



**Broward Workforce Development Board**  
**Ad Hoc Organizational Resources Committee**  
Monday November 7, 2022  
12:00 Noon – 1:30 p.m.

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Zoom Meeting ID:	880 2044 5118
Zoom Password:	802754
Zoom Call-in:	+1 646 876 9923

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**CareerSource Broward Boardroom**  
**2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

**This meeting is being held in person. Due to Covid-19, in the interest of keeping our board, staff, and public safe 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.

**A G E N D A**  
**CareerSource Broward**  
**2890 West Cypress Creek Road, Fort Lauderdale, Florida**  
**33309**

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.

**IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS**

**SELF-INTRODUCTIONS**

**APPROVAL OF MINUTES**

Approval of the Minutes of the 2/9 Ad Hoc Organizational Resources Nomination Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Minutes of the Meeting

**Pages 7 – 10**

Approval of the Minutes of the 6/13 Ad Hoc Organizational Resources Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Minutes of the Meeting

**Pages 11 – 14**

## NEW BUSINESS

### 1. Nominations for Broward Workforce Development Board, Inc. (BWDB) Officers

Consideration of approval of a slate of Officers for 2023 for presentation to the BWDB. Current officers are ineligible for re-election as they are completing their second term. On 9/30 Carol Hylton, President/CEO, asked BWDB members to submit nominations via e-mail for consideration by the Organizational Resources Committee. The CareerSource Broward Council of Elected Officials has final approval of the Slate.

<b>RECOMM</b>	Approval of the Slate of Officers
<b>ACTION</b>	Motion to forward Slate
<b>EXHIBIT</b>	Memo #04 – 22 (EXEC)

Pages 15 – 16

### 2. Membership Renewals

Consideration of the renewal of BWDB members whose terms will expire in January 2023 and who are eligible for renewal for an additional two years. The thirteen (13) members being recommended for renewal are 1) Bob Swindell 2) Francois Leconte 3) Frank Horkey 4) Heiko Dobrikow 5) Ismael Martinez 6) Keith Costello 7) Lori Wheeler 8) Pam Sands 9) Richard Shawbell 10) Sandy McDonald 11) Zac Cassidy 12) Dr. Mildred Coyne and 13) Dr. Vickie Cartwright was appointed to the BWDB in October, to fill the remaining term of James Payne, and is also recommended for renewal for a 2-year term.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Memo #02 – 22 (EXEC)

Pages 17 – 18

**3. Broward Workforce Development Board (BWDB) Appointments**

Consideration to add 3 private sector members from the targeted industries of 1) Aviation/Aerospace 2) Information Technology/Environmental and 3) Healthcare/Life Sciences to the BWDB. On 9/30, as is our custom, President/CEO Carol Hylton, sent an email to the members seeking private sector nominations. We received five recommendations for the three targeted industry slots. It is recommended that the Ad Hoc Organizational Resources/Nomination Committee consider recommending one individual from each of the targeted industry sectors.

<b>RECOMM</b>	Selection of Three Nominees
<b>ACTION</b>	Motion for Approval
<b>EXHIBITS</b>	Memo #05 – 22 (Exec) Resumes and Qualifications

**Pages 19 – 31**

**4. CareerSource Broward Youth Committee**

Consideration to 1) create a Youth Committee and 2) adopt an amendment to Article IV Section 4 paragraph 1 of the By-Laws to add the Youth Committee to the list of standing committees. CSBD has received community feedback encouraging the reinstatement of the Youth Committee which was merged into the One Stop Services Committee several years ago. The thought at the time was to combine committee engagement focused on job seeker services. However, the youth programs would benefit from a committee devoted to their unique needs and programs. During discussion at the One Stop Committee there was unanimous consent to form a standing Youth Committee. The amendment to the By-Laws will require a 2/3 vote of the Board members present at a meeting with an established quorum. Approved at the 11/1 One Stop Services Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

**5. Staff Professional Development Day**

Consideration to approve closing the CareerSource Broward one-stop centers and administrative office to the general public for one day a year beginning in 2023 for a staff professional development training and team building. We have polled other regions and found that they do this as it is a best practice. This requires governing board approval and notice to DEO.

**RECOMM** Approval  
**ACTION** Motion for Approval  
**EXHIBIT** Memo #14 – 22 (OPS)

**Page 32**

**6. Roles of the Governance Bodies**

Local workforce board staff are charged with providing training to their workforce board members and elected officials in accordance with a menu of topics DEO has prescribed. One of those topics is: Understanding the roles of the governance bodies, our Council of Elected Officials, the BWDB, and Board staff. Our Chart of Responsibilities is attached so that your input and review can be obtained.

**RECOMM** Discussion  
**ACTION** Motion for Approval if Needed  
**EXHIBIT** Delegation of Responsibility Chart

**Page 33**

**7. Executive Committee and BWDB 2023 Meeting Schedule**

Consideration to adopt the 2023 Executive Committee and BWDB meeting schedule. This past year during the pilot phase of the new schedule members were asked to retain traditional calendar dates on their schedules in the event additional meetings were needed. We are recommending to not maintain the hold going forward.

**RECOMM** Approval  
**ACTION** Motion for Approval  
**EXHIBIT** BWDB and Executive Committee Meeting Schedule

**Page 34**

**MATTERS FROM THE ORGANIZATIONAL RESOURCES COMMITTEE**

**MATTERS FROM THE FLOOR**

**MATTERS FROM THE PRESIDENT/CEO**

**ADJOURNMENT**

**THE NEXT AD HOC ORGANIZATIONAL RESOURCES COMMITTEE MEETING IS  
TO BE DETERMINED.**



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Zoom Meeting ID:	893 0783 2171
Zoom Password:	094551
Zoom Call-in:	+1 646 876 9923

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## MEETING MINUTES

The Committee was 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.

**ATTENDEE IN-PERSON:** Frank Horkey and Dr. Lisa Knowles

**ATTENDEES VIA ZOOM:** Kevin Kornahrens, Gina Alexis, and Zac Cassidy

**STAFF:** Carol Hylton, Ron Moffett, Rochelle Daniels, and Amy Winer

### APPROVAL OF MINUTES

Approval of the Minutes of the 11/18/21 Ad Hoc Organizational Resources - Nomination Committee meeting.

On a motion made by Dr. Lisa Knowles and seconded by Frank Horkey, the Ad Hoc Organizational Resources - Nomination Committee unanimously approved the minutes of the 11/18 meeting.

