



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

Zoom Meeting ID: 842 7365 2913
Zoom Password: 512270
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, Kevin Kornahrens, Dr. Lisa Knowles, Francois Leconte, Dawn Liberta, Rick Shawbell, and Jim Ryan who chaired the meeting.

STAFF: Carol Hylton, Rochelle Daniels, Ron Moffett, Mark Klinecicz, Kim Bryant, and Samantha Vazquez.

APPROVAL OF MINUTES

Approval of the Minutes of the 10/13 Executive Committee meeting.

On a motion made by Francois Leconte and seconded by Dawn Liberta, the Executive Committee unanimously approved the meeting Minutes.

NEW BUSINESS

1. Membership Renewals

Considered the renewal of the Broward Workforce Development Board (Board) members whose terms will expire in January 2026 and who are eligible for renewal for an additional two years. The thirteen (13) members recommended for renewal are 1) Dr. Lisa Knowles 2) Catherina Rozario 3) Dawn Liberta 4) Walberto "Wally" Utreras 5) Felipe Pinzon 6) Vanessa Cantave 7) Dr. Ben Chen 8) Paul Farren 9) Michael Goldstein 10) Rufus James 11) Kevin Kornahrens 12) Jim Ryan and 13) Shane Strum. The CareerSource Broward (CSBD) Council of Elected Officials appoints Board members following a recommendation from the Board. Approved at the 11/17 Organizational Resources Committee meeting.

Carol Hylton, President/CEO, introduced the item and reviewed the list of members recommended for renewal.

On a motion made by Heiko Dobrikow and seconded by Francois Leconte, the Executive Committee unanimously approved the renewal of the 13 Board members whose terms expire in January 2026 and who are eligible for an additional two-year term.

2. Broward Workforce Development Board (Board) Appointments

Considered the recommendations to nominate 1) Nelson Fernandez, Owner, ANF Group, from the Construction industry and 2) Matt Rocco, President, South Florida Manufacturing Association to fill two (2) private sector slots on the Board. As is our custom, the President/CEO solicits recommendations from Board members to fill vacancies. Following a robust discussion, the Organizational Resources Committee (ORC) voted to move forward with appointing Mr. Fernandez and Mr. Rocco. Approved at the 11/17 ORC meeting.

Carol Hylton presented the nominations to fill two private sector Board vacancies as recommended by Org.

On a motion made by Heiko Dobrikow and seconded by Kevin Kornahrens, the Executive Committee unanimously approved recommending in the private sector category the appointments of 1) Nelson Fernandez, representing the targeted industry of construction, and 2) Matt Rocco, representing the targeted industry of manufacturing, to the Board.

3. Board By-Laws

Considered an amendment the Board By-Laws to add the underscored language to Article V, Meeting Procedures, Voting Rights, Section 1 "Meetings as follows: Regular meetings of the Board shall generally be held on the 4th Thursday of each month at the CSBD main office located at 2890 W. Cypress Creek Road, in accordance with a calendar published with the BWDB/CSBD Council of Local Elected Officials' Agenda and approved at the annual meeting each year." This change is a recommendation made by the state during a monitoring visit.

Rochelle Daniels, General Counsel, explained that the proposed amendment reflects a recommendation from the state following a monitoring review and clarifies the Board's regular meeting schedule within the By-Laws.

On a motion made by Francois Leconte and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the amendment to the Board By-Laws.

4. Board and Executive Committee 2026 Meeting Schedules

Considered approval of the 2026 meeting schedules for the Board and Executive Committee meetings. Meetings are in person. On occasion, if necessary, a Board member can attend via Zoom.

Board Chair Jim Ryan presented the proposed 2026 meeting schedules for the Board and Executive Committee.

On a motion made by Dawn Liberta and seconded by Zac Cassidy, the Executive Committee unanimously approved the 2026 meeting schedules for the Board and Executive Committee.

5. CSBD Holiday Schedule

The ORC, per Board direction, was asked to consider how we can support our employees in the off-year between compensation studies which we conduct every two years. CSBD researched additional low or no cost benefits that could be provided to employees. HR made inquiries of other boards and local governments and found that their holidays ranged from 14 – 17 while CSBD has 13 holidays. The ORC considered the information presented and is recommending that Columbus Day and a personal day during staffs' birthday month be added to our holiday schedule.

