Broward Workforce Development Board
Employer Services Committee
Monday, September 14, 2026
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID:	**837 4171 3890**
Zoom Password:	**694718**
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, Marie Suarez, Denise Jordan, Lori Wheeler, Paul Farren, and Francois Leconte, who chaired the meeting.

STAFF: Mark Klincewicz, Tony Ash, and Sonia Harriott.

APPROVAL OF MINUTES

Approval of the Minutes of the 8/3 Employer Services Committee meeting.

On a motion by Paul Farren and seconded by Marie Suarez, the Employer Services Committee unanimously approved the minutes of the 8/3 meeting.

NEW BUSINESS

1. Region 22 Targeted Occupations List (TOL) for Program Year 26/27

Considered the approval of the changes to our local area's TOL for PY 26/27. Based upon our review and community input, CSBD is recommending to 1) add seventy-one (71) new occupations proposed by the State and 2) retain fifteen (15) occupations the State had slated for removal. As we always do, we researched the State's preliminary list and compared it to the Board- approved criteria. To get input and feedback on the State's proposed list and gather additional relevant labor market data, we sent the preliminary TOL to 1) members of the Education and Industry Consortium 2) local education and business partners and 3) community partners. They were also invited to a publicly noticed meeting held on 9/1. At the meeting, we provided an overview of the PY 26/27 TOL and the governing board's criteria for updating the TOL.

Francois Leconte introduced the item, and Tony Ash provided an update. Mr. Ash explained that the TOL determines which occupations are eligible for WIOA-funded training.

Paul Farren inquired why the Nursing Assistant occupation was not among those recommended for retention. Mr. Leconte added that there seems to be a demand for Nursing Assistants. Mr. Ash explained that the occupation did not meet the required entry-level wage threshold for inclusion on the TOL. He noted that CSBD can still provide scholarship assistance for Nursing Assistant training to eligible participants in the Welfare Transition Program. Mr. Ash added that occupations don't have to be on the TOL for CSBD to develop OJTs in those occupations.

Lori Wheeler inquired about the removal of Education Administrators, Kindergarten through Secondary, from the TOL. Mr. Ash explained that staff was unable to identify sufficient labor market data to support retaining the occupation, noting declining enrollment and school closures as possible contributing factors.

Michael Goldstein welcomed the addition of a significant number of occupations to the TOL, noting that it would expand training opportunities for job seekers.

On a motion by Paul Farren and seconded by Denise Jordan, the Employer Services Committee unanimously approved the Targeted Occupations List for PY 26/27 1) adding 71 new occupations proposed by the state and 2) retaining 15 occupations slated by the state for removal.

2. Apprenticeship Summit

CSBD plans to host an Apprenticeship Summit in January 2027 to educate and engage employers, job seekers, and workforce partners about the opportunities available through registered apprenticeships. We are requesting the Committee's approval of 1) the proposed planning strategies and 2) additional recommendations to strengthen the event.

Mr. Ash reviewed the proposed Apprenticeship Summit and noted that the event is part of CSBD's broader effort to expand Registered Apprenticeships in Broward County. He explained that the Summit will provide practical information to help employers develop and expand Registered Apprenticeship programs.

Mr. Farren inquired how the January Apprenticeship Summit would differ from the Apprenticeship Fair planned for October. Mr. Ash explained that the Summit is for employers that do not have an apprenticeship program and will focus expanding their awareness and educating them on the benefits of developing one, while the October event is a job fair, that will connect job seekers with employers that have current Registered Apprenticeship positions to fill.

On a motion by Lori Wheeler and seconded by Michael Goldstein, the Employer Services Committee unanimously approved the proposed planning strategies for the Apprenticeship Summit.

3. Employer Services Committee (ESC) Strategic Planning Matrix PY 26/27

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

Mr. Leconte introduced the item, and Mr. Ash provided an update. Mr. Ash highlighted the significant outreach achieved in promoting the AI Playbook, development of the Paid Internship Program Guide, and progress in expanding Registered Apprenticeship opportunities through participant referrals and OJT resources.

