

## Council of Local Elected Officials

Elected Official	Title on Council	Governmental Unit/Title	Mailing Address	Phone Number	Email Address	Term of Service	Representation
Mayor Josh Levy	Chair	City of Hollywood	2600 Hollywood Blvd., Rm 403 Hollywood, FL 33020	(954) 921-3321	jlevy@hollywoodfl.org	November 2016	Mayor of Hollywood
Mayor Dean Trantalis	Vice Chair	City of Ft. Lauderdale	100 N. Andrews Ave. Ft. Lauderdale, FL 33301	(954) 828-5314	dtrantalis@fortlauderdale.gov	March 2018	Mayor of Fort Lauderdale
Comm. Tim Ryan	Chair Pro Tem	Broward County	115 S. Andrews Ave., Rm 421 Ft. Lauderdale, FL 33301	(954) 357-7007	tryan@broward.org	January 2013	Business: Other Business Sector

## Broward Workforce Development Board Officers

Heiko Dobrikow	Chair	General Manager of Riverside Hotel	620 E. Las Olas Blvd. Ft. Lauderdale, FL 33301	(954) 377-0940	hdobrikow@riversidehotel.com	January 2023 – January 2025	Business
Jim Ryan	Vice-Chair	Founder/CEO of OutPlex	6301 N.W. 5th Way #1700 Ft. Lauderdale, FL 33309	(954) 482-2885	jim.ryan@outplex.com	January 2024 – January 2026	Business
Zac Cassidy	Secretary/Treasurer	Assistant Business Manager @ IBEW Union #728	201 SE 24th St Ft. Lauderdale, FL 33316	(954) 525-3106	zcassidy@ibew728.org	January 2023 – January 2025	Workforce: Labor organization in the local area
Dr. Ben Chen	Vice Chair Legislative Affairs	Founder of Chen Moore & Assoc.	500 W. Cypress Creek Rd. Ste 630 Ft. Lauderdale, FL 33316	(954) 730-0707 Ext. 102	bchen@chenmoore.com	January 2024 – January 2026	Business

## Broward Workforce Development Board Committee Chairs

Kevin Kornahrens	Organizational Resource Chair	Exec. Vice President of Administration at Advance Roofing	1950 N.W. 22nd St Ft. Lauderdale, FL 33311	(954) 522-6868	kevink@advancedroofing.com	January 2024 – January 2026	Business
Sandy-Michael McDonald	Strategic Planning Chair	Dir. Office of Economic & Small Business Development	115 S. Andrews Ave., Rm. A680 Ft. Lauderdale, FL 33301	(954) 357-5615	smmcdonald@broward.org	January 2023 – January 2025	Government: Economic Development
Richard Shawbell	One-Stop Services Chair	Training Director at Florida East Coast Electrical JATC IBEW Local 728	6163 S.E. Riverboat Dr., Unit 1018 Stuart, FL 34997	(561) 602-8282	rickshawbell@yahoo.com	January 2023 – January 2025	Workforce: Joint Labor Management Apprenticeship Program
Francois Leconte	Employer Services Chair	Chairman/CEO at Paramount Broadcasting Communication	16280 N.W. 17th St., Pembroke Pines, FL 33028	(954) 815-2446	fleconte@pbchdtv.com	January 2023 – January 2025	Business
Dawn Liberta	Youth Chair	Exec. Dir. at Healthy Mothers, Healthy Babies Coalition of Broward County	3810 Inverrary Blvd., Ste. 305 Lauderhill, FL 33319	(954) 765-0550	dliberta@hmhbbroward.org	January 2024 – January 2026	Workforce: Community Based Organizations representing Youth

