



**Broward Workforce Development Board
Employer Services Committee**
Monday, November 10, 2025
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID: 856 6443 6224
Zoom Password: 698441
Zoom Call-In: +1 646 876 9923

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

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

PROTOCOL FOR TELEPHONE/ZOOM MEETING

1. Please state your name when making or seconding a motion. Such as "I move the item, and your name – "Jane Doe." Please also identify yourself when asking a question.
2. Put your phone/microphone on mute when not speaking. Don't forget to take it off when you wish to speak. Telephone users must press *6 to mute or unmute yourself.
3. Votes in the affirmative should be "aye" and in opposition should be "no" (delays in responding sometimes make it difficult to determine the intent of the vote).
4. Please be in a quiet area free of background noise, so we may hear you clearly when you are speaking. When using Zoom, please make sure the background is appropriate or choose one of their virtual backgrounds.
5. If you are calling and must leave the call, please don't put your phone on hold. In some cases, we will get music or recorded messages and we will not be able to conduct business.
6. If you are using your phone for audio, please identify yourself on the screen and state the last 4 digits of the number you are calling from.
7. Please note the chat function has been disabled.

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

MEETING AGENDA

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

APPROVAL OF MINUTES

1. Approval of the Minutes of the 8/4 Employer Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the 8/4 meeting

Pages 8 – 13

2. Approval of the Minutes of the 10/7 Employer Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the 10/7 meeting

Pages 14 – 17

NEW BUSINESS

1. Employer Services Committee Meeting Schedule

Consideration to approve the 2026 Employer Services Committee meeting schedule. We have scheduled six (6) meetings for the upcoming year. Meetings are in person. On occasion, if necessary, a committee member can attend via Zoom.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #13 – 25 (BR)

Page 18

2. Employer Services Committee (ESC) Strategic Planning Matrix Update

Consideration to review and approve updates to the ESC Committee Strategic Planning Matrix.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Strategic Planning Matrix

Pages 19 – 25

3. Strategies for QRT

Consideration to approve strategies to increase employer applications for Quick Response Training (QRT) Grants. As the local fiscal agent for the program, CareerSource Broward seeks to expand awareness and use of QRT among Broward County employers to help more businesses benefit from this state-funded training resource. We are asking the committee for input on additional strategies to further engage employers.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #15 – 25 (BR)

Page 26 – 27

REPORTS

1. Update on the AI Playbook for Small and Medium-sized Employers

CareerSource Broward, in partnership with Gilead Sanders LLC, continues progress on the region's first AI Playbook for Small and Medium-Sized Businesses. The first employer roundtable was held on 10/30, which engaged local businesses in discussions on AI awareness and adoption opportunities. Employers shared that the session was highly valuable, providing practical insights and sparking ideas on how AI can enhance their daily operations and long-term growth. The next roundtables are scheduled for 11/14 and 12/4. To broaden participation, a survey was distributed to employers and shared through key partners, including industry associations, local Chambers of Commerce, the Greater Fort Lauderdale Alliance, and the Broward Office of Economic and Small Business Development. Insights gathered from both efforts will guide development of the Playbook's practical tools and recommendations.

ACTION	None
EXHIBIT	None

2. AI Tools for Employers Webpage

CareerSource Broward has developed its new webpage "AI Tools for Employers," in consultation with BWDB and ESC member Michael Goldstein. The page provides local businesses with practical tools, articles, and links to help them explore and integrate artificial intelligence into their operations. It will also serve as the future home of the AI Playbook for Small and Medium Employers, which is currently in development. The page is designed to evolve over time as we gather feedback from employers and add new AI tools, success stories, and training resources to support Broward's business community in this fast-changing space.

ACTION	None
EXHIBIT	AI Tools for Employers Webpage

3. Chamber Contract Renewals

CareerSource Broward (CSBD) has renewed its contracts with the Greater Fort Lauderdale Chamber of Commerce for \$50,000 and the Greater Hollywood Chamber of Commerce for \$45,000, extending both agreements through 9/30/26. These partnerships continue to strengthen our employer outreach and engagement efforts by leveraging the Chambers' networks to promote CSBD's business services and training programs. The Chambers serve as intermediaries to develop commitments for work-based training in OJTs, internships, and incumbent worker training contracts. CSBD has been pleased with the services provided.

ACTION	None
EXHIBIT	None

4. Report on Aviation Industry Employer Forum

CSBD held an aviation industry employer forum on 11/4. The forum was well attended representing employers, education, and workforce and economic development partners. The objective of the forum was to discuss skill gaps, training needs, and best workforce practices, and to identify strategies to strengthen the local aviation talent pipeline. The strategies developed to address these challenges include 1) placing youth in summer internships 2) exploring the development of local aviation registered apprenticeship programs and 3) assisting employers with AI implementation through CSBD's AI IWT grant and AI Playbook for Small and Medium-Sized Employers.

ACTION	None
EXHIBIT	Memo #14 – 25 (BR)

Pages 28 – 29

5. Back to Work, Back to School Neighborhood Career Fair

On 9/23, CSBD hosted the Back to School, Back to Work Neighborhood Career Fair at our South One-Stop Center. This dynamic event was designed to connect job seekers with meaningful employment and training opportunities as they re-engage with the workforce or pursue new career paths. Over 100 job seekers attended the event, of which 35 expressed an interest in training. Employers at the event shared that they were pleased with the skills of applicants and we are following up with the employers and the job seekers to obtain employment information.