### NEW BUSINESS

#### 1. Nominations to the Broward Workforce Development Board (BWDB)

Considered 1) the nomination of two individuals to the BWDB from the financial/banking and marine targeted industries to the private sector category 2) the nomination of Mr. Sandy McDonald, Director Broward County Office of Economic and Small Business Development, to the government/economic and community development category and 3) reclassification of current BWDB member, Mr. Robert Swindell, to the private sector category as this is allowed under WIOA for individuals who represent employer associations.

Carol Hylton indicated that we are seeking to nominate two individuals, one (1) from the financial/banking sector and 1 from the marine industry. We are also recommending transferring Bob Swindell to the private sector category. This will allow the Committee to consider a recommendation for Mr. Sandy McDonald, Director Broward County Office of

Economic and Small Business Development, to the BWDB in the government/economic and community development category.

Ms. Hylton reminded the Committee that we maintain a list of nominees recommended by the Board and review the list when considering new members. Hylton advised that when Dr. Tinsley resigned from the Board he recommended Sandy McDonald and during the past year Heiko Dobrikow has also recommended him.

Ms. Hylton explained that we received three recommendations as follows: Sandra Mayor and Keith Costello who represent Finance/Banking and Lori Wheeler who is from the Marine Industry. Ms. Hylton advised the Committee that we customarily also consider demographics when discussing membership openings.

Mr. Horkey inquired if we will still be underrepresented if we add one African American and one Hispanic. Ms. Hylton responded yes and said we are progressing and moving in the right direction. Mr. Horkey stated that he reviewed the resumes and all the candidates are qualified. He asked Ms. Hylton if she had interviewed any of the potential nominees.

Ms. Hylton stated no and explained that normally we wait until after the committee meeting before reaching out to the nominees as we do not know which nominees the Committee will recommend.

Dr. Lisa Knowles stated that she knows Lori Wheeler and that she is involved with the Greater Fort Lauderdale Alliance (GFLA) and with the chambers. She believes she would be a good addition to the Board.

Mr. Horkey asked the Committee if anyone knew Ms. Mayor or Mr. Costello. Ms. Hylton advised that Ms. Mayor has worked with former CSBD employee Jack Bennings on the GFLA Bravo Committee and that she is familiar with our services.

Dr. Knowles inquired if we could bring both Ms. Mayor and Mr. Costello onto the Board in the private sector in addition to Lori Wheeler. Ms. Hylton said yes, we could bring them both on. Hylton explained WIOA requires that 20% of the total number of members must be in the labor category and we currently have five so if all three are added we are still in compliance. Dr. Knowles stated she would like to bring on all of the nominees.

Mr. Horkey inquired if we will be having an orientation with the nominees. Ms. Hylton stated after the Board meeting we would schedule their orientations.

Gina Alexis inquired if membership eligibility to serve on the Board was based on where you work or where you live. Ms. Daniels stated that members should either live or work in Broward County.

Mr. Horkey asked Ms. Daniels if we have someone who lives in Broward but who also works remotely because his or her employer is out of state is he/she eligible to be a board member. Ms. Daniels responded that she would have to look into that because this is not a federal statute it is a Florida statute. Ms. Hylton stated that the intent is to bring people onto the Board who are vested in Broward County.

Ms. Alexis stated that she would reach out to Ms. Hylton at a later time.



**On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the Ad Hoc Organizational Resources - Nomination Committee unanimously approved the reclassification of current BWDB member, Mr. Robert Swindell, to the private sector category.**

**On a motion made by Dr. Lisa Knowles and seconded by Frank Horkey, the Ad Hoc Organizational Resources - Nomination Committee unanimously approved the recommendation to nominate Sandy McDonald, Director Broward County Office of Economic and Small Business Development to the government/economic and community development category.**

**On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the Ad Hoc Organizational Resources - Nomination Committee unanimously approved the recommendation to nominate Lori Wheeler, Vice President Marine Industries Association to the private sector category.**

**On a motion made by Dr. Lisa Knowles and seconded by Frank Horkey, the Ad Hoc Organizational Resources - Nomination Committee unanimously approved the recommendation to nominate Sandra Mayor, Senior Vice-President, PNC Bank, and Keith Costello, President/CEO, Locality Bank to the private sector category.**

## **MATTERS FROM THE AD HOC ORGANIZATIONAL RESOURCES – NOMINATION COMMITTEE**

Mr. Horkey stated that at some point we should consider looking at our benefits package. Ms. Hylton agreed and shared that we are also looking into ways to create career ladders for the front-line staff. Mr. Horkey inquired if this would require a salary survey. Ms. Daniels advised no and that this will help add expertise to the career centers and give employees something to look forward as they increase their education and experience. Mr. Horkey inquired if board approval is needed to add a position. Ms. Daniels stated, no we do not Board approval to add a new position.

Ms. Hylton stated that she started meeting with the supervisors in all the centers more frequently to increase conversation and direct dialogue. She indicated that staff asked if we could offer incentives using gift cards. Ms. Hylton advised that we are unable to provide gift cards but we do have awards such as our GEM, Toni Brown, Stellar Team and the Workforce Development Professionals. We are reviewing our budget to see if we can increase the denomination of these awards. Ms. Hylton also stated that we are looking to add an all-day, in-service training and make it more of a team-building, system-wide approach. She advised that we could even have a speaker at the event. Ms. Hylton noted that many organizations close for the day 1-2 times a year to hold a similar staff training day. Mr. Horkey inquired if we can provide lunch since it is planned to be an all-day training. Ms. Hylton responded, yes.

**MATTERS FROM THE FLOOR**

None

**MATTERS FROM THE PRESIDENT/CEO**

Ms. Hylton stated we held a focus group session today with our WIOA youth to learn the best ways to engage and reach out to them. The youth were very engaged and we received some really good information we can use for recruiting and are now putting together an action plan based upon the feedback we received.

Ms. Hylton indicated that she attended the Florida Workforce Development Association meeting this week and all the directors shared that they are seeing a slight decrease in the number of customers coming to their career centers across the state. Ms. Hylton noted that she has been working with community partners such as the Urban League to explore additional ways to partner to connect employers with job seekers and to increase awareness of our services offered at the centers.

Ms. Hylton shared that we received input from our One Stop Services committee members on the community needs assessment. We currently implementing additional marketing initiatives to address the feedback we received from the community.