On a motion by Marie Suarez and seconded by Michael Goldstein, the Employer Services Committee unanimously approved the updates to the Strategic Planning Matrix for PY 26/27.

4. 2026 Paychecks for Patriots Veterans Hiring Fair

CSBD will host our annual Paychecks for Patriots Veterans Hiring Fair on 11/17 at the Tamarac Community Center. This year, CSBD will implement several strategic changes to improve traffic and job-seeker flow, including 1) strategically reducing the number of job seekers by modifying the marketing period 2) separating employer and job-seeker entrances 3) organizing employers by industry sector and 4) introducing new event technology to streamline the check-in process. The Committee is asked to review and approve the proposed strategies and provide input on additional strategies for this year's event.

Mr. Ash reviewed the proposed strategies for the 2026 Paychecks for Patriots Veterans Hiring Fair, noting that last year's event attracted more than 2,400 job seekers and presented capacity challenges. He highlighted changes being made to improve crowd management and job-seeker flow, as well as transportation and shuttle coordination with Broward County and the City of Tamarac.

Mr. Farren inquired how job seekers would know where specific employers and industries are located within the event. Mr. Ash explained that a digital directional guide will be provided to ease navigation, identifying employer locations by row, table number, and industry zone. Mr. Farren welcomed the approach, and Ms. Wheeler agreed that it was a good strategy.

On a motion by Paul Farren and seconded by Lori Wheeler, the Employer Services Committee unanimously approved the proposed strategies for the 2026 Paychecks for Patriots Veterans Hiring Fair.

REPORTS

1. CSBD Paid Internship Program Guide

Pursuant to a recommendation received at this year's Board Planning Session, CSBD developed a how-to guide to assist small and mid-sized employers with utilizing the Paid Internship Program. The guide provides a practical roadmap outlining program requirements, processes, employer responsibilities, and tips for successfully hosting and managing interns. It will be shared with employers to promote our Paid Internship Program as a resource for developing their talent pipelines.

Mr. Ash reviewed the Paid Internship Program Guide. He highlighted its practical features, including information addressing common employer questions regarding supervision, payroll, workers' compensation, interviewing candidates, and hiring interns following their work experience. He also highlighted the Employer Readiness Checklist, designed to help businesses

assess their readiness to host an intern.

Mr. Goldstein commended staff on the development of the guide.

2. Apprenticeship Fair in October

CSBD is hosting an Apprenticeship Fair on 10/28 at the Central One-Stop Center to connect job seekers with established registered apprenticeship programs with openings in high-demand fields such as construction, manufacturing, and more. Our Apprenticeship Navigator will be on-site to help employers and job seekers understand just how accessible and impactful registered apprenticeship programs can be. The event will be promoted through targeted email campaigns, social media outreach, and community partner networks to ensure strong attendance and engagement.

Mr. Leconte reviewed the item.

3. AI Playbook Updates and Expansion

CSBD is advancing several recommendations from the Board planning session to keep the AI Playbook current and expand its use. Staff 1) identified three AI tools to add to the Playbook 2) created a process to update the Playbook biannually 3) developed quizzes for each of its four pillars to reinforce comprehension that will be implemented by October 4) engaged Broward College to explore certifying the Playbook for integration into its AI curriculum and 5) is planning an AI Summit for February 2027 to provide employers with practical insights, demonstrations, and tools for applying AI in the workplace.

Mark Klincewicz provided an update on efforts to keep the AI Playbook current and expand its use. He highlighted the additional AI tools identified for inclusion in the Playbook, the bi-annual review process, development of short quizzes within the Playbook to reinforce comprehension, collaboration with Broward College to explore incorporating it into its curriculum, and plans for an AI Summit in February 2027.

Mr. Leconte expressed enthusiasm for the AI Summit and said he looks forward to participating.

