

**FINAL MINUTES  
CAREERSOURCE PALM BEACH COUNTY, INC.  
EXECUTIVE COMMITTEE MEETING  
Friday, October 10, 2025**

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

The meeting was audio and video recorded with a written transcript. In Dave Markarian's absence, Alyssa Freeman welcomed attendees and called the meeting to order at 8:00 a.m. Committee members present, Alyssa Freeman, Christopher Cothran, George Elmore, David Talley, and David Gobeo. Committee members absent, Dave Markarian and Jay Boggess. Staff members present, Julia Dattolo, Erica Scarpati, Michael Corbit, Melanie Magill, Melanie Rebottini, Gerard Melville, and Mary Mullen-Butler. Guests present, Jessica Rosenthal.

**II. AGENDA APPROVAL**

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

b. Approval of Agenda: Alyssa Freeman called for a motion to approve the agenda.

Motion: David Talley

Second: Christopher Cothran

The motion was approved unanimously.

**III. PUBLIC COMMENTS**: Alyssa Freeman asked if there were any public comments. There were none.

**IV. ITEMS FOR APPROVAL**

a. Minutes from June 13, 2025: Alyssa Freeman asked the committee if they had any questions, hearing none, she called for a motion to approve the minutes.

Motion: David Talley

Second: Christopher Cothran

The motion was approved unanimously.

b. Board of Directors Resignation: i. Richard Radcliffe, Executive Director, Palm Beach County League of Cities, Inc. (Resignation effective July 10, 2025). Julia Dattolo informed the committee that Richard Radcliffe has retired after a long tenure with the League of Cities. Alyssa Freeman called for a motion to accept Richard Radcliffe's resignation.

Motion: Christopher Cothran

Second: David Talley

The motion was approved unanimously.

c. New Board of Directors Submission: i. Barbara Cipriano, Provost & Dean, Lake Worth Campus, Palm Beach State College (Replaces Dr. Tunjarnika Coleman-Ferrell). Julia Dattolo said Barbara Cipriano is to replace Dr. Tunjarnika Coleman-Ferrell who also retired. Alyssa Freeman called for a motion to accept Barbara Cipriano's nomination.

Motion: David Talley

Second: David Gobeo

The motion was approved unanimously.

d. Approval of Policy 5060 (Revised) One-Stop Operator Conflict of Interest: Julia Dattolo directed the committee members to page 9 in the meeting packet. The revisions to policy 5060 state that CSPBC must competitively procure the One-Stop Operator at least once every four years in compliance with WIOA and state/federal guidelines. Alyssa Freeman asked the committee if they had any questions, hearing none, she called for a motion to approve.

Motion: David Talley

Second: George Elmore

The motion was approved unanimously.

- e. Approval of Targeted In-Demand Industries for ITA Funding: Julia Dattolo directed the committee members to page 14 in the meeting packet. Based on labor market analysis, employer demand and regional economic priorities, training and scholarship support will prioritize information technology, healthcare, skilled trades and manufacturing and logistics to align with local, and workforce demands. Alyssa Freeman asked the committee if they had any questions, hearing none, she called for a motion to approve.

Motion: George Elmore

Second: David Talley

The motion was approved unanimously.

- f. Holiday Calendar Revisions: Because Christmas falls midweek, Julia Dattolo requested board approval to close the centers on Monday, December 22, and Tuesday, December 23, in addition to the regular Christmas holiday. This would allow staff to have the full week off with their families. Alyssa Freeman asked the committee if they had any questions, hearing none, she called for a motion to approve.

Motion: George Elmore

Second: Christopher Cothran

The motion was approved unanimously.

- g. Approval of Pay Increase for Steven Gustafson, 1<sup>st</sup> VP and Chief Operating Officer: Julia Dattolo recommended a 4% pay increase for Chief Operating Officer and 1<sup>st</sup> Vice President Steven Gustafson, citing exceptional performance and achievement of all performance metrics. Alyssa Freeman asked the committee if they had any questions, hearing none, she called for a motion to approve.

Motion: George Elmore

Second: David Talley

The motion was approved unanimously.

