



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.