## Broward Workforce Development Board Members

Keith Costello	Board Member	President/CEO of Locality Bank	300 S.W. 1st Ave Ste. 155 Ft. Lauderdale, FL 33301	(954) 336-7588	keith@localitybank.com	January 2023 – January 2025	Business
Paul Farren	Board Member	CEO of Energy Store Inc.	607 N. 21st Ave Hollywood, FL 33020	(954) 920-9009	paul@energystore-usa.com	January 2024 – January 2026	Business
Michael Goldstein	Board Member	President/CEO of Lan Infotech	5100 N.W. 33rd Ave., Ft. Lauderdale, FL 33309	(954) 717-1990	mgoldstein@laninfotech.com	January 2024 – January 2026	Business
Frank Horkey	Board Member	CEO of Horkey & Associates P.A.	7301 N.W. 4th St. Ste. 102, Plantation, FL 33317	(954) 742-3001	fhorkey@horkeycpa.com	January 2023 – January 2025	Business
Dr. Howard Hepburn	Board Member	Superintendent of Broward County Schools	K.C. Wright Bldg. 600 S.E. 3rd Ave., Ft. Lauderdale, FL 33301	(754) 321-2600	superintendent@browardschools.com	January 2023 – January 2025	Education and Training Provider- Adult Education and Literacy
Rufus James	Board Member	Airport Director of Ft. Lauderdale Exec. Airport	6000 N.W. 21st Ave., Ft. Lauderdale, FL 33309	(954) 828-4968	rjames@fortlauderdale.gov	January 2024 – January 2026	Business
Dr. Lisa Knowles	Board Member	Professor at St. Thomas University	16401 N.W. 37th Ave., Miami Gardens, FL 33054	(305) 628-6506	lisaknowles70@gmail.com	January 2024 – January 2026	Education and Training Provider- Other Providers
Felipe Pinzon	Board Member	President/CEO of Hispanic Unity	5840 Johnson St. Hollywood, FL 33021	(954) 964-8884 Ext. 205	fpinzon@hispanicunity.org	January 2024 – January 2026	Workforce: Community Based Organizations representing Youth

## Broward Workforce Development Board Members

Catherina Rozario	Board Member	Interim Director at Division of Vocational Rehabilitation Area 7	7771 West Oakland Park # 201 Sunrise, FL 33351	(305) 459-9161	Catherina.rozario@vr.fl doe.org	January 2024 – January 2026	Government Representative- Vocational Rehabilitation
Mark Schaunaman	Board Member	Business Manager at International Union of Operating Engineers Local 487	1425 N.W. 36th St. Miami, FL 33142	(305) 634-3419	mark@iuoe487.org	January 2024 – January 2026	Workforce: Labor Organization
Cynthia Sheppard	Board Member	President of Precious Kidz Pre-School	4113 N. Dixie Hwy, Pompano Beach, FL 33064	(954) 782-6146	preciouskidzinc@live.co m	January 2024 – January 2026	Business
Shane Strum	Board Member	President/CEO of Broward Health	1608 S.E. 3rd Ave., 2nd FL. Ft. Lauderdale, FL 33316	(954) 473-7054	sstrum@browardhealth. org	January 2024 – January 2026	Business
Robert Swindell	Board Member	President/CEO of Greater Fort Lauderdale Alliance	110 E. Broward Blvd., Ste 1990 Ft. Lauderdale, FL 33301	(954) 627-0131	bswindell@gflalliance.or g	January 2023 – January 2025	Business
Dr. Stacy Volnick	Board Member	Interim President at Florida Atlantic University	777 Glades Rd. Admin. Bldg. Rm. 339 Boca Raton, FL 33431	(561) 297-6455	svolnick@fau.edu	January 2023 – January 2025	Education and Training Provider- Institution of Higher Education
Marjorie Walters	Board Member	Director at Arts Office Network, Inc.	5171 W. Oakland Park Blvd., Lauderdale Lakes, FL 33313	(404) 553-4449	mlw5050@hotmail.com	January 2024 – January 2026	Government Representative- Other

## Broward Workforce Development Board Members

Lori Wheeler	Board Member	Vice President at MIASF	221 S.W. 3rd Ave., Ft Lauderdale, FL 33312	(954) 524-2733	lori@miasf.org	January 2023 – January 2025	Business
Tara Williams	Board Member	Director at Broward County Human Services Department	115 S. Andrews Ave., Ft Lauderdale, FL 33301	(954) 357-6466	tarawilliams@broward.org	January 2023 – January 2025	Workforce: Community Based Organizations representing Youth

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## AGENDA

### **BROWARD WORKFORCE DEVELOPMENT BOARD, INC. & CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS**

**Partnership Meeting #258  
Thursday, October 31, 2024  
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 Zoom video conference.**

<https://us02web.zoom.us/j/85295885461?pwd=1fMwh7bIUZOJ2SVQF3Sb4IZDyFdtfu.1>

### 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 Board and Council are 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 whether or not you are able to attend the meeting if you have a conflict with any agenda items.**

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**PLEDGE OF ALLEGIANCE**

**IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS**

**MISSION MOMENT**

CSBD's 2024 Workforce Professional Champion of the Year, Neena Rowe, RESEA Success Coach.

**PRESENTATIONS TO THE BOARD**

We have two 1) the Healthcare Career Pathways video made possible through the generous support of Broward Health and Memorial Healthcare and 2) the annual performance presentation by Daniel Harper, Senior Management Analyst Supervisor at Florida Commerce, and members of his team.

