



**Broward Workforce Development Board
Executive Committee**
Monday, December 1, 2025
12:00 p.m. – 1:30 p.m.

Zoom Meeting ID: 842 7365 2913
Zoom Password: 512270
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

SELF-INTRODUCTIONS

APPROVAL OF MINUTES

Approval of the Minutes of the 10/13 Executive Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 8 – 14

NEW BUSINESS

1. Membership Renewals

Consideration of the renewal of the Broward Workforce Development Board (Board) members whose terms will expire in January 2026 and who are eligible for renewal for an additional two years. The thirteen (13) members recommended for renewal are 1) Dr. Lisa Knowles 2) Catherina Rozario 3) Dawn Liberta 4) Walberto “Wally” Utreras 5) Felipe Pinzon 6) Vanessa Cantave 7) Dr. Ben Chen 8) Paul Farren 9) Michael Goldstein 10) Rufus James 11) Kevin Kornahrens 12) Jim Ryan and 13) Shane Strum. The CareerSource Broward (CSBD) Council of Elected Officials appoints Board members following a recommendation from the Board. Approved at the 11/17 Organizational Resources Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #03 – 25 (Exec)

Pages 15 – 17

2. **Broward Workforce Development Board (Board) Appointments**

Consideration to nominate 1) Nelson Fernandez, Owner, ANF Group, from the Construction industry and 2) Matt Rocco, President, South Florida Manufacturing Association to fill 2 private sector slots on the Board. As is our custom, the President/CEO solicits recommendations from Board members to fill vacancies. Following a robust discussion, the Organizational Resources Committee (ORC) voted to move forward with appointing Mr. Fernandez and Mr. Rocco. Approved at the 11/17 ORC meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBITS	Memo #04 – 25 (Exec) LinkedIn Profiles

Pages 18 – 26

3. **Board By-Laws**

Consideration to amend the Board By-laws to add the underscored language to Article V, Meeting Procedures, Voting Rights, Section 1 “Meetings as follows: Regular meetings of the Board shall generally be held on the 4th Thursday of each month at the CSBD main office located at 2890 W. Cypress Creek Road, in accordance with a calendar published with the BWDB/CSBD Council of Local Elected Officials’ Agenda and approved at the annual meeting each year.” This change is a recommendation made by the state during a monitoring visit.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

4. **Board and Executive Committee 2026 Meeting Schedules**

Consideration to approve the 2026 meeting schedules for the Board and Executive Committee meetings. Meetings are in person. On occasion, if necessary, a Board member can attend via Zoom.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Board and Executive Committee Meeting Schedules

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5. **CSBD Holiday Schedule**

The ORC, per Board direction, was asked to consider how we can support our employees in the off-year between compensation studies which we conduct every two years. CSBD researched additional low or no cost benefits that could be provided to employees. HR made inquiries of other boards and local governments and found that their holidays ranged from 14 – 17 while CSBD has 13 holidays. The ORC considered the information presented and is recommending that Columbus day and a personal day during staffs' birthday month be added to our holiday schedule.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #02-25 (HR)

Page 28

6. **Accept Non-Custodial Parent Employment Program Funds**

Consideration to accept \$650,000 in Non-Custodial Parent (NCP) Employment Program Funds from Florida Commerce. The grant period is through 6/30/26. The purpose of these funds is to provide assistance to NCPs who are experiencing difficulty in meeting their child support obligations. Participants are eligible to receive paid work experience, scholarships for training, support services, job placement assistance, and more. Approved at the 11/25 One-Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

7. Adoption of a Policy to Address a Major Financial Event

Consideration to approve a severance policy for CSBD and One-Stop Center staff, many of whom have devoted years of service to the CSBD mission. Given the uncertainty in the funding of social service and education grants at the federal level, the policy would be for the purpose of addressing events such as the elimination of a major funding stream (e.g., WIOA or WTP). Severance is an allowable cost under the grant rules, 2CFR 200.431, as long as it is in accordance with an organization's official policies and is also allowable under the Florida Statutes. Approved at the 11/17 Organizational Resource Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #03-25 (HR)

Pages 29 – 30

8. Add New Programs for Existing Provider – Florida Atlantic University (FAU)

Consideration to approve the addition of three (3) training programs at FAU to the WIOA Individual Training Account list 1) Construction Administration Certificate 2) Construction Management Certificate and 3) Certified Associate Project Management (CAPM)®. CSBD reviewed the applications for completeness and to ensure that Board-mandated criteria are met for the training programs and related occupational titles. Approved at the 11/25 One-Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBITS	Memo #07-25 (OPS) ITA Course Summary Spreadsheet

Pages 31 – 33

REPORTS

1. Board Officers are Entering Their Terms' 2nd Year in January 2026

In the past, we would present a slate of Officers annually. The By-Laws approved by the governing boards align with the REACH Act, which provides for officers to serve 2-year terms. Our current officers will continue in their offices for the upcoming year.

ACTION	None
EXHIBIT	None

2. 2025 Paychecks for Patriots Job Fair

On 11/7, CSBD proudly hosted the 13th annual Paychecks for Patriots Job Fair, welcoming more than 2,400 job seekers, including over 350 veterans, and featuring 140+ employers actively recruiting talent. Youth providers referred work-ready participants, with Success Coaches accompanying them to provide added support. Employers in attendance included Broward Health, Memorial Healthcare, Seminole Hard Rock, Broward County Public Schools, Coca-Cola, Riverside Hotel, and numerous law enforcement agencies such as Fort Lauderdale Police, the FBI, Broward Sheriff's Office, and Pembroke Pines Police. In addition to employer recruitment, job seekers benefited from free haircuts and professional headshots. Feedback from both employers and job seekers was overwhelmingly positive.

