

**FINAL MINUTES
CAREERSOURCE PALM BEACH COUNTY, INC.
BOARD OF DIRECTORS' MEETING
Thursday, April 23, 2026**

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 12:02 p.m.

II. ROLL CALL & INTRODUCTIONS

Roll call was conducted. A quorum was present with the following board members attending, Dave Markarian, Alyssa Freeman, David Gobeo, David Talley, Timothy Dougher, Carla Leaty, Vivian Demille, Elizabeth Rochaine, Christopher Cothran, Alex Dobin, Barbara Cipriano, Vice Mayor Marci Woodward, Matthew Rocco, Ricky Wage and Counsel Kenneth Rehns. Board members absent, George Elmore, Deana Pizzo, Jay Boggess, Jeff Bailey, Libby Webb, Mike Burke, and Zac Cassidy. Staff members attending, Julia Dattolo, Steven Gustafson, Michael Corbit, Charles Duval, Melanie Magill, Eustus Fagan, Cody Melton, Najum Uddin, Gerard Melville, and Mary Mullen-Butler. Guests attending, Julie Kelly.

III. AGENDA APPROVAL

a. Proposed Amendments: Dave Markarian asked if there were any amendments to the agenda. There were none.

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

Motion: David Talley

Second: Vice Mayor Marci Woodward

The motion was approved unanimously.

IV. PUBLIC COMMENTS: Dave Markarian asked if there were any public comments. There were none.

V. CONSENT AGENDA

- a. Minutes from February 26, 2026
- b. Reappointments to the Board of Directors
 - i. George Elmore - Additional Two-Year Term
 - ii. Alyssa Freeman - Additional Four-Year Term
- c. New Cost Allocation Plan
- d. Approval of Vendor Contractor Renewal – Monitoring Services
 - i. Taylor Hall Miller Parker, P.A. (THMP)
- e. Procurement & Purchases Policy # 3006

Dave Markarian noted that all of the items listed under Section V were part of the consent agenda. This included the minutes from the last meeting, the reappointments of Alyssa Freeman and George Elmore to the board, the new cost allocation plan, the vendor contractor renewal, and the new policy No. 3006. He then asked whether the board was willing to consider all of those items together as one consent agenda item. With no objections, he called for a motion to approve.

Motion: David Talley

Second: Vice Mayor Marci Woodward

The motion was approved unanimously.

VI. INFORMATIONAL

a. Annual Financial Disclosure Form (Mary Mullen-Butler): Mary Mullen-Butler reminded the board that the financial disclosure form is due by July 1st, with a final deadline of September 1st. Failure to submit the form by September 1st will result in a \$25 daily fine until the form is received. As a helpful tip, if you review last year's information and nothing has changed, there is a box you can check to indicate that no updates are needed. Questions or concerns, please email mmullen@careersourcepbc.com.

b. Operations Update (Steven Gustafson): Steven Gustafson provided operational highlights. He reported on the secret-shopper partnership with CareerSource Central Florida, noting that staff from both regions visited each other's centers to evaluate customer experience using a

standardized assessment. The initiative will resume in August after the transition to the new service delivery model.

He shared updates from the U.S. Conference of Mayors meeting in Philadelphia, where federal and state leaders emphasized expanding apprenticeships. He noted ongoing work with CareerSource Florida and the Department of Commerce to develop a statewide apprenticeship dashboard.

Mr. Gustafson highlighted recent regional presentations on veteran services and recognized the team's continued success, including multiple state awards and the board's nomination for the national Mark Sanders Award.

He reported that he was appointed to Florida's Military Veteran Transition Team, part of a statewide effort to strengthen support for service members. The group will conduct site visits in San Antonio and Tampa as they develop a coordinated framework.

Mr. Gustafson reported that the operations team recently previewed two AI case-management tools, Plaud and Firefly, which will be piloted to improve customer experience. The tools provide real-time transcription and summarized notes so staff can focus on clients rather than data entry. He noted that the tools meet privacy requirements and will be used only with client consent. He shared that early testing has shown strong accuracy, especially in one-on-one settings, and that the technology is expected to reduce administrative workload and streamline reporting.

He provided an update on the upcoming functional service delivery launch on July 1. The Career Center is undergoing aesthetic and layout changes based on staff input, with the goal of improving client flow and reducing wait times. A new check-in system will allow clients to enter a virtual queue and receive text notifications when their appointment is ready.

Mr. Gustafson noted that the secret-shopper process identified two main issues: a stern front-desk interaction—now resolved with new staff—and some delays in client flow, which are being addressed through the new systems and layout changes. He added that in-person versus online service varies by program, with many UI-related appointments now occurring virtually, often via mobile devices, while programs with greater digital-literacy needs continue to see higher in-person traffic.

- c. Business Development Update (Michael Corbit): Michael Corbit provided an update, noting continued collaboration with the Treasure Coast region. He reported that a joint job fair with Indian River State College will take place on May 13, with a goal of attracting about 35 employers and strong candidate turnout. Results will be shared at the next meeting.