**APPROVAL OF MINUTES**

Approval of the minutes of the 8/22 BWDB meeting #257.

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

**Pages 12 – 23**

**CONSENT AGENDA**

*Consent Agenda items may not need individual discussion and may be voted on as one item. Any member wishing to discuss an item may move to have it considered individually.*

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**ACCEPTANCE OF CONSENT AGENDA**

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval

**1. Monthly Performance Report**

The State is delayed in providing the data we use for the Monthly Performance Report. We have contacted FloridaCommerce and they have informed us that they are working to update the information and as soon as it is available, we will be notified.

**ACTION**                      None  
**EXHIBIT**                      None

**2. Letters of Support**

Letters of support were written for 1) Wolfcreek Consulting Inc.'s Quick Response Training grant 2) Community Foundation of Broward's application for the Florida Children's Initiative and 3) Junior Achievement of South Florida's application for the U.S. Department of Labor's YouthBuild program.

**ACTION**                      None  
**EXHIBIT**                      None

**REGULAR AGENDA**

*These are items that the Council and Board will discuss individually in the order listed on the Agenda. Individuals who wish to participate in these discussions may do so merely by raising their hand during the discussion and being recognized by the Chair. The Chair will determine the order in which each individual will speak and the length of time allotted.*

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**NEW BUSINESS**

**1. Compensation Study**

Consideration to approve 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 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 and 10/14 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #01 – 24 (HR)

**Pages 24 – 28**

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

Consideration to accept 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 and 10/14 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).)*

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBITS**                      [Employer](#) and [Youth](#) Flyers

**Pages 29 – 30**

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

Consideration to accept \$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 that are in arrears with child support payments. Approved at the 10/1 One-Stop Services and 10/14 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).)*

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	<a href="#">Non-custodial Parent Flyer</a>

**Page 31**

**4. Accept Disaster Recovery Funds**

Consideration to accept \$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. Approved at the 10/14 Executive Committee meeting. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

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

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

Consideration to approve 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 and 10/14 Executive Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBITS**                      Memo #02 – 24 (QA)  
    Executive Summary

**Pages 32 – 39**

**REPORTS**

1. **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 is being provided free of charge by the City under the guidance of Mayor Michelle Gomez. The first hour of the event will be reserved for veterans and family members of veterans. The School Board will also be providing transportation for students who are nearing graduation from the Technical Colleges. The event is being marketed to job seekers and employers through social media, radio advertisements, distribution of flyers to community partners, advertising in the career centers, and word of mouth.

**ACTION**                      None  
**EXHIBITS**                      [Employer](#) and [Job Seeker](#) Flyers

**Pages 40 – 41**

## Memorandum #02 – 24 (QA) Revised

**To:** Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials

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

**Subject:** CareerSource Broward (CSBD) WIOA 2025 – 2028 Local 4 Year Strategic Plan

**Date:** October 14, 2024

### SUMMARY

Consideration to approve 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 and 10/14 Executive Committee meetings.

### BACKGROUND

WIOA requires each LWDB, in partnership with the chief local elected officials, to develop and submit a comprehensive 4-year plan to the State. The plan follows the guidance received from FloridaCommerce and CSF. WIOA emphasizes collaboration and transparency in the development and submission of the plan, and requires that our partners and the public be given an opportunity to provide comments and input in the development of the plan. CSBD placed advertisements that ran 1) in the Sun-Sentinel on 9/23, 24, and 25 and 2) in the Westside Gazette on 9/26 to inform the public that the draft Local Workforce Plan is available for public review. The local Plan was also posted on our website on 9/27 and CSBD held a publicly noticed meeting on 9/27 to allow community input.

### DISCUSSION

The Local Workforce Plan provides a complete view of the system-wide needs of the local workforce development area and addresses how we will 1) foster strategic alignment 2) improve service integration and 3) ensure that the workforce system is

industry-relevant; responding to the economic needs of our local workforce development area and matching employers with skilled workers. Our local plan explains efficiencies to 1) eliminate duplication 2) maximize financial and human resources and 3) identifies strategies for continuous improvement of the local workforce system.

Any comments received by our partners and the public during the review period will be brought to the BWDB. Once approved by the BWDB the final plan will be submitted to the State. In 2025, we will be developing a regional plan with CareerSource South Florida, which will be brought to the BWDB for approval and incorporated as part of the local plan.

An Executive Summary of the Plan is attached.