Ms. Hylton advised that in the near future members will see and hear ads in the paper and on the radio and also on our social media to increase awareness of our services. Ms. Hylton explained that our intermediaries are reaching out to all the chambers to schedule and provide presentations to their members. Ms. Hylton also stated that Latema King, Summer Youth Program Manager, just spoke to over 150 social workers to explain our summer youth program to help spread the word and encouraged them to share with their youth. Lastly, Ms. Hylton informed the committee members that we are working with the Children’s Services Council to increase the hourly pay wage to attract additional youth.

**ADJOURNMENT: 11:44 a.m.**

**THE NEXT AD HOC ORGANIZATIONAL RESOURCES – NOMINATION COMMITTEE MEETING IS TO BE DETERMINED.**



**Broward Workforce Development Board  
Ad Hoc Organizational Resources Committee**

**Monday, June 13, 2022  
12:00 Noon – 1:30 p.m.**

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<b>Zoom Meeting ID:</b>	<b>843 4188 1057</b>
<b>Zoom Password:</b>	<b>113665</b>
<b>Zoom Call-in:</b>	<b>+1 646 876 9923</b>

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## MEETING MINUTES

**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.**

**ATTENDEES IN-PERSON:** Frank Horkey, Kevin Kornahrens, Dr. Lisa Knowles, and Zac Cassidy

**ATTENDEES VIA ZOOM:** Ismael Martinez and Dr. Ben Chen

**STAFF:** Carol Hylton, Ron Moffett, Rochelle Daniels, Rosamond Parker-Pickett, and Amy Winer

### APPROVAL OF MINUTES

Approval of the Minutes of the 11/17/21 Ad Hoc Organizational Resources Committee meeting.

**On a motion by Frank Horkey and seconded by Dr. Lisa Knowles, the Ad Hoc Organizational Resources Committee unanimously approved the minutes of the 11/17/21 committee meeting.**

### NEW BUSINESS

#### 1. Compensation Study

Considered approval of the recommendations from a recent compensation study which includes new salary ranges. This will impact 33 employees for a total expenditure of \$79,313. The employees are either paid below the new range or are not competitive with the market based on their skills and experience per the study. The majority of individuals affected are non-management career center employees. The salary adjustments have been accounted for in the budget. The study was conducted after consulting with governing board chairs, Mayor Trantalis and Frank Horkey.

Carol Hylton explained that EmpHire Staffing reported that it is increasingly difficult to attract applicants and fill vacancies due to our salaries not being competitive in the current market. After consulting with Mayor Trantalis and Frank Horkey, we were advised to get quotes for a compensation study.

The completed study included 5 recommendations which Ms. Hylton reviewed for the Committee. Ms. Hylton pointed out that the majority of individuals affected are non-management career center employees. In total, 33 employees of the total 103 CSBD and staffing company employees will realize an increase for a total cost of \$79,313. This has been accounted for in the budget.

Frank Horkey stated that in December, the Board recommended we do our own compensation study instead of relying on the Palm Beach study. At the time, we thought it wouldn't be needed until next year, but given the current labor market and what EmpHire is experiencing, we needed to do this study earlier.

Mr. Ismael Martinez inquired if the new salaries would be retroactive. Ms. Hylton responded that the new salaries would start on July 1<sup>st</sup> if approved by the Board at their next meeting.

Mr. Zac Cassidy stated that if we are looking to retain staff, then we should be looking at doing something for all the staff.

Mr. Kevin Kornahrens inquired when performance reviews took place. Ms. Hylton responded that reviews take place on the staff's yearly anniversary. Mr. Kornahrens stated that we should be looking at more than tenure and also take current performance into consideration.

Mr. Horkey inquired if we could give staff a 1 time increase to bring everyone above the minimum and move staff up within their range so that tenured staff isn't at the minimum starting salary level. Mr. Horkey asked if, for example, we could give everyone who was at the minimum salary level a one-time \$500 bump? Ms. Hylton responded if we gave everyone a bump it would cost us an additional \$34,000.

Mr. Horkey inquired if we have set aside budget to adjust salaries. Ms. Hylton responded yes, we allocated \$150k for the new adjustments.

Mr. Horkey stated that we are losing staff to other organizations. We need to make decisions now. Mr. Cassidy agreed.

Dr. Chen stated that we are getting into too many details. He believes this is a policy decision and he is satisfied with the study.

Mr. Martinez concurred and stated that at this time he is prepared to approve the report recommendations.

Mr. Horkey stated that if we only approve the \$79k we cannot come back to the Board again for a salary increase. Mr. Kornahrens asked for the amount in the budget for raises. Mr. Horkey responded that we budgeted \$150k for adjustments based on an estimate of this survey. Mr. Horkey inquired if we still have access to the consultant. Ms. Hylton responded yes, we still have access to the consultant.

Mr. Kornahrens inquired if we could have the consultant and HR take a look at the current merit increases to see whether due to inflation it should be increased. Ms. Hylton responded that the merit used to be at 4% but during the last recession, it was reduced to

3%. Mr. Horkey asked if we could ask the consultant if going back to 4% for the merit raises would keep us up to date with inflation.

**On a motion made by Dr. Ben Chen and seconded by Ismael Martinez, the Ad Hoc Organizational Resources Committee unanimously approved the compensation study recommendation at \$79,313.**

**On a motion made by Frank Horkey and seconded by Dr. Ben Chen, the Ad Hoc Organizational Resources Committee unanimously approved that the balance of the funds set aside in the budget for the study be used to bring the remaining staff not covered by the study along in their ranges.**

**On a motion made by Frank Horkey and seconded by Zac Cassidy, the Ad Hoc Organizational Resources Committee unanimously approved staff to reach out to Integrative Compensation Solutions, Inc. to determine whether an increase to the merit from 3% to 4% is warranted to keep pace with inflation and to bring a recommendation to the Executive Committee.**

#### **MATTERS FROM THE AD HOC COMMITTEE**

Mr. Horkey stated that the Florida Workforce Development Association (FWDA) added an additional membership slot for each of the regions. Dr. Knowles has been added as a voting member. Mr. Horkey indicated that Dr. Knowles is also on the Florida Workforce Chairs Alliance (Alliance) as a past chair and that the Alliance was looking into the letter grades. He asked that Carol Hylton provide an update on the letter grades in her Matters from the President/CEO remarks.

