



Broward Workforce Development Board  
**Executive Committee**  
Monday, February 9, 2026  
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 844 6318 8380  
Zoom Password: 608387  
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, Dr. Lisa Knowles, Dawn Liberta, Rick Shawbell, and Jim Ryan who chaired the meeting.

**GUEST:** Anthony Brunson and Jean Borno

**STAFF:** Carol Hylton, Rochelle Daniels, Mark Klinecicz, Kim Bryant, Kaminnie Kangal, and Samantha Vazquez.

### APPROVAL OF MINUTES

Approval of the Minutes of the 12/1 Executive Committee meeting.

**On a motion made by Kevin Kornahren and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the meeting Minutes.**

### NEW BUSINESS

#### 1. **Anthony Brunson, P.A. Audit for FY 2024/2025 Presentation**

Anthony Brunson, P.A. has completed its Audit Report for the 2024/2025 CareerSource Broward (CSBD) 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. As the Audit Committee meets directly prior to the Executive meeting, any recommendations will be presented at the Executive meeting.

Rochelle Daniels, General Counsel, introduced the item, emphasizing that the FY 24/25 audit resulted in a clean report. Anthony Brunson remarked that the clean audit reflects the work of CSBD's finance staff and leadership team, and noted that Jean Borno served as Audit Director this year.

Mr. Brunson then provided a high-level overview of the audit scope and results, including testing of internal controls and compliance with federal awards under Uniform Guidance. He reported an unmodified opinion, with no compliance findings and no weaknesses in internal controls.

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During the discussion, Board Chair Jim Ryan asked how funding fluctuations are triggered when unemployment changes or when there is a sudden spike due to circumstances such as COVID or hurricanes. Carol Hylton, President/CEO, stated that staff consults with the State when developing the preliminary budget, but exact funding levels are not known until awards are released. She noted that lower unemployment generally results in less funding and higher unemployment results in more, and emphasized that disaster-related funds are typically issued through dedicated grants rather than formula funding.

Rochelle Daniels added that disaster-related funding is typically received quickly.

Mr. Dobrikow asked whether there is an escalation schedule tied to unemployment levels. Ms. Hylton and Ms. Daniels indicated that there is not a straightforward schedule, noting that the funding methodology is complex and not based on a simple threshold trigger. Mr. Dobrikow stated that the explanation was helpful in understanding why funding remains relatively stable from year-to-year.

**On a motion made by Zac Cassidy and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the FY 24/25 Audit Report.**

**2. Summer Youth Work Experience Contract with Broward Education Foundation, Inc.**

Considered approval of a SYEP contract with the Broward Education Foundation, Inc. for 2026 through 2029. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CareerSource Broward is the youths' employer of record. Because Board Member Dr. Howard Hepburn is a member of the BEF Board of Directors, a 2/3 vote of the Board will be required.

Jim Ryan presented the item.

**On a motion made by Zac Cassidy and seconded by Heiko Dobrikow, the Executive Committee unanimously approved a SYEP contract with the Broward Education Foundation, Inc. for 2026 through 2029.**

**3. Memorial Healthcare Work-Based Training**

Healthcare occupations are in high demand in Broward County. To assist individuals entering these occupations, Memorial Healthcare System will work with CareerSource Broward to provide On-the-Job Training (OJT) and Incumbent Worker Training (IWT). 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 will be required. The OJT and IWT contracts will be submitted to FloridaCommerce for their approval as required by the State.

Carol Hylton presented the item.

Jim Ryan commented on the ongoing nursing shortage and expressed support for moving the item forward, noting that the shortage is expected to intensify before improving.

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**On a motion made by Rick Shawbell and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved obligating up to \$250,000 for Memorial Healthcare System to provide On-the-Job Training and Incumbent Worker Training.**

**4. Transfer of WIOA Dislocated Worker Funds to WIOA Adult Funds**

Considered approval to transfer 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. CareerSource Broward 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 Committee meeting.

Rick Shawbell presented the item.

**On a motion made by Rick Shawbell and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the transfer of up to \$520,000 from the WIOA Dislocated Worker funding stream to the WIOA Adult funding stream.**

**5. Program Year 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 CareerSource Broward (CSBD). The CSBD formula grants for Program Year 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 Committee meeting.

Rick Shawbell presented the item.