### **RECOMMENDATION**

Approve CSBD's 2025 – 2028 4 Year Strategic Plan as required under the Workforce Innovation and Opportunity Act.

# CareerSource Broward's Workforce Innovation and Opportunity Act (WIOA) 2025 – 2028 Local Workforce Plan

## Executive Summary

### I. Organizational Structure

The CareerSource Broward (CSBD) Council of Elected Officials was created in 1973, in accordance with an inter-local agreement (ILA) entered into pursuant to §163.01 of the Florida Statutes by the Cities of Fort Lauderdale and Hollywood and the Board of Broward County Commissioners. In accordance with Florida Statutes 163.01 the Council created CSBD to serve as their administrative entity. The ILA describes how the Council will execute their duties and responsibilities. The ILA was amended several times over the years most recently on 1/28/2016, at a publicly noticed, meeting to incorporate their WIOA responsibilities.

CSBD serves as staff to the Council and to the Broward Workforce Development Board, Inc. and also serves as the fiscal agent. There is an agreement in place between the BWDB and the CSBD Council of Elected Officials regarding the responsibilities of each of the entities and CSBD. In accordance with the requirement that firewalls are to be in place to guard against conflict of interest, the BWDB, the CSBD Council of Elected Officials and CSBD have also implemented safeguards described in this Local Workforce Plan.

Career services are delivered through a competitively procured staffing company, Integrative Staffing Group, LLC. that manages and staffs the one-stop career centers. Staff delivers WIOA Title I adult and dislocated worker services and career services under any discretionary grants received.

CSBD separately procured a One-Stop Operator (OSO) and contracts with Workforce Guidance Associates, LLC., to serve as the coordinate services among the partners.

### II. Analysis of Need and Available Resources

CSBD uses multiple economic, demographic and labor market data including forecast modeling to assess and analyze demand in its local economy including emerging industry sectors, occupations and talent development needs. This includes using tools such as Lightcast and Employ Florida, and input from the members of the Education and Industry Consortium. Local area resources are identified and sourced on a continuous basis through horizontal and vertical research, partnerships, community networking and scanning.

Our strategic planning elements include on-going regional analysis of:

1. Economic conditions
2. The knowledge and skills, including credentials and licenses, needed to meet the employment needs of the employers in the local area; and,
3. The availability of education and training in Broward County. This analysis includes the strengths and weaknesses of talent development and the capacity to provide a workforce to address the education and skill needs of employers and job seekers including individuals with barriers to employment.

As of September 2024, the U.S. economy is displaying resilience, with strong growth and improving inflation conditions. The second quarter of 2024 saw GDP growth revised up to 3%, driven by robust consumer spending and business investment. Consumer spending, in particular, has been stronger than expected, helping to fuel economic activity, while inflation, as measured by the Consumer Price Index (CPI), has dropped below 3%, signaling a cooling from the highs seen in previous years. However, the labor market is showing signs of weakening. The U.S. unemployment has risen to 4.2%, the highest level in recent years, and revisions suggest fewer jobs were created in the past year than initially reported. Despite this, the Federal Reserve recently began cutting interest rates and it is expected possibly more later this year to support growth. As inflationary pressures have eased significantly, with the core Personal Consumption Expenditures (PCE) index now close to the Federal Reserve's 2% target, giving room for rate cuts, forecasts for economic growth for 2024 is expected to reach around 2.4%, but risks remain from geopolitical conflicts and potential trade issues.

As of 2024, Broward County, Florida, continues to experience a period of economic growth and resilience, supported by key sectors like trade, tourism, and logistics. The county's economy benefits significantly from Port Everglades, which plays a vital role in job creation and revenue generation. In fiscal year 2023, the port saw a 12% increase in local jobs, contributing positively to the regional economy.

Tourism remains a major economic driver, with Broward's hospitality and cruise industries anchored by the large number of tourists visiting Fort Lauderdale and the surrounding areas. Sustainable growth initiatives are also underway, focusing on diversifying the economy and boosting sectors such as technology, healthcare, and real estate. Broward's fiscal health is further supported by robust county budgets for infrastructure, public safety, and environmental sustainability projects, which continue to attract investments and improve the quality of life in the region.

The job market in Broward County has remained resilient over the past two years with unemployment hovering around 3.5%. Job postings have fallen from a peak in July 2021 but remain strong at levels prior to the COVID-19 pandemic. However, like much of Florida, Broward faces challenges related to housing affordability and inflation pressures. Despite these challenges, the outlook remains optimistic, with continued investments in infrastructure and business expansion supporting economic growth.

