



Broward Workforce Development Board  
**Executive Committee**  
Monday, April 13, 2026  
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 899 1061 5714  
Zoom Password: 585438  
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:** Zac Cassidy, Heiko Dobrikow, Frank Horkey, Kevin Kornahrens, Francois LeConte, Dawn Liberta, Rick Shawbell and Jim Ryan, who chaired the meeting.

**GUEST:** None

**STAFF:** Carol Hylton, Rochelle Daniels, Mark Klinecicz, Kim Bryant and Michell Williams.

### APPROVAL OF MINUTES

Approval of the Minutes of the 2/9 Executive Committee meeting.

**On a motion made by Rick Shawbell and seconded by Dawn Liberta, the Executive Committee unanimously approved the 2/9 meeting minutes.**

### NEW BUSINESS

#### 1. **Board Recertification**

Considered approval of the request for subsequent local area and board designation. In compliance with WIOA, the State issued instructions for local area re-designation requiring that the CareerSource Broward Council of Elected Officials formally request subsequent area designation and certify our local workforce development board.

Jim Ryan presented the item.

Rochelle Daniels explained that every two years, WIOA requires the State to recertify the Board to ensure we are meeting WIOA requirements and that our Elected Officials and Board are requesting that we retain our workforce area. Ms. Daniels mentioned that once the forms are approved by the Board on 4/23, they would be submitted to the State.

**On a motion made by Francois LeConte and seconded by Zac Cassidy, the Executive Committee unanimously approved the Board Recertification.**

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## **2. Broward Workforce Development Board Appointment**

Considered the recommendation for the appointment of Yaite Artmann, Director for Area 7 for Vocational Rehabilitation, to represent the Economic/Community Development slot formerly held by Catherina Rozario. Vocational Rehabilitation is a core partner and a mandatory member of the Board. The CSBD Council of Elected Officials appoints Board members following a recommendation from the Board.

Carol Hylton reported that Catherina Rozario, formerly with Vocational Rehabilitation, held a mandatory slot on the Board, and that Yaite Artmann is Vocational Rehabilitation's new area Director.

**On a motion made by Rick Shawbell and seconded by Dawn Liberta, the Executive Committee unanimously approved recommending in the Economic/Community Development category the appointment of Yaite Artmann to the Board.**

## **3. On-the-Job Training (OJT) Contract with Advanced Roofing**

Considered approval of entering into an upgrade OJT training contract with Advanced Roofing to train up to ten (10) employees in their registered apprenticeship program. The apprentices would receive training in 1) roofing 2) handling asphalt equipment and 3) sheet metal fabrication and installation. The contract would provide up to a 90% reimbursement for wages paid to the apprentices while in training, totaling up to \$150,000 through 2027. Because Board member Kevin Kornahrens is employed by Advanced Roofing, a 2/3 vote of the Board will be required. Approved at the 3/16 Employer Services Committee meeting.

Francois LeConte reviewed the recommendation, and Kevin Kornahrens declared a conflict of interest as he is employed by Advanced Roofing.

**On a motion made by Francois LeConte and seconded by Frank Horkey, the Executive Committee unanimously approved the upgraded OJT contract with Advanced Roofing.**

## **4. Work Experience Contract for Marine Industries Association of South Florida**

Considered approval of the non-financial Summer Youth Employment Program contract with the Marine Industries Association of South Florida (MIASF). CSBD is the employer of record and summer youth are covered by CSBD workers' compensation. Because Board Member Lori Wheeler is employed by MIASF, a 2/3 vote of the Board will be required. Approved at the 3/17 Youth Committee meeting.

Dawn Liberta reviewed the recommendation, and Mr. Ryan acknowledged that we would follow up with Lori Wheeler regarding the conflict of interest.

**On a motion made by Dawn Liberta and seconded by Frank Horkey, the Executive Committee unanimously approved the Summer Youth Employment Program contract for the Marine Industries Association of South Florida.**

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5. **Program Year 26/27 School Board of Broward County (SBBC) Out-of-School (OSY) & In-School Youth (ISY) Contract Renewals**

Considered approval of PY 26/27 contract renewals for the SBBC in the amounts of 1) \$300,000 to serve 75 OSY and 2) \$170,000 to serve 65 ISY, subject to negotiation. These amounts are lower than this year's awards because we anticipate a decrease in our youth allocation for PY 26/27. Further, the SBBC has reported that their OSY enrollments are lower than last year. This was the 2nd of 4 renewals under their current contracts. Because Board Member, Dr. Howard Hepburn, is employed by the SBBC, a 2/3 vote of the Board is required. Approved at the 3/17 Youth Committee meeting.

Jim Ryan presented the item, and Dawn Liberta reviewed the recommendation.

