



**Broward Workforce Development Board
Executive Committee**
Monday, August 10, 2026
12:00 p.m. – 1:30 p.m.

Zoom Meeting ID: 894 7812 3316
Zoom Password: 800425
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 Klineciewicz, Kim Bryant and Michell Williams.

APPROVAL OF MINUTES

Approval of the Minutes of the 6/8 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. On-the-Job Training (OJT) Contract with 2Lyons Aerospace

Considered approval of the entry into an OJT contract with 2Lyons Aerospace to train up to five (5) employees. Participants would receive occupational training for aviation and aerospace positions aligned with the employer's workforce needs. The contract would provide up to 90% reimbursement of participants' wages while in training, totaling up to \$60,000 through June 2027. Because Board Member Vanessa Cantave serves as President of 2Lyons Aerospace, a 2/3 vote of the Board will be required. Approved at the 8/3 Employer Services Committee meeting.

Francois Leconte presented the item and reviewed the recommendation.

On a motion made by Francois Leconte and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the OJT contract with 2Lyons Aerospace.

2. New Programs for Existing Provider – Florida Atlantic University (FAU)

Considered approval of the addition of three (3) training programs at FAU to the WIOA Individual Training Account list 1) CompTIA Network+ Certificate 2) CompTIA Security+ Certificate and 3) CompTIA Tech+ Certificate. CareerSource Broward reviewed the applications for completeness and to ensure that Board-mandated criteria are met for the training programs. Because Board

member Dr. Stacy Volnick is employed by FAU, a 2/3 vote of the Board is required. Approved at the 8/4 One-Stop Services Committee meeting.

Rick Shawbell presented the item and reviewed the recommendation.

On a motion made by Rick Shawbell and seconded by Francois Leconte, the Executive Committee unanimously approved adding three training programs at FAU to the WIOA Individual Training Account list.

3. Memorandum of Understanding (MOU) Between CSBD and the Urban League of Palm Beach County

Considered approval of the One-Stop MOU with our mandatory One-Stop partner and local Senior Community Service Employment Program (SCSEP) provider, the Urban League of Palm Beach County. WIOA allows us to enter into One-Stop MOUs for up to 3-years. The MOUs included a required Infrastructure agreement, which detailed how the costs of the One-Stop are shared. Approved at the 8/4 One-Stop Services Committee meeting.

Rick Shawbell presented the item and reviewed the recommendation.

On a motion made by Rick Shawbell and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the One-Stop MOU with the Urban League of Palm Beach County.

4. Renewal of the Contract for Audit Services with Anthony Brunson, P.A

Considered approval of the renewal of the contract between CareerSource Broward and Anthony Brunson P.A. for conduct of the fiscal year 25/26 organization-wide audit in the amount of \$34,680, a 2% (\$680) increase over last year's cost of \$34,000. This was the 3rd of 4 one-year renewals under their contract. CSBD has been pleased with their work. Approved at the 7/13 Audit Committee meeting.

Jim Ryan presented the item and reviewed the recommendation.

On a motion made by Francois Leconte and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the contract between CareerSource Broward and Anthony Brunson P.A.

5. Renewal of the Contract with Taylor Hall Miller Parker, P.A. (THMP) for Program Monitoring

Considered approval of the renewal of the contract with THMP for program monitoring for Program Year 26/27. Per Board approval they visit twice a year. The fee for each visit would be \$27,000, the same as last year for a contract total of \$54,000. This was the final renewal under their contract. Approved at the 7/13 Audit Committee meeting.

Jim Ryan presented the item and reviewed the recommendation.

Heiko Dobrikow stated that our performance has been incredible since he joined the Board, that the findings have been minuscule, and that we should consider reducing the number of monitoring sessions to twice a year.

Ms. Hylton noted that the organization previously conducted four monitoring sessions annually and had subsequently reduced the frequency to two sessions per year. She emphasized that regular programmatic and fiscal monitoring is an important component of maintaining strong internal controls and ensuring that established processes and policies are consistently followed.

Ms. Hylton further noted that identifying and addressing issues proactively is critical, as the financial impact of corrective actions or required repayments could be significant if problems are not identified in a timely manner. She stated that having an independent review, in addition to State monitoring, provides an added level of assurance that the organization's processes and policies are being properly implemented.