### **III. Local Workforce Development Board Strategic Vision and Goals**

The Plan includes the Mission, Vision and Goals of the BWDB.

**Mission:**

To provide innovative solutions through the professional delivery of quality services which consistently and effectively meet workforce needs.

**Vision:**

To be the premier workforce agency facilitating better jobs and providing quality workers that enhances the quality of life and builds a sustainable economy for Broward County.

Goals:

1. Improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.
2. Maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.
3. Encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.
4. Encourage job seekers to choose CSBD for comprehensive employment, education and training services, and to connect them to the workforce system using the state's job bank.
5. To align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers, and ex-offenders).
6. Develop and utilize a legislative agenda to improve employment services and opportunities in Florida.
7. To anticipate legislative, environmental, and economic changes in the near and long-term future and prepare for those changes.

The CSBD governing boards meet annually to review and update their Vision, Mission and Goals. The core partners all have seats on the BWDB as required by law and also serve on Board committees. CSBD has entered in a Memoranda of Understanding with both our core and legislative partners. Because of the presence of our core partners on the BWDB and BWDB committees, they are a part of the decision-making process.

#### **IV. Description of Strategies and Program Services**

To expand our function as strategists and community conveners to hear “the voice of the customer” on the workforce needs of Broward County, we participate in community and business initiatives to harness the expertise that exists within the local workforce area. The intent of our participation in these collaborative efforts is to meet local workforce area development needs, coordinate services as well as to find solutions for special populations with barriers to employment. Recommendations from the meetings move on to our governing boards, culminating in the roadmap, which are both incorporated into this workforce services plan and also into a strategic planning matrix, as applicable to each of the board’s committees, so that the members can work on the objectives throughout the year.

In accordance with the REACH Act, we have established an Education and Industry Consortium, which meets quarterly. We consult with the consortium on issues relating to education and employer needs.

As is required by WIOA, secondary and post-secondary education is represented on the BWDB. This provides an opportunity for education to be aware of and have input into Board initiatives and activities. Education representatives are also invited to business forums so they can hear directly from the business community with respect to training needs and skills gaps. The Plan identifies the advantages of a single school district, technical college and community colleges have when working to meet employer and student needs.

The one-stop system provides access to the career services, as required by WIOA Section 134 and integrates Wagner-Peyser, Veterans, RA and RESEA, WIOA Title I, WT/TANF, SNAP Employment and Training, Vocational Rehabilitation, Adult Education and Family Literacy Act funding streams and programs.

CSBD partners with local chambers of commerce and serves on the Executive Committee of the Greater Fort Lauderdale Alliance, our local Economic Development Organization, allowing us to review various industries' hiring demands, along with the Florida Chamber Foundation's Six Pillars of Florida's Future Economy™.

Intermediaries are utilized to engage the targeted industries of Healthcare, Technology, Marine, Aviation, Hospitality/Tourism, Retail and Construction to partner with trade and professional associations expanding its service delivery to employers.

CSBD complies with the WIOA priority of service emphasis on Veterans, recipients of public assistance, low-income, and basic skills deficient job seekers, as well as individuals with one or more barriers to employment as described in WIOA §3 (24).

CSBD supports the use of Registered Apprenticeship Programs to enhance employment opportunities for job seekers. CSBD meets periodically with Atlantic Technical College to discuss additional ways we can partner to expand apprenticeship opportunities. CSBD includes all the apprenticeships in Broward County on its ITA List, which is available to job seekers. The BWDB has two representatives that provide training in the apprenticeship arena, which helps to enhance the awareness of apprenticeships and their use.

## **V. Description of Local One-Stop Delivery System**

All required partners are co-located or connected using technology in the CSBD one-stop career centers. The partners make their core services available through the one-stop centers. All one-stop centers are American with Disabilities Act (ADA) compliant. If needed, Integrated Resource Teams (IRT) are assembled for special needs individuals. Each center has a Disability Specialist assigned to assist these customers with using the assistive technology, or to schedule an interpreter as needed. Staff is trained annually on disability etiquette and serving customers with disabilities.

## **VI. Coordination of Services**

CSBD has developed strong relationships with partner agencies and uses a cross-referral online platform called Crosswalk, which was developed by another region, to make and receive customer referrals to and from dozens of local community based organizations. This helps us further coordinate workforce investment activities, including transportation and other supportive services, through partnerships and a focus on unduplicated service delivery.