ACTION	None
EXHIBIT	None

6. Manufacturing Industry Career Fair

In alignment with hosting smaller, more targeted hiring events, a Manufacturing Industry Job Fair was held on 10/14 at our South One-Stop Center. Seven manufacturing companies participated including ACR Electronics, Dayton-Granger, Heico Aerospace, Scarano Marine, and Q'Straint and nearly 70 job seekers were in attendance. Both employers and job seekers expressed strong satisfaction with the format and connections made, and staff are currently following up with employers to capture hiring outcomes.

ACTION	None
EXHIBIT	None

7. Employer Services Infograph October 2024 – September 2025

CSBD's Employer Services Infograph was created to convey information about the delivery of our services to employers quickly and clearly through visual elements. The infograph is ideal for enhancing our storytelling and increasing the shareability of content across various platforms. CSBD hosted 63 recruitment events and job fairs during the period covered by the infograph. Also, through the outreach team, CSBD assisted Broward employers with more than \$4.4 million in work-based training investments, including OJT grants, paid internships, and incumbent worker training.

ACTION	Review
EXHIBIT	CSBD Employer Services Infograph

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8. Broward County Unemployment and Economic Dashboard

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

ACTION	None
EXHIBIT	None

MATTERS FROM THE EMPLOYER SERVICES COMMITTEE CHAIR

MATTERS FROM THE EMPLOYER SERVICES COMMITTEE

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

THE NEXT EMPLOYER SERVICES COMMITTEE MEETING IS TBD
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**Broward Workforce Development Board
Employer Services Committee**
Monday, August 4, 2025
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID: 849 8393 3980
Zoom Password: 710895
Zoom Call-In: +1 646 876 9923

MEETING MINUTES

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

The committee was reminded of the conflict-of-interest provisions.

ATTENDEES IN-PERSON / VIA ZOOM: Michael Goldstein, Denise Jordan, Marie Suarez, Lori Wheeler, and Paul Farren who chaired the meeting.

STAFF: Carol Hylton, Tony Ash, Ron Moffett, Mark Klineciewicz, and Sonia Harriott.

PRESENTATION

Information Technology (IT) Career Pathways Video

This video highlights career pathways in the information technology sector, featuring high-demand roles such as Help Desk Technicians, IT Analysts, and AI Specialists. The video was supported by LAN Infotech.

Members complimented the video's quality and messaging, noting its value in raising awareness among youth and job seekers. Tony Ash explained that the video is part of a series of industry-based videos showcasing emerging careers in targeted industries. Carol Hylton added that the video would be presented at the next Board meeting and distributed to the community and education partners. Ms. Hylton recognized and thanked Mr. Goldstein for making this video possible.

APPROVAL OF MINUTES

Approval of the Minutes of the 5/5 meeting.

On a motion by Denise Jordan and seconded by Lori Wheeler, the Employer Services Committee unanimously approved the Minutes of the 5/5 meeting.

NEW BUSINESS

1. Region 22 Targeted Occupations List (TOL) for Program Year 25/26

Considered the approval of our local area's TOL for PY 25/26. Based upon our review and community input, CareerSource Broward (CSBD) is recommending to 1) add twelve (12) new

occupations proposed by the State and 2) retain forty-one (41) occupations the State had slated for removal. As we always do, we researched the State's preliminary list and compared it to the Board-approved criteria. To get input and feedback on the State's proposed list and gather additional relevant labor market data. We sent the preliminary TOL to 1) members of the Education and Industry Consortium 2) local partners in education, business and 3) community partners and invited them to a publicly noticed meeting held on 7/17. At the meeting, we provided an overview of the PY 25/26 TOL and the governing board's criteria for updating the TOL.

Paul Farren introduced the item, and Mr. Ash explained that the TOL guides how CSBD invests in WIOA training through scholarships and work-based occupational training programs. He noted that while the state issues a preliminary list each year, CSBD evaluates it against Board-approved criteria. This includes labor market research using tools like Lightcast, O*NET, and Employ Florida, along with input from business leaders and education partners during the public meeting. Based on this process, staff recommend that 41 of the 60 occupations the State proposed for removal be retained, and that 12 new State-recommended occupations be added to the list. He added that our governing boards may authorize updates to our region's TOL throughout the year.

On a motion by Denise Jordan and seconded by Michael Goldstein, the Employer Services Committee unanimously approved the Targeted Occupations List for PY 25/26 1) adding 12 new occupations proposed by the state and 2) retaining 41 occupations slated by the state for removal.

2. Artificial Intelligence (AI) Resource Page for Employers

Considered approval of 1) the development of a new webpage to serve as a resource for local employers interested in leveraging artificial intelligence to enhance their business operations, and 2) input from the committee on the content and design of the webpage. The page will feature descriptions and links to user-friendly tools such as ChatGPT and others. The page could also include links to local support resources as well as feature the AI Playbook for Small and Medium Employers, which we are in the process of developing.

Mr. Farren introduced the item. Mr. Ash stated that the committee is asked to approve the development of a new webpage to support local employers exploring AI for business operations. He invited input on the page's content and design, noting it could feature tools like ChatGPT to enhance hiring and training processes.

Lori Wheeler asked about the cost of developing the webpage. Carol Hylton responded that there would be no additional cost, as it would be integrated into CSBD's existing website.

Denise Jordan asked what strategies would be used to drive employers to the new web page. Ms. Hylton responded that CSBD promotes its resources and services through podcasts, infographics, chamber partnerships, the employer outreach team, social media, and relationships with community organizations such as the Coordinating Council of Broward.

