

**DRAFT MINUTES**

**PALM BEACH WORKFORCE DEVELOPMENT CONSORTIUM SPECIAL MEETING  
June 16, 2022**

**I. CALL TO ORDER AND WELCOME**

Commissioner Kerner welcomed attendees and called the meeting to order at 3:30 p.m. A quorum was present with the following members in attendance virtually:

Commissioner Dave Kerner, Local Chief Elected Official, Palm Beach County  
Mayor Joe Kyles, city of South Bay  
Mayor Chelsea Reed, city of Palm Beach Gardens

Board members Mayor Shelly Petrolia, city of Delray Beach and Mayor Keith James, city of West Palm Beach were absent.

**II. AGENDA APPROVAL**

- a. Proposed Amendments: Commissioner Kerner asked if there were any proposed amendments to the agenda as published. There were none.
- b. Approval of Agenda: Commissioner Kerner requested a motion to adopt the agenda as published. A motion was made by Mayor Kyles and second by Mayor Reed to approve the agenda as published. All in favor aye, all opposed none. The agenda was adopted 3 to 0.

**III. PUBLIC COMMENTS:** Commissioner Kerner opened the floor for public comment. There were none.

**IV. CHAIR'S COMMENTS:** The purpose of today's meeting is to approve the budgets.

**V. ITEMS FOR APPROVAL**

- a. Approval of Minutes from April 19, 2022: Commissioner Kerner asked the board to review the minutes and after reviewing them, advise if there were any questions. Hearing none, Commissioner Kerner called for a vote to receive and file the minutes. A motion was made by Mayor Kyles and second by Mayor Reed. All in favor aye, all opposed none. The motion passed 3 to 0.
- b. 2022-2023 Budget for CareerSource Palm Beach County, Inc.: Erica Scarpati reported the budget has increased 4% compared to last year, the changes are due to an increase in staff costs and training has decreased. Commissioner Kerner asked the board to review the budgets and after reviewing them, advise if there were any questions. Hearing none, Commissioner Kerner called for a vote to approve the 2022-2023 CareerSource Palm Beach County, Inc budget. A motion was made by Mayor Kyles and second by Mayor Reed. All in favor aye, all opposed none. The motion passed 3 to 0.
- c. 2022-2023 Budget for Palm Beach Workforce Development Consortium: Erica Scarpati reported the Consortium's budget is a piece of CareerSource Palm Beach County's budget including an increase in staff salaries, benefits and a few other professional items as a result of reorganizational structure. Commissioner Kerner asked the board to review the budgets and after reviewing them, advise if there were any questions. Hearing none, Commissioner Kerner called for a vote to approve the 2022-2023 Palm Beach Workforce Development Consortium budget. A motion was made by Mayor Kyles and second by Mayor Reed. All in favor aye, all opposed none. The motion passed 3 to 0.
- d. Palm Beach Workforce Development Consortium – Financial Report for the Fiscal Year Ended 9/30/2021 (Grau & Associates) (Sent as a Separate Attachment): Erica Scarpati reported the report is tied to the audited financial statements and is required to be submitted annually no later than June 30 or after the audit is completed. Commissioner Kerner asked the board to review the financial report and after reviewing it, advise if there were any questions. Hearing none, Commissioner Kerner called for a vote to approve the financial report. A motion was made by Mayor Kyles and second by Mayor Reed. All in favor aye, all opposed none. The motion passed 3 to 0.
- e. Local Government Annual Financial Report Form: Erica Scarpati presented the form. Commissioner Kerner asked the board to review the annual financial report form and after reviewing it, advise if there were any questions. Hearing none, Commissioner Kerner called for a vote to approve the annual financial report form. A motion was made by Mayor Reed and second by Mayor Kyles. All in favor aye, all opposed none. The motion passed 3 to 0.

## VI. INFORMATIONAL

- a. President & CEO Update (Julia Dattolo): Palm Beach County is currently challenged with a very low 2.3% unemployment rate, which is less than the national and state average. There are more jobs than people. The REACH Act's workforce board consolidation was discussed.

**VII. ADJOURNMENT - NEXT MEETING DATE SEPTEMBER 2022 (Day/Time-TBD).** Commissioner Kerner asked Consortium members if there was any further business of the Consortium. With no further business Commissioner Kerner adjourned the meeting at 3:45 p.m.

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