
MEETING MINUTES

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

**Partnership Meeting #263
Thursday, May 22, 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 Beam Furr, Vanessa Cantave, Zac Cassidy, Keith Costello, Heiko Dobrikow, Paul Farren, Michael Goldstein, Frank Horkey, Dr. Lisa Knowles, Francois Leconte, Sandy-Michael McDonald, Felipe Pinzon, Dawn Liberta, Sandy-Michael McDonald, Felipe Pinzon, Catherina Rozario, Richard Shawbell, Dr. Stacy Volnick, Marjorie Walters, Lori Wheeler, Tara Williams, and Jim Ryan, who chaired the meeting.

Guests: Matthew Rocco

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

MISSION MOMENT

Board Chair Jim Ryan and President/CEO Carol Hylton introduced the mission moment, the Manufacturing Industry Career Pathway video. This video is part of a series aimed at showcasing "day in the life" perspectives across various in-demand industries. The videos are distributed throughout the school district and in prosperity zones to help raise the awareness of students and job seekers of local high-demand occupations.

Mr. Ryan highlighted the strong job potential in manufacturing. Matthew Rocco noted that training and identifying skills gaps are essential and indicated that the Education and Industry Consortium will be holding a panel discussion with three companies to discuss these challenges.

Ms. Hylton added that CSBD's ongoing industry forums have been instrumental in spotlighting training programs and apprenticeship pathways. Ms. Hylton stated our next forum will be Manufacturing and is scheduled for 6/11.

Mayor Beam Furr suggested integrating the career videos into school-issued student laptops to increase visibility.

Mr. Ryan closed the discussion by thanking Mr. Rocco for his leadership in the manufacturing sector and commending the staff for producing a high-quality and informative video. He encouraged board members to share the video with their networks to help promote local career pathways in manufacturing.

APPROVAL OF MINUTES

Approval of the BWDB minutes of the 4/24 (#262) meeting.

On a motion made by Heiko Dobrikow and seconded by Keith Costello, the BWDB unanimously approved the minutes of the 4/24 (#262) 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 March 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), 1st in Veterans EER, 1st in Welfare Transition (WT) All Family Participation Rate and Two-Parent Participation Rate, and 3rd in Wagner Peyser EER.

On a motion made by Francois Leconte and seconded by Frank Horkey, the BWDB/CSBD Council of Elected Officials unanimously approved the Consent Agenda of 5/22.

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. Summer Youth Work Experience Contract with Lan Infotech

Considered the 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. CSBD is the youth's employer of record. Because Board Member Michael Goldstein is employed by Lan Infotech, a 2/3 vote of the Board is required. Approved at the 3/18 Youth and 5/12 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.)*

Dawn Liberta, Chair of the Youth Committee, reviewed the item and its recommendation.

Mr. Goldstein declared his conflict of interest, abstained from the discussion and vote, and completed a conflict-of-interest form at the meeting.

On a motion made by Heiko Dobrikow and seconded by Francois Leconte, the BWDB unanimously approved the SYEP contract with Lan Infotech through 9/30/28.

2. Summer Youth Work Experience Contract with Hispanic Unity

Considered the approval of a SYEP contract with Hispanic Unity through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youth's employer of record. Because Board Member Felipe Pinzon is employed by Hispanic Unity, a 2/3 vote of the Board is required. Approved at the 3/18 Youth and 5/12 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.)*

Dawn Liberta reviewed the item and its recommendation.

Felipe Pinzon declared his conflict of interest, abstained from the discussion and vote, and completed a conflict-of-interest form at the meeting.

On a motion made by Francois Leconte and seconded by Frank Horkey, the BWDB unanimously approved the SYEP contract with Hispanic Unity through 9/30/28.

3. Approval of Work Experience Contract with Broward County

Approval was considered to renew a non-financial WIOA Adult Work Experience contract with Broward County for their University Student Practicum Program. This is the second of three renewals under the current agreement. CSBD is the employer of record. The State's workers' compensation covers participants. Because Board members Tara Williams and Sandy-Michael McDonald are employed by Broward County, a 2/3 vote of the Board is required. Approved at the 5/12 Executive Committee meeting. *(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 reviewed the item and its recommendation.