Michael Goldstein suggested featuring the top four to five AI resources with direct links to make it easier for employers to access relevant tools. He also offered to provide consultation during the webpage's content development. Ms. Hylton agreed, expressed her appreciation, and indicated she'd take Mr. Goldstein up on his offer to assist.

On a motion by Michael Goldstein and seconded by Paul Farren, the Employer Services Committee unanimously approved the development of a new webpage to serve as a resource for local employers interested in leveraging artificial intelligence to enhance their business operations.

3. Employer Services Committee (ESC) Strategic Planning Matrix PY 25/26

Considered the approval of the Employer Services Committee Strategic Planning Matrix. On 4/24, the Board held its annual planning meeting. At the meeting, the workgroup discussed and made recommendations for the upcoming year. The Board approved these recommendations at the 5/22 meeting, and staff has distributed the recommendations amongst Board committees. The goals and objectives are tracked by each committee in the form of a strategic planning matrix. Staff has developed proposed next steps and benchmarks for the committee to review.

Mr. Ash presented the matrix and indicated that staff have developed the proposed next steps and performance benchmarks for the committee's review and input.

On a motion by Denise Jordan and seconded by Michael Goldstein, the Employer Services Committee unanimously approved the Strategic Planning Matrix for PY 25/26.

REPORTS

1. AI Playbook for CEOs and Business Owners

On 7/14, a rating committee comprised of BWDB Chair Jim Ryan and members Michael Goldstein and Tara Williams met to evaluate proposals for the development of the AI Playbook for CEOs and Business Owners. Of the seven proposals received, four were responsive. Gilead Sanders, a digital transformation firm with expertise in AI strategy and executive training, was the top-ranked proposer. The committee unanimously approved CSBD to proceed with contract negotiations with Gilead Sanders to develop the AI Playbook.

Mr. Farren introduced the item. Mr. Ash thanked Mr. Goldstein, Tara Williams, and Board Chair Jim Ryan for serving on the rating committee. He noted that the Playbook will be a key resource for small and mid-sized businesses adopting AI. Gilead Sanders Digital Transformation Specialists ranked highest in the RFQ process, and contract negotiations will occur this month.

2. The Source Podcast

CareerSource Broward released its fourth podcast episode, which addresses an area of focus approved by the Employer Services Committee. In this episode, Business Services Manager Doug Saenz speaks with Rocio Vargas, Director of Product Line Management at Cleva Technologies, who shares how partnering with CSBD for On-the-Job Training assisted in meeting their company's workforce needs. Coming up next, we're turning the mic toward our job seeker services, highlighting the tools, support, and guidance we offer to help individuals succeed.

Mr. Farren introduced the item. Mr. Klinecicz highlighted that our podcasts are now available on the Spotify platform.

3. Business Intermediary Services Contracts Update

This is to report on the business intermediary activities of the Greater Fort Lauderdale and Greater Hollywood Chambers of Commerce. CSBD entered into contracts with the two Chambers to increase employer awareness of our business services. These agreements enable us to reach a broader audience of employers more quickly and efficiently than through individual outreach.

Paul Farren introduced the item. Mr. Ash recognized Ms. Jordan and Ms. Suarez, of the Greater Fort Lauderdale and Greater Hollywood Chambers of Commerce, respectively, for their strong partnership in helping expand our employer outreach through the chambers. He added that CSBD's intermediaries have participated in multiple chamber events, hosted four industry forums in targeted sectors, and secured nearly \$146,000 in work-based training grants. Both chambers continue promoting CSBD services through their newsletters and social media and by maintaining live links to our website.

Ms. Suarez remarked that the Greater Hollywood Chamber of Commerce's collaboration with CSBD has been highly effective, significantly increasing awareness among member businesses about available training grants and workforce support offered by CSBD.

Ms. Jordan added that the collaboration between CSBD and the Greater Fort Lauderdale Chamber is a cornerstone of economic growth for local businesses. Mr. Goldstein commended the partnership, noting he has received email communications from the chamber highlighting CSBD's services.

4. Artificial Intelligence (AI) IWT Pilot Program Grant

CareerSource Florida has granted CSBD an extension on the AI Incumbent Worker Training Pilot Program grant through June 30, 2026. Employer response has been strong, and we are confident the full grant amount will be expended with the additional time.

Mr. Farren introduced the item. Mr. Ash stated that funding is helping businesses adopt AI tools and processes for companies in finance, healthcare, and construction. With the grant extension, CSBD is continuing outreach and working to finalize additional contracts, and the grant is on track to be fully utilized.

5. Aviation and Marine Industries Job Fair

On 6/24, CSBD hosted a boutique job fair for the 1) Aviation and 2) Marine industries at the South One-Stop Center. Ten employers—including 2Lyons Aerospace, Marine International Diesels, Offshore Marine Towing, Banyan Air Services, HEICO and Swissport USA and over 70 job seekers participated. Employers and attendees gave positive feedback, affirming the event's success. This event was part of a strategy developed in prior industry forums to hold smaller, industry job fairs.

Mr. Farren reviewed the item. Mr. Ash thanked Lori Wheeler and the MIASF for assisting with promoting the event.

6. Industry Employer Forums Update

CSBD held industry employer forums in 1) marine 2) healthcare 3) manufacturing 4) construction and 5) hospitality. The objective of the forums was to a) discuss the skill gaps and training needs

of each industry b) identify strategies to address the skill gaps and c) examine the impact of Artificial Intelligence (AI) on the workforce and identify opportunities to adapt through upskilling and innovation. Based on information shared at the forums, we developed specific strategies to assist employers in each of these targeted industries. CSBD's intermediaries are following up with the forum attendees to put the strategies discussed into action.

