



Broward Workforce Development Board  
**Executive Committee**  
Monday, December 2, 2024  
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 889 8974 9904  
Zoom Password: 684505  
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, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Sandy McDonald, Jim Ryan, Rick Shawbell, Marjorie Walters, and Heiko Dobrikow, who chaired the meeting.

**STAFF:** Carol Hylton, Ron Moffett, Mark Klincewicz, Rochelle Daniels, and Samantha Vazquez.

### APPROVAL OF MINUTES

Approval of the Minutes of the 10/14/24 Executive Committee meeting.

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

### NEW BUSINESS

#### **1. Broward Workforce Development Board (BWDB) Officers for 2025**

Considered approval of 1) the 2025 slate of Officers for presentation to the Broward Workforce Development Board, Inc. (BWDB) as all officers are completing the second year of their term and a waiver of the term limit for 2) Dr. Ben Chen, Vice-Chair for Legislative Affairs and 3) Zac Cassidy, Secretary/Treasurer as permitted by the By-Laws. On 10/15 requests for nominations of officers were sent to Board members for consideration by the Ad Hoc Nominations Committee. The CareerSource Broward Council of Elected Officials has final approval of the slate. Approved at the 11/20 Organizational Resources Nomination Committee meeting.

Mr. Dobrikow introduced the item and stated the recommendations from the Nominations Committee were as follows 1) Jim Ryan, Chair and 2) Kevin Kornahrens, Vice-Chair. Mr. Dobrikow announced that he, as current BWDB Chair, had waived the term limit for Dr. Ben Chen, Vice-Chair for Legislative Affairs and Mr. Cassidy, Secretary/Treasurer, to serve for the next two-year term.

**On a motion made by Francois Leconte and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved recommending the slate of officers for 2025 for presentation to BWDB as follows: Jim Ryan Chair, Kevin Kornahrens Vice-Chair, Dr. Ben Chen, Vice-Chair for Legislative Affairs and Zac Cassidy, Secretary/Treasurer.**

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## 2. Membership Renewals

Considered the renewal of BWDB members whose terms will expire in January 2025 and who are eligible for renewal for an additional two years. The twelve (12) members recommended for renewal are 1) Zac Cassidy 2) Keith Costello 3) Heiko Dobrikow 4) Dr. Howard Hepburn 5) Frank Horkey 6) Francois Leconte 7) Sandy-Michael McDonald 8) Richard Shawbell 9) Robert Swindell 10) Dr. Stacy Volnick 11) Lori Wheeler and 12) Tara Williams. The CSBD Council of Elected Officials appoints board members following a recommendation from the Board. Approved at the 11/20 Organizational Resources Nominations Committee meeting.

Heiko Dobrikow presented the item and reviewed the list of members recommended to be presented to the BWDB for renewal.

**On a motion made by Jim Ryan and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved recommending membership renewal for presentation to BWDB as follows 1) Zac Cassidy, 2) Keith Costello, 3) Heiko Dobrikow, 4) Dr. Howard Hepburn, 5) Frank Horkey, 6) Francois Leconte, 7) Sandy-Michael McDonald, 8) Richard Shawbell, 9) Robert Swindell, 10) Dr. Stacy Volnick, 11) Lori Wheeler, and 12) Tara Williams.**

## 3. Broward Workforce Development Board (BWDB) Appointments

Considered the nomination of Ms. Vanessa Cantave, Owner/President of 2Lyons Aerospace, LLC, from the targeted industry of Global Logistics to fill the vacant slot in the private sector category on the Board. On 9/30, as is our custom, President/CEO Carol Hylton sent an email to the members seeking private sector nominations for individuals in the global logistics and life sciences industries. We will continue to solicit nominations from the life sciences targeted industry. Approved at the 11/20 Organizational Resources Nominations Committee meeting.

Heiko Dobrikow presented the item and reviewed Ms. Cantave's qualifications.

**On a motion made by Francois Leconte and seconded by Dawn Liberta, the Executive Committee unanimously approved recommending the appointment of Ms. Vanessa Cantave to the BWDB.**

## 4. 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. The evaluation instrument was distributed to the Executive Committee members by the Legal Department in early November.

Heiko Dobrikow introduced the item and asked Rochelle Daniels, General Counsel, to present it.

Ms. Daniels reported that she distributed Evaluation forms and when they were returned, she averaged the scores in each category and then provided the totals in a summary Evaluation Form included in the Agenda. She stated that the evaluations, which were received from all

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Executive Committee members, reflected exceptional performance, with Ms. Hylton receiving scores above four, including some fives, from some of the members, resulting in an average of 4.03. Ms. Daniels highlighted Ms. Hylton's leadership accomplishments over the past year, which were instrumental in achieving high scores. She then turned the item back over to the Chair for discussion.