**On a motion made by Dawn Liberta and seconded by Francois LeConte, the Executive Committee unanimously approved the Program Year 26/27 contract renewals for the School Board of Broward County, totaling \$470,000.**

6. **PY 26/27 Out-of-School Youth & In-School Youth Contract Renewals**

Considered approval of PY 26/27 youth contract renewals. We anticipate youth funds will decrease for PY 26/27. Also, providers reported that enrollments were a little lower than last year. As a result, we recommended funding at slightly lower levels than previously approved, except for the Center for Independent Living of Broward (CILB), which had only one case manager. Renewals are recommended for our providers at the amounts as stated: 1) CILB to serve 12 - 15 OSY in the amount of \$58,896, 2) Helping Advance and Nurture the Development of Youth (HANDY) to serve 12 - 15 OSY in the amount of \$87,000, 3) The Fort Lauderdale Independent Training and Education (FLITE) Center to serve 30 OSY in the amount of \$160,000 and 4) Junior Achievement of South Florida (JA) to serve 25 ISY in the amount of \$140,000. The budget amounts vary due to differences in direct overhead and the different program designs. All contracts are subject to negotiation. This was the 2<sup>nd</sup> of 4 renewals under their current contracts. Approved at the 3/17 Youth Committee meeting.

Dawn Liberta reviewed the recommendation.

Francois LeConte inquired whether the youth providers were meeting their performance targets. Carol Hylton stated that enrollment has decreased slightly compared to the past, but they still have time. The State is currently catching up on its employment statistics since the shutdown, so we will see where the rates are once they are updated. Ms. Hylton stated that if we do take a reduction, it would align with the providers, since they are already seeing a slight reduction in enrollments.

**On a motion made by Dawn Liberta and seconded by Frank Horkey, the Executive Committee unanimously approved Program Year 26/27 OSY and ISY contract renewals for the CILB, HANDY, FLITE Center and JA of South Florida totaling \$445,896.**

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## REPORTS

### 1. Purchase of Workers' Compensation Insurance

This was to report on the renewal of our workers' compensation policy with Bridgefield Employers Insurance Company (BEIC) for 5/1/2026 - 4/30/2027 at a cost of \$49,555.01, which was consistent with the overall increase in payroll for the Summer Youth Employment Program (SYEP). Our procurement allows us to renew the policy for three (3) one-year periods. This would be the 3rd renewal under the current procurement. The policy covers CSBD employees and the youth in our SYEP. This was reported in accordance with our board policy to report for single purchases over \$10,000.

Jim Ryan presented the item.

Rochelle Daniels reported that these rates are set by law and by experience, and that CSBD has no control over finding more affordable workers' compensation. Ms. Daniels explained that the policy would cover CSBD employees and SYEP participants, and that the item was being reported in accordance with the Board policy for single purchases over \$10,000.

## MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Jim Ryan shared some AI statistics he recently gathered, which aligned timely with the upcoming release of our AI Playbook: Goldman Sachs reported that, as a result of AI, the net average of job displacement was around 25,000 job losses and only 9,000 job gains.

Mr. Ryan reported other concerning statistics, such as Florida being the top service (industry) economy, having three of the top 10 U.S. cities with the highest number of job displacements due to AI. Mr. Ryan expressed his pleasure at seeing the work CSBD was doing to stay on top of the AI movement, working to complete the playbook sooner rather than later. Additionally, he mentioned that at the recent NAWB forum, at the federal level, there's a lot of emphasis on AI, such as upscaling, providing new tools, training on messaging, allocating more funding for these efforts, and focusing more on apprenticeship programs.

Mr. Ryan highlighted that the Employ Florida (EF) system is very antiquated, dating back 15 to 20 years or more, and that improvements are needed.

Ms. Hylton reminded the Committee that EF is the state system and that we will share the suggestions with the State.

## MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS

Mr. Horkey inquired whether NAWB had speakers from the Department of Labor (DOL) in Washington, and Ms. Hylton stated that Henry Mack was in attendance, and most of the speakers were locally elected officials from Las Vegas.

Heiko Dobrikow noted that during his last NAWB conference, there was an "innovation lounge" where attendees could meet directly with subject-matter experts on specific business components for hands-on guidance with relevant tools.

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## **MATTERS FROM THE FLOOR**

None

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

Ms. Hylton indicated that NAWB emphasized developing apprenticeships, and we look forward to creating strategies to increase them at our upcoming Board Planning Session.

Ms. Hylton reported that Torey Alston of Broward College and Stacy Volnick of FAU have been invited to speak at the planning session. Mr. Ryan added that the president of FAU, Adam Hasner, was invited but had a conflict, and that Neeta Rancourt of Atlantic Technical College will join us.

Ms. Hylton mentioned that Adrienne Johnston from CareerSource Florida was scheduled to visit Broward on 4/15 for a meeting and will stop by to see us. Mr. Dobrikow asked Ms. Hylton whether there was a chance to discuss replacing the EF system. Ms. Hylton indicated that it would be a good time to discuss it with her.

Ms. Hylton provided an update on the SYEP, noting that approximately 900 youth are enrolled to date.

Ms. Hylton reported that the AI playbook is currently under review and is expected to be released before the board planning session. She noted that the playbook has four main pillars for employers.

**ADJOURNMENT – 12:52 p.m.**

<b>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON MAY 11, 2026.</b>
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