Mr. Farren introduced the item. Mr. Ash recapped each of the forums, highlighting the discussions on AI's impact, identifying skill gaps, and the proposed strategies to address workforce development in each sector.

Ms. Wheeler thanked Mr. Goldstein for facilitating the AI discussion at the marine industry forum. Mr. Goldstein expressed his appreciation for the opportunity to speak at the event. He stated that the challenges in adapting AI experienced in the marine industry are similar to those in other industry sectors.

Employer Services Infograph July 2024 – June 2025

CSBD's Employer Services Infograph was created to convey information about the delivery of our services to employers quickly and clearly through visual elements. The infograph is ideal for enhancing our storytelling and increasing the shareability of content across various platforms. CSBD hosted 63 recruitment events and job fairs during the period covered by the infograph. Also, through the outreach team, CSBD assisted Broward employers with more than \$4.7 million in work-based training investments, including OJT grants, paid internships, and incumbent worker training.

Mr. Farren reviewed the item. Mr. Goldstein asked how the statistics in the infograph compared to the previous year. Mr. Ash responded that the figures are comparable to last year's data.

7. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 3.7 percent in June 2025. This rate was 0.3 percentage points higher than the region's year-ago rate. In June 2025, Broward County's unemployment rate was 0.2 percent less than the State's rate. Out of a labor force of 1,087,810, down 939 (-0.1 percent) over the year, there were 40,301 unemployed Broward County residents. The dashboard is a value-added resource, allowing businesses the ability to make data-informed decisions.

Mr. Farren introduced the item. Mr. Klineciewicz provided an overview of the dashboard updates, including a slight increase in the unemployment rate from a year ago.

Ms. Jordan asked if the tariffs are impacting the unemployment rate or if it is the result of job losses in the government and small business sectors. Ms. Hylton stated that we haven't been made aware of mass layoffs in Broward local government, and it may be too soon to determine if the tariffs will impact the unemployment rate. Mr. Farren added that the tariffs have not yet been implemented and may take months to understand the impact. Ms. Jordan agreed and noted that some small businesses may be cautious about hiring in anticipation of the tariff impacts. Mr. Goldstein stated that there is a meeting next week with the Federal Reserve that should provide more insight.

MATTERS FROM THE EMPLOYER SERVICES COMMITTEE CHAIR

None

MATTERS FROM THE EMPLOYER SERVICES COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton informed the members that tomorrow, 8/5, is the last day of the Summer Youth Employment Program. We placed over 1,200 youth into employment. Ms. Hylton added that this year, we also implemented a virtual timesheet, which increased the efficiency in handling the payroll process.

Ms. Hylton also advised that our annual Paychecks for Patriots Job Fair will be held on 11/7 at the Tamarac Community Center. Due to the high turnout at last year's event, the City of Tamarac is coordinating additional parking in surrounding lots and will provide shuttle buses to and from the off-site parking areas. We are looking forward to a great event.

Mr. Moffett suggested forgoing the 9/8 ESC meeting, noting the short time between meetings. Ms. Hylton added that a meeting could be called if something arises before the next scheduled meeting in November. Mr. Farren agreed, stating that an ad-hoc meeting could be convened. The committee members' consensus was to cancel the September meeting.

ADJOURNMENT

1:30 P.M.

THE NEXT EMPLOYER SERVICES COMMITTEE MEETING IS NOVEMBER 10, 2025
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**Broward Workforce Development Board
Employer Services Committee**
Tuesday, October 7, 2025
12:30 p.m. – 12:45 p.m.

Zoom Meeting ID: 838 5665 8593
Zoom Password: 194109
Zoom Call-In: +1 646 876 9923

MEETING MINUTES

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

The committee was reminded of the conflict-of-interest provisions.

ATTENDEES IN-PERSON / VIA ZOOM: Michael Goldstein, Paul Farren, Lori Wheeler, Vanessa Cantave, Marie Suarez, Denise Jordan, Maribel Feliciano, and Francois Leconte, who chaired the meeting.

STAFF: Carol Hylton, Mark Klinecicz, Tony Ash, and Sonia Harriott.

NEW BUSINESS

1. CareerSource Broward To Serve As Quick Response Training (QRT) Grants Fiscal Agent

Considered approval of 1) CareerSource Broward (CSBD) as the local fiscal agent for the QRT program and 2) adding 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 will receive a payment of 5% of each grant awarded.

Francois Leconte introduced the item. Carol Hylton stated that serving as the fiscal agent for the QRT process will allow CSBD to help new employers in Broward, as well as companies that are expanding. She added that we will receive 5% of each grant to help cover the administrative costs of processing the grant, and the funds we receive will be applied to our general fund.

Tony Ash added that this is another solution in our toolkit to help employers with their training needs.

Mr. Leconte asked if there was a specific amount allocated for CSBD. Ms. Hylton replied, "No, there isn't a set allocation for us." She explained that CareerSource Florida (CSF) has approximately \$7 million allocated for QRT to assist employers statewide.

Lori Wheeler asked when CSBD would receive payment. Mr. Ash responded that CSBD will receive payment once the employer completes the training and receives their reimbursement from CSF. Mr. Leconte asked what type of training is allowable under QRT grants. Mr. Ash stated that new hire training on equipment, technology, and processes is covered, and the employer is reimbursed for expenses such as trainer fees, textbooks, and materials.

