

**DRAFT MINUTES CAREERSOURCE PALM BEACH COUNTY, INC.**  
**EXECUTIVE COMMITTEE MEETING**  
**Friday, October 6, 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 8:00 a.m. A quorum was present with committee members Christopher Cothran, George Elmore, David Talley attending in person and Dr. Mel Coleman, David Markarian attending remotely. Committee members Dr. Laurie George and Ava Parker were absent.

**II. AGENDA APPROVAL**

- a. Proposed Amendments: Christopher Cothran asked if there were any amendments to the agenda. One proposed amendment was presented under "Items For Approval, Approval of New Board of Director Members" add "Kris Hopkins, AVP Gulf Coast Region, Seafarers International Union".
- b. Approval of Agenda: Christopher Cothran called for a vote to approve the amended agenda.

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

The nomination of Kris Hopkins to fill the labor organization board seat was presented. The committee discussed the nomination. Christopher Cothran asked if there was any comments or questions regarding Mr. Hopkins appointment to the board. Hearing none, he called for a motion to vote to approve.

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

**III. PUBLIC COMMENTS: None.**

**IV. ITEMS FOR APPROVAL**

- a. Minutes from June 2, 2023: 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 vote to approve.

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

- b. 2024 Schedule for CareerSource Palm Beach County Board of Director, and Committees, and Palm Beach Workforce Development Consortium Meetings: Christopher Cothran referred committee members to the schedule to be presented to the board of directors for their final approval. He asked the committee to review the schedule and after reviewing it, advise if they wished to make any changes. Hearing none, he called for a motion to vote to approve.

Motion: Dr. Coleman  
Second: David Talley  
The motion passed unanimously.

- c. Approval of Board of Director Memberships
  - i. Michael J. Burke, Superintendent, The School District of Palm Beach County

The nomination of Michael J. Burke to fill the organizations addressing employment, training, or education needs of eligible youth board seat was presented. The committee discussed the nomination. Christopher Cothran asked if there was any comments or questions regarding Mr. Burke's appointment to the board. Hearing none, he called for a motion to vote to approve.

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

- d. Board of Director Resignation  
i. Dwight Mattingly, President/Business Agent, Amalgamated Transit Union, Local 1577 (Resignation effective August 23, 2023)

Dwight Mattingly has retired and as a result left his position to fill the labor organization seat on the board. Christopher Cothran asked if there was any comments or questions regarding Dwight Mattingly's resignation from the board. Hearing none, he called for a motion to vote to approve.

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

- e. Approval of New Financial Planning Committee Member  
i. Dave Markarian

The nomination of David Markarian to the Financial Planning Committee was presented. Christopher Cothran asked the committee if there were any questions regarding approval of David Markarian's appointment to the Financial Planning Committee. Hearing none, he called for a vote to approve.

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

- f. Approval of Lease Renewal Between CareerSource Palm Beach County, Inc., and Palm Beach County (Central Career Center): The lease ends on December 31, 2023 and includes an option to renew the term for another 5 years effective January 1, 2024. Christopher Cothran asked if there was any comments or questions. Hearing none, he called for a motion to vote to approve.

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

- g. Approval of a Three-Year Extension to the President & CEO, Julia Dattolo's Employment Agreement Beginning on January 1, 2024, and Ending on December 31, 2026: The committee discussed Julia's achievements as President/CEO. Christopher Cothran asked if there was any comments or questions regarding the item. Hearing none, he called for a motion to vote to approve.

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

## **V. DISCUSSION/APPROVAL**

- a. CareerSource Palm Beach County, Inc. Amended Bylaws  
i. Dissolution of the One-Stop Delivery System Committee

The One-Stop Delivery System Committee is not required under WIOA and makes no action based decisions. Christopher Cothran requested the committee review the amended bylaws included in the meeting agenda packet for this item. He then asked if there was any comments or questions. Hearing none, he called for a motion to vote to approve.

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

- ii. Emeritus Board

CareerSource recognizes that the expertise and dedication of its directors does not end with the conclusion of their board service. To recognize the years of service dedicated by board members and

in an effort not to lose their legacy knowledge, emeritus status would be granted in the event a board member no longer met their board seat requirements. Christopher Cothran asked if there was any comments or questions. Hearing none, he called for a motion to vote to approve.

