



Broward Workforce Development Board
Executive Committee
Monday, August 11, 2025
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 813 7973 1947
Zoom Password: 241802
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, Heiko Dobrikow, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, 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 6/9 Executive Committee meeting.

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

NEW BUSINESS

1. Contract Renewal for Audit Services with Anthony Brunson, P.A.

Considered approval to renew the contract between CareerSource Broward (CSBD) and Anthony Brunson P.A., with Watson Rice serving as the engagement partner for conduct of the CSBD fiscal year 24/25 organization-wide audit in the amount of \$34,000, the same rate as last year. This is the 2nd of 4 one-year renewals under their contract. As the Audit Committee meets directly prior to the Executive meeting, the recommendation was presented at the Executive meeting.

Zac Cassidy, Chair of the Audit Committee, reviewed the recommendation and stated that the Audit Committee unanimously approved the renewal.

On a motion made by Francois Leconte and seconded by Dawn Liberta, the Executive Committee unanimously approved the renewal of the contract between CSBD and Anthony Brunson P.A., with Watson Rice serving as the engagement partner for conduct of the CSBD fiscal year 24/25 organization-wide audit in the amount of \$34,000.

2. **Contract Renewal with Taylor Hall Miller Parker, P.A. (THMP) for Program Monitoring**

Considered approval to renew the contract with THMP for program monitoring for Program Year 25/26. In accordance with Board approval, we have reduced the number of annual visits from 3 to 2. The fee for each visit will be \$27,000, the same as last year, for a contract total of \$54,000. This is the 3rd of up to 4 one-year renewals under their contract. As the Audit Committee meets directly prior to the Executive meeting, the recommendation was presented at the Executive meeting.

Zac Cassidy stated that the Audit Committee unanimously approved the renewal.

On a motion made by Dawn Liberta and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the renewal of the contract with THMP for program monitoring for Program Year 25/26.

3. **Contract Renewal with Cherry Bekaert for Fiscal Monitoring**

Considered approval to renew the contract with Cherry Bekaert for fiscal monitoring for Program Year 25/26. In accordance with Board approval, we have reduced the number of annual visits from 3 to 2. The fee for each visit will be \$24,600, the same as last year, for a contract total of \$49,200. This is the 3rd of up to 4 one-year renewals under their contract. As the Audit Committee meets directly prior to the Executive meeting, the recommendation was presented at the Executive meeting.

Zac Cassidy reviewed the recommendation and indicated that the Audit Committee unanimously approved the renewal.

On a motion made by Dawn Liberta and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the renewal of the contract with Cherry Bekaert for fiscal monitoring for Program Year 25/26.

4. **One-Stop Operator (OSO) Contract for PY 25/26**

Considered awarding the contract for delivery of OSO services to Workforce Guidance Associates, LLC. (WGA) at an annual cost of up to \$114,000. On 5/19, CSBD issued a Request for Quotes (RFQ) for an OSO. The RFQ was published in two papers and on our website. A notice was also sent to all entities registered in our database to receive notice when proposals are released. We received one quote from the current OSO, WGA. CSBD is satisfied with WGA. The contract will be for one (1) year with up to two (2) one-year renewals for a total of three (3) years. Approved at the 8/5 One-Stop Services Committee meeting.

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

Jim Ryan asked if only one quote had been received. Carol Hylton explained that while seven vendors downloaded the RFQ from the CSBD procurement portal, only WGA actually submitted a quote. She stated that this is a highly specialized role requiring a solid understanding of the workforce system and the ability to effectively engage mandatory partners.

Mr. Ryan asked whether CSBD uses any third-party services to increase bid exposure. Ms. Hylton indicated that vendors can register on our website to receive automatic notifications when RFPs or RFQs are posted.

On a motion made by Francois Leconte and seconded by Heiko Dobrikow, the Executive Committee unanimously approved awarding the contract for delivery of OSO services to WGA at an annual cost of up to \$114,000.

5. Region 22 Targeted Occupations List (TOL) for PY 25/26

Considered approval of our local area's TOL for PY 25/26. Based upon our review and community input, CSBD is recommending to 1) add twelve (12) new occupations proposed by the State and 2) retain forty-one (41) occupations the State had slated for removal. As we always do, we researched the State's preliminary list and compared it to the Board-approved criteria. To get input and feedback on the State's proposed list and gather additional relevant labor market data we sent the preliminary TOL to 1) members of the Education and Industry Consortium 2) local partners in education and business and 3) community partners and invited them to a publicly noticed meeting held on 7/17. At the meeting, we provided an overview of the PY 25/26 TOL and our governing board's criteria for updating the TOL. Approved at the 8/4 Employer Services Committee meeting.

Francois Leconte, Chair of the Employer Services Committee, reviewed the recommendation.

Heiko Dobrikow shared he had reviewed the full list and flagged occupations with high numbers of regional openings as critical workforce needs, particularly those in the trades such as maintenance and repair workers, roofers, and truck operators.