ACTION	None
EXHIBIT	None

3. Update on the AI Playbook for Small and Medium-Sized Employers

CSBD, in partnership with Gilead Sanders LLC, is advancing the region's first AI Playbook for Small and Medium-Sized Businesses. Employer roundtables held on 10/30 and 11/14 engaged local companies in discussions on AI awareness and adoption opportunities. Employers reported the sessions were highly valuable, offering practical insights and sparking ideas to improve operations and support long-term growth. The final roundtable is set for 12/4. A survey was shared with Broward County employers that focuses on their understanding and awareness of AI. Feedback from both efforts will guide the Playbook's tools and recommendations.

ACTION	None
EXHIBIT	None

4. The Source Podcast

CSBD has released the fifth episode of The Source Podcast, focusing on the new AI Employer Playbook. In this episode, Executive Vice President Mark Klincewicz is joined by Board Chair Jim Ryan (Outplex), Marvin Dejean (Gilead Sanders), and Lonni Cibants (Alliant Power) to discuss how this resource can help small and medium-sized businesses better understand and adopt AI in practical ways. The podcast is part of CSBD's digital marketing strategy and is now available to stream on Spotify for easier access. Our next episode will highlight the tools, support, and guidance available through our Job Seeker Services.

ACTION	None
EXHIBIT	The Source Podcast Episode 5

5. Summer Youth Employment Program Update

Planning for the 2026 Summer Youth Employment Program is currently underway, and the application portal opened earlier today. Youth will receive three days of employability skills training to prepare them for the workforce, followed by an eight-week meaningful summer work experience. The program is a vital initiative that equips young people with practical skills, professional exposure, and opportunities for personal growth.

ACTION	None
EXHIBIT	SYEP Youth Flyer

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MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

THE NEXT EXECUTIVE COMMITTEE MEETING IS TBD
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Broward Workforce Development Board
Executive Committee
Monday, October 13, 2025
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 898 1034 8442
Zoom Password: 882716
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: Zac Cassidy, Frank Horkey, Dr. Lisa Knowles, Dawn Liberta, Rick Shawbell, and Jim Ryan who chaired the meeting.

STAFF: Carol Hylton, Ron Moffett, Mark Klinecicz, Rochelle Daniels, and Samantha Vazquez.

APPROVAL OF MINUTES

Approval of the Minutes of the 8/11 Executive Committee meeting.

On a motion made by Dawn Liberta and seconded by Rick Shawbell, the Executive Committee unanimously approved the meeting minutes.

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.

Dawn Liberta, Chair of the Youth Committee, reviewed the recommendation.

On a motion made by Rick Shawbell and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved accepting \$4,293,149 from the Children's Services Council for the 2026 SYEP to serve 913 youth ages 16-18 years old.

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 us 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.

Dawn Liberta reviewed the recommendation.

On a motion made by Rick Shawbell and seconded by Dawn Liberta, the Executive Committee unanimously approved accepting \$700,000 from Broward County to serve 150 16-18 year olds in the 2026 SYEP who have had contact with the Juvenile Justice system and/or reside in one of the six distressed zip codes.

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 Committee meeting.

Rick Shawbell, Chair of the One-Stop Services Committee, reviewed the recommendation.

On a motion made by Rick Shawbell and seconded by Dawn Liberta, the Executive Committee unanimously approved accepting \$265,000 in Sectors of Strategic Focus funds from Florida Commerce.

4. Accept Florida Network Navigator Funds

Considered acceptance of \$208,571.43 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 Committee meeting.

Rick Shawbell reviewed the recommendation.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved accepting \$208,571.43 in Florida Network Navigator funds from Florida Commerce.

5. President/CEO Evaluation

In accordance with the Board and CareerSource Broward Council of Elected Officials' policy, the Executive Committee evaluates the President/CEO using an instrument developed by the Organizational Resources Committee. The evaluation instrument was distributed to the Executive Committee members by the Legal Department in September.

Ms. Hylton excused herself from the room.

Jim Ryan introduced the item and asked Rochelle Daniels, General Counsel, to present it.

Ms. Daniels reported that, as is the custom each year, Legal distributed the Evaluation Form to the Executive Committee members. Also included were the highlight videos and committee performance matrices. A salary comparison and performance benchmarks across Florida's workforce boards was distributed at the meeting. When the forms were returned, Ms. Daniels reported that she averaged the scores in each category and then provided the totals in a summary Evaluation Form included in the Executive Committee Agenda. She stated that each of the Executive Committee members rated Ms. Hylton a 4.0 in every category and, in some instances, a 5.0, reflecting exceptional performance. Ms. Daniels reminded the Committee that CSBD is the only Florida Board that exceeded every federal performance measure and CSBD also received an A+ letter grade based on the State measures as well as a clean audit with no findings or management letter. She then turned the item back over to the Chair for discussion.

Jim Ryan expressed appreciation for the data-driven approach, noting the context it provides in evaluating Ms. Hylton's performance, which he called remarkable. He added that the comprehensive materials facilitated a thoughtful and informed process.

Mr. Ryan stated that Ms. Daniels had shared that in line with CSBD's staff compensation practices and with funding being tight Ms. Hylton would appreciate whatever was recommended by the Board and was comfortable with the staff merit system which allowed for up to a 4% increase. Ms. Daniels added that retirement contributions are not counted against the salary cap under federal and state grant rules, and could be considered when recognizing Ms. Hylton's contributions and performance this past year.

