

---

## **MEETING MINUTES**

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

**Partnership Meeting #268  
Thursday, February 26, 2026  
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, Commissioner Alexandra Davis, Vanessa Cantave, Zac Cassidy, Keith Costello, Heiko Dobrikow, Nelson Fernandez, Paul Farren, Michael Goldstein, Dr. Howard Hepburn, Frank Horkey, Rufus James, Dr. Lisa Knowles, Francois Leconte, Dawn Liberta, Felipe Pinzon, Matt Rocco, Richard Shawbell, Dr. Stacy Volnick, Tara Williams, Lori Wheeler, Bob Swindell, and Jim Ryan, who chaired the meeting.

Guests: Anthony Brunson, Jean Borno, and Tameka Thomas.

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

### **Introduction**

Board Chair Jim Ryan welcomed new members to the Board and the Council of Elected Officials, including Broward County Commissioner Alexandra Davis, Matt Rocco, President of the South Florida Manufacturers Association, and Nelson Fernandez, Principal and Owner of ANF Group.

Commissioner Davis shared that she previously served as a Commissioner in the City of Miramar for nearly ten years before joining the Broward County Commission just over a year ago. She stated that she has worked with CareerSource Broward in the past, is pleased with the organization's work, and looks forward to learning more in her new role.

Mr. Rocco expressed appreciation for the opportunity to serve, noting that manufacturing is one of Broward County's targeted industries. He stated that he looks forward to contributing and supporting the Board's efforts.

Mr. Fernandez shared that he is a principal and owner of ANF Group, a Broward County-based commercial construction firm specializing in commercial, industrial, healthcare, and multifamily projects. He noted that he previously served on the Board in 2012 and expressed his appreciation for the opportunity to return.

### **PRESENTATION**

Jim Ryan began by acknowledging the transitions in board leadership over recent years, noting that he has had strong predecessors to follow, including recent Chair Heiko Dobrikow and former

---

Chair Dr. Lisa Knowles. He then formally recognized Dr. Knowles for her longstanding service to the organization.

Mr. Ryan stated that Dr. Knowles has served CareerSource Broward since 2007, providing nearly two decades of steady leadership, institutional knowledge, and commitment to the organization's mission. Following her service as Chair of the Strategic Planning Committee, where she helped guide the organization's direction during pivotal years, she served as Chair of the Broward Workforce Development Board from 2019 to 2020. Throughout her tenure, Dr. Knowles has been a consistent advocate for aligning education with workforce development and strengthening pathways for youth and emerging talent. She also represented CareerSource Broward beyond the boardroom, participating in national, state, and community workforce and education-related events alongside President/CEO Carol Hylton.

Mr. Ryan stated that her service reflects a deep dedication to advancing opportunities for Broward County residents and supporting a strong, responsive workforce system. He invited members to join in recognizing Dr. Knowles for her years of service, and a plaque was presented in her honor.

Dr. Knowles expressed her appreciation for the recognition and reflected on the many years she has served alongside fellow members, noting that over the years she has witnessed both high and low unemployment periods, economic challenges, and other impactful events. She praised the organization's teamwork and culture, noting that the leadership and organizational management principles she has taught as a professor are clear in how the Board and staff function. She thanked Carol Hylton and the entire team for their leadership and dedication, and encouraged the Board to continue moving forward and building on its success.

### **MISSION MOMENT**

Jim Ryan introduced Marvin Dejean, who provided an update on the AI Playbook for Small and Medium-Sized Businesses.

Mr. Dejean reported that since the prior update, three employer roundtables have been held in Broward County, drawing over 100 business owners, executives, and industry leaders. In addition, an online survey yielded 217 responses providing strong statistical confidence in employer perspectives to assist in the development of the AI Playbook.

Mr. Dejean emphasized that the Playbook is designed to be practical and solution-oriented, incorporating more than 20 downloadable tools to allow businesses to immediately apply concepts within their organizations. It will be hosted online through an interactive platform, allowing users to navigate by topic, access industry-specific guidance relevant to Broward County. He further shared that there are key themes identified through employer engagement, including data security, compliance, cultural adaptation, and measuring return on investment. The resources included in the book are intended to assist businesses implement AI responsibly, communicate changes effectively within their teams, and assess productivity and cost impacts.

