



Broward Workforce Development Board
Executive Committee
Monday, May 11, 2026
12:00 p.m. – 1:30 p.m.

Zoom Meeting ID: 876 6450 8475
Zoom Password: 603414
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 Klincewicz, Kim Bryant and Michell Williams.

APPROVAL OF MINUTES

Approval of the Minutes of the 4/13 Executive Committee meeting.

On a motion made by Francois Leconte and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the meeting minutes.

NEW BUSINESS

1. **2026 BWDB Planning Session Report**

Considered approval of the acceptance of the strategic goals and objectives for Program Year 26/27, developed during the 4/23 Board annual planning session. The meeting started with a welcome by Council Chair and City of Hollywood Mayor Josh Levy, followed by BWDB Chair Jim Ryan. CSBD President/CEO Carol Hylton presented a video highlighting the past year's accomplishments. Before breaking into workgroups, Broward's education leaders shared changes on the horizon for education and the workforce. Armed with this information, the Board and guests broke into 2 workgroups to tackle the thought questions and discuss the goals and objectives for the upcoming year. Once approved, the goals and objectives will be incorporated into the Board committee matrices for them to work on during the upcoming year.

Carol Hylton reviewed the Board Planning Session report, including discussions, thought questions, and overall highlights. Ms. Hylton recognized the guests who attended the Board Planning Session: Dr. Steven Tinsley, Neeta Rancourt, and Denise Jordan. Ms. Hylton also reviewed several of the items in the report, such as:

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- 1) The pros and cons of giving up the North Office. The workgroups suggested that we collaborate with BCPS and Broward College to co-locate staff and to assess the feasibility of co-locating staff at libraries and other community locations.
 - 2) The topic of strengthening coordination between education and the workforce system. Ms. Hylton highlighted the workgroup's suggestion to continue outreach to new employers and educate them about CSBD's resources. Research strategies to educate small employers on internships, including a how-to guide for employers on internships, and seek out opportunities for joint grant applications with our educational partners.

Ms. Hylton explained that all goals and objectives would be distributed to the various committees, and over the course of the year, the committees would set benchmarks and performance targets for each item.

Ms. Hylton thanked the members for their support and guidance, and Mr. Klincewicz for their work creating the AI Avatars for the Year-in-Review presentation.

Mr. Ryan commended the CSBD staff for their great work organizing this year's Board Planning Session.

On a motion made by Heiko Dobrikow and seconded by Francois Leconte, the Executive Committee unanimously approved the 2026 BWDB Planning Session Report.

2. Staffing Company Selection for Career Centers – Integrative Staffing Solution

CSBD released a Request for Proposals (RFP) on 3/20 for a staffing company to staff the career centers. As in prior years, new hires for the career centers follow a 2-step process 1) for the first 90 days the staffing company pays all employee costs and CSBD pays a rate based on the wage, and 2) after 90 days CSBD pays a low flat rate per employee per pay period; benefits are pass through costs. CSBD received 10 proposals of which 4 were responsive. A Review Committee comprised of CSBD Board Members rated them and is recommending our current provider Integrative Staffing Group (ISG), which was the number 1 ranked and lowest overall cost proposer at a cost of 1) 41% of the wage for the first 90 days and 2) a flat fee of \$90 per employee per pay period for those after the 90 days. The estimated annual flat fee is \$163,800. The contract may be renewed for 4 additional 1-year periods. Approved at the 5/5 One Stop Services Committee meeting.

Jim Ryan presented the item and noted that 41% of wages seemed high and asked whether there was high attrition within the first 90 days.

Ms. Hylton indicated that ISG is performing and incurring onboarding costs up front within the first 90 days; however, after the 90-day period, the arrangement is very cost-effective for CSBD.

Ms. Daniels explained some of the upfront onboarding activities, including background checks covering criminal history, court litigation, employment verification, records reviews, and credit checks, which were implemented due to past negative experiences. During the 90-day period, the company also bears the costs of taxes, benefits, recruitment, onboarding, and unemployment if an employee leaves the organization. Given the level of investment

and actions taken during this period, a 41% rate is not particularly high, and the overall turnover rate has remained very low.

On a motion made by Zac Cassidy and seconded by Heiko Dobrikow, the Executive Committee unanimously approved selecting Integrative Staffing Solution as the Staffing Company for the Career Centers.

3. WIOA Work Experience Contract for Broward Health

Considered approval of the WIOA Adult and Dislocated Worker Work Experience (WEX) contract with Broward Health through 6/30/29. Healthcare is one of our targeted industries. WEX contracts are non-financial, as CareerSource Broward is the employer of record. Because Board Member Shane Strum is employed by Broward Health, this recommendation would require a 2/3 vote of the Board. Approved at the 5/4 Employer Services Committee meeting.

Jim Ryan presented the item and Francois Leconte reviewed the recommendation.

