



**Broward Workforce Development Board
Executive Committee**
Tuesday, April 15, 2025
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 864 1681 3969
Zoom Password: 978399
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 Horky, Dawn Liberta, Sandy-Michael McDonald, Rick Shawbell, Marjorie Walters, and Jim Ryan who chaired the meeting.

STAFF: Ron Moffett, Mark Klinecicz, Rochelle Daniels, Gil Valme, and Samantha Vazquez.

At the start of the meeting, Board Chair Jim Ryan reminded the Committee that Ron Moffett, Executive Vice President, would be representing Carol Hylton, President, who could not attend.

APPROVAL OF MINUTES

Approval of the Minutes of the 2/10 Combined Executive and Audit Committee meeting.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the minutes of the meeting.

NEW BUSINESS

1. Broward Workforce Development Board (BWDB) Appointment

Considered a recommendation for the appointment of Wally Utreras, Business Manager of the International Union of Operating Engineers Local 487, to fill the slot in the Organized Labor and CBO Category due to Mark Schaunaman's retirement. The CSBD Council of Elected Officials appoints board members following a recommendation from the BWDB.

Jim Ryan introduced the item and asked Ron Moffett to present the recommendation.

Mr. Moffett stated that Wally Utreras has been with the union for 23 years and was mentored by Mark Schaunaman, who spoke highly of him. He noted that Mr. Utreras is enthusiastic about joining the Board.

On a motion made by Sandy-Michael McDonald and seconded by Dawn Liberta, the Executive Committee unanimously approved recommending the appointment of Wally Utreras, Business Manager of the International Union of Operating Engineers Local 487, to the BWDB.

2. Draft 2025 BWDB Legislative Agenda

The Public Workforce System is performance-driven and welcomes changes that will make the programs and Broward County stronger. As Congress is planning to reauthorize WIOA, we are recommending small modifications to be incorporated into any WIOA reauthorization legislation. Consideration to 1) approve the draft 2025 BWDB Legislative Agenda 2) allow the President/CEO to support follow-up communications from other public interest groups such as US Conference of Mayors that address similar concerns and 3) support community partners' workforce-related legislative agendas. Approved at the 3/24 Strategic Planning Committee meeting.

Jim Ryan introduced the item and asked Sandy-Michael McDonald, Chair of the Strategic Planning Committee, to present it.

Mr. McDonald reviewed the items on the legislative agenda and the workforce-related items of the community partners. He then discussed the recommendation to allow Carol Hylton the ability to support other public interest groups who are recommending modifications to WIOA reauthorization legislation.

On a motion made by Zac Cassidy and seconded by Rick Shawbell, the Executive Committee unanimously approved 1) the draft 2025 BWDB Legislative Agenda 2) allowing the President/CEO to support follow-up communications from other public interest groups that address similar WIOA reauthorization positions and 3) support of community partners' workforce-related legislative agendas.

3. 2Lyons Aerospace Incumbent Worker Training (IWT) Grant Application

Considered awarding 2Lyons Aerospace an IWT grant in the amount of up to \$25,000 to train approximately 15 employees in the use of an AI-powered platform that streamlines operations by integrating CRM, ERP, marketing, packaging, shipping, and finance. CSBD will contribute 90% toward the total cost of the training. Because Board Member Vanessa Cantave is the President of 2Lyons Aerospace, a 2/3 vote of the Board is required.

Jim Ryan introduced the item and asked Ron Moffett to present it, which he did.

On a motion made by Dawn Liberta and seconded by Rick Shawbell, the Executive Committee unanimously approved awarding 2Lyons Aerospace an IWT grant in the amount of up to \$25,000 to train approximately 15 employees in the use of AI.

4. PY 25/26 School Board of Broward County (SBBC) Out-of-School & In-School Youth Contract Renewals

Considered approving the PY 25/26 renewals for the SBBC's contracts in the amount of 1) \$350,000 to serve 110 OSY and 2) \$200,000 to serve 75 ISY subject to negotiation. This

is the 1st of 4 renewals under the 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 3/18 Youth Committee meeting.

Jim Ryan introduced the item and asked Dawn Liberta, Chair of the Youth Committee, to present it. Ms. Liberta reviewed the item and its recommendations.

On a motion made by Zac Cassidy and seconded by Frank Horkey, the Executive Committee unanimously approved PY 25/26 renewals for the SBBC's contracts in the amount of 1) \$350,000 to serve 110 OSY and 2) \$200,000 to serve 75 ISY subject to negotiation.

5. Out-of-School Youth (OSY) & In-School Youth (ISY) Contract Renewals

Considered approval of PY 25/26 contract renewals for 1) The Center for Independent Living, Broward (CILB) to serve 12-15 OSY in the amount of \$58,896 2) Helping Advance and Nurture the Development of Youth (HANDY) to serve 20 OSY in the amount of \$152,000 3) The Fort Lauderdale Independent Training and Education (FLITE) Center to serve 36 OSY in the amount of \$227,000 and 4) Junior Achievement of South Florida (JA) to serve 25 ISY in the amount of \$150,000. All contracts are subject to negotiation. This is the 1st of 4 renewals under their current contracts. Approved at the 3/18 Youth Committee meeting.