Mr. Ryan commended Mr. Dejean and his team for their work, noting that the initiative positions Broward County as a leader in equipping small and medium businesses, representing the vast majority of local employers, with practical AI tools.

Tara Williams asked whether the playbook would be available to the public for free. Mr. Dejean confirmed that the Playbook will be free and publicly accessible online. During the discussion,

---

Michael Goldstein suggested exploring user registration features to gather engagement data and considering presentation formats to support outreach efforts.

### **APPROVAL OF MINUTES**

Approval of the BWDB minutes of the 12/11/25 meeting #267.

**On a motion made by Keith Costello and seconded by Heiko Dobrikow, the BWDB unanimously approved the minutes of the meeting.**

Approval of the CSBD Council of Elected Officials minutes of the 1/15 meeting.

**On a motion made by Mayor Dean Trantalis and seconded by Commissioner Alexandra Davis, the BWDB unanimously approved the minutes of the 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 December is provided. The data reflects that within the Big 6 Regions, CSBD is in a three-way tie for 1st in WIOA Entered Employment Rate (EER), ranks 1st in Welfare Transition All Family Participation Rate and Two-Parent Participation Rate, and ranks 2nd in WTP EER and WP EER.

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

Letters of support were written for 1) Hispanic Unity of Florida's appropriation request to strengthen their Career and Technical Education program 2) Vocational Rehabilitation Specialists, Inc.'s Homeless Veterans' Reintegration Program 3) Guardians Involved for Tomorrow's Maximizing Out-of-School Time Initiative 4) ChildNet's Youth program to support youth employment services 5) Broward County Port Everglades' U.S. Department of Transportation grant application for the Southport Entrance Realignment Study 6) Early Learning Coalition's School Readiness Program, and Quick Response Training grant applications for 7) Willis Lease Finance Corporation and 8) Pixels on Target, LLC.

**On a motion made by Paul Farren and seconded by Dr. Stacy Volnick, the BWDB/CSBD Council of Elected Officials unanimously approved the Consent Agenda of 2/26/26.**

### **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. Anthony Brunson, P.A. Audit for FY 24/25 Presentation**

Anthony Brunson, P.A. has completed its Audit Report for the CareerSource Broward (CSBD) 24/25 fiscal year. The audit is clean and has an unqualified opinion with no findings and no material weaknesses. Mr. Brunson will present the audit report. Approved at the 2/9 Audit and 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.)*

Jim Ryan introduced Anthony Brunson to present the FY 24/25 Audit Report. Mr. Brunson reported that the annual audit was conducted in accordance with generally accepted auditing standards and government auditing standards, including testing of internal controls and compliance with federal and state grant requirements under Uniform Guidance.

Mr. Brunson stated that the audit resulted in an unmodified opinion on the financial statements, with no compliance findings and no material weaknesses in internal controls. Mr. Brunson shared that his new audit director, Jean Borno, and various other team members participated in this year's review, providing a fresh perspective, and commended the finance staff and leadership for their strong policies, procedures, and overall financial stewardship.

Mr. Brunson provided a high-level overview of financial trends, noting that changes in assets, liabilities, and program expenditures were primarily attributable to timing differences and shifts in funding sources, including reductions in WIOA funding associated with lower unemployment rates and the impact of emergency grant funding. He further reported that the organization maintains a strong working capital position, demonstrating its ability to meet financial obligations in a timely manner.

Mr. Ryan thanked Mr. Brunson for his continued support and recognized Kaminnie and the fiscal team for their diligence and commitment to maintaining strong financial controls and compliance.

**On a motion made by Francois Leconte and seconded by Dr. Stacy Volnick, the BWDB/CSBD Council of Elected Officials unanimously approved the FY 24/25 Audit Report.**

### **2. Broward Workforce Development Board (BWDB) Appointments**

Considered the BWDB appointment of 1) Kris Hopkins, Port Agent and Assistant Vice President, Seafarers International Union of N.A., to represent the Organized Labor category for the slot formerly held by Walberto Utreras and 2) Dr. Kelly Moore, Ed.D., President, Keiser University, Fort Lauderdale campus to represent the Private Post-Secondary category for the slot formerly held by Dr. Lisa Knowles. Both appointments will fill mandatory seats on the BWDB. Approved at the 2/3 Organizational Resources Committee meeting. *(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.)*

Jim Ryan reviewed the proposed appointments.