On a motion made by Francois Leconte and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the WIOA WEX Contract for Broward Health through 6/30/29.

4. WIOA Work Experience Contract for 2Lyons Aerospace

Considered approval of the WIOA Adult and Dislocated Worker WEX contract with 2Lyons Aerospace through 6/30/29. Aviation is one of our targeted industries. WEX contracts are non-financial, as CSBD is the employer of record. Because Board Member Vanessa Cantave is employed by 2Lyons Aerospace, this recommendation would require a 2/3 vote of the Board. Approved at the 5/4 Employer Services Committee meeting.

Francois Leconte reviewed the recommendation.

On a motion made by Francois Leconte and seconded by Frank Horkey, the Executive Committee unanimously approved the WIOA WEX Contract for 2Lyons Aerospace through 6/30/29.

5. Work Experience Contract with Broward County

Considered approval of the renewal of a non-financial WIOA Adult Work Experience contract with Broward County through 7/31/27 for their University Student Practicum Program. CSBD is the employer of record. The State's workers' compensation covers adult participants. Because Board member Tara Williams is employed by Broward County, a 2/3 vote of the Board is required. This was the last of three renewals under the current agreement. Approved at the 5/5 One Stop Services Committee meeting.

Rick Shawbell reviewed the recommendation.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the WEX Contract with Broward County through 7/31/27.

6. Work Experience Contract for the Las Olas Company, Inc

Considered approval of the WIOA Adult and Dislocated Worker WEX contract with the Las Olas Company, Inc. (LOC) through 6/30/29. WEX contracts are non-financial, as CSBD is the employer of record. Because Board Member Heiko Dobrikow is employed by the LOC, this recommendation would require a 2/3 vote of the Board. Approved at the 5/4 Employer Services Committee meeting.

Jim Ryan presented the item, and Francois Leconte reviewed the recommendation.

On a motion made by Francois Leconte and seconded by Zac Cassidy, the Executive Committee unanimously approved the WEX Contract for the Las Olas Company, Inc. through 6/30/29.

7. Accept DeLuca Foundation Funds

Considered approval to accept \$1.5M from the DeLuca Foundation to serve economically disadvantaged youth ages 16-18, in the Summer Youth Employment Program over the next 3 years. This would allow us to serve an additional 110 youth each year. Youth would receive three days of employability skills training and an eight-week meaningful summer work experience.

Jim Ryan presented the item, and Carol Hylton reviewed the recommendation.

Mr. Ryan asked how CSBD learned about the DeLuca Grant. Ms. Hylton stated that through community outreach, we contacted the DeLuca Foundation, which is dedicated to youth development. Mr. Ryan thanked the staff for securing the additional funding and noted that over 100 additional youth would be enrolled in the SYEP as a result.

On a motion made by Zac Cassidy and seconded by Francois Leconte, the Executive Committee unanimously approved accepting \$1.5M from the DeLuca Foundation for the Summer Youth Employment Program over the next 3 years.

8. Youth Work Experience Contract with the Broward Education Foundation

Considered approval of a non-financial Youth Work Experience (WEX) contract with the Broward Education Foundation, Inc. (BEF) through 6/30/29. CSBD is the 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 is required.

Dawn Liberta reviewed the recommendation.

On a motion made by Dawn Liberta and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the Youth Work Experience contract with the Broward Education Foundation, Inc., through 6/30/29.

9. New Eligible Training Provider and Course for Brightmed Health Institute

Considered approval of adding 1) Brightmed Health Institute (BHI) under initial eligibility status as an Eligible Training Provider and 2) BHI's Practical Nursing program to the WIOA Individual Training Account List. Brightmed Health Institute is a licensed, locally based healthcare training provider with experience delivering nursing education in Broward County. CSBD adds schools and courses that meet federal, State, and local criteria to give customers more choices. Approved at the 5/5 One Stop Services Committee meeting.

Jim Ryan presented the item and Rick Shawbell reviewed the recommendation.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the new eligible training provider and course for Brightmed Health Institute.

REPORTS

1. CareerSource Broward's Response to Spirit Airlines Closure

Following the announcement of the Spirit Airlines closure on Saturday, May 2, CareerSource Broward immediately mobilized to support affected workers by posting information on available services and resources on our website over the weekend. Our South Career Center became ground zero on Monday morning, where elected officials, CareerSource Florida, Broward County Government, Spirit Airlines Management Representatives, employers, and our CSBD staff stood ready to assist the impacted workers. Everything from rapid response orientations to applications for financial support, filing for unemployment compensation, resume assistance, job search direction, and connecting employees with employers who came on-site to interview applicants was immediately available to the 400 impacted employees who came in on Monday and Tuesday, May 4 – 5. We continue to concentrate our efforts through the South Center, which is the closest to the Spirit Airport hub of operations.