Carol Hylton added that, with respect to the dedicated grants, specifically the broadband grant, and due to the project's construction-heavy nature, Broward Health was designated as the fiscal agent in coordination with the State. This allows Broward Health to manage construction-related responsibilities, including oversight of plans and materials. She noted that, consistent with the original grant proposal, approximately \$300,000 remains dedicated to CSBD for the renovation and outfitting of the workforce-designated space, including furnishings and telehealth infrastructure, and that staff is coordinating with Broward Health on these elements.

**On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the Program Year 25/26 Revised Budget totaling \$26,435,097.**

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**6. 2026 BWDB Draft Legislative Agenda**

Considered approval of the 2026 BWDB Draft 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 Committee meeting.

Zac Cassidy presented the item.

**On a motion made by Zac Cassidy and seconded by Rick Shawbell, the Executive Committee unanimously approved the 2026 BWDB Legislative Agenda.**

**7. Add New Training Provider – APEX Training Center**

Considered approval to add Apex Training Center as an Eligible Training Provider and add HVAC Mechanic Assistant to the Workforce Innovation and Opportunity Act (WIOA) Individual Training Account List (ITA). CareerSource Broward adds schools and courses that meet federal, state, and local criteria to give customers more choices. Approved at the 1/27 One-Stop Services Committee meeting.

Rick Shawbell presented the item.

Jim Ryan remarked that the item is timely, given the heightened attention to artificial intelligence and the growing demand for these types of roles. He noted the significant surge in interest and workforce need in this area.

**On a motion made by Rick Shawbell and seconded by Kevin Kornahrens, the Executive Committee unanimously approved adding Apex Training Center as an Eligible Training Provider and HVAC Mechanic Assistant to the WIOA ITA.**

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

Considered approval to add Medical Equipment Preparers to our Program Year 25/26 local TOL. Over the year, CareerSource Broward receives input from our industry intermediaries, eligible training providers, and employers in order to evaluate our local TOL. Staff has established local demand for Medical Equipment Preparers, and all Board-mandated criteria have been met for this occupational title to be added to the TOL. Approved at the 1/12 Employer Services Committee meeting.

Carol Hylton presented the item and confirmed that the required criteria have been satisfied. She noted that upon approval, staff will proceed to identify eligible training providers.

**On a motion made by Kevin Kornahrens and seconded by Dawn Liberta, the Executive Committee unanimously approved adding Medical Equipment Preparers to our Program Year 25/26 local TOL.**

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## 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 reviewed the fund balance and noted that \$607,376 is maintained in reserve to address any potential disallowed costs and to cover principal payments on the administrative office's mortgage. She explained that, because mortgage interest is typically front-loaded, grant funds are currently used to cover interest expenses, while depreciation is collected to support future principal payments.

She stated that, after accounting for the reserve, \$789,018 remains in the reserve balance.

### 2. Budget vs. Actual Expenditure Report

CareerSource Broward receives funds based on 1) our program year 7/1 – 6/30 and 2) on the federal fiscal year (FY) 10/1 – 9/30. WIOA Youth expenditures are lower than planned for this time of year but in-school youth (ISY) programs' work experience activities began in January which will increase expenditures. We are monitoring the School Board which is reporting lower than usual out of school (OSY) enrollments. Wagner Peyser (WP) and SNAP expenditures are also lower for 1) WP we have expenditures that have not been billed yet and 2) SNAP funding was received late in December due to the Government shutdown. We expect to fully expend WP and SNAP by the end of the program year.

Carol Hylton reviewed the expenditure report and noted that Youth expenditures are currently lower than projected; however, in-school youth work experience activities have begun, and expenditures are expected to increase accordingly. Enrollments through the School Board and other providers are progressing forward. She noted that this funding stream allows for carry forward, and staff continue to monitor the provider's activities.

Ms. Hylton stated that Wagner-Peyser expenditures will reflect more fully in future reports, as some expenses incurred in December related to the office move had not yet been billed.

With respect to SNAP, she explained that approximately \$200,000 was received in December following the government shutdown, and staff are now making allocations to ensure full expenditure by year-end.

### 3. 2026 Community Partner Legislative Agendas

Per Board direction, the following legislative positions associated with workforce development are presented as proposed by some of our community partners. Each year, we collect community partner legislative agendas and extract those items related to workforce development.

Zac Cassidy presented the community partner agendas.

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#### 4. **Property & General Liability Insurance Report**

This is to report on 25/26 insurance coverage for CareerSource Broward. 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 reported that staff work annually with its broker to survey the marketplace and confirm that the organization is receiving the most competitive rates regarding required coverage. She stated that, with one exception related to coverage for the Cypress Creek administrative building, the existing carriers remained the same, resulting in the lowest-cost providers.

