

DRAFT MINUTES
CAREER SOURCE PALM BEACH COUNTY, INC.
BOARD OF DIRECTORS' MEETING
Thursday, June 26, 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 12:02 p.m.

II. ROLL CALL & INTRODUCTIONS

Roll call was conducted. A quorum was present with the following board members attending Dave Markarian, Alyssa Freeman, Christopher Cothran, David Gobeo, David Talley, Commissioner Marci Woodward, Richard Radcliffe, Timothy Dougher, Carla Leaty, Vivian Demille, Ricky Wade, Deana Pizzo, John-Anthony Boggess, Matthew Rocco, Libby Webb and Board Counsel Kenneth Rehns. Board members absent, Elizabeth Rochaine, George Elmore, Mike Burke, Zac Cassidy, Jeff Bailey, and Alex Dobin. Staff members present, Julia Dattolo, Steven Gustafson, Erica Scarpati, Michael Corbit, Charles Duval, Sue Craig, Gerard Melville, Najum Uddin, Eustus Fagan, Beverly Melton, Melanie Magill, Montas Enoicy, Sonji Mathis, Lucinda Warthen, Angela Anthony, Adrienne Jordan, Jalisa Murvin, Ariel Laureano, and Mary Mullen-Butler.

Dave Markarian opened with congratulations to Alyssa Freeman, who was named Young Professional of the Year at the Palm Beach North Chamber of Commerce Leadership Awards Dinner, and Ricky Wade, who received the Gaeta Lifetime Achievement Award, recognizing his mentorship, community impact, and long-standing involvement in business and workforce development. Ricky's well-known phrase, "If you're not networking, you're not working," was highlighted as emblematic of his influence.

III. AGENDA APPROVAL

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

- Add VII. ITEMS FOR APPROVAL
 - a. Approval to Request a Waiver to Reduce the Required WIOA Training Requirement to 25% for the Year Ending June 30, 2026 (Erica Scarpati)

Re number the following:

VII. INFORMATIONAL becomes VIII.

VIII. COMMITTEE REPORTS (Active) becomes IX.

IX. ADJOURNMENT becomes X.

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

Motion: Alyssa Freeman

Second: Ricky Wade

The motion was approved unanimously.

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

V. WELCOME NEW BOARD MEMBER

Matthew Rocco, President, South Florida Manufacturers Association (SFMA); Julia Dattolo welcomed and introduced Matthew Rocco at the beginning of her update.

VI. CONSENT AGENDA

- a. Minutes from April 24, 2025
- b. 2025-2026 Budget for CareerSource Palm Beach County, Inc.
- c. Approval of Vendor Contractor Contract Renewals:
 - i. Monitoring Services: Taylor Hall Miller Parker, P.A. (THMP)
 - ii. Audit Services: Moss, Krusick & Associates, LLC (MKA)
- d. Board of Directors Resignations
 - i. Dr. Tunjarnika Coleman-Ferrell, Vice President of Academic Affairs, Palm Beach State College (Resignation effective June 16, 2025)

Dave Markarian said the consent agenda consists of approval of the minutes, the budget, contracts for vendors, and a board members resignation.

Motion: Richard Radcliffe

Second: Alyssa Freeman
The motion was approved unanimously.

VII. ITEMS FOR APPROVAL

- a. Approval to Request a Waiver to Reduce the Required WIOA Training Requirement to 25% for the Year Ending June 30, 2026 (Erica Scarpati): Erica Scarpati said we are requesting approval to reduce our required WIOA training to 25%. The reported percentage is 50%, and up until last year the state would give us an automatic waiver based on the reduced budget. We now need to submit a written request and it needs to be approved by the board.

Dave Markarian asked the board to review the ITA waiver request, and after reviewing, asked if they had any questions. Hearing none, he called for a motion to approve.

Motion: Alyssa Freeman
Second: Ricky Wade
The motion was approved unanimously.

VIII. INFORMATIONAL

- a. Reminder: Annual Financial Disclosure Form (Mary Mullen-Butler): Mary Mullen-Butler reminded the board that the financial disclosure form is due by July 1st, with a final deadline of September 1st. Failure to submit the form by September 1st will result in a daily fine until the form is filed. For questions or assistance, please email mmullen@careersourcepbc.com.
- b. Reminder: Annual Training Requirement (Julia Dattolo): Julia Dattolo emphasized that board members must complete their annual training requirement, which entails viewing a PowerPoint and submitting an acknowledgement form. An email with details and reminders were sent, and the deadline for completion is June 30th.
- c. Business Development Update (Michael Corbit): Michael Corbit delivered a detailed business development update, highlighting collaboration with Indian River State College and the Research Coast on logistics workforce development. He reported on a successful stakeholder meeting featuring county updates on housing, airport development, and legislation, along with updates on internships and capital investments. Mr. Corbit celebrated Palm Beach County's recognition at the FEDC Summit, where the BDB won awards for marketing campaigns and publications. The update also touched on recent job fairs in Greenacres (469 attendees) and Boynton Beach (176 attendees), with a new one planned for August in Brick. He also noted partnerships with organizations like Related Together for trade-focused hiring events and praised municipalities like Boca Raton for being well-organized partners.

Mr. Corbit reviewed active projects, including Project Shark (a boat manufacturer from Europe), Project Flagship (now expecting 863 jobs), and Project Noel, among others. He discussed the growth of Hoerbiger in West Delray and emphasized the importance of data collection, referencing the ongoing BDB business survey. He ended by celebrating the overall impact of business development efforts in growing jobs and attracting capital investment.