Heiko Dobrikow praised Ms. Hylton's leadership and growth, emphasizing her increasing prominence in the community and her elevation of the organization to new heights. He spoke of her successful transition from being behind the scenes to becoming a respected public speaker and advocate for workforce development.

Ms. Hylton thanked Mr. Dobrikow for his kind words and excused herself from the room.

Mr. Dobrikow invited committee members to share recommendations regarding compensation adjustments for rewarding Ms. Hylton's performance.

Jim Ryan, Board Vice Chair, suggested clarifying historical compensation adjustments and parameters for those new to the process. Ms. Daniels reviewed past practices, noting that Ms. Hylton received a 4% merit increase last year.

Mr. Ryan recommended including information on the salaries on individuals in similar positions when presenting future evaluations. Ms. Daniels responded that the information was already collected and available. Ms. Daniels said that the information would be provided to the members when they came in for the upcoming board meeting.

Francois Leconte, Employer Services Committee Chair, inquired about Ms. Hylton's level of compensation compared to her peers in the other large regions. Ms. Daniels stated that Ms. Hylton's current compensation was lower than that of her counterparts in Central Florida and Palm Beach.

Dr. Lisa Knowles advocated for maximizing Ms. Hylton's compensation, recognizing her exceptional contributions to the community. Mr. Dobrikow proposed a 10% salary increase, aligning her closer to Central Florida's salary scale.

**On a motion made by Rick Shawbell and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved recommending the governing boards approve a 10% salary increase for Ms. Hylton.**

Ms. Hylton rejoined the meeting and was informed of the Committee's recommendations. She expressed her gratitude. Mr. Dobrikow commended her, noting, "We are mighty proud of you."

**5. Accept Summer Youth Employment Program (SYEP) Funds for 2025**

Considered acceptance of \$50,000 from the City of Dania Beach to serve 11 economically disadvantaged youth ages 16-18 years old who reside within the city. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience. Dania Beach has funded the SYEP for the past three (3) years. Approved at the 11/18 Youth Committee meeting.

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Heiko Dobrikow introduced the item and asked Dawn Liberta, Youth Committee Chair, to present it. Ms. Liberta reviewed the item and its recommendation and expressed her appreciation to the City of Dania Beach for its longstanding support of the SYEP.

**On a motion made by Francois Leconte and seconded by Zac Cassidy, the Executive Committee unanimously approved the acceptance of \$50,000 from the City of Dania Beach to serve 11 economically disadvantaged youth ages 16-18 years old who reside within the city.**

## **6. Request for Regional Planning Area Designation**

Considered the approval of a request to CareerSource Florida to designate CareerSource Broward and CareerSource South Florida as a Regional Planning Area (RPA). In accordance with the REACH Act, all local workforce boards are required to be part of a planning region comprised of two or more contiguous boards. The criteria to be an RPA is that the boards involved must have a shared labor market and common economic development area, along with relevant relationships in terms of training institutions, population centers, commuting patterns and labor market conditions. The purpose of the RPA is to align workforce strategies to address common needs of shared industry sectors, labor shortages, and worker skill gaps with united service strategies.

Heiko Dobrikow introduced the item and asked Carol Hylton to present it.

Ms. Hylton explained that the State has recommended that CSBD and CareerSource South Florida (CSSF) formalize a regional planning area designation. Both organizations have been working on an application that outlines the shared labor market, common economic development areas, commuting patterns, and training institutions.

Ms. Hylton explained that once the application is completed and both boards approve it, it will be submitted to CareerSource Florida. Subsequent steps will involve developing collaboration strategies, such as joint job fairs and seamless services for employers operating across both regions. These efforts aim to enhance the efficiency and impact of workforce development services in the shared area.

Mr. Leconte suggested exploring marketing and advertising strategies aligned with the shared designated market area encompassing both Fort Lauderdale and Miami-Dade. He emphasized that leveraging this overlap could enhance outreach and efficiency.

Ms. Hylton agreed with Mr. Leconte and stated that such opportunities would be considered in future planning.

**On a motion made by Francois Leconte and seconded by Zac Cassidy, the Executive Committee unanimously approved the request to CareerSource Florida to designate CareerSource Broward and CareerSource South Florida as a Regional Planning Area (RPA).**

## **7. BWDB and Executive Committee 2025 Meeting Schedule**

Considered the approval of the 2025 meeting schedule for the BWDB and Executive Committee meetings. Meetings are in person. On occasion, if necessary, a board member can attend via Zoom.