Ms. Hylton said that we would collaborate with Broward County's Office of Economic and Small Business Development to identify and engage employers that are new to Broward County. Denise Jordan suggested also partnering with the economic development officers in the municipalities and the Greater Fort Lauderdale Alliance to engage new and expanding employers.

Michael Goldstein asked if the employer had to be headquartered in Broward County, to which Ms. Hylton responded that they did not. We can assist employers who have an office in Broward County.

Ms. Jordan asked if CSBD has the staff resources to assist employers with their QRT applications. Ms. Hylton responded yes, as this will become another item in our staff's toolkit to help employers.

On a motion by Paul Farren and seconded by Denise Jordan, the Employer Services Committee unanimously approved 1) CSBD serving as the local fiscal agent for the QRT program and 2) adding QRT to the employer services offered by CSBD.

2. 2025 Employer Awareness and Satisfaction Survey Results

Every two years, CSBD surveys local employers to measure their awareness and satisfaction with our services. The survey reveals marked increases in both categories from the 2023 Survey, with "satisfaction" rising by 13% and "awareness" increasing by 17%. The survey feedback also indicated employers prefer smaller and mid-sized job fairs over large-scale events.

Mr. Leconte introduced the item and invited Mr. Ash to review the survey results.

Mr. Ash provided an overview of the survey and highlighted several of the key takeaways. He stated that the majority of the employers who responded were small businesses. Overall, 83% of the respondents affirmed they were aware of CSBD's services and a resounding 94% indicated they would refer our services to their peers.

Mr. Ash explained that when asked how they had heard about us and our services, the top three answers were 1) word of mouth followed by 2) the Chambers of Commerce and 3) social media. Lastly, Mr. Ash stated that survey results indicated the majority of employers prefer to participate in small and mid-sized job fairs as opposed to large events.

Upon finishing his report, Mr. Ash asked the committee to review the strategies to increase employer awareness identified in the memo and to provide input on additional strategies.

After hearing no further input from the members, Mr. Leconte stated that the members could share their thoughts by email with Tony Ash later and asked for a motion to approve the strategies recommended by staff.

On a motion by Denise Jordan and seconded by Marie Suarez, the Employer Services Committee unanimously approved the strategies to increase employer awareness identified by staff.

REPORT

1. 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 could 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.

Mr. Leconte introduced the item and stated that transitioning to smaller job fairs was a good idea, based on the information we gathered from those who participated in the SOTW job fair and the feedback received from the survey. He added that he, too, experienced first-hand the challenges with parking and departing the event.

Ms. Hylton added that each of our centers has space for hosting small job fairs, which is ideal. She explained that if a venue is required to host a mid-sized job fair that our centers cannot accommodate, staff will secure a suitable location similar to what we've done with the Paychecks For Patriots Job Fair at the Tamarac Community Center.

Marie Suarez supported the idea of shifting to more frequent, targeted job fairs, noting that this approach would create additional opportunities for job seekers throughout the year. She added that she also received feedback about challenges some employers faced at the convention center.

Ms. Jordan agreed that smaller job fairs would facilitate better connections between employers and job seekers.

2. 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 to accommodate attendees.

Mr. Leconte introduced the item and invited the committee members to stop by, if their schedule permits, to experience the event and see what a great job CSBD does.

Mr. Ash agreed and added that we are seeking supporters for the event, and asked the committee members to share the P4P Supporter Form with their business networks.

MATTERS FROM THE EMPLOYER SERVICES COMMITTEE CHAIR

None.

MATTERS FROM THE EMPLOYER SERVICES COMMITTEE

Maribel Feliciano announced the 10th Annual Florida International Trade and Cultural Expo scheduled for October 22-23. Ms. Hylton stated that if there is a flyer for the event, Ms. Feliciano can forward it to her, and we will send it to the committee members.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton shared that Gilead Sanders was selected to develop the AI Playbook and will provide an overview of the project at the next board meeting. Gilead Sanders is also coordinating business roundtable sessions on AI. Ms. Hylton added that the playbook will be available in digital format and accessible on the webpage we are developing. It will be a resource for local employers interested in leveraging AI to enhance their business operations. Once we have the flyer with the registration information, we will share it with the committee.

Ms. Jordan stated that the Greater Fort Lauderdale Chamber of Commerce has worked with Gilead Sanders, and they are a great company.

Ms. Hylton announced we have scheduled a Manufacturing Career Fair on 10/14. In alignment with the job fair strategies we just discussed, it will be held at our Central Career Center.

ADJOURNMENT

1:05 P.M.

THE NEXT EMPLOYER SERVICES COMMITTEE MEETING IS NOVEMBER 10, 2025
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Memorandum #13 - 25 (BR)

To: Employer Services Committee

From: Carol Hylton, President/CEO

Subject: Employer Services Committee Meeting Calendar for 2026

Date: October 30, 2025

SUMMARY

Consideration to approve the 2026 Employer Services Committee meeting schedule. We have scheduled six (6) meetings for the upcoming year. Meetings are in person. On occasion, if necessary, a committee member can attend via Zoom.

BACKGROUND

Each year, the Employer Services Committee approves a calendar so the members can set aside the time necessary to attend and participate in the committee meetings.

DISCUSSION

We have scheduled 6 meetings for the upcoming year. Meetings are in person. On occasion, if necessary, a committee member can attend via Zoom. The following meeting schedule for calendar year 2026 is proposed for approval.

