



**Broward Workforce Development Board  
Executive Committee**  
Monday, December 2, 2024  
12:00 p.m. – 1:30 p.m.

**Zoom Meeting ID:** 889 8974 9904  
**Zoom Password:** 684505  
**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.**

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## MEETING AGENDA

### IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

### SELF-INTRODUCTIONS

### APPROVAL OF MINUTES

Approval of the Minutes of the 10/14 Executive Committee meeting.

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

Pages 9 – 16

### NEW BUSINESS

#### 1. Broward Workforce Development Board (BWDB) Officers for 2025

Consideration to recommend 1) the slate of officers for 2025 as all officers are completing the second year of their term and a waiver of the term limit for 2) Dr. Ben Chen, Vice-Chair for Legislative Affairs and 3) Zac Cassidy, Secretary/Treasurer as permitted by the By-Laws. On 10/15 requests for nominations of officers were sent to Board members for consideration by the Ad Hoc Nominations Committee. The CareerSource Broward Council of Elected Officials has final approval of the slate. Approved at the 11/20 Organizational Resources Nomination Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Memo #03 – 24 (Exec)

Pages 17 – 18

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## 2. Membership Renewals

Consideration of the renewal of BWDB members whose terms will expire in January 2025 and who are eligible for renewal for an additional two years. The twelve (12) members recommended for renewal are 1) Zac Cassidy 2) Keith Costello 3) Heiko Dobrikow 4) Dr. Howard Hepburn 5) Frank Horkey 6) Francois Leconte 7) Sandy-Michael McDonald 8) Richard Shawbell 9) Robert Swindell 10) Dr. Stacy Volnick 11) Lori Wheeler and 12) Tara Williams. The CSBD Council of Elected Officials appoints board members following a recommendation from the Board. Approved at the 11/20 Organizational Resources Nominations Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Memo #01 – 24 (Exec)

Pages 19 – 20

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

Consideration to nominate Vanessa Cantave, Owner/President of 2Lyons Aerospace, LLC, from the targeted industry of Global Logistics to fill the vacant slot in the private sector category on the Board. On 9/30, as is our custom, President/CEO Carol Hylton sent an email to the members seeking private sector nominations for individuals in the global logistics and life sciences industries. We will continue to solicit nominations from the life sciences targeted industry. Approved at the 11/20 Organizational Resources Nominations Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBITS</b>	Memo #02 – 24 (Exec) Resume

Pages 21 – 24

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**4. 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 early November.

<b>RECOMM</b>	Review of President/CEO Evaluation
<b>ACTION</b>	Discussion
<b>EXHIBITS</b>	Memo #03 – 24 (LS) President/CEO Evaluation Form

**Pages 25 – 28**

**5. Accept Summer Youth Employment Program (SYEP) Funds for 2025**

Consideration to accept \$50,000 from the City of Dania Beach to serve 11 economically disadvantaged youth ages 16-18 years old who reside within the city. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience. Dania Beach has funded the SYEP for the past three (3) years. Approved at the 11/18 Youth Committee meeting.

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



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**6. Request for Regional Planning Area Designation**

Consideration to approve a request to CareerSource Florida to designate CareerSource Broward and CareerSource South Florida as a Regional Planning Area (RPA). In accordance with the REACH Act, all local workforce boards are required to be part of a planning region comprised of two or more contiguous boards. The criteria to be an RPA is that the boards involved must have a shared labor market and common economic development area, along with relevant relationships in terms of training institutions, population centers, commuting patterns and labor market conditions. The purpose of the RPA is to align workforce strategies to address common needs of shared industry sectors, labor shortages, and worker skill gaps with united service strategies.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #06 – 24 (QA)

**Pages 29 – 30**

**7. BWDB and Executive Committee 2025 Meeting Schedule**

Consideration to approve the 2025 meeting schedule for the BWDB 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**                      BWDB and Executive Meeting Schedule

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**8. International Medical Industries Incumbent Worker Training Grant Application**

Consideration to award International Medical Industries an Incumbent Worker Training (IWT) grant in the amount up to \$130,604, which is 50% of the total training costs, for 31 employees to earn certifications in Process Validations, Scientific Molding, Normality Testing, and Six Sigma Green belt. Pursuant to the Workforce Innovation and Opportunity Act requirements, CSBD will contribute 50% toward the total cost of the training. In accordance with governing boards' policy, IWT grant applications of \$50,000 or more and recommended by the rating committee go to the Employer Services and the Executive Committees for consideration, with a report to the Board at their next meeting. Approved at the 11/4 Employer Services Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #09 – 24 (BR)

**Pages 32 – 33**

**9. 2025 Stop-Loss Coverage**

Consideration to approve the purchase of Stop-Loss coverage for the CSBD self-insurance health policy from Sirius Point America at an estimated cost of \$217,512 based on our current census. This amount is a slight increase (+ \$426) over last year. This insurance caps payouts in the event of claims, including pharmacy, in excess of \$75,000 per individual. This will be the first one-year renewal allowable under the procurement.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      None

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## REPORTS

### 1. Paychecks for Patriots Hiring Event

CSBD hosted its 12th annual Paychecks for Patriots Veterans Hiring Fair on 11/14 at the Tamarac Community Center. The first hour of the event was reserved for veterans and their family members. Adrienne Johnston, President/CEO of CareerSource Florida, Melanie Griffin, Secretary of the Florida Department of Business and Professional Regulation, and Major General James Hartsell, Executive Director of the Florida Department of Veterans Affairs, flew in from Tallahassee and Tampa, to be part of this special event. We had about 200 employers register for the event and broke our record for jobseekers from earlier this year with about 1,400 attending the event. We also had 2 barber shops donate their time to provide 100 free haircuts to those in need.

**ACTION** None  
**EXHIBIT** P4P Slideshow

### 2. Aviation Industry Employer Forum

CSBD hosted an engaging employer forum with the Aviation Industry on 11/7. This in-person and virtual event was attended by twenty-three (23) individuals representing employers and education partners. During the forum we discussed 1) best practices, skill gaps, and training needs and 2) identified strategies to improve the talent pipeline and training needed for their career pathways. The strategies identified include posting open positions in Employ Florida so CSBD staff can recruit, and refer candidates that match the employer's requirements and increase the number of summer internships in the industry for youth.

**ACTION** None  
**EXHIBIT** [Aviation Forum Picture](#)

### 3. State of the Workforce Breakfast and Job Fair

Our second annual State of the Workforce Breakfast and Job Fair will be on 1/29/25 at the Broward County Convention Center. Planning for the event is ongoing, and marketing to employers and job seekers is underway. We are requesting that committee members share the employer flyer with their networks.