Ms. Hylton stated that she believed the organization's consistently strong performance and favorable audit results are, in part, attributable to the frequent and thorough review of case files and financial records. Accordingly, she recommended that the current monitoring frequency of two sessions per year remain unchanged.

Rochelle Daniels added that there is a legal requirement to monitor at least once a year and that, due to the size of our region and the large number of participants we serve, a single audit would not suffice.

Ms. Daniels stated she agreed with Ms. Hylton and believed that monitoring twice per year is beneficial for maintaining our clean audits.

Mr. Horkey explained that because we have monitors checking us, we have no findings in the State reviews. If we did not have monitoring and the State came in, and we had a questionable cost, it could be really expensive. So he suggested that the monitoring be kept at twice a year.

Mr. Ryan stated that there was consensus within the team and that various adjustments had been made over time, from originally four monitoring sessions down to two per year.

On a motion made by Heiko Dobrikow and seconded by Francois Leconte, the Executive Committee unanimously approved the contract with Taylor Hall Miller Parker, P.A. for Program Year 26/27.

6. Renewal of the Contract with Cherry Bekaert for Fiscal Monitoring Services

Considered approval of the renewal of the contract with Cherry Bekaert for fiscal monitoring for Program Year 26/27. Per Board approval they visit twice a year. The fee for each visit would be \$24,600, the same as last year for a contract total of \$49,200. This was the final renewal under their contract. Approved at the 7/13 Audit Committee meeting.

Jim Ryan presented the item and reviewed the recommendation.

On a motion made by Frank Horkey and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the contract with Cherry Bekaert for Program Year 26/27.

7. One-Stop Operator (OSO) Contract Renewal

Considered approval of the renewal of our OSO contract with Workforce Guidance Associates, LLC. in the amount of \$114,000. Under WIOA, the OSO is responsible for coordinating service delivery with our mandatory One-Stop partners. Ms. Jackson, the principal for WGA, also supervises the community liaison, assists with grant acquisition, and oversees some dedicated grants. Our staffing company provider, ISG, has agreed to include Ms. Jackson in the group insurance pool. This was the first of two renewals under the current procurement. Approved at the 8/4 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 Francois Leconte, the Executive Committee unanimously approved the One-Stop Operator contract with Workforce Guidance Associates, LLC.

8. New Eligible Training Provider and Course for Emergency Education Institute

Considered approval of the 1) Emergency Education Institute (EEI) under the initial status as an Eligible Training Provider and 2) add the course Emergency Medical Technician to the WIOA Individual Training Account List. Emergency Medical Technician is a high-demand occupation essential for local emergency response efforts. CSBD adds schools and courses that meet federal, State, and local criteria, giving customers more choices. Approved at the 8/4 One-Stop Services Committee meeting.

Rick Shawbell presented the item and reviewed the recommendation.

On a motion made by Rick Shawbell and seconded by Francois Leconte, the Executive Committee unanimously approved the new eligible training provider and course for Emergency Medical Technician.

9. Sectors of Strategic Focus Apprenticeship Expansion Funds

Considered the acceptance of \$200,000 in Sectors of Strategic Focus funds from Florida Commerce. The grant period is through 6/30/27. These funds will be used to support 1) apprenticeships 2) On-the-Job Training and 3) training in Broward County's targeted industry sectors, such as 1) Healthcare 2) Information Technology 3) Construction and 4) Advanced Manufacturing. Approved at the 8/4 One-Stop Services Committee meeting.

Rick Shawbell presented the item and reviewed the recommendation.

Mr. Horkey asked whether the funds were for both implementation and training. Ms. Hylton stated yes, the funds would be used for training and to fund the staff required to implement the grant.

On a motion made by Rick Shawbell and seconded by Frank Horkey, the Executive Committee unanimously approved the acceptance of \$200,000 in Sectors of Strategic Focus funds from Florida Commerce.

10. Community Foundation of Broward, Inc., "Runway to Reemployment" Funds

Considered the acceptance of \$30,000 from the Community Foundation of Broward, Inc., to provide emergency support services to former Spirit Airlines employees, to assist in stabilizing them as they return to work. Approved at the 8/4 One-Stop Services Committee meeting.

Rick Shawbell presented the item and reviewed the recommendation.

Ms. Hylton explained that the Spirit Airlines funds were for emergency support services to help pay for items such as utility bills and transportation. We were fortunate that the Community Foundation of Broward, Inc. sought us out, as we had so many displaced Spirit Airlines employees who could benefit from these funds.

