
MEETING MINUTES

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

**Partnership Meeting #266
Thursday, October 23, 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, Heiko Dobrikow, Paul Farren, Michael Goldstein, Frank Horkey, Rufus James, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Richard Shawbell, Tara Williams and Jim Ryan, who chaired the meeting.

Guests: Eyal Cohen, Marvin Dejean, Denise St Patrick-Bell, Clay Miller, Tameka Thomas.

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

BOARD MEMBER TRIBUTE

A moment of silence was observed for the passing of Marjorie Walters. After viewing a video in remembrance, Carol Hylton added a tribute to Marjorie Walters, who served on the Board for 26 years, beginning as a participant representative and remaining an active and devoted member throughout her tenure. She described Ms. Walters as one of CSBD's most loyal supporters and a kind, encouraging presence at every meeting.

Board Chair Jim Ryan expressed the Board's condolences, stating that Ms. Walters' many years of dedicated service were deeply appreciated and will be remembered with gratitude.

MISSION MOMENT

Jim Ryan introduced CSBD's own Felipe Gonzalez, a Disabled Veterans Outreach Program professional, who received the Rookie of the Year Award from Florida Commerce during the annual State Veterans Conference in September.

Mr. Gonzalez thanked CSBD leadership for the opportunity to serve and shared that his own experience transitioning from military service to civilian life inspired his dedication to helping veterans. He noted that his team has helped place veterans in high-quality careers, with some earning up to \$200,000 annually. Mr. Gonzalez expressed appreciation to the Board for their support of CSBD's veteran employment efforts.

Mr. Ryan thanked Mr. Gonzalez for his military service and for his contributions to the agency.

Mr. Ryan then recognized Kasia Kossak, Adult Programs Administrator. Ms. Kossak expressed her gratitude, highlighting CSBD's accomplishments, and acknowledged the collaborative staff spirit, our leadership, and the Board that drives our success.

PRESENTATION

Gilead Sanders presented an overview of the AI Playbook. Mr. Dejean stated that the initiative is unique nationally and outlined Phase I activities, including a survey circulated to Broward employers and a series of employer roundtables scheduled to begin on 10/30.

Mr. Dejean noted the survey was distributed through CSBD's employer mailing list and that a statistically valid sample of roughly 265 responses, reflecting a plus-or-minus 6% margin of error, is the target. He confirmed the primary audience is small and medium employers, which are generally up to 500 employees, and that promotion has included local chambers and the Alliance.

Mr. Dejean outlined a draft structure for the playbook: "Know AI," "Use AI," "Build with AI," and "Lead with AI." He said the bulk of the content will be hosted online for continual updates, with selected printed reference sections. He added that best-practice research, including interactive elements such as videos, white papers and workbooks are being developed.

Heiko Dobrikow inquired about how the playbook would remain current and suggested that it include a defined "human-in-the-loop" review process to ensure quality as AI technology evolves. Mr. Dejean agreed and said parameters can be set for automated updates. Michael Goldstein concurred, emphasizing the importance of maintaining a "human factor" in AI oversight, as the industry moves toward AI agents. Paul Farren asked about the energy demands of AI, and Mr. Dejean explained that major technology providers are addressing infrastructure and resource demands.

Mayor Josh Levy proposed exploring a CSBD mobile app to deliver updates and push notifications for the playbook, scorecard, and related tools. Mr. Dejean said AI-assisted app development could expedite such an effort.

Frank Horkey suggested that CSBD consider structuring continued support similarly to what was done for the labor market dashboard by maintaining updates through a contractual arrangement. Carol Hylton indicated that CSBD will evaluate options for ongoing maintenance.

Ms. Hylton and Board members thanked the presenters and expressed support for the project's employer-driven approach and accessible, interactive design.

APPROVAL OF MINUTES

Approval of the BWDB minutes of the 08/28 (#265) meeting.