On a motion made by Jim Ryan and seconded by Rick Shawbell, the Executive Committee unanimously approved a 4% annual salary increase for the President/CEO.

Frank Horkey then asked, "In addition to the 4% merit increase, what can we do in Ms. Hylton's retirement plan to recognize Ms. Hylton's superior work?" A discussion ensued regarding an increase to Ms. Hylton's annual retirement contribution. Rick Shawbell recommended raising the current contribution amount from \$22,149.74 to \$30,000.

On a motion made by Frank Horkey and seconded by Dawn Liberta, the Executive Committee unanimously approved increasing the President/CEO's annual retirement contribution from \$22, 149.74 to \$30,000.

Ms. Hylton returned to the room, and Mr. Ryan commended her for her continued exceptional leadership, ability to raise performance standards, and commitment to transparency, collaboration, and excellence. He emphasized the Board's appreciation for her inclusive approach and for building a high-performing culture.

Ms. Liberta echoed that Ms. Hylton's request to align her merit increase with staff increases demonstrates her character and leadership. Mr. Horkey added that CSBD's recognition as one of the best places to work and Ms. Hylton's appointment to the NAWB Board further prove her impact at the local, state, and national levels.

Ms. Hylton thanked the Committee, emphasizing that the work is her passion and that a team effort by CSBD's dedicated staff made it possible for us to excel.

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

Considered approval of 1) CSBD 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 Committee meeting.

Carol Hylton reported that she attended the recent statewide workforce summit in Orlando, where local boards were encouraged to serve as fiscal agents for QRT grants. She confirmed that funding remains at the state level, and CSBD's income is considered general revenue. She noted that this opportunity positions CSBD to assist new and expanding businesses in Broward County that need to rapidly hire and train staff.

On a motion made by Dawn Liberta and seconded by Rick Shawbell, the Executive Committee 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

Considered approval to add 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 Committee meeting.

Rick Shawbell reviewed the recommendation.

On a motion made by Rick Shawbell and seconded by Dawn Liberta, the Executive Committee unanimously approved 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.

8. AI Playbook for Small and Medium Employers Update

Gilead Sanders has been selected to develop the Artificial Intelligence (AI) Playbook for small and medium-sized employers. The Playbook will include links to tools, real-life examples, and case studies demonstrating AI's practical applications. Gilead Sanders will provide a status update on the Playbook's development at the upcoming Board Meeting. To kick off the project, a needs assessment survey has been developed to gather actionable information on where local employers are on their AI implementation journey. The committee was asked to review the survey instrument and provide input.

Carol Hylton provided an update on the AI Playbook, including the draft needs assessment survey. The survey will target employers within CSBD's database and be distributed through

chambers of commerce, industry associations, and Gilead's own networks. She noted that Gilead Sanders will present a status report on the Playbook at the upcoming Board meeting.

Committee members reviewed the survey instrument. Rick Shawbell indicated the numbering is off in one area. He and Jim Ryan agreed that the overall structure presented a strong roadmap for gathering employer insights. Ms. Hylton added that we also received input from Michael Goldstein.

Jim Ryan raised the importance of securing a statistically valid sample size and asked whether the margin of error and confidence level would be addressed. Ms. Hylton confirmed that the team will address with the vendor.

Ms. Hylton added that a dedicated landing page is also under development to host AI-related resources and tools linked to the Playbook.

Committee members were encouraged to submit any additional feedback after the meeting, preferably before the Board meeting on October 23.

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.

Carol Hylton presented the survey results, highlighting a significant increase in responses compared to the previous cycle. She stated that CSBD plans to build on this progress further by leveraging additional channels, such as podcasts featuring employers.

Ms. Hylton emphasized the importance of incorporating employer feedback into CSBD's programming. She noted that while large-scale events were appreciated, employers indicated a stronger preference for smaller, more targeted engagements.

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 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.

Carol Hylton reviewed the report as a continuation of the earlier Employer Awareness and Satisfaction Survey discussion.

This trend was also reflected in feedback from the recent State of the Workforce job fair, where attendees cited logistical challenges such as parking congestion at the venue.

In response, CSBD is pivoting to smaller events.

Jim Ryan acknowledged Heiko Dobrikow's leadership on the State of the Workforce and affirmed the value of more focused employer events.

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.

Carol Hylton provided an overview of the event, noting that the City of Tamarac has granted CSBD access to the entire community center this year, allowing for a larger layout and improved flow for job seekers and employers. She shared that employer booths will be organized by industry to make navigation easier, and attendees can access employer listings and event details digitally, with pre-registration available in advance.

Ms. Hylton encouraged Board members to attend and stated that an Outlook invitation will be sent. Rick Shawbell and Zac Cassidy shared that they will be out of town attending a business conference.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Jim Ryan encouraged Board members to attend the upcoming Paychecks for Patriots Job Fair and to review the AI Survey.

MATTERS FROM THE EXECUTIVE COMMITTEE

Dawn Liberta announced that Healthy Mothers, Healthy Babies will host its annual Meatballs and Martinis fundraising event on 10/29. She invited members to attend. Ms. Liberta asked Carol Hylton to forward the invitation to the members on her behalf, and Ms. Hylton agreed to do so.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton shared that a tribute honoring the late Marjorie Walters will be presented at the upcoming Board meeting and later shared with her daughter for inclusion on a memorial website.

She reported that CSBD recently held an all-day staff training on 9/11, which included team-building activities. Ms. Hylton stated highlights from the event will be presented at the next Board meeting.

