Broward Workforce Development Board
Organizational Resources – Nomination Committee
Tuesday, November 10, 2026
11:00 a.m. – 12:00 p.m.

Zoom Meeting ID:	**810 8253 9611**
Zoom Password:	**658644**
Zoom Call-In:	**+1 646 876 9923**

CareerSource Broward Main Conference Room
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309

This meeting is being held in person.
This meeting is also accessible via a Zoom video conference.

PROTOCOL FOR TELEPHONE/ZOOM MEETING

1. Please state your name when making or seconding a motion. Such as "I move the item, and your name – "Jane Doe." Please also identify yourself when asking a question.

2. Put your phone/microphone on mute when not speaking. Don't forget to take it off when you wish to speak. Telephone users must press *6 to mute or unmute yourself.

3. Votes in the affirmative should be "aye" and in opposition should be "no" (delays in responding sometimes make it difficult to determine the intent of the vote).

4. Please be in a quiet area free of background noise, so we may hear you clearly when you are speaking. When using Zoom, please make sure the background is appropriate or choose one of their virtual backgrounds.

5. If you are calling and must leave the call, please don't put your phone on hold. In some cases, we will get music or recorded messages and we will not be able to conduct business.

6. If you are using your phone for audio, please identify yourself on the screen and state the last 4 digits of the number you are calling from.

7. Please note the chat function has been disabled.

The Committee is reminded of the conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Board, 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.

MEETING AGENDA

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

SELF-INTRODUCTIONS

NEW BUSINESS

1. **Nominations for Broward Workforce Development Board, Inc. Officers**

   Consideration to select, in accordance with the by-laws, a slate of officers to serve a 2-year term for 2027 and 2028. On 10/13, Carol Hylton, President/CEO, asked Board members to submit nominations via e-mail for consideration by the Ad Hoc Nomination Committee as our current officers are all completing their two-year term. The CareerSource Broward Council of Elected Officials has final approval of the slate.

RECOMM	Approval of the Slate of Officers
ACTION	Motion to Forward Slate
EXHIBIT	Memo #03-26 (Exec)

   Pages 5 - 6

2. **Consideration of Board Member Rotation**

   CSBD's By-Laws provide for a 25% (or 6 member) rotation every 2 years. This was to avoid having to replace all of our Board members every 8 years pursuant to the requirements of the REACH Act. In the past this has been satisfied through attrition. For the current 2 year period five (5) members have left the board in the past 2 years. We can ask for volunteers or pick a name at random. As the By-laws also call for addressing attendance this can be added as an additional consideration.

RECOMM	Approval
ACTION	Discussion and Motion for Approval
EXHIBIT	Board Member Attendance | Dec 2024 – Oct 2026

   Pages 7 - 9

3. Membership Renewals

Consideration of the renewal of the Broward Workforce Development Board (Board) members whose terms will expire in January 2027 and who are eligible for renewal for an additional two years. The eleven (11) members recommended for renewal are 1) Zac Cassidy 2) Keith Costello 3) Heiko Dobrikow 4) Nelson Fernandez 5) Dr. Howard Hepburn 6) Frank Horkey 7) Francois Leconte 8) Matthew Rocco 9) Rick Shawbell 10) Lori Wheeler and 11) Tara Williams. The CSBD Council of Elected Officials appoints Board members following a recommendation from the Board.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Memo #02-26 (Exec)

Pages 10 - 12

4. Broward Workforce Development Board Appointment

Consideration to recommend the appointment of Dr. Steven Tinsley, Vice President of Workforce Education and Strategic Partnerships at Broward College, to fill the mandatory core partner Post-Secondary Education seat on the Board previously filled by Dr. Stacy Volnick, who has resigned due to time constraints.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

MATTERS FROM THE NOMINATION COMMITTEE CHAIR

MATTERS FROM THE NOMINATION COMMITTEE

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

THE NEXT ORGANIZATIONAL RESOURCES - NOMINATION COMMITTEE MEETING IS TO BE DETERMINED.

CareerSource BROWARD

Administrative Office
2890 West Cypress Creek Road
Ft. Lauderdale, Florida 33309

Memorandum #03 – 26 (Exec)

To: Ad Hoc Organizational Resources - Nomination Committee

From: Carol Hylton, President/CEO

Subject: The Broward Workforce Development Board, Inc. Slate of Officers for 2027

Date: October 28, 2026

SUMMARY

Consideration to select, in accordance with the by-laws, a slate of officers to serve a 2-year term for 2027 and 2028. On 10/13, Carol Hylton, President/CEO, asked Board members to submit nominations via e-mail for consideration by the Ad Hoc Nomination Committee as our current officers are all completing their two-year term. The CareerSource Broward Council of Elected Officials (Council) has final approval of the slate.