## V. INFORMATIONAL

- a. 2026 CareerSource Palm Beach County, Inc. (CSPBC) and Palm Beach Workforce Development Consortium (PBWDC) Board and Committee Meeting Schedule (Julia Dattolo): Julia Dattolo directed the committee members to page 15 in the meeting packet noting that the proposed meeting dates for 2026 are subject to change if necessary.
- b. President & CEO Update (Julia Dattolo): Julia Dattolo then presented an organizational update and economic overview. Palm Beach County's unemployment rate was reported at 4.4%, slightly up but still within the range of full employment. The local labor market remains strong, with job growth in healthcare, education, government, and manufacturing sectors. However, the professional and business services sectors experienced job losses, potentially linked to automation and artificial intelligence (AI). Ms. Dattolo noted that CareerSource is closely monitoring this trend while focusing on workforce reskilling and digital literacy to close skill gaps. She emphasized the growing importance of addressing the "digital divide," especially in underserved western communities where residents struggle with online job applications. To mitigate this, CareerSource launched a Comcast-funded Digital Literacy Workshop offering bilingual classes (English, Spanish, and Creole) to teach basic technology use, resume building, and online job applications. The program was fully enrolled in its most recent session, and the organization plans to expand it with additional grant funding.

Ms. Dattolo discussed efforts to recruit and retain young talent through **InternPalmBeach.com**, a new internship website developed in partnership with county and business organizations. The platform currently hosts numerous internships, with more expected for the upcoming spring and summer semesters. On the financial side, CareerSource maintained level federal and state funding from the previous year but supplemented its budget with multiple grants, including Project Grow, Ignite, and a Rural Workforce Grant, all multi-year county-funded programs that help sustain staffing and training initiatives. The organization also generated unrestricted funds through its Ticket to Work program (\$67,000) and a Veteran Incentive Award (\$24,700), which recognized the top-performing veterans' team in Florida.

Julia Dattolo reported that conservative fiscal management reducing unnecessary contracts, redistributing workloads, and sharing office space with organizations such as Families First, Senator Lori Berman's office, and the Early Learning Coalition has strengthened financial stability and allowed CareerSource to award all staff merit raises of up to 4%.

The Finance Department was also restructured: two accountants were promoted to Controller and Assistant Controller, a part-time Accounts Payable position was added, and recruitment began for a new Director of Finance following the retirement of long-time Chief Financial Officer Erica Scarpati.

CareerSource's communications and outreach metrics were also reviewed. Ms. Dattolo noted significant growth across digital channels: social media posts, impressions, shares, and link clicks increased substantially, with a 602% rise in link engagement. Although follower numbers decreased slightly, engagement quality and post visibility improved across Facebook, Instagram, and LinkedIn. Email campaigns also saw major improvements open and click rates exceeded industry averages, while bounce rates dropped below 6%, indicating stronger public engagement and brand visibility.

Ms. Dattolo highlighted recent organizational achievements. At the 2025 Workforce Professional Development Summit, CareerSource Palm Beach County employees received multiple awards, and Secretary Alex Kelly from FloridaCommerce personally visited the agency to recognize ten long-serving staff members with 20-, 25-, 30-, and 40-year service anniversaries. Our veteran's team was again honored as the top-performing large-region veterans' unit in Florida for the third consecutive year. Despite staffing shortages caused by several team members being mobilized for active duty, the veteran's unit expanded partnerships with the VA and local nonprofits and introduced new support tools, including homeless outreach kits (containing food, water, and toiletries) and an innovative partnership with SafeStay ReloShare to secure temporary hotel housing for homeless veterans. This initiative, combined with a Lyft partnership for transportation, enabled the team to quickly stabilize at-risk veterans and connect them with employment and housing resources.

Finally, Ms. Dattolo previewed upcoming initiatives, including the Paychecks for Patriots Job Fair on November 5, 2025, at the Hilton Hotel in West Palm Beach, featuring an exclusive hour for veterans before opening to the public. CareerSource also collaborated with the Palm Beach County School District to expose over 400 students to trade and apprenticeship careers through the Elite Trade Olympics at the Convention Center.

In closing, Ms. Dattolo identified healthcare, information technology, and digital literacy as the most critical skill gaps in the county's workforce, noting that CareerSource is emphasizing training in these areas. She also provided an update on the organization's headquarters building, explaining that while the airport plans to repurpose the property within 3-4 years, CareerSource still holds a favorable three-year lease and is monitoring the airport's long-term development schedule.

- IV. ADJOURNMENT:** With no further business, the meeting was adjourned at 8:36 a.m. The next Executive Committee meeting is scheduled for February 6, 2026, at 8:00 a.m.