#### **MATTERS FROM THE FLOOR**

None

#### **MATTERS FROM THE PRESIDENT/CEO**

Ms. Hylton informed the Committee that she, Frank Horkey, and Dr. Lisa Knowles attended the CareerSource Florida (CSF) Board and FWDA meetings in Tallahassee last week. At the CSF Board meeting it was again reiterated that in alignment with the REACH Act they are working with Ernst and Young to evaluate options for realigning and reducing the overall number of boards. No specifics were provided. Ms. Hylton shared that we will be having a Strategic Planning Committee to flesh out how best to construct and convey our value to our legislative delegation which will be brought to our full governing boards for consideration.

Ms. Hylton explained that “letter grades” was also an item discussed at the CSF Board meeting. The REACH Act requires local boards to be graded using a letter grade system. So far the information regarding the criteria and formulas for the grades has been minimal and in draft form. Based upon what we have seen thus far, Ms. Hylton stated, there are concerns. By way of example, she informed the members that included in the cohort of customers that will count toward the percent trained measure are: the percentage of SNAP, Wagner Peyser, and Welfare Transition Program (WTP) customers trained. WTP is “work first” legislation and neither SNAP nor Wagner Peyser are funded to provide occupational training. Including these groups in the denominator will skew the data. Our understanding is that the REACH Office will update the CSF Board at their meeting in September for an anticipated launch in October.

Ms. Hylton stated that our SYEP program has started with 700 youth and they are currently attending the employability skills training.

Lastly, Ms. Hylton stated that work continues on the upcoming Apprenticeship Summit scheduled for August and that members should start seeing various announcements and advertisements as we use a variety of media to get the word out.

**ADJOURNMENT: 1:13 pm.**

<p style="text-align: center;"><b>THE NEXT AD HOC ORGANIZATIONAL RESOURCES COMMITTEE MEETING IS TO BE DETERMINED.</b></p>
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**Memorandum #04 – 22 (Exec)**

**To:** Ad Hoc Organizational Resources Committee

**From:** Carol Hylton, President/CEO

**Subject:** Nominations for Broward Workforce Development Board, Inc. (BWDB) Officers

**Date:** November 1, 2022

**SUMMARY**

Consideration of approval of a slate of Officers for 2023 for presentation to the BWDB. Current officers are ineligible for re-election as they are completing their second term. On 9/30, Carol Hylton, President/CEO, asked BWDB members to submit nominations via e-mail for consideration by the Organizational Resources Committee. The CareerSource Broward Council of Elected Officials has final approval of the Slate.

**BACKGROUND**

The By-Laws of the BWDB state that the Organizational Resources Committee is responsible for presenting a slate of officers to the BWDB and the Council at the annual December meeting. The CareerSource Broward Council ultimately selects the officers. The officers of the BWDB shall consist of the Chair, the Vice Chair, the Secretary/Treasurer, and the Vice Chair for Legislative Affairs. Officers can serve for two (2) consecutive one-year terms. The Board officers will all have served 2 consecutive one-year terms at the end of this calendar year.<sup>1</sup> The current officers are:

- Frank Horkey, Chair
- Heiko Dobrikow, Vice-Chair
- Zac Cassidy, Secretary/Treasurer
- Dr. Ben Chen, Vice-Chair for Legislative Affairs

**DISCUSSION**

In accordance with WIOA, the Chair must be from the private sector. As the Vice-Chair steps in for the Chair in the Chair's absence, we have traditionally selected the Vice-Chair from among our private sector members. Serving as the Vice-Chair also prepares members for the position of Chair. On 9/30, Carol Hylton, President/CEO, sent a request for the nomination of officers to BWDB members for consideration by the Organizational Resources Committee with a response date of 10/17. The members were informed that they could nominate themselves.

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

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<sup>1</sup> Mr. Heiko Dobrikow, Vice Chair, was appointed to serve out the remaining term of the previous Vice Chair beginning in January 2022.

**BWDB Current Officers and 2023 Nominations**

<b>Current</b>	<b>Position</b>	<b>Nomination</b>	<b>Representing</b>	<b>By</b>
Frank Horkey	Chair	Heiko Dobrikow	Private Sector	Frank Horkey
Heiko Dobrikow	Vice Chair	Keith Costello	Private Sector	Keith Costello
		Jim Ryan	Private Sector	Frank Horkey Heiko Dobrikow
		Francois Leconte	Private Sector	Heiko Dobrikow Zac Cassidy
		Pam Sands	Private Sector	Heiko Dobrikow
		Rick Shawbell	Organized Labor	Heiko Dobrikow
Zac Cassidy	Secretary/Treasurer	Zac Cassidy	Private Sector	Frank Horkey

Except for the Chair, the term limits for the other officers may be waived by the Chair. The Vice Chair of Legislative Affairs is selected by the Chair from among the members of the BWDB. Frank Horkey, as Chair, has appointed Dr. Ben Chen to remain as Vice Chair for Legislative Affairs as permitted by the By-Laws.

**RECOMMENDATION**

The Ad Hoc Organizational Resources Committee selects a slate of officers to recommend to the BWDB and the CareerSource Broward Council of Elected Officials.



## Memorandum #02 – 22 (Exec)

**To:** Ad Hoc Organizational Resources Committee  
**From:** Carol Hylton, President/CEO  
**Subject:** Membership Renewals  
**Date:** November 1, 2022

### SUMMARY

Consideration of the renewal of BWDB members whose terms will expire in January 2023 and who are eligible for renewal for an additional two years. The thirteen (13) members being recommended for renewal are 1) Bob Swindell 2) Francois Leconte 3) Frank Horkey 4) Heiko Dobrikow 5) Ismael Martinez 6) Keith Costello 7) Lori Wheeler 8) Pam Sands 9) Richard Shawbell 10) Sandy McDonald 11) Zac Cassidy 12) Dr. Mildred Coyne and 13) Dr. Vickie Cartwright was appointed to the BWDB in October, to fill the remaining term of James Payne, and is also recommended for renewal for a 2-year term.

### BACKGROUND

WIOA requires fixed and staggered terms of appointments for the members of the local workforce development boards. The REACH Act maintained this requirement which we incorporated into our By-Laws last year.

The new By-Laws passed at the BWDB / CSBD Council meeting last September called for the reappointment of all members beginning in January 2022 with a new assignment of fixed and staggered terms. The rotation schedule whereby 25% of the BWDB members are rotated off will not have to be satisfied until January 2024. Therefore, all 13 members whose terms expire in January 2023 are eligible for renewal.