Mr. Dobrikow emphasized the importance of sharing the list directly with institutional presidents to elevate its significance and align curriculum decisions with workforce demand. Mr. Ryan agreed, adding that many of the most stable, future-proof careers will be hands-on jobs that AI cannot replace, reinforcing the need to prioritize the trades.

Carol Hylton agreed and confirmed CSBD would follow up with its education partners, including Broward College President Torey Alston, to explore further opportunities for alignment. Ms. Hylton further explained that although there is interest in trucking programs, course capacity is often limited, creating wait times. She indicated that CSBD shares the TOL with local schools, employer associations, and community partners and invites feedback. She also confirmed that postsecondary enrollment and performance data is tracked for participants receiving scholarships. She reiterated that the TOL is a living document and that additional occupations can be considered anytime if justified. Ms. Hylton added that schools such as Broward College and FAU are increasingly integrating AI into their existing programs. Ms. Hylton stated that CSBD used the AI grant funds over the summer to train more than 50 teachers, helping to modernize instruction.

There was extended discussion on the inclusion of the Acting occupation on the TOL. Zac Cassidy and Francois Leconte noted the resurgence of Broward's film and production industry, citing renewed local incentives. Mr. Leconte also emphasized the importance of preserving arts education, particularly its role in building confidence and communication skills. Committee members agreed that arts programs support both personal development

and a growing talent pipeline for the region's entertainment and media sectors, and urged that the industry not be overlooked as a viable contributor to the local economy.

On a motion made by Zac Cassidy and seconded by Heiko Dobrikow, the Executive Committee unanimously approved our local area's TOL for PY 25/26.

6. Accept Florida Storms Funds

Considered the acceptance of \$500,000 in National Emergency Grant – Florida Storms funds from Florida Commerce. Locally, this funding will be used to provide career services and training to WIOA eligible participants whose employment was affected by the inclement weather or those who are long-term unemployed and need services to return to work. Approved at the 8/5 One-Stop Services Committee meeting.

Rick Shawbell reviewed the recommendation.

On a motion made by Rick Shawbell and seconded by Heiko Dobrikow, the Executive Committee unanimously approved accepting \$500,000 in National Emergency Grant – Florida Storms funds from Florida Commerce.

7. Accept Simply Healthcare Funds

Considered the acceptance of \$20,000 from Simply Healthcare. Simply Healthcare has created The Community Resource Link. The Link provides a platform of providers, including CSBD, for Simply Healthcare to utilize in referring its customers to employment and other services. CSBD will provide an opportunity for them to showcase their organization at three (3) of our events. Approved at the 8/5 One-Stop Services Committee meeting.

Rick Shawbell reviewed the item.

Dawn Liberta asked whether CSBD was required to sign a health-related agreement as part of the partnership.

Carol Hylton indicated that Simply Healthcare's goal is to expand its brand visibility and in the community. In exchange, CSBD will provide Simply Healthcare with a table at three of our events. She noted this offer was extended to all workforce regions and that Simply Healthcare will also refer customers to CSBD and other service providers through their Community Resource Link platform.

Rochelle Daniels clarified that an MOU was signed, but it does not include a health-related agreement.

On a motion made by Rick Shawbell and seconded by Francois Leconte, the Executive Committee unanimously approved accepting \$20,000 from Simply Healthcare.

REPORTS

1. Budget vs. Actual Expenditure Report

CSBD receives funds based on our program year 7/1 – 6/30, and also based on the federal

fiscal year 10/1 – 9/30. 1) We have a small amount of allowable carry forward in the adult/dislocated worker and youth WIOA funds 2) in anticipation of the Central One-Stop Center move the state has allowed us to carry forward some Wagner Peyser funds and 3) we are on track to spend all other funds.

Zac Cassidy introduced and presented the item.

2. General Fund Balance

As of 12/31/24 the General Fund balance was \$1,332,894. From 1/1/25 through 6/30/25, we realized revenues of \$145,804 and incurred expenditures of \$116,890. The General Fund balance as of 6/30/25 is \$1,361,808. Of this amount \$587,413 is held in reserve leaving a balance of \$774,395.

Zac Cassidy presented the item.

Jim Ryan asked whether the general fund balance would be considered healthy. Carol Hylton responded yes, that it is.

3. Taylor Hall Miller Parker, (THMP) P.A. Program Monitoring - Report #1 Issued 1/25

THMP conducted program monitoring for the period August 2024 through November 2024. They reviewed a total of 175 files consisting of 6,844 elements. There were 3 findings and 18 observations. This equates to an error rate of .07%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

Zac Cassidy reviewed the report.

Committee members reacted positively to the report and praised the strong results.

4. Taylor Hall Miller Parker, (THMP) P.A. Program Monitoring - Report #2 Issued 3/25

THMP conducted program monitoring for the period November 2024 through March 2025. They reviewed a total of 184 files consisting of 6,536 elements. There were 13 findings and 14 observations. This equates to an error rate of .30%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

Zac Cassidy reviewed the report.