Transportation assistance, including public transit and other supportive services, is provided based on job seekers' needs and funding availability. CSBD collaborates with Broward County's Family Success Centers for emergency services, such as utility bill payments and free bus passes. For individuals unable to use public transportation,

referrals are made to the Transportation Options Program (TOPS). Support services, including childcare, are referred to TANF and the Welfare Transition Program.

CSBD integrates services through co-locating Wagner-Peyser employment services and other partner agencies in one-stop career centers, to eliminate service duplication and improving efficiency. The centers offer universally accessible, customer-centered, and career-driven training, with services like career counseling, job search assistance, and labor market information provided by cross-trained staff. Resource rooms are available for free use of computers, phones, and copiers.

For TANF/Welfare Transition and SNAP E&T participants, CSBD provides individualized services to help reduce welfare dependency. Services include access to job readiness training, referrals to partner agencies, and support with employment-related needs, such as transportation and work attire. CSBD also uses tools like the CLIFF suite to assess training needs and forecast career paths, integrating TANF and SNAP E&T with other programs to expand available options. Additionally, CSBD works with partners such as Women in Distress to offer specialized support to victims of domestic violence. Follow-up and transitional services are provided to help participants maintain employment and reduce recidivism.

## **VII. Performance and Effectiveness**

The Council of Elected Officials and Broward Workforce Development Board ensures the success of achieving organizational goals on an on-going and annual basis using a broad array of performance indicators. Such indicators include:

- State annual program and fiscal reviews
- Annual external audit
- Multiple yearly external fiscal monitorings
- Multiple external program monitorings each year
- Monthly quality assurance reviews
- Monthly performance reports covering all funding streams
- Monthly Financial Reports.

The BWDB and its committees also receive frequent briefings from CSBD at their meetings to increase their understanding of each workforce program and related initiatives, which increases their ability to provide oversight and develop policies.

CSBD's Finance Department creates a Monthly Financial Report for staff to track budget versus expenditures. CSBD staff reviews the reports monthly and budget corrections are made, as necessary.

CSBD's Operations Department have developed reports that measures staff performance. Staff regularly convenes to discuss the reports, and corrective actions are implemented, as needed.

## **VIII. Public Comment Process**

In accordance with the WIOA regulations, which require local areas to establish a public comment process consistent with State direction, CSBD made the plan available to the public on its website for 30 days beginning on 9/27 with notice advising the community of the public hearing to solicit their comments on CSBD's WIOA Local Workforce Plan.

A public meeting was held on 9/27, pursuant to an advertised notice. Present at the public meeting was Quality Assurance and Executive Office staff. There were no public comments from that meeting.

Entities represented on the BWDB and its committees, along with our Education and Industry Consortium, which include economic development, public and private education, veterans' groups, community-based organizations, chambers, entities representing the disabled, to name a few provided continuous input used to inform the plan by appearing at committee and board meetings to share their thoughts and recommendations regarding the local workforce system.

CSBD also held a strategic planning "retreat" to solicit ideas for the plan in April 2024. Questions were formulated as a guide for the BWDB members and community leaders, which centered on how to make our services more accessible to employers and job seekers, and enhance the effectiveness of CSBD.

Per FloridaCommerce instructions, the below is step by step guide of the process that will be used by the BWDB to review and approve this local plan. Specifically:

- The Plan was posted on the CSBD website on 9/27, and the BWDB and local elected officials were noticed regarding its availability so that, along with the public, they could review the plan at their convenience. CSBD also held a public meeting on 9/27 to receive public comment and input.
- The Plan was presented to the BWDB One-Stop Services Committee at a publicly noticed meeting on 10/1.
- The Plan was presented to the BWDB Executive Committee at a publicly noticed meeting on 10/14.
- The Plan was presented for approval to the combined CSBD Council of Elected Officials and BWDB at a publicly noticed meeting on 10/31.

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## AGENDA

### **BROWARD WORKFORCE DEVELOPMENT BOARD, INC. & CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS**

**Partnership Meeting #259  
Thursday, December 12, 2024  
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 Zoom video conference.**

<https://us02web.zoom.us/j/86765257568?pwd=BAoOPsMGxxxCu6zJurCWUwoDd15k1R.1>

### 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 Board and Council are 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 whether or not you are able to attend the meeting if you have a conflict with any agenda items.**

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**PLEDGE OF ALLEGIANCE**

**IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS**

**PRESENTATIONS**

Presentation of recognitions to 1) Board member Cynthia Sheppard and 2) Council of Elected Officials Commissioner Tim Ryan.

**MISSION MOMENT**

Heiko Dobrikow to share highlights from his term as Board Chair.