- d. Business Development Update - Glades (Charles Duval): Charles Duval gave an update on apprenticeship initiatives, emphasizing their value as employer-driven, credential-earning workforce pipelines. He recapped a field trip to Pipe U, which offers five-year apprenticeships in welding, plumbing, and piping. A young man from the group even registered on the spot. He discussed potential healthcare apprenticeships at Lakeside Medical Center, supported by Tampa General, to address projected shortages in RNs, nursing assistants, and medical assistants through 2030.

Mr. Duval spotlighted Finfrock, the first registered apprenticeship provider in Belle Glade, and Everglades Equipment Group, which operates John Deere University. He described plans to formalize John Deere's internal training into a state-recognized apprenticeship program, focusing on small engine and heavy equipment repair. He concluded with a broader vision to expand apprenticeships in healthcare, construction, and mechanical fields to keep Glade's residents employed locally, citing transportation barriers and the need for employment close to home.

- e. Operations Update (Steven Gustafson): Steven Gustafson presented a moving story about Anani Jean-Francois, a single mother and former homeless individual who, after initially being turned

away, received support from CareerSource and became a nurse earning \$70K+ annually. Her story underscored the need for internal reform, which led to the design of a new functional delivery service model. The new approach eliminates funding silos by aligning services such as resume assistance and career planning by function rather than funding sources. This model supports better staff specialization, customer experience, and resource optimization. Staff were consulted throughout the planning process, and implementation is set for January 2026.

Mr. Gustafson stated that CareerSource has launched virtual versions of the RESEA and Welfare Transition programs, reducing in-person barriers. Other innovations include a Scholarship Explorer Tool, a data warehouse initiative shared with Central Florida, a secret shopper program with Orlando to assess service quality, and efforts to standardize case note templates to reduce administrative labor. One recommendation to the state could save 58,000 staff hours annually. He closed by celebrating recent Workforce Champion Award winners, recognizing both frontline and operational staff for exceptional service.

- f. President & CEO Update (Julia Dattolo): Julia Dattolo began her update by welcoming Matthew Rocco as the newest board member, representing manufacturing, and acknowledged the departure of Dr. Coleman-Ferrell from Palm Beach State College and our board as she was awarded and pursuing an Aspen fellowship. Ms. Dattolo provided an economic update, noting Palm Beach County's 3.4% unemployment rate, the continued dominance of education and health services, and summer declines in hospitality. She spotlighted the IT sector, which contributes \$24 billion to the local economy and includes over 2,100 tech companies. Ms. Dattolo emphasized IT's relevance across all sectors and described tech career pathways beginning in middle school and extending to doctoral programs.

Ms. Dattolo announced the launch of InternPalmBeach.com, a new portal developed in partnership with the BDB and Palm Beach County, which aggregates internships from both large companies and small businesses into one searchable location. The site simplifies the process for students and employers, requires no registration, and helps retain local talent.

Ms. Dattolo said we've taken a lot of what we learned from West Florida's storms and applied it to boost our preparedness here. Part of our ongoing hurricane response includes working closely with community partners, staffing emergency and disaster relief centers, and helping local businesses adapt and bounce back."

Julia Dattolo updated the board on grant activity, including continued funding for Get There Faster and an emergency fund for veterans, while noting the end of the non-custodial parent employment program.

A major announcement was about the planned retirement of CFO Erica Scarpati in January. To address her departure, a new succession plan is being considered that would elevate two internal staff to controller roles and share a Director of Finance from the Research Coast region in a contract capacity, to maintain continuity, efficiency, and oversight.

The Hope Florida initiative was introduced as a key "mission moment." Led by Stacy Hayden, this program addresses complex client needs with a holistic, barrier-reduction approach. Similar to Anani's story, Hope Florida embodies public-private collaboration to move individuals from dependency to independence.

- g. The next Board of Directors meeting is scheduled for August 21, 2025 – Propose to cancel the August meeting (Julia Dattolo): Dave Markarian noted that we routinely schedule an extra board meeting each year which usually isn't needed. Accordingly, the August 21, Board of Directors meeting is cancelled, as well as the August Executive and Financial Planning Committee meetings.

IX. COMMITTEE REPORTS (Active)

- a. Executive Committee – June 13, 2025
- b. Financial Planning Committee – June 13, 2025
- c. Youth and Young Adult Outreach Committee – May 7, 2025
- d. Palm Beach Workforce Development Consortium – June 13, 2025

Dave Markarian said we routinely have brief presentations in the same categories listed on the board agenda. Essentially, the Executive Committee meets in tandem with the board meeting schedule. While

it's a smaller group, we cover nearly everything the full board does and sometimes even a bit more. So, what's typically addressed in a board meeting is also handled at the Executive Committee level.

Dave Markarian said the Finance Committee also meets in tandem with the Executive Committee. He mentioned a 6% overall budget reduction primarily due to decreased staffing and program cuts.

Alyssa Freeman shared that the Youth and Young Adult program has been rebranded as IGNITE, focusing on long-term career success and postsecondary attainment rather than short-term employment, with guidance from the new program director Cody Melton and input from key partners.

Julia Dattolo said June 13th was a busy day because besides the Executive and Finance Committees, they also met with the Palm Beach Workforce Development Consortium Board, they received a similar presentation as the board did today. They also approved our budget, and we won't be meeting again till the fall. And just one more note to add. Aside from the Consortium Board, is that the governor did give our state employees July 3rd off, so CareerSource PBC will be closed July 3rd and 4th.

X. ADJOURNMENT: Dave Markarian concluded the meeting with lighthearted acknowledgments, recognition of the boards and staff's dedication, and thanked Julia Dattolo for the high-functioning and mission-driven team. He expressed admiration for the leadership's passion and professionalism, particularly highlighting how autobiographical motivations, such as Steven's and Anani's stories, give deeper purpose to workforce development.

The meeting adjourned at 1:16 p.m. with well wishes for a great summer. The next Board of Directors meeting will be held on October 23, 2025, at noon.