

**DRAFT MINUTES CAREERSOURCE PALM BEACH COUNTY, INC.**  
**EXECUTIVE COMMITTEE MEETING**  
**Friday, October 4, 2024**

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

The meeting was audio and video recorded with a written transcript. Christopher Cothran, Board Chair welcomed attendees and called the meeting to order at 8:02 a.m. Roll call was taken. Committee members present, Christopher Cothran, George Elmore, Alyssa Freeman, Dave Markarian, David Talley, and Board (legal) counsel, Kenneth Rehns, Esq., Ward Damon. Committee members absent, John-Anthony Boggess.

**II. AGENDA APPROVAL**

- a. Proposed Amendments: Christopher Cothran asked if there were any amendments to the agenda. Two proposed amendments were presented, under V. "Items For Approval, b. Board of Directors Resignations: Add iii. Dr. Mel Coleman, Associate Professor, Nova Southeastern University (Resignation effective October 2, 2024)", and under VI. "Items For Discussion/Approval: Add b. New Executive Committee Member." Christopher Cothran called for a motion to approve the two amendments.

Motion: George Elmore

Second: David Talley

The motion passed unanimously.

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

Motion: George Elmore

Second: Alyssa Freeman

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 Kenneth Rehns to the committee, Mr. Rehns is the new board (legal) counsel and registered agent for CareerSource Palm Beach County.
- b. New Board Members: Julia Dattolo informed the committee that Vivian Demille and Carla Leaty were approved by the Board of County Commissioners, and she has met with each of them and completed their in-person orientation.
- 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 Gynthia Gaber).

**V. ITEMS FOR APPROVAL**

- a. Minutes from May 29, 2024: Christopher Cothran asked the committee to review the minutes and after reviewing them, advise if they wished to make any corrections. Hearing none, he called for a motion to approve.

Motion: David Talley

Second: Dave Markarian

The motion passed unanimously.

- b. Board of Directors Resignations: Christopher Cothran asked the committee if they had any comments or questions regarding Kris Hopkins, Ava Parker or Mel Coleman's resignations from the board. Hearing none, he called for a motion to approve.
- 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).

Motion: George Elmore  
Second: Alyssa Freeman  
The motion passed unanimously.

- c. New Board of Director Submission: Christopher Cothran asked the committee if they had any questions or comments. Hearing none, he called for a motion to approve.
- i. Dr. Tunjarika Coleman-Ferrell, Vice President of Academic Affairs, Palm Beach State College.

Motion: Dave Markarian  
Second: George Elmore  
The motion passed unanimously.

- d. 2025 CareerSource Palm Beach County, Inc. and Palm Beach Workforce Development Consortium Board of Directors and Committee Meeting Schedule: Christopher Cothran directed the committee members to page 17. He asked them to review the schedule and after reviewing, advise if they wished to make any changes. Julia Dattolo said the schedule is subject to change should the need arise. Christopher Cothran called for a motion to approve.

Motion: Alyssa Freeman  
Second: George Elmore  
The motion passed unanimously.

- e. Palm Beach Workforce Development Consortium Holiday Schedule: Christopher Cothran directed the committee members to page 19. Julia Dattolo said in addition to the already approved holidays, she would like to grant any additional days given by the Governor of Florida to the workforce staff. A brief discussion took place. Christopher Cothran asked if there were any questions or concerns. Hearing none, he called for a motion to approve.

Motion: Alyssa Freeman  
Second: George Elmore  
The motion passed unanimously.

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

- a. President and CEO's Performance Evaluation: The Executive Committee, including members of this Committee who were members during the review period, have conducted a performance review of Julia Dattolo in her role as President & CEO of CareerSource Palm Beach County.

The board members that contributed to this process included: David Markarian, David Talley, George Elmore, Ava Parker, Dr. Laurie George, Dr. Mel Coleman, Christopher Cothran.

This process was conducted following the recommended process by Board (legal) counsel, Kenneth Rehns, Ward Damon.

Julia Dattolo provided the Executive Committee with a self-evaluation covering the following areas:

- Financial Control
- Effective Management Team
- Integrity
- Community Leadership
- Board Relations
- Innovation
- Business Leadership
- Vision and Purpose
- Performance Goals
  - One Stop Operator
  - Sector Strategies
  - Strengthen Educational Partnerships
  - Identify Cost Savings and Increase Revenue
  - Execute CSPBC Strategic Plan

Julia Dattolo's self-evaluation was reviewed by each of the committee members listed previously, and comments were made and compiled by our legal counsel including the evaluation grades on a basis of:

- Below Expectations
- Meets Expectations
- Exceeds Expectations

The consensus review of Julia Dattolo is that she has performed at a high level for the Plan Years 2022 - 2024. The Executive Committee overwhelmingly agrees that CareerSource Palm Beach County is in good hands with her leading the strategy and day to day operations of the organization, and we look forward to seeing what the future holds for CareerSource Palm Beach County and the customers both employees and prospective employers that engaged with this organization.

Mrs. Dattolo has made it abundantly clear that she does not wish to receive an increase in her salary, nor does she wish for a bonus in recognition of this exceptional performance.

