



Broward Workforce Development Board
Executive Committee
Monday, June 9, 2025
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 890 3604 8074
Zoom Password: 672195
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: Heiko Dobrikow, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Rick Shawbell, Marjorie Walters, and Jim Ryan who chaired the meeting.

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

APPROVAL OF MINUTES

Approval of the Minutes of the 5/12 Executive Committee meeting.

On a motion made by Heiko Dobrikow and seconded by Dawn Liberta, the Executive Committee unanimously approved the minutes of the meeting.

NEW BUSINESS

1. Fiscal and Program Monitoring

Considered reducing the number of CSBD external contracted fiscal and program monitoring visits from 3 each to 2. Over the past several years fiscal monitoring reports continue to have no findings and program monitoring findings have been consistently low and are not systemic. CSBD's allocation is decreasing for the coming program year and we can realize cost savings. Approved at the 6/3 Audit Committee meeting.

Board Chair Jim Ryan reviewed the recommendation.

Dawn Liberta asked whether the three annual monitoring visits were a required standard from the State or something CSBD had previously implemented. Carol Hylton responded that the number was originally four, but several years ago the Audit Committee recommended reducing it to three, and it has remained at that level ever since. Ms. Hylton explained that, given current budget constraints and consistently positive monitoring outcomes, the Audit Committee has approved reducing our fiscal and program monitoring from 3 each to 2. Ms. Hylton stated that internal quality assurance measures remain in place.

Heiko Dobrikow asked whether the number of visits could eventually be reduced to one, given the agency's strong performance. Ms. Hylton responded that while that could be

considered in the future, especially if funding continues to decline, monitoring and external oversight provide an added safeguard. She recommended proceeding with two visits and revisiting the number of visits in a year or two.

Ron Moffett added that state monitoring tools change frequently, and external monitors help CSBD stay current with evolving compliance requirements.

On a motion made by Francois Leconte and seconded by Marjorie Walters, the Executive Committee unanimously approved reducing the number of CSBD external contracted fiscal and program monitoring visits from 3 each to 2 each.

2. PY 25/26 Preliminary Budget

Considered approval of the Program Year (PY) 25/26 preliminary budget, which reflects an overall decrease of 15% or (\$2,422,771) in the State formula allocations and carry forward funds. The total amount of formula and carry forward that we project to be available in PY 25/26 is \$13,729,601 as compared to the actual of \$16,152,372 in PY 24/25. The budget continues to emphasize investments in customer training and getting the unemployed back to work, and it aligns with WIOA and achieving the Board's strategic initiatives and key business results. CSBD recommends acceptance and approval of the preliminary PY 25/26 budget. Approved at the 6/5 One-Stop Services Committee meeting.

Rick Shawbell, Chair of the One-Stop Services Committee, reviewed the recommendation, after which Jim Ryan invited Carol Hylton to provide additional comments.

Ms. Hylton provided an overview of the preliminary budget and stated that although the State's allocation decreased by 15%, the more significant reduction was in carry forward due to CSBD's successful outreach and utilization of funds in the current year. Ms. Hylton added that the budget continues to prioritize investments in training and work-based learning.

Ms. Hylton explained that in developing this year's budget, the team implemented strategies to reduce costs, including: reassessing copier use, storage needs, and software expenses; renegotiating facility leases; and reducing or consolidating staff vacancies. She also described leveraging dedicated grants to offset reductions in formula funding, noting that some could support scholarships and staff salaries.

Mr. Leconte asked whether staff reductions were anticipated. Ms. Hylton stated that while several temporary positions have ended and there are currently ten vacancies that will not be filled, there are no plans for layoffs at this time. We have been very transparent with the staff; they have assisted in helping to find the cost-saving measures, and are aware that we are doing our best to align the budget without layoffs if possible.

Heiko Dobrikow acknowledged the team's work in developing the budget and noted the importance of monitoring state and local developments that could impact funding and service delivery.

On a motion made by Rick Shawbell and seconded by Francois Leconte, the Executive Committee unanimously approved the PY 25/26 preliminary budget.

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

Consideration to approve continuing eligibility for the period 6/30/25 thru 6/30/27 and maintain currently approved occupational training programs on our ITA list for 1) Dentrilogy Academy 2) Hollywood Career Institute 3) Dick Robinson Media Code School, LLC dba Connecticut School of Broadcasting 4) Dick Robinson Media Code School, LLC dba Palm Beach Code School and 5) Margate Medical Training Center. This is in accordance with WIOA, which requires providers to be re-evaluated and approved for continuation on the Eligible Training Providers List. Approved at the 6/5 One-Stop Services Committee meeting.

Rick Shawbell reviewed the recommendation.

On a motion made by Rick Shawbell and seconded by Francois Leconte, the Executive Committee unanimously approved current ETPs 1) Dentrilogy Academy 2) Hollywood Career Institute 3) Dick Robinson Media Code School, LLC dba Connecticut School of Broadcasting 4) Dick Robinson Media Code School, LLC dba Palm Beach Code School and 5) Margate Medical Training Center's continued eligibility status beginning 6/30/25 through 6/30/27.

REPORTS

1. Individual Training Account (ITA) Provider Performance

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

Jim Ryan introduced the item.

Carol Hylton indicated that, per prior Board approval, CSBD is authorized to suspend referrals in real time when performance thresholds are not met and report the situation to the Board. Providers may be reinstated once performance improves.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

None.

MATTERS FROM THE EXECUTIVE COMMITTEE

Rick Shawbell informed everyone that he may not be able to attend the upcoming Board meeting due to a scheduling conflict.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton stated that the Summer Youth Employment Program kicked off with over 1,200 youth beginning their employability skills training. She indicated that Board Member Dr. Howard Hepburn will be the mission moment at the upcoming Board meeting.

Ms. Hylton also highlighted the upcoming 6/17 Construction Forum, which will include a discussion on the role of AI in the construction industry. She stated the AI playbook RFQ was posted.

ADJOURNMENT – 12:41 p.m.

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON AUGUST 11, 2025.</p>