He highlighted the quarterly BDB stakeholders meeting held in the boardroom, which had strong attendance and updates from county leadership, Discover the Palm Beaches, CareerSource programs, and several municipalities.

Mr. Corbit reported on the South Florida Manufacturers Association awards process, noting that judging has concluded and finalists, including several Palm Beach County companies, will be announced soon. The awards ceremony will be held on June 26 in Miramar. He added that Palm Beach County is part of the 10th-largest manufacturing state in the nation, with many small but high-value manufacturers contributing to strong job opportunities in the region.

Mr. Corbit reported on several education, workforce, and community initiatives. He noted ongoing involvement with Palm Beach County STEM, highlighting strong engagement with students and teachers and an upcoming May 6 event where students will present their projects. He shared that Keiser University Engineering has broken ground on a new 500-bed dormitory and unveiled plans for a new academic building an important expansion for local STEM and engineering talent.

He recapped the 4th annual Careers in Marine Industry Day, which brought 70 high-school students to the Riviera Beach Marina for hands-on exposure to marine careers, including visits to Valhalla, Viking, and Safe Harbor Rybovich, along with complimentary boat-show tickets.

He also noted South Florida Tech Hub's recent Pulse event, which drew 700–800 attendees, and upcoming Tech Hub events including a hackathon and golf tournament.

Mr. Corbit highlighted the opening of Palm Beach Atlantic University's new Rinker Business Hall and the groundbreaking of the YMCA of the Palm Beaches' \$78 million project, which includes a county-funded aquatic center designed to attract national competitions.

He summarized the Explore the Palm Beaches career event, now in its 12th year, which brought 1,000 students together for employer engagement, mock interviews, and technology demonstrations, supported by the George Elmore Endowed Fund.

Mr. Corbit also provided updates on several major business projects across the county, including the Nora Hotel, Concorde Investments, Palmdale Oil's new headquarters, Town Square redevelopment, Luftcar, and Ampera Clean Energy a growing nuclear-energy technology firm in Palm Beach Gardens.

He closed by noting strong tourism numbers and continued population growth, with Palm Beach County remaining a top destination for new residents and workforce talent.

d. President & CEO Update (Julia Dattolo):

- i. Board Orientation and Annual Training Requirement: This item was not reported on during the meeting. An email will be distributed to the Board with the required orientation and annual training information.

Julia Dattolo thanked board members and those attending online, and recognized Steven Gustafson, Michael Corbit, Charles Duval, and the full team for their work. She reported that the strategic plan for functional service delivery is nearing completion, with a go-live date of July 1. She explained that implementation was intentionally delayed allowing for additional staff training, trauma-informed center design, and ensuring staff were placed in the right roles to support clients effectively.

Ms. Dattolo provided a finance update, noting that the recently hired finance director was released after three months due to performance issues. A contracted monitoring team, THMP, conducted a three-day review and confirmed the decision. Additional contracted financial oversight and internal staffing adjustments have been put in place to stabilize the department. She thanked the Chair and Vice Chair for their support during the transition.

She then delivered an economic update. Unemployment has risen slightly to 4.8%, though the county continues to grow, adding nearly 25,000 residents in the past year. She highlighted a positive trend of young adults remaining or returning to Palm Beach County after college, driven by job opportunities and quality of life. Average annual wages have increased to more than \$77,000, with median hourly wages at \$18.17. Education and health services remain the strongest-growing industries, while IT is seeing some decline.

Ms. Dattolo also reviewed workforce participation and underemployment, explaining that many individuals fall into categories of discouraged workers, marginally attached workers, or those facing significant barriers such as childcare, transportation, housing costs, and digital literacy. She outlined programs that address these barriers, including childcare partnerships, youth engagement, digital literacy training, emergency support services, and transportation assistance.

She concluded by reiterating the organization's mission to **Engage. Elevate. Enrich.** emphasizing that functional service delivery will allow staff to better identify client needs, connect them to available programs, and move more residents into meaningful employment.

VII. COMMITTEE REPORTS (Active)

a. Executive Committee – April 10, 2026

Dave Markarian reported that the Executive Committee met approximately ten days prior to the board meeting. The committee reviewed the recent financial oversight concerns, the steps taken to assess the situation, and the corrective actions implemented. The committee also discussed the items appearing on the current consent agenda, with particular focus on the vendor contractor. Julia Dattolo noted that the firm, Taylor Hall Miller Parker, previously under contract, had stepped in immediately to assist and provided critical support. Dave Markarian noted that all consent-agenda items presented today were reviewed during that Executive Committee meeting.

b. Financial Planning Committee – April 10, 2026

Dave Markarian reported that the Financial Planning Committee met at its regular time to review the financials and conducted a detailed discussion of the reports. All materials reviewed during that meeting were provided to board members in advance of today's session.

c. Youth and Young Adult Outreach Committee – Current

d. Palm Beach Workforce Development Consortium – Current

Julia Dattolo said the next meeting is scheduled for June, which will include approval of the budget.

The next Board of Directors meeting is scheduled for Thursday, June 25, 2026, at noon.

VIII. ADJOURNMENT: With no further business, the meeting was adjourned at 1:00 p.m.