
MEETING MINUTES

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

**Partnership Meeting #267
Thursday, December 11, 2025
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: Mayor Dean Trantalis, Vanessa Cantave, Heiko Dobrikow, Paul Farren, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Richard Shawbell, Lori Wheeler, Tara Williams and Jim Ryan, who chaired the meeting.

Guests: Tameka Thomas.

Staff: Carol Hylton, Rochelle Daniels, Mark Klinecicz, Kim Bryant, Ron Moffett, Maurice Gardner, Tony Ash, and Samantha Vazquez.

PRESENTATION

Board Chair Jim Ryan recognized Sandy-Michael McDonald, Assistant County Administrator for Broward County, upon his retirement from the Board due to his promotion within the County, and presented him with a plaque in appreciation of his years of service. Mr. McDonald was acknowledged for his leadership as Chair of the Strategic Planning Committee, his advocacy for CareerSource Broward (CSBD) with lawmakers and community partners, and his role in strengthening the organization's visibility and impact across Broward County. His participation in planning sessions, industry job fairs, and signature events reflected his strong commitment to the mission.

Mr. McDonald expressed his gratitude to the Board and staff for the opportunity to serve, stating that workforce development is fundamental to economic development and small business growth. He noted that Maribel Feliciano, who served as his assistant for seven years, has succeeded him at the Office of Economic and Small Business Development, and that the partnership between the organizations would continue. He thanked CSBD for its work connecting employers and job seekers throughout the community.

Heiko Dobrikow highlighted Mr. McDonald's strategic insight, leadership, and advocacy, noting that his engagement and network helped advance the organization's work and expand its reach. Carol Hylton, President/CEO, added that Mr. McDonald played a key role in strengthening collaboration between CSBD and the Office of Economic and Small Business Development, including reciprocal promotion and alignment, and thanked him for consistently elevating CSBD in employer and community settings.

MISSION MOMENT

Jim Ryan introduced the Mission Moment highlighting the 2025 Paychecks for Patriots Job Fair with a video of the event.

Carol Hylton reported that the event was record-breaking, serving more than 2,400 job seekers. She credited the City of Tamarac and Mayor Michelle Gomez for providing full use of the community center, coordinating off-site parking, and supporting shuttle transportation, with additional assistance provided through Broward County buses from CareerSource centers.

Ms. Hylton outlined operational enhancements designed to improve flow and efficiency, including organizing employers by sector, using digital displays and QR codes to help job seekers identify opportunities, and expanding on-site support services such as resume assistance. She noted that CareerSource South Florida attended with veteran staff and job seekers, and that an unexpected group of immigrants arrived by bus and utilized the resource room and resume café.

Ms. Hylton shared that, given continued growth and visibility, we are exploring the option of hosting two smaller events in the future to better manage crowd flow while preserving a meaningful experience. She recognized the staff and partners for their coordination in executing the event successfully.

Mr. Ryan commended the team for executing the event with “military precision,” citing the logistics and coordination required to manage record attendance, and thanked staff and partners for their efforts.

A brief video was also shown highlighting the CSBD Thanksgiving food distribution. Ms. Hylton reported that more than 300 vehicles were served, noting strong participation from staff, community leaders, and elected officials including Mayor Josh Levy. This emphasized the importance of giving back to the community and supporting the individuals of Broward County.

APPROVAL OF MINUTES

Approval of the BWDB minutes of the 10/23 (#266) meeting.

On a motion made by Heiko Dobrikow and seconded by Paul Farren, the BWDB unanimously approved the minutes of the 10/23 (#266) meeting.

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.

ACCEPTANCE OF CONSENT AGENDA

1. Monthly Performance Report

The current performance for the month of September is provided. The data reflects that within the Big 6 Regions, CSBD is in a four-way tie for 1st in WIOA Entered Employment Rate (EER), two-way tie for 1st in Veterans EER, 1st in Welfare Transition (WT) All Family participation Rate and Two-parent participation Rate, 2nd in WTP EER.

2. Letters of Support

Letters of support were written for 1) the South Florida Education Center Advanced Technology Initiative to expand AI literacy and workforce readiness 2) Special Compass, supporting housing for individuals with disabilities 3) FAU and Broward College for their grant applications strengthening AI-enabled training pathways and 4) Broward County Public Schools grant application to address transportation barriers for underserved communities and AI & Cybersecurity Pathway Initiative.