**ACTION** None  
**EXHIBIT** [Save the Date Employer Flyer](#)

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**4. SYEP Portal**

The 2025 Summer Youth application portal opens on 12/2 at 9 a.m. Youth can easily access the portal online via computer, tablet, or cell phone. Youth will receive an 8-week meaningful work experience earning \$14 per hour. We are requesting that the committee share the youth and employer flyer with your network.

**ACTION  
EXHIBITS**

None  
[SYEP Youth Flyer](#)  
[SYEP Employer Flyer](#)

**Pages 35 – 36**

**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**



Broward Workforce Development Board  
**Executive Committee**  
Monday, October 14, 2024  
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 858 1724 4545  
Zoom Password: 510579  
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, Dr. Ben Chen, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Dawn Liberta, Jim Ryan, Rick Shawbell, Marjorie Walters, and Heiko Dobrikow, who chaired the meeting.

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

### APPROVAL OF MINUTES

Approval of the Minutes of the 8/12 Executive Committee meeting.

**On a motion made by Dr. Ben Chen and seconded by Frank Horkey, the Executive Committee unanimously approved the minutes of the meeting.**

### NEW BUSINESS

#### 1. Compensation Study

Considered approval of the 2024 Compensation Study recommendations which propose 1) a 3% adjustment to the salary ranges and 2) an adjustment to the wages of twelve (12) CSBD and Integrative Staffing Group (ISG) staff whose salaries are either below the starting salary for the range or per the study needed to be aligned to reflect the current market for the positions, at a cost of \$25,059 and 3) creation of an annual retirement benefit for senior management who have worked for CSBD or our staffing company for at least 7 years. Currently, 9 senior management staff will qualify at a cost of \$28,000. Based on an analysis of actual expenditures through the first quarter of this year sufficient budget in both program and administrative categories is available to fund the Study recommendations at a total of \$53,059. Approved at the 10/9 Organizational Resources Committee meeting.

Heiko Dobrikow introduced the item and asked Kevin Kornahrens to present it, which he did.

Mr. Dobrikow added that during the discussion at the Organizational Resources Committee meeting on 10/9, the members requested that CSBD survey the other regions and private sector firms to identify other benefits, including non-monetary benefits being offered to the staff in addition to health and retirement. Staff will bring the information back to the Committee and Board.

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On a motion made by Jim Ryan and seconded by Marjorie Walters, the Executive Committee unanimously approved the 2024 Compensation Study recommendations which propose 1) a 3% adjustment to the salary ranges 2) an adjustment to the wages of twelve (12) CSBD and Integrative Staffing Group (ISG) staff whose salaries are either below the starting salary for the range or per the study needed to be aligned to reflect the current market for the positions, at a cost of \$25,059 and 3) creation of an annual retirement benefit for senior management who have worked for CSBD or our staffing company for at least 7 years. Currently, 9 senior management staff will qualify at a cost of \$28,000.

**2. Accept Summer Youth Employment Program (SYEP) Funds for 2025**

Considered the acceptance of 1) \$4,277,213 from the Children's Services Council to serve 913 youth and 2) \$385,000 from Broward County to serve 83 youth for a total of 996 youth and \$4,662,213. Youth are ages 16-18 years old and economically disadvantaged. Broward County funds will be targeted for youth who have had contact with the Juvenile Justice system and/or reside in one of the six distressed zip codes. As the County is awarding CSBD funds they have no conflict of interest. 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 12/2. Approved at the 9/23 Youth Committee meeting.

Heiko Dobrikow presented the item on behalf of Dawn Liberta. There was no further discussion.

**On a motion made by Zac Cassidy and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the acceptance of 1) \$4,277,213 from the Children's Services Council to serve 913 youth and 2) \$385,000 from Broward County to serve 83 youth for a total of 996 youth and \$4,662,213.**

**3. Accept Non-Custodial Parent Grant Funds**

Considered the acceptance of \$785,000 from FloridaCommerce to serve 65 non-custodial parents who are unemployed or underemployed and have difficulty meeting child support obligations. The goal of the program is to provide job training and employment that leads to self-sufficiency. CSBD is renewing a Memorandum of Understanding with the Florida Department of Revenue to share contact information on parents who are in arrears with child support payments. Approved at the 10/1 One-Stop Services Committee meeting.

Heiko Dobrikow introduced the item and asked Rick Shawbell to present it, which he did. There was no further discussion.

**On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the acceptance of \$785,000 from FloridaCommerce to serve 65 non-custodial parents.**

**4. Accept Disaster Recovery Funds**

Considered acceptance of \$500,000 in WIOA National Dislocated Worker Grant funds from FloridaCommerce. These funds provide temporary jobs to assist with humanitarian aid, and restoration activities to assist with disaster relief and can also be used to provide career services and training to eligible participants. The grant runs through 6/30/26.

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Heiko Dobrikow introduced the item and asked Carol Hylton to present it, which she did. Ms. Hylton emphasized that the funds are a result of the flooding that occurred in Broward at the beginning of the summer and can be used to provide career services and training to eligible participants.

**On a motion made by Jim Ryan and seconded by Zac Cassidy, the Executive Committee unanimously approved the acceptance of \$500,000 in WIOA National Dislocated Worker Grant funds from FloridaCommerce.**

#### **5. CareerSource Broward (CSBD) WIOA Local Plan for Program Years 2025 – 2028**

Considered approval of CSBD's 2025 – 2028 4 Year Strategic Plan as required under the Workforce Innovation and Opportunity Act (WIOA). Every 4 years local boards together with their chief local elected officials are required to submit a local Strategic Plan that describes how they will deploy workforce services and invest resources in their local areas. The Plan is required to be aligned with the State's Plan and must be available for a 30-day comment period. We advertised the opportunity for public review and comment in two local newspapers and on our website. Comments received will be brought to the Board. We also held a publicly noticed meeting on 9/27 to allow community input. Approved at the 10/1 One-Stop Services Committee meeting.

Heiko Dobrikow introduced the item and asked Rick Shawbell to present it, which he did.

Ron Moffett added that the plan serves as CSBD's roadmap for the next four years. He explained that it is a living document, and can be changed throughout the year. Additionally, he stated that a regional plan will be added and brought back for review sometime this winter.