BACKGROUND

The BWDB's by-laws state that the Ad Hoc Nominations Committee is tasked with presenting a slate of officers to the Executive Committee for presentation to the BWDB and the Council at the annual meeting in December. The Council ultimately selects the officers.

The officers of the BWDB consist of the Chair, Vice-Chair, Secretary/Treasurer, and Vice-Chair for Legislative Affairs. The term of office is for two (2) years and officers may serve an additional non-consecutive 2-year term for a total of four (4) years. However, other than the position of Chair, the BWDB Chair can waive the term limits for the other officers. The BWDB officers will all have served their two-year term at the end of this calendar year. The current officers are:

- Jim Ryan, Chair
- Kevin Kornahrens, Vice-Chair
- Zac Cassidy, Secretary/Treasurer
- Vacant, Vice-Chair for Legislative Affairs

DISCUSSION

WIOA requires that the Chair be from the private sector. As the Vice-Chair steps in for the Chair in the Chair's absence and often succeeds the Chair, we have traditionally selected the Vice-Chair from among our private sector members. On 10/13 Carol Hylton, President/CEO, sent a request for the nomination of officers to BWDB members for consideration by the Nominating Committee with a response date of 11/2. The members were informed that they could nominate themselves.

The table following lists the current officers and nominations made by BWDB members to date. The committee can also nominate officers.

BWDB Current Officers and 2027/2028 Nominations

Current	Position	Nomination	Representing
Jim Ryan	Chair	Kevin Kornahrens	Private Sector
Kevin Kornahrens	Vice Chair	Francois Leconte	Private Sector
Zac Cassidy	Secretary/Treasurer	Zac Cassidy	Organized Labor
Vacant	Vice-Chair for Legislative Affairs	Dawn Liberta	Community-Based Org.

The current BWDB Chair waived the term limits for Secretary/Treasurer, Mr. Cassidy. He may, therefore, serve in this officer position for the next two-year term.

RECOMMENDATION

That the slate of officers as described below be approved:

- Kevin Kornahrens, Chair
- Francois Leconte, Vice-Chair
- Zac Cassidy, Secretary/Treasurer
- Dawn Liberta, Vice-Chair for Legislative Affairs

Board Member Attendance | Dec 2024 – Oct 2026

#	Name	Attendance 12/24 – 10/26					Committee(s)	Category
		P	Z	E	U	PS-25 PS-26		
1	Yaite Arthmann(Appointed 04/2026)	3	2	0	0	N/A Y	Youth	GRVRD
2	Vanessa Cantave	6	4	5	0	N N	Employer Services	BU
3	Zac Cassidy	3	10	2	0	N N	Executive Audit Org Resources Ad Hoc Nom	WOLO
4	Keith Costello	8	2	5	0	Y Y	Audit	BU
5	Heiko Dobrikow	12	0	3	0	Y Y	Executive Strategic Planning	BU
6	Paul Farren	13	2	0	0	Y Y	Employer Services	BU
7	Nelson Fernandez (Appointed 12/2025)	3	0	1	2	N/A Y	Employer Services	BU
8	Michael Goldstein	11	1	3	0	Y Y	Employer Services	BU

#	Name	Attendance 12/24 – 10/26					Committee(s)	Category
		P	Z	E	U	PS-25 PS-26		
9	Dr. Howard Hepburn	3	1	10	1	N Y	One Stop Services	ETPA
10	Kris Hopkins (Appointed 02/2026)	0	2	2	1	N/A N	Youth	WOLO
11	Frank Horkey	6	3	5	1	Y N	Executive Org Resources Ad Hoc Nom Audit Strategic Planning One Stop Services	BU
12	Rufus James	5	3	2	5	N Y	Youth	BU
13	Kevin Kornahrens	11	2	2	0	Y Y	Executive Org Resources	BU
14	Francois Leconte	12	2	1	0	Y Y	Employer Services Executive Strategic Planning	BU
15	Dawn Liberta	11	1	3	0	Y Y	Youth Executive	WOY
16	Dr. Kelly Moore (Appointed 02/2026)	5	0	0	0	N/A Y	One Stop Services	ETPO
17	Felipe Pinzon	7	4	4	0	Y Y	One Stop Services	WOY

#	Name	Attendance 12/24 – 10/26					Committee(s)	Category
		P	Z	E	U	PS-25 PS-26		
18	Matthew Rocco (Appointed 12/2025)	2	1	3	0	N/A Y	One Stop Services	BU
19	Jim Ryan	14	1	0	0	Y Y	Executive	BU
20	Rick Shawbell	6	7	2	0	Y Y	Executive One Stop Services	WOJ
21	Shane Strum	3	5	5	2	Y Y	Strategic Planning	BU
22	Bob Swindell	3	3	8	1	N N	Audit	GRED
23	Lori Wheeler	6	2	7	0	N Y	Employer Services	BU
24	Tara Williams	9	4	2	0	Y Y	One Stop Services	WOY

