

**FINAL MINUTES**  
**CAREERSOURCE PALM BEACH COUNTY, INC.**  
**BOARD OF DIRECTORS MEETING**  
**OCTOBER 19, 2023**

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

The meeting was audio and video 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 Alex Dobin, Alyssa Freeman, Christopher Cothran, Connor Lynch, Cynthia Gaber, David Gobeo, David Markarian, David Talley, Deana Pizzo, George Elmore, John Boggess, Laurie George, Richard Radcliffe, Shirley Erazo, Tatiana Messerole, Timothy Dougher and Zachary Cassidy. Board members absent were Ava Parker, Marci Woodward, Ricky Wade, Libbey Webb and 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: George Elmore  
The motion passed unanimously.

**III. PUBLIC COMMENTS: None.**

**IV. CONSENT AGENDA**

- a. Minutes from June 15, 2023
- b. 2024 CareerSource Palm Beach County, Inc. and Palm Beach Workforce Development Consortium Board of Director and Committee Meeting Schedule
- c. Approval of Board Membership
  - i. Mike Burke, Superintendent, Palm Beach County School District
  - ii. Kris Hopkins, Port Agent-Post Everglades, Seafarers International Workers
- d. Board of Director Resignation
  - i. Dwight Mattingly, President/Business Agent, Amalgamated Transit Union, Local 1577  
Resignation effective August 23, 2023
- e. Approval of New Financial Planning Committee Member
  - i. Dave Markarian
- f. Approval of Lease Renewal Between CareerSource Palm Beach County, Inc., and Palm Beach County (Central Career Center)
- g. Approval to Amend CareerSource Palm Beach County, Inc. Procurement Policies and Procedures (Delegation of Signatory Authority Levels)
- h. Prior Approval Request to Transfer Funds from WIOA Dislocated Worker to WIOA Adult
- i. CareerSource Palm Beach County, Inc. Amended Bylaws
  - i. Dissolution of the One-Stop Delivery System Committee
  - ii. Emeritus Board Members
- j. Approval of a Three-Year Extension to the President & CEO, Julia Dattolo's Employment Agreement Beginning January 1, 2024, and Ending December 31, 2026

Christopher Cothran asked the board to review the consent items and after reviewing them, asked if they wished to pull any item. Hearing none, he called for a motion to approve the consent agenda items a. through j.

Motion: Richard Radcliffe  
Second: Alex Dobin  
The motion passed unanimously.

## V. INFORMATIONAL

- a. Board of Directors Attendance Record: A copy of the 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. CareerSource Palm Beach County selected to serve as One-Stop Operator for PY 2023-2026 (Julia Dattolo): In February 2023 the Executive Committee and board of directors approved CareerSource Palm Beach County, Inc. to be the one stop operator. A requirement of CareerSource submitting a proposal by CareerSource Florida, Inc. and the Florida Department of Commerce was that the RFP be re-issued by a third party. CareerSource Polk reissued the RFP and one proposal was submitted by CareerSource in response to the re-issued RFP. CareerSource Polk recommend to award the one stop operator contract to CareerSource Palm Beach County, Inc. Christopher Cothran referred the board to the backup supporting documentation included in the meeting agenda packet for this item. The board approves CareerSource Palm Beach County, Inc. as the one stop operator. He then asked if there was any comments or questions. There were none.
- c. 2023-2024 Local Targeted Occupations List (LTOL) (Julia Dattolo): Adjustments to the list were made as proposed by the state. The updated list adds new occupations and removes some existing occupations.
- d. Communications Analytics Report (Tom Veenstra): The use of social media through Facebook, X, Instagram, LinkedIn and the website to promote services was shown in a PowerPoint presentation. The number of clicks, likes, tweets, followers, visits, shares and impressions was discussed. Facebook continues to be the most popular and preferred method of communication with 90% of job leads coming from Facebook. Print/online, media clips are still being used but its audience has decreased.
- e. Business Services Update (Charles Duval): Outreach efforts in the Glades and our presence in the community was discussed. A job fair was held in the Glades with 300 attendees who came to apply and look for jobs with employers Amazon, Coca-Cola, US Sugar, Lakeside Medical, Tellus Products and Florida Crystals. Finfrock is employing job seekers through CareerSource Palm Beach County, Inc.'s On-the-Job-Training program. We assisted Culver's in the opening of their new Loxahatchee location creating 90 jobs. CareerSource Palm Beach County, Inc. had a booth at the Hispanic Heritage Festival. The Lewis Center for the Homeless is providing transportation to the career centers so we can provide career services to those job seekers. Staff provided an orientation to our services at the Farmworker Coordinating Council. Charles Duval spoke about CareerSource Palm Beach County, Inc., jobs and apprenticeships when he appeared on South Florida PBS.
- f. TANF/SNAP Update (Sandra Wright): The average wage rate increased 9.8 % to \$16.38 per hour. The number of CareerSource job seekers receiving food stamps decreased 46%. A young adult job seeker success story was presented who was facing homelessness and after being provided referrals to our community partners and enrolling in the subsidized work program, within two months obtained full-time employment earning \$20 per hour with the School District of Palm Beach County. The job seeker's son was also assisted and obtained full-time employment earning \$28 per hour with Florida Crystals.

Veterans Update (Cody Melton): The primary performance indicator measures, number of participants served, race, ethnicity, gender, wage rate data and funding expenditures for the Veterans, Wagner-Peyser and WIOA programs for the period July 2022-June 2023 was shown in a PowerPoint presentation. The final results will be compiled by the state and available in February 2024. All goals have been met or exceeded and wage rates increased in all programs except WIOA Dislocated Worker. An active duty (U.S. Army) job seeker success story was presented. The job seeker enrolled in CareerSource's Careers for Veterans SkillBridge program paid for with the Careers for Veterans Grant, completed an internship and obtained full-time employment through on the job training earning \$22.50 per hour.

- g. President & CEO Update (Julia Dattolo): The year in review was shown in a PowerPoint presentation noting sustained low unemployment rates, job seekers and employers served, a return of women to the workforce, hiring events/job fairs and funding awards. As part of CareerSource Florida, Inc.'s Transformation Plan, CareerSource Palm Beach County, Inc. is partnering with local workforce development area 20 for the purpose of specific system wide improvements for consistency, improved customer experience and efficiencies in technology, administration, fiscal, procurement, contracts, programmatic policies and other identified areas. Senate Bill 240 requires the chair of each local workforce development board to appoint members to a local Education and Industry Consortium composed of representatives of educational entities, businesses and local leaders who will provide independent information from stakeholders in their local area. CareerSource Palm Beach County, Inc. has already been meeting with the required members, which will now be formalized as a Consortium with the CareerSource Palm Beach County, Inc. Board Chair's approval. CareerSource Palm Beach County, Inc. board members are not allowed to serve on the Consortium. Funding for PY 23/24 has decreased and adjustments have been made. Alternative sources of revenue are being pursued. The Five Pillars of CareerSource Palm Beach County, Inc.'s Strategic Initiatives was discussed. Through a human centered design approach, we are using feedback from customers to improve our services and facilities.

**VI. COMMITTEE REPORTS (Active)**

- a. Executive Committee – October 6, 2023
- b. Financial Planning Committee – October 6, 2023
- c. Youth and Young Adult Outreach Committee – September 14, 2023
- d. One-Stop Delivery System Committee – Current
- e. Consortium Meeting – Current

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 George Elmore to adjourn the meeting. The motion was approved unanimously, and the meeting was adjourned at 1:10 p.m. The next Board of Director's meeting will be held on February 8, 2024.