

DRAFT MINUTES
CAREERSOURCE PALM BEACH COUNTY, INC.
BOARD OF DIRECTORS' MEETING
Thursday, February 26, 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 12:01 p.m.

II. ROLL CALL & INTRODUCTIONS

Roll call was conducted. A quorum was present with the following board members attending, Dave Markarian, Alyssa Freeman, David Gobeo, David Talley, Timothy Dougher, Carla Leaty, Vivian Demille, Mike Burke, Elizabeth Rochaine, Christopher Cothran, Alex Dobin, Barbara Cipriano, Jay Boggess, Zac Cassidy and Board Counsel Kenneth Rehns. Board members absent, Matthew Rocco, George Elmore, Ricky Wade, Vice Mayor Marci Woodward, Deana Pizzo, Jeff Bailey, and Libby Webb. Staff members attending, Julia Dattolo, Steven Gustafson, Michael Corbit, Charles Duval, Sue Craig, Lisa Galan, Melanie Magill, Melanie Rebottini, Cody Melton, Don Braun, Eustus Fagan, Najum Uddin, and Mary Mullen-Butler. Guests attending, Sophia Eccleston, and Lonnie Saunders.

III. AGENDA APPROVAL

- a. Proposed Amendments: Dave Markarian asked if there were any amendments to the agenda.

VI. ITEMS FOR APPROVAL

Add the following items:

- a. Approval of LWDB Composition and Certification Request
- b. Approval of Local One-Stop Delivery System Certification
- c. Approval to Continue as a Direct Provider of Career Services
- d. Approval of Subsequent Local Workforce Development Area Designation

Current item "a." becomes e. Presentation & Approval of Audit: CareerSource Palm Beach County, Inc. Financial Report for the Fiscal Years Ended June 30, 2025, and 2024 by Moss, Krusick and Associates, LLC

- b. Approval of Agenda: Dave Markarian called for a motion to approve the amended agenda.

Motion: David Talley

Second: Mike Burke

The motion was approved unanimously.

- IV. PUBLIC COMMENTS**: Dave Markarian asked if there were any public comments. There were none.

V. CONSENT AGENDA

- a. Minutes from October 23, 2025
- 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

Dave Markarian noted that the consent agenda includes items that have been pre-reviewed and approved by the Executive Committee. As such, these matters are typically approved through collective approval. Dave Markarian called to approve the minutes from October 23, 2025, and the Individual Training Account Contractor Agreements as follows, the Smart Dental Assisting School, My IT Future Institute and Computer Coach Training Center. David Markarian said we would entertain a motion for approval of the consent agenda in one fell swoop. He then called for a motion to approve.

Motion: David Talley

Second: Michael Burke

The motion was approved unanimously.

VI. ITEMS FOR APPROVAL

- a. Approval of LWDB Composition and Certification Request: Steven Gustafson opened by apologizing for the late addition of the four amendments to the agenda. He explained that a memorandum from FloridaCommerce, received on Tuesday, imposed an unexpected and accelerated deadline. As a result, several items originally planned for the April meeting were moved to this meeting to meet the requirements of CareerSource Florida and FloridaCommerce. Mr. Gustafson gave an overview of the item for approval and then presented the requested action. Approve affirmation of compliance with LWDB certification requirements and authorize submission of finalized documentation to FloridaCommerce for the certified period July 1, 2026, through June 30, 2028.

Dave Markarian asked if there were any questions or discussion. Hearing none, he called for a motion to approve.

Motion: Alyssa Freeman

Second: Vivian Demille

The motion was approved unanimously.

- b. Approval of Local One-Stop Delivery System Certification: Steven Gustafson gave an overview of the item for approval and then presented the requested action. Approve certification of the CareerSource Palm Beach County One-Stop Delivery System and authorize submission of finalized documentation to FloridaCommerce for the certification period July 1, 2026, through June 30, 2028.

Dave Markarian asked if there were any questions or discussion. Hearing none, he called for a motion to approve.

Motion: David Talley

Second: Mike Burke

The motion was approved unanimously.

- c. Approval to Continue as a Direct Provider of Career Services: Steven Gustafson gave an overview of the item for approval and then presented the requested action. Approve affirmation of continued eligibility to serve as a direct provider of career services and authorize submission of finalized designation materials to FloridaCommerce for the period July 1, 2026, through June 30, 2029.

Dave Markarian asked if there were any questions or discussion. Hearing none, he called for a motion to approve.

Motion: Elizabeth Rochaine

Second: David Talley

The motion was approved unanimously.