On a motion made by Rick Shawbell and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the acceptance of \$30,000 from the Community Foundation of Broward, Inc.

REPORTS

1. General Fund Balance

As of 12/31/25 the General Fund balance was \$1,396,394. The General Fund balance as of 5/31/26 was \$1,362,800. Of this amount, \$623,227 was held in reserve, leaving a balance of \$739,573. From 1/1/26 through 5/31/26, we realized revenues of \$103,207 and incurred expenditures of \$136,801. Ticket to Work (TTW) has been slow due to a change in the rules however, we now have a full caseload and expect to see an increase in our revenue going forward.

Rochelle Daniels reviewed the item and noted that CSBD signed the mortgage in 2016, that it would soon be paid off, and that the majority of the remaining payments were being applied to principal. Mr. Ryan asked Ms. Daniels for the projected date of the final mortgage payment. Ms. Daniels responded that she did not have the mortgage statement with her but would bring it to the next meeting.

2. Budget vs. Actual Expenditure Report

Per Audit Committee direction, CSBD reports on budget vs. actual expenditures throughout the year. This was an internal control best practice. CSBD receives funds on varying schedules: 1) our program year 7/1 – 6/30, 2) Wagner Peyser has a 15-month schedule of 7/1 – 9/30. and 3) the federal fiscal year 10/1 – 9/30. We are on target to expend the majority of our funds and anticipate a small allowable carry forward in the WIOA Adult/Dislocated Worker and Youth funding streams, which will be used for training.

Carol Hylton reviewed the item and indicated that the additional youth funds will help us keep youth engaged longer and cover the wage increase to \$15 per hour.

Mr. Ryan asked whether the minimum wage increase was scheduled for the end of this year or next year. Ms. Hylton responded that it would take effect in September of this year. Mr. Leconte asked whether this was the State's minimum wage increase, and Ms. Hylton responded that it was.

Ms. Hylton explained that during the year, they want to ensure that all program needs are addressed first, and we consider upgrades, such as refreshing the data center where we have colocation, towards the end of the program year. She reported that we anticipate expending those Wagner-Peyser funds by September.

3. FloridaCommerce Programmatic Monitoring Report for PY 23/24

The State conducted program monitoring on 1/29/24 through 2/2/24. To date we have not received an official communication closing out the review period. As we did not want any further delay the report was presented for your review. The State reviewed 247 program cases and CSBD operations consisting of approximately 7,176 elements. There were 10 program findings and 3 other non-compliance issues. All findings and other non-compliance issues were corrected. The program findings equate to an error rate of .21%, less than 1%.

Mark Klinecicz reviewed the item and Mr. Ryan applauded the team for their work.

Mr. Ryan congratulated the team on its outstanding work and recognized staff for their collective efforts and contributions.

4. Cherry Bekaert, LLP (CB) Fiscal Monitoring - Report #1 PY 25/26

CB conducted fiscal monitoring for the period 7/1/25 through 12/31/25. They reviewed a total of 1,102 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, we had a 0% error rate. CB reviewed each of internal control areas listed on the chart attached to the memo.

Mark Klinecicz reviewed the item.

5. Taylor Hall Miller Parker, (THMP) P.A. Program Monitoring - Report #1 PY 25/26

THMP conducted program monitoring for the period 9/1/25 through 2/12/26. They reviewed a total of 186 files consisting of 7,485 elements. There were 3 findings and 11 observations. This equates to an error rate of .06%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

Mark Klinecicz reviewed the item.

6. Report on the Chambers - Greater Fort Lauderdale (GFLCC) and Greater Hollywood (GHCC) Contract Renewals and Performance

CSBD contracts with the GFLCC and the GHCC for business intermediary services to increase their members' awareness of our business services. This was to report on 1) the renewal contracts for the GFLCC for \$50,000 and the GHCC for \$45,000 for the CSBD Fiscal Year 26/27, and 2) the performance activities for each of the Chambers. This was the last renewal under their current contracts. Per Council and Board direction, the CSBD President has authority over these contracts, as each was under \$100,000.

Carol stated that we have established contact with the interim President for Fort Lauderdale, Dr. Ty Richardson, to review the contract renewal.