4. Hospitality Industry Employer Forum

CSBD, in partnership with the Greater Hollywood Chamber of Commerce, held a Hospitality Industry Employer Forum on 8/5, attended by hospitality employers and education partners. The forum focused on registered apprenticeships, which aligned with the Employer Services Committee's recommendation. Attendees developed strategies focused on 1) launching a hospitality career awareness initiative 2) leveraging CSBD's Apprenticeship Navigator to assist employers with registered apprenticeship programs and 3) hosting an apprenticeship event for hospitality employers.

Mr. Ash provided an update on the Hospitality Industry Employer Forum and highlighted its focus on Registered Apprenticeships. He noted that the Forum featured two guest speakers, including an apprenticeship expert and a hospitality employer who shared their experience using apprenticeships to develop and retain talent.

5. National Emergency Grant – Spirit Airlines Funds

CSBD received $2,004,217 in National Emergency Grant funding to assist workers impacted by the Spirit Airlines closure. The funding will enable CSBD to provide employment and training services, including training scholarships and support services. Subsequently, CSBD held a job fair on 8/25 at the South One-Stop Center, with 73 former Spirit employees in attendance. Contour Airlines conducted onsite interviews and identified several potential candidates for hire. Feedback from the event was positive, and staff are following up with participating employers to capture hiring outcomes.

Mr. Klincewicz provided an update on the National Emergency Grant funding received to assist workers impacted by the Spirit Airlines closure. He highlighted the employment and training assistance available through the grant and the recent job fair held for impacted workers. He noted that staff is following up with participating employers to capture hiring outcomes.

Mr. Leconte welcomed the grant funding and the additional resources to assist impacted workers.

6. USDOL / SBA Manufacturing Workforce Expo

CSBD participated in a Manufacturing Workforce Expo at Atlantic Technical College, which brought together manufacturers, students, workforce partners, and education leaders to highlight registered apprenticeships, workforce resources, and the growing role of AI in manufacturing. Keith Sonderling, Acting U.S. Secretary of Labor, and Dr. Henry Mack, Florida Commissioner of Education, were featured speakers. CSBD President/CEO Carol Hylton and BWDB Chair Jim Ryan attended with other BWDB members. CSBD assisted in bringing manufacturing employers to the Expo to engage with students and strengthen connections to Broward County's manufacturing talent pipeline.

Mr. Ash provided an update on CSBD's participation in the Manufacturing Workforce Expo. He recognized Matt Rocco for connecting CSBD with the Expo.

7. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 4.6 percent in July 2026. This rate was 0.7 percentage points higher than the region's year-ago rate. In July 2026, Broward County's unemployment rate was equal to the State's rate. Out of a labor force of 1,067,539, down 8,491 (-0.8 percent) over the year, there were 49,140 unemployed Broward County residents. The dashboard is a value-added resource that allows businesses to make data-informed decisions.

Mr. Klincewicz reviewed the unemployment data and notable updates reflected on the dashboard. He noted that unemployment has remained relatively stable over the past year, while average hourly earnings have continued to rise.

MATTERS FROM THE EMPLOYER SERVICES COMMITTEE CHAIR

None.

MATTERS FROM THE EMPLOYER SERVICES COMMITTEE

Mr. Goldstein shared that he is preparing an AI presentation for the academic staff at Keiser

University in Fort Lauderdale. He noted that the session will likely include a question-and-answer discussion and provide an opportunity to learn more about how the academic community is approaching AI.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Reporting on behalf of Ms. Hylton, who was on vacation, Mr. Klincewicz noted that several staff members would attend the Regional Workforce Summit to gain new insights and ideas related to the workforce system.

Mr. Klincewicz provided an update on performance negotiations with the State and noted that staff is working to finalize the performance measures to which CSBD will be held for the next two years.

He also provided an update on the North and Central Career Centers. He noted that the North Career Center lease expires at the end of the year and that the State is looking to sell the Central Career Center complex. An RFQ was issued for brokerage services to assist CSBD in identifying potential locations for the two centers. Mr. Klincewicz thanked Mr. Leconte for serving on the RFQ rating panel.

ADJOURNMENT

1:12 p.m.

THE NEXT EMPLOYER SERVICES COMMITTEE MEETING IS NOVEMBER 9, 2026