



**Broward Workforce Development Board**  
**Executive Committee**  
Monday, October 9, 2023  
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 831 6013 5791  
Zoom Password: 926290  
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:** Rick Shawbell, Zac Cassidy, Kevin Kornahrens, and Heiko Dobrikow, who chaired the meeting.

**ATTENDEES VIA ZOOM:** Dr. Ben Chen, Francois Leconte, Sandy McDonald, Marjorie Walters, Frank Horkey.

**STAFF:** Carol Hylton, Ron Moffett, Rochelle Daniels, Mark Klinecicz, and Michell Williams.

**APPROVAL OF MINUTES**

Approval of the Minutes of the 8/14 Executive Committee meeting.

**On a motion made by Frank Horkey and seconded by Rick Shawbell, the Executive Committee unanimously approved the minutes of the meeting.**

**NEW BUSINESS**

**1. Registered Apprenticeship On-the-Job Training (OJT) Contract with Advanced Roofing**

Considered approval of an upgrade OJT contract with Advanced Roofing to train up to ten (10) employees participating in their registered apprenticeship program. The apprentices will receive training in roofing, including handling asphalt equipment, detail sheet metal fabrication, and installation. The contract will provide 75% reimbursement for wages paid to the apprentices while in training, totaling up to \$150,000. Because Board member Kevin Kornahrens is employed by Advanced Roofing, this recommendation must be approved by a 2/3 vote of the Board members present at a meeting with an established quorum. Approved at the 9/11 Employer Services Committee meeting.

Mr. Leconte presented the item.

Mr. Kornahrens declared a conflict, stating he was employed by Advanced Roofing and abstained from the vote.

There was no further discussion.

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**On a motion made by Dr. Ben Chen and seconded by Frank Horkey, the Executive Committee unanimously approved entry into an upgrade OJT training contract with Advanced Roofing to train up to ten (10) employees totaling up to \$150,000.**

**2. 2024 Draft BWDB Legislative Agenda**

Considered 1) approval of the 2024 draft BWDB Legislative Agenda and 2) identification of Committee members who can reach out to our local delegation to present our agenda. Approved at the 10/3 Strategic Planning Committee Meeting.

Mr. McDonald presented the item. He reviewed the proposed legislative items with the committee members and suggested that when members meet with our local delegation, they should talk about our economic dashboard as it contains useful labor market and economic information that relates to legislative agenda items.

**On a motion made by Francois Leconte and seconded by Zac Cassidy, the Executive Committee unanimously approved 1) the 2024 draft BWDB Legislative Agenda and 2) identification of Committee members who can reach out to our local delegation to present our agenda.**

**3. 2024 Community Partner Legislative Agenda**

To fulfill our role as conveners, we collect community partner legislative agendas for reference and consideration. As of 10/3/23, the only community partner agenda with items related to workforce development that has been published was the Florida Manufacturing & Supply Chain Agenda. Approved at the 10/3 Strategic Planning Committee Meeting. Approved at the 10/3 Strategic Planning Committee Meeting.

Mr. McDonald presented the item. Ms. Hylton stated that as additional workforce-related legislative agenda items are published by community partners, we will bring updates to the BWDB.

**On a motion made by Zac Cassidy and seconded by Dr. Ben Chen, the Executive Committee unanimously approved support of the community partner legislative agenda.**

**4. Accept Summer Youth Employment Program Funds**

Considered the acceptance of \$4,215,656 from the Children's Services Council (CSC) to serve 913 economically disadvantaged youth ages 16-18 in the 2024 Summer Youth Employment Program. The success of the 2023 summer program, has led to the continued award of an additional 1.4 million in funding. The funds will allow us to maintain the youth wage of \$14.00 per hour. Youth will participate in three days of employability skills training and an 8 week meaningful summer work experience. Approved at the 9/27 Youth Committee Meeting.

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Mr. Dobrikow presented the item.

Mr. Horkey commented on the increase of the Children's Services Council award over the past few years, which has almost tripled due to the success of the program and congratulated Ms. Hylton and the staff.

**On a motion made by Frank Horkey and seconded by Rick Shawbell, the Executive Committee unanimously approved the acceptance of \$4,215,656 from the Children's Services Council to serve up to 913 economically disadvantaged youth ages 16-18 years old in the 2024 Summer Youth Employment Program.**

#### **5. Accept Florida Healthcare Training Initiative Funds**

Considered the acceptance of \$916,666 in Florida Healthcare Training funds. This is a 2 year discretionary grant that will end 6/30/25. CSBD was one of two Boards in the state selected by FloridaCommerce to receive this funding. The purpose of the award is to support the healthcare industry by funding initiatives to reduce the shortage of employees in healthcare occupations and reduce turnover. Approved at the 9/26 One Stop Services Committee Meeting.