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Heiko Dobrikow presented the item and suggested sending out meeting dates early to allow sufficient time for members to populate their calendars, noting that schedules tend to fill up quickly.

Carol Hylton agreed, confirming that once the board approves the schedule, virtual invitations will be shared promptly via Outlook.

**On a motion made by Jim Ryan and seconded by Dawn Liberta, the Executive Committee unanimously approved the 2025 meeting schedule for the BWDB and Executive Committee meetings.**

#### **8. International Medical Industries Incumbent Worker Training Grant Application**

Considered awarding International Medical Industries an Incumbent Worker Training (IWT) grant in the amount up to \$130,604, which is 50% of the total training costs, for 31 employees to earn certifications in Process Validations, Scientific Molding, Normality Testing, and Six Sigma Green belt. Pursuant to the Workforce Innovation and Opportunity Act requirements, CSBD will contribute 50% toward the total cost of the training. In accordance with governing boards' policy, IWT grant applications of \$50,000 or more and recommended by the rating committee go to the Employer Services and the Executive Committees for consideration, with a report to the Board at their next meeting. Approved at the 11/4 Employer Services Committee meeting.

Heiko Dobrikow introduced the item and asked Francois Leconte to present it. Mr. Leconte reviewed the item. Mr. Leconte reminded the committee members that if the application is approved at today's meeting no further ratification is required by the boards at their next meeting.

**On a motion made by Dawn Liberta and seconded by Zac Cassidy, the Executive Committee unanimously approved awarding International Medical Industries an IWT grant in the amount up to \$130,604, which is 50% of the total training costs, for 31 employees to earn certifications in Process Validations, Scientific Molding, Normality Testing, and Six Sigma Green belt.**

#### **9. 2025 Stop-Loss Coverage**

Considered the approval of the purchase of Stop-Loss coverage for the CSBD self-insurance health policy from Sirius Point America at an estimated cost of \$217,512 based on our current census. This amount is a slight increase (+ \$426) over last year. This insurance caps payouts in the event of claims, including pharmacy, in excess of \$75,000 per individual. This will be the first one-year renewal allowable under the procurement.

Heiko Dobrikow introduced the item and asked Carol Hylton to present it. Ms. Hylton explained that since we are self-insured, we have procured a stop-gap insurance policy to limit our exposure in the event we incur claims that exceed \$75,000.

**On a motion made by Dawn Liberta and seconded by Jim Ryan, the Executive Committee unanimously approved the purchase of Stop-Loss coverage from Sirius Point America at an estimated cost of \$217,512 based on our current census.**

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## REPORTS

### 1. Paychecks for Patriots Hiring Event

CSBD hosted its 12th annual Paychecks for Patriots Veterans Hiring Fair on 11/14 at the Tamarac Community Center. The first hour of the event was reserved for veterans and their family members. Adrienne Johnston, President/CEO of CareerSource Florida, Melanie Griffin, Secretary of the Florida Department of Business and Professional Regulation, and Major General James Hartsell, Executive Director of the Florida Department of Veterans Affairs, flew in from Tallahassee and Tampa, to be part of this special event. We had about 200 employers register for the event and broke our record for jobseekers from earlier this year with about 1,400 attending the event. We also had 2 barber shops donate their time to provide 100 free haircuts to those in need.

Mr. Dobrikow highlighted the success of the recent Paychecks for Patriots Hiring Event, calling it record-breaking. Ms. Hylton confirmed the milestone, reporting attendance of approximately 1,400 job seekers and 150 employers, making it the largest event in our history.

Ms. Hylton added that the event also featured prominent guests, including Major General James Hartzell, Executive Director of the Florida Department of Veterans Affairs, Melanie Griffiths, Secretary of the Florida Department of Business and Professional Regulation, and Adrienne Johnston, along with her deputy from CareerSource Florida. These dignitaries flew in from across the state, underscoring the event's significance as the largest of its kind statewide.

A slideshow was presented to showcase highlights from the event.

Dr. Lisa Knowles inquired about the event's history, to which Ms. Hylton responded that it was the 12th annual event and has grown significantly each year. She noted that thank-you letters were sent to participating employers, including an invitation to the upcoming State of the Workforce event, with the aim of setting another record.

Ms. Hylton praised the diligence of Executive VPs Mark Klincewicz and Ron Moffett, as well as program managers, for their efforts in ensuring the event ran like clockwork.

Mr. Dobrikow commended the team for their dedication and noted that events like these reflect the organization's mission of changing lives and he observed that several attendees were hired on the spot.