### DISCUSSION

The By-Laws allow for members to be removed from the Board after three consecutive unexcused absences. Since being reappointed last January, none of the members recommended for reappointment have 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 2023**

	NAME	Attendance 1/22– 10/22				Committee(s)	Category
		P	E	U	PS-22		
1	Bob Swindell	2	4	0	N	Audit	BU
2	Francois Leconte	5	1	0	Y	Employer Services Strategic Planning	BU
3	Frank Horkey	4	2	0	Y	Executive Org Resources Ad Hoc Nomination	BU
4	Heiko Dobrikow	6	0	0	Y	Executive Strategic Planning	BU
5	Ismael Martinez	6	0	0	Y	Org Resources	WOY
6	Keith Costello	3	2	0	N	Employer Services	BU
7	Lori Wheeler	4	1	0	Y	Employer Services	BU
8	Pam Sands	5	1	0	Y	Executive Org Resources Strategic Planning	BU
9	Richard Shawbell	5	1	0	N	Executive One-Stop Services	WOLO
10	Sandy McDonald	4	1	0	Y	Employer Services	GRED
11	Zac Cassidy	4	2	0	Y	Executive Audit Org Resources Ad Hoc Nomination	WOLO
12	Dr. Mildred Coyne	4	2	0	N	One-Stop Services	ETPC
13	Dr. Vickie Cartwright	1	0	0	N/A	N/A	ETPA

The Legend for the chart above is as follows:

P	Present	Y	Yes
E	Excused Absence	N	No
U	Unexcused Absence	BU	Business, Private Sector Member
PS	Attended BWDB, Planning Session	WOLO	Workforce Labor- organization
GRED	Government Representative – Economic Development	WOY	Workforce-Community based organizations representing youth (optional)
ETPC	Education and Training Provider - Institution of Higher Education	ETPA	Education and Training Provider – Adult Education and Literacy

**RECOMMENDATION**

That the committee recommends membership renewal for the thirteen (13) members of the Board listed above whose terms expire in January 2023. The renewal of their terms is through January 2025. The CSBD Council of Elected officials appoints board members by a vote of the Council following a recommendation from the Board.

## Memorandum #05 – 22 (Exec)

**To:** Ad Hoc Organizational Resources Committee  
**From:** Carol Hylton, President/CEO  
**Subject:** Appointments to the Broward Workforce Development Board (BWDB)  
**Date:** November 1, 2022

### SUMMARY

Consideration to add three (3) private sector members from the targeted industries from 1) Aviation/Aerospace 2) Information Technology/Environmental and 3) Healthcare/Life Sciences to the Board. On 9/30, as is our custom, President/CEO Carol Hylton, sent an email to the members seeking private sector nominations. We received five (5) recommendations for the 3 targeted industry slots. It is recommended that the Ad Hoc Organizational Resources/Nomination Committee consider recommending one individual from each of the targeted industry sectors.

### BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) established 4 categories of membership for local workforce development boards. They are:

1. Private Sector
2. Labor/Apprenticeship or "Workforce"
3. Education
4. Government/Economic/Community Development.

We are looking for individuals to fill seats in the following targeted industries:

1. Aviation/Aerospace
2. Information Technology/Environmental and
3. Healthcare/Life Sciences

### DISCUSSION

As is our custom, the President/CEO solicits recommendations from BWDB members to fill vacancies. On 9/30, President/CEO Carol Hylton, sent an email to the members seeking private sector nominations from the targeted industries of 1) Aviation/Aerospace 2) Information Technology/Environmental and 3) Healthcare/Life Sciences. We received five (5) recommendations for the three (3) private sector targeted industry slots as follows:

**BWDB Member Nominations**

	<b>Nominee</b>	<b>Current Position</b>	<b>Private Sector Targeted Industry</b>	<b>Demographics</b>	<b>Recommended By</b>
1	Rufus James	Airport Director, Fort Lauderdale Executive Airport	Aviation	M/B	Heiko Dobrikow
2	Michael Goldstein	President Lan Infotech	Information Technology	M/W	Heiko Dobrikow
3	Gabriella West	VP of International Services & Global Operations Broward Health	Healthcare	F/H	Heiko Dobrikow
4	Shane Strum	President/CEO Broward Health		M/W	Frank Horkey
5	Janet Wincko	Director Human Resources Memorial Healthcare		F/W	Pam Sands

In the past when we have multiple recommendations, for a board member slot, the committee has prioritized the recommended members by industry and we keep all the individuals recommended on a roster for future consideration.

It is recommended that the Ad Hoc Organizational Resources/Nomination Committee consider recommending one individual from each of the targeted industry sectors.

The committee has also historically considered demographics when discussing membership openings. The following table describes the current demographic composition of the BWDB.

**BWDB Demographics**

	<b>Male</b>		<b>Female</b>		<b>Total BWDB</b>		<b>Broward County Population</b>
	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>%</b>
<b>White</b>	10	71%	6	75%	16	73%	34.8%
<b>African-American</b>	2	14%	2	25%	4	18%	30.2%
<b>Hispanic</b>	1	7%	0	0%	1	5%	31.1%
<b>Asian</b>	1	7%	0	0%	1	5%	3.9%
<b>Total BWDB</b>	14	64%	8	36%	22	100%	<b>100.0%</b>

Qualifications for all the prospective nominees are attached.

Pursuant to WIOA, we will seek the required formal nomination from the appropriate trade or business organization prior to presenting the nominees to the BWDB and Council of Elected Officials for appointment.

### **RECOMMENDATION**

Approve the nomination of 3 private sector members, one individual from each of the targeted industry sectors of 1) Aviation/Aerospace 2) Information Technology/Environmental and 3) Healthcare/Life Sciences to the BWDB.

**Rufus A. James** is the Manager of Fort Lauderdale Executive Airport and has worked with the City of Fort Lauderdale for 20 years. He assumed the position of Airport Manager in 2015. In his role as the Airport Manager, he is responsible for directing the Airport's day-to-day operations, the John Fuhrer Downtown Helistop, overseeing the Airport's 200-acre Industrial Airpark, and Foreign Trade-Zone #241.

He joined the City of Fort Lauderdale in 1999 where he assisted in the implementation of several programs designed to improve safety and security, supervised numerous initiatives to promote and enhance Airport facilities, which included a LEED Gold Maintenance building, a new Air Traffic Control Tower, a state-of-the-art LEED Silver Customs and Border Protection facility, and the expansion of the Airport administration building.