Carol Hylton indicated that the ORC reviewed information from other boards and local governments and is recommending that CSBD add Columbus Day and give staff a day off during their birthday month.

On a motion made by Rick Shawbell and seconded by Francois Leconte, the Executive Committee unanimously approved the addition of 1) Columbus Day and 2) a personal day to be taken within a staff member's birthday month to the CSBD holiday schedule.

6. Accept Non-Custodial Parent Employment Program Funds

Considered the acceptance of \$650,000 in Non-Custodial Parent (NCP) Employment Program Funds from Florida Commerce. The grant period is through 6/30/26. The purpose of these funds is to provide assistance to NCPs who are experiencing difficulty in meeting their child support obligations. Participants are eligible to receive paid work experience, scholarships for training, support services, job placement assistance, and more. Approved at the 11/25 One-Stop Services Committee meeting.

Rick Shawbell, Chair of the One-Stop Services Committee, presented the item. Francois Leconte asked whether the funds could be carried over if not fully expended within the grant period. Ms. Hylton asked to be recognized by the chair and responded that staff analysis projects that we will fully expend the funds before the grant period ends. She reminded the members that this amount is reduced from last year's allocation.

On a motion made by Rick Shawbell and seconded by Francois Leconte, the Executive Committee unanimously approved acceptance of \$650,000 in NCP Employment Program Funds from Florida Commerce.

7. Adoption of a Policy to Address a Major Financial Event

Considered approval to develop a severance policy for CSBD and One-Stop Center staff, many of whom have devoted years of service to the CSBD mission. Given the uncertainty in the funding of social service and education grants at the federal level, the policy would be for the purpose of addressing events such as the elimination of a major funding stream (e.g., WIOA or WTP). Severance is an allowable cost under the grant rules, 2CFR 200.431, as long as it is in accordance with an organization's official policies and is also allowable under the Florida Statutes. Approved at the 11/17 Organizational Resource Committee meeting.

Kevin Kornahrens, Chair of the Organizational Resources Committee, introduced the proposed severance policy and asked Rochelle Daniels, to provide an overview of how it compares to policies adopted by other workforce boards. Ms. Daniels reported that several

boards, including those in Jacksonville, Tampa, and Pinellas, have severance policies. In contrast, others follow county or municipal policy because the boards are embedded within their respective local governments. She stated that CSBD does not currently have a severance policy and that the proposed policy is intentionally limited in scope, applying only in the event of a major funding loss affecting a significant number of staff. She emphasized that this policy would not apply to routine separations. She added that Florida statutes cap severance for public employees at 20 weeks and that the policy would be structured to account for different lengths of service and job classification levels within the organization.

Mr. Ryan asked how a “major” funding event would be defined and whether the impacts would be quantified. Ms. Daniels explained that the policy does not set a fixed dollar threshold because circumstances can vary. She stated that staff would return to the Board with specific staffing impacts and projected costs for approval if such an event were to occur.

Heiko Dobrikow also inquired about the circumstances under which severance considerations could apply at the executive level. Ms. Daniels explained that this would be tied to a significant federal restructuring of workforce funding streams, such as consolidation proposals previously discussed at the federal level. Ms. Hylton added that recent discussions affecting smaller programs such as SNAP underscore the importance of forward planning. She reiterated that any action taken under the policy would be subject to the Board's approval should we have a major funding loss.

Mr. Ryan stated that he supports the policy’s forward-looking approach and noted that its timing is appropriate given current uncertainties at the federal level.

On a motion made by Francois Leconte and seconded by Kevin Kornahrens, the Executive Committee unanimously approved the development of a policy to address a major financial event.

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

Considered the addition of three (3) training programs at FAU to the WIOA Individual Training Account list 1) Construction Administration Certificate 2) Construction Management Certificate and 3) Certified Associate Project Management (CAPM)®. CSBD reviewed the applications for completeness and to ensure that Board-mandated criteria are met for the training programs and related occupational titles. Approved at the 11/25 One-Stop Services Committee meeting.

