



**Broward Workforce Development Board
Employer Services Committee**
Monday, January 12, 2026
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID: 850 0250 6708
Zoom Password: 792471
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 IN-PERSON / VIA ZOOM: Michael Goldstein, Paul Farren, Vanessa Cantave, Marie Suarez, Denise Jordan, Maribel Feliciano, and Francois Leconte, who chaired the meeting.

STAFF: Carol Hylton, Mark Klincewicz, Kimberly Bryant, Tony Ash, and Sonia Harriott.

APPROVAL OF MINUTES

Approval of the Minutes of the 11/10 Employer Services Committee meeting.

On a motion by Paul Farren and seconded by Denise Jordan, the Employer Services Committee unanimously approved the minutes of the 11/10 meeting.

NEW BUSINESS

1. Addition of Occupational Title to Current Targeted Occupation List (TOL)

Considered the approval of adding Medical Equipment Preparers to our PY 25/26 local TOL. Over the year, CareerSource Broward (CSBD) receives input from our industry intermediaries, eligible training providers, and employers in order to evaluate our local TOL. CSBD staff have been able to establish local demand for Medical Equipment Preparers, and all Board-mandated criteria have been met for this occupational title to be added to the TOL.

Francois Leconte introduced the item and Tony Ash reviewed the recommendation. Mr. Ash reported that the TOL is used to align occupations funded through WIOA Individual Training Account (ITA) scholarships with local employer demand. He noted that the TOL was approved by the Committee and Board for the current program year and is updated throughout the year as occupations meet the approved criteria. Mr. Ash further stated that once an occupation is added to the TOL, training providers may apply to have their programs added to the ITA Eligible Training Provider List.

On a motion by Marie Suarez and seconded by Paul Farren, the Employer Services Committee unanimously approved adding Medical Equipment Preparers to the PY 25/26 Broward County TOL.

2. Employer Services Committee (ESC) Strategic Planning Matrix Update

Considered the approval of the updates to the ESC Committee Strategic Planning Matrix.

Francois Leconte presented the item, and Tony Ash reviewed the matrix, highlighting the progress towards achieving the objectives.

Carol Hylton elaborated on CSBD's AI initiatives and reported that staff established an internal task force to explore opportunities to use AI to improve operational efficiency. She also noted that staff is planning to meet with ESC member Michael Goldstein to explore additional areas where AI could support process improvements. Mr. Goldstein commended staff for their efforts and referenced the National Football League's use of AI to collect and analyze performance data on prospective players to support data-driven decision-making, citing it as an example of broader AI adoption.

On a motion by Paul Farren and seconded by Vanessa Cantave, the Employer Services Committee unanimously approved the updates to the Strategic Planning Matrix.

3. AI Playbook for Small and Medium-sized Employers

Considered the recommendation that the ESC members share the AI Playbook Survey with their business colleagues. Staff convened three AI Employer Roundtables between October and December, engaging nearly 100 local employers to discuss AI, implementation challenges, and workforce impacts. The focus was on aligning AI tools with existing workflows, upskilling current staff, and addressing common misconceptions about AI. Insights from the roundtables and early survey responses are playing a key role in developing the AI Playbook. The survey remains open and continues to collect additional employer input. We are recommending that the committee share the survey with business colleagues.

Tony Ash reported that the roundtable discussions focused on aligning AI tools with existing workflows, upskilling current staff, and addressing misconceptions about AI.

Paul Farren stated that he attended one of the roundtables and commented on the rapid pace of change in AI. Mr. Goldstein advised that while businesses may adopt an AI strategy, implementation often takes several months. He emphasized the value of starting with low-impact, practical opportunities that address common concerns and build confidence.

Ms. Hylton stated that the playbook is intended to support small and medium-sized employers as they navigate AI adoption. She noted that the playbook and the CSBD AI Incumbent Worker Training grant will work together to help employers move forward. Ms. Hylton added that the development of the AI Playbook is well underway and encouraged the Committee members to share the survey.

Mr. Goldstein indicated that we should explore if the playbook could incorporate an AI bot feature in its search features, if feasible. Ms. Hylton stated that it was a good idea and we would explore it.

Mr. Leconte requested that the survey link be emailed to the Committee members. Ms. Hylton responded that staff would do so.

On a motion by Michael Goldstein and seconded by Denise Jordan, the Employer Services Committee unanimously agreed to share the survey with business colleagues.

