

**DRAFT MINUTES**  
**CAREERSOURCE PALM BEACH COUNTY, INC.**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, October 24, 2024**

**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 12:03 p.m. A quorum was present with the following board members attending David Markarian, Christopher Cothran, David Gobeo, George Elmore, David Talley, Deana Pizzo, Libbey Webb, Commissioner Marci Woodward, Richard Radcliffe, Timothy Dougher, Zachary Cassidy, Alex Dobin, Carla Leaty, Vivian Demille, Ricky Wade, Tatiana Messerole, and Board (legal) counsel, Kenneth Rehns, Esq., Ward Damon. Board members who were absent, John-Anthony Boggess, Alyssa Freeman, Elizabeth Rochaine, and Mike Burke.  
FloridaCommerce Staff: Daniel Harper, Yvette McCullough, and Kenneth Williams.

**II. AGENDA APPROVAL**

a. Proposed Amendments: There were none.

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

Motion: David Talley

Second: Christopher Cothran

The motion passed unanimously.

**III. PUBLIC COMMENTS**: There were none.

**IV. INTRODUCTIONS**

a. New Board Counsel and Registered Agent, Kenneth Rehns, Esq., Partner, Ward Damon: Julia Dattolo introduced and welcomed Kenneth Rehns to the board, Mr. Rehns is the new board (legal) counsel and registered agent for CareerSource Palm Beach County.

b. New Board Members: Julia Dattolo introduced and welcomed Vivian Demille and Carla Leaty to the board.  
i. Vivian Demille, COO, Henderson Behavioral Health (Consortium appointment for the City of Delray Beach, replaces Connor Lynch).  
ii. Carla Leaty, Supervisor, Division of Vocational Rehabilitation, DOE (Mandatory appointment, replaces Cynthia Gaber).

**V. CONSENT AGENDA**

a. Minutes from June 20, 2024

b. Board of Directors Resignations

i. Kris Hopkins, AVP Gulf Coast Region, Seafarers International Union (Resignation effective July 2, 2024)

ii. Ava Parker, President, Palm Beach State College (Resignation effective July 30, 2024)

iii. Dr. Mel Coleman, Associate Professor, Nova Southeastern University (Resignation effective October 2, 2024).

c. New Board of Directors Submission

i. Dr. Tunjarnika Coleman-Ferrell, Vice President of Academic Affairs, Palm Beach State College

d. Prior Approval Request to Transfer Funds from WIOA Dislocated Worker to WIOA Adult

e. 2025 CareerSource Palm Beach County, Inc. and Palm Beach Workforce Development Consortium Board and Committee Meeting Schedule

f. Palm Beach Workforce Development Consortium Holiday Schedule

g. Approval of President and CEO's Performance Evaluation

David Markarian asked the board to review the consent agenda 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 g.

Motion: George Elmore

Second: David Talley

The motion passed unanimously.

## **VI. ITEMS FOR DISCUSSION/APPROVAL**

- a. Approval of Partial Investment of Unrestricted Funds Julia Dattolo proposed investing \$250,000 of the organization's unrestricted funds with the Community Foundation of Palm Beach County, in collaboration with Morgan Stanley and Northern Trust to create a philanthropic arm and yield a better return. The proposal aimed to increase donor participation, with approval from both the Financial Planning and Executive Committees. The investment was to be delayed until after the upcoming election, and the foundation was required to present their plans for the funds. After a brief discussion, David Markarian asked for a motion to approve staff's exploration of investing up to \$250,000 of the unrestricted funds with the Community Foundation.

Motion: David Talley

Second: George Elmore

The motion passed unanimously.

- b. New Executive Committee Member: Julia Dattolo then addressed a vacancy on the Executive Committee following recent board resignations, including President Ava Parker from Palm Beach State College and Laure George from the United Way. With Alyssa Freeman and John-Anthony Boggess already on the committee, one additional member from the business sector was sought. David Gobeo volunteered. David Markarian asked the board if anyone else would like to be considered, hearing none, he called for a motion to approve David Gobeo as a new member of the Executive Committee.