Mr. James is a licensed pilot whose professional affiliations include the Florida Airports Council and the American Association of Airport Executives. He is also active in several subcommittees that focus on General Aviation, Federal Affairs, and Training Committees. In addition, Mr. James also sits on the South Florida District Export Council, the Greater Fort Lauderdale Chamber of Commerce Oakland Park/Wilton Manors/Uptown Council and is Chair of the International Council.

Rufus has served in the U.S. Army as a helicopter mechanic and holds a Bachelor of Science degree in Air Transportation Management from the University of New Haven (UNH) in West Haven, Connecticut, and a Master of Business Administration degree with a concentration in International business from Florida Atlantic University.

## Contact

[www.linkedin.com/in/michaelagoldstein](http://www.linkedin.com/in/michaelagoldstein) (LinkedIn)  
[www.laninfotech.com](http://www.laninfotech.com) (Company)

## Top Skills

Security  
Networking  
Cloud Computing

## Certifications

Customer Immersion Experience  
(CIE) US Qualified Facilitator

## Honors-Awards

25 Top IT Consulting Firms in South  
Florida  
MSPmentor 501 Global Edition  
2014-2020  
Keiser University Advisory Board  
Member  
Pioneer 250 of CRN's 2016-2021  
Managed Service Provider 500  
Top 100 Cloud MSP 2018/2019

# Michael Goldstein

President and CEO - LAN Infotech, LLC  
Miami-Fort Lauderdale Area

## Summary

Helping our clients achieve success and grow their businesses.

Cyber Awareness Speaker  
Microsoft Certified Customer Immersion Experienced Trainer  
Helping our clients achieve success and grow their businesses.

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## Experience

LAN Infotech, LLC  
President and CEO  
May 2009 - Present (13 years 7 months)  
Fort Lauderdale, FL

Fort Lauderdale Chamber Of Commerce  
Board Member - Technology Committee Chair  
January 2016 - Present (6 years 11 months)  
Fort Lauderdale

### LAN Associates

Principal  
March 1990 - April 2009 (19 years 2 months)

LAN Associates, with offices in New York, Florida, Raleigh and Washington D.C., is a leading integrator of networking solutions. LAN Associates is a Microsoft Gold Solutions Provider, Novell Partner, Interwoven Partner, Open Text Partner, Citrix Gold Partner, Cisco Premier Partner, Mimosa Partner, Symantec Solution Provider, SonicWall Gold Medallion Partner and Watchguard Secure Partner. Services include design and implementation of Local and Wide Area Networks, document management, electronic mail, security audits, Internet connectivity, Firewall Security and technical training for networking professionals. Our goal is to provide our clients with solutions that help build their business. At LAN Associates we believe that our client's success is our success. Our main focus has always been on reliable customer service, combined with years of extensive hands on technical expertise.

Rosenman & Colin  
Network Administrator  
March 1989 - February 1990 (1 year)

Simpson Thacher & Bartlett LLP  
PC Coordinator  
June 1986 - March 1989 (2 years 10 months)

Max New York Life Insurance  
Programmer  
September 1983 - June 1986 (2 years 10 months)  
Group Actuarial Department - Managed APL and PLI projects as well as  
deployed Lotus 1-2-3 Rate Quoting System

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## Education

Stony Brook University  
BA, Economics · (1979 - 1983)



## Contact

[www.linkedin.com/in/gabyvwest](http://www.linkedin.com/in/gabyvwest)  
(LinkedIn)

## Top Skills

Healthcare  
Strategic Planning  
Public Speaking

## Languages

English (Native or Bilingual)  
Spanish (Native or Bilingual)  
Portuguese  
Italian

## Certifications

Disney's Approach to Quality Service  
Broward Health Leadership  
University  
Excellence in the Patient Experience

## Honors-Awards

Hospital/Medical Provider of the  
Year - Broward Health  
40 Under 40 Honoree - South Florida  
Business Journal - 2021

## Publications

Global Healthcare and Wellness ~  
An Evolving World of Benefits  
Costa Rica Country Spotlight ~  
An Ingenious, Exotic Paradise  
Committed to International  
Healthcare Quality  
Jordan ~ Rising Medical Hub of the  
Middle East  
Medical Concierge Programs ~ U.S.  
Medical Providers Creating a Bridge  
in Healthcare  
Barcelona ~ Avant-Garde of Culture,  
Art and Medicine

# Gabriella V. West, MBA

US INTL Program Executive | 40 Under 40 SFBJ Honoree | Global  
Patient Experience Curator  
Fort Lauderdale, Florida, United States

## Experience

### Broward Health

11 years

#### Vice President of International Services & Global Operations

2019 - Present (3 years)

Miami/Fort Lauderdale Area

#### Director - Broward Health International

2015 - 2019 (4 years)

Miami/Fort Lauderdale Area

#### Hospitality Manager - Broward Health International

2011 - 2015 (4 years)

Ft. Lauderdale

### Medical Tourism Association

#### Global Program Manager & Associate Editor

2008 - 2011 (3 years)

### UF Health

#### Otolaryngology Department - Administrative Office

2004 - 2009 (5 years)

Gainesville, Florida Area

### ENT Hearing Associates of South Florida

#### Patient Representative

2001 - 2004 (3 years)

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## Education

### University of Florida

Bachelor of Science - BS, Tourism, Recreation & Sport Management

### Florida International University - College of Business

Healthcare MBA



# **Shane Strum Begins Tenure As New President/CEO of Broward Health**

Tuesday Mar. 30, 2021

## **Shane Strum Begins Tenure as President/CEO of Broward Health**

FORT LAUDERDALE, FLORIDA -- Shane Strum has assumed the role of President and CEO of Broward Health, one of the 10 largest public health systems in the U.S. The North Broward Hospital District Board of Commissioners named Strum the permanent President/CEO of Broward Health on February 8, 2021.

"I'm excited to join an organization that has a true passion for caring," said Strum. "Broward Health has consistently demonstrated healthcare excellence thanks to the outstanding efforts of our dedicated caregivers and employees. At no time has that quality of care been more spotlighted than throughout the pandemic this past year. It is my honor to now join this team and lead our system as we find innovative, new ways to further enhance access to high quality care for all those we serve."