**On a motion made by Rick Shawbell and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved CSBD's WIOA Local Plan for Program Years 2025 – 2028.**

### **REPORTS**

#### **1. CSBD Value Proposition Calculator**

In response to a Board recommendation, CSBD has created two calculators 1) On-the-Job Training and 2) Paid Internship/Work Experience. These web-based/mobile responsive tools enable employers to input information about their training or internship requirements and instantly receive an estimate of the value added to their bottom line by engaging CSBD in these services. Employers can adjust the input data to explore various scenarios and calculate different return on investment possibilities.

Heiko Dobrikow introduced the item and asked Mark Klincewicz to present it, which he did. Mr. Klincewicz stated that during the board planning session, the board had requested that CSBD move to more of a value proposition approach to explain our services. Mr. Klincewicz demonstrated the calculator and also emphasized the user-friendly and mobile-compatible interface for the tool.

Mr. Dobrikow shared his recent experience using the calculator with a new general manager at his hotel. He noted that the tool made it easy to communicate the value of CSBD's services, particularly for number-driven individuals. He highlighted how the calculator effectively

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demonstrated the financial impact of services like on-the-job training and internships, making the interaction engaging and beneficial for employers.

## **2. CSBD Chatbot**

CSBD has implemented a Chatbot to make our website more user-friendly. The Chatbot “Sam” is a form of artificial intelligence designed to simulate conversation with people using Natural Language Processing. The Chatbot helps visitors navigate our website to find the information they are looking for. The Chatbot is live and is being “trained” with comprehensive information to answer inquiries effectively.

Heiko Dobrikow introduced the item and asked Mark Klincewicz to present it. Mr. Klincewicz provided an overview of the Chatbot and a live demonstration. Mr. Klincewicz emphasized that Sam is part of an ongoing learning process. By reviewing the backend data, the team can determine the questions being asked and update the Chatbot’s responses if needed.

Heiko Dobrikow encouraged the Committee to use the Chatbot and ask it questions to improve its database of answers, build the Chatbot’s information library, and improve its functionality.

## **3. CSBD Letter to Maritime Leaders**

At the 9/16 Education and Industry Consortium meeting, guest speaker Bert Fowles, VP of Marketing and Sales of IGY Marinas and Chair of the US Superyacht Association, suggested CSBD pen a letter acknowledging the important contributions of the Marine industry to our local economy. We sent a draft of the letter to Board member Lori Wheeler who provided input. The letter is an important reminder that we welcome the opportunity to serve the employers in this industry and encourages them to engage CSBD and the Marine Industries Association of South Florida to access employment services to 1) address skill gaps and 2) improve the talent pipeline and training needed for career pathways. Approved at the 9/30 Employer Services Committee meeting.

Heiko Dobrikow presented the item and encouraged the members to read the letter.

## **4. Paychecks for Patriots Hiring Event**

CSBD will host its annual Paychecks for Patriots Veterans Hiring Fair on 11/14 at the Tamarac Community Center, which the city is providing free of charge under the guidance of Mayor Michelle Gomez. The first hour of the event will be reserved for veterans and their family members. The event is being marketed to job seekers and employees through social media, radio advertisements, distribution of flyers to community partners, advertising in the career centers, and word of mouth.

Heiko Dobrikow introduced the item and asked Carol Hylton to present it. She stated that local officials, including the delegation and county commissioners, have been invited. Digital flyers for employers and job seekers are available for sharing, and outreach is underway to maximize participation.

Carol Hylton explained veterans will have exclusive access during the first hour of the job fair. We also plan to enhance the event, including adding a QR code that allows job seekers to research information about the employers. We also plan to offer free haircuts to attendees. The



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event will showcase CSBD's training and scholarship programs, with schools present to provide students with additional information.

## **5. State of the Workforce Breakfast and Job Fair**

CSBD, in partnership with the chambers of commerce of Fort Lauderdale, Hollywood, and Pompano Beach and the Port Everglades Association, is participating in the State of the Workforce event on 1/29/25 at the Broward County Convention Center (BCCC). The event includes a networking breakfast where attendees will learn about the latest workforce trends and a Job Fair hosted by CSBD. The BCCC is providing the venue free of charge and parking for attendees, including job seekers, is being provided courtesy of Visit Lauderdale. CSBD is also partnering with Broward County Transit to provide complimentary transportation to job seekers from economically distressed zip codes. Marketing to employers and job seekers for the event will be executed through 1) targeted digital advertisements through geofencing 2) social media and 3) e-blasts.

Heiko Dobrikow introduced the item and asked Ron Moffett to present it, which he did. Mr. Moffett noted that a draft of the flyer has been provided to the Chambers for their feedback. He mentioned that preparations are underway, with internal meetings and a project plan in place. He also confirmed that the leadership team, including the chambers and the port, has been actively meeting.

Mr. Dobrikow encouraged the Committee to earmark some budget for the event, highlighting the success of last year's sponsorships. He mentioned that several members participated in sponsorship packages, purchased tables for the job fair, and attended the breakfast. He emphasized the goal of increasing attendance to 500 this year, up from 322 attendees the previous year. He also encouraged the Committee to share the event flyer to promote participation.

Jim Ryan added that the flyer should also be shared electronically and posted on social media to maximize outreach.

Carol Hylton confirmed that these efforts are already underway. She mentioned that the flyer has been shared with the chambers and that CSBD is using geofencing, as it proved effective last year. The initial focus is on employers, but marketing will shift to job seekers as we get closer to the fair, with efforts to encourage pre-registration for the event.

## **6. Chamber Contract Renewals**

CSBD has renewed its contracts with the 1) Greater Hollywood Chamber of Commerce for \$55,000 and 2) Greater Fort Lauderdale Chamber of Commerce for \$65,000 which serve as business intermediaries and promotes our work-based training services to their members. The chamber staff have been trained to develop commitments for work-based training in OJTs, internships, and incumbent worker training contracts. CSBD has been pleased with the services provided. The contracts will be through 9/30/25. In accordance with the governing boards' policy, we report single-item purchases of \$10,000 or more.

Heiko Dobrikow introduced the item and asked Carol Hylton to present it. Ms. Hylton explained that these contracts allow the chambers to serve as an extension of CSBD and promote our business services to employers. She reiterated that the contracts are in place through 9/2025.

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Mr. Dobrikow commented on the positive feedback he has received regarding the chambers' support for CSBD.

#### **7. Eligible Training Provider (ETP) Performance**

CSBD conducted its semi-annual analysis of ETP performance and found that all training programs are in compliance with the Board-mandated 70% training-related placement rate.

