
MEETING MINUTES

BROWARD WORKFORCE DEVELOPMENT BOARD, INC. & CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

**Partnership Meeting #264
Thursday, June 26, 2025
CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

The Board and Council are 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 whether or not you are able to attend the meeting if you have a conflict with any agenda items.

Attendees: Mayor Beam Furr, Mayor Josh Levy, Vanessa Cantave, Zac Cassidy, Keith Costello, Heiko Dobrikow, Paul Farren, Michael Goldstein, Dr. Howard Hepburn, Frank Horkey, Rufus James, Kevin Kornahrens, Dawn Liberta, Sandy-Michael McDonald, Felipe Pinzon, Catherina Rozario, Shane Strum, Dr. Stacy Volnick, Marjorie Walters, Lori Wheeler, and Jim Ryan, who chaired the meeting.

Guests: Clay Miller

Staff: Carol Hylton, Ron Moffett, Rochelle Daniels, Mark Klineciewicz, Tony Ash, Kim Bryant, Kaminnie Kangal, and Samantha Vazquez.

MISSION MOMENT

Board Chair Jim Ryan introduced Dr. Howard Hepburn, Superintendent of Broward County Public Schools (BCPS), who presented an overview of upcoming initiatives for the school district. Dr. Hepburn shared that BCPS is projected to maintain its status as an A-rated district, with no D or F schools for the first time since 1999. He credited the achievement to the collective efforts of teachers, staff, volunteers, and partners, including CareerSource Broward (CSBD).

He highlighted expanding career pathways through registered and pre-apprenticeship programs in HVAC, electrical, marine, advanced manufacturing, and healthcare, supported in part by CSBD through funding and on-the-job training. He emphasized a districtwide push toward AI integration, project-based learning, and soft skills development. Over 25,000 students earned industry certifications last school year, and BCPS is enhancing teacher training to keep pace with evolving instructional methods.

Dr. Hepburn spoke about the Out-of-School Youth and In-School Youth programs funded by CSBD, which have re-engaged thousands of students. BCPS is scaling these efforts for the coming year and will provide CSBD with a document highlighting student success stories.

He also addressed the district's broader "Redefining BCPS" initiative, which includes school consolidations due to declining enrollment and demographic shifts. In response, the district is reviewing all academic and magnet programs, strengthening regional articulation, and pursuing innovative public-private partnerships for workforce housing and community services.

Following the presentation, board members thanked Dr. Hepburn for his partnership and raised questions on topics such as financial literacy, workforce development challenges, vocational rehabilitation, and community school funding. Dr. Hepburn noted that financial literacy is now embedded

from elementary school through high school, and that BCPS remains open to new ideas and collaborations to expand student exposure and opportunity.

Mr. Ryan thanked Dr. Hepburn for his energy, commitment, and forward-thinking leadership in preparing students for a changing workforce landscape.

APPROVAL OF MINUTES

Approval of the BWDB minutes of the 5/22 (#263) meeting.

On a motion made by Keith Costello and seconded by Marjorie Walters, the BWDB/CSBD Council of Elected Officials unanimously approved the minutes of the 5/22 (#263) meeting.

CONSENT AGENDA

Consent Agenda items may not need individual discussion and may be voted on as one item. Any member wishing to discuss an item may move to have it considered individually.

ACCEPTANCE OF CONSENT AGENDA

1. Monthly Performance Report

The current performance for the month of April was provided. The data reflects that within the Big 6 Regions, CSBD is in a four-way tie for 1st in WIOA Entered Employment Rate (EER), 1st in Veterans EER, and Welfare Transition (WT) All Family participation Rate and 2nd in Two-parent participation Rate and in Wagner Peyser EER, and 3rd in WTP EER.

2. Letters of Support

Letters of support were written for 1) the electrical training ALLIANCE in partnership with Florida East Coast Electrical Joint Apprenticeship and Training Committee (JATC) for their grant application to address workforce readiness 2) Broward College's programs that provide preparation for in-demand occupations in Broward County and 3) HANDY's development of Community Partnership Schools with Boyd Anderson High School and Lauderdale Lakes Middle School.

On a motion made by Frank Horkey and seconded by Felipe Pinzon, the BWDB/CSBD Council of Elected Officials unanimously approved the Consent Agenda of 6/26.

REGULAR AGENDA

These are items that the Council and Board will discuss individually in the order listed on the Agenda. Individuals who wish to participate in these discussions may do so merely by raising their hand during the discussion and being recognized by the Chair. The Chair will determine the order in which each individual will speak and the length of time allotted.

NEW BUSINESS

1. Fiscal and Program Monitoring

Considered reducing the number of CSBD external contracted fiscal and program monitoring visits from 3 each to 2. Over the past several years fiscal monitoring reports continue to have no findings and program monitoring findings have been consistently low and are not systemic. CSBD's allocation is decreasing for the coming program year and we can realize cost savings. Approved at the 6/3 Audit and 6/9 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Jim Ryan reviewed the item and its recommendation.

