



Broward Workforce Development Board  
**Youth Committee**  
Tuesday, March 18, 2025  
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID: 730 243 5583  
Zoom Password: 223498  
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:** Traci Schweitzer, Rufus James, and Dawn Liberta, who chaired the meeting.

**STAFF:** Carol Hylton, Kimberly Bryant, Yushika Florence, Rochelle Daniels, and LaTanya Brown.

**GUEST:** Cara Malave

### SELF INTRODUCTIONS

### APPROVAL OF MINUTES

Approval of the Minutes of the 11/18 Youth Committee meeting.

**On a motion made by Traci Schweitzer and seconded by Rufus James, the Youth Committee unanimously approved the minutes of the 11/18 meeting.**

### NEW BUSINESS

#### 1. Summer Youth Work Experience Contract with Lan Infotech

Considered approval of a SYEP Contract with Lan Infotech through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CareerSource Broward (CSBD) is the youths' employer of record. Because Board Member Michael Goldstein is employed by Lan Infotech, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a Board meeting with an established quorum is required.

Dawn Liberta presented the item and reviewed the recommendation.

There was no further discussion.

**On a motion made by Traci Schweitzer and seconded by Rufus James, the Youth Committee unanimously approved a Summer Youth Work Experience Contract with Lan Infotech through 9/30/28.**

---

**2. Summer Youth Work Experience Contract with Fort Lauderdale Executive Airport**

Considered approval of a SYEP Contract with Fort Lauderdale Executive Airport (FXE) through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board Member Rufus James is employed by FXE, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a Board meeting with an established quorum is required.

Dawn Liberta presented the item and reviewed the recommendation.

Rufus James declared a conflict of interest and abstained from discussion and voting.

Dawn Liberta thanked Mr. James for becoming a summer youth worksite, stating it is a great opportunity for our youth to learn more about the Aviation industry and the career paths available.

**On a motion made by Traci Schweitzer and seconded by Dawn Liberta, the Youth Committee unanimously approved a Summer Youth Work Experience Contract with the Fort Lauderdale Executive Airport through 9/30/28.**

**3. Summer Youth Work Experience Contract with Hispanic Unity of Florida**

Considered approval of a SYEP Contract with Hispanic Unity of Florida (HUF) through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board Member Felipe Pinzon is employed by HUF, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a Board meeting with an established quorum is required.

Dawn Liberta presented the item and reviewed the recommendation.

There was no further discussion.

**On a motion made by Rufus James and seconded by Traci Schweitzer, the Youth Committee unanimously approved a Summer Youth Work Experience Contract with Hispanic Unity of Florida through 9/30/28.**

**4. PY 25/26 School Board of Broward County (SBBC) Out-of-School (OSY) & In-School Youth (ISY) Contract Renewals**

Considered approval of the PY 25/26 renewals for the SBBC's contracts in the amount of 1) \$350,000 to serve 110 OSY and 2) \$200,000 to serve 75 ISY subject to negotiation. This is the 1<sup>st</sup> of 4 renewals under the current contracts. Because Board Member Dr. Howard Hepburn is employed by the SBBC, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a Board meeting with an established quorum is required.

Dawn Liberta introduced the item and asked Kimberly Bryant to review the recommendation.

---

Kimberly Bryant highlighted that ISY and OSY programs serve youth between the ages of 17-24. The OSY Program for SBBC assists participants with getting their GED while the ISY Program assists the youth with getting to the finish line to obtain their high school diploma. All ISY receive work experience so when the youth graduate high school, they will have skills and work experience to take with them. Ms. Bryant pointed out that the enrollment target was adjusted for OSY to 110 and increased to 75 for ISY. She shared that their performance has been satisfactory, and we are asking for approval, subject to negotiation.

Ms. Liberta shared that she thought the increase in enrollment for ISY was good because the earlier we can engage the youth with our employment services, the better it is for them and for us to achieve positive performance.

Carol Hylton agreed and further emphasized that the ISY program is designed to get the youth the support they need so they don't drop out of school and can at the same time make informed decisions about their future career goals.

**On a motion made by Rufus James and seconded by Traci Schweitzer, the Youth Committee unanimously approved the School Board of Broward County Out-of-School and In-School Youth Contract Renewals for PY 25/26, subject to negotiation.**

#### **5. PY 25/26 Out-of-School Youth & In-School Youth Contract Renewals**

Considered approval of the PY 25/26 contract renewals for 1) The Center for Independent Living of Broward (CILB) to serve 12-15 OSY in the amount of \$58,896 2) Helping Advance and Nurture the Development of Youth (HANDY) to serve 20 OSY in the amount of \$152,000 3) The Fort Lauderdale Independent Training and Education (FLITE) Center to serve 36 OSY in the amount of \$227,000 and 4) Junior Achievement of South Florida (JA) to serve 25 ISY in the amount of \$150,000. All are subject to negotiation. This is the 1<sup>st</sup> of 4 renewals under their current contracts.

Dawn Liberta presented the item.

Kimberly Bryant shared with the committee that Harmony Development Center has elected not to seek renewal. However, moving forward, they will use our referral process to refer their youth to the One-Stop Career Center.

Ms. Liberta shared that she believes that we have an amazing group of youth providers and that they do an excellent job.