Jim Ryan introduced the item and asked Dawn Liberta to present it. Ms. Liberta reviewed the items and all of the recommendations. Ms. Liberta indicated her support for the renewals based upon the current performance of the providers which indicates that they are all performing well.

On a motion made by Dawn Liberta and seconded by Frank Horkey, the Executive Committee unanimously approved the PY 25/26 contract renewals for four youth providers 1) CILB for \$58,896 to serve 12-15 OSY 2) HANDY for \$152,000 to serve 20 OSY 3) FLITE Center for \$227,000 to serve 36 OSY and 4) JA for \$150,000 to serve 25 ISY.

6. Summer Youth Work Experience Contract with the Fort Lauderdale Executive Airport

Considered approving an SYEP contract with the Fort Lauderdale Executive Airport (FXE) through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board Member Rufus James is employed by FXE, a 2/3 vote of the Board is required. Approved at the 3/18 Youth Committee meeting.

Jim Ryan introduced the item and asked Dawn Liberta to present it. Ms. Liberta reviewed the item and its recommendation.

On a motion made by Heiko Dobrikow and seconded by Sandy-Michael McDonald, the Executive Committee unanimously approved an SYEP contract with FXE through 9/30/28.

7. Accept Funds for the Summer Youth Employment Program (SYEP)

Considered the acceptance of 1) \$150,000 from the City of Fort Lauderdale and 2) \$22,500 from the City of Tamarac for the SYEP. The funding will serve 33 economically disadvantaged youth from Fort Lauderdale and 5 youth from Tamarac, aged 16-18 years old. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience. Approved at the 3/18 Youth Committee meeting.

Jim Ryan introduced the item and asked Dawn Liberta to present it. Ms. Liberta reviewed the item and its recommendation. Ms. Liberta expressed her appreciation to the Cities of Fort Lauderdale and Tamarac for their contributions to the SYEP.

On a motion made by Dawn Liberta and seconded by Marjorie Walters, the Executive Committee unanimously approved the acceptance of 1) \$150,000 from the City of Fort Lauderdale and 2) \$22,500 from the City of Tamarac for the SYEP.

REPORTS

1. Taylor, Hall, Miller, and Parker (THMP) P.A. WIOA Youth Monitoring Results

THMP conducted Youth program monitoring in August and November 2024. They reviewed 40 WIOA Youth case files consisting of 2,480 elements. There were 0 findings and 0 observations, equating to a 0% error rate. CSBD commends the youth providers for their commitment to quality while providing valuable services to the community.

Jim Ryan introduced the item and asked Rochelle Daniels, General Counsel, to present it.

Ms. Daniels acknowledged the youth providers for their excellent performance and commended their continued commitment to quality service.

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

The Board has authorized the President/CEO to make the purchase of D&O Insurance to cover the governing boards and management with a report to the governing boards each year as it is a single purchase of over \$10,000. Working with our agent, we received a quote from our current carrier, Philadelphia Insurance, for \$13,755.19. This represents an increase of \$565.60 over last year's premium of \$13,190. Travelers, Hartford, and Berkley MP declined to quote. We have been very satisfied with the Philadelphia Insurance Company.

Jim Ryan introduced the item and asked Rochelle Daniels to present it.

Ms. Daniels stated that Philadelphia Insurance remains the most competitive option. She explained that many years ago the Board authorized the President/CEO to make the purchase due to the policy renewal date not aligning with Board meetings. As it is a single purchase of over \$10,000 it is being reported in compliance with Board policy.

3. Purchase of Workers' Compensation Insurance

This is to report on the renewal of our workers' compensation policy with Bridgefield Employers Insurance Company (BEIC) for 5/1/2025 - 4/30/2026 at a cost of \$51,376.27

which is consistent with the overall increase in payroll for the Summer Youth Program. Our procurement allows us to renew the policy for three (3) one-year periods. This will be the 2nd renewal under the current procurement. The policy covers CSBD employees and the youth in our summer employment program. This is being reported in accordance with our board policy to report single purchases over \$10,000.

Jim Ryan introduced the item and asked Rochelle Daniels to present it.

Ms. Daniels stated that while the projected premium for this year is approximately \$51,000, the final cost will depend on the post-program audit of actual payroll. She explained that the increase is due to the growth in the number of youth served, rising to nearly 1,300 this year.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Jim Ryan reminded the Committee about the upcoming Board Planning Session on 4/24 and encouraged full attendance. He shared that the session will feature a fireside chat with Mark Wilson, President and CEO of the Florida Chamber of Commerce, and Dr. Henry Mack III, Vice President at St. Thomas University and a nominee for U.S. Assistant Secretary of Labor. The session will focus on key workforce metrics in Broward County and strategies for moving Broward forward. Mr. Ryan emphasized the value of their participation in the session and the opportunity for Board member networking and engagement.

MATTERS FROM THE EXECUTIVE COMMITTEE

None.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

None.

ADJOURNMENT – 12:23 p.m.

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON MAY 12, 2025.</p>
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<p>THE NEXT AUDIT COMMITTEE MEETING IS TO BE DETERMINED.</p>
