

DRAFT MINUTES
CAREER SOURCE PALM BEACH COUNTY, INC.
BOARD OF DIRECTORS MEETING
Thursday, October 20, 2022

I. CALL MEETING TO ORDER, WELCOME

Board Chair Christopher Cothran welcomed attendees and called the meeting to order at noon. He spoke about his vision and goals for the board and organization. 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. A quorum was present with the following board members attending in person: Christopher Cothran, David Talley, George Elmore, Dwight Mattingly, John Boggess, Richard Radcliffe, Zachary Cassidy, David Markarian, Ricky Wade, Dr. Mel Coleman, Libbey Webb and remotely Alyssa Freeman, Timothy Dougher, Dr. Laurie George, Connor Lynch, Cynthia Gaber and Alex Dobin.

Board members absent were Commissioner Maria Sachs, President Ava Parker, Tatiana Messerolo and Shirley Erazo.

II. AGENDA APPROVAL

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

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

Motion: Richard Radcliffe

Second: Dr. Mel Coleman

The motion passed unanimously.

III. PUBLIC COMMENTS: There were none.

IV. CONSENT AGENDA

a. Minutes from August 18, 2022

Christopher Cothran asked the board to review the minutes and after reviewing them, asked if they wished to make any changes. Hearing none, he called for a motion to approve.

Motion: George Elmore

Second: Alex Dobin

The motion passed unanimously.

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

b. Ratification of CareerSource Palm Beach County, Inc.'s Workforce Innovation and Opportunity Act Local Plan Two-Year Modification January 1, 2023 – December 31, 2024

c. Approval of Board of Director Membership

i. David M. Gobeo, Partner, FordHarrison, Consortium Board Seat, City of West Palm Beach

d. Approval of Pay Increases for Executive Level Employees

i. Steven Gustafson, Chief Operating Officer

ii. Erica Scarpati, Chief Financial Officer

e. Approval of President & CEO's Performance Evaluation and Compensation

Motion: David Talley

Second: Dr. Mel Coleman

The motion passed unanimously.

V. ITEMS FOR DISCUSSION

a. Youth and Young Adult Outreach Committee Chair: Alyssa Freeman was nominated to serve as Chair of the committee replacing Christopher Cothran, as he is now serving as Board Chair.

Christopher Cothran asked the board members if they had any questions or comments regarding Alyssa Freeman's nomination. Hearing none, he called for a motion to approve.

Motion: David Talley
Second: David Markarian
The motion passed unanimously.

VI. INFORMATIONAL

- a. Board of Directors Attendance Record: Christopher Cothran encouraged board members to make it a priority, as best as they can, to attend the CareerSource board meetings and to please notify Julia if they are unable to attend a scheduled meeting.
- b. LWDB 21 Programmatic and Financial Monitoring Report for PY 2021-2022 as of September 12th, 2022: Julia Dattolo reported the observations and suggestions recommended by the state have been implemented. The monitoring report was just recently received from the state. The next monitoring will take place in January 2023.
- c. Glades Update: Charles Duval presented a PowerPoint that compared the 2011-2015 to the 2016-2020 unemployment rates for the Glades, which have decreased and said the economic outlook in the Glades is improving and moving in the right direction. There has been a shift from the lack of jobs to training job seekers, so that the job seeker's skills align with the employer and jobs available. There is currently a need for commercial driver's license (CDL) truck drivers in the Glades. CareerSource has partnered with West Tech to train more job seekers for those jobs. The Pahokee marina is reopening and will be hiring to fill 40 wait staff, cooks and other restaurant positions. CareerSource, the Guardians of the Glades, and the city of Pahokee will be holding a job fair and food giveaway on November 16.
- d. Business Services Update: Michael Corbit presented a PowerPoint and discussed the upcoming job fairs and expos and those that have been held. CareerSource hosted the Economic Development Stakeholders meeting with our community partners to talk about economic development projects. Future quarterly stakeholder meetings will continue to be held at the CareerSource central career center. The Palm Beach County Legislative Delegation aides visited the central career center to learn more about the services CareerSource provides. Non-manager wages in the leisure and hospitality industry have rose 25% since January 2019 and continue to rise. Over nine new projects in Palm Beach County that CareerSource has been involved with will create over 200 new jobs. Two more CareerSource job seeker success stories were included in the Palm Beach County Business Development Board Business Quarterly magazine. Six CareerSource job seekers have graduated from the West Palm Beach Center for Arts and Technology's construction program and obtained employment. A representative from CareerSource has joined the Palm Beach Transportation Planning Authority's Disadvantaged Local Coordinating Board. The REACH Act Credentials Review Committee is finalizing the state approved master credentials list that will identify nondegree and degree credentials.
- e. President & CEO Update: Julia Dattolo reported there was no damage caused by Hurricane Ian to any of the CareerSource career centers. CareerSource has offered our support to those other regions affected by the storm. 32 CareerSource staff attended the Workforce Professional Development Summit held in Orlando last month. At the Summit, a CareerSource employee received the Workforce Professional Champion award and the State Ambassador award, and another employee received the Florida Workforce Chairs Alliance Lighthouse award. The status of the workforce board consolidation under the REACH Act was presented. The update included CareerSource Florida's regionalization and consolidation research done by Ernst and Young. Three virtual phone calls have taken place with CareerSource Leadership and the leaders of the business, education and nonprofit communities. The next step is a regional meeting that will take place on November 2nd from 10 a.m.- 1 p.m. This regional meeting will take place at CareerSource central in the boardroom. A total of five representatives of the CareerSource Board, County and senior leadership are allowed into the meeting. Julia would like backups available for the meeting and asked if anyone wanted to participate, to contact her. Two CareerSource job seeker success stories were discussed. CareerSource is participating in several Veteran events in November including the Habitat for Humanity Vet Build on November 5, Paycheck for Patriots job fair on

November 9, Forgotten Soldiers Outreach on November 11 and the Florida Veterans Summit on November 15-18.

VII. COMMITTEE REPORTS (Active)

- a. Executive Committee – October 7, 2022
- b. Financial Planning Committee – October 7, 2022
- c. Youth and Young Adult Outreach Committee – September 22, 2022
- d. One-Stop Delivery System Committee – September 9, 2022
- 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. David Talley (Executive Committee and Financial Planning Committee) and Christopher Cothran (Youth and Young Adult Outreach Committee) reviewed items from the minutes of those committee meetings.

VIII. 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 1:15 p.m. The next Board of Director's meeting will be held on Thursday, February 16, 2023.

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