Location	Day	Date	Time
CareerSource Broward Board Room 2890 West Cypress Creek Road Ft. Lauderdale, FL 33309	Monday	1/12/26	12:30 p.m.
		3/16/26	
		5/4/26	
		8/3/26	
		9/14/26	
		11/9/26	

Additional meetings may be scheduled as needed.

RECOMMENDATION

Approve the above meeting calendar for 2026.



EMPLOYER SERVICES COMMITTEE

Strategic Planning Matrix for PY 25/26

Jim Ryan

Francois Leconte

Carol Hylton

Board Chair

ESC Chair

President/CEO

CareerSource Broward Mission:

To provide innovative solutions through the professional delivery of quality services which consistently and effectively meet workforce needs.

CareerSource Broward Vision:

To be the premier workforce agency facilitating better jobs and providing quality workers that enhances the quality of life and builds a sustainable economy for Broward County.

Employer Services Committee Goal:

To provide a broad range of workforce information, job matching, and employee training services customized to meet industry demands; develop initiatives that educate employers on best practices critical for maintaining a strong, stable workforce; and foster collaborative partnerships with the business community.

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #1:

Improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
1.0 Work with our outreach team to identify processes that can be optimized through AI and, where applicable, assist employers with incumbent worker training.	1.0.1 Meet with the outreach team to explore opportunities for enhancing employer services through AI, including reviewing current workflows and identifying areas for improvement.	1) Conduct a minimum of two meetings with the CSBD outreach team to explore opportunities for enhancing employer services through AI. 2) Implement a minimum of three employer-facing processes that could benefit from AI integration.	11/25	Completed: Staff held three meetings and identified opportunities to enhance employer services using AI. As a result, CSBD is now using AI to: 1) Map employer job descriptions to occupations on the Targeted Occupations List to better align OJT opportunities with in-demand occupations. 2) Check email communications to improve tone and clarity 3) Translate the electronic job seeker check-in module into Spanish and Haitian Creole at recruitment events, improving check-in efficiency and employer engagement. Staff will continue identifying additional opportunities to leverage AI to enhance service delivery.
	1.0.2 Coordinate with the Business Services team to promote the availability of AI-related incumbent worker training (IWT) grants.	Develop a minimum of 15 AI IWT grants.	1/26	In Progress: Staff has developed AI IWT grants with the following employers: 1. Locality Bank 2. Advanced Roofing 3. 2Lyons Aerospace 4. Broward Health 5. School Board of Broward County 6. ACR Electronics 7. Cleva Technologies 8. Beghelli, Inc. 9. All Pro Fabricators 10. South Beach Lady Charters These grants are assisting employers train staff in areas such as AI-driven data analysis, software development, systems automation, and other emerging technologies that strengthen business operations and workforce competitiveness.

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #1:

Improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
1.1 Assess the feasibility of developing a guide/playbook targeted toward small and medium-sized employers in Broward County that are seeking guidance to implement and use AI in their businesses.	1.1.1 Issue a Request for Quotes (RFQ) to procure a qualified public or private university partner to assess, design, and draft the AI Playbook.	1) RFQ is published and responses are received, evaluated, and an organization is selected. 2) Conduct three engagement sessions with local CEOs and business owners to gather insights on AI use and implementation needs. 3) Finalize the playbook and hold three post-delivery workshops or briefings with employers to share key findings from the playbook.	3/26	In Progress: The AI Playbook for Small and Medium Employers RFQ was advertised on 6/9. The rating committee selected Gilead Sanders, the #1 ranked entity. The AI Playbook Survey launched on 10/24 to capture employer perspectives on AI adoption and workforce needs. The first AI Employer Roundtable, held on October 30, drew strong participation and sparked dynamic discussion among business leaders about real-world AI integration. Employers shared valuable insights and expressed enthusiasm for continued engagement, helping shape the content and direction of the forthcoming AI Playbook for Employers.
1.2 Educate employers attending Workforce Wednesdays and our Employer Forums regarding available AI tools and how they can be effectively deployed to help them stay up to date with the AI revolution.	1.2.1 Integrate AI-focused content in four Workforce Wednesday (WFW) sessions and/or employer forums.	Feature an AI subject matter expert in four WFW sessions/employer forums to present on AI implementation strategies for employers interested in implementing AI in their operations.	3/26	In Progress: The Aviation Industry Employer Forum was held on 11/4 and featured Juan Ortega, CEO and Co-Founder of Authority AI, who presented on practical AI implementation strategies. The presentation sparked active discussion and positive feedback, with several employers requesting additional resources and expressing interest in CSBD's upcoming AI Survey and Employer Roundtable sessions. Mr. Ortega is the featured speaker at the Workforce Wednesday Seminar scheduled for 11/19.

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #1:

Improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
1.3 Act as a resource and a convener in providing employers with AI solutions.	1.3.1 Coordinate employer engagement sessions — such as forums, roundtables, or workshops — focused on practical uses of AI in business operations.	Integrate discussion and feedback related to the development of the AI Playbook for Employers into the employer forums and other employer events during the program year.	3/26	In Progress: Discussion and feedback about the playbook were included in the following employer events: 1) AI Playbook Roundtable – 10/30 2) Aviation Industry Employer Forum – 11/4 Employers in attendance at both events, as well as those at the Paychecks for Patriots Job Fair, were provided the AI Playbook Survey to complete. CSBD launched a dynamic new AI Resource Webpage to help employers explore practical tools, training opportunities, and success stories on integrating AI into their businesses. Staff will include discussion about the AI Playbook and AI Resources Webpage at upcoming Workforce Wednesday Seminars and employer forums.

STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #1:

Enhance the sustainability of the workforce system through increased funding, improved efficiency, enhanced technology, and greater relevance.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
3.0 Use employer activities to educate employers on a) the benefits of hiring older workers and b) creative hiring practices that attract older workers.	3.0.1 Invite a guest speaker on age-inclusive hiring, including Veterans, into our Workforce Wednesday (WFW) Seminars and upcoming employer forums.	Guest speaker on the subject of age-inclusive hiring at a minimum of four WFW seminars and forums.	2/26	In Progress: Elio Patino, Project Director for the AARP Foundation's Senior Community Service Employment Program, presented on age-inclusive hiring during the 10/29 Workforce Wednesday session. His presentation sparked strong discussion on building multigenerational teams and was well-received by attendees who valued the insights on engaging experienced workers in today's labor market. The event was featured across CSBD's social media platforms, extending its reach and reinforcing the importance of multigenerational hiring among local employers.
	3.0.2 Research effective age-diverse hiring practices, including industry-specific approaches, and identify examples that can be shared with employers through outreach, seminars, or digital content.	Develop and launch a creative digital campaign (e.g., short podcast series, video highlights, or myth-busting posts) that shares researched age-inclusive hiring strategies.	3/26	In Progress: 1) In October, CareerSource Broward launched a four-part social media series that featured testimonials and myth-busting tips celebrating the value of experienced workers and showcasing how CSBD helps employers tap into the power of seasoned talent to strengthen their workforce. 2) Promoted October's Workforce Wednesday Seminar on building multigenerational teams through flyers and targeted social media posts that sparked strong employer interest. 3) Produced a new episode of The Source podcast featuring inspiring multi-generational success stories, set to broadcast in December. The episode spotlights a young worker who shared their successful journey through CSBD's programs, showcasing the impact of workforce development.

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #3:

Encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
3.1 Consider the feasibility of serving employers located in CSBD's regional partner's area, regardless of their employees' county of residence.	3.1.1 Initiate discussions with workforce board leadership at CareerSource South Florida (CSSF) to explore shared service delivery options.	CSBD to schedule and conduct a meeting with CSSF.	12/25	This item remains pending as both boards await further direction from CareerSource Florida regarding the Regional Plan timeline. Discussions to date have focused on identifying potential areas of collaboration, such as joint employer forums, shared marketing efforts, and regional grant opportunities, which will be explored once formal planning begins.
	3.1.2 Create a summary of the strategies and action steps from the meeting with CSSF, including potential partnership opportunities to serve regional employers.	Implement the strategies developed.	3/26	
3.2 Explore partnering with Miami to coordinate events and/or activities that would serve both workforce areas in the region.	3.2.1 Connect with Miami's workforce board staff to discuss joint priorities and identify potential event themes or target industries for collaboration.	Identify at least one event or activity concept that aligns with shared regional goals.	1/26	
	3.2.2 Pilot a co-hosted event (e.g., virtual job fair, employer roundtable, or information session) that targets employers and job seekers across both regions	Hold a minimum of one joint event, if CSSF is in agreement.	3/26	

Memorandum #15-25 (BR)

To: Employer Services Committee

From: Carol Hylton, President/CEO

Subject: Strategies for Developing Quick Response Training Grant Applications

Date: November 3, 2025

SUMMARY

Consideration to approve strategies to increase employer applications for Quick Response Training (QRT) Grants. As the local fiscal agent for the program, CareerSource Broward seeks to expand awareness and use of QRT among Broward County employers to help more businesses benefit from this state-funded training resource. We are asking the committee for input on additional strategies to further engage employers.

BACKGROUND

Last month, the Employer Services Committee and the Broward Workforce Development Board approved CareerSource Broward (CSBD) to serve as the local fiscal agent for the State of Florida's QRT program. With that approval in place, CSBD is now implementing strategies that will increase employer participation and expand the number of QRT grants awarded in Broward County. Serving in this role also generates additional revenue for CSBD, as the organization receives five percent (5%) of each local grant awarded.

DISCUSSION

To expand employer participation in the QRT program, CSBD is implementing a coordinated strategy that uses multiple communication platforms, data-driven outreach, and measurable goals. Strategies include:

- a) **Expand Outreach and Visibility** – Promote QRT through Workforce Wednesdays, CSBD podcasts, chamber partnerships, and signature employer events. Use digital marketing and social media campaigns featuring employer success stories and testimonials to highlight program impact.
- b) **Enhance Messaging Through AI Tools** – Use artificial intelligence to craft targeted messages, promotional scripts, and visual materials that align with employer needs and industry language.
- c) **Simplify Employer Access** – Develop clear, easy-to-follow application guidance and visual materials that highlight program benefits and return on investment.

- d) **Strengthen Partnerships** – Work with economic development agencies, training providers, and municipalities to include QRT as part of local business expansion initiatives.

Staff is also seeking the committee's input on additional strategies to further engage employers and encourage their participation in the QRT program.

RECOMMENDATION

Approve the 1) strategies to increase employer applications for QRT Grants and 2) input on additional strategies to further engage employers.

Memorandum #14 – 25 (BR)

To: Employer Services Committee

From: Carol Hylton, President/CEO

Subject: Report on Aviation Industry Employer Forum

Date: November 5, 2025

SUMMARY

CareerSource Broward (CSBD) held an aviation industry employer forum on 11/4. The forum was well attended representing employers, education, and workforce and economic development partners. The objective of the forum was to discuss skill gaps, training needs, and best workforce practices, and to identify strategies to strengthen the local aviation talent pipeline. The strategies developed to address these challenges include 1) placing youth in summer internships 2) exploring the development of local aviation registered apprenticeship programs and 3) assisting employers with AI implementation through CSBD's AI IWT grant and AI Playbook for Small and Medium-Sized Employers.