3. Accept Non-Custodial Parent Employment Program Funds

Considered acceptance of \$650,000 in Non-Custodial Parent (NCP) Employment Program Funds from Florida Commerce. The grant period is through 6/30/26. The purpose of these funds is to provide assistance to NCPs who are experiencing difficulty in meeting their child support obligations. Participants are eligible to receive paid work experience, scholarships for training, support services, job placement assistance. Approved at the 11/25 One-Stop Services and 12/1 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy.)*

On a motion made by Heiko Dobrikow and seconded by Paul Farren, the BWDB unanimously approved the Consent Agenda of 10/23.

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. Election of CareerSource Broward (CSBD) Council of Elected Officials Officers for 2026

Officers for the CSBD Council of Elected Officials must be selected for the 2026 calendar year. There are no legal or By-Law requirements for the selection of officers. Current CSBD Council officers are Mayor Dean Trantalis, Chair; Commissioner Beam Furr, Vice-Chair; and Mayor Josh Levy, Chair Pro Tem. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, providing information and intelligence to stakeholders with feedback from the community.)*

Jim Ryan stated that due to the lack of a quorum of the Council of Elected Officials, the item would be considered and voted on at a separately scheduled meeting of the Council.

2. Membership Renewals

Considered the renewal of the Broward Workforce Development Board (Board) members whose terms will expire in January 2026 and who are eligible for renewal for an additional two years. The thirteen (13) members recommended for renewal are 1) Dr. Lisa Knowles 2) Catherina Rozario 3) Dawn Liberta 4) Walberto "Wally" Utreras 5) Felipe Pinzon 6) Vanessa Cantave 7) Dr. Ben Chen 8) Paul Farren 9) Michael Goldstein 10) Rufus James 11) Kevin Kornahrens 12) Jim Ryan and 13) Shane Strum. The CSBD Council of Elected Officials appoints

Board members following a recommendation from the Board. Approved at the 11/17 Organizational Resources and 12/1 Executive Committee meetings. *(This is in alignment with the Board's 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.)*

Jim Ryan stated that while the item will also be considered and voted on at a separately scheduled meeting of the Council of Elected Officials, the Broward Workforce Development Board could proceed with its vote to recommend the item to the Council.

On a motion made by Mayor Dean Trantalis and seconded by Rick Shawbell, the BWDB unanimously approved to recommend the renewal of the 13 BWDB members whose terms expire in January 2026 and who are eligible for an additional two-year term.

3. Broward Workforce Development Board (Board) Appointments

Considered the nomination of 1) Nelson Fernandez, Owner, ANF Group, from the Construction industry and 2) Matt Rocco, President, South Florida Manufacturing Association to fill 2 private sector slots on the Board. As is our custom, the President/CEO solicits input from Board members to fill vacancies. CSBD Council of Elected Officials appoints Board members following a recommendation from the Board. Approved at the 11/17 Organizational Resources and 12/1 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, and ex-offenders.)*

Jim Ryan stated that, as with the previous item, this matter will be considered and voted on at a separately scheduled meeting of the Council of Elected Officials, and that the Broward Workforce Development Board could proceed with its vote to recommend the item to the Council.

On a motion made by Heiko Dobrikow and seconded by Lori Wheeler, the BWDB unanimously approved to recommend the appointment of 1) Nelson Fernandez in the private sector category, representing the targeted industry of construction to the BWDB, and 2) Matt Rocco in the private sector category, representing the targeted industry of manufacturing to the BWDB effective January 2026.

4. Food and Beverage Purchases

Considered approval of up to \$27,000 from the General Fund for food and beverage expenses for 2026. This is the same amount set aside last year. We use these funds for 1) Board and committee meetings 2) staff planning sessions and day-long staff training 3) employer forums 4) networking events such as chamber of commerce/industry association meetings 5) community meetings attended by the President/CEO, Executive Vice Presidents, and management and 6) staff appreciation up to 3 times per year. Funds not expended remain in the General Fund. *(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.)*

Carol Hylton reviewed the item and noted that the proposed \$27,000 allocation for food and beverage expenses in 2026 is consistent with prior years. She stated that expenditures to date have been lower due to increased use of virtual meetings, but explained that maintaining the

same allocation provides flexibility for in-person Board and committee meetings, staff planning and training sessions, employer forums, networking events, and staff appreciation activities. She added that any funds not expended remain in the General Fund.