Heiko Dobrikow introduced the item and asked Ron Moffett to present it. Mr. Moffett explained that contractually, to remain on our list, Eligible Training Providers and their courses must achieve and maintain a 70% training-related placement rate for the WIOA customers who complete training.

#### **8. U.S. Small Business Association**

CSBD held a meeting with Edward Fears, Director of the U.S. Small Business Administration's (SBA) Office of Disaster Recovery & Resiliency Field Operations Center, and Mark Ihenacho, SBA Public Affairs Manager. The purpose was to discuss partnering to support small businesses during times of disaster. SBA agreed to 1) have exhibits at CSBD job fairs 2) conduct Zoom presentations to employers at future Workforce Wednesday events and 3) provide materials to CSBD regarding disaster loans, resiliency resources and other relevant information which we added to our website on a landing page for employers.

Heiko Dobrikow introduced the item and asked Carol Hylton to present it. Ms. Hylton stated that Ed Fears and members of his team flew in from Atlanta to tour our career centers. During the tour, we had a productive discussion on collaboration efforts to support businesses during disasters. Ms. Hylton highlighted the value of partnering with SBA, allowing employers to complete loan applications at our centers during emergencies. She also discussed efforts to expand the employer resources available on the CSBD website, making it a comprehensive support platform for employers.

Heiko Dobrikow thanked Ms. Hylton for leading this important initiative and expressed optimism about seeing representatives from the SBA participate in the State of the Workforce Breakfast and Job Fair.

#### **9. WIOA Youth Provider Performance for Program Year (PY) 23/24**

For program year (PY) 23/24 that ended on 6/30, CSBD, funded four (4) Out-of-School (OSY) and two (2) In-School Youth (ISY) programs. During their time enrolled in the programs the youth received case management, career pathway planning, occupational skills training and job readiness preparation. This Youth Performance Report provides the Youth Committee with provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act (WIOA). Overall, the providers were successful during the year.

Heiko Dobrikow introduced the item and asked Rochelle Daniels to present it. Rochelle Daniels explained that CSBD checks youth provider performance throughout the year and presents a final report after the program year ends. She noted that all providers met their requirements for youth exits and placements.

Heiko Dobrikow commended the providers for their strong performance, remarking that CSBD consistently strives for excellence and often achieves it.

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## **10. New Tile Added to Economic Dashboard**

CSBD added an additional economic indicator tile to the dashboard, Inflation Rate. The data presented for this tile tracks the annual inflation rate (change in general price levels) over the previous 12 months. Adding this new information keeps the dashboard relevant and draws employers and other stakeholders to our website where economic information about Broward County and its neighbors can be found in one place.

Heiko Dobrikow introduced the item and asked Mark Klincewicz to present it. Mr. Klincewicz noted that, as approved at the recent Employer Services Committee meeting, a new economic indicator tile tracking the inflation rate has been added to the dashboard. He explained that the data for the tile is provided by the Bureau of Labor Statistics through the Consumer Price Index for all urban consumers.

Heiko Dobrikow commented on the tool's usefulness, especially during budget season. He referenced the August 2023 inflation rate, which was 3.7% nationally, and explained how this data was critical when justifying budget increases to business owners unfamiliar with South Florida's higher inflation rates.

Carol Hylton added that the Employer Services Committee also recommended including unemployment data as a dashboard tile. This new tile, titled "Latest Unemployment Data at a Glance," has been added to the Dashboard for easy access by customers and stakeholders.

### **MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR**

Heiko Dobrikow shared that he annually submits an open records request to the Department of Business and Professional Regulation (DBPR) for a list of employers in the area. He encouraged the staff to consider doing the same, as it is particularly helpful for tracking businesses.

### **MATTERS FROM THE EXECUTIVE COMMITTEE**

Frank Horkey congratulated Carol Hylton on her recent appointment to the National Association of Workforce Boards (NAWB) board, noting it as a significant achievement. The Committee applauded her accomplishment.

Jim Ryan asked Ms. Hylton to elaborate on her new role with NAWB and how it would benefit CSBD beyond the details in the press release.

Carol Hylton explained that the National Association of Workforce Boards (NAWB) represents around 660 boards across the country, with the board itself consisting of approximately 26 to 28 Board members. The board's purpose is to guide the association in addressing workforce-related challenges, staying ahead of emerging trends, and educating local and state officials on workforce issues. Ms. Hylton mentioned that NAWB is aiming to move beyond just an annual meeting and instead provide local directors with toolkits, resources, and opportunities to address and highlight policy issues.

Heiko Dobrikow suggested that Ms. Hylton help steer an innovation lab within NAWB, that brings together best practices from high-performing workforce development boards to improve workforce efforts nationally.

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Dr. Lisa Knowles added that as a long-time participant at NAWB and member of the executive committee, she recalls previous years when CSBD's accomplishments weren't widely recognized, despite the organization doing excellent work. She reflected on how, under Ms. Hylton's leadership, CSBD has gained much more visibility. With Ms. Hylton's appointment to the NAWB board, this is an opportunity to further share CSBD's successes on a national platform. Dr. Knowles emphasized that this feels like a natural progression, enabling Ms. Hylton to both share and gain insights from other boards. She expressed excitement and pride in Ms. Hylton's exemplary leadership, noting that this role marks an important step in CSBD's growth.

Mr. Dobrikow noted that with NAWB undergoing leadership changes, experienced leaders like Ms. Hylton are crucial in providing guidance to ensure the organization moves in the right direction.

### **MATTERS FROM THE FLOOR**

None

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

Carol Hylton shared that during the upcoming Board meeting, CSBD will be showing its new healthcare career pathway video. Ms. Hylton noted that Broward Health and Memorial collaborated on the video, and she has invited key contributors to also attend the Board meeting.

Ms. Hylton added that on 10/29, she will attend an Alliance event alongside Tara Williams, a board member, and others to discuss how CSBD is helping clients navigate the benefits CLIFF. This tool visually demonstrates how changes in income affect benefits and enables clients to understand the trade-offs as they move forward in their careers.

Ms. Hylton also announced that on 11/6, CSBD will be hosting about 50 career champions from the School Board at the south office. The group will view both the marine and healthcare videos, hold and receive a tour.

Ms. Hylton mentioned that Sheri Grosvenor, Vice President of Community Impact at the Community Foundation of Broward, has joined the One-Stop Committee.

Ms. Hylton summarized CSBD's participation at the Workforce Professional Development Summit in Orlando. Dr. Lisa Knowles attended the event, and we hosted a panel consisting of herself, Barbara Cevieux, and Marie Suarez of the Greater Hollywood Chamber of Commerce. The panel, moderated by Mark Klinecicz, highlighted CSBD's collaboration with local chambers of commerce, and was well received.