Mr. Shawbell presented the item. Ms. Hylton reported that CSBD plans to partner with our eligible training providers and hospitals such as Broward Health, Memorial, and Cleveland Clinic to utilize the funds in innovative ways. For example, the funds may be used to provide specialized training for nurses.

**On a motion made by Rick Shawbell and seconded by Frank Horkey, the Executive Committee unanimously approved the acceptance of \$916,666 in Florida Healthcare Training funds. This discretionary grant is for 2 years and will end 6/30/25.**

#### **6. President/CEO Evaluation**

In accordance with the Board and CareerSource Broward Council of Elected Officials' policy, the Executive Committee evaluates the President/CEO using an instrument developed by the Organizational Resources Committee. As is the custom the evaluation instrument was distributed to the Executive Committee members by Ms. Daniels, the CSBD General Counsel in September. The scores have been tabulated and averaged.

Ms. Hylton excused herself from the room and Mr. Dobrikow then presented the item. He noted that she received an overall rating of 3.9. He then read the comments of the raters which were all positive in support of the President/CEO's performance.

Mr. Dobrikow asked if Ms. Daniels had any additional comments.

Ms. Daniels stated that in accordance with the Committee's request she had collected information on Workforce Board CEO salaries from around the state and distributed a chart depicting the salaries and retirement benefits for the President/CEO's of the six largest boards in the state. Ms. Hylton ranked 5<sup>th</sup> and while she was eligible for a deferred income match,

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which included an additional approximately \$2,000 over that awarded to staff, it required a contribution on her part and that she did not receive a dedicated retirement contribution as did the other President/ CEO's.

Ms. Daniels shared that Ms. Hylton was gratified by the support of the Board and asked that if an increase was recommended that it be in line with the 4% maximum set by the Board for all staff.

Ms. Daniels advised the Committee of the federal cap on salaries and that while a portion of the increase would come from the General Fund the committee could consider a discretionary employer contribution to Ms. Hylton's retirement 401A account which funds could be charged to the grants under the rules.

Mr. Horkey commented on Ms. Hylton's excellent performance and on her dedication to hearing and meeting board member requests and suggestions for moving CSBD forward and proposed 1) awarding a 4% merit increase and 2) awarding an annual discretionary employer contribution of \$20,000 to her 401A retirement account. The combination compensation and benefits will place Ms. Hylton 3<sup>rd</sup> when compared to that received by her peers in the large areas.

Mr. Leconte stated his support of the motion and commended Ms. Hylton on her marketing of CSBD which is changing the perception of CSBD in the community.

**On a motion made by Frank Horkey and seconded by Rick Shawbell, the Executive Committee unanimously approved 1) a 4% merit increase and 2) awarding an annual discretionary employer contribution to her retirement 401A account of \$20,000.**

Ms. Hylton was invited to returned to the room, and Mr. Dobrikow informed her of the committee's recommendation. Ms. Hylton expressed her appreciation and recognized the staff for the wonderful work they do to support the mission.

## **7. Accept Non-Custodial Parent Employment Program Funds**

Considered the acceptance of \$950,742 in Non-Custodial Parent Employment Program funds. This is a one-year discretionary grant that ends 6/30/24. CSBD was one of three Boards in the state selected by FloridaCommerce to receive this funding. The grant will assist non-custodial parents struggling to meet child support obligations because they are underemployed or unemployed to obtain employment. CSBD will provide career services, occupational and work-based training and support services to remove barriers to employment.

Ms. Hylton presented the item stating that to create awareness of the services to non-custodial parents we have reached out to the Broward Sheriff's Office and Broward County.

Mr. Horkey inquired if the women enrolled in the Single Mothers grant program could be a source of referrals.

Ms. Hylton indicated yes, and informed the committee that we plan to provide the flyers to that group to share with their non-custodial partner.

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**On a motion made by Frank Horkey and seconded by Rick Shawbell, the Executive Committee unanimously approved the acceptance of \$950,742 in Non-Custodial Parent Employment Program funds. This discretionary grant is for one year and ends 6/30/24.**

**8. Accept Hope Florida – Pathway to Promise Funds**

Considered the acceptance of \$217,815.45 Hope Florida – Pathway to Promise funds. Under this discretionary grant CSBD will direct participants referred by the Florida Department of Children and Families to consider new career pathways as well as providing training to lead to self-sufficiency. Participants will be referred to community service providers based on their needs fostering community collaboration between the private sector, faith-based and community-based organizations, and non-profits. Board members Heiko Dobrikow, Riverside Hotel, Kevin Kornahrens, Advanced Roofing, and Shane Strum, Broward Health, have agreed to become Hope Florida employers embracing their roles as leaders, convenors of workforce services, and ambassadors. Approved at the 9/26 One Stop Services Committee Meeting.