**On a motion made by Mayor Dean Trantalis and seconded by Commissioner Alexandra Davis, the CSBD Council of Elected Officials unanimously approved the appointment of 1) Kris Hopkins to represent the Organized Labor category and 2) Dr. Kelly Moore, Ed.D., to represent the Private Post-Secondary category to the BWDB.**

---

### 3. In-Person Board Meetings

At the December Board meeting, the Organizational Resources Committee (ORC) was asked to consider whether there should be a minimum number of in-person Board meetings annually. The purpose is to encourage member engagement. The Board meets (7) times per year. The ORC met on 2/3 and discussed the matter at length. The ORC is recommending that members attend (2) meetings in-person in addition to the Board Planning Session, which is already in-person, for a total of (3). As is our custom, we provide a chart of members' attendance for consideration during membership renewal. We will add in-person and virtual attendance to the chart. Approved at the 2/3 ORC meeting. *(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.)*

Jim Ryan presented the Organizational Resources Committee's recommendation.

**On a motion made by Lori Wheeler and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved requiring board members to attend a minimum of two in-person meetings annually, in addition to the in-person Board Planning Session.**

### 4. Memorial Healthcare Work-Based Training

Healthcare occupations are in high demand in Broward County. To assist individuals entering these occupations, Memorial Healthcare System is seeking to provide On-the-Job Training and Incumbent Worker Training. We anticipate obligating up to \$250,000 across these work-based options. Because board member Shane Strum serves as the Interim Chief Executive Officer of Memorial Healthcare System, a 2/3 vote of the Board is required. Approved at the 2/9 Executive Committee meeting. *(This is in alignment with the board goal to encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.)*

Francois Leconte, Chair of the Employer Services Committee, presented the recommendation and noted that Shane Strum has a conflict of interest regarding this item as he is employed by Memorial Healthcare System. Although Mr. Strum was not in attendance, he will still be required to submit a conflict-of-interest form.

**On a motion made by Paul Farren and seconded by Dr. Stacy Volnick, the BWDB/CSBD Council of Elected Officials unanimously approved obligating up to \$250,000 for Memorial Healthcare System to provide On-the-Job Training and Incumbent Worker Training.**

### 5. Transfer of WIOA Dislocated Worker Funds to WIOA Adult Funds

Considered approval to transfer of up to \$520,000 from the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funding stream to the WIOA Adult funding stream. WIOA allows local boards 100% transferability between the two funding streams. CSBD is seeing more Adult-eligible customers than Dislocated Workers. These funds will be used to provide Adult customers with employment services that include 1) occupational skills training 2) work experience 3) Incumbent Worker Training and 4) On-the-Job Training. Approved at the 1/27 One-Stop Services and 2/9 Executive Committee meetings. *(This is in alignment with the board goal to align Broward's services to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

---

Rick Shawbell, Chair of the One-Stop Services committee, presented the recommendation.

**On a motion made by Rick Shawbell and seconded by Tara Williams, the BWDB/CSBD Council of Elected Officials unanimously approved the transfer of up to \$520,000 from the WIOA Dislocated Worker funding stream to the WIOA Adult funding stream.**

**6. Program Year (PY) 25/26 Revised Budget**

This is our annual update from the preliminary budget presented in June. It is the adjusted budget based upon the final grant awards received by CSBD. The CSBD formula grants for PY 25/26 total \$14,070,073, an increase of \$340,472 or 2% more than the planning numbers presented in June, as we had slightly more carry forward than anticipated. Dedicated grants total \$12,365,024. While some of the dedicated grants were funded at lower levels, we have an overall increase of \$239,882 in those funds. Our total available budget is \$26,435,097 (\$14,070,073 + \$12,365,024) for PY 25/26. Approved at the 1/27 One-Stop Services and 2/9 Executive Committee meetings. *(This is in alignment with the board goal to align Broward's services to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Rick Shawbell presented the item for consideration.

