

**FINAL MINUTES**  
**CAREERSOURCE PALM BEACH COUNTY, INC.**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, February 16, 2023**

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

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. Christopher Cothran welcomed attendees and called the meeting to order at noon. A quorum was present with the following board members attending: Christopher Cothran, Alyssa Freeman, President Ava Parker, Connor Lynch, Cynthia Gaber, David Gobeo, David Markarian, David Talley, George Elmore, John Boggess, Dr. Laurie George, Libbey Webb, Commissioner Marci Woodward, Richard Radcliffe, Ricky Wade, Shirley Erazo, Timothy Dougher and Zachary Cassidy. Board members absent were Alex Dobin, Tatiana Messerole, Dwight Mattingly and Dr. Mel Coleman,

**II. AGENDA APPROVAL**

a. Proposed Amendments: Christopher Cothran asked if there were any amendments to the agenda. There was one proposed amendment under "IV. Consent Agenda", add "h. New Financial Planning Committee Chair i. Christopher Cothran (Replaces David Talley)".

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

Motion: David Talley  
Second: George Elmore  
The motion passed unanimously.

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

**IV. CONSENT AGENDA**

- a. Minutes from October 20, 2022
- b. Approval of Board of Director Membership, i. Palm Beach County Board of County Commissioners' Representative to serve on CareerSource Palm Beach County Board of Directors: Commissioner Marci Woodward
- c. CareerSource Palm Beach County, Inc. Financial Report for the Fiscal Years Ended June 30, 2022 and 2021 by Grau & Associates
- d. Memorandums (Summary and Recommendation i. Definition of Self-Sufficiency Wage Level for WIOA Eligibility for Adult Training Services; ii. Priority Rank for Adult Employment and Training Services:
- e. Approval Individual Training Account Contractor Agreements (ITA's), i. South Florida Healthcare Institute; ii. ITech Glades
- f. Approval to Select and Designate a Provider of One-Stop Operator Services and Request for Extension to Serve as Direct Provider of Workforce Career Services
- g. Approval of Subsequent Designation of Region 21, Palm Beach County as the Designated Local Workforce Development Area
- h. New Financial Planning Committee Chair i. Christopher Cothran (Replaces David Talley)

Christopher Cothran read each agenda item into the record and asked the board to review the items for approval, a. through h. and after reviewing them, asked if they had any questions or wished to pull any item. Hearing none, he called for a motion to approve the consent agenda items for approval a. through h.

Motion: George Elmore  
Second: David Talley  
The motion passed unanimously.