On a motion made by Frank Horkey and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved the minutes of the 8/28 (#265) 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 August was provided. The data reflects that within the Big 6 Regions, CSBD is in a 3-way tie for 1st in WIOA Entered Employment Rate (EER), ranks 1st in WTP All Family Participation and 2-Parent Family Participation Rate, and ranks 2nd in Vets EER.

2. Letters of Support

Letters of support for grant applications were written for 1) HOPE South Florida for Broward County's Safe Parking program 2) HOMES, Inc. to provide services for former homeless youth and families 3) House of Hope for their Bridge to Independence Program and Quick Response Training Grants for 4) Pixels on Target, LLC 5) Kelley Kronenberg, P.A. and 6) Keith and Associates, Inc.

On a motion made by Francois Leconte and seconded by Mayor Josh Levy, the BWDB/CSBD Council of Elected Officials unanimously approved the Consent Agenda of 10/23.

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. Accept SYEP Funds From The Children's Services Council

Considered acceptance of \$4,293,149 from the Children's Services Council to serve 913 youth ages 16-18 years old and economically disadvantaged. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience. The application portal for youth will go live on 12/1. Approved at the 10/13 Executive Committee meeting. *(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 reviewed the item and noted that the 2026 SYEP will again provide meaningful work experience for youth across Broward County.

On a motion made by Dawn Liberta and seconded by Francois Leconte, the BWDB/CSBD Council of Elected Officials unanimously approved accepting \$4,293,149 from the Children's Services Council for the 2026 SYEP.

2. Accept SYEP Funds From Broward County

Considered acceptance of \$700,000 from Broward County to serve 150 youth. Broward County funds will be targeted for youth 16-18 years old who have had contact with the Juvenile Justice system and/or reside in one of the six distressed zip codes. As the County is awarding CSBD

funds, there is no conflict of interest. Each youth will receive three days of employability skills training and an eight-week meaningful summer work experience. Approved at the 10/13 Executive Committee meeting. *(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 reviewed the recommendation and remarked on the positive impact of SYEP. Frank Horkey noted that the program has grown substantially in recent years, now serving twice as many youth through increased funding support.

On a motion made by Dawn Liberta and seconded by Frank Horkey, the BWDB/CSBD Council of Elected Officials unanimously approved accepting \$700,000 from Broward County for the 2026 SYEP.

3. Accept Sectors of Strategic Focus Funds

Considered acceptance of \$265,000 in Sectors of Strategic Focus funds from Florida Commerce. The grant period is through 6/30. These funds will be used to support occupational skills and work-based training, focusing on 1) customers in the healthcare sector 2) HOPE customers and 3) veterans. Approved at the 9/30 One-Stop Services and 10/13 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, older workers and ex-offenders)).*

Rick Shawbell reviewed the item and emphasized the importance of work-based training.

On a motion made by Rick Shawbell and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved accepting \$265,000 in Sectors of Strategic Focus funds from Florida Commerce.

4. Accept Florida Network Navigator Funds

Considered acceptance of \$208,571 in Florida Network Navigator funds from Florida Commerce. The grant period is through 6/30. These funds provide support for dedicated navigator staff for the 1) Apprenticeship 2) Hope Florida and 3) Military Family programs. These navigators will engage with educational institutions, employers, and community organizations to strengthen awareness and utilization of available workforce services. The Military Family program provides employment services and case management to spouses and dependents of active-duty military personnel. Approved at the 9/30 One-Stop Services and 10/13 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, older workers and ex-offenders)).*

Rick Shawbell reviewed the recommendation. Mayor Josh Levy acknowledged Tameka Thomas, who was in attendance, and expressed appreciation to Florida Commerce for the funding.

On a motion made by Rick Shawbell and seconded by Mayor Josh Levy, the BWDB/CSBD Council of Elected Officials unanimously approved accepting \$208,571.43 in Florida Network Navigator funds from Florida Commerce.