Sandy-Michael McDonald and Tara Williams, who attended via Zoom, declared their conflicts of interest, abstained from the discussion and vote, and will complete conflict-of-interest forms.

On a motion made by Heiko Dobrikow and seconded by Dr. Lisa Knowles, the BWDB unanimously approved the renewal of a non-financial WIOA Adult Work Experience contract with Broward County for their University Student Practicum Program.

4. 2025 BWDB Planning Session Report

Considered adopting the Board Planning Session Report for Program Year 25/26, which was held on 4/24. The Planning Session began with a lively "Fireside Chat" on the future of work and the economy as we enter into a new era guided by AI, moderated by Board Chair Jim Ryan. Guests included Mark Wilson and Dr. Henry Mack III. Their analysis and predictions were further explored during the group discussions later in the day. This was followed by a review of last year's highlights delivered by our Board Committee Chairs, augmented by AI voiceover. Once approved by the Board, the recommendations from the Report will be incorporated into the committee matrices to create strategic goals and objectives for the upcoming year. Approved at the 5/12 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, and providing information and intelligence to stakeholders with feedback from the community.)*

Jim Ryan introduced the item and asked Carol Hylton to present it. Ms. Hylton summarized the outcomes of the Planning Session and reviewed the recommendations. Key takeaways from the session included positioning CSBD as a convener for employers seeking AI solutions and developing tools such as “quick facts” for job seekers on how AI may impact entry-level occupations. She noted that the Board survey indicated they enjoyed the fireside chat, moderated by our Board Chair, Jim Ryan. The Planning Session Report will guide the work of the Board committees throughout the year.

Mr. Ryan and Mayor Beam Furr commended staff for the session’s content and delivery.

On a motion made by Dr. Lisa Knowles and seconded by Keith Costello, the BWDB unanimously approved the adoption of the Board Planning Session Report for Program Year 25/26.

5. PY 25/26 Integrative Staffing Group (ISG) Contract Renewal

Considered approval of the third and last renewal under the current procurement of our ISG staffing contract for PY 25/26. ISG staffs our One-Stop Career Centers. In our agreement with ISG 1) all career center employees are hired for their first 90 days on a temporary assignment basis. ISG is requesting an increase of 2%, bringing the fee for this service to 42% of the employee's wage during this period. Their fee includes all employee benefits, taxes, and insurance, as well as the various background checks and tests we require. Our cost is expected to be low 2) At the close of the 90-day period, individuals are transferred to permanent assignments. ISG is asking for a 7% increase to this rate, bringing their fee to \$91.00 per employee per pay period. Their contract would increase by \$11,700 for an annual cost of about \$177,450. Their current rate is \$85.00. ISG has not requested any increases since the inception of their contract 3 years ago and, even with the increase, their fee would still be lower than the next lowest proposal received at that time. They have provided excellent customer service and have been responsive to our needs over the years. We do not pay for vacancies. Approved at the 5/12 Executive Committee meeting. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Jim Ryan introduced the item and asked Carol Hylton to present it. Ms. Hylton reviewed the recommendation and explained that ISG has provided consistent and responsive service over the past three years and that this is their first request for a rate increase during that time period. She indicated that staff remain satisfied with ISG’s performance.

On a motion made by Frank Horkey and seconded by Paul Farren, the BWDB unanimously approved the third and last renewal under the current procurement of our ISG staffing contract for PY 25/26.

6. AI Guide/Playbook for CEOs and Business Owners

Considered approval to procure an entity to develop a guide/playbook targeted toward our small and medium employers in Broward County who are seeking guidance in order to implement and use AI in their businesses. If approved, we would set aside \$25,000 to accomplish this objective and solicit quotes from our public and private university systems. Being able to provide this service was one of the recommendations made by the Board and Council work group in response to the thought questions regarding AI. Approved at the 5/5 Employer Services and 5/12 Executive Committee meetings. *(This is in alignment with the Board goal to encourage employers by engaging and identifying their needs, and education and connecting them to the workforce system to produce innovative solutions.)*

Jim Ryan reviewed the item and its recommendation and expressed strong support for the initiative. He emphasized that AI is reshaping multiple sectors, including logistics, manufacturing, hospitality, and professional services, and noted that South Florida has been identified as one of the most impacted regions nationally. He commended staff and the Board for taking a proactive approach through this effort.