**APPROVAL OF MINUTES**

Approval of the minutes of the 10/31 BWDB meeting #258.

<b>RECOMM ACTION EXHIBIT</b>	Approval Motion for Approval Minutes of the BWDB Meeting
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**Pages 12 – 22**

Approval of the minutes of the 11/1 CSBD Council of Elected Officials meeting.

<b>RECOMM ACTION EXHIBIT</b>	Approval <b>Motion for Approval by CSBD Council of Elected Officials</b> Minutes of the CSBD Council of Elected Officials Meeting
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**Pages 23 – 26**

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## **MEETING MINUTES**

### **BROWARD WORKFORCE DEVELOPMENT BOARD, INC. & CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS**

**Partnership Meeting #258  
Thursday, October 31, 2024  
CareerSource Broward Boardroom  
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

**The Board and Council are 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 whether or not you are able to attend the meeting if you have a conflict with any agenda items.**

Attendees: Zac Cassidy, Dr. Ben Chen, Keith Costello, Paul Farren, Dr. Howard Hepburn, Rufus James, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Felipe Pinzon, Catherina Rozario, Jim Ryan, Mark Schaunaman, Rick Shawbell, Shane Strum, Bob Swindell, Marjorie Walters, and Heiko Dobrikow, who chaired the meeting.

Guests: Eugen Bold, Juan Saavedra, Daniel Harper, Yvette McCullough, Andy Winter, Kaitlyn Jensen, Jewelisia Thomas, Kristy Farina, Devin Silverman, Evelyn Gonzalez, Lorraine Andersson

Staff: Carol Hylton, Ron Moffett, Mark Klincewicz, Rochelle Daniels, Kaminnie Kangal, Kim Bryant, and Samantha Vazquez. Yushika Florence, Deborah Nunez, Johnell Beckford, Kasia Kossak, Maurice Gardner, Michael Bateman, and Rosamond Parker-Pickett.

### **MISSION MOMENT**

Board Chair Heiko Dobrikow recognized Neena Rowe, CSBD's 2024 Workforce Professional Champion of the Year. As a Re-employment Service Eligibility Success Coach at the central office, stating that she embodies the essential qualities of a workforce professional, including dedication, compassion, knowledge, and community advocacy.

Ms. Rowe then thanked the Board and shared her appreciation for her role at CSBD, which she described as rooted in compassion and teamwork.

Mr. Dobrikow presented Ms. Rowe with a plaque honoring her as Workforce Professional of the Year.

Keith Costello added that, as an employer, he admires Ms. Rowe's dedication. He describes her as an engaged and passionate team member whose example brings great value to the organization, workforce, and community.

### **PRESENTATIONS**

Heiko Dobrikow introduced the new Healthcare Career Pathways video and expressed gratitude to the staff for scripting and creating the content, as well as to Broward Health and Memorial Healthcare System for contributing their facilities, staff, and resources to the project. He welcomed and thanked healthcare partners Devin Silverman, Executive Director of Talent Acquisition for Broward Health, Evelyn Gonzalez, Career Navigator at Broward Health, Lorraine Andersson, Workforce Development Manager at Memorial Healthcare System; and Board member Shane Strum, President and CEO of Broward Health and Interim CEO of Memorial Healthcare System.

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Mr. Dobrikow presented certificates to the healthcare employer representatives in appreciation of their collaboration and contributions.

Mr. Dobrikow then introduced Daniel Harper, Senior Management Analyst Supervisor at Florida Commerce, and members of his team to present CSBD's financial and programmatic performance. They covered key funding expenditure requirements, highlighting that CSBD consistently exceeded financial benchmarks for direct client services and Individual Training Accounts (ITAs). Along with achieving high marks on WIOA's primary indicators of performance, CSBD notably earned a strong "A" letter grade, making it one of the top-performing workforce boards in the state.

After the presentation, Keith Costello inquired about the purpose of the funding from a national emergency grant listed in the budget. Daniel Harper clarified that this funding is provided through WIOA and is allocated when the state experiences a natural disaster, such as a hurricane.

In closing, Heiko Dobrikow requested the CSBD staff to stand and be recognized, applauding their dedication and high performance. He commended the team for their hard work and thanked Florida Commerce for the report.

### **APPROVAL OF MINUTES**

Approval of the minutes of the 8/22 BWDB meeting #257.

On a motion made by Jim Ryan and seconded by Rick Shawbell, the BWDB unanimously approved the minutes of the 8/22 meeting #257.

