

FINAL MINUTES
CAREERSOURCE PALM BEACH COUNTY, INC.
FINANCIAL PLANNING 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 8:41 a.m. Committee members present, Alyssa Freeman, Christopher Cothran, George Elmore, and David Talley. Committee members absent, Dave Markarian and Jay Boggess. Staff members present, Julia Dattolo, Erica Scarpati, Michael Corbit, Melanie Magill, 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: George Elmore
Second: David Talley
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 called for a motion to approve the minutes.

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

- b. Prior Approval Request to Transfer Funds from WIOA Adult and Dislocated Worker Programs: Erica Scarpati directed the committee members to page 3 in the meeting packet. She explained that the state now requires prior approval for any transfer exceeding 25% of allocated funds, a change implemented about two years ago. Since most program expenditures come from the adult category, CareerSource routinely requests advance approval each year so that funds can be shifted as needed without delays. Alyssa Freeman asked the committee if they had any questions, hearing none, she called for a motion to approve.

Motion: Christopher Cothran
Second: David Talley
The motion was approved unanimously.

V. REVIEW FINANCIALS

- a. June 30, 2025, Financials (Summary; Schedule 1: Actual vs. Budget; Schedule 2: Grant Funding; Schedule 3: Palm Beach Workforce Development Consortium (PBWDC); Status of 30% Training: Erica Scarpati presented the financial recap for the fiscal year ending June 30, 2025, and an update on the first two months of the new fiscal year. Compared to the prior year (June 2024), total expenses decreased by \$1.5 million (12.3%), largely driven by a \$972,000 reduction in staffing costs (11.5%). She explained that this decrease was intentional and aligned with the organization's restructuring plan led by CEO Julia Dattolo. Staff vacancies were strategically managed when employees left, positions were reassessed or consolidated, and duties were redistributed. Other planned decreases included reductions in monitoring costs (reduced from three to two monitorings per year) and childcare subsidies, due to a refined eligibility evaluation process. However, consultant expenses increased, as CareerSource hired technical specialists to support dashboard development, data extraction, and system integration work, many of whom previously worked at the state level and possess specialized system knowledge.

- b. August 31, 2025, Financials (Summary: Schedule 1: Actual vs. Budget; Schedule 2: Grant Funding; Schedule 3: Palm Beach Workforce Development Consortium (PBWDC); Status of 30% Training: Erica Scarpati gave a brief overview of the August financials. For the current fiscal year (as of August 2025), expenses were already down \$210,000 (10%) compared to August 2024. Staffing costs were also lower by \$75,000 (5.6%), though some increases are expected later in the year due to approved salary adjustments. Detailed line-item analysis revealed notable cost savings in rent, achieved through subleasing office space to partner organizations. Outreach expenses also dropped substantially, while ITA (Individual Training Account) expenditure funds used to pay for client training rose by \$100,000 within the first two months. This reflected a deliberate focus on expanding workforce training, with many participants already encumbered in the pipeline for upcoming sessions.

The committee reviewed details of funding sources listed on page 11 of the financial report. CareerSource received a \$10,000 grant from the United Way to provide emergency assistance to veterans. The report did not yet include two newly secured multi-year grants, Ignite and Project Grow, from the Palm Beach County Board of Commissioners, since those were finalized after the report's preparation. Ms. Scarpati noted that these new grants, along with unrestricted funds from other programs, would further support operations and training.

The discussion then turned to training performance under WIOA, shown on page 13. Ms. Scarpati confirmed that CareerSource had applied for a waiver to 25% required training expenditures. Just two months into the year, the organization was already performing strongly in meeting ITA requirements, with numerous participants already enrolled or pending encumbrance. She emphasized that the organization was "in great shape" and on track to exceed targets for workforce training participation.

Ms. Scarpati briefly discussed unrestricted funds, assuring the committee that CareerSource maintained a healthy financial position for the fiscal year ending June 30, 2025, thanks to prudent cost management and program diversification.

Before adjourning, David Talley publicly thanked Erica Scarpati for her years of dedicated service, commending her professionalism and leadership as she prepared for retirement and wished her well.

- VI. ADJOURNMENT:** With no further business, the meeting was adjourned at 8:53 a.m. The next Financial Planning Committee meeting is scheduled for February 6, 2026, at 8:30 a.m.