Ms. Daniels acknowledged Carol Hylton and her team for reducing leased space, which contributed to lower premiums and resulted in total savings of \$16,329 for the year. She noted that while each individual policy is under \$100,000, the combined total exceeds that threshold.

She also clarified that Directors, Officers, and Employment Practices Liability coverage is maintained under a separate policy and is not included in this report.

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

CareerSource Broward, in partnership with the School Board, will host over 1,000 youth at the 2026 Worlds of Work (WOW) event on 3/4 at the Amerant Bank Arena. WOW is an immersive experiential learning event where youth in the 9th and 10th grades will learn about in-demand career pathways that align with their interests.

Dawn Liberta provided the update on the WOW event. She noted the strong level of engagement and characterized it as an exceptional event.

Jim Ryan described the event as a premier initiative of the organization and stated that it is consistently top-rate. He encouraged Board members and their colleagues to participate and support the event.

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## **MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR**

Jim Ryan shared reflections on his work with a nonprofit mentoring organization and on recent discussions with high school students about entrepreneurship, innovation, and careers in the age of artificial intelligence. He noted that students are asking what the jobs of the future will look like and how to prepare for them, and suggested that the organization may have an opportunity to further integrate this conversation into Worlds of Work and related youth initiatives.

Carol Hylton responded that WOW provides students with materials highlighting in-demand occupations, wage pathways, and career tracks, including QR codes linking to “day in the life” videos on our website. She noted that staff have also identified occupations likely to be impacted by AI and cross-referenced transferable skills that can pivot into high-demand fields. She stated that these elements could be further incorporated into youth materials and that additional enhancements could be explored once the AI Playbook is finalized, with funding considerations taken into account.

Heiko Dobrikow added that the organization’s website already features information on jobs of the future and emphasized continued demand in technology, healthcare, public service, and the skilled trades, noting that many trade careers offer strong earning potential and quality of life.

Rick Shawbell added that since the pandemic, students and parents have become more thoughtful about career pathways, including construction management and project management roles, and noted emerging apprenticeship-style models for assistant project managers.

Zac Cassidy emphasized the importance of helping younger students understand how to use artificial intelligence tools effectively, including in business settings.

## **MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS**

None.

## **MATTERS FROM THE FLOOR**

None.

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

Carol Hylton reported that the AI Playbook is nearing completion. Jim Ryan recognized staff’s work coordinating the employer engagement process and noted that the outreach also supported the organization’s goal of increasing awareness of CareerSource Broward among local businesses. Ms. Hylton noted that development of the Playbook included strong community participation and employer survey input and that final revisions are underway.

Ms. Hylton provided a brief overview of upcoming employer engagement events, including an Aviation Industry job fair on 2/12 at the Davie office, a Manufacturing Industry employer forum on 2/18 at the main office featuring Gary Goldfarb, Chief Strategy Officer of Interport Logistics, and a Construction Industry employer forum on 2/25 with guest speaker Ian Schwartz, Vice President of Operations with Stiles. She noted that the forums will offer both in-person and virtual participation and that the organization is shifting toward smaller, more targeted events to better align employers with applicants.

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Ms. Hylton shared that enrolling youth for the Summer Youth Employment Program is underway, including completion of HR paperwork for approximately 1,200 youth, with the potential to add additional participants, pending funding. She expressed thanks to the State for allowing the temporary use of an unoccupied building to support HR processing after CSBD reduced its office space.

Ms. Hylton advised that Commissioner Alexandra Davis will join the Council of Elected Officials as a new member, replacing Mayor Beam Furr. She noted that staff have already scheduled an orientation with her and that Commissioner Davis is familiar with CareerSource Broward's work, and has expressed enthusiasm about serving. Jim Ryan and the members also expressed appreciation for Mayor Furr's service.

Ms. Hylton reported that Dr. Lisa Knowles submitted her resignation notice due to relocation. Dr. Knowles shared remarks regarding her transition, reflected on her years of service beginning in 2007, and expressed appreciation for the organization's leadership and continued progress. Mr. Ryan thanked Dr. Knowles for her longstanding service and shared that the Board looks forward to recognizing her at the upcoming Board meeting.

Ms. Hylton advised that she will be recognized by the South Florida Business Journal as a 2026 Influential Business Woman Honoree and noted that CSBD will have a table at the luncheon on 3/12. Mr. Ryan congratulated Ms. Hylton and noted that the recognition is well-deserved.

**ADJOURNMENT – 01:03pm**

<p><b>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON APRIL 13, 2026.</b></p>
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