5. Cherry Bekaert, LLP (CB) Fiscal Monitoring - Report #2 Issued 5/25

Cherry Bekaert conducted fiscal monitoring for the period October 2024 through February 2025. Cherry Bekaert reviewed a total of 1,042 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, we had a 0% error rate.

Zac Cassidy reviewed the fiscal monitoring report and congratulated staff for having no findings.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Jim Ryan inquired about the success of this year's Summer Youth Employment Program. Carol Hylton reported that the program had just ended earlier in the week and described it as a successful summer, with approximately 1,200 youth participants. She highlighted the implementation of our new locally developed online timesheet system. This replaced a previous manual process that was labor-intensive.

Mr. Ryan noted that the new system was a significant improvement, increasing efficiency and reducing paperwork and audit issues. Ms. Liberta agreed and asked whether supervisors might eventually be allowed to edit timesheets directly. Ms. Hylton explained that while this had been discussed, the current process ensures that a necessary conversation takes place if discrepancies arise between hours reported by youth and hours worked. She added that a future improvement is currently being considered, which would allow an easy way to assign backup supervisors when the primary contact is unavailable.

Ms. Liberta commented about the CareerSource staff who visited worksites, stating that her site's monitor was outstanding and praised how the monitor supported the youth and fostered communication. Ms. Hylton thanked Ms. Liberta and stated that monitors play a vital role in guiding participants, ensuring a smooth work experience, and reinforcing the employability skills taught during the initial training.

The Committee congratulated CSBD for its outstanding summer youth employment program.

MATTERS FROM THE EXECUTIVE COMMITTEE

Heiko Dobrikow thanked CareerSource Broward for supporting the Rotary initiative that established a bus route serving homeless individuals. Mr. Dobrikow explained that the program had been in development for two years and was designed to help transport individuals to 42 stops, with the aim of connecting them to employment and, ultimately, housing. The project has garnered media attention from outlets including the Miami Herald and Sun Sentinel, and Mr. Dobrikow expressed hope that Rotary International may expand this initiative nationally.

Carol Hylton provided an update on CSBD's involvement with the bus loop initiative, acknowledging Gwynne Beatty from the Rotary Club for her leadership. Ms. Hylton shared that CSBD's employment assessment tool, previously developed with the Broward Partnership, would be used to assess whether individuals are ready to transition to employment. Participants will be referred to the career centers for individualized job readiness services and recruitment opportunities.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton announced that the annual Staff Training Day will be held on 9/11 and invited the Committee to participate in a brief video message expressing support for CSBD staff. A recording station will be available during the 8/28 Board meeting for members who wish to be included. The video will be shown during the event.

She reported that this year's Paychecks for Patriots (P4P) event is scheduled for 11/7 at the Tamarac Community Center. Unlike last year, CSBD will have access to the entire facility. Staff have begun coordinating with Mayor Michelle J. Gomez and the City of Tamarac to secure additional parking and provide shuttle service for jobseekers. Employers in the area are also being notified in advance to minimize disruptions.

Ms. Hylton also stated that a new career pathways video featuring IT and AI occupations will be shared at the next Board meeting. It complements previous videos promoting healthcare, marine, and manufacturing careers targeted to youth in Prosperity Zones.

She announced that Sandy-Michael McDonald has been appointed Assistant County Administrator and will therefore resign from the Broward Workforce Development Board. She thanked him for his contributions and noted that CSBD maintains a strong working relationship with the County.

Ms. Hylton shared that she was recently named Vice President of the Florida Workforce Development Association. She added that CSBD will participate in the statewide Workforce Development Summit in Orlando this September and is working to secure a proclamation to formally recognize September as Workforce Development Month.

In response to an inquiry from Heiko Dobrikow regarding the State review of Broward County operations, Ms. Hylton clarified that CSBD is not directly involved. She explained that CSBD's funding flows through the State, which already has access to all required records. She added that CSBD is routinely audited and monitored by Cherry Bekaert, THMP, the State of Florida, and other local funders, including the Children's Services Council.

Ms. Hylton also reported that CSBD has formed an internal working group to explore the use of artificial intelligence (AI) to improve efficiency and sustain performance amid staffing reductions. Mr. Dobrikow expressed support, sharing that his company launched a similar internal initiative to use AI for data analysis, operational reviews, and budget forecasting.

Jim Ryan added that executives now view AI not only as a repurposing tool but also as a way to eliminate positions in response to rising costs. Rochelle Daniels agreed that displacement is inevitable in some industries.

Mr. Dobrikow cited a successful example of reskilling a staff member from purchasing into data analysis and stressed the need to retrain workers for in-demand roles, especially in the trades. He emphasized CSBD's role in connecting individuals to training and employment, citing debt-free, high-wage career pathways as compelling success stories.

Mr. Leconte concluded the discussion by comparing projected personnel costs to AI implementation in his own organization, underscoring the urgency of preparing for workforce shifts driven by automation.

ADJOURNMENT – 12:58 p.m.

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON OCTOBER 13, 2025.