7. Disaster Grant – Staffing Agency Vendor List

This was to report on the establishment of a vendor list to prepare for hurricane season. In the event of a hurricane, CSBD hires temporary workers as part of the clean-up effort. You may recall that on 3/2, CSBD released a Request for Proposals for staffing companies to provide temporary

workers in the event of a disaster. We received 9 proposals, all of which were responsive. It is CSBD's practice to establish a vendor list for all the responsive companies. This allows us to rotate among the providers. The providers are 1) 22nd Century Technologies 2) A & A Services 3) Adaptive Workforce Solutions 4) Apple One 5) Catalyst 6) EmpHire Staffing 7) Integrative Staffing Group 8) WITS and 9) Xpand Staffing. The RFP allowed for a total of 5 years, renewable each year.

Rochelle Daniels reviewed the item.

Mr. Ryan stated that he hopes we do not have a major hurricane however, it is good to have a contingency plan in place in the event of a disaster.

8. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 4.5 percent in June 2026. This rate was 0.8 percentage points higher than the region's year-ago rate. In June 2026, Broward County's unemployment rate was 0.1 percentage points lower than the State's rate. Out of a labor force of 1,074,697, down 3,903 (-0.4 percent) over the year, there were 48,855 unemployed Broward County residents. The dashboard is a value-added resource allowing businesses and those looking to move to Broward the ability to make data-informed decisions.

Mr. Klinecicz provided an overview of the dashboard, highlighting the transportation and trade sector and noting the impact of Spirit Airlines' closure. Mr. Ryan noted that Spirit was a major employer and asked whether employment levels were expected to return to pre-closure levels.

Ms. Hylton responded that the impact would not be as significant as initially anticipated. She explained that CSBD is working with various airlines, including JetBlue and Frontier, to identify employment opportunities for affected workers.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Mr. Ryan asked about CSBD's efforts to enhance the playbook. Ms. Hylton stated that the Employer Services Committee is reviewing ideas provided at the Board Planning Session.

Ms. Hylton indicated that 1) Michael Burtov, Chief Innovation Officer at Nova Southeastern University was provided a copy of the playbook; he will review it and give us his feedback 2) we are planning an Apprenticeship Summit and will include an AI component 3) we have added the playbook as a standing item in our Workforce Wednesday conversations and 4) we have educated our training providers on the value of adding AI into their curriculum.

MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS

Mr. Dobrikow added that he thought the timing of the Apprenticeship Summit was appropriate and that apprenticeships were underutilized, making it a great opportunity to help employers embrace apprenticeships more and foster that pathway to the "American Dream." This would bring all the industries together to educate them and, most importantly, it would bring the people who actually would have to drive that program, the middle man, such as chefs, directors of engineering, and mid-level managers, because they would benefit the most, instead of General Managers, Presidents, and CEO's.

Mr. Dobrikow applauded CSBD and the Greater Hollywood Chamber for their Hospitality Forum. He stated that the forum was very educational, especially talking to somebody who went through it and is using it effectively. He believes that educating people will help them avoid fear of apprenticeship.

Ms. Hylton shared that, with the navigator funding received over the past year, a staff shift was made, and Doug Saenz has been assigned to develop apprenticeship expertise to increase apprenticeship use in Broward County.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton shared that she received a call from Matt Rocco, regarding an apprenticeship event at Atlantic Technical College on 8/26. Kelly Loeffler, the Administrator of the U.S. Small Business Administration (SBA), Gordon Sondland, former U.S. Ambassador, and Ambassador Jamieson Greer will be in attendance. Mr. Rocco asked if CSBD could assist in bringing employers to the event, and we indicated that we would.

Ms. Hylton stated that we are finalizing our performance negotiations.

Ms. Hylton provided an update regarding the move of the Central Career Center, which is a State building that they are selling. She met with the City of Oakland Park, which is purchasing the Central location, and they are working to help us find an alternative space. Ms. Hylton indicated that we will seek assistance from a brokerage service to identify potential properties if needed.

Mr. Horkey asked whether the point person was Ms. Hylton or Mr. Klinecicz. Ms. Hylton replied that it was her and, if he had any ideas on spacing, to give her a call, and informed Mr. Horkey that the Request for Quotes (RFQ) would be posted this week.

Finally, Ms. Hylton informed the Committee that the next Executive Committee meeting is scheduled for 10/12, on Columbus Day. Because the Board approved that holiday as a day off, we would like to move the meeting to the following day on 10/13. The Committee members agreed.

ADJOURNMENT – 1:17 p.m.

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON OCTOBER 13, 2026.
