



**Broward Workforce Development Board
Executive Committee**
Monday, May 12, 2025
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 864 9457 8082
Zoom Password: 407499
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, Dr. Lisa Knowles, Kevin Kornahrens, Dawn Liberta, Rick Shawbell, Marjorie Walters, and Jim Ryan who chaired the meeting.

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

APPROVAL OF MINUTES

Approval of the Minutes of the 4/15 Executive Committee meeting.

On a motion made by Dawn Liberta and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the minutes of the meeting.

NEW BUSINESS

1. Summer Youth Work Experience Contract with Lan Infotech

Considered approving a SYEP contract with Lan Infotech through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youth's employer of record. Because Board Member Michael Goldstein is employed by Lan Infotech, a 2/3 vote of the Board is required. Approved at the 3/18 Youth Committee meeting.

Board Chair Jim Ryan introduced the item and Dawn Liberta, Chair of the Youth Committee, reviewed the item and the recommendation.

On a motion made by Dawn Liberta and seconded by Zac Cassidy, the Executive Committee unanimously approved the SYEP contract with Lan Infotech through 9/30/28.

2. Summer Youth Work Experience Contract with Hispanic Unity

Considered approving a SYEP contract with Hispanic Unity through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youth's employer of record. Because Board Member Felipe Pinzon is employed by Hispanic Unity, a 2/3 vote of the Board is required. Approved at the 3/18 Youth Committee meeting.

Jim Ryan introduced the item and Dawn Liberta reviewed the item and the recommendation.

On a motion made by Dawn Liberta and seconded by Marjorie Walters, the Executive Committee unanimously approved the SYEP contract with Hispanic Unity through 9/30/28.

3. Approval of Work Experience Contract with Broward County

Considered approving the renewal of a non-financial WIOA Adult Work Experience contract with Broward County for their University Student Practicum Program. This is the second of three renewals under the current agreement. CSBD is the employer of record. The State's workers' compensation covers participants. Because Board members Tara Williams and Sandy-Michael McDonald are employed by Broward County, a 2/3 vote of the Board is required.

Jim Ryan introduced the item and asked Carol Hylton, President/CEO, to present it.

Ms. Hylton reviewed the recommendation and stated that Broward County had experienced challenges filling human services internship positions. Since CSBD began providing the work experience component, they have seen improved success in building a talent pipeline, benefiting the County, CSBD, and the participating students.

On a motion made by Dawn Liberta and seconded by Marjorie Walters, the Executive Committee unanimously approved the renewal of a non-financial WIOA Adult Work Experience contract with Broward County for their University Student Practicum Program.

4. 2025 BWDB Planning Session Report

Considered approving the adoption of the Board Planning Session Report for Program Year 25/26, which was held on 4/24. The Planning Session began with a lively "Fireside Chat" on the future of work and the economy as we enter into a new era guided by AI, moderated by Board Chair Jim Ryan. Guests included Mark Wilson and Dr. Henry Mack III. Their analysis and predictions were further explored during the group discussions later in the day. This was followed by a review of last year's highlights delivered by our Board Committee Chairs, augmented by AI voiceover. Once approved by the Board, the recommendations from the Report will be incorporated into the appropriate committee matrices to be worked on over the course of the year.

Jim Ryan introduced the item and asked Carol Hylton to present it.

Ms. Hylton thanked the members for participating in the annual planning session, noting that the format changes, including the fireside chat, were well received. Ms. Hylton highlighted key themes from the session, including the potential development of an AI guidebook for small and medium-sized employers. The session also emphasized the ongoing labor shortage, the "silver tsunami," and the importance of engagement with HR professionals.

Ms. Hylton praised the committee chairs for their presentations. She added that, pending board approval, the planning session report will be incorporated in the committee's strategic planning matrices to guide their work throughout the year.

Mr. Ryan commended the team for securing high-caliber speakers and noted the value of the insights shared, particularly around Broward's standing in statewide economic indicators. Dawn Liberta and Frank Horkey echoed the praise and appreciated the fresh perspectives offered during the session.

Heiko Dobrikow reflected on Mark Wilson's prediction that Broward's growing economy will need 92,000 new jobs by 2030.

On a motion made by Frank Horkey and seconded by Zac Cassidy, the Executive Committee unanimously approved adoption of the Board Planning Session Report for Program Year 25/26.