Rick Shawbell presented the item and reviewed each of the programs recommended for approval.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the addition of three training programs at FAU to the WIOA Individual Training List 1) Construction Administration Certificate 2) Construction Management Certificate and 3) CAPM ®.

REPORTS

1. **Board Officers are Entering Their Terms' 2nd Year in January 2026**

In the past, we would present a slate of Officers annually. The By-Laws approved by the governing boards align with the REACH Act, which provides for officers to serve 2-year terms. Our current officers will continue in their offices for the upcoming year.

Jim Ryan stated that, consistent with the By-Laws, all current Board officers will continue serving the second year of their two-year terms.

2. **2025 Paychecks for Patriots Job Fair**

On 11/7, CSBD proudly hosted the 13th annual Paychecks for Patriots Job Fair, welcoming more than 2,400 job seekers, including over 350 veterans, and featuring 140+ employers actively recruiting talent. Youth providers referred work-ready participants, with Success Coaches accompanying them to provide added support. Employers in attendance included Broward Health, Memorial Healthcare, Seminole Hard Rock, Broward County Public Schools, Coca-Cola, the Riverside Hotel, and numerous law enforcement agencies, such as the Fort Lauderdale Police, the FBI, the Broward Sheriff's Office, and the Pembroke Pines Police. In addition to employer recruitment, job seekers benefited from free haircuts and professional headshots. Feedback from both employers and job seekers was overwhelmingly positive.

Kim Bryant, Executive VP of Operations, reviewed the outcomes of the 2025 Paychecks for Patriots job fair, stating it was the most successful event to date, with job seekers arriving as early as 6:00 a.m. and strong employer participation. She highlighted the support shown by Board members who attended. Ms. Bryant also described the implementation of several innovations, including the use of enhanced registration technology and QR codes, which significantly streamlined entry and assisted job seekers in locating employers more efficiently.

Carol Hylton added that attendance increased significantly over the prior year and emphasized that the event required extensive coordination and preparation. Chair Jim Ryan commended staff for executing the event with "military precision," citing logistics, transportation, employer coordination, and on-site services such as headshots. He added that employers reported strong candidates and on-the-spot hiring activity.

Heiko Dobrikow praised the improved layout and flow at the Tamarac community site, while noting that parking remained the biggest challenge and suggested that the focus next year be placed on improved wayfinding and traffic management. Ms. Hylton agreed and added that staff identified lessons learned related to employer arrival timing, clearer direction to off-site parking, and continued management of building occupancy limits.

Ms. Hylton shared that CareerSource Miami veteran staff attended the event with their job seekers. A video highlighting the job fair was also shared at a CareerSource Florida board meeting.

Mr. Ryan thanked the members for their discussion and encouraged staff to plan next year's event with the expectation that attendance would continue to increase.

3. Update on the AI Playbook for Small and Medium-Sized Employers

CSBD, in partnership with Gilead Sanders LLC, is advancing the region's first AI Playbook for Small and Medium-Sized Businesses. Employer roundtables held on 10/30 and 11/14 engaged local companies in discussions on AI awareness and adoption opportunities. Employers reported the sessions were highly valuable, offering practical insights and sparking ideas to improve operations and support long-term growth. The final roundtable is set for 12/4. A survey was shared with Broward County employers that focuses on their understanding and awareness of AI. Feedback from both efforts will guide the Playbook's tools and recommendations.

Mark Klincewicz, Executive VP of Administration, provided an update on the development of the AI Playbook, reporting that two of the three employer roundtables have been completed and that participation has been strong, with more than 40 employers registered for each session. He noted that discussions during both the main sessions and breakouts have been highly engaging, with employers expressing interest in learning more about AI and how it can be applied within their organizations. Mr. Klincewicz stated that the final roundtable is scheduled for 12/4.