Jim Ryan stated that, as with previous items, this matter will be considered and voted on at a separately scheduled meeting of the Council of Elected Officials, and that the Broward Workforce Development Board could proceed with its vote to recommend the item to the Council.

On a motion made by Heiko Dobrikow and seconded by Rick Shawbell, the BWDB unanimously approved to recommend up to \$27,000 from the General Fund for food and beverage expenses for 2026.

5. Add New Programs for Existing Provider – Florida Atlantic University (FAU)

Considered approval to add three (3) training programs at FAU to the WIOA Individual Training Account list 1) Construction Administration Certificate 2) Construction Management Certificate and 3) Certified Associate Project Management (CAPM)®. CSBD reviewed the applications for completeness and to ensure that Board-mandated criteria are met for the training programs and related occupational titles. Because Board Member Dr. Stacy Volnick is employed by FAU, a 2/3 vote of the Board is required. Approved at the 11/25 One-Stop Services and 12/1 Executive Committee meetings. *(This is in alignment with the Board Goal to 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.)*

Rick Shawbell reviewed the item and emphasized that the proposed FAU programs were evaluated by staff for completeness and compliance with Board criteria. Mr. Shawbell noted that Dr. Stacy Volnick has a conflict of interest regarding this item as she is employed by FAU. Although Dr. Volnick was not in attendance, she will still be required to submit a conflict-of-interest form.

On a motion made by Rick Shawbell and seconded by Dr. Lisa Knowles, the BWDB unanimously approved the addition of three training programs at FAU to the WIOA Individual Training List 1) Construction Administration Certificate 2) Construction Management Certificate and 3) CAPM ®.

6. CSBD Holiday Schedule

The Organizational Resources Committee, per Board direction, was asked to consider how we can support our employees in the off-year between compensation studies which we conduct every two years. CSBD researched additional low or no cost benefits that could be provided to employees. HR made inquiries of other boards and local governments and found that their holidays ranged from 14 – 17 while CSBD has 13 holidays. The Committee considered the information presented and is recommending that Columbus Day and a personal day during staff's birthday month be added to our holiday schedule. Approved at the 11/17 Organizational Resources and 12/1 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Carol Hylton reviewed the item and noted that, consistent with Board direction, staff explored low or no-cost ways to recognize employees during the off-year between compensation studies. She stated that the Organizational Resources Committee reviewed the information and recommended the proposed holiday additions.

On a motion made by Lori Wheeler and seconded by Vanessa Cantave, the BWDB unanimously approved the addition of 1) Columbus Day and 2) a personal day within a staff member's birthday month to the CSBD holiday schedule.

7. Board By-Laws

Considered amendment of the Board By-Laws to add the underscored language to Article V, Meeting Procedures, Voting Rights, Section 1 "Meetings as follows: Regular meetings of the Board shall generally be held on the 4th Thursday of each month at the CSBD main office located at 2890 W. Cypress Creek Road, in accordance with a calendar published with the BWDB/CSBD Council of Local Elected Officials' Agenda and approved at the annual meeting each year." This change is a recommendation made by the state during a monitoring visit. Approved at the 11/17 Organizational Resources and 12/1 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.*)

Rochelle Daniels, General Counsel, reviewed the proposed By-Laws amendment and stated that the revision was requested by the state during a monitoring visit. She noted that while the Board typically adopts its annual meeting calendar each year and publishes it on the website through posted minutes, the state required the By-Laws to specify a general meeting timeframe. Ms. Daniels reported that, following consultation with state monitors, language identifying the fourth Thursday of each month as the general meeting date was accepted as compliant.

Mayor Dean Trantalis raised a question regarding November meetings, noting that the fourth Thursday falls on Thanksgiving and suggesting that language be added to address holiday exceptions. Following discussion, Heiko Dobrikow suggested adding the phrase "subject to change," and members agreed to include the revised language.