Lastly, Ms. Hylton shared that on 9/6, CSBD held its annual All Staff Training Day, which began with a welcome from Board Chair Heiko Dobrikow. The day featured motivational testimonials from guest speakers who emphasized the critical impact of CSBD's staff on the community. Throughout the day, staff members were celebrated for their achievements, culminating in the presentation of the Workforce Professionals of the Year award. Ms. Hylton noted that a video reel will be presented at the next board meeting to highlight the day's events.

**ADJOURNMENT** – 1:01 p.m.

<b>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON DECEMBER 2, 2024.</b>
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**Memorandum #03 – 24 (Exec)**

**To:** Executive Committee

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

**Subject:** The Broward Workforce Development Board Slate of Officers for 2025

**Date:** November 21, 2024

**SUMMARY**

Consideration to recommend 1) the slate of officers for 2025 as all officers are completing the second year of their term and a waiver of the term limit for 2) Dr. Ben Chen, Vice-Chair for Legislative Affairs and 3) Zac Cassidy, Secretary/Treasurer as permitted by the By-Laws. On 10/15 requests for nominations of officers were sent to Board members for consideration by the Ad Hoc Nominations Committee. The CareerSource Broward Council of Elected Officials (Council) has final approval of the slate. Approved at the 11/20 Organizational Resources Nomination Committee meeting.

**BACKGROUND**

The BWDB's By-Laws state that the Ad Hoc Nominations Committee is tasked with presenting a slate of officers to the Executive Committee for presentation to the BWDB and the Council at the annual meeting in December. The Council ultimately selects the officers.

The officers of the BWDB consist of the Chair, Vice-Chair, Vice-Chair for Legislative Affairs, and Secretary/Treasurer. The term of office is for two (2) years and officers may serve an additional non-consecutive 2-year term for a total of four (4) years. However, other than the position of Chair, the BWDB Chair can waive the term limits for the other officers. The BWDB officers will all have served their two-year term at the end of this calendar year. The current officers are:

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

On 10/15 Carol Hylton, President/CEO, sent a request for the nomination of officers to BWDB members for consideration by the Nominations Committee with a response date of 11/1. The members were informed that they could nominate themselves.

## DISCUSSION

WIOA requires that the Chair be from the private sector. As the Vice-Chair steps in for the Chair in the Chair's absence and often succeeds the Chair, we have traditionally selected the Vice-Chair from among our private sector members.

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

**BWDB Current Officers and 2025 Nominations**

<b>Current</b>	<b>Position</b>	<b>Nomination</b>	<b>Representing</b>
Heiko Dobrikow	Chair	Jim Ryan	Private Sector
Jim Ryan	Vice Chair	Kevin Kornahrens	Private Sector
Dr. Ben Chen	Vice-Chair for Legislative Affairs	Dr. Ben Chen	Private Sector
Zac Cassidy	Secretary/Treasurer	Zac Cassidy	Organized Labor

As Dr. Ben Chen and Zac Cassidy were the only nominations received for Vice-Chair for Legislative Affairs and Secretary/Treasurer, the current BWDB Chair waived the term limits for these positions, and they, therefore, may serve in these officer positions for the next two-year term.

## RECOMMENDATION

That the slate of officers as described below be approved:

- Jim Ryan, Chair
- Kevin Kornahrens, Vice-Chair
- Dr. Ben Chen, Vice-Chair for Legislative Affairs
- Zac Cassidy, Secretary/Treasurer

## Memorandum #01 – 24 (Exec)

**To:** Executive Committee  
**From:** Carol Hylton, President/CEO  
**Subject:** Membership Renewals  
**Date:** November 22, 2024

### SUMMARY

Consideration of the renewal of BWDB members whose terms will expire in January 2025 and who are eligible for renewal for an additional two years. The twelve (12) members recommended for renewal are 1) Zac Cassidy 2) Keith Costello 3) Heiko Dobrikow 4) Dr. Howard Hepburn 5) Frank Horkey 6) Francois Leconte 7) Sandy-Michael McDonald 8) Richard Shawbell 9) Robert Swindell 10) Dr. Stacy Volnick 11) Lori Wheeler and 12) Tara Williams. The CSBD Council of Elected Officials appoints board members following a recommendation from the Board. Approved at the 11/20 Organizational Resources Nominations Committee meeting.

### BACKGROUND

WIOA requires fixed and staggered terms of appointment for the members of the local workforce development boards.

The By-Laws call for the reappointment of all members beginning in January 2022 with a new assignment of fixed and staggered terms.

The rotation schedule whereby 25% of the BWDB members are rotated off beginning in January 2024 has been satisfied through attrition from resignations and retirements from the Board over the past two years. Members who joined the Board after January are appointed to fill the remaining term of the incumbent to maintain the fixed and staggered structure.

### 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 2025**

	NAME	Attendance 1/23 – 10/24					Committee(s)	Category
		BWDB Meetings			Planning Sessions			
		P	E	U	'23	'24		
1	Zac Cassidy	10	2	0	N	N	Executive Audit Org Resources Ad Hoc Nominating	WOLO
2	Keith Costello	10	2	0	Y	Y	Audit	BU
3	Heiko Dobrikow	12	0	0	Y	Y	Executive Org Resources Ad Hoc Nominating Strategic Planning	BU
4	Dr. Howard Hepburn (Appointed 4/24)	3	1	0	N/A	N/A	One-Stop Services	ETPA
5	Frank Horkey	9	3	0	Y	N	Executive Audit Org Resources Ad Hoc Nominating One-Stop	BU
6	Francois Leconte	11	1	0	Y	Y	Executive Employer Services Strategic Planning	BU
7	Sandy-Michael McDonald	8	4	0	N	Y	Executive Strategic Planning	GRED
8	Richard Shawbell	8	4	0	Y	Y	Executive One-Stop Services	WOJ
9	Robert Swindell	7	5	0	Y	N	Audit	BU
10	Dr. Stacy Volnick (Appointed 4/23)	3	7	0	N/A	N	Strategic Planning	ETPC
11	Lori Wheeler	8	4	0	Y	Y	Employer Services	BU
12	Tara Williams (Appointed 2/23)	9	2	0	Y	N	One-Stop Services	WOY

The Legend for the chart above is as follows:

P	Present	Y	Yes
E	Excused Absence	N	No
U	Unexcused Absence	N/A	Not Applicable
BU	Business, Private Sector Member	PS	Attended BWDB Planning Session
ETPA	Education and Training Provider – Adult Education and Literacy	WOJ	Workforce – Joint labor-mgmt. Apprenticeship Program
ETPC	Education and Training Provider – Higher Education	WOLO	Workforce – Labor organization
GRED	Government Representative – Economic Development	WOY	Workforce – Community-based organizations representing youth

**RECOMMENDATION**

That the committee recommend membership renewal for the twelve (12) members of the Board listed above whose terms expire in January 2025. The renewal will be for 2 years. The CSBD Council of Elected Officials appoints board members following a recommendation from the Board.



