

**FINAL MINUTES**  
**CAREERSOURCE PALM BEACH COUNTY, INC.**  
**EXECUTIVE COMMITTEE MEETING**  
**Friday, February 7, 2025**

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

The meeting was audio and video recorded with a written transcript. Dave Markarian welcomed attendees and called the meeting to order at 8:05 a.m. Committee members present, Dave Markarian, Christopher Cothran, George Elmore, Alyssa Freeman, David Talley, David Gobeo, Jay Boggess and Kenneth Rehns, Board Counsel. Staff present, Julia Dattolo, Steven Gustafson, Erica Scarpati, Melanie Rebottini, Charles Duval, Melanie Magill, Eustus Fagan, Michael Corbit, Sue Craig, Gerard Melville, and Mary Mullen-Butler.

**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: Christopher Cothran

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 4, 2024: Dave Markarian asked the committee to review the October 4<sup>th</sup> minutes and after reviewing them, asked if there were any amendments, notations or edits. Hearing none, he called for a motion to approve.

Motion: Alyssa Freeman

Second: Christopher Cothran

The motion was approved unanimously.

b. New Board of Director Submission, i. Jeffery Bailey, Business Manager, Ironworkers Local 402:

Julia Dattolo addressed the nomination of Jeffery Bailey, recommended on behalf of IBEW Local Union 728 to fill a required organized labor seat on the Board of Directors. Jeffery Bailey is the business manager of Ironworkers Local Union 402.

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

Motion: George Elmore

Second: David Talley

The motion was approved unanimously.

c. Revision to Policy 1001: Policy and Procedure Issuance, Format and Development: Delegated Authority for Operational Policies: Julia Dattolo gave a brief explanation of why the revision is needed. The revision authorizes the President/CEO to approve operational policies. The policy pertains to internal operations or administrative matters that do not require strategic changes or impact the organization's governance framework. The revision does not include strategic or financial policies that directly affect board oversight, funding allocations, or compliance with WIOA performance requirements, those must be approved by the full board. The change was seen as formalizing current practice.

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

Motion: Alyssa Freeman

Second: Christopher Cothran

The motion was approved unanimously.

## V. INFORMATIONAL

- a. Reminder: 2024 Annual Financial Disclosure Form to be electronically filed on or July 1, 2025 (Mary Butler): Mary Butler explained the process. Board members are to individually register/login on the Florida Commission on Ethics website and file their financial disclosure form no later than July 1, 2025. If disclosures are not filed by September 2, 2025, the board member may incur a financial penalty. Each board member will receive an email with instructions from the State of Florida Commission on Ethics. We will also be sending a reminder with instructions and the link.
- b. CareerSource Palm Beach County, Inc. Financial & Programmatic Monitoring as of November 22, 2024, by Taylor, Hall, Miller, Parker, P.A. (Julia Dattolo): Julia Dattolo directed the committee members to pages 21 and 22. The review was conducted by an independent monitoring company that identified a few issues that were corrected through a Corrective Action Plan (CAP). The review was considered successful.
- c. President & CEO Update (Julia Dattolo):  
Economic and Workforce Update: Julia Dattolo presented a detailed economic update on Palm Beach County, highlighting key trends:
  - The county's unemployment rate dropped to 3.0% in December from 3.6% in November, lower than state and national averages.
  - Growth was led by hospitality (4.6%), government (3.0%), and education/healthcare services.
  - The county has the fastest annual growth rate in government jobs and the second fastest in construction statewide.
  - Challenges include affordable housing, childcare, and the impact of AI and automation on jobs.
  - The workforce is shrinking due to retirements and demographic shifts, with fewer young workers entering the market.
  - A major concern is the "Silver Tsunami" (baby boomers retiring) and a "Demographic Cliff" (fewer high school graduates in the future).

Workforce Solutions & Legislative Updates: Julia Dattolo outlined strategies to address workforce challenges, including:

- Upskilling workers, particularly in skilled trades.
- An internship portal to connect students with local businesses.
- Soft skills training programs.
- Legislative updates such as Senate Bill 240 (Industry-Education collaboration) and House Bill 6655 (Workforce Innovation and Opportunity Act reauthorization).

Regarding federal funding, Julia Dattolo and Steven Gustafson discussed concerns over uncertainty in workforce funding. Steve noted that House aides were optimistic about the reauthorization of funding.

Outreach, Engagement & Budgeting. Julia highlighted CareerSource's outreach efforts, including library-based career services, job fairs, and strategic partnerships. The organization has been reducing costs by subleasing office space and applying for additional grants. They secured funding for veterans, apprenticeships, and summer youth programs.

Strategic Plan & Human-Centered Design. Julia Dattolo reviewed CareerSource's five-pillar strategic plan, which remains focused on innovation, workforce impact, and sustainability. She also discussed a shift towards a human-centered design approach in service delivery. The staff requested a rebranding of the organization's mission and vision, which will be unveiled at the next board meeting.

Discussion on Childcare & VPK3. Jay Boggess inquired about efforts to make voluntary pre-kindergarten (VPK3) mandatory and full day. Julia Dattolo explained that the Economic Council is considering supporting legislation for full-day VPK3, given its impact on early education and long-term workforce outcomes. She also noted that affordable childcare is a pressing issue, affecting workforce

participation, particularly among women. Mr. Boggess asked Ms. Dattolo to share any additional information as received.

- VI. ADJOURNMENT:** Dave Markarian asked the committee members if there was any further business of the committee. There was none. The meeting was adjourned at 8:45 a.m. The next Executive Committee meeting will be held on April 11, 2025, at 8:00 a.m.