**On a motion made by Rick Shawbell and seconded by Mayor Dean Trantalis, the BWDB/CSBD Council of Elected Officials unanimously approved the Program Year 25/26 Revised Budget.**

**7. 2026 BWDB Legislative Agenda**

Considered approval of the 2026 BWDB Legislative Agenda. The agenda focuses on 1) fully funding the public workforce system 2) modifying training and funding policies to align with federal Pell eligibility 3) expanding apprenticeship opportunities and 4) preserving local workforce board control to ensure services remain responsive to local economic and employer needs. Approved at the 1/26 Strategic Planning and 2/9 Executive Committee meetings. *(This is in alignment with the board's goal to develop and utilize a legislative agenda to improve employment services and opportunities in Florida.)*

Frank Horkey, Chair of the Strategic Planning Committee, presented the item for consideration.

**On a motion made by Frank Horkey and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved the 2026 BWDB Legislative Agenda.**

**REPORTS**

**1. General Fund Balance**

As of 6/30/25 the General Fund balance was \$1,361,808. From 7/1/25 through 12/31/25, we realized revenues of \$121,394 and incurred expenditures of \$86,808. The General Fund balance as of 12/31/25 was \$1,396,394. Of this amount, \$607,376 is held in reserve leaving a balance of \$789,018.

Rochelle Daniels, General Counsel, reviewed the General Fund balance and explained that a portion of the fund is maintained as a reserve to address potential emergency or capital needs, including principal payments on the mortgage.

---

**2. Cherry Bekaert, LLP Fiscal Monitoring - Report #3 Issued 9/25**

Cherry Bekaert conducted fiscal monitoring for the period 3/1/25 through 6/30/25. Cherry Bekaert reviewed a total of 968 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, we had a 0% error rate.

Mark Klincewicz, Executive VP of Administration, reviewed the Cherry Bekaert Fiscal Monitoring Report #3, noting that no findings or observations were identified during the review period. Ms. Hylton directed members to the agenda backup materials for additional detail regarding the elements tested.

**3. The Children's Services Council (CSC) Monitoring Report**

The CSC of Broward County conducted an administrative and fiscal review of the CSBD 2025 summer program, and we were commended for having no findings.

Dawn Liberta, Chair of the Youth Committee, reported that the review resulted in no findings and emphasized that CSC audits are rigorous. She congratulated staff on what she described as an outstanding accomplishment.

**4. Taylor Hall Miller Parker, (THMP) P.A. Program Monitoring - Report #3 Issued 10/25**

THMP conducted program monitoring for the period 3/18/25 through 7/31/25. They reviewed a total of 181 files consisting of 7,163 elements. There were 3 findings and 9 observations. This equates to an error rate of .06%, or less than 1%. All findings and observations were corrected.

Mark Klincewicz presented the item for review.

**5. Property & General Liability Insurance Report**

This is to report on 25/26 insurance coverage for CSBD. Each year we ask our agent to test the market for better rates. We received quotes from multiple carriers in each category and are remaining with all but one of our current carriers as they offered the lowest rates which are as follows 1) Commercial general liability, Nautilus Insurance Company Inc., \$68,842 2) Commercial Property and Windstorm coverage for the Cypress Creek Office, Maxum Indemnity Company (replaced Frontline Insurance), \$59,120 3) Commercial Property and Windstorm coverage for the career center offices, Lloyds of London, \$7,171 4) Window coverage for the North Center as required by the lease, US Plate Glass Insurance Co., \$1,610 5) Electronic Data Processing, AGCS Marine Insurance Company, \$9,898 and 6) Umbrella coverage, Scottsdale Insurance Co., \$8,218. Please note that our general liability insurance premium decreased by \$3,851, our commercial property insurance premium decreased by \$7,170, and our Electronic Data Processing premium decreased by \$5,308 this year, resulting in a total savings of \$16,329. Each policy is under \$100,000.

Rochelle Daniels presented the annual insurance renewal update, noting overall premium savings. She attributed part of the reductions to Carol Hylton's strategic reduction in leased space. In response to a question from Jim Ryan, she confirmed that cybersecurity coverage is maintained. Ms. Hylton added that the organization conducts an annual penetration test to assess system security. Francois Leconte acknowledged the significance of the premium decreases.

---

## 6. **2026 Community Partner Legislative Agendas**

Partner community legislative positions related to workforce development are presented for informational purposes.