Cara Malave, on behalf of FLITE Center, shared her appreciation for the assistance that they receive from CSBD. She informed the committee the FLITE Center recently changed its name to from the Fort Lauderdale Independence Training & Education Center to the Florida Independent Training & Education: FLITE Center. They changed the name to reflect that their services extend to several other geographical regions, not just Fort Lauderdale. Ms. Malave stated that she will send the name change information to Yushika Florence so that their contract can be updated with their new legal name.

---

**On a motion made by Traci Schweitzer and seconded by Rufus James, the Youth Committee unanimously approved the PY 25/26 contract renewals for out of school youth 1) The Center for Independent Living of Broward (CILB) 2) Helping Advance and Nurture the Development of Youth (HANDY) 3) The Florida Independent Training and Education (FLITE) Center and for in-school youth 4) Junior Achievement of South Florida (JA) subject to negotiation.**

**6. Accept Donations for the Worlds of Work (WOW) Event**

Considered approval to accept \$20,500 in donations from various organizations, including a number of our board members, to support the 2025 WOW Career Exploration Event. CSBD partnered with the School Board of Broward County and hosted the event at the Amerant Bank Arena on 3/11, where over 1,000 9<sup>th</sup> and 10<sup>th</sup> graders from high schools across the county were invited to learn about a broad spectrum of career pathways through hands-on and virtual reality immersive exhibits.

Dawn Liberta presented the item and reviewed the recommendation.

Kimberly Bryant reviewed the list of donors and their contributions. The Committee then viewed the news broadcast that aired on WTVJ, NBC 6 South Florida News, covering the WOW Event.

Dawn Liberta stated that the event was simply amazing. Mrs. Hylton shared that we have received overwhelmingly positive feedback from the youth, with some of them expressing that they wanted more time in the Worlds.

The Committee members collectively asked if there was a way to extend the time. Mr. James suggested that we look into requesting a late bus for the event so the youth could stay longer. The School Board can do it for athletes and field trip days; maybe they will consider it for this event. Ms. Hylton indicated that we will discuss that with the School Board as we plan for next year.

**On a motion made by Rufus James and seconded by Traci Schweitzer, the Youth Committee unanimously approved the acceptance of \$20,500 in donations for the Worlds of Work Event.**

**7. Accept Funds for the Summer Youth Employment Program (SYEP)**

Considered approval to accept 1) \$150,000 from the City of Fort Lauderdale and 2) \$22,500 from the City of Tamarac for the SYEP. The funding will serve 33 economically disadvantaged youth from Fort Lauderdale and 5 youth from Tamarac, aged 16-18 years old. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience.

Dawn Liberta presented the item and reviewed the recommendations.

Kimberly Bryant provided an update that the staff is in the intake and eligibility phase at this time.

---

We currently have around 1,200 positions available with employers throughout Broward County and we are working on creating more opportunities in the northern part of the county.

Carol Hylton added that over 3,200 youth applied for the program, which shows the students want to work and help their families.

**On a motion made by Rufus James and seconded by Traci Schweitzer, the Youth Committee unanimously approved the acceptance of funds for the Summer Youth Employment Program from the City of Fort Lauderdale in the amount of \$150,000 and from the City of Tamarac in the amount of \$22,500.**

## **8. Updates to the Youth Committee Strategic Planning Matrix for PY 24/25**

Considered approval of the final updates to the Strategic Planning Matrix.

Dawn Liberta introduced the item and asked Kimberly Bryant to review the matrix and the progress made toward accomplishing the objectives.

Kimberly highlighted the various achievements made on this year's matrix.

Dawn Liberta asked how it was working with the School Board for various events like WOW and Claim Your Future. Mrs. Hylton responded that we have a great working relationship. They are just as passionate as we are about making sure that our youth are work ready.

**On a motion made by Rufus James and seconded by Traci Schweitzer, the Youth Committee unanimously approved the final updates to the Youth Committee Strategic Planning Matrix for the 24/25 Program Year.**

## **REPORTS**

### **1. Taylor, Hall, Miller, and Parker (THMP) P.A. WIOA Youth Monitoring Results**

THMP conducted youth program monitoring in August and November 2024. They reviewed 40 WIOA Youth case files consisting of 2,480 elements. There were 0 findings and 0 observations, equating to a 0% error rate. CSBD commends the youth providers for their commitment to quality while providing valuable services to the community.

Dawn Liberta asked for Kimberly Bryant to present and review the item, in which she did.

Dawn Liberta expressed her appreciation to the youth providers for a job well done.

## **MATTERS FROM THE YOUTH COMMITTEE CHAIR**

None.

---

### **MATTERS FROM THE YOUTH COMMITTEE**

Traci Schweitzer shared that April is Child Abuse Prevention Month and on April 7<sup>th</sup> at 11:00 a.m. the Department of Children and Families will be creating a Pinwheel Garden at their office on Commercial. Everyone is invited to come and plant a pinwheel.

### **MATTERS FROM THE FLOOR**

None.

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

Carol Hylton reminded the Committee that we have a Board Planning Session on April 24<sup>th</sup> at 11:30 a.m. Mark Wilson, the president/CEO of the Florida Chamber, and Dr. Henry Mack who is nominated to serve as the next Assistant Secretary of Labor in Washington, will be our guest speakers.

**ADJOURNMENT** – 1:10 p.m.

<b>THE NEXT YOUTH COMMITTEE MEETING IS ON JUNE 4, 2025.</b>
---