Ms. Hylton provided an update on the Central Office relocation, stating that approval was received from the State to move into the 2550 Building while retaining the smaller meeting room for use as a resource room. Preparations are underway, and the anticipated move-in date is 1/1/26.

She also announced that Ron Moffett, Executive Vice President of Administration, will retire in January following many years of dedicated service to CSBD. Mr. Moffett expressed his appreciation to the Board, Ms. Hylton, Ms. Daniels, and the team for their support, stating it has been an honor and a privilege to serve. Ms. Hylton commended Mr. Moffett's leadership and partnership, noting his significant contributions to the organization and that succession plans are in place: Mark Klinecicz will transition to Mr. Moffett's role, Kim Bryant will assume Mr. Klinecicz' role as Executive Vice President of Operations, Maurice Gardner will step into Kim Bryant's position as Senior Vice President of Operations and Lucrechia Childs will round out the team in assuming the Senior Manager of Career Center Services role.

Jim Ryan thanked Mr. Moffett on behalf of the committee members for his years of service and professionalism, adding that he will miss Ron's humor and steady leadership. He congratulated Mr. Moffett and the incoming leadership team.

ADJOURNMENT – 1:06 p.m.

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON DECEMBER 1, 2025.

Memorandum #03 – 25 (Exec)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Membership Renewals

Date: November 18, 2025

SUMMARY

Consideration of the renewal of the Broward Workforce Development Board (Board) members whose terms will expire in January 2026 and who are eligible for renewal for an additional two years. The thirteen (13) members recommended for renewal are 1) Dr. Lisa Knowles 2) Catherina Rozario 3) Dawn Liberta 4) Walberto “Wally” Utreras 5) Felipe Pinzon 6) Vanessa Cantave 7) Dr. Ben Chen 8) Paul Farren 9) Michael Goldstein 10) Rufus James 11) Kevin Kornahrens 12) Jim Ryan and 13) Shane Strum. The CSBD Council of Elected Officials appoints Board members following a recommendation from the Board. Approved at the 11/17 Organizational Resources Committee meeting.

BACKGROUND

WIOA requires fixed and staggered terms of appointment for the members of the local workforce development boards. All members who joined the Board after January 2022 were appointed to fill the remaining term of the initial incumbent, thereby maintaining the fixed and staggered structure. The Board By-Laws require the reappointment of all members, beginning in January, with a new assignment of fixed and staggered terms. The rotation schedule whereby 25% of the Board members are rotated off over a two-year period has been satisfied through attrition.

DISCUSSION

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

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

TERMS EXPIRING AS OF JANUARY 2026

	NAME	Attendance 12/23 – 10/25				Committee(s)	Category
		P	E	U	PS-24		
					PS-25		
1	Dr. Ben Chen	9	6	0	Y	Audit Executive Org Resources Strategic Planning	BU
					N		
2	Paul Farren	15	0	0	Y	Employer Services	BU
					Y		
3	Catherina Rozario (Appointed 8/24)	7	2	0	N/A	One Stop Services	GRVRD
					N		
4	Michael Goldstein	12	3	0	Y	Employer Services	BU
					Y		
5	Rufus James	8	2	5	N	Youth	BU
					N		
6	Dr. Lisa Knowles	12	3	0	Y	Executive Org Resources Youth	ETPO
					Y		
7	Kevin Kornahrens	13	2	0	Y	Executive Org Resources	BU
					Y		
8	Dawn Liberta	12	2	1	Y	Executive Youth	WOD
					Y		
9	Felipe Pinzon	9	5	1	Y	One-Stop Services	WOY
					Y		
10	Jim Ryan	14	1	0	Y	Executive	BU
					Y		
11	Walberto “Wally” Utreras (Appointed 4/25)	1	4	1	N/A	Youth	WOLO
					Y		
12	Vanessa Cantave (Appointed 12/24)	5	2	0	N/A	Employer Services	BU
					N		
13	Shane Strum	11	2	2	Y	Strategic Planning	BU
					Y		

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

P	Present	Y	Yes
E	Excused Absence	N	No
U	Unexcused Absence	BU	Business, Private Sector Member
PS	Attended BWDB Planning Session	WOD	Workforce - CBO representing individuals with disabilities
GRVRD	Government Representative – Vocational Rehabilitation	WOY	Workforce – Community-based organizations representing youth
ETPO	Education and Training Provider -Other Providers	WOLO	Workforce – Labor organization

RECOMMENDATION

That the committee recommends membership renewal for the thirteen (13) members of the Board listed above whose terms expire in January 2026. The renewal of their terms is to January 2028. The CSBD Council of Elected Officials appoints Board members following a recommendation from the Board.

Memorandum #04 – 25 (Exec) (Revised)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Appointments to the Broward Workforce Development Board (Board)

Date: November 18, 2025

SUMMARY

Consideration to nominate 1) Nelson Fernandez, Owner, ANF Group, from the Construction industry and 2) Matt Rocco, President, South Florida Manufacturing Association to fill 2 private sector slots on the Board. As is our custom, the President/CEO solicits recommendations from Board members to fill vacancies. Following a robust discussion, the Organizational Resources Committee (ORC) voted to move forward with appointing Mr. Fernandez and Mr. Rocco. Approved at the 11/17 ORC meeting.