On a motion made by Keith Costello and seconded by Paul Farren, the BWDB/CSBD Council of Elected Officials unanimously approved to reduce the number of external contracted fiscal and program monitoring visits from 3 each to 2.

2. Accept Funds for the Summer Youth Employment Program (SYEP)

Considered accepting \$315,000 from Broward County. The funding will serve 55 economically disadvantaged youth from Broward County, aged 16-18 years old. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders.)*

Dawn Liberta, Chair of the Youth Committee, reviewed the item and its recommendation.

On a motion made by Felipe Pinzon and seconded by Dr. Stacy Volnick, the BWDB/CSBD Council of Elected Officials unanimously approved accepting \$315,000 from Broward County for the SYEP.

3. PY 25/26 Preliminary Budget

Considered approving the PY 25/26 Preliminary Budget. The budget reflects an overall decrease of 15% or (\$2,422,771) in the State formula allocations and carry-forward funds. The total amount of formula and carry forward that we project to be available in PY 25/26 is \$13,729,601 as compared to the actual of \$16,152,372 in PY 24/25. The budget continues to emphasize investments in customer training and getting the unemployed back to work, and it aligns with WIOA and achieving the Board's strategic initiatives and key business results. Approved at the 6/5 One-Stop Services and 6/9 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward's services to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Carol Hylton, President/CEO, presented the preliminary budget for Program Year 25/26, stating we are projecting a 15% decrease in available formula and carryforward funds, which is approximately \$2.4 million less than the previous year. She explained that additional budget detail is provided to elected officials and is available to any Board member upon request. Ms. Hylton reviewed key budget drivers, including local unemployment levels, the distribution of funding streams, and expenditure compliance requirements. She noted that while formula funds

had declined, CSBD expected to receive over \$12 million in dedicated grants, which will help offset some reductions, particularly in staff and training investments.

To address the reduction, Ms. Hylton outlined cost-saving strategies, including reducing staffing through attrition and cross-training, consolidating office space, and seeking to co-locate at community partner sites. She mentioned efforts to reduce expenses related to marketing, copiers, and cell phones, and shared that a cross-departmental team would explore AI-related efficiencies. She emphasized that even with budget constraints, CSBD has budgeted to ensure we meet the required WIOA training expenditure thresholds.

Keith Costello inquired about the status of facilities planning. Ms. Hylton explained that while CSBD had anticipated relocating within the Oakland Park state office complex, the State had not relocated their staff from the space we will be moving into. In the meantime, CSBD relinquished the second floor and conference room space at the central office.

Ms. Hylton reminded the members that a true-up budget would be brought to the Board in February to reflect any additional funding received during the year, as allocations and state-funded initiatives continue to evolve.

On a motion made by Frank Horkey and seconded by Felipe Pinzon, the BWDB/CSBD Council of Elected Officials unanimously approved the PY 25/26 Preliminary Budget.

4. Continued Eligibility for Five (5) Current Training Providers

Considered the approval of continued eligibility for the period 6/30/25 thru 6/30/27 and maintain their approved occupational training programs on our ITA list for 1) Dentrilogy Academy 2) Hollywood Career Institute 3) Dick Robinson Media Code School, LLC dba Connecticut School of Broadcasting 4) Dick Robinson Media Code School, LLC dba Palm Beach Code School and 5) Margate Medical Training Center. This is in accordance with WIOA, which requires providers to be re-evaluated and approved for continuation on the Eligible Training Providers List. Approved at the 6/5 One-Stop Services and 6/9 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

Ron Moffett, Executive Vice President, reviewed the item and its recommendations.

On a motion made by Heiko Dobrikow and seconded by Dawn Liberta, the BWDB/CSBD Council of Elected Officials unanimously approved 1) continued eligibility for the period 6/30/25 through 6/30/27 for the five listed training providers and 2) to maintain each of their approved occupational training programs on our ITA list.

5. One-Stop Centers' Hours of Operation and Holiday Schedule

Considered the annual approval of the One-Stop centers' hours of operation and holiday schedule. There are no changes to our hours of operation or our holidays for the upcoming year. The Florida Department of Commerce requires the governing boards' annual approval of the One-Stop center's hours of operation and holiday schedule at the start of each program year. The One Stop Centers' hours of operation are M-F 8:00 a.m. – 5:00 p.m. Our holidays are aligned with those of Broward County. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Carol Hylton reviewed the item and its recommendation.

The Board also considered approving the closure of all CSBD offices, including the administrative office, on Thursday, 7/3/25, in observance of the Independence Day holiday. This action aligns with the Governor's order to close all state buildings on that date.

On a motion made by Heiko Dobrikow and seconded by Frank Horkey, the BWDB/CSBD Council of Elected Officials unanimously approved the One-Stop centers' hours of operation and holiday schedule.