## V. INFORMATIONAL

- a. Board of Directors Attendance Record: A copy of the 2023 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. 2022 Statement of Financial Interests Annual Financial Disclosure: CareerSource board members are reminded to file their 2022 statement of financial interests annual financial disclosure no later than June 30, 2023. If the form is not filed or postmarked by September 1, 2023 a financial penalty up to a maximum amount of \$1,500 is assessed, which that board member must pay. CareerSource's filing process was recently updated. Board member financial disclosure forms received during the week, Monday - Thursday will be held and not filed until once a week on Friday.
- c. Palm Beach County Board of County Commissioners' Representative to Chair the Palm Beach Workforce Development Consortium: Mayor Gregg K. Weiss: Palm Beach County Board of County Commissioners, Mayor Weiss is now the Chair of the Palm Beach Workforce Development Consortium. Mayor Weiss has completed the CareerSource board orientation training that was provided in person by Julia Dattolo, CareerSource President/CEO.
- d. Communications Update (Tom Veenstra): A copy of the 2022 year in review poster, a new Communications piece, was included in the board package and will be developed annually. During the last 2 years Palm Beach County had record low unemployment rates. 97 CareerSource stories were viewed by nearly 7 million people. The 2021/2022 state of the workforce report is being used as a business tool to assist with planning and providing effective programs and services to residents and employers. The report shows the characteristics of Palm Beach County's workforce from size, education and training to wages, employers and key industry sectors. CareerSource jobseeker and employer success stories were published in the Palm Beach County Business Development Board's quarterly magazine. The magazine reaches national and international audiences looking to relocate to, or expand in, Palm Beach County. A new "Booking" feature on the CareerSource website allows job seekers and employers to schedule and meet virtually with CareerSource recruiters and career consultants. The website will eventually be changed to a common statewide format as part of the state's plans to align regions.
- e. Glades Update (Charles Duval): Ryan Homes has planned the new construction of Hillsboro Estates consisting of 250 single family, 1,300-2,200 square foot homes in Belle Glade with prices starting in the mid \$200,000. CareerSource held a community meeting on February 9 in partnership with Ryan Homes, the city of Belle Glade, LORE and Guardians of Glades for residents to learn more about the new housing and programs available to assist with purchasing a home. A second follow up CareerSource community event to discuss employment opportunities with the builder and subcontractors will be held on February 23 in partnership with West Tech and Palm Beach County. Several upcoming employer hiring events and new employee hires through CareerSource's On-The-Job Training program were discussed. Senator Berman is renting office space from CareerSource and is co-located at the CareerSource west career center. The unemployment rates in the Glades: South Bay 10%, Belle Glade 13% and Pahokee 23%, are higher than central Palm Beach County but they are decreasing.
- f. Business Services Update (Michael Corbit): CareerSource hosted the Economic Development Stakeholders meeting with our community partners to talk about economic development projects. Future quarterly stakeholder meetings during the year will continue to be held at the CareerSource central career center. The upcoming job fairs, hiring events and expos and those that have been held were discussed. On January 31 CareerSource participated in the Claim Your Future Showcase event at the convention center, where 1,200 high school students attended the event and employers participated to place young adults into employment and internships. The National Engineer's Week Honors and Awards Banquet was held on February 15. Companies such as Aerojet Rocketdyne and Pratt Whitney sponsored the event. Board member Alyssa Freeman was thanked for helping CareerSource put together the careers in Marine Industry Day held on March 16, which was a field trip for young adults to local marinas and the port to let them know about the jobs available in the marine industry. A career in Aviation Day will be held next and then a career in Hospitality Day. The New York Post published an article that says Florida added more tech companies in 2021 than any other state. An article in the current Palm Beach County Business Development Board magazine includes 3 CareerSource job seeker success stories who also

obtained employment with the Business Development Board. The magazine also includes an article about CareerSource board member President Ava Parker. Several new projects with employers are planned or already have come to Palm Beach County creating jobs.

- g. President & CEO Updates (Julia Dattolo): New board members David Gobeo and Commissioner Marci Woodward were introduced and welcomed. There have been several recent major leadership staff changes at both CareerSource Florida and the Florida Department of Economic Opportunity. The Consortium has a new leader with Palm Beach County Mayor Weiss as the new Chair. Palm Beach County's economy is strong. The current 2.2% unemployment rate continues to be at a record low under 3% for the last 11 consecutive months, consistently under the national average. State of the workforce data in the areas of leisure, healthcare and construction was discussed showing the number of jobs added/openings and barriers to employment. 250 current job openings are in Employ Florida with a minimum salary of over \$100,000. Palm Beach County has the highest average salary in the state at \$68,000 annually. Discover the Palm Beach's reported making a record breaking economic impact on Palm Beach County of 9.7 million dollars and 9.1 million visitors coming to Palm Beach County. A 40% increase since 2019. The labor market has changed causing employers to find creative ways to bring in new hires. CareerSource has implemented a new online virtual intake and appointment booking feature for job seekers and employers. The status of implementation of two of CareerSource's organizational goals, Operational Excellence and the REACH Act implementation workforce board consolidation, was discussed. Although the state metrics have been challenging, CareerSource put new policies and procedures in place which resulted in exceeding the negotiated metrics during the 1<sup>st</sup> quarter in entered employment, wage rate and retention and achieving the highest wage rate at \$17.40 for the Welfare Transition Program. The Veterans Unit received a state award at the Annual Florida Veterans Workforce Summit. Ernst & Young's consolidation recommendations are to be presented at the February 23 CareerSource Florida board of directors meeting. Board members will be advised of those recommendations once they are released. Following a human centered design service delivery model staff receive training, attend Palm Beach County Days, departmental and audit updates are received and the budgets are approved.

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

- a. Executive Committee – February 3, 2023
- b. Financial Planning Committee – February 3, 2023
- c. Youth and Young Adult Outreach Committee – Current
- 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) reviewed items 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 George Elmore and second by John Boggess to adjourn the meeting. The motion was approved unanimously, and the meeting was adjourned at 1:00 p.m. The next Board of Director's meeting will be held on Thursday, April 27, 2023.