BACKGROUND

Board members are appointed in accordance with the Workforce Innovation and Opportunity Act (WIOA). The Board is comprised of 4 categories of membership:

1. Private Sector
2. Workforce which is Organized Labor and Community Based Organizations
3. Education
4. Government and Economic Development

Currently there are 2 private sector vacancies on the Board. As is our custom, Ms. Hylton, the CSBD President/CEO emailed the Board on 10/24 to solicit nominations to fill the 2 slots. Members were asked for nominations from the following demand industries:

1. Construction
2. Life Sciences
3. Manufacturing
4. Telecommunications

DISCUSSION

5 nominations were received from Board members. 4 from the construction sector and 1 from manufacturing. All the nominees are active in the community and well known. A Linked -in profile for each nominee was included in the ORC Agenda. After a robust discussion the ORC voted to move 1) Nelson Fernandez, Owner, ANF Group, from the construction sector and 2) Matt Rocco, President, South Florida Manufacturing Association, forward.

When we receive multiple nominees for board member slots, we maintain their names on a roster for future consideration. We will also continue to seek nominations from the life sciences and telecommunications sectors as vacancies occur.

A formal nomination from the appropriate business or trade association per WIOA will be secured prior to presenting the nominees to the CSBD Council of Elected Officials for appointment.

RECOMMENDATION

Approve the nomination of 1) Nelson Fernandez, Owner, ANF Group, from the construction sector and 2) Matt Rocco, President, South Florida Manufacturing Assoc., to fill the 2 Board private sector vacancies.

Contact

www.linkedin.com/in/nelson-fernandez-54053744 (LinkedIn)
www.anfgroup.com (Company)

Top Skills

Construction
Contractors
Construction Management

Languages

Spanish

Nelson Fernandez

Owner, ANF Group, Inc.
Fort Lauderdale, Florida, United States

Summary

Nelson Fernandez's work history encompasses extensive experience in professional and medical office space build out and tenant coordination, including lease negotiations. He is well versed in Real Estate

development, having developed over 500,000 square feet of office space. He has worked on all aspects of the project from land acquisitions, to financing and property management. He is an active participant in many local organizations and has served on Boards such as Work Force One Broward, Valley Bank of Florida, Peaceful Haven Ranch Group home, United Way of Broward, he is currently a member of the NSU Ambassador Board and is now the Chairman of the Board for the Greater Ft. Lauderdale Alliance.

Experience

ANF Group Inc
Executive Vice President
1984 - Present (41 years)
Davie, FL

Mr. Fernandez is responsible for business development, marketing, insurance and banking relations for ANF Group, Inc. as well as real estate development for all related companies.

ANF Group, Inc.
Owner
1981 - Present (44 years)

Mr. Fernandez is responsible for business development, marketing, insurance and banking relations for ANF Group, Inc. as well as real estate development for all related companies.

Education

Broward Community College
Associate of Arts (AA), Business Administration and Management

Contact

954.682.7355 (Mobile)
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www.linkedin.com/in/
matthewrichardrocco (LinkedIn)
www.toastmasters.org (Company)

Top Skills

Teaching, Mentoring, and Advising
Competent Oral Communication and
Presentation Skills
Develops Solutions for Quality
Improvement

Certifications

Competent Communicator -
Toastmasters International and Six
Sigma White Belt

Honors-Awards

Alumni Hall of Distinction Induction,
Emerging Leader
Class V Member of Connect -
Leadership Florida

Publications

• Presenter, UCCI Caribbean
Conference: "Towards a Corruption
Free Caribbean," March 2014

Matthew Rocco

Passionate Leader - Community and Partnership Builder - Inspired to
Help Others Grow and Succeed
Fort Lauderdale, Florida, United States

Summary

Develops programs to create a learner-centered environment, designs and implements initiatives to increase growth and aligns with internal departments and external organizations to advance interests of institutions. Experience working directly with senior management, Boards of Directors and Presidents to implement programs that align with short and long-term strategic planning. Expertise includes executing and implementing short and long-term initiatives, working with the external community and stakeholders to achieve results and identifying opportunities to promote growth and bring about change. Additional expertise includes effectively presenting to groups ranging in size from 10 to over 400.

Experience

South Florida Manufacturers Association

President

August 2017 - Present (8 years 4 months)

Miami-Fort Lauderdale Area

The South Florida Manufacturers Association (SFMA) has the distinction of being the #1 resource for manufacturers in South Florida since 1961. As President, I am responsible for the overall management of SFMA to include industry functions, execution of strategic objectives, public relations, management of staff, membership retention and recruitment, and financial performance.

Key Responsibilities Included:

- Driving membership growth and developing membership retention strategies.
- Building relationships within the manufacturing, business and education communities and enhancing and promoting SFMA services and ensure community presence.
- Driving financial results and ensuring a high standard of excellence and quality of services provided to the members.

- Organizing and hosting events across the SFMA territory. These were events from 20 people to over 400. Also increased corporate sponsorships for the SFMA's signature events.
- Inspiring, leading, and managing a team of employees, members, volunteers, and volunteer directors.
- Providing management leadership and direction toward the achievement of SFMA's financial plan and objectives.
- Developing and obtaining Board consensus and implementing a strategic business plan to ensure the positive progress of the SFMA.
- Ensuring all SFMA-associated training programs are relevant and promoted to the membership and potential membership.
- Developing and reporting on metrics designed to measure progress in the execution of the strategic plan.
- Conducting monthly Board of Director meetings including distribution of meeting minutes, financial status and tracking of SFMA Board-delegated actions.
- Conducting all SFMA business in accordance with the Association Bylaws and Articles of Incorporation.
- Identifying, establishing, and promoting relationships with other manufacturing organizations within the State of Florida to achieve the strategic objectives of the SFMA.

