

**FINAL MINUTES
CAREERSOURCE PALM BEACH COUNTY, INC.
EXECUTIVE COMMITTEE MEETING
Friday, February 6, 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 8:01 a.m.

Committee members present, Dave Markarian, Alyssa Freeman, George Elmore, Jay Boggess, David Talley, David Gobeo and Christopher Cothran. Staff members present, Julia Dattolo, Donald Braun, Michael Corbit, Steven Gustafson, Charles Duval, Cody Melton, Eustus Fagan, Najum Uddin, Lisa Galan, Sue Craig, Gerard Melville, and Mary Mullen-Butler. Guests present, Michelle Barth, and Jessica Rosenthal.

II. 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: George Elmore
Second: Alyssa Freeman
The motion was approved unanimously.

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

IV. ITEMS FOR APPROVAL

a. Minutes from October 10, 2025: Dave Markarian asked the committee if they noted any concerns, hearing none, he called for a motion to approve the minutes.

Motion: George Elmore
Second: David Talley
The motion was approved unanimously.

b. Approval of Individual Training Account Contractor Agreements (ITA's): i. Smart Dental Assisting School; ii. My IT Future Institute; iii. Computer Coach Training Center: Julia Dattolo explained that these three ITA providers offer training in healthcare and information technology, both designated as in-demand and targeted occupations for Palm Beach County. The providers meet all county policy requirements and agree to CareerSource terms of service. Detailed information regarding program hours, costs, and industry-recognized certifications was included in the meeting packet on pages 4 and 5. The inclusion of these providers expands scholarship-funded training opportunities for eligible participants and supports workforce alignment with employer demand.

Dave Markarian asked the committee if there was any further discussion. Hearing none, he called for a motion to approve the ITA's.

Motion: George Elmore
Second: David Talley
The motion was approved unanimously.

c. Presentation & Approval of Audit: CareerSource Palm Beach County, Inc. Financial Report for the Fiscal Years Ended June 30, 2025, and 2024 by Moss, Krusick & Associates, LLC: Michelle Barth, audit manager at Moss, Krusick & Associates reported that the audit process was completed without any disagreements with management, findings, or recommendations, resulting in a clean audit with no unusual discrepancies. She noted assets and liability levels remained relatively stable year to year. Federal grant revenue declined by approximately \$1.7 million, largely due to reduced WIOA funding, and this decrease was mirrored by corresponding reductions in direct program expenditures. General and administrative costs accounted for roughly 8.5% of total expenses, a favorable ratio that demonstrates efficient overhead management and prioritization of programmatic spending. Additional reports on internal controls and compliance with major federal programs were also clean and contained only standard language.

Dave Markarian asked the committee if they had any questions or comments. Hearing none, he called for a motion to approve the audit.

Motion: George Elmore

Second: Christopher Cothran

The motion was approved unanimously.

V. INFORMATIONAL

a. President & CEO Update (Julia Dattolo)

- i. CareerSource Palm Beach County Board of Directors' Term Renewals: Julia Dattolo reported that four Board members have terms expiring in July. George Elmore has agreed to serve an additional two-year term, and Alyssa Freeman has committed to another four-year term. Christopher Cothran and Libby Webb will be stepping down, and their seats will need to be filled. Board members are encouraged to forward any potential candidates from the business sector to Ms. Dattolo for consideration.
- ii. New Compliance Requirement Related to Ethics Commission Fines: Julia Dattolo explained that new state legislation now requires all individuals serving on governing boards to be formally notified that they may be subject to wage garnishment for any unpaid fines issued by the Ethics Commission. Board members are responsible for ensuring the timely submission of all required financial disclosures and compliance documents. Initially, each member must file within 30 days of his or her appointment; thereafter, filings are due by July 1 following each calendar year in which they serve; and finally, a final disclosure must be submitted within 60 days of leaving the position. This year, we will be monitored for compliance of these requirements, so at the next board meeting we will be asking each board member to complete an acknowledgement form confirming notification of the requirement.

Julia Dattolo presented an organizational update and labor market insights. She discussed the current economic landscape, indicating that while unemployment has increased to 5%, the labor market remains strong with a growing workforce. She pointed out that hiring has slowed due to companies tightening budgets, leading to a one-to-one ratio of jobs to unemployed individuals, which reflects a skills mismatch. Despite these challenges, she reassured us that the market is not in a recession. She outlined the expansion of healthcare facilities in Palm Beach County, including new hospitals and surgery centers, which are increasing the demand for healthcare professionals. She noted challenges such as staffing shortages, high turnover, and difficulties in licensing for nurses moving to Florida. CareerSource is actively addressing these issues through job fairs, training scholarships, and collaboration with educational institutions.

Ms. Dattolo provided an update on the Finance department, introducing Donald Braun, the new Director of Finance, and announcing the promotions of Orlando McFarland to controller, Nora Leon, to assistant controller and Tania Garcia, accounting technician. The department is fully staffed and operating under level funding, with an emphasis on utilizing funds for educational training. She also highlighted the launch of a new user-friendly website and improvements in client service delivery.

Ms. Dattolo provided an overview of the organization's community engagement efforts, mentioning her roles on multiple boards and committees, as well as the contributions of other team members. She emphasized the success of the recent Paychecks for Patriots job fair, which was the largest to date, which featured 73 employers, 678 job seekers, which included 53 veterans. Cody Melton and expressed optimism for future improvements and growth in the event. Ms. Dattolo concluded with a "mission moment" focused on the Care.com portal, a resource established by the Department of Children and Families that connects clients to essential support services such as food, childcare, and emergency assistance helping stabilize individuals so they can secure or retain employment. She noted the significant contributions from community partners, like Spanish River Church, which has provided over \$7,000 in support to clients this year, helping them maintain stability and employment.

Dave Markarian expressed appreciation for the organization's mission to assist those left behind and commended the dedication of staff. He recognized Christopher Cothran for his service on the board and as chair. He then confirmed the next meeting date was Friday, April 10, 2026, at 8:00 a.m.

VI. ADJOURNMENT: With no further business, the meeting was adjourned at 8:39 a.m.