Christopher Cothran said at this time, I will accept a motion to accept Julia Dattolo's performance review as published by our Board (legal) counsel and incorporate my comments into the record of this meeting.

Motion: George Elmore

Second: Dave Markarian

The motion passed unanimously.

Christopher Cothran thanked the Executive Committee for providing a thoughtful and detailed review and he thanked Julia Dattolo for her dedication to CareerSource Palm Beach County and for her unwavering focus on our mission and strategy.

Julia Dattolo thanked the committee and said her success is due to all the hard work and dedication of her amazing team, thank you all!

- b. New Executive Committee Member: Christopher Cothran said with the resignation of Mel Coleman the Executive Committee is short one member, we will ask for volunteers/nominations at the October 24, Board meeting.

## **VII. INFORMATIONAL**

- a. Reminder: FloridaCommerce Annual Performance Presentation: To be presented at the October 24<sup>th</sup> Board of Directors Meeting (Julia Dattolo): Julia Dattolo informed the committee that FloridaCommerce will be presenting their annual performance indicators at the October 24 Board meeting. This is the same information that Steven Gustafson, our COO shares with the Board. FloridaCommerce is required to present these same indicators each year.

- b. Operations Overview (Steven Gustafson): Stephen Gustafson explained that FloridaCommerce would present data on CareerSource Palm Beach County's performance for the past two years, highlighting the federal indicators and the performance goals under the WIOA (Workforce Innovation and Opportunity Act) and the REACH Act. He also emphasized the focus on serving individuals with barriers to employment, aligning with the organization's goals to uplift underserved communities and meet in-demand workforce needs.

George Elmore mentioned reports of office closures, which Steven Gustafson clarified were related to another organization, CareerSource Research Coast, and not CareerSource Palm Beach County. Steven Gustafson explained that although CareerSource Palm Beach County faced significant budget cuts, their ability to manage resources effectively, including avoiding unnecessary administrative overhead and investing in staff, allowed them to maintain services without closing offices.

- c. President & CEO Update (Julia Dattolo): Julia Dattolo provided an update on the economic performance of Palm Beach County, reporting a 3.8% unemployment rate and significant growth in the construction sector, which saw a 7% increase over the year. The county's economy is described as well-diversified, but there is a growing need for more workers.

Julia Dattolo also highlighted the approval and submission of their four-year strategic plan to the state. This plan builds on the initial pillars set during her tenure as CEO, and every department within the organization is involved in its execution, using a project management approach under the leadership

of Steve Gustafson, Melanie Rebottini and Melanie Magill. The strategic plan has been integrated into the state's broader transformation plan, which includes regionalization efforts. Palm Beach County, in collaboration with Treasure Coast, has developed a regional plan focusing on joint efforts in industry and finance. Their plan was so well-received that Ernst & Young, assigned by the state to monitor this transformation, adopted it as a template for other regions.

Julia Dattolo also mentioned the challenges faced by Research Coast, including the consolidation of their centers and staff layoffs, but noted that Palm Beach benefited from hiring one of their former IT staff members, Gerard Melville.

In addition to these updates, Julia Dattolo spoke about the success of the Education and Industry Consortium, formed under the REACH Act. These consortium meetings bring together industry HR directors and educational providers to align curriculum with industry needs. So far, healthcare, IT, and manufacturing meetings have taken place, leading to adjustments in educational offerings and guiding local and state credentialing decisions.

In the final part of the meeting, Julia Dattolo raised a discussion point regarding the organization's unrestricted funds. Julia Dattolo asked Erica Scarpati, and she will ask the Financial Planning Committee today to consider partially investing our unrestricted funds. Currently we have a significant amount of money sitting in a bank account and for the last 4 years she has watched it sit. Previous board discussion and COVID stopped her from bringing up the subject, but she thinks now is a good time to consider having a more strategic philanthropic plan. In conversing with the Community Foundation, Erica Scarpati, Michael Corbit and Julia Dattolo have discussed the possibilities, and they think it's a good time to consider investing a small portion of these funds to see how it works. The Community Foundation utilizes Morgan Stanley and Northern Trust. One of the advantages working with the Community Foundation is they help us from a philanthropic perspective and will set up a donor webpage for future use as we expand our philanthropic reach. I would like to ask the Executive Board and today's Financial Planning Committee to allow us to further explore this.

Additionally, Julia Dattolo expressed pride in her team's achievements, noting that four members presented at the Workforce Professional Development Summit. Raynisha Perry received recognition as our Workforce Champion, Marney Erichsen was nominated for the Lighthouse Award and Melanie Rebottini won the Barbara Griffin Award. Julia Dattolo mentioned that they would be attending the Veterans Summit in Orlando this month to pursue further accolades. She concluded by sharing that the county had provided a proclamation for Workforce Development Month, and the Department of Education has officially granted them an apprenticeship program.

- VIII. ADJOURNMENT:** Christopher Cothran asked the committee members if there was any further business of the committee, being none, a motion was made by George Elmore and second by David Talley to adjourn the meeting. The motion was unanimously approved, and the meeting was adjourned at 8:35 a.m. The next Executive Committee meeting is scheduled for Friday, February 7, 2025, at 8:00 a.m.