Fayetteville Technical Community College

Faculty

January 2022 - December 2022 (1 year)

Fayetteville, North Carolina, United States

Teaches Associate degree-seeking students in the areas of Business Law and Supervision and Management. Instructs an average class size of 30 students in traditional, online and hybrid (traditional and online components) classes in 8-week and 16-week semesters. Educates students using various critical thinking methods, such as Socratic Questioning and case study/scenario-based problem solving, to enhance the pedagogy. Mentors at-risk students using coaching skills on learning techniques to improve performance in the classroom.

Broward College

7 years 1 month

Corporate Relations Manager

May 2014 - August 2017 (3 years 4 months)

Broward College - Fort Lauderdale, Florida

Developed comprehensive, systematic outreach plans for working intently with the business community to create robust corporate partnerships focused on corporate training, student recruitment, internships and career placements, and the development of certificate programs for credit and non-credit programs. Aligned with internal college-wide departments on initiatives that advanced Broward College's mission and goals of its strategic plan.

- Co-created the Corporate Alliance Partnership program, a comprehensive outreach strategy with the business community to bring in resources for the college and create opportunities for students, such as internships.
- Implemented the first ever "Concierge Corporate Enrollment Plan" - a recruitment strategy to work with corporate partners and have Broward College become an exclusive educational provider for their employees.
- Partnered with the Disney Institute to provide a one-day customer service training to the business community. There were 320 paid registrations (60 percent above goal) and the program generated just under \$180,000.
- Increased corporate training revenue in 2015-2016 by \$81,676.73 – a 70 percent increase from previous year.
- Generated over \$300,000 in corporate training revenue in Fiscal Year 2016-2017.

Professor of Business Administration

August 2010 - August 2017 (7 years 1 month)

Broward College (Central Campus), Davie, Florida

Instructs Associate and Bachelor degree-seeking students in the diverse areas of Business Law, Business Math, Personal and Corporate Finance, Principles of Management, Strategic Management, and the Capstone course in the Bachelor's program for Supervision and Management.

- Educates students using various critical thinking methods, such as Socratic Questioning and case study/scenario based problem solving, to enhance the pedagogy.
- Mentors students and provides coaching skills on learning techniques to improve performance in the classroom.
- Networks with local employers to provide internship opportunities for students, some of which has have resulted in full-time employment.

Coordinator, Linking Education and Employment Outcomes (LEEO)

September 2013 - May 2017 (3 years 9 months)

Broward College

This was a supplemental position in addition to my full-time role. The Linking Education and Employment Outcomes (LEEO) project was a collaborative

effort between Broward College and the Broward County Public School District (BCPS) designed to connect economic development, employment, and education outcomes by bridging the gap between academia and industry through relevant, project-based learning. LEEO leveraged a working relationship between mentors from Broward College faculty, industry partners, and BCPS classroom teachers to design, implement, and execute classroom projects.

- Recruited and selected Broward College faculty to be mentors to high school and middle school teachers within BCPS. This included managing a team of 15 and overseeing their work with their assigned schools.
- Designed, executed, and implemented an Executive Leadership Symposium to train students on important workplace issues such as leadership, business etiquette, networking, and diversity in the workplace.

Chairperson of the Quality Enhancement Plan (QEP)

February 2012 - June 2013 (1 year 5 months)

Fort Lauderdale, Florida

Served in an academic leadership position managing the development of Broward College's QEP to assess a deficiency in student learning and improve that deficiency in the classroom. The QEP was an integral part of the College's reaffirmation of accreditation for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

- Managed a team of 25 consisting of faculty, Deans, Directors and Associate Vice Presidents to create a systematic process for broad-based, college-wide involvement in designing the QEP. This was used based on interpreting the core requirements and comprehensive standards outlined in the Principles of Accreditation for Quality Enhancement.
- Planned, executed and managed the development of the QEP, selected statistical models to assess learning outcomes of the QEP and partnered with internal departments and externally to exchange information and collaborate on projects.
- Worked directly with Finance and Budget to create a \$1.2 million budget for the QEP. This was approved by the Board of Trustees.
- Facilitated focus group sessions to present the importance of the QEP to the College and external community to generate topic ideas. Over 140 individuals attended these sessions and eight topics with 26 strategies were submitted.
- Presented rationale to the Board of Trustees why the topic of critical thinking benefited students and the College and how it complied with the core

requirements and comprehensive standards for SACSCOC accreditation. The Board endorsed the topic of Critical Thinking for the QEP initiative.

- The net result of our work was the QEP was fully approved by SACSCOC without any recommendations.

Associate Dean of Business Administration

August 2011 - July 2012 (1 year)

Broward College (Central Campus), Davie, Florida

As an academic leadership and management position, administered and coordinated all financial and operational matters related to student learning, instruction, curriculum development and revision of Business Administration programs, course scheduling, and program advising. Resolved student academic issues and settled personnel (faculty and staff) needs and issues.

- Worked with students and faculty in resolving cases of academic impropriety as they arose.
- Collaborated with key program managers to ensure the learning outcomes matched the State of Florida's framework. The Hospitality/Tourism degree program was revised and one program was deleted based on the review conducted.
- Administered financial and budgetary matters related to the operations of the department and mission of the College.
- Hired qualified professors (both full-time and adjunct) based on the needs of the department and in accordance with SACS accreditation standards.
- Evaluated faculty performance through classroom observations and based on the observations, trained faculty members on best practices for teaching methods. Positive feedback in subsequent semesters was seen on student surveys of faculty.
- Designed and implemented the first Executive Leadership Symposium for Bachelor students in the Supervision and Management Program. Partnered with executives from IBM, Sears Holdings, Doubletree/Hilton and the President of an executive coaching program. Over 70 students learned business etiquette skills, decision making skills emphasizing business ethics, interviewing techniques, and networking and branding strategies for employment.
- Established the first Toastmasters Chapter for students at Broward College to train them on developing effective communication and leadership skills.