On a motion made by Heiko Dobrikow and seconded by Mayor Dean Trantalis, the BWDB unanimously approved the amendment to the BWDB By-Laws, including the phrase "subject to change."

8. Board and Executive Committee 2026 Meeting Schedules

Considered approval of the 2026 meeting schedule for the Board and Executive Committee meetings. Meetings are in person. On occasion, if necessary, a Board member can attend via Zoom. Approved at the 12/1 Executive Committee meeting. (*This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, providing information and intelligence to stakeholders with feedback from the community.*)

Jim Ryan introduced the proposed 2026 Board and Executive Committee meeting schedules.

Mayor Dean Trantalis asked whether limits should be placed on the number of times a Board member may participate remotely, expressing concern that unlimited virtual attendance could reduce in-person engagement. He suggested establishing a cap, such as three or four instances per year, for virtual participation in Board meetings.

Carol Hylton recommended approving the meeting schedule as presented and referring the question of remote participation limits to the Organizational Resources Committee for further review and recommendation.

Paul Farren and Rick Shawbell noted that imposing limits could create challenges for committee meetings, which are frequently conducted via Zoom. Mayor Trantalis clarified that his concern applied only to Board meetings, not committee meetings.

Heiko Dobrikow suggested that a reasonable limit could be established for full Board meetings. Frank Horkey recommended that, consistent with past practice, the Organizational Resources Committee review the matter and return with a recommendation. Members concurred with that recommendation.

Heiko Dobrikow asked whether the Board's existing attendance policy already addresses participation expectations. Carol Hylton responded that the current policy allows for up to three consecutive unexcused absences and that absences are generally excused when members notify staff in advance. She noted that, given the senior leadership roles held by many Board members, flexibility is important when members have competing professional or civic obligations.

On a motion made by Rick Shawbell and seconded by Kevin Kornahrens, the BWDB unanimously approved accepting the 2026 meeting schedules.

9. Adoption of a Policy to Address a Major Financial Event

Considered approval of a severance policy for CSBD and One-Stop Center staff, many of whom have devoted years of service to the CSBD mission. Given the uncertainty in the funding of social service and education grants at the federal level, the policy would be for the purpose of addressing events such as the elimination of a major funding stream (e.g., WIOA or WTP). Severance is an allowable cost under the grant rules, 2CFR 200.431, as long as it is in accordance with an organization's official policies and is also allowable under the Florida Statutes. Approved at the 11/17 Organizational Resources and 12/1 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, providing information and intelligence to stakeholders with feedback from the community.)*

Kevin Kornahrens, Chair of the Organizational Resources Committee, introduced the proposed severance policy and referred members to the supporting materials included in the packet. He explained that the policy is intended as a forward-planning measure in response to uncertainty at the federal level and would apply only in the event of a major funding loss.

Rochelle Daniels provided additional context, noting that several developments over the past year prompted the recommendation to bring the policy forward, including the pending WIOA reauthorization, proposals in Congress that could significantly restructure workforce programs, and discussions around eliminating or consolidating major funding streams. She said these factors created a period of uncertainty and underscored the need to plan ahead.

Ms. Daniels explained that the policy is designed to recognize long-serving staff in the event of a substantial funding reduction affecting multiple positions. She emphasized that routine staffing changes or typical budget-related layoffs would not trigger severance and that federal grant rules require an adopted policy in place before severance could ever be considered. She added that any implementation of the policy would return to the Board for approval and would depend on available funding.

Members asked whether the policy would apply to regular separations or retirements, and Ms. Daniels clarified that it would not, reiterating that the policy is narrowly focused on major funding disruptions such as the loss of an entire funding stream or a significant restructuring of how funds flow to local boards.

On a motion made by Mayor Dean Trantalis and seconded by Tara Williams, the BWDB unanimously approved the development of a policy to address a major financial event.

10. 2026 Stop-Loss Coverage

Considered approval of the purchase of Stop-Loss coverage from Sirius Point America to cover health and drug claims in excess of \$75,000 per individual, under our self-insurance plan. The base cost is the same as last year at \$217,512; however, it can fluctuate based on the number of employees opting in to our health insurance. This will be the second renewal under the current contract. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Rochelle Daniels reviewed the proposed Stop-Loss coverage, noting that CSBD maintains this policy as part of its self-insured health plan to mitigate exposure to unusually high medical and pharmacy claims. She reported that the insurer has held the base rate steady from the prior year and that the final premium will adjust based on employee enrollment.