BACKGROUND

On 11/4, CSBD held an aviation industry employer forum to convene industry stakeholders and discuss their workforce development challenges and how CSBD's innovative solutions can be applied to create opportunities.

The objectives of the forum were to:

- 1) Discuss skill gaps, talent shortages, training needs, and best practices.
- 2) Identify strategies to address the skill gaps and improve the talent pipeline and training needed for jobs in the industry.

DISCUSSION

The forum was well attended by representatives from employers, education, and workforce and economic development partners. A diverse group of employer representatives, including the Fort Lauderdale Executive Airport, Gate Gourmet, Maker's Air, and the South Florida Business Aviation Association, was in attendance.

Tony Ash, CSBD's Vice President of Business Relations, opened the forum with a welcome and provided an overview of CSBD's services. Juan Ortega, CEO of Authority AI, delivered a presentation titled "AI & The Future of Aviation." He highlighted how artificial intelligence is reshaping the aviation sector through improved efficiency, safety, and customer experience. Mr. Ortega discussed how AI-driven flight planning and predictive maintenance are reducing fuel costs and minimizing downtime, while intelligent air traffic management is increasing airspace capacity. He also noted that airlines are leveraging AI tools such as chatbots and voice agents to enhance customer engagement and boost revenue. To sustain these advancements, he emphasized the need for an organizational framework that includes AI literacy, strong governance, and continuous workforce learning.

Building on Mr. Ortega's insights, Johnell Beckford, CSBD's aviation intermediary, guided a collaborative discussion that brought employers together to pinpoint the industry's critical workforce pain points and explore practical solutions.

The following tables summarize the skill gaps, training needs, and strategies identified during the discussion:

Skill Gaps/Training Needs	
1.	AI Implementation for Employers: Aviation businesses expressed a growing need for guidance and training on how to integrate artificial intelligence into their operations to enhance productivity and efficiency.
2.	Aviation Internships for Youth: Employers emphasized the need to expand internship opportunities that provide early exposure to aviation careers and inspire long-term interest among youth.
3.	Aviation Apprenticeships: Participants identified a need for structured “earn-while-you-learn” programs to attract, train, and retain new talent, strengthening the aviation workforce pipeline.
4.	Soft Skills for Aviation Workers: Employers noted a shortage of essential soft skills, including communication and critical thinking, and recommended developing training in partnership with aviation advisory boards to ensure alignment with industry needs.

Strategies	
1.	AI-Related Training and Resources: CSBD will assist aviation employers in adopting artificial intelligence through multiple avenues, including AI-focused Incumbent Worker Training grants, the new AI Playbook for Small and Medium-sized Employers, and the recently launched AI Resources for Employers webpage. These tools will help businesses identify practical applications of AI, access training support, and improve operational efficiency and workforce performance.
2.	Aviation Internships for Youth: CSBD will continue to engage aviation employers to expand participation in the Summer Youth Employment Program, offering more internship opportunities that connect students to aviation career pathways.
3.	Aviation Apprenticeships: CSBD will work with aviation employers and industry partners to explore the creation of state-approved apprenticeship programs that combine paid, hands-on experience with classroom instruction.
4.	Employer-Education Partnerships: CSBD will facilitate connections between aviation employers and local aviation schools and advisory boards to align training curricula, strengthen leadership development, and integrate soft-skill training that meets employer expectations.

CSBD will continue collaborating with aviation employers and partners to implement the strategies identified during the forum. A report on the outcomes and progress of these initiatives will be presented at the next aviation industry employer forum, planned for November 2026.

RECOMMENDATION

None. For information purposes only.



OCT 2024 - SEPT 2025

EMPLOYER TESTIMONIAL



Henderson Behavioral Health – Robert Hardison, HR Director – *"Partnering with CareerSource Broward for our recent hiring event was an excellent experience. We needed to fill several open positions, and their team went above and beyond to promote our opportunities through social media, email, and text outreach. The event had a strong turnout, allowing our HR team and hiring managers to meet face-to-face with many qualified candidates. CareerSource Broward made the entire process seamless, and their efforts helped us save time and connect directly with great talent in our community."*

7,901 EMPLOYERS
SERVED

30,477

Business services provided to employers,
such as: labor market information, candidate referrals, recruitment & job fairs

19,318

New Job Openings Posted
in Employ Florida



\$4,414,128
WORK-BASED TRAINING INVESTMENTS

On-the-Job Training (OJT) Program - **\$153,078**
Skills Upgrade Incumbent Worker Training (IWT) - **\$146,055**
Adult and Youth Paid Internships - **\$4,114,995**

63 Job fairs and custom recruitment events conducted, connecting employers with job seekers throughout Broward County

EMPLOYER TESTIMONIAL



Business Solutions 360 – Valerie Brown, Owner – *"Working with CareerSource Broward through their Paid Internship Program was an incredible opportunity for our business. Their team took the time to understand our staffing needs and matched us with a highly motivated intern who quickly became an asset to our operations. The program offered a practical way to evaluate potential talent while receiving meaningful support for our daily workflow. We truly value this partnership with CareerSource Broward and appreciate the resources they provide to help small businesses grow and thrive."*

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