Strum is a recognized leader with decades of executive experience. Most recently, Strum served as chief of staff to Florida Governor Ron DeSantis. Prior to his work with the state, Strum served as senior vice president at Memorial Healthcare System in Hollywood, Florida, where he was part of an executive team that managed over 15,000 employees and an annual budget more than \$2.4 billion. He also oversaw Memorial's strategic planning, marketing, community relations and global health functions. Before he joined Memorial's executive team, Strum served on the South Broward Hospital District Board for several years, including two terms as chairman.

"The Board focused on finding a leader who can build upon the momentum Broward Health has gained in the past two years," said Nancy Gregoire, chair of the North Broward Hospital District Board of Commissioners. "As we look to the future, we know the road ahead will require bold vision and the ability to form collaborative relationships with industry and community partners. We look forward to Mr. Strum successfully leading our health system forward."

A native of Broward County, Strum’s legacy of public service has spanned nearly 30 years. During that time, Strum has led initiatives that have lowered costs of prescription drugs, expanded telehealth services, improved transparency and quality in healthcare, and increased awareness of mental health and substance abuse issues throughout the state.

In addition to his healthcare experience, Strum has excelled in higher education, having served as vice chancellor of Keiser University and director of corporate and government relations at Nova Southeastern University.

Strum has an MBA from Nova Southeastern University and a Bachelor of Arts in political science from the University of Alabama.



Broward Health, providing service for more than 80 years, is a nationally recognized system in South Florida that offers world-class healthcare to all. The Broward Health system includes the statutory teaching hospital Broward Health Medical Center, Broward Health North, Broward Health Imperial Point, Broward Health Coral Springs, Salah Foundation Children’s Hospital, Broward Health Weston, Broward Health Community Health Services, Broward Health Physician Group, Broward Health Urgent Care, Broward Health International, and Broward Health Foundation. For more information, visit [BrowardHealth.org](http://BrowardHealth.org).

## Contact

[www.linkedin.com/in/janetwincko](http://www.linkedin.com/in/janetwincko)  
(LinkedIn)

## Top Skills

Talent Management  
Employee Engagement  
Leadership

## Certifications

Love Em or Lose Em Certified  
Facilitator  
Lean Six Sigma Yellow Belt  
Certification  
Lean Master Trainer/Facilitator  
Certification  
Diversity, Equity and Inclusion in the  
Workplace Certificate  
People First Certified Facilitator and  
People First Leader

## Honors-Awards

2016 Excellence in Human Resource  
in Retail/Marketing Award  
FAU Community Partner Award  
Kevin Koenig Leadership Award -  
City Furniture  
South Florida's Healthiest Employer  
(7th Place)  
South Florida's Healthiest Employers  
(9th Place)

## Publications

City Furniture case study for  
Recruiting.com  
Employers tackle increasing cost of  
health care  
South Florida companies listening  
to employees in effort to retain top  
workers  
Summer interns wanted: Companies  
rev up hiring  
Forming Corporate Partnerships for  
a Holistic Approach to Learning

# Janet Wincko, MBA, PHR

Human Resource Executive | Strategic Human Resource Business  
Partner | Mentor  
Miami-Fort Lauderdale Area

## Summary

As a Senior Human Resource Executive, I'm passionate about designing and delivering HR initiatives that attract, engage, develop, & retain high performing talent.

I consistently demonstrate an outstanding ability to manage, lead and transform organizations, and communicate and collaborate effectively at all levels. I'm a passionate, insightful leader and trusted advisor to senior leadership and business partners balancing human resource strategy with innovative solutions that enhance organizational effectiveness.

Areas of expertise include, but not limited to:

Employee Engagement & Experience (EX) | Talent Management | Cultural Transformation | HR Operations | HR Service Delivery | Strategic Planning & Hands-On Execution | Employee Relations | Diversity, Equity, Inclusion & Belonging (DEIB) | Corporate Communications | HR Governance, Policy Development & Deployment | Employment Law Compliance

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## Experience

Memorial Healthcare System  
Director of Human Resources  
January 2022 - Present (11 months)

CITY Furniture  
31 years 10 months

Senior Vice President of Human Resources/HRBP  
October 2016 - September 2021 (5 years)

Accomplishments include:

- Architected culture that grew and engaged talent. Collaborated with business units to develop employee retention programs resulting in 6% increase in employee engagement scores and 29% increase in headcount YOY since 2019.
- Fostered cultural change and increased diversity throughout the organization. Created and led first Diversity, Equity, and Inclusion initiative by partnering with internal and external stakeholders to increase diversity of talent pipelines. Launched 5 Employee Resource Groups (ERGs) in 2020 and 2021. Achieved 11% increase in females and 6% increase in diverse representation in leadership positions from 2019 to 2020.
- Developed and implemented employee relations programs to foster a positive employee/employer relationship and promoted a high level of employee morale, productivity, engagement and retention. Coached leaders to maintain, identify, and implement actions that improved or maintained a positive associate relations environment.
- Spearheaded corporate communication strategy and executed proactive communications that improved communication within the organization. Improved internal communications score by 12% YOY since 2019. Created and developed the company's Corporate Social Responsibility Report.
- Designed formal Corporate Recognition Program, which resulted in awards such as South FL's Healthiest Employer (2015-2021), Sun Sentinel's Top Workplace (2020) and Good to Great Award (2019).

#### Vice President Human Resources

November 2011 - October 2016 (5 years)

Accomplishments include:

- Led and executed the talent acquisition strategy that consistently achieved a Hiring Manager Satisfaction score >90%. Designed and executed college campus recruiting strategy, which improved the quality of candidates and diversified the sales leadership team. Provided leadership and direction to ensure benefits strategy attracted and retained top talent.
- Implemented On-site Clinic and reduced steerable ER and urgent care visits by 20% and reduced work comp expenses by 10%.