Mr. Klincewicz also reported that the employer survey has been launched and that a broader marketing effort is underway to increase participation. Jim Ryan asked for an update on survey response rates. Carol Hylton noted that responses were lower than anticipated which we attribute to the holidays. We are increasing our outreach efforts through business services staff, industry associations, and chambers, with additional marketing support from Gilead Sanders.

Heiko Dobrikow asked whether the survey had been distributed through chambers of commerce. Ms. Hylton confirmed that it had been shared and acknowledged that continued and repeated outreach is necessary. She also noted that the survey was shortened to make it easier for employers to complete.

Mr. Ryan asked whether any early insights had emerged from employers regarding how AI is being used, including potential impacts on labor. Mr. Klincewicz responded that most employers are still in the early awareness stage, with many primarily familiar only with tools such as ChatGPT. He noted that the roundtables are helping employers better understand broader applications of AI and how it could support operations.

Mr. Ryan thanked the staff for the update and emphasized the importance of meeting the survey participation targets to ensure the Playbook's findings and recommendations are well-supported.

4. The Source Podcast

CSBD has released the fifth episode of The Source Podcast, focusing on the new AI Employer Playbook. In this episode, Executive Vice President Mark Klincewicz is joined by Board Chair Jim Ryan (Outplex), Marvin Dejean (Gilead Sanders), and Lonni Cibants (Alliant Power) to discuss how this resource can help small and medium-sized businesses better understand and adopt AI in practical ways. The podcast is part of CSBD's digital marketing

strategy and is now available to stream on Spotify for easier access. Our next episode will highlight the tools, support, and guidance available through our Job Seeker Services. Mark Klincewicz reported that the fifth episode of The Source Podcast has been released and is available on Spotify and the CSBD website. He noted that the episode focuses on the AI Employer Playbook and encouraged members to listen to and share it within their networks to broaden outreach and awareness.

Jim Ryan thanked Mr. Klincewicz for facilitating the podcast, stated that it was well done, and noted that incorporating video components into future episodes could be explored to support wider distribution.

5. Summer Youth Employment Program Update

Planning for the 2026 Summer Youth Employment Program is currently underway, and the application portal opened earlier today. Youth will receive three days of employability skills training to prepare them for the workforce, followed by an eight-week meaningful summer work experience. The program is a vital initiative that equips young people with practical skills, professional exposure, and opportunities for personal growth.

Carol Hylton provided an update on planning for the 2026 SYEP and reported that the application portal opened earlier that morning. She noted that within just a few hours, about 350 youth had applied, underscoring strong interest and demand for the program. Ms. Hylton stated that the program is anticipated to serve approximately 1,200 youth this summer with funding support consistent with the prior year. She added that staff recently presented an overview of the program to Broward County and emphasized that the early rate of applications submitted by youth reflects that Broward County youth are eager to work.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

None.

MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS

Heiko Dobrikow commended Jim Ryan for his leadership, noting the strong turnout at the recent Paychecks for Patriots event as an example of the organization's momentum. Mr. Ryan thanked Mr. Dobrikow for his remarks.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton reported that planning is underway for the upcoming Worlds of Work (WOW) event. She shared that finalizing the date is reliant on venue availability at Amerant Arena, but staff are actively working to secure a date in early March. In response to a question from Zac Cassidy regarding student participation, Ms. Hylton clarified that WOW is targeted to 9th and 10th-grade students. She added that the SYEP serves older students, juniors and seniors, allowing CSBD to engage youth across all high school grade levels.

Ms. Hylton also shared that the National Association of Workforce Boards (NAWB) Forum is scheduled for March in Las Vegas, with Jim Ryan and Zac Cassidy planning to attend. She explained that NAWB selected Las Vegas to showcase its workforce development efforts in different regions and to broaden participation. She added that NAWB is exploring ways to attract participants who are affiliated with workforce boards but not serving as members, including offering one-day attendance options.

Lastly, Ms. Hylton discussed the planning underway to recognize Ron Moffett's upcoming retirement at the end of December. She shared that staff are considering a slightly shorter Board meeting paired with a modified lunch and special elements to allow time for the Board to acknowledge his contributions.

ADJOURNMENT – 1:21 p.m.

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON FEBRUARY 9, 2026.</p>
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