- d. Approval of Subsequent Local Workforce Development Area Designation: Steven Gustafson gave an overview of the item for approval and then presented the requested action. Approve affirmation of continued eligibility for Local Workforce Development Area designation and authorize submission of finalized documentation to FloridaCommerce for the designation period July 1, 2026, through June 30, 2028.

Dave Markarian asked if there were any questions or discussion. Hearing none, he called for a motion to approve.

Motion: David Talley

Second: Mike Burke

The motion was approved unanimously.

- e. Presentation & Approval of Audit: CareerSource Palm Beach County, Inc. Financial Report for the Fiscal Years Ended June 30, 2025, and 2024 by Moss, Krusick and Associates, LLC: Dave Markarian noted that the Executive Committee had previously reviewed and approved the audit, which reflects a two-year look back of CareerSource Palm Beach County's financials. He stated that the report from Moss, Krusick and Associates is included in the board packet and confirmed that the Executive Committee found the organization's financial position to be in good order, with

no issues or concerns identified despite recent challenges. He invited any questions then called for a motion to approve the audit covering fiscal years ending June 30, 2022, and 2024.

Motion: David Talley

Second: Mike Burke

The motion was approved unanimously.

Julia Dattolo introduced Barbara Cipriano, our newest Board member. She's the Provost and Dean of Palm Beach State College, Lake Worth Campus. Ms. Dattolo recognized Sophia Eccleston and asked if she would like to introduce herself. Sophia Eccleston said she's with NextEra Energy and serves on the CareerSource Florida Executive Committee and chairs the Strategic Policy and Performance Council. She wants to stay connected to the local board because that's where the real impact happens. She added that she is always available if anyone needs anything and thanked the team, noting that they consistently see the strong work being done for Florida's workforce.

VII. INFORMATIONAL

- a. Operations Update (Steven Gustafson): Steven Gustafson highlighted the growth of new technology and partnerships supporting workforce services. He shared that the Paychecks for Patriots event drew over 670 job seekers and 73 employers an impressive turnout driven by strong outreach and the efforts of a part-time veteran representative. A new QR-code registration tool cut customer check-in time by about 75% and eliminated hundreds of paper forms, saving staff time and generating revenue as other workforce boards adopt the technology.

He described new data dashboards built by their team and former state analysts, giving staff real-time performance insights. These dashboards are now being sold to other boards, bringing in additional revenue.

Finally, he discussed a strengthened partnership with the Early Learning Coalition. ELC is now co-located in both career centers, helping clients access childcare more quickly including during "applicant status" and reducing barriers to employment. Together they also created a trauma-informed family room to support parents visiting the centers.

Overall, Mr. Gustafson emphasized innovation, efficiency, new revenue streams, and improved support for families and job seekers.

Sophia Eccleston asked about whether any real job opportunities resulted from the Paychecks for Patriots event. Mr. Gustafson confirmed that several on-the-spot job offers were made. He explained that because all attendees were registered in the system, staff will be able to track outcomes over the next few months. By the April board meeting, they expect to have data showing how many attendees became employed, including how many were hired by employers who participated in the event. Ms. Eccleston expressed interest in seeing the results, especially for veterans, and noted it would be a strong success story to share at future meetings.

Mike Burke asked whether the dashboards were built using Power BI. Steven Gustafson confirmed they were created in Power BI, noting that although he previously used Tableau, the team chose to stay with Power BI for now.

- b. Business Development Update (Michael Corbit): Michael provided an extensive update on business services activities across the region. He highlighted ongoing collaboration with regional partners, including a joint job fair planned for May in Stuart and a well-attended economic development stakeholder meeting held in December. He noted multiple community events, career fairs, and employer engagement efforts, including activities in Delray Beach and a visit from the U.S. Deputy Secretary of Labor.

Michael Corbit also reported on continued involvement with manufacturing associations, STEM initiatives, Kaiser University's engineering programs, and youth mentoring efforts. Several large-scale student events are underway, such as Career Day, Explore the Palm Beaches, and financial literacy and pitch competitions.

He shared updates on major local projects, including new hospital hiring efforts, engineering and aviation events, tourism growth, and the expansion of quantum and life-science companies in the

region. He closed by noting Florida's strong economic growth and the significant amount of investment flowing into Palm Beach County.

- c. Business Development Update - Glades (Charles Duval): Charles Duval reported that West Tech remains a key partner, expanding its training options with programs such as CDL Class B, Electronic Systems Technician, and a no-cost dual-enrollment welding pathway with Palm Beach State College. These offerings directly support high-demand local industries, including Water Crystals, the Co-Op, and U.S. Sugar.