5. PY 25/26 Integrative Staffing Group (ISG) Contract Renewal

Considered approving the renewal of our ISG staffing contract for PY 25/26. ISG staffs our One-Stop Career Centers. This is the third and last renewal under the current procurement. In our agreement with ISG 1) all career center employees are hired for their first 90 days on a temporary assignment basis. ISG is requesting an increase of 2%, bringing the fee for this service to 42% of the employee's wage during this period. Their fee includes all employee benefits, taxes, and insurance, as well as the various background checks and tests we require. Our cost is expected to be low 2) At the close of the 90-day period, individuals are transferred to permanent assignments. ISG is asking for a 7% increase to this rate, bringing their fee to \$91.00 per employee per pay period. The annual cost, based on the new rate, would increase by \$11,700 for an annual cost of about \$177,450. Their current rate is \$85.00. ISG has not requested any increases since the inception of their contract 3 years ago and, even with the increase, their fee would still be lower than the next lowest proposal received at that time. They have provided excellent customer service and have been responsive to our needs over the years. We do not pay for vacancies.

Jim Ryan introduced the item and asked Carol Hylton to present it.

Ms. Hylton reviewed the recommendation and reiterated the point that ISG has not requested any rate increases during the three years of their contract and emphasized that they continue to deliver excellent service. She shared that staff are very satisfied with ISG's performance and responsiveness, particularly in handling HR-related matters.

On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the ISG staffing contract for PY 25/26.

6. AI Guide/Playbook for CEOs and Business Owners

Considered approving the procurement of an entity to develop a guide/playbook targeted toward our small and medium employers in Broward County who are seeking guidance in order to implement and use AI in their businesses. If approved, we would set aside \$25,000 to accomplish this objective and solicit quotes from our public and private university systems. Being able to provide this service was one of the recommendations made by the Board and Council work group in response to the thought questions regarding AI. Approved at the 5/5 Employer Services Committee meeting.

Jim Ryan introduced the item and reviewed the recommendation.

Frank Horkey expressed strong support, stating that the initiative is at the forefront of what is needed to support local employers and that it may provide valuable insights for CSBD as well. Mr. Ryan agreed, emphasizing the importance of staying ahead of the rapid changes in AI and noted the potential impact on small and medium-sized businesses as larger companies move quickly to adopt new technologies.

On a motion made by Frank Horkey and seconded by Zac Cassidy, the Executive Committee unanimously approved the procurement of an entity to develop a guide/playbook targeted toward our small and medium employers in Broward County who are seeking guidance in order to implement and use AI in their businesses.

7. New Training Provider My IT Future

Considered approving the addition of My IT Future under initial eligibility status as an Eligible Training Provider and to add eight (8) courses 1) Cyber Security Analyst 2) Network Security Technician 3) Cyber Security Forensic & Intrusion Analyst 4) Cisco Certified Network Associate (CCNA) 5) Cyber Security IT Professional 6) CompTIA A+/Network+ 7) Project Management Professional and 8) Master Certificate in Cyber Security & Information Assurance to the Workforce Innovation and Opportunity Act (WIOA) Individual Training Account (ITA) List. CSBD adds schools and courses that meet federal, state, and local criteria to give customers more choices. Approved at the 3/25 One Stop Services Committee meeting.

Jim Ryan introduced the item and asked Rick Shawbell, Chair of the One-Stop Services Committee, to present it. Mr. Shawbell reviewed the item and its recommendations.

On a motion made by Rick Shawbell and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the addition of My IT Future under initial eligibility status as an Eligible Training Provider and to add the eight (8) courses to the WIOA ITA List.

REPORTS

1. Artificial Intelligence Incumbent Worker Training Grant

In March, CSBD was awarded \$300,000 from FloridaCommerce to assist eligible incumbent workers, whose jobs are at risk due to

automation and AI advancements, with upskilling and reskilling to retain employment. We currently have over \$179,000 in training grants in the pipeline, and additional interested employers are preparing applications.

Jim Ryan presented the item and asked Carol Hylton to provide a status report.

Ms. Hylton stated that although we already have approximately \$179,000 in training grants currently in the pipeline, there is additional interest from employers. Ms. Hylton expressed optimism about meeting the grant's goals due to the overall strength of the employer pipeline.

Mr. Ryan commended Ms. Hylton and the team for quickly securing the grant and noted the importance of their proactive response.

Heiko Dobrikow asked whether CSBD tracks which AI training providers are participating. Ms. Hylton responded, yes, we know the providers that employers have been using to train in AI and we also work closely with Michael Goldstein, who has been instrumental in promoting the opportunity to employers and identifying potential trainers. Mr. Dobrikow recommended maintaining the list to share with employers for future reference.

Dawn Liberta noted she had seen a strong AI presentation at a recent event and offered to share the presenter's contact information with Mr. Ash for consideration as a potential training resource. Ms. Hylton thanked Ms. Liberta for her willingness to share the lead with us.

Frank Horkey inquired whether CSBD has a designated AI coordinator to oversee all grant-related activities. Ms. Hylton stated that our Industry Intermediaries work closely with the employers in their various industries. The employer determines the trainer they want to use and we ensure that proper procurement is completed. If an employer needs assistance with finding a trainer we can assist them.

Regarding internal AI efforts, Ms. Hylton stated that CSBD's QA department will examine ways to improve service delivery through AI.