Frank Horkey presented the community partner legislative agenda summaries, noting that they were previously reviewed by the Strategic Planning Committee in developing the Board's own legislative agenda. He observed that many of the positions are aligned and stated that the summaries provide context regarding workforce-related priorities within the broader community.

## 7. **Update on Worlds of Work (WOW) Youth Career Exploration Event**

CSBD, in partnership with the School Board, will host over 1,000 youth at the 2026 WOW event on 3/4 at the Amerant Bank Arena. WOW is an immersive career exploration event for 9<sup>th</sup> and 10<sup>th</sup> graders.

Dawn Liberta provided the update on WOW and described it as an engaging and impactful experience for students. She encouraged members who have not previously attended to consider doing so.

Carol Hylton thanked Shane Strum, Rufus James, Lori Wheeler, Kevin Kornahrens, and Zac Cassidy for their sponsorship support. She also recognized some of the participating exhibitors, including Broward County, Broward County Fire Rescue, Broward County Sheriff's Office, Sunrise Police Department, the FBI, and newly added partners such as Rick Case and Hoerbiger, which will provide hands-on demonstrations for students.

Jim Ryan shared that in recent conversations with local high schools, students expressed strong interest in artificial intelligence and future career pathways, and he encouraged board participation in the event.

## 8. **Board Member Honored**

Board Member Heiko Dobrikow, Executive Vice President of The Las Olas Company and General Manager of The Riverside Hotel, was honored by the Florida Restaurant & Lodging Association as Hotelier of the Year and inducted into the Hospitality Hall of Fame. Congratulations Heiko!

Jim Ryan recognized Heiko Dobrikow for the recent honor and remarked that it was well deserved.

## 9. **Broward County Unemployment and Economic Dashboard**

There is no report this month due to "benchmarking," which happens each year at this time when the previous year's statistics are "trued up." The January report will be issued on March 16th. February labor statistics for Florida will be released on March 27th. CSBD's Economic and Workforce Dashboard allows website visitors to review the current and historical economic and workforce status of Broward County. The dashboard is a value-added resource allowing businesses and those looking to move to Broward the ability to make data-informed decisions.

Mark Klinecicz advised that no data was released this month due to the Bureau of Labor Statistics' annual benchmarking process.

---

## **MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS**

None.

## **MATTERS FROM THE BROWARD WORKFORCE DEVELOPMENT BOARD CHAIR**

Jim Ryan announced that Carol Hylton will be recognized by the South Florida Business Journal as a 2026 Influential Business Woman Honoree at an awards event in Miami. He stated that the recognition is well deserved and shared that several board members plan to attend in support.

Mr. Ryan also encouraged board members to attend the WOW event following the Broward Workshop. He highlighted the upcoming Tech Pulse event as an opportunity to further cultivate technology-focused engagement within the community and noted that board member Michael Goldstein will be in attendance.

## **MATTERS FROM THE BOARD**

Bob Swindell shared highlights from the recent Claim Your Future Showcase held at Amerant Bank Arena, noting record student participation and strong engagement from 11th graders across Broward County. He also thanked Superintendent Hepburn and board members for their support.

Mr. Swindell further discussed ongoing Leadership Days for BRACE advisors, which provide hands-on exposure to high-demand industries, including medical device manufacturing, marine services, and aviation.

Dawn Liberta announced that Healthy Mothers, Healthy Babies will host its annual fundraiser on 4/28 at the Marriott in Coral Springs and encouraged sponsorship and participation.

Lori Wheeler reminded members of the upcoming Broward County Waterway Cleanup on 3/7, noting it is the county's largest and longest-running environmental event and encouraging participation.

## **MATTERS FROM THE FLOOR**

None.

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

Carol Hylton reported that she will be attending the National Association of Workforce Boards Forum (NAWB) with several board members. Mr. Ryan shared that Assistant Secretary of Labor Henry Mack, who attended the Board Planning Session last year, will serve as keynote speaker.

Ms. Hylton provided an update on the Summer Youth Employment Program, noting that preparations are underway to process approximately 1,200 participants. She indicated that additional funding opportunities may be forthcoming.

**ADJOURNMENT 1:12 p.m.**

<p><b><i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS APRIL 23, 2026.</i></b></p>
---