On a motion made by Keith Costello and seconded by Michael Goldstein, the BWDB/CSBD Council of Elected Officials unanimously approved the closure of all CSBD offices, including the administrative office, on Thursday, 7/3/25.

REPORTS

1. State Required Financial Disclosure

Each year, elected officials and board members must file the Financial Disclosure Form 1. The form is **due 7/1/25**. A \$25.00/day fine is imposed against filers for forms not filed by 9/3/25. Filers can no longer file locally at their Supervisor of Elections Office and must now file electronically using the statewide system at the link below. Filers should click "I am a Filer" and follow the prompts. There is a "How to" video that can guide you through the process.

Carol Hylton reminded members that the Financial Disclosure Form 1 must be filed electronically by July 1, 2025, and late filings will incur a \$25 per day fine. Mr. Ryan emphasized that the fines are enforced and shared his past experience with a delayed confirmation that could have led to a significant penalty. He urged members to file promptly to ensure timely compliance and to save proof of submission.

2. Individual Training Account (ITA) Provider Performance

CSBD conducted its semi-annual analysis of ITA provider performance and found that The Academy of South Florida's 1) Network Technician 2) Business Analyst and 3) Cyber Security Professional programs did not achieve a 70% training-related employment rate. Per Board policy, we suspended referrals to these programs until such time as performance is met and notified the school.

Ron Moffett reviewed the item and explained that staff continue to work with the school to verify outcomes and determine if the programs can be reinstated.

3. Education and Industry Consortium (EIC) 2025 First Quarter Report

The goal of the EIC is to align educational programming with industry needs at the local level. The EIC held its First Quarter meeting of 2025 on 2/25. Andrew Nicholson, Senior Talent Acquisition - Pilot Commuter Air (United Express), presented 1) the State of the Aviation industry, emerging trends, and recruitment challenges. He stated that South Florida is regarded as the mecca for aviation and that Broward has some of the best flight schools, indicating that people from all over the world come here to train 2) discussed initiatives CSBD should consider to assist employers and job seekers bridge AI gaps and 3) approved updates to their strategic planning matrix.

Ron Moffett reviewed the item, stating the consortium's February meeting featured a robust discussion on aviation, which included emerging sectors such as drone technology and advanced air mobility. Mr. Moffett relayed that EIC members also provided input on CSBD's legislative agenda and the AI playbook. He stated that an invitation to the upcoming Targeted Occupations List public meeting in July will be sent to the EIC and that we will also send an invitation to the Board members.

4. Board Member Recognition

Board Member Michael Goldstein, CEO of LAN Infotech, is celebrating the release of his new book, *Cybersecurity: The Silent Battlefield*. The Greater Hollywood Chamber of Commerce hosted a Lunch & Learn event on 6/18 featuring Mr. Goldstein, who shared insights on building cyber resilience and navigating emerging threats, including those driven by AI. Congratulations to Michael on this exciting milestone!

Jim Ryan asked all the members to join him in congratulating Michael Goldstein on this accomplishment and invited him to share a few words. Mr. Goldstein thanked Mr. Ryan, CSBD, and the Board for the recognition. He relayed that it was an exciting experience and shared that he would bring copies of his book to the next Board meeting. He added that all proceeds from the book will go to charity. Mr. Ryan remarked that cybersecurity continues to be a major concern for CEOs across all industries and congratulated Mr. Goldstein again on the publication of his book.

5. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 3.3 percent in May 2025. This rate was 0.4 percentage points higher than the region's year-ago rate. In May 2025, Broward County's unemployment rate was 0.2 percentage points lower than the State's rate. Out of a labor force of 1,086,514, up 3,441 (+0.3%) over the year, there were 35,534 unemployed Broward County residents. The dashboard is a value-added resource allowing businesses the ability to make data-informed decisions.

Mark Klinecicz, Executive Vice President, reviewed the updated dashboard, explaining that while unemployment in Broward is slightly higher than the same period last year, it remains lower than the state rate. He added that housing inventory continues to rise while median listing prices are beginning to decrease. Mr. Klinecicz stated that CSBD is awaiting updated economic data to complete the remaining dashboard tiles and closely monitors factors such as AI and immigration that may impact local employment trends.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

None.

MATTERS FROM THE BROWARD WORKFORCE DEVELOPMENT BOARD CHAIR

Jim Ryan stated there is no scheduled meeting in July and wished everyone a wonderful summer.

MATTERS FROM THE BOARD

None.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton announced that the AI grant, previously set to expire at the end of June, has been extended, allowing employers more time to finalize training plans.

She closed by reminding members that the next Board meeting is scheduled for 8/28 and wished everyone a safe and enjoyable summer.

ADJOURNMENT 1:06 p.m.

<p><i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS AUGUST 28, 2025.</i></p>
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