Mr. Shawbell presented the item recommending acceptance of the funds to provide employment services to the individuals referred.

Ms. Hylton informed the Committee that the State is giving all the Workforce Boards funding for a “Navigator” position to work with community-based organizations and employers who pledge to be Hope employers.

**On a motion made by Rick Shawbell and seconded by Frank Horkey, the Executive Committee unanimously approved the acceptance of \$217,815.45 Hope Florida – Pathway to Promise funds.**

**9. Continued Eligibility – Hollywood Career Institute**

Considered approval of 1) current eligible training provider Hollywood Career Institute’s (HCI) continued eligibility status for the period 12/1/23 through 12/1/25 and 2) retention of all of their current programs on the Individual Training Account list. The State requires that eligible training providers be renewed every 2 years. HCI has met continued eligibility requirements that include but are not limited to, licensure, accreditation, issuance of an industry-recognized credential, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness and to ensure that CareerSource Florida requirements and board-mandated criteria are met. Approved at the 9/26 One Stop Services Committee Meeting.

Mr. Shawbell presented the item. There was no further discussion.

**On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved 1) current eligible training provider Hollywood Career Institute’s (HCI) continued eligibility status for the period 12/1/23 through 12/1/25 and 2) retention of all of their current programs on the Individual Training Account list.**

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## **10. Distribution of Fully Depreciated Computers**

Considered approval to expand the distribution of CSBD computers to include summer youth, veterans' as well as CSBD/ISG/DEO staff. CSBD cycles computers out of use every 5 years in accordance with our rotation policy. Per Board policy, we offer them to WIOA youth, Welfare program participants or other non-profit organizations. Because many of our participants receive technology through support services or from the training institution, we still have computers left after offering them to WIOA youth and Welfare participants. By expanding the distribution of the old computers, we can reach additional participants as well as staff who could benefit from being able to add technology to their homes. Approved at the 9/27 Youth Committee Meeting.

Ms. Hylton presented the item stating that the quantity of available computers varies by year. Approval of this recommendation will allow for the inclusion of additional participants as well as our own staff. Participants are informed when computers are available and computers are provided on a first come, first served basis.

Ms. Daniels added that the IRS and Department of Labor consider the computers to be supplies and, are no longer depreciable. Adoption of the recommendation will help reduce inventory storage fees for the computers that have not been claimed by existing participants.

**On a motion made by Rick Shawbell and seconded by Frank Horkey, the Executive Committee unanimously approved expanding the distribution of CSBD computers to include 1) summer youth 2) veteran participants and 3) CSBD/ISG/DEO staff.**

## **REPORTS**

### **1. Update on Meetings with Elected Officials**

To increase awareness about CSBD and to strengthen community relationships, Carol Hylton, President/CEO, and CSBD staff have been meeting with local legislators and city officials. via Zoom or in person, including tours of our career centers and attendance at employer job fairs and workforce events hosted by CSBD. These meetings provide an opportunity to listen to their priorities and to highlight the benefit of our customizable job seeker and employer workforce-related services available to their constituents. Since March 2023, Ms. Hylton, President/CEO, and staff have met with 15 elected officials. Additional meetings are planned going forward.

Ms. Hylton provided an overview of the various meetings. She emphasized the advantage of holding the meetings at our centers so elected officials can see firsthand how are services are delivered and can meet with the staff providing the services.

Mr. Dobrikow asked that the legislative contact list be expanded to include the County Commissioners and encouraged committee members to reach out and establish relationships with the members of the delegation.

Ms. Hylton asked that the committee members send any contacts they would like to add to the list to Michell Williams or herself.

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## **2. Update on WIOA Youth Performance for Program Year 23/24**

This Youth Performance report provides the Youth Committee with provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act. CSBD funds 4 Out-of-School and 2 In-School Youth programs. Since the beginning of the program year, which began on 7/1, CSBD staff has been meeting with each of the providers to discuss contract expectations, offer ongoing technical support, and receive updates on recruitment activities. The report shows that all of our youth providers are off to a great start and actively enrolling youth to meet their deliverables.

Ms. Hylton presented the report highlighting each provider's performance. She shared that, at the Youth Committee meeting, FLITE Center CEO Christine Frederick and Broward County Public Schools Curriculum Supervisor Christy Bradford spoke about their evidenced-based best practices for recruiting and engaging youth.

## **3. CSBD's 2023 Paychecks for Patriots Veterans Hiring Fair**

CSBD will host its annual Paychecks for Patriots Veterans Hiring Fair on 11/8 at The City of Plantation Central Park. The first two hours of the event will be reserved for veterans and their family members. The event will be marketed to job seekers and employees through social media, radio advertisements, distribution of flyers to community partners, advertising in the career centers, and word of mouth. To date, over 70 employers have expressed interest in recruiting at this year's event.