4. 2026 Worlds of Work Youth Career Exploration Summit

CSBD, in partnership with the School Board, will host the 2026 Worlds of Work (WOW) on 3/4 at the Amerant Bank Arena. For this year's event, students will engage in hands-on career experiences in the following ten growth industries: 1) Aviation 2) Construction/Energy 3) Manufacturing 4) Healthcare 5) Hospitality 6) Information Technology 7) Logistics/Automotive 8) Marine 9) Public Safety and 10) Professional Services. We are recommending the committee to share the employer exhibitor and supporter opportunity forms with the business community and suggest employers who can assist with showcasing the ten worlds.

Mr. Leconte introduced the item and Mark Klincewicz reviewed the recommendation.

Mr. Klincewicz explained that student feedback from last year's event highlighted the need for more time in each industry "World", and that this year's event is reduced from twelve to ten "Worlds" to allow for increased time in each area.

Mr. Klincewicz stated that recruitment for exhibitors and supporters is underway and encouraged Committee members to share the links included in the agenda with their business and employer networks. Carol Hylton added that while the venue is no cost, there are other associated costs to hold a successful event.

Mr. Leconte encouraged the Committee members to support the event with a donation, in addition to sharing the information.

Maribel Feliciano requested that staff email the supporter and exhibitor forms to the Committee. Ms. Hylton responded that we would send it.

On a motion by Paul Farren and seconded by Michael Goldstein, the Employer Services Committee unanimously agreed to share the employer exhibitor and supporter opportunity forms with the business community.

REPORTS

1. Marketing & Communications Performance Update Report - PY 25/26

CSBD advanced its Marketing & Communications efforts during the first half of PY 25/26, with continued emphasis on our four priorities 1) expanding earned media visibility 2) outreach campaigns, 3) digital engagement and 4) deepening partner-driven promotion. Signature activities during this period included Paychecks for Patriots, Summer Youth Employment

Program outreach, and three (3) employer roundtables supporting the development of the AI Playbook. This mid-year report summarizes the progress and success from 6/1/25 through 12/31/25.

Michael Goldstein suggested adding a QR code at the end of the Workforce Wednesday presentations to direct audiences to follow CSBD on social media.

Maribel Feliciano requested that the career pathway industry videos be shared with Committee members. Carol Hylton stated that staff would do both.

2. On-the-Job Training (OJT) Program Changes

The U.S. Department of Labor recently issued a waiver to Florida Commerce allowing Local Workforce Boards to reimburse businesses of any size up to 90% of OJT participant wages and up to 100% for companies located in, or employing individuals who reside in, Opportunity Zones. Under CSBD's current OJT structure, employers are reimbursed 50 percent to 75 percent of participant wages. This change will incentivize employers in the Opportunity Zones to utilize our services.

Francois Leconte introduced the item and indicated it will be very helpful to employers in the Opportunity Zones.

3. South Florida Manufacturers Association (SFMA) Pre-Apprenticeship Program

CSBD participated in a roundtable convened by the SFMA and Atlantic Technical College (ATC) to discuss the development of a manufacturing pre-apprenticeship program. The proposed pre-apprenticeship will prepare participants for entry into the SFMA/ATC registered CNC Apprenticeship Program. Employers provided input to help refine the curriculum and skill alignment. CSBD staff engaged employers on how available On-the-Job Training funding may support them in transitioning individuals from the pre-apprenticeship program into the registered apprenticeship program.

Mr. Ash reviewed the item.

4. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 4.6 percent in November 2025, the most recent data available. This rate was 1.4 percentage points higher than the region's year-ago rate. In November 2025, Broward County's unemployment rate was 0.3 percentage points lower than the state rate of 4.9 percent. Out of a labor force of 1,086,836, up 3,132 (+0.3 percent) over the year. There were 50,346 unemployed Broward County residents. The State has indicated that unemployment and labor force statistics for October 2025 are not available due to a lapse in federal data collection activities, and that it will take several months to release more up-to-date data. The dashboard is a value-added resource that allows businesses to make data-informed decisions.

Mr. Klinecicz reviewed the unemployment data and shared notable updates reflected within the dashboard.

MATTERS FROM THE EMPLOYER SERVICES COMMITTEE CHAIR

None

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Ms. Feliciano reported that there are no updates at this time from Small Business Development and noted that information will be shared as the annual calendar of events is finalized.

Ms. Suarez stated that she is looking forward to hosting a job fair with CSBD.

Mr. Goldstein shared that he will be speaking at a Florida Association of School Administrators event on 1/14/26.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton stated that approximately 3,000 student applications have been received for the Summer Youth Employment Program, and that about 1,200 students are expected to be selected for hire.

She reported that we have consolidated office space from three buildings to two at the Central One Stop Center as a cost-saving measure.

ADJOURNMENT

1:16 P.M.

THE NEXT EMPLOYER SERVICES COMMITTEE MEETING IS MARCH 16, 2026