Law Offices of Finizio and Finizio

Law Clerk

July 2007 - November 2010 (3 years 5 months)

Fort Lauderdale, Florida

A full-service international law firm specializing in the areas of personal injury, family law, medical malpractice, wrongful death and other civil litigation matters. Reported to the managing partners of the firm supporting a staff of three attorneys and six paralegal/administrative support assistants. Managed a regular case load consisting of preparing legal memoranda on civil litigation issues, drafted demand letters to insurance companies and discussed settlement offers with insurance adjusters

Marcus & Millichap

Commercial Real Estate Investment Advisor/Associate

December 2003 - May 2007 (3 years 6 months)

Fort Lauderdale, Florida

One of the nation's largest commercial real estate investment firms closing annually over 6,000 transactions. Consulted with local and national property owners on developing business strategies to manage their portfolios. Used financial models to develop business strategies for recommending owners to sell, hold or refinance assets. Applied project management and negotiation skills to manage the transaction process.

- Co-founded the Leased Investment Group (division within the company) comprised of five agents and two staff members. Team produced over \$400 million in sales volume.

Education

Nova Southeastern University—Shepard Broad Law Center

Juris Doctorate, Law · (2007 - 2010)

Nova Southeastern University

Master of Business Administration (M.B.A.), Concentration in Finance · (2003 - 2005)

Florida Atlantic University

Bachelor of Business Administration (B.B.A.), Business Management · (2000 - 2002)

Broward Community College

Associate of Arts (A.A.), Business Administration and Management, General · (1996 - 2000)

Chaminade - Madonna

High School · (1992 - 1996)

DRAFT 2026 MEETING SCHEDULE

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

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

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

Meetings are in person. On occasion, if necessary, for accessibility, a member can attend via Zoom.

Executive Committee Meetings

Month	Day
February	2/9
April	4/13
May	5/11
June	6/8
August	8/10
October	10/12
December	12/1 (Tuesday*)

Board Meetings

Month	Day
February	2/26
April	4/23 Board & Planning Session
May	5/28
June	6/25
August	8/27
October	10/22
December	12/10

* Due to the proximity to the Thanksgiving Holiday weekend.

Memorandum #02 – 25 (HR) (Revised)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: CSBD Holiday Schedule

Date: November 14, 2025

SUMMARY

The Organizational Resources' Committee, (ORC) per Board direction, was asked to consider how we can support our employees in the off-year between compensation studies which we conduct every two years. CSBD researched additional low or no cost benefits that could be provided to employees. HR made inquiries of other boards and local governments and found that their holidays ranged from 14 – 17 while CSBD has 13 holidays. The ORC considered the information presented and is recommending that Columbus day and a personal day during staffs' birthday month be added to our holiday schedule.

BACKGROUND

To see how we can support our employees and encourage employee retention, the Organizational Resources Committee asked that staff look into low or no-cost strategies and benefits during the off-year between compensation studies. CSBD's Human Resources Department contacted regions of comparable size as well as our local government partners, and found that their holidays ranged from 14 – 17 while CSBD has 13 holidays.

DISCUSSION

Holidays observed by the other Regions include Columbus Day, an additional personal day during staff's birthday month, and the day before some of our major holidays.

During the ORC on 11/17 they reviewed the research and is recommending that CSBD add both Columbus Day, which is a school holiday, and important to staff with children, and a personal day tied to staff birthday month, as that would be spread across the year and would not impact operations. The additional days will indicate the boards' support our employees, maintain CSBD as a top place to work and will not increase our budget.

RECOMMENDATION

Approval to add Columbus Day and a personal day during staff's birthday month to the CSBD holiday roster.

Memorandum #03 – 25 (HR)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Adoption of a Policy to Address a Major Financial Event

Date: November 14, 2025

SUMMARY

Consideration to approve a severance policy for CareerSource Broward (CSBD) and One-Stop Center staff, many of whom have devoted years of service to the CSBD mission. Given the uncertainty in the funding of social service and education grants at the federal level, the policy would be for the purpose of addressing events such as the elimination of a major funding stream (i.e. WIOA or WTP). Severance is an allowable cost under the grant rules, 2CFR 200.431, as long as it is in accordance with an organization's official policies and is also allowable under the Florida Statutes. Approved at the 11/17 Organizational Resource Committee meeting.

BACKGROUND

Given the uncertainty in the funding of social service and education grants at the federal level, we are asking the Committee to consider adoption of a severance policy. It would be applicable in the event that a major funding stream, such as WIOA or WTP formula funds, is eliminated.

Our research indicates that severance to address organizational financial upheaval resulting in large layoffs is a common industry practice. In the public and governmental sectors it is usually provided for in accordance with federal or state statutes.

Severance is a payment to employees in addition to regular wages, when their employment is being terminated. It is considered a fringe benefit that is allowable under the regulations pursuant to the federal 2 CFR § 200.431(i)(1), "so long as it is in accordance with an established policy."

In Broward County, as well as in our 2 Council member cities, severance may be awarded in accordance with state statutes. Currently, the Jacksonville, Tampa, and Pinellas workforce areas have severance policies to address major financial events. Dade and Palm Beach workforce staff, which are embedded in their respective counties, would follow their county's policy.