#### Director of Talent & Learning Management

August 2005 - November 2011 (6 years 4 months)

Accomplishments include:

- Designed and deployed talent management programs, including performance management, succession planning, career development, internal mobility, associate development, and leadership development programs.
- Created the "Center for Excellence", CITY Furniture's Corporate University

- Introduced People First® Program, in partnership with CEO, that led to cultural transformation dedicated to identifying high potentials, creating a pipeline for succession planning, and enhancing overall employee engagement. Trained over 300+ Leaders on the People First® Leadership Development.
- Implemented Oracle's (previously Learn.com) Learning Management System (LMS)

#### Director of Human Resources

July 2002 - August 2005 (3 years 2 months)

#### Human Resource Manager

February 1999 - July 2002 (3 years 6 months)

#### Senior Human Resource Generalist

June 1995 - February 1999 (3 years 9 months)

#### Human Resource Generalist

December 1989 - June 1995 (5 years 7 months)

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## Education

#### Florida Atlantic University

MBA, Masters in Business Administration

#### Florida Atlantic University

BBA, Bachelors of Business Administration (concentration in Human Resources)

#### Cornell University

Diversity and Inclusion for HR Certificate · (September 2020 - November 2020)

#### Broward College

Associate of Arts (AA), Honors Institute

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**Memorandum #14 - 22 (OPS)**

**To:** Ad Hoc Organizational Resources Committee

**From:** Carol Hylton, President/CEO

**Subject:** Staff Professional Development Day

**Date:** November 1, 2022

**SUMMARY**

Consideration to approve closing the CareerSource Broward (CSBD) one-stop centers and administrative office to the general public for one day a year beginning in 2023 for staff professional development and team building. This requires governing board approval and notice to DEO.

**BACKGROUND**

CSBD has polled other regions and found that several regions close their offices to the general public for one day during the year for staff professional development and team building. The regions we have heard from are 1) CareerSource Central Florida 2) CareerSource Flagler/Volusia 3) CareerSource Palm Beach and 4) CareerSource Northeast Florida.

**DISCUSSION**

Studies show that company-sponsored themed and structured annual events promote confidence building, teamwork, and employee engagement and retention. Implementing such a practice here is in alignment with our Board's goals to improve the sustainability of the workforce system and maintaining our role as workforce development leaders. This will also provide an opportunity for staff from different centers to exchange ideas and gain new perspectives their work.

The centers and administrative offices would be closed to the general public for one day which would most likely be a Friday because data has shown that customer traffic in the centers is lowest on Fridays. If approved CSBD will notify Department of Economic Opportunity as appropriate prior to the training day and would post notices in the centers and on our website so customers are made aware of the office closure and not inconvenienced.

**RECOMMENDATION**

Approve the closing of the 3 one-stop centers and administrative office to the general public one day a year beginning in 2023 for professional development activities.



## DELEGATION OF RESPONSIBILITIES

Responsibilities of the Local Elected Officials	Responsibilities of the Local Elected Officials and the Board	Responsibilities of the Board	Responsibilities of the Staff (Administrative Entity)
Select Chief Local Elected Official	Approve Workforce and Welfare Plans	Develop By Laws	Maintains the list of members of the Council, Board and their Committees
Appointment of Board Members	Competitively Select & Terminate One Stop (OS) Operator(s) and Career Services Provider if not the OS Operator or agree for the board to be the OS operator	Approve Schools and Courses of Training to be added to the Eligible Training Provider List	Responsible for issuing meeting notices and drafting Agenda Packages
Request local area workforce designation	Comment on the State Plan	Promote the One Stop, The Board and its programs Services and Activities	Provides support and staff Board and Committee Meetings
Appointment and Termination of President/CEO	Agree to accept/apply for additional grants or funds	Approval of Youth Providers	Contract Negotiation and Execution Approve and sign contracts for On-the Job Training, Work Experience, Community Work Experience & Incumbent Worker Training up to \$50,000.
Approve By-laws / Policies for Board nomination process	Approve increases and renewals of contracts with service providers	Serve as client service proposal evaluation rating committees	Signatory on All Agreements Negotiate local performance for BWDB and the Council
Selection of Audit Firms	Oversight and Policy Guidance	Chair appointments standing and ad hoc Committees and directs the activities of the committees	Personnel Rules and employee benefits
Settlement of Litigation	Approval of Contract Awards	Localize Labor Market Information	Travel procedures
Audit/Monitoring Resolution	Approve negotiation of Local Performance Measures	Accept and Solicit Donations	Purchase of Insurance
Appointment of Board Chair	Approve class sized training providers for non-Individual Training Account initiatives	Annually assess the physical and program accessibility of the OS centers	Approval of Contract Amendments which do not increase the budget
Enter into Inter-local Agreement	Regional Planning if required	Implement pay for performance contracts for the 14 youth program elements	Procurement of goods and services necessary to conduct business
Designate the Fiscal Agent (CSBD)	Enter into Agreements with each other on regarding their roles and responsibilities	Approve the transfer of funds between adult and dislocated worker with state approval	Report purchases and procurements to the BWDB/CareerSource Broward Council which are over \$10,000 for a single item
	Approval of non-mandatory OS partners	Set the adult priorities	Internal organization
	Work with the Governor in a Disaster	Decide OJT reimbursement amounts	Implements Oversight in Accordance with Council and Board Policy
	Approve the Budget	Decide to set aside funds for incumbent worker training (IWT)	
	Negotiate OS Infrastructure costs	Decide the non federal contribution for IWT	
	Approve MOU with OS partners		

**2023 MEETING SCHEDULE**  
**Broward Workforce Development Board, Inc./CareerSource Broward**  
**Council of Elected Officials and Executive Committee**

*All BWDB, Inc/CareerSource Broward Council of Elected Officials Partnership and Executive Committee Meetings are scheduled at 12 noon.*

*CareerSource Broward  
 2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309*

**PLEASE NOTE: All meetings will be held in person with Zoom accessibility.**

**EXECUTIVE COMMITTEE MEETINGS**

<b>MONTH</b>	<b>DAY</b>
<b>FEBRUARY</b>	<b>2/13</b>
<b>APRIL</b>	<b>4/10</b>
<b>MAY</b>	<b>5/8</b>
<b>JUNE</b>	<b>6/12</b>
<b>AUGUST</b>	<b>8/14</b>
<b>OCTOBER</b>	<b>10/9</b>
<b>DECEMBER</b>	<b>12/4</b>

**BOARD MEETINGS**

<b>MONTH</b>	<b>DAY</b>
<b>FEBRUARY</b>	<b>2/23</b>
<b>APRIL</b>	<b>4/27</b> <b>Board &amp; Planning</b> <b>Session</b>
<b>MAY</b>	<b>5/25</b>
<b>JUNE</b>	<b>6/22</b>
<b>AUGUST</b>	<b>8/24</b>
<b>OCTOBER</b>	<b>10/26</b>
<b>DECEMBER</b>	<b>12/14</b>