On a motion made by Keith Costello and seconded by Felipe Pinzon, the BWDB unanimously approved issuing a Request for Quotes for up to \$25,000 to procure an entity to develop an AI guide/playbook for small and medium employers.

7. New Training Provider My IT Future

Considered the approval to add My IT Future under initial eligibility status as an Eligible Training Provider and to add eight (8) courses 1) Cyber Security Analyst 2) Network Security Technician 3) Cyber Security Forensic & Intrusion Analyst 4) Cisco Certified Network Associate (CCNA) 5) Cyber Security IT Professional 6) CompTIA A+/Network+ 7) Project Management Professional and 8) Master Certificate in Cyber Security & Information Assurance to the Workforce Innovation and Opportunity Act Individual Training Account (ITA) List. CSBD adds schools and courses that meet federal, state, and local criteria to give customers more choices. Approved at the 3/25 One Stop Services and 5/12 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.)*

Rick Shawbell, Chair of the One-Stop Services Committee, reviewed the item and its recommendations.

On a motion made by Rick Shawbell and seconded by Tara Williams, the BWDB unanimously approved adding My IT Future under initial eligibility status as an Eligible Training Provider and add eight (8) of their courses to the ITA list.

REPORTS

1. Education and Industry Consortium (EIC) Fourth Quarter Report

The goal of the EIC is to align educational programming with industry needs at the local level. The EIC held its fourth quarter meeting on 11/19. The Consortium 1) heard from Ashton Adler, Director of Talent at South Florida Tech Hub, who presented on the state of the information technology industry, emerging trends, and recruitment challenges. She stated that Florida was one of the top five states in the country producing skilled graduates in tech-related fields and 2) provided input for the draft 2025 BWDB legislative Agenda.

Ron Moffett, Executive Vice President, reported that the EIC continues to have high-value discussions aligning education with workforce needs. He highlighted the recent presentation by Ashton Adler of South Florida Tech Hub and credited EIC Chair Matt Rocco for his leadership, and noted that the next industry spotlight will focus on manufacturing.

2. Apprenticeship Fair

CSBD hosted an Apprenticeship Fair on 5/15 at the South One-Stop Center, drawing over 140 job seekers to explore career pathways in high-demand industries including construction, manufacturing, IT, and healthcare. Participating employers and registered apprenticeship

sponsors, such as Memorial Hospital, Advanced Roofing, Miller Electric, McFatter Technical College, and the Broward County Office of Economic and Small Business Development, provided valuable information about current job openings and apprenticeship opportunities. CSBD's Apprenticeship Navigator was on-site to help job seekers understand the benefits and accessibility of registered apprenticeship programs. It is too soon to determine hiring information from the event. Feedback from the employers and job seekers was very positive.

Ron Moffett highlighted that the Apprenticeship Fair was well-received by both job seekers and participating organizations. He noted growing interest in alternatives to traditional employment and emphasized CSBD's role in advancing apprenticeship awareness. Mr. Moffett indicated that Valvery Hillsman from the Department of Education's Apprenticeship Office attended to support the event.

Frank Horkey commended CSBD staff for continuing to serve as conveners of workforce development services.

3. Upcoming Employer Industry Forums

These events provide a valuable opportunity to convene the business community, education partners, and economic development stakeholders to address workforce challenges in Broward County's targeted industries collaboratively. Each session focuses on sharing insights, identifying talent needs, and strengthening industry-aligned solutions, including addressing the impacts of artificial intelligence on the workforce. Registration information will be shared with the members as we get closer to each event. Pursuant to the Board's request, we will send an optional calendar invite to Board members' Outlook calendars.

Tony Ash, Vice President of Business Relations, reviewed the schedule for upcoming industry forums. He emphasized that this year's discussions will incorporate the impacts of AI on each industry and its workforce. Mr. Ash noted that we will be adding the date of the forums to the Board Outlook calendar.

4. Artificial Intelligence Incumbent Worker Training Grant

In March, CSBD was awarded \$300,000 from FloridaCommerce to assist eligible incumbent workers, whose jobs are at risk due to automation and AI advancements, with upskilling and reskilling to retain employment. We currently have over \$179,000 in training grants in the pipeline, and additional interested employers are preparing applications.