5. President/CEO Evaluation

In accordance with governing boards' policy, the Executive Committee evaluated the President/CEO using the Evaluation Form developed by the Organizational Resources Committee and distributed by the Legal Department in September, accompanied by the Board's strategic highlights video and a summary of many of the year's accomplishments. All the members responded, resulting in a consolidated score of 4.01, over the 4.0 cap. The Executive Committee reviewed the 1) member comments 2) salaries and retirement benefits of similarly situated CEO's 3) the Committee matrices with the Board's goals and objectives listing the attainments over the course of the year 4) the State Performance Report for the past year, showcasing CSBD as the only board that exceeded every federal performance measure 5) the new State letter grade rating of CSBD as an "A+" Board and 6) an excerpt from our Audit which had no findings. Following a discussion praising the leadership skills of Ms. Hylton, the Executive Committee is recommending a 4% merit increase and an additional \$7,851 annual contribution to the President's retirement. Approved at the 10/13 Executive Committee meeting. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Carol Hylton excused herself from the room.

Jim Ryan asked Rochelle Daniels, General Counsel, to present the item. Ms. Daniels reviewed the evaluation process and highlighted several of this year's accomplishments under the direction of Ms. Hylton. Among the most noteworthy, Ms. Daniels stated that CSBD is the only board in Florida to have exceeded every federal performance measure, received an A+ state letter grade, and had a clean audit with no findings. The consolidated score was 4.01, above the 4.0 cap. The Executive Committee recommended a 4% merit increase and raising the annual retirement contribution by \$7,851 to \$30,000.

Mr. Ryan praised Ms. Hylton's leadership and stated that CSBD has advanced more rapidly under her direction than is typically seen in comparable organizations. Mayor Josh Levy concurred, describing Ms. Hylton's performance as exceptional and the organization's progress as exceeding measurable benchmarks.

On a motion made by Mayor Josh Levy and seconded by Mayor Beam Furr, the BWDB/CSBD Council of Elected Officials unanimously approved a 4% annual salary increase and an increase to her annual retirement contribution in the amount of \$7,851 for a total of \$30,000 for Ms. Hylton.

Ms. Hylton returned to the room. Mayor Beam Furr expressed his confidence in her leadership and the CSBD staff, noting that CSBD's work has made a significant difference countywide and that the Executive Committee's recommendations were well deserved. Mr. Ryan and Mayor Levy reiterated their appreciation, highlighting Ms. Hylton's inclusive and results-driven leadership and the organization's continued improvement and recognition at the state level.

Ms. Hylton thanked the Board and said the accomplishments reflect the collective effort of CSBD's dedicated team and partners, adding that "we have a village" working together to prepare Broward County residents for success.

6. CareerSource Broward To Serve As Quick Response Training Grants Fiscal Agent

Considered approval of 1) CareerSource Broward as the local fiscal agent for the Quick Response Training (QRT) program and 2) to add QRT to the employer services offered by CSBD. The program provides training grants to new and expanding businesses for new hires. CareerSource Florida is asking local boards to serve as the fiscal agent for the QRT grants. As a fiscal agent, we assist employers with the application process and approve the grant distributions once training is completed, and we will receive a payment of 5% of each grant awarded. Approved at the 10/7 Employer Services and 10/13 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Francois Leconte reported the results of the employer survey and emphasized the increase in employer awareness.

On a motion made by Francois Leconte and seconded by Paul Farren, the BWDB/CSBD Council of Elected Officials unanimously approved 1) CSBD as the local fiscal agent for the QRT program and 2) adding QRT to the employer services offered by CSBD.

7. New Training Providers – Coding Clarified and Broward-Miami Health Institute

Consideration to approve adding 1) Coding Clarified as an eligible training provider and their Professional Medical Coding program to the WIOA Individual Training Account (ITA) list and 2) Broward-Miami Health Institute and their Practical Nursing, Medical Assistant, Patient Care Technician, Medical Billing and Coding, and Home Health Aide (WTP only) programs to the ITA list. Approved at the 9/30 One-Stop Services and 10/13 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, older workers, and ex-offenders).)*

Rick Shawbell reviewed the recommendation to add two new providers and several healthcare-related programs to the eligible training list. Jim Ryan noted the continued demand for nurses and other healthcare professionals in the local workforce.