### **CONSENT AGENDA**

Consent Agenda items are items that may not need individual discussion and may be voted on as one item. Any member wishing to discuss an item may move to have it considered individually.

### **ACCEPTANCE OF CONSENT AGENDA**

#### **1. Monthly Performance Report**

The State is delayed in providing the data we use for the Monthly Performance Report. We have contacted FloridaCommerce and they have informed us that they are working to update the information and as soon as it is available, we will be notified.

#### **2. Letters of Support**

Letters of support were written for 1) Wolfcreek Consulting Inc.'s Quick Response Training grant 2) Community Foundation of Broward's application for the Florida Children's Initiative and 3) Junior Achievement of South Florida's application for the U.S. Department of Labor's YouthBuild program.

On a motion made by Keith Costello and seconded by Bob Swindell, the BWDB unanimously approved the Consent Agenda of 10/31.

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## REGULAR AGENDA

*These are items that the Council and Board will discuss individually in the order listed on the Agenda. Individuals who wish to participate in these discussions may do so merely by raising their hand during the discussion and being recognized by the Chair. The Chair will determine the order in which each individual will speak and the length of time allotted.*

### **NEW BUSINESS**

#### **1. Compensation Study**

Considered approval of 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 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 and 10/14 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Heiko Dobrikow asked Kevin Kornahrens, Chair of the Organizational Resource Committee to present the item.

Mr. Kornahrens reviewed the item and the recommendations.

Francois Leconte inquired if inflation had been factored into the study. Ms. Hylton answered, "Yes," the consultant did consider the effects of inflation in developing her recommendations.

Tara Williams asked if the figures shown represented the total cost. Mr. Dobrikow confirmed that it is the total cost of the changes being recommended.

**On a motion made by Francois Leconte and seconded by Dr. Lisa Knowles, the BWDB 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 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 at a cost of about \$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

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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 and 10/14 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).)*

Heiko Dobrikow asked Dawn Liberta, Chair of the Youth Committee, to present the item.

Ms. Liberta reviewed the item and stated that it is a great program.

**On a motion made by Zac Cassidy and seconded by Mark Schaunaman, the BWDB 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 and 10/14 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).)*

Heiko Dobrikow asked Rick Shawbell, Chair of the One-Stop Services Committee, to present the item.

Mr. Shawbell reviewed the item and recommendations.

**On a motion made by Keith Costello and seconded by Dr. Howard Hepburn, the BWDB unanimously approved the acceptance of \$785,000 from FloridaCommerce to serve 65 non-custodial parents.**

**4. Accept Disaster Recovery Funds**

Considered the 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. Approved at the 10/14 Executive Committee meeting. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Heiko Dobrikow asked Carol Hylton to present the item, which she did. Referring to Keith Costello's earlier inquiry, Ms. Hylton explained that the funds being accepted are an example of national emergency grant funds, which are typically received in response to natural disasters such as hurricanes or flooding. She noted that these funds are allocated to support various recovery efforts and reminded the Board of the flooding that occurred at the beginning of the summer, which prompted the award of these funds.

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**On a motion made by Rick Shawbell and seconded by Paul Farren, the BWDB 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 the 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 and 10/14 Executive Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Heiko Dobrikow asked Rick Shawbell to present the item.

Mr. Shawbell reviewed the item and the recommendations.

Mr. Dobrikow asked Rochelle Daniels if she wished to add anything further. Ms. Daniels added the plan describes the performance metrics CSBD aims to achieve, including state letter grades, federal benchmarks, and welfare transition program goals. She noted that the 30-day public comment period yielded no responses but remains open for ongoing feedback.

Francois Leconte inquired which newspapers were used to announce the public comment period. Carol Hylton responded that the advertisements were placed in the West Side Gazette and Sun Sentinel and also posted on our website. Mr. Dobrikow congratulated the team on the comprehensive and well-structured plan.

**On a motion made by Rick Shawbell and seconded by Dawn Liberta, the BWDB unanimously approved CSBD's WIOA Local Plan for Program Years 2025 – 2028.**

## **REPORTS**

**1. 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 is being provided free of charge by the City under the guidance of Mayor Michelle Gomez. The first hour of the event will be reserved for veterans and family members of veterans. The School Board will also be providing transportation for students who are nearing graduation from the Technical Colleges. The event is being marketed to job seekers and employers through social media, radio advertisements, flyer distribution to community partners, advertising in the career centers, and word of mouth.

Heiko Dobrikow asked Francois Leconte, Chair of the Employer Services Committee, to present the item. Mr. Leconte shared that, to date, approximately 650 job seekers have already registered for the event.