Jim Ryan reviewed the item and asked Carol Hylton to provide an update, which she did.

Mr. Leconte asked how staff were progressing in spending the funds. Ms. Hylton indicated that we have obligated about \$175,000 so far and that staff are continuing to follow up with employers that have expressed an interest in the grant.

5. Janitorial Services Contract

This is to report on the first renewal for the janitorial services contract with AK Building Services for the main office. The agreement provides for three (3) one-year renewals. The cost for the services for the period is \$52,805/year, an increase of \$2,989 due to increases in costs and the minimum wage. This is being reported in accordance with our board policy to report single purchases over \$10,000.

Jim Ryan reviewed the item.

6. **State Required Financial Disclosure**

Each year, elected officials and board members must file the Financial Disclosure Form 1. The form is **due 7/1/25**. A \$25.00/day fine is imposed against filers for forms not filed by 9/3/25. Filers can no longer file locally at their Supervisor of Elections Office and must now file electronically using the statewide system at the link below. Filers should click "I am a Filer" and follow the prompts. There is a "How to" video that can guide you through the process.

Ms. Hylton reminded members that the Financial Disclosure Form 1 must be filed electronically by July 1, 2025, and late filings will incur a \$25 per day fine. Mr. Ryan emphasized that the fines are enforced and shared his past experience with a delayed confirmation that could have led to a significant penalty. He urged members to save proof of submission and ensure timely compliance.

7. **CSBD Top Workplace Recognition**

We are thrilled to announce that CSBD has been recognized as a 2025 Top Workplace by the South Florida Sun Sentinel! This prestigious award is based entirely on employee feedback and reflects our organization's commitment to fostering a positive, supportive, and mission-driven work environment. It highlights the passion our team brings to serving the Broward County community and helping businesses and job seekers thrive. To celebrate this achievement and accept our award, Board Chair Jim Ryan and members, Dr. Lisa Knowles and Marjorie Walters, along with members from our team, attended the 2025 Sun Sentinel Top Workplaces Awards Ceremony at the Coral Springs Marriott Hotel & Convention Center. We are proud of this achievement and grateful to every staff member whose dedication made this recognition possible.

Jim Ryan congratulated the staff on receiving the 2025 Top Workplace recognition, calling it a collective achievement driven by the dedication of the Board, CSBD leadership, and staff. He acknowledged the immediate past Chair, Heiko Dobrikow, for his passion and the many outstanding Board Chairs over the years, noting that their combined leadership has helped shape CSBD into the strong organization it is today. He commended Carol Hylton for reengineering the workplace culture and creating a supportive, mission-driven environment.

Frank Horkey thanked Ms. Hylton for her leadership and efforts in creating a positive, supportive work environment.

8. **Laurie Moran Partnership Award**

CSBD was honored with the prestigious Laurie Moran Partnership Award which recognizes outstanding collaboration at the National Association of Workforce Boards' annual conference attended by workforce boards from across the country. CSBD was selected for our strategic partnerships with the Greater Fort Lauderdale Chamber of Commerce and the Greater Hollywood Chamber of Commerce. Executive Vice President of Operations, Mark Klinecicz, accepted the award. Photos from the award ceremony are linked in our social media post below.

Jim Ryan thanked Mark Klinecicz, Executive Vice President, for accepting the Laurie Moran Partnership Award on CSBD's behalf at the National Association of Workforce Boards' annual conference. Mr. Klinecicz shared that the award was also recognized at the recent CareerSource Florida Board of Directors meeting, highlighting its significance both locally and nationally.

9. News Service of Florida Fifty Over 50 Recognition

Board members Shane Strum, President and CEO of Broward Health and Interim CEO of Memorial Healthcare System, and Bob Swindell, President and CEO of the Greater Fort Lauderdale Alliance, were named to the News Service of Florida's 2025 Fifty Over 50 list, which honors impactful leaders who have played a vital role in Florida's development across sectors such as healthcare, business, and public service. Also recognized was our partner, Dan Lindblade, President and CEO of the Greater Fort Lauderdale Chamber of Commerce. Congratulations to Shane, Bob, and Dan on this well-deserved honor!