On a motion made by Rick Shawbell and seconded by Francois Leconte, the BWDB/CSBD Council of Elected Officials unanimously approved 1) Coding Clarified as an eligible training provider and adding their Professional Medical Coding program to the WIOA Individual Training Account (ITA) list and 2) Broward-Miami Health Institute as an eligible training provider and adding their Practical Nursing, Medical Assistant, Patient Care Technician, Medical Billing and Coding, and Home Health Aide (WTP only) programs to the ITA list.

REPORTS

1. 2025 Employer Awareness and Satisfaction Survey Results

Every two years, CSBD surveys local employers to measure their awareness and satisfaction with our services. The 2025 results show a 17% increase in employer awareness from the 2023 survey, with many citing chamber partnerships, social media, and word-of-mouth as the primary

vehicles of introduction. A majority of employers expressed 1) a preference for smaller, industry-focused job fairs and 2) an interest in guidance and support related to AI-driven workplace transformation. CSBD has incorporated their input into the deliverables for the AI Playbook.

Francois Leconte reported the results of the biennial employer survey, noting significant gains in employer awareness and satisfaction

2. The State of the Workforce (SOTW) Event

The SOTW employers and job seekers' feedback regarding the execution and deployment of the event earlier this year was stellar. A significant number of employers and job seekers commented on the parking and the traffic entering and exiting the event, indicating it took 2 hours to enter/exit the parking lot. Some of the difficulties can be attributed to the ongoing construction; however, the new Omni Hotel opening, which is adjacent to the Convention Center and the start of the cruise season in late fall, will continue to generate traffic and make parking a challenge. After conferring with the Greater Fort Lauderdale and Hollywood Chambers and speaking to members of our Executive Committee, it was determined that to be responsive to the voice of our customers, we should pivot to smaller, targeted job fairs.

Francois Leconte discussed the feedback from the State of the Workforce job fair. Carol Hylton reported that, based on feedback from employers and job seekers, CSBD will pivot from a single large-scale event to smaller, targeted job fairs. She noted that this approach will improve accessibility for job seekers and help manage traffic flow more effectively.

Jim Ryan thanked Heiko Dobrikow for his leadership in organizing the 2024 State of the Workforce event, noting that it significantly raised CSBD's visibility in the community.

3. 2025 Paychecks for Patriots Job Fair

CSBD will host its annual Paychecks for Patriots (P4P) Veterans Hiring Fair on 11/7 at the Tamarac Community Center. The first hour of the event will be reserved for veterans and family members of veterans. CSBD is partnering with Broward County to provide courtesy transportation from our One-Stop Centers, and the City of Tamarac will provide expanded off-site parking and shuttle service to accommodate attendees.

Jim Ryan discussed the upcoming Paychecks for Patriots Veterans Hiring Fair and encouraged members to attend.

4. Education and Industry Consortium (EIC) 2025 Second Quarter Report

The EIC held its second quarter meeting on 5/28. Chris Albert, Fortress Marine Anchors, Eddie Popelca, Trividia Health, and Mari Grande, Randstad, participated in a panel discussion on the current state of the manufacturing industry, emerging trends, and recruitment. They emphasized the challenges in sourcing local talent and the services provided by CSBD to offset training costs, such as On-the-Job Training, Incumbent Worker Training, and the AI Grant, to integrate AI in talent development and employee retention.

Ron Moffett reviewed the report and commended Chair Matt Rocco's leadership, noting that the consortium is functioning effectively and providing valuable input on workforce priorities such as manufacturing and targeted occupations.