## Memorandum #02 – 24 (Exec) Revised

**To:** Executive Committee

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

**Subject:** Nominations to the Broward Workforce Development Board (BWDB)

**Date:** November 22, 2024

### SUMMARY

Consideration to nominate Vanessa Cantave, Owner/President of 2Lyons Aerospace, LLC, from the targeted industry of Global Logistics, to fill the vacant slot in the private sector category on the Board. On 9/30, as is our custom, President/CEO Carol Hylton sent an email to the members seeking private sector nominations for individuals in the global logistics and life sciences industries. We will continue to solicit nominations from the life sciences targeted industry. Approved at the 11/20 Organizational Resources Nominations Committee meeting.

### BACKGROUND

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

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

### DISCUSSION

As is our custom, President/CEO Ms. Hylton emailed the BWDB members on 9/30 to seek private sector nominations from the targeted industries of Global Logistics and Life Sciences. While we did receive a number of nominations, not all met the criteria for private sector appointment.

After reviewing several candidates, the Ad Hoc Nominations Committee unanimously approved nominating Vanessa Cantave from the Global Logistics targeted industry sector, to fill the vacant slot in the private sector category on the Board.

Ms. Vanessa Cantave is the Owner/President, 2Lyons Aerospace, LLC a global distributor of spare aircraft parts serving Africa, Asia, and Latin America.

Pursuant to WIOA, we will seek the required formal nomination from the appropriate business or professional organization before presenting Ms. Cantave to the BWDB and Council of Elected Officials for appointment.

We will maintain a list of the other individuals on a roster for future consideration and will continue to solicit nominations for the life sciences targeted industry.

## **RECOMMENDATION**

Approve the nomination of Vanessa Cantave, Owner/President of 2Lyons Aerospace, LLC, from the targeted industry of Global Logistics to fill the vacant slot in the private sector category on the BWDB.

## Contact

[www.linkedin.com/in/vanessa-roc-cantave-0a677a180](https://www.linkedin.com/in/vanessa-roc-cantave-0a677a180) (LinkedIn)

# Vanessa Roc-Cantave

President of 2Lyons Aerospace LLC an (SBA Certified Hubzone, WOSB, Minority Owned, Small Business)  
Fort Lauderdale, Florida, United States

## Summary

Vanessa Cantave is a versatile professional known for her achievements across diverse industries. As President and Co-Founder of 2Lyons Aerospace LLC in Fort Lauderdale, she excels in leadership, government contracts, and military bid strategies. Vanessa also boasts over 11 years as an entrepreneur of a successful event planning business and a strong background in banking. She has worked for Fortune 500 banks like Morgan Stanley, Bank of America, HSBC, and PNC Bank as a top-ranking NMLS licensed loan officer.

Her event planning expertise complements her corporate skills, including negotiation, vendor management, and creative problem-solving.

Vanessa holds a bachelor's degree in social sciences from McGill University, a Finance Certificate from NYU, and certifications in event planning and travel.

She is driven by excellence, exceptional leadership, and an entrepreneurial spirit, consistently seeking opportunities for growth and innovation across her diverse career.

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## Experience

2Lyons Aerospace  
President  
July 2020 - Present (4 years 5 months)  
Miami-Fort Lauderdale Area

Varoca Weddings and Events  
Certified Event Planner  
August 2012 - October 2023 (11 years 3 months)  
Palm Beach FL

## PNC

Mortgage Loan Officer

October 2008 - August 2012 (3 years 11 months)

Boynton Beach, Florida, United States

## Morgan Stanley

Mortgage Loan Auditor

February 2007 - September 2008 (1 year 8 months)

Boca Raton, Florida, United States

## Bank of America

Mortgage Dept Team Leader

June 2003 - January 2006 (2 years 8 months)

Sunrise, Florida, United States

## HSBC

Mortgage Account Executive

October 2000 - June 2003 (2 years 9 months)

Pembroke Pines, Florida, United States

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## Education

### New York University

Certificate, Portfolio Management · (January 1999 - December 1999)

### McGill University

Bachelor's degree, Liberal Arts and Sciences, General Studies and Humanities · (August 1994 - December 1998)

### Marianopolis College

DEC, Social Sciences · (August 1992 - May 1994)

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**Memorandum #03 - 24 (LS)**

**TO:** Executive Committee

**FROM:** Rochelle J. Daniels, General Counsel

**SUBJECT:** President/CEO Evaluation

**DATE:** November 25, 2024

**SUMMARY**

In accordance with the Broward Workforce Development Board, Inc. (BWDB) and CareerSource Broward Council of Elected Official's 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 early November.

**BACKGROUND**

Each year the President/CEO is evaluated by the Executive Committee, which makes a recommendation regarding a merit increase to the board and Council of Elected Officials. The evaluations were sent to all the Executive Committee members in early November. Members were provided with a synopsis of some of the most memorable CSBD activities and the PowerPoint from our annual planning session, summarizing the previous year's highlights. As the Executive Committee members completed the evaluations they were returned to the Legal Department for review and tally.

**DISCUSSION**

A completed evaluation was received from all 12 Executive Committee members. Scores were averaged for each rating criteria. In one instance a member rated the President above a 4.0. The combined overall rating totaled 4.08.

The Executive Committee is charged with making recommendations regarding the President/CEO's merit and benefits increases. The President is currently paid \$243,360 and received an annual contribution to her retirement of \$20,000 last year.

**RECOMMENDATION**

That the BWDB Executive Committee review the President's evaluation and make such recommendations as appropriate regarding the President/CEO's salary and benefit package.