He noted preparations for National Apprenticeship Week on April 26, during which CareerSource will host an Apprenticeship and Skilled Trades Fair in partnership with the Village of Wellington. Florida added 43 new apprenticeship programs last year, including plumbing and horse training in Palm Beach County.

Mr. Duval highlighted increased use of state workforce grants. The Quick Response Training program is supporting companies like Good Greek Moving & Storage, Tellus, and Ears, an IT firm developing Spanish-language movie audio syncing technology. CareerSource is assisting these companies with letters of support and on-the-job training. The Incumbent Worker Training program is helping businesses such as CLN Manufacturing, Plastic Mold, and Look Up Therapy upskill their existing employees.

He concluded by emphasizing that these initiatives are strengthening local businesses, supporting expansion, and creating new employment opportunities across the region.

- d. 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 Elomore 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 we will be asking each Board member to complete an acknowledgement form confirming they have been given notification of this requirement. For those attending in person, a copy of the form has been included in your packet. For those participating remotely or not present today, the form will be sent via email.

Julia Dattolo presented an organizational update and labor market insights. She shared that the past year has been exceptionally strong, with major improvements in production, services, and overall organizational performance. She provided an economic update noting that Palm Beach County's unemployment rate remains tight at 5%, reflecting a growing labor force and aligning with national trends. Education and healthcare continue to lead to job growth, increasing 6% year over year, while other sectors such as IT, manufacturing, and hospitality remain steady. She emphasized a growing skills mismatch as employers adopt more technology and AI, leading to fewer openings and a greater need for upskilling.

Healthcare remains the county's largest and most stable industry, with more than 108,000 jobs and strong long-term demand driven by an aging population. The sector offers competitive wages, strong career mobility, and has long been an early adopter of automation. Significant expansion is underway, including new or expanded facilities at Alan B. Miller Medical Center, Palms West, Cleveland Clinic, Jupiter Medical Center, and Gardens.

Ms. Dattolo announced major updates to the finance department, now operating as "Finance 2.0." She introduced the new Director of Finance, Donald Braun, and noted internal promotions and

additions that have strengthened the team. Funding levels remain stable through July, and she explained the Ticket to Work program, which generates unrestricted revenue by supporting clients transitioning off disability benefits.

She highlighted progress on strategic priorities, including the launch of a redesigned, user-friendly website, improved client service delivery, center renovations, and significant IT enhancements such as dashboards, cybersecurity improvements, and new tools to support staff. Business services will continue focusing on recruitment, employer engagement, retention, and expanding OJT, apprenticeships, and IWT programs.

Ms. Dattolo also emphasized the organization's extensive community, state, and national involvement, with staff serving on numerous boards, committees, and advisory groups. She concluded by showcasing CarePortal.com, that helps staff connect clients with community resources, support services, and crisis assistance.

VIII. COMMITTEE REPORTS (Active)

a. Executive Committee – February 6, 2026

Dave reported that the Executive Committee last met on February 6, where they reviewed and discussed several key items that also appear on today's agenda. The committee addressed the individual training account contract agreements, reviewed the financial report prepared by Moss, Krusick & Associates, and discussed matters related to terminals and Ethics Commission funds. He noted that the minutes from that meeting are included in the board packet for reference.

b. Financial Planning Committee – February 6, 2026

Dave reported that the Finance Planning Committee met immediately following the Executive Committee to review the fiscal year-end report and the organization's actual financials through 2025, noting that these figures provide a strong reflection of current operations. The meeting also included an introduction and initial presentation from the new Director of Finance, Donald Braun. He explained that the committee conducts a deep, finance-focused review each quarter, scheduled approximately three weeks before the full board meeting to ensure alignment and to prepare items requiring board approval.

c. Youth and Young Adult Outreach Committee – January 21, 2026

Alyssa Freeman shared that the recent board meeting covered many of the same topics already discussed in this group. Cody Melton attended as usual, and Charles Duval joined as well, which was a welcome change since he isn't typically present. Mr. Duval spoke about apprenticeship opportunities, and the meeting also highlighted several upcoming events, especially those involving local youth. The next meeting is planned for May, following the group's quarterly schedule.

d. Palm Beach Workforce Development Consortium – October 24, 2025

No new business reported.

IX. ADJOURNMENT: With no further business, the meeting was adjourned at 1:16 p.m.