Motion: Christopher Cothran

Second: Alex Dobin

The motion passed unanimously.

## **VII. 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 an excused absence as determined by the Executive Committee shall be considered to have voluntarily resigned.
- b. Operations Overview (Steven Gustafson): Chief Operating Officer Steven Gustafson provided an operational performance overview and discussed the upcoming performance review by the Florida Department of Commerce (FloridaCommerce). He stressed the importance of meeting performance measures set by the U.S. Department of Labor, noting that failure to do so for two consecutive years could lead to decertification or funding loss for the board. Steven Gustafson elaborated on how participant outcomes were tracked, focusing on those who had received services such as training or resume assistance, and explained the statistical adjustment model used by the Department of Labor to ensure fair evaluations.

Steven Gustafson acknowledged discrepancies between state and local goals, particularly regarding credential attainment rates. He noted improvements, with 92% of participants on track to meet their credentials, and highlighted recent policy changes that positively impacted performance tracking.

Steven Gustafson also discussed the Hope Florida initiative, which connects individuals in need with resources, emphasizing the role of his team in enhancing the program. He praised Melanie Rebottini's leadership in developing an effective tracking system for referrals, which was recognized across agencies.

Steven Gustafson's presentation also covered the RESEA program, transitioning to an online system that enhances client engagement and streamlines the process. He highlighted the success of the Get There Faster Better initiative for veterans, which has recently received additional funding due to its proven success.

- c. President & CEO Update (Julia Dattolo): Julia Dattolo presented updates on various programs, emphasizing collaboration. She shared success stories of clients, including those assisted by their reentry navigator, Raynisha Perry, who helped individuals transitioning from incarceration into stable employment. Julia Dattolo reported on an economic update, indicating a drop in local unemployment to 3.6% but raised concerns about a shrinking talent pipeline due to retirements outpacing new entrants.

Julia Dattolo highlighted the Florida Workforce Transformation Plan and the Education & Industry Consortium's efforts to address labor shortages and discussed the strategic plan for CareerSource's communication efforts.

- d. FloridaCommerce Annual Performance Presentation: Daniel Harper welcomed attendees and outlined key aspects of the 2024 program year, including financial allocations and local board performance metrics. He noted Florida's allocation of over \$231.3 million, emphasizing stronger performance in direct client service expenditures. Yvette McCullough followed, discussing individual training account expenditures and the board's robust performance indicators under the Workforce Innovation and Opportunity Act (WIOA).

Kenneth Williams reviewed compliance monitoring, noting the identification of issues across various workforce programs and praising staff for their corrective actions. Yvette confirmed no findings for financial monitoring in the last program year.

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

- a. Executive Committee – October 4, 2024
- b. Financial Planning Committee – October 4, 2024
- c. Youth and Young Adult Outreach Committee – September 18, 2024
- d. Consortium Meeting – Current

Christopher Cothran provided an update from the October 4<sup>th</sup> Executive and Financial Planning Committee's focusing on board composition and financial stability. He praised Julia Dattolo and her team's efforts in recruitment and highlighted Erica Scarpato's effective financial management.

The minutes from the September 18<sup>th</sup> Youth and Young Adult Outreach Committee meeting were included in the board packet. In Alyssa Freeman's absence, Sanda Wright noted highlights stating activities, discussion, and success stories.

As the meeting concluded, David Markarian acknowledged the busy agenda and welcomed the new members. He reminded everyone of the next meeting scheduled for February 20, 2025. Julia Dattolo wished everyone a Happy Thanksgiving and holiday season.

- IX. ADJOURNMENT**: David Markarian asked board members if there was any further business of the board. There was none. The meeting was adjourned at 1:40 p.m. The next Board of Director's meeting will be held on February 20, 2025, at noon.