2. Upcoming Employer Industry Forums

These events provide a valuable opportunity to convene the business community, education partners, and economic development stakeholders to address workforce challenges in Broward County's targeted industries collaboratively. Each session focuses on sharing insights, identifying talent needs, and strengthening industry-aligned solutions, including addressing the impacts of artificial intelligence on the workforce. Registration information will be shared with the members as we approach each event.

Jim Ryan introduced the item and asked Mark Klincewicz to present it.

Mr. Klincewicz reviewed the schedule of upcoming industry forums through November of 2025, noting that six events are planned, with three hosted onsite, two at the Greater Fort Lauderdale Chamber of Commerce, and one at the Greater Hollywood Chamber. Carol Hylton added that the chambers have been instrumental in helping to promote and support the forums, strengthening connections with employers and enhancing the effectiveness of these collaborative sessions.

3. Apprenticeship Fair

CSBD is hosting an Apprenticeship Fair on 5/15 at the South One-Stop Center to connect job seekers with hands-on career opportunities in high-demand fields like construction, manufacturing, and more. Our Apprenticeship Navigator will be on-site to help employers and job seekers understand just how accessible and impactful registered apprenticeship programs can be. The event is being promoted through targeted email campaigns, social media outreach, and community partner networks to ensure strong attendance and engagement.

Jim Ryan introduced the item and asked Mark Klinecicz to present it.

Mr. Klinecicz reviewed the event details and shared that over 200 job seekers have already registered for the Apprenticeship Fair. Participating organizations include the South Florida Manufacturers Association, Atlantic Technical College, various trade unions, and Miller Electric. Mr. Ryan encouraged the committee members to attend if their schedules permit.

4. North One-Stop Career Center Location

The lease for our North One-Stop Career Center located in Coconut Creek ends in February 2026. The center is 8,000 square feet and houses 22 staff. We have identified a list of options to move forward 1) renew the lease 2) arrange to co-locate at a community partner site, and if neither is feasible 3) issue a procurement for a new location in north Broward County.

Jim Ryan introduced the item and asked Carol Hylton to present it.

Ms. Hylton stated that with the North lease ending, CSBD is exploring options to reduce square footage and cost, including ongoing conversations with our community partners, such as Broward College, to co-locate.

Rochelle Daniels, General Counsel, added that she is in discussions with the current landlord and expressed interest in maintaining the current rate and downsizing the space if needed, as we are anticipating a reduction in funds. Ms. Hylton also reported that we have reduced our lease at the Central office by vacating the second floor.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Jim Ryan congratulated Carol Hylton and the entire CSBD team on receiving the 2025 Top Workplace award from the South Florida Sun Sentinel. He shared that, to celebrate this achievement and accept the award, he, Dr. Lisa Knowles, and Marjorie Walters, along with members of the CSBD team, attended the Sun Sentinel's awards ceremony the previous week, noting it was a lively and inspiring celebration of leadership and organizational culture. Mr. Ryan remarked that CSBD was the most spirited group in attendance and emphasized the award's significance, which is based entirely on employee survey responses.

Frank Horkey echoed the sentiment, expressing appreciation for the ongoing efforts to engage staff and maintain a positive environment.

Rick Shawbell commented on the energy and enthusiasm of the team during CSBD's internal recognition celebration, which took place the week before the awards ceremony and was held simultaneously across all CSBD locations via Zoom. The event included the formal announcement of the award by Ms. Hylton. Mr. Shawbell and Ms. Walters represented the Board at the One-Stop Centers, while Dr. Knowles joined the staff at the main office.

Ms. Hylton thanked the Board for its support in fostering a positive workplace culture and highlighted internal initiatives that have contributed to strong staff morale and engagement.

Mr. Ryan added that promotional materials recognizing the award will be displayed at the One-Stop Centers, and the Top Workplace logo will be featured on CSBD's website.

MATTERS FROM THE EXECUTIVE COMMITTEE

Heiko Dobrikow remarked that all businesses will likely face structural workforce changes due to AI and automation and encouraged CSBD to proactively consider how to reskill staff whose roles may eventually be impacted.

Ms. Hylton confirmed those internal discussions have already started.

Jim Ryan indicated that Employ Florida system is outdated and labor-intensive, necessitating human support. Until it is modernized, there remains a significant need for staff to assist customers. Ms. Hylton agreed, describing the work as highly staff-intensive.

Mr. Dobrikow commended Doug Saenz, Business Services Manager, for his participation in the Broward and Beyond Business Expo, hosted by Board Member Sandy-Michael McDonald. He noted Mr. Saenz's strong engagement with attendees and high visibility at the event. Ms. Hylton thanked him for the feedback.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

None.

ADJOURNMENT – 1:03 p.m.

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON JUNE 9, 2025.