5. National Workforce Development Month

Chair Jim Ryan, CEO Carol Hylton, and staff attended the Annual State Workforce Summit, where two of our own were honored. County Administrator Monica Cepero received the Workforce Partner of the Year award, and Kasia Kossak, received the Florida Lighthouse Award in recognition of her service as a beacon for servant leadership. On 9/16, the Broward County Board of County Commissioners acknowledged CSBD and Workforce Development Month with a proclamation.

Carol Hylton also shared highlights of CSBD's staff training day, thanking Chair Jim Ryan for opening the even.

6. Board Member Recognition

Sandy-Michael McDonald has resigned from the Board due to his promotion to Assistant County Administrator. Jim Ryan congratulated Sandy-Michael McDonald on his promotion and acknowledged his valuable partnership and contributions to the Board..

7. Board Members Honored

The Greater Fort Lauderdale Chamber of Commerce will present members Heiko Dobrikow of The Las Olas Company with the Multi-Generational Legacy Award and Michael Goldstein of LAN Infotech with the Champion of the Year Award on 11/20. Congratulations, Heiko and Michael!

Jim Ryan invited members to join him in congratulating Heiko Dobrikow and Michael Goldstein.

8. Broward County Unemployment and Economic Dashboard

Due to the Federal government shutdown, the unemployment report is unavailable.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

Mayor Josh Levy expressed appreciation to CSBD staff and partners as the holiday season approaches, highlighting the importance of the work we do in helping individuals secure employment, which can be life-changing and provides opportunities for success and upward mobility for families.

MATTERS FROM THE BROWARD WORKFORCE DEVELOPMENT BOARD CHAIR

Jim Ryan recognized Carol Hylton for her outstanding commitment and leadership, calling her a model of servant leadership.

He also reminded members of the annual Toys for Tots drive and encouraged everyone to bring a donation to the 12/11 Board meeting.

MATTERS FROM THE BOARD

Frank Horkey commended the organization for fully embracing our role as a convener, bringing together stakeholders across the county around initiatives such as AI and workforce training. He said the organization is meeting the spirit of the law and remarked that CSBD is among the top workforce boards in the country, praising Ms. Hylton's leadership.

Dawn Liberta invited members to support Healthy Mothers Healthy Babies, by attending the upcoming fundraiser on 11/29 at Livia Grill.

Paul Farren inquired about the potential impacts of the federal government shutdown and the termination of the SNAP program. Carol Hylton explained that CSBD is forward-funded and that most programs remain intact, noting SNAP is one of the smallest programs. She said staff could be reassigned as needed, though broader community impacts remain to be seen.

Heiko Dobrikow commended the Education and Industry Consortium's strong progress.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton reported that CSBD received state approval to consolidate its operations from four buildings to two, effective 1/1/26. She said staff are coordinating with the state to ensure a seamless transition.

She announced that Ron Moffett, Executive Vice President of Administration, intends to retire at the end of December after 16 years of service to CSBD and a career dedicated to public service. Ms. Hylton commended his leadership and support. She outlined plans for a smooth transition, noting that Mark Klineciewicz will be promoted to Executive Vice President of Administration, Kim Bryant will become Executive Vice President of Operations, Maurice Gardner will step into the Senior Vice President of Operations role, and Lucrechia Childs will assume oversight of One-Stop Center operations.

Mr. Moffett reflected on his career, expressing gratitude to Ms. Hylton, General Counsel Rochelle Daniels, and the CSBD team, describing his time with the organization as a blessing and privilege.

Jim Ryan thanked Mr. Moffett on behalf of the Board for his many years of service, commending his professionalism. He wished Mr. Moffett well in his retirement and thanked him for his lasting contributions to the organization.

Before closing, Mr. Ryan extended warm Thanksgiving wishes to all members and staff, expressing appreciation for their continued partnership and support.

ADJOURNMENT 1:35 p.m.

<p><i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS DECEMBER 11, 2025.</i></p>
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