### 2. Aviation Industry Employer Forum

CSBD hosted an engaging employer forum with the Aviation Industry on 11/7. This in-person and virtual event was attended by twenty-three (23) individuals representing employers and education partners. During the forum we discussed 1) best practices, skill gaps, and training needs and 2) identified strategies to improve the talent pipeline and training needed for their career pathways. The strategies identified include posting open positions in Employ Florida so CSBD staff can recruit, and refer candidates that match the employer's requirements and increase the number of summer internships in the industry for youth.

Heiko Dobrikow introduced the item and congratulated the team on the success of the Aviation Business Forum, which saw participation from 23 aviation professionals and a packed room.

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He noted the shared challenges across industries and emphasized the value of conversations and insights gained during the forum. A photograph from the event was shared with the Committee.

Ms. Hylton elaborated on the dynamic within the forums, highlighting how initial hesitation among participants due to competitive concerns evolved into open collaboration. By mid-forum, attendees were actively sharing their experiences and discussing how addressing shared issues collectively could strengthen the industry in Broward County. She emphasized the importance of introducing attendees to tools and resources offered by CareerSource Broward to support their workforce needs.

Mr. Dobrikow commended the forum's ability to foster what he termed "cooper-tition" a blend of cooperation and competition. He stressed the importance of industries setting aside egos and working together for the greater good, advancing their respective fields and improving lives within those industries. Mr. Dobrikow praised the forum as a fantastic initiative that reflects the CSBD's commitment to driving collaboration and growth in critical sectors.

### **3. State of the Workforce Breakfast and Job Fair**

Our second annual State of the Workforce Breakfast and Job Fair will be on 1/29/25 at the Broward County Convention Center. Planning for the event is ongoing, and marketing to employers and job seekers is underway. We are requesting that committee members share the employer flyer with their networks.

Heiko Dobrikow introduced the item and asked Ron Moffett to present it.

Mr. Moffett provided an update on the preparations for the State of the Workforce Event, emphasizing that efforts are progressing as planned. He stated that internal planning meetings are being held bi-weekly and he also has a meeting with Broward County Transit is set for 12/5. Additionally, a walkthrough of the Convention Center is scheduled for 12/10. This walkthrough will incorporate lessons learned from the Paychecks for Patriots event. Mr. Moffett concluded by expressing the team's goal of exceeding the record-breaking attendance numbers achieved during the recent Paychecks for Patriots event.

Jim Ryan suggested that the event date and details be sent to board members via Outlook to help them secure the date on their calendars. He also recommended including a link to the event flyer for board members to share on their social networks.

Mr. Moffett and Ms. Hylton agreed, affirming that this would be implemented to enhance engagement and participation.

### **4. SYEP Portal**

The 2025 Summer Youth Employment Program application portal opens on 12/2 at 9 a.m. Youth can easily access the portal online via computer, tablet, or cell phone. Youth will receive an 8-week meaningful work experience earning \$14 per hour. We are requesting that the Committee share the youth and employer flyer with your networks.

Heiko Dobrikow presented the update on the SYEP and invited Carol Hylton to provide additional insights.

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Ms. Hylton shared that 275 youth had already applied to the program since applications opened earlier that morning at 9:00 a.m. She emphasized the transformative impact of connecting young people to employers early on in their lives, noting the program's ability to provide lasting opportunities, whether through ongoing employment, references for future jobs, or educational pursuits.

Ms. Liberta inquired whether the youth could reapply to the program each year.

Ms. Hylton confirmed that youth can reapply annually until they reach the age limit.

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

Mr. Dobrikow reminded the Committee of the last board meeting of the year on 12/12/24, which will also serve as the final day for the Toys for Tots drive. He encouraged members to attend, bring a toy, and support the team's efforts.

He also highlighted the annual Christmas on Las Olas event happening the following evening. He described the reception as a valuable networking opportunity with other business leaders in Broward County. Mr. Dobrikow concluded by sharing that he looks forward to expressing his appreciation for the Committee's hard work and contributions individually during the upcoming board meeting.

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

Mr. Leconte expressed gratitude to Mr. Dobrikow, acknowledging his exceptional leadership as the most engaged chair the board has had. He commended Mr. Dobrikow for challenging board members and staff to be more active and involved, which he believed had led to measurable results.

### **MATTERS FROM THE FLOOR**

None.

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

Ms. Hylton shared that Commissioner Ryan's term has officially ended and that he will attend the upcoming board meeting for formal recognition. Vice Mayor Beam Furr will be replacing him and will also be attending.

To mark the occasion, Ms. Hylton suggested starting the meeting earlier, at 11:30 a.m. Mr. Dobrikow agreed with the suggestion, and the Committee was supportive. Ms. Liberta noted that she may still arrive at 12 noon due to other commitments.

**ADJOURNMENT** – 12:52 p.m.

<b>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON FEBRUARY 10, 2025</b>
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