RJD/  
Attachment



**PRESIDENT/CHIEF EXECUTIVE OFFICER  
EVALUATION FORM 2024**

**PRESIDENT/CEO: CAROL HYLTON**

<b>RATING</b>	<b>DESCRIPTION</b>	<b>POINTS</b>
OUTSTANDING	Exceptional in all areas, superior	4
EXCELLENT	Exceeds position requirements, high quality, consistent	3
MEETS EXPECTATIONS	Competent level of performance, meets standards	2
NEEDS IMPROVEMENT	Deficient in some areas, room for improvement	1
UNSATISFACTORY	Unacceptable, needs immediate improvement	0

Directions: Please review the performance of the President/CEO over the course of the past year. Keep in mind the essentials of the job. Review work product, projects, or programs in which the President/CEO may have been involved. We have attached the Highlights PowerPoint from our Planning Session which includes many of the projects and programs delivered this year.

Be as objective as possible. If there is a category for which you do not feel comfortable placing a rating, insert "N/A" next to that category. This will in no way reflect the overall rating.

**INTERPERSONAL RELATIONSHIPS**

Appearance; attitude; business sense; cooperation; motivation; achieves appropriate balance among public service objectives, organizational objectives, and employee interests.

**Rating: 4.08**

**LEADERSHIP**

Formulates and articulates a vision for the organization; inspires teamwork and effectiveness; demonstrates a positive and exemplary approach to work; involves and encourages employees; maintains high professional standards.

**Rating: 4.0**

### **JUDGEMENT**

Exercises discretion and diplomacy; handles difficult situations in a professional and proactive manner.

**Rating: 4**

### **INTERGOVERNMENTAL RELATIONS**

Aggressive advocate for the organization; maintains communications with elected and non-elected officials of local, state, and federal governments.

**Rating: 4**

### **BROWARD WORKFORCE DEVELOPMENT BOARD RELATIONS**

Responds in a prompt, professional, and efficient manner; keeps the Board informed; submits comprehensive, concise and understandable agenda items; provides assistance and support in carrying out Board decisions.

**Rating: 4.08**

### **MEETS OVERALL BWDB OBJECTIVES**

Includes overall financial management and effective management of public risk and financial needs. Ensures CareerSource Broward delivery of services in a cost effective and customer-oriented manner; meets performance standards, and achieves BWDB priorities.

**Rating: 4**

### **DIVERSITY**

Hires and/or promotes employees in numbers that reflect the diverse makeup of the community (women and minorities); meets or exceeds organization goals in awarding acceptable number of contracts and services to minority and/or women-owned businesses.

**Rating: 4.08**

**OVERALL RATING: 4.03**

### **Comments:**

It truly has been an honor and privilege to have worked with Carol ...Carol has grown into a powerful community leader and has embraced the concept of servant leadership. Carol ...has become the voice of all Workforce Related matters for our community...Carol created a wonderful company culture of care with the help of her

team...Carol was challenged to educate our local, state and federal lawmakers on the good work that CareerSource Broward is doing ... Carol's open-door policy working with these important decision makers has given our CareerSource Broward the collaborative spirit of getting things done expeditiously...She methodically built bridges to all key industries ...and used their membership-based organizations to be a voice for CareerSource Broward's programs and Services...CareerSource Broward had flawless Audits and high scoring metric outcomes...Carol is the shining star of a successful leader... she made it easy for our Workforce Development Board to help do their part in providing resources for such success.

It is an honor to serve on the Career Source Broward Board of Directors with a leader like Carol Hylton.

Carol's leadership continues to be exemplary. I was thrilled to see her active participation and success in Leadership Broward and nomination to NAWB. We are lucky to have Carol as our President.

Great leader and great team. Keep up the good work. Thank you for your leadership.

Carol...meets all expectations...and exceeds expectations. She is truly a leader.

Carol continues to excel in her performance, advancing career opportunities for so many in the county. A great servant leader.

**Evaluators Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Memorandum #06 – 24 (QA)

**To:** Executive Committee  
**From:** Carol Hylton, President/CEO  
**Subject:** Request For Regional Planning Area Designation  
**Date:** November 22, 2024

### SUMMARY

Consideration to approve a request to CareerSource Florida (CSF) to designate CareerSource Broward and CareerSource South Florida as a Regional Planning Area (RPA). In accordance with the REACH Act, all local workforce boards are required to be part of a planning region comprised of two or more contiguous local boards. The criteria to be an RPA is that the boards involved must have a shared labor market and common economic development area, along with relevant relationships in terms of training institutions, population centers, commuting patterns and labor market conditions. The purpose of the RPA is to align workforce strategies to address common needs of shared industry sectors, labor shortages, and worker skill gaps with united service strategies.

### BACKGROUND

In compliance with the REACH Act, CSF developed the Florida Workforce System Transformation Plan. This three-pillar plan directs the CareerSource network to modernize the local workforce development structure to align, coordinate, and improve efficiency in Florida's workforce development system and enhance opportunities for regional growth. One aspect of this strategy is the creation and designation of RPAs.

### DISCUSSION

The requirements for RPAs are established by WIOA, Florida law, and CSF and must include, at minimum, two contiguous local workforce development areas within Florida. All local boards in the state are required to be part of a planning region.

The criteria required to be an RPA is that the local boards involved must have a shared labor market and common economic development area, along with relevant relationships in terms of training institutions, population centers, commuting patterns, industrial composition and location quotients, labor force conditions and geographic boundaries.

Since we have a border in common with CareerSource South Florida (CSSF) and meet the above RPA requirements staff from both regions have been working collaboratively to develop a report containing data to support our Designation Request. The signatures of each local workforce board's Chief Local Elected Official and President/CEO is required on the RPA designation request. If approved, our planning region will be known as the Southeast Florida Regional Planning Area.

CareerSource Palm Beach has already been approved by CSF to be an RPA with CareerSource Research Coast.

Together with CSSF we will develop a Regional Plan, which will be an addendum of each of our local WIOA 4-Year Plans. The addendum will outline strategies for providing regional workforce and economic development services, sector strategies for in-demand sectors or occupations, an analysis of regional labor market data, and other possible areas for collaboration. CSBD will bring the addendum to our local WIOA 4-Year Plan back to the BWDB for approval.

## **RECOMMENDATION**

Approve the CSBD and CSSF Regional Planning Area Designation Request for submission to CSF.