Mr. Leconte presented the report reviewing the details of the event and stated that this was his favorite CSBD event. He encouraged everyone to attend. Ms. Hylton told Committee members that there will be a videographer and that it will be live-streamed on social media.

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

Mr. Dobrikow asked Ms. Daniels to provide an update on the status of the business services contracts with the Chambers.

Ms. Daniels, CSBD General Counsel, provided the report below. Following the issuance of a Request for Proposals (RFP) for business associations that could serve as intermediaries as well as require marketing work-based training to their members, we received 3 responses from 1) The Greater Fort Lauderdale Chamber of Commerce 2) The Greater Hollywood Chamber of Commerce 2) and 3) The Miramar Pembroke Park Chamber of Commerce. A review committee of BWDB members met and found all the proposals to be of merit.

As many of our Board Members are members of the Chambers a concern arose regarding assuring enough members for a vote. Ms. Daniels conferred with the Broward County Attorney and the Florida Commission on Ethics (COE). With respect to voting conflicts related to the item, as indicated to Ms. Daniels by the COE, it is addressed through the standard declaration of the conflict, abstaining from the vote and completing the State Form 8b. However, in discussion, a question arose regarding whether approval of a contract would consist of "doing business with

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one's own agency" which is generally prohibited by the Fla. Stat. §112.313. It was Ms. Daniels' opinion that Fla. Stat. §445.007 provides a waiver in this regard as it provides a process for FloridaCommerce to review such contracts and grant approval.

There are several opinions issued by the COE that have determined that Elected Officials appointed to a chamber board in their official capacity are not considered to be doing business with their own agencies, when voting to award funds to a chamber. However, the COE has not been queried with respect to workforce board members and therefore has not issued an opinion in this regard. Following two lengthy conversations with the on-call attorney for the COE, Ms. Daniels was advised that the question, if posited, would have to go to the COE for a formal opinion as opposed to staff attorney guidance and this could take some time.

Ms. Daniels pointed out she believed that Fla. Stat. 112.313 had to be read in context with Fla. Stat. 445.007 contract policy which appeared to create a waiver. The staff attorney stated that he was unfamiliar with the statutes governing workforce boards and would have to study them; and that while it was likely an opinion issued by COE would fall within the same guidelines as that found for Elected Officials, because the awards, as described, were to further a public purpose it was outside his scope to be able to provide guidance. As time is of the essence and CSBD is anxious to obligate the funds, Ms. Daniels shared that the CSBD President/CEO has the authority to enter into contracts up to a dollar threshold approved by the governing boards, and she inquired whether, if the contracts fell within the threshold, could that be a solution as the governing boards would not then be voting on an award that could be interpreted as "doing business with one's own agency". The staff attorney agreed that this could be a good 'solution.'

Based on the above, Ms. Daniels suggested the Executive Committee consider supporting a request to the governing boards to increase to the cap from \$50,000 to \$100,000, for a single item, by the CEO. Mr. Horkey and Mr. Dobrikow voiced their agreement with the solution.

Mr. Dobrikow then went on to mention a recent McKenzie and Company study discussing the impact of Artificial Intelligence (AI) on jobs citing the top 20 jobs slated for elimination and suggested that 1) CSBD also study this area and 2) consider bringing AI tools into One Stop Centers. Ms Hylton agreed.

Lastly, Mr. Dobrikow reviewed the new numbers on the Economic Dashboard and recommended we consider adding some new tiles.

## **MATTERS FROM THE EXECUTIVE COMMITTEE**

Mr. Horkey provided a summary of the Florida Workforce and Broadband Summits. Mr. Horkey suggested attending every year as good information is shared and there are many good contacts to be made with the State and other boards.

## **MATTERS FROM THE FLOOR**

None



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

Ms. Hylton reported on a number of events including 1) the staff training day held in September 2) the County Commission Workforce Development month Proclamation sponsored by Commissioner Ryan 3) the hospitality fair held at the Urban League on 10/5 that brought employers into an area with some of the highest unemployment rates in Broward 4) the State of Workforce breakfast to be held in partnership with Chambers scheduled tentatively for 1/24 and 5) the upcoming Career Exploration event for 9th and 10th graders, tentatively scheduled for 2/9.

Lastly, Ms. Hylton informed the members that as a part of her acceptance to Leadership Florida she is required to attend an event in December that conflicts with our board meeting date. Therefore, Ron Moffett will facilitate the December board meeting in her absence.

**ADJOURNMENT** – 1:24 p.m.

<p><b>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON DECEMBER 4, 2023.</b></p>
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