Chart Legend

P	In-Person	Y	Yes
Z	Zoom	N	No
E	Excused Absence	BU	Business, Private Sector Member
U	Unexcused Absence	WOD	Workforce - CBO representing individuals with disabilities
PS	Attended BWDB Planning Session	WOY	Workforce – Community-based organizations representing youth
GRVRD	Government Representative –Vocational Rehabilitation	WOJ	Workforce – Joint Labor – Management Apprenticeship Program
		WOLO	Workforce – Labor organization
ETPA	Education and Training Provider – Adult Education and Literacy		
ETPC	Education and Training Provider – Institution of Higher Education		
ETPO	Education and Training Provider - Other Providers		

CareerSource BROWARD

Administrative Office
2890 West Cypress Creek Road
Ft. Lauderdale, FL 33309

Memorandum #02 – 26 (Exec)

To: Ad Hoc Organizational Resources – Nomination Committee

From: Carol Hylton, President/CEO

Subject: Membership Renewals

Date: October 23, 2026

SUMMARY

Consideration of the renewal of the Broward Workforce Development Board (Board) members whose terms will expire in January 2027 and who are eligible for renewal for an additional two years. The eleven (11) members recommended for renewal are 1) Zac Cassidy 2) Keith Costello 3) Heiko Dobrikow 4) Nelson Fernandez 5) Dr. Howard Hepburn 6) Frank Horkey 7) Francois Leconte 8) Matthew Rocco 9) Rick Shawbell 10) Lori Wheeler and 11) Tara Williams. The CSBD Council of Elected Officials appoints Board members following a recommendation from the Board.

BACKGROUND

WIOA requires fixed and staggered terms of appointment for the members of the local workforce development boards. All members who joined the Board after January 2022 were appointed to fill the remaining term of the initial incumbent, thereby maintaining the fixed and staggered structure. The Board By-Laws require the reappointment of all members, beginning in January, with a new assignment of fixed and staggered terms.

DISCUSSION

The By-Laws allow for members to be removed from the Board after three consecutive unexcused absences. Since being appointed, none of the members recommended for reappointment have had three consecutive unexcused absences.

The table below provides additional information and attendance information regarding the Board members recommended for reappointment.

TERMS EXPIRING AS OF JANUARY 2027

	NAME		Attendance 12/24 – 10/26				Committee(s)	Category
		P	Z	E	U	PS-25 PS-26		
1	Zac Cassidy	3	10	2	0	N N	Executive Audit Org Resources Ad Hoc Nom	WOLO
2	Keith Costello	8	2	5	0	Y Y	Audit	BU
3	Heiko Dobrikow	12	0	3	0	Y Y	Executive Strategic Planning	BU
4	Nelson Fernandez (Appointed 12/2025)	3	0	1	2	N/A Y	Employer Services	BU
5	Dr. Howard Hepburn	3	1	10	1	N Y	One Stop Services	ETPA
6	Frank Horkey	6	3	5	1	Y N	Executive Org Resources Ad Hoc Nom Audit Strategic Planning One Stop Services	BU
7	Francois Leconte	12	2	1	0	Y Y	Employer Services Executive Strategic Planning	BU
8	Matthew Rocco (Appointed 12/2025)	2	1	3	0	N/A Y	One Stop Services	BU
9	Rick Shawbell	6	7	2	0	Y Y	Executive One Stop Services	WOJ
10	Lori Wheeler	6	2	7	0	N Y	Employer Services	BU
11	Tara Williams	9	4	2	0	Y Y	One Stop Services	

The Legend for the chart on the previous page is as follows:

P	In-Person	Y	Yes
Z	Zoom	N	No
E	Excused Absence	BU	Business, Private Sector Member
U	Unexcused Absence	WOD	Workforce - CBO representing individuals with disabilities
PS	Attended BWDB Planning Session	WOY	Workforce – Community-based organizations representing youth
GRVRD	Government Representative – Vocational Rehabilitation	WOJ	Workforce – Joint Labor – Management Apprenticeship Program
		WOLO	Workforce – Labor organization
ETPA	Education and Training Provider – Adult Education and Literacy		
ETPC	Education and Training Provider – Institution of Higher Education		
ETPO	Education and Training Provider - Other Providers		

RECOMMENDATION

That the committee recommends membership renewal for the eleven (11) members of the Board listed above whose terms expire in January 2027. The renewal of their terms is through January 2029. The CSBD Council of Elected Officials appoints Board members following a recommendation from the Board.