analogy to a franchise operation like UPS. This alignment is expected to improve efficiency and effectiveness in delivering workforce services. Ms. Dattolo discussed the regional planning efforts with neighboring workforce board, Region 20. These efforts focus on identifying areas of collaboration and cost savings, particularly in industries such as healthcare and manufacturing.

Julia Dattolo provided a comprehensive update on several significant developments within their organization. She highlighted the establishment of education industry consortium, starting with healthcare and expanding to include manufacturing and planned for IT. These consortium meetings aim to bridge the gap between industry needs and educational offerings, resulting in expanded class options and language accessibility based on industry feedback. Julia Dattolo expressed concern about the WIOA Reauthorization Act, which is currently in committee. She emphasized that the act, if passed, may impact funding for supportive services and staffing, potentially altering their approach to workforce development programs.

Julia Dattolo said budget cuts have led to strategic decisions such as not replacing key staff members and promoting from within to manage costs. Ms. Dattolo also discussed facility challenges, including potential displacement due to airport expansion plans, prompting an active search for a new location within budget constraints. To mitigate financial challenges, the organization is focusing on strategic planning, including renegotiating contracts, sharing rental spaces, exploring grants, and strengthening partnerships with nonprofits. Ms. Dattolo underscored the need for adaptability and strategic decision-making in navigating these challenges while maintaining their commitment to providing essential services to their community.

Julia Dattolo's request to the board was prompted by budget constraints that made it unfeasible to provide staff with a raise. Instead, she proposed giving them extra time off during the weeks of Thanksgiving and Christmas, when there is historically low traffic. This time off would be in addition to the extra day's off typically granted by the governor. Julia Dattolo's request was to close the centers on December 23, 26, and 27, as well as on November 25, 26, and 27, providing staff with extended breaks during these holiday periods. Dave Markarian called for a motion to approve Julia Dattolo's request.

Motion: David Talley
Second: John-Anthony Boggess
The motion passed unanimously.

John-Anthony Boggess said if we cannot give raises, then we should be looking at bonuses of some sort for employees even if it's around Christmas time. That means a lot and so I'll say for me as a board member that wouldn't be a tremendous amount and I think what you have done is

tremendous in providing a self-compensation piece but let it be known and put in the record that this is something from this board member that is a priority.

f. Next Board of Directors meeting is scheduled for Thursday, October 17, 2024 – Proposing to move it to Thursday, October 24, 2024: Julia Dattolo said the Economic Council of Palm Beach County's Benchmarking trip to Dallas, TX is scheduled for October 15 through October 17 (same as our next board meeting). Julia Dattolo, along with several of our board members will be attending this event, therefore, Ms. Dattolo is proposing to move the board meeting back a week to Thursday, October 24. Dave Markarian asked the board to please note the new date.

VII. COMMITTEE REPORTS (Active)

- a. Executive Committee – May 29, 2024
- b. Financial Planning Committee – May 29, 2024
- c. Youth and Young Adult Outreach Committee – Current
- d. Consortium Meeting – June 13, 2024

Christopher Cothran mentioned that the Executive and Financial Planning Committee meetings in late May covered various issues discussed in staff's updates. He emphasized the importance of preparing for potential difficulties and praised the decision to provide extra time off to the staff. Mr. Cothran noted that the minutes from the committee meetings accurately reflected their discussions and invited questions. There were none. Alyssa Freeman said there was nothing new to report regarding the Youth Committee. Julia Dattolo said the main item discussed at the Consortium meeting was the budget.

VIII. ADJOURNMENT: Dave Markarian asked the board if there was any further business to discuss. Hearing none, the meeting was adjourned at 12:58 p.m. The next Board of Director's meeting will be held on October 24, 2024, at noon.