



Broward Workforce Development Board
One-Stop Services Committee

Thursday, June 5, 2025
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID:	730 243 5583
Zoom Password:	223498
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: Catherina Rozario, Sheri Brown Grosvenor, Marjorie Walters, and Rick Shawbell, who chaired the meeting.

STAFF: Carol Hylton, Kimberly Bryant, Ron Moffett, Mark Klineciewicz, Rochelle Daniels, Kaminnie Kangal, and LaTanya Brown.

APPROVAL OF MINUTES

Approval of the Minutes of the 3/25 One-Stop Services Committee meeting.

On a motion made by Rick Shawbell and seconded by Catherina Rozario, the One-Stop Services Committee unanimously approved the minutes of the 3/25 meeting.

NEW BUSINESS

1. PY 25/26 Preliminary Budget

Considered approval of the Program Year (PY) 25/26 preliminary budget. The preliminary budget reflects an overall decrease of 15% or (\$2,422,771) in the State formula allocations and carry forward funds. The total amount of formula and carry forward that we project to be available in PY 25/26 is \$13,729,601 as compared to the actual of \$16,152,372 in PY 24/25. The budget continues to emphasize investments in customer training and getting the unemployed back to work, and it aligns with WIOA and achieving the Board's strategic initiatives and key business results. CSBD recommends acceptance and approval of the preliminary PY 25/26 budget.

Rick Shawbell presented the item, and Ron Moffett reviewed the recommendation.

During his presentation, Mr. Moffett highlighted the strategies to address the reduction in funding, including 1) managing our vacancy fill rate throughout the year 2) cross-training staff so they can assist customers through our dedicated grants and 3) implementing AI strategies to automate some processes further.

Mr. Shawbell thanked Mr. Moffett, stating that he appreciated the thoroughness in explaining the budget.

Carol Hylton indicated that we are also working diligently to reduce our facilities and related costs.

Mr. Shawbell inquired if the goal was to keep the North One-Stop Center in the same general area. Ms. Hylton confirmed that it was, as we want to make it convenient for customers to have access to a center near them.

On a motion made by Rick Shawbell and seconded by Sheri Brown Grosvenor, the One-Stop Services Committee unanimously approved the PY 25/26 Preliminary Budget.

2. Continued Eligibility for Five (5) Current Training Providers

Considered the approval of continued eligibility for the period 6/30/25 through 6/30/27 and maintain currently approved occupational training programs on our ITA List for 1) Dentrilogy Academy 2) Hollywood Career Institute 3) Dick Robinson Media Code School, LLC. dba Connecticut School of Broadcasting 4) Dick Robinson Media Code School, LLC. dba Palm Beach Code School and 5) Margate Medical Training Center. This is in accordance with WIOA, which requires providers to be re-evaluated and approved for continuation on the Eligible Training Providers List.

Rick Shawbell introduced the item. Kimberly Bryant presented it and reviewed the recommendations.

On a motion made by Rick Shawbell and seconded by Marjorie Walters, the One-Stop Services Committee unanimously approved continued eligibility for 1) Dentrilogy Academy, 2) Hollywood Career Institute, 3) Dick Robinson Media Code School, LLC. dba Connecticut School of Broadcasting, 4) Dick Robinson Media Code School, LLC. dba Palm Beach Code School, and 5) Margate Medical Training Center for the period 6/30/25 through 6/30/27.

3. One-Stop Services Committee (OSSC) Strategic Planning Matrix PY 25/26

Considered 1) approving the matrix and 2) assigning CSBD staff to develop the next steps and benchmarks, then bring updates to the committee. On 4/24, the Board held its annual planning meeting. At the meeting, the workgroup discussed and made recommendations for the upcoming year. The Board approved these recommendations at the 5/22 meeting, and staff has distributed the recommendations amongst Board committees. Each committee tracks the goals and objectives in the form of a strategic planning matrix. The proposed PY 25/26 matrix is presented for your review.

Kimberly Bryant presented the item and reviewed the objectives assigned to the One-Stop Services Committee Matrix.

Sheri Brown Grosvenor inquired if it is the intention that the AI Guidebook be relevant to our local employers.

Ms. Hylton responded that many employers want to move forward with AI but are unsure of how to do it. Ms. Hylton explained that the consultant will be conducting listening sessions with local CEOs in the community to get a better understanding of what they are looking for, and the AI Guidebook will incorporate their needs.

Sheri Brown Grosvenor thinks it's great initiative and loves that we are ahead of the curve on that. She is very impressed that we are taking the time to do the research and put the book together.

Ms. Hylton added that the Request for Quotes is ready and will be released shortly. Ms. Hylton offered to notify Ms. Brown Grosvenor when it is released.

On a motion made by Rick Shawbell and seconded by Sheri Brown Grosvenor, the One-Stop Services Committee unanimously approved 1) the strategic planning matrix and 2) assigning CSBD staff to develop the next steps and benchmarks, and bring updates to the committee.

REPORTS

1. Individual Training Account (ITA) Provider Performance

CSBD conducted its semi-annual analysis of ITA provider performance and found that The Academy of South Florida's 1) Network Technician 2) Business Analyst and 3) Cyber Security Professional programs did not achieve a 70% training-related employment rate. Per Board policy, we suspended referrals to these programs until such time as performance is met and notified the school.

