

**DRAFT MINUTES**  
**CAREER SOURCE PALM BEACH COUNTY, INC.**  
**FINANCIAL PLANNING COMMITTEE MEETING**  
**Friday, June 13, 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 8:27 a.m. Committee members present, Dave Markarian, Christopher Cothran, George Elmore, Alyssa Freeman, David Talley and Jay Boggess. Staff members present, Julia Dattolo, Erica Scarpati, Michael Corbit, Gerard Melville, Najum Uddin, and Mary Mullen-Butler. Guests present, Helene Hvized.

**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: David Talley

Second: George Elmore

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 April 11, 2025: Dave Markarian asked the committee if they approve the April 11<sup>th</sup> minutes, he then called for a motion to approve.

Motion: David Talley

Second: George Elmore

The motion was approved unanimously.

b. 2025-2026 Budget for CareerSource Palm Beach County, Inc.: Erica Scarpati presented the proposed budget for the 2025–2026 fiscal year, highlighting an overall decrease of \$728,000, or 5.7%, from the prior year. The largest reduction was in salaries, which decreased by \$400,000 (5%), due to strategic staff reductions and consolidation in response to stagnant funding levels. The budget will be presented to the full board for approval on June 26, before submission to the Board of County Commissioners and the state by the end of September.

Dave Markarian asked the committee if they had any questions. Hearing none, he called for a motion to approve the 2025-2026 budget.

Motion: David Talley

Second: George Elmore

The motion was approved unanimously.

c. Approval of Vendor Contractor Contract Renewals: i. Monitoring Services: Taylor Hall Miller Parker, P.A. (THMP); ii. Audit Services: Moss, Krusick, & Associates, LLC (MKA): Erica Scarpati provided a brief overview. Taylor Hall Miller Parker for monitoring services, at \$55,500 for two visits per year, and Moss, Krusnick & Associates for auditing services, at \$57,000 annually. Both contracts are part of multi-year procurements but are reviewed and reapproved yearly to maintain flexibility. Erica confirmed satisfaction with both vendors and stated that continuity would be maintained despite her upcoming retirement. George Elmore inquired about potential cost reduction, Erica confirmed that pricing would remain unchanged, noting the current audit firm is already more affordable than the previous one.

Dave Markarian asked the committee if they had any objections to approving both services simultaneously. Hearing none, he called for a motion to approve the Taylor Hall Miller Parker monitoring services and Moss, Krusick & Associates audit services renewals.

Motion: David Talley

Second: Chris Cothran

The motion was approved unanimously.

## **V. REVIEW FINANCIALS**

- a. April 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 report through the end of April 2025. Total expenses had decreased to \$9.1 million, a 16% drop from the same period the previous year. Staffing costs saw a 12% reduction, amounting to \$840,000 in savings, and individual training account (ITA) spending also declined significantly. Other notable decreases included a 32% reduction in childcare and support services, and legal expenses remained low. While the organization is currently under its 30% required training expenditure threshold for WIOA adult and dislocated worker programs currently at 23.4%. She explained that a recent influx of ITA enrollments could help bridge the gap by year-end. Unspent funds would roll over into the next fiscal year.

Additionally, it was mentioned that the reduced PTO usage due to the board's previous decision to grant full Thanksgiving and Christmas weeks off had financial benefits. Many staff members did not use their PTO, keeping costs down, which added financial flexibility.

- VI. **ADJOURNMENT:** Dave Markarian wished everyone a great summer. The meeting was adjourned at 8:46 a.m. The next Financial Planning Committee meeting will be held on October 10, 2025, at 8:45 a.m.

**DRAFT**