DISCUSSION

Severance is generally divided into 2 categories:

1. Awarded due to a major or unexpected event such as elimination of an entire funding stream.
2. Awarded as a result of termination due to position elimination or job restructuring.

Given the uncertainty with respect to future funding referenced above, we are asking the Committee to consider adoption of a severance policy to address a major or unexpected event such as elimination of a major funding stream. This would recognize CSBD and One-Stop Center staff, many of whom have devoted years of service to the CSBD mission.

As the Florida statutes allow up to 20 weeks of severance for governmental employees, all severance would be subject to the availability of funds. In determining an award of severance, the following schedule is proposed for consideration:

Staff Classification	# of Years Employed	# of Weeks of Salary
President, VPs, General Counsel, Sr. Manager Career Services	5 years or more	20 Weeks
	Less than 5 years	2 weeks for every complete year of service
One Stop Center Managers, Assistant Center Manager, Adult Program Administrator, Program Managers, Supervisors	5 years or more	15 Weeks
	Less than 5 years	2 weeks for every complete year of service
All other CSBD & One Stop Center Staff	5 years of Service	10 Weeks
	Less than 5 years	1 week of pay for every completed year of service

Based on current staffing levels, the cost to CSBD today is estimated at \$1,000,000 and would only be implemented in the event of a major financial event. The proposed policy will also allow for scalability, prorating the amounts to be paid as severance if funds were limited.

RECOMMENDATION

Approve a severance compensation policy for CSBD and contracted One-Stop staff in the career centers based on the criteria listed above.

Memorandum #07-25 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Addition of New Courses for Existing Eligible Training Provider – Florida Atlantic University

Date: November 26, 2025

SUMMARY

Consideration to approve the addition of three (3) training programs at FAU to the WIOA Individual Training Account list 1) Construction Administration Certificate 2) Construction Management Certificate and 3) Certified Associate Project Management (CAPM)®. CareerSource Broward reviewed the applications for completeness and to ensure that Board-mandated criteria are met for the training programs and related occupational titles. Approved at the 11/25 One-Stop Services Committee meeting.

BACKGROUND

WIOA requires classroom or online training to be provided through ITAs at schools and for courses approved by the local workforce board. Additionally, all occupational training must prepare students for in-demand occupations appearing on the Targeted Occupations List (TOL) and meet the Board-established minimum evaluation criteria. This includes, but is not limited to, licensure, accreditation, and the issuance of an industry-recognized credential. All of our current eligible training providers meet these criteria.

DISCUSSION

FAU, a current CSBD eligible training provider, is accredited by the Southern Association of Colleges and Schools, Commission on Colleges which is an entity recognized by the US DOE. FAU has applied to add three (3) programs 1) Introduction To Project Management + Certified Associate Project Management (CAPM)® Exam Preparation 2) Construction Administration Certificate and 3) Construction Management Certificate Programs, to our WIOA ITA List. These programs provide opportunities to train for careers in project management and construction and earn Certificates in these fields.

Using JobsEQ and Employ Florida, CSBD was able to validate that, within the past 90 days, there have been at least 25 job openings for Project Management Specialists and Construction Managers in Broward County. A CSBD review team comprised of staff from Operations, Quality Assurance, and Business Services evaluated the applications. This committee determined that all Board-mandated criteria have been met for the training programs and related occupational titles.

Courses to be added to the WIOA ITA List:

Provider	Credentialing Program	TOL Demand Occupation	Entry Wage
FAU	Construction Administration Certificate Program	Construction Managers	\$33.71
	Construction Management Certificate Program		
	Introduction To Project Management + Certified Associate Project Management (CAPM)® Exam Preparation	Project Management Specialists	\$27.51

We will limit enrollment to 10 customers in each of these programs until performance is established.

RECOMMENDATION

Approve the addition of three (3) FAU occupational training programs to the WIOA ITA list
1) Construction Administration Certificate 2) Construction Management Certificate and
3) Certified Associate Project Management (CAPM)®.

ITA Course Summary Spreadsheet
Attachment to Memo #07-25 (OPS)

School Name	License / State Agency Approval	DOE Accreditation	Course Title	Type of Credential Offered	Program Length	Clock Hours	Entry Wage	Course Offering (Virtual/ Classroom/ Blended*)	Class Size (Max)	Prerequisites	Tuition and Fees	Other Costs (Books, Uniforms, Supplies, Cert./Lic. Exams)	Program Total Costs
Florida Atlantic University	YES	YES	Introduction To Project Management (In-Class) + Certified Associate Project Management (CAPM)® Exam Preparation	Certificate	1 week	42	\$27.51	Blended	25	High School Diploma	\$1,895.00	\$300.00	\$2,195.00
	YES	YES	Construction Administration Certificate Program	Certificate	15 weeks	108	\$33.71	Virtual	30		\$1,905.00	\$0.00	\$1,905.00
	YES	YES	Construction Management Certificate Program	Certificate	16 weeks	92	\$33.71	Virtual	30		\$2,107.00	\$0.00	\$2,107.00

*Blended = Training is offered both online and in the classroom.

SAVE THE DATE

SUMMER YOUTH EMPLOYMENT PROGRAM

**APPLICATION OPENS
DEC. 1, 2025**



ELIGIBILITY:

- Broward County resident
- Ages 16-18 years old
- Low-income household
- Available all summer

EARN \$14 PER HOUR

SCAN TO APPLY



Limited Slots, Apply Here!

CareerSourceBroward.com/SYEP

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