## 2025 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	2/10
April	4/15
May	5/12
June	6/9
August	8/11
October	10/13
December	12/1

### Board Meetings

Month	Day
February	2/27
April	4/24 Board & Planning Session
May	5/22
June	6/26
August	8/28
October	10/23
December	12/11

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**Memorandum #09-24 (BR)**

**To:** Executive Committee

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

**Subject:** International Medical Industries Incumbent Worker Training Grant Application

**Date:** November 22, 2024

**SUMMARY**

Consideration to award International Medical Industries an Incumbent Worker Training (IWT) grant in the amount up to \$130,604, which is 50% of the total training costs, for 31 employees to earn certifications in Process Validations, Scientific Molding, Normality Testing, and Six Sigma Green belt. Pursuant to the Workforce Innovation and Opportunity Act requirements, CSBD will contribute 50% toward the total cost of the training. In accordance with governing boards' policy, IWT grant applications of \$50,000 or more and recommended by the rating committee go to the Employer Services and the Executive Committees for consideration, with a report to the Board at their next meeting. Approved at the 11/4 Employer Services Committee meeting.

**BACKGROUND**

IWT is a work-based training option under WIOA to assist companies in remaining competitive by upgrading existing employees' skills. The employer must 1) have employed the majority of employees for at least six (6) months and 2) contribute to the cost of the training based on the number of their employees.

**DISCUSSION**

International Medical Industries (IMI) is an advanced manufacturer that delivers high-quality products for pharmacy operations. They have submitted an IWT Application to train thirty-one (31) employees up to a cost of \$130,604, which is 50% of the total training costs. Employees in occupations such as Technicians, Analysts, Associate Engineers, Engineers, and Managers will earn certifications in the following areas 1) Process Validations 2) Scientific Molding 3) Solidworks 4) Normality Testing and 5) Six Sigma Green Belt.

IMI has obtained quotes for the training and secured the following training providers:

- 1) Taylor Associates - (Process Validation, Screening Experiments, Normality Testing)
- 2) Rinco Ultrasonics USA (Ultrasonic)
- 3) FANUC (FANUC Usage & Maintenance)
- 4) HR Vision Consulting (Team Building Supply Chain, Team Building Quality, Leadership Training)
- 5) AAMI (Ethylene Oxide Sterilization)
- 6) ASME (Drawing)
- 7) RJG (Scientific Molding)
- 8) Premier Quality Consultants (cGMP Documentation & Record Keeping)
- 9) Arburg (Arburg Machine Maintenance)
- 10) Routsis (Routsis Online Course)
- 11) Lowell (Plastic Part Design for Injection Molding)
- 12) The Solid Experts (Solidworks)
- 13) Continuous Improvement Institute (Six Sigma Greenbelt, Six Sigma Greenbelt Mentoring)
- 14) American Society for Quality (Certified Quality Engineer)
- 15) Huthwaite International (SPIN Selling)

The occupations to be trained are on the Targeted Occupations List for Broward County. Employees will earn an average of \$30.17 an hour upon completion of the training. The training is projected to start in December 2024 and be completed by September 2025. A CSBD rating committee reviewed the application and recommended this grant for funding.

IWT grant applications of \$50,000 or more go to the Employer Services and the Executive Committees for consideration, with a report to the BWDB and CSBD Council of Elected Officials at their next meeting.

## **RECOMMENDATION**

Approve 1) an Incumbent Worker Training (IWT) grant to International Medical Industries, Inc. in the amount up to \$130,604, which is 50% of the total training costs, to train 31 employees who will receive job-related training certificates, and 2) obligate funds from next year's allocation for that portion of the training which will occur after 6/30.



CareerSource  
BROWARD

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# ANNUAL STATE OF THE WORKFORCE JOB FAIR\*

Secure The Talent You Need.  
Find Your Quality Workforce.



SAVE THE  
DATE



Wednesday, January 29, 2025 • 10AM - 1PM  
**Broward County Convention Center**

1950 Eisenhower Blvd, Fort Lauderdale, FL 33316

*\*There is a charge of \$25 for employers to cover the incidentals of the event.*

## WHAT EMPLOYERS AND BUSINESSES SAID ABOUT LAST YEAR'S JOB FAIR:

- “The exposure to new employees has been unbelievable”  
Greg Farley – General Manager – Fort Lauderdale Water Taxi
- “This is a ‘do-not-miss’ opportunity for employers and employees”  
Dan Lindblade – President & CEO – Greater Fort Lauderdale Chamber of Commerce
- “This was by far the best event for our company to attend”  
Jim Ryan – CEO, OutPLEX



SPACE IS LIMITED.  
REGISTER TODAY AND  
RESERVE YOUR SPOT!

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34

The initiative referenced by this flyer is paid for by 100% federal funds through a grant totaling \$2,128,992.  
An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.  
All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.





# Summer Youth Employment Program

Application Opens  
Dec. 2, 2024 at 9 a.m.

Earn \$14 Per Hour

If You Are Ages 16 - 18 Years Old  
A Broward County Resident

Don't Miss This Opportunity To Launch Your Future!  
Get Paid, Gain Skills, And Build Connections!

**Limited Slots, Apply Here!**  
[www.CareerSourceBroward.com/SYEP](http://www.CareerSourceBroward.com/SYEP)

Find Us On:



PRESENTED  
BY:



SCAN ME







# BROWARD EMPLOYERS

Invest in the future of our youth by serving as a host worksite for youth interns. Give a youth, 16-18 years of age, an invaluable 8-week summer work experience. CareerSource Broward pays 100% of the youth's wages and insurance and provides job coaching to assure a good experience for you, the employer, and the youth.

Join hundreds of Broward County employers who have already committed.

## HERE IS WHAT OTHER BUSINESSES HAVE TO SAY:

- “The Summer Youth Employment Program is an amazing program. It allowed us to connect with and mentor young people, helping them to develop new skills. Thank you again for allowing us to be partners with you.”

**Denise Jordan**

Senior VP for Fort Lauderdale Chamber of Commerce

- “It’s been a tremendous success. The youth employees working with us were very engaged. They’ve learned a lot about the business. It’s been a beneficial program for all concerned and we’re very much looking forward to next year.”

**Joe Schumacker**

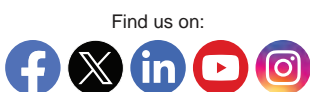
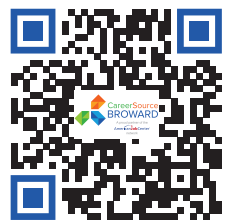
Owner of Sparez Bowling Center

## SIGN UP TO HOST A SUMMER INTERN AT :

[careersourcebroward.com/syep-emp](https://careersourcebroward.com/syep-emp)

or email Latema King, Summer Youth Employment Program Manager at:  
[LKing@CareerSourceBroward.com](mailto:LKing@CareerSourceBroward.com)

Scan QR Code



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**Children's Services Council**  
of Broward County  
*Our Focus is Our Children.*