Mayor Dean Trantalis asked whether the policy functions similarly to reinsurance, and Ms. Daniels confirmed that it does.

On a motion made by Mayor Dean Trantalis and seconded by Heiko Dobrikow, the BWDB unanimously approved the purchase of Stop-Loss coverage for the CSBD self-insurance health policy from Sirius Point America at a base cost of \$217,512.

REPORTS

1. Board Officers are Entering Their Terms' 2nd Year in January 2026

The By-Laws approved by the governing boards align with the REACH Act, which provides for officers to serve 2-year terms. Our current officers will continue in their offices for the upcoming year.

Jim Ryan reviewed the blub.

2. The Source Podcast

CSBD has released the fifth episode of The Source Podcast, where Mark Klinecicz (CSBD), Jim Ryan (OutPLEX), Marvin Dejean (Gilead Sanders), and Lonni Cibants (Alliant Power) discuss the development of the new AI Employer Playbook and how it will help small and mid-sized businesses adopt AI. The episode supports CSBD's digital marketing strategy and is now available on Spotify. The next episode will spotlight tools and support offered through Job Seeker Services.

Mark Klinecicz, Executive VP of Administration, reviewed the item, noted its connection to the AI Playbook effort, and encouraged members to listen and share it within their networks.

3. Education and Industry Consortium (EIC) Third Quarter Report

Broward Health representatives discussed talent shortages in the healthcare industry and highlighted how in-house training, apprenticeships, and CSBD programs such as OJT and incumbent worker training help strengthen pipelines. Members also viewed the new IT Career

Pathways video and received updates on the Targeted Occupations List, CSBD's AI initiatives, employer forums, and recent workforce events.

Ron Moffett noted that the Education and Industry Consortium met again in November and referenced the third quarter report from the August meeting, noting the consortium's ongoing progress in aligning education and industry needs.

4. Board Members Honored

We would like to recognize Board Members 1) Shane Strum, President & CEO of Broward Health, honored by the Mount Olive Development Corporation as a 2025 Community Impact Honoree for his leadership in strengthening and advancing community-focused healthcare 2) Keith Costello, Co-founder and CEO of Locality Bank, was selected as the 2025 SFBW Apogee Award Honoree for Executive Excellence – CEO, Finance & Banking and 3) Bob Swindell, President & CEO of the Greater Fort Lauderdale Alliance, was named one of Florida Trend's Florida 500. Congratulations to Shane, Keith, and Bob!

Jim Ryan invited members to join him in congratulating Shane Strum, Keith Costello, and Bob Swindell.

5. CSBD Honored

CSBD has been honored with a Community Champion Award by Memorial Healthcare System for exemplary service to our community.

Jim Ryan congratulated CSBD staff on receiving the award, recognizing their service to the community.

6. Broward County Unemployment and Economic Dashboard

The unemployment report is unavailable. We confirmed with the state that, due to the lapse in appropriations, it may take some time for the Bureau of Labor Statistics to finalize revised release dates for states and local areas.

Carol Hylton reported that the unemployment data remains unavailable and noted that, while preliminary figures may be emerging, staff will wait to ensure accuracy and provide an updated report at the next meeting. Mr. Ryan and members briefly discussed national unemployment trends, noting indications of a gradual increase.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

None.

MATTERS FROM THE BROWARD WORKFORCE DEVELOPMENT BOARD CHAIR

Jim Ryan thanked members for their participation, extended holiday wishes, and shared that he looked forward to continuing the Board's work in the coming year. He also expressed appreciation for the guidance and support provided by the Board and CSBD staff during his first year as Chair.

MATTERS FROM THE BOARD

None.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton shared two brief updates. She reported that planning is underway for the upcoming Worlds of Work (WOW) event scheduled for March. She also noted that the Summer Youth Employment Program (SYEP) application portal opened on 12/1 and that 2,325 youth had already registered.

ADJOURNMENT 12:53 p.m.

***THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT
BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS FEBRUARY 26, 2026.***