Motion: David Talley

Second: Dr. Coleman

The motion passed unanimously.

## V. INFORMATIONAL

- a. CareerSource Palm Beach County selected to serve as One-Stop Operator for PY 2023-2026 (Steven Gustafson): In February 2023 the Executive Committee and board of directors approved CareerSource to be the one stop operator. A requirement of CareerSource submitting a proposal by the Florida Department of Commerce was that the RFP be re-issued by a third party. One proposal by CareerSource was submitted in response to the re-issued RFP. Christopher Cothran referred the committee to the backup supporting documentation included in the meeting agenda packet for this item. He then asked if there was any comments or questions. There were none. The committee still supports CareerSource as the one stop operator.
- b. 2023-2024 Local Targeted Occupations List (LTOL) (Steven Gustafson): Adjustments to the list were made as proposed by the state. The updated list adds new occupations and removes some existing occupations.
- c. Communications Analytics Report (Tom Veenstra): The use of social media through Facebook, X, Instagram, LinkedIn and the website to promote services was shown in a PowerPoint presentation. The number of clicks, likes, tweets, followers, visits, shares and impressions was discussed. Facebook continues to be the most popular and preferred method of communication with 90% of job leads coming from Facebook. Print/online, media clips are still being used but its audience has decreased.
- d. Business Services Update (Charles Duval): Outreach efforts in the Glades and our presence in the community was discussed. A job fair was held in the Glades with 300 attendees who came to apply and look for jobs with employers Amazon, Coca-Cola, US Sugar, Lakeside Medical and Florida Crystals. We assisted Culver by placing 90 job seekers with them. CareerSource had a booth at the Hispanic Heritage Festival. The Lewis Center for the Homeless is providing transportation to the career centers so we can provide career services to those job seekers. Staff provided an orientation to our services at the Farmworker Coordinating Council. Charles Duval spoke about CareerSource when he appeared on South Florida PBS.
- e. TANF/SNAP Update (Sandra Wright): The average wage rate increased 9.8 % to \$16.38 per hour. The number of CareerSource job seekers receiving food stamps decreased 46%. A young adult job seeker success story was presented who was facing homelessness and after enrolling in the CareerSource subsidized work program obtained full-time employment earning \$20 per hour. The job seeker's son was also assisted and obtained full-time employment earning \$28 per hour.
- f. Veterans Update (Cody Melton): The performance measures, number of participants served, race, ethnicity, gender, wage rate data and funding expenditures was shown in a PowerPoint presentation. An active duty (U.S. Army) job seeker success story was presented. The job seeker enrolled in CareerSource's Careers for Veterans SkillBridge program, completed an internship and obtained full-time employment through on the job training earning \$22.50 per hour.
- g. Operations Update (Steven Gustafson): The primary performance indicator measures, number of participants served, race, ethnicity, gender and wage rate data for the Wagner-Peyser and WIOA programs for the period July 2022-June 2023 was shown in a PowerPoint presentation. The final results will be compiled by the state and available in February 2024. All goals have been met or exceeded and wage rates increased in all programs except WIOA Dislocated Worker. A year ago, CareerSource Senior Management implemented a human centered design approach to the services we provide and have used feedback from our customers to improve our services and facilities.
- h. President & CEO Update (Julia Dattolo): New state legislation requires the chair of each local workforce development board to appoint members to an Education and Industry Consortium composed of representatives of educational entities, businesses and local leaders who will provide independent information from stakeholders in their local area. A board member of a local workforce development

board cannot serve as a member of the consortium. As part of the state regionalization effort, CareerSource is partnering with CareerSource Research Coast. The benefit of this collaboration will be the leveraging of resources such as policies, procedures and contracts.

- VI. ADJOURNMENT:** Christopher Cothran asked committee members if there was any further business of the committee, being none, a motion was made by David Talley and second by Dr. Coleman to adjourn the meeting. The motion was unanimously approved, and the meeting was adjourned at 9:25 a.m. The next Executive Committee meeting will be held on Friday, January 26, 2024, at 8:00 a.m.