Jim Ryan asked all of the members to join him in congratulating Shane Strum, Bob Swindell, and Dan Lindblade on their recognition.

10. Leadership Florida Graduate

Board Member Lori Wheeler, Vice President of the Marine Industries Association of South Florida (MIASF), recently graduated from the prestigious Leadership Florida program. Her participation in this statewide initiative underscores a deep commitment to strengthening leadership and civic engagement across Florida. Her dedication to advancing both the marine industry and the broader community is commendable. Congratulations Lori!

Jim Ryan asked all of the members to join him in congratulating Lori Wheeler on her graduation.

Lori Wheeler expressed her appreciation for the acknowledgment and thanked Ms. Hylton for encouraging her to participate in the program. She also thanked the board for their patience during her absences from recent meetings, noting that the experience was rewarding and that graduation will take place during the upcoming annual meeting in Tampa.

11. Board Member Recognition

Chen Moore and Associates was recently listed in the Sun-Sentinel's Top Workplaces 2025 in the small business category. Our own Dr. Ben Chen is the founder and Chairman of the Board of Chen Moore and Associates. Congratulations Dr. Chen!

Jim Ryan asked all of the members to join him in congratulating Dr. Ben Chen on his award.

12. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 3.2 percent in April 2025. This rate was 0.4 percentage points higher than the region's year-ago rate. In April 2025, Broward County's unemployment rate was 0.3 lower than the State's rate. Out of a labor force of 1,085,636, up 3,550 (+0.3%) over the year, there were 35,168 unemployed Broward County residents. The dashboard is a value-added resource allowing businesses the ability to make data-informed decisions.

Mark Klinecicz reported that the dashboard tiles have been updated with the latest data from FloridaCommerce through April. Broward County continues to outpace the rest of the State with declining unemployment rates over the past three months. Median home list prices are also dropping, and housing inventory is increasing.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

None.

MATTERS FROM THE BROWARD WORKFORCE DEVELOPMENT BOARD CHAIR

Jim Ryan again congratulated staff for the Top Workplace recognition.

MATTERS FROM THE BOARD

Michael Goldstein began by stating that it was exciting to witness the strong alignment between the Board's AI-focused efforts and a \$9 million investment recently approved by Broward County Public Schools to expand AI tools like Microsoft Copilot across all district schools.

Heiko Dobrikow shared two updates. First, he announced that through the Rotary Club of Fort Lauderdale and a partnering faith-based organization, a dedicated bus route is being launched to assist homeless individuals with transportation. The CareerSource Broward Central Office will be one of the stops.

Secondly, Mr. Dobrikow suggested that the Board consider potential legislative priorities related to workforce development. He proposed exploring childcare subsidies for stay-at-home parents entering the labor force, portable benefits for gig workers, transportation access grants to help individuals reliably reach jobs, and tax incentives for employers who offer apprenticeships or internships. He encouraged the Board to keep these ideas in mind when discussing advocacy efforts at the local, state, and federal levels.

Lastly, Frank Horkey agreed with Mr. Dobrikow and emphasized the importance of reaching disconnected individuals who are not currently in the workforce. Mr. Horkey also suggested holding a picnic to recognize staff contributions and celebrate recent accomplishments.

MATTERS FROM THE FLOOR

Matthew Rocco thanked the Board for the opportunity to attend the day's meeting and shared that 13 Broward County companies are finalists for the South Florida Manufacturer of the Year Awards, which is scheduled for 6/26. He offered to share event details with the Board via Ms. Hylton's office.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton shared that CSBD will be presenting our employer value calculators at Senator Geller's upcoming trades event and expects to receive additional Summer Youth funds from Broward County. She thanked the School Board for quickly responding to a request for additional job sites and confirmed that all participating youth will be placed.

Ms. Hylton indicated we are exploring different AI platforms, such as Pace AI, an educational platform that supports adults or youth by pairing AI technology with curriculum content. The tool adapts to a student's reading level and provides contextually relevant explanations. She also reported that due to decreased unemployment and thus decreased funding, CSBD is consolidating space and has moved out of the second floor of the central office.

ADJOURNMENT 1:23 p.m.

<p><i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS JUNE 26, 2025.</i></p>
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