Jim Ryan presented the item and thanked the CSBD team and Board members who stepped up to assist. Carol Hylton reviewed the item and provided updates on the response to Spirit Airlines' closure. Ms. Hylton recognized Mark Klinecicz for his support and setting up the portal, and Alex Shaw for getting the information out on social media, including to our Mayors, Local Delegation, Community Partners, and Employers. Kim Bryant, Tony Ash, and many others on the team joined in to help. Ms. Hylton also highlighted that news media were on-site to report on CSBD's work assisting the affected Spirit Airline workers.

Ms. Hylton stated that additional Rapid-Response sessions and sector-specific job fairs are being scheduled.

Mr. Ryan stated that the number of those impacted by the closure was staggering and had a massive impact not only on the employees but also on contractors and vendors. There is a big ripple effect when you lose a blue-chip company like Spirit Airlines.

2. AI Playbook for Small and Medium-Sized Employers

CareerSource Broward has finalized the AI Playbook for Small and Medium-Sized Employers, now available online as an interactive flipbook optimized for multiple viewing platforms and devices. The playbook has been distributed to survey and roundtable participants, chambers of commerce, community partners, and attendees of the recent TechPulse event. Initial reader feedback identifies the playbook as a true milestone, representing a meaningful step forward in helping small and medium-sized businesses and organizations to confidently navigate this immersive technology. Ongoing promotional efforts continue through our social media channels, and the playbook is being shared with employers at upcoming employer forums and outreach events.

Ms. Hylton highlighted that the marketing efforts are expected to ramp up this week. Plans also include running geofencing ads to help employers better understand the playbook's purpose and benefits.

Mr. Ryan shared that while attending the Broward Workshop meeting, he met with the Tech Committee. They discussed an initiative for educating small and medium-sized businesses, and a reference to our AI Playbook was made during the meeting. He indicated that Monica Cepero and Commissioner Udine expressed some level of interest in supporting additional AI-related training. Ms. Hylton stated that it was a great idea and was looking forward to talking with them.

3. Directors & Officers (D&O) Insurance with Employment Practices Liability

Each year, we purchase D&O insurance, including Employment Practices Liability, to cover the governing boards and CSBD management. We ask our agent to shop our coverage and provide us with a choice of carriers and the best rates. Our agent sought quotes from Travelers, Hartford, and Berkley MP as well as from our current carrier, Philadelphia Insurance. All the companies declined to quote, except for our current carrier, Philadelphia Insurance. Company. The cost of the D&O this year will be \$13,082.53. This is a \$672.66 decrease from last year's premium of \$13,755. We have been very satisfied with the Philadelphia Insurance Company. Because the insurance renewal timing is not always aligned with the governing boards' calendar, the President/CEO was authorized several years ago to review, approve, and report on the purchase of D&O insurance. We are reporting the purchase to the governing boards, noting that this is also a single purchase exceeding \$10,000.

Jim Ryan presented the item.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Jim Ryan once again thanked the CSBD Team for their work with Spirit Airlines and the launch of the AI Playbook.

MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS

Heiko Dobrikow asked with 80 to 100 airlines in the marketplace in South Florida, how could we get connected to those airlines to best understand their job openings?

Ms. Hylton shared that we are collaborating with our sister agencies and the airports in Fort Lauderdale, Miami, and Palm Beach by organizing job fairs and sharing information so that impacted customers can attend them at any location.

Mr. Dobrikow asked whether it would be possible to collect data on the individuals we served to determine the percentage who gained employment through our efforts. Ms. Hylton indicated that we collect the data as part of our performance measures. In some instances, the employer or customer will let us know when someone is hired. If not, we will receive the credit from the State on the back end, when they run the data from the wage records.

Mr. Dobrikow advised that he had finished reading the AI Playbook, which he found very enlightening but at times overwhelming, and asked whether there was a way to amplify the message about the AI Playbook, suggesting that CareerSource Florida push it on a larger scale.

Ms. Hylton responded that we shared the playbook with Adrienne Johnston at CareerSource Florida and with Mark Wilson at the Florida Chamber of Commerce, and would follow up with them to see what their thoughts were.

Ms. Hylton added that she was on a call earlier with the Early Learning Coalition of Broward (ELC). They mentioned that they have hundreds of daycares, which are considered small businesses, and that she will send the playbook to her contact at ELC and ask them to share it with their daycares to expand the playbook's reach.

Mr. Dobrikow shared his concerns with the EmployFlorida system, indicating that it is antiquated, and asked whether we knew of any plans for the State to update the platform.

Ms. Hylton stated she would follow up with Ms. Johnston.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton reported that she attended the Jamaica 5K run this past weekend. The SYEP starts the first week of June and has already incorporated the kids from the DeLuca Foundation funding, so approximately 1,300 youth will start this summer.

ADJOURNMENT – 12:59 p.m.

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON AUGUST 10, 2026.