Rick Shawbell introduced the item. Kimberly Bryant reviewed the item.

2. 2025 Paychecks for Patriots Job Fair Planning

CSBD staff have begun planning for our Paychecks for Patriots job fair that will be held in November. This year, we plan to return to the Community Center in Tamarac and have engaged their team in a joint meeting to debrief last year's event and explore opportunities for continuous improvement. Additional planning meetings will be scheduled to address parking and traffic control to ensure a well-organized, safe, and customer-friendly experience for both employers and job seekers.

Rick Shawbell introduced the item. Kimberly Bryant provided an overview of the item.

Mr. Shawbell exclaimed that it is a great event and has expanded over the years. Each time it gets better and better, and he's looking forward to this year's event.

3. Job Seeker Infograph April 2024 – March 2025

CSBD's Job Seeker Services Infograph was created to convey information about the delivery of our services to job seekers quickly and clearly through visual elements. This infograph is ideal for enhancing our storytelling and increasing the shareability of content across various platforms. CSBD placed 2,454 job seekers into employment, awarded over \$2.9 million in scholarships for training, and served 7,288 job seekers from special populations.

Rick Shawbell introduced the item and Kimberly Bryant provided an explanation of the Infograph.

4. Monthly Performance Report

The current performance for the month of April is provided. The data reflects that within the Big 6 Regions, CSBD is in a four-way tie for 1st in WIOA Entered Employment Rate (EER), 1st in Veterans EER, 1st in Welfare Transition (WT) All Family participation Rate and 2nd in Two-Parent participation Rate, 2nd in Wagner Peyser EER, and 3rd in WTP EER.

Rick Shawbell introduced the item, and Kimberly Bryant reviewed the information.

5. Laurie Moran Partnership Award

CSBD was honored with the prestigious Laurie Moran Partnership Award at the National Association of Workforce Boards' annual conference. CSBD was selected for our strategic partnerships with the Greater Fort Lauderdale and the Greater Hollywood Chambers of Commerce. Photos from the award ceremony are linked in our social media post below.

Rick Shawbell introduced the item. Kimberly Bryant described the award, and then Mark Klincewicz provided some highlights from the event. Mr. Klincewicz also shared that we are very proud to receive such a prestigious award, as our partnership with the Chambers of Commerce was reflected in this award.

6. CSBD Top Workplace Recognition

We are thrilled to announce that CSBD has been recognized as a 2025 Top Workplace by the South Florida Sun Sentinel! This prestigious award is based entirely on employee feedback and reflects our organization's commitment to fostering a positive, supportive, and mission-driven work environment. It highlights the passion our team brings to serving the Broward County community and helping businesses and job seekers thrive. We are proud of this achievement and grateful to every staff member whose dedication made this recognition possible.

Rick Shawbell introduced the item and Kimberly Bryant explained the award and showcased some of the pictures.

Mr. Shawbell remarked on the significance of the recognition, stating it reflects the impressive efforts of leadership in fostering a remarkable workplace environment. He added that he was humbled by the important work being done. Ms. Hylton thanked him for his comments.

7. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 3.2 percent in April 2025. This rate was 0.4 percentage points higher than the region's year-ago rate. In April 2025, Broward County's unemployment rate was 0.3 lower than the State's rate. Out of a labor force of 1,085,636, up 3,550 (+0.3%) over the year, there were 35,168 unemployed Broward County residents. The dashboard is a value-added resource allowing businesses the ability to make data-informed decisions.

Rick Shawbell introduced the item and Mark Klincewicz provided an overview of the Dashboard.

Mr. Shawbell believes this a great resource for employers and the community.

Ms. Brown Grosvenor and Mr. Shawbell congratulated staff on the wonderful job on the Dashboard.

MATTERS FROM THE ONE-STOP SERVICES COMMITTEE CHAIR

None.

MATTERS FROM THE ONE-STOP SERVICES COMMITTEE

Sheri Brown Grosvenor mentioned that Job Corps has been cut. She was concerned about the youth who are returning and wanted to know if CSBD planned to assist with pathways to employment. Ms. Hylton shared that we contacted the State to obtain more information and indicated that we have five youth providers who could assist this population.

Mr. Shawbell thanked Ms. Brown Grosvenor for bringing this to the Committee's attention, stating that it was also a topic of discussion at a recent Building Trades meeting he attended.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton stated that later this month, Catherina Rozario's staff at Vocational Rehabilitation will be coming to tour our One-Stop Center. This will increase their awareness of the employment services we offer. Our Summer Youth Employment Program (SYEP) kicks off on Monday and, just about two weeks ago, we received additional funding from Broward County. In total we will be serving about 1,200 youth this year.

Ms. Hylton asked Mr. Moffett to share his experience from a recent panel at the Invest: Greater Fort Lauderdale Leadership Summit at the Riverside Hotel. Mr. Moffett relayed that there were approximately 200 business owners in attendance. The topic of discussion: how AI is being incorporated by local businesses. They were very happy to hear about the CSBD AI Grant and were interested to hear about our AI Guidebook. He pointed out that it is not the larger businesses that will need the help because they have the resources. It's the medium-sized and small employers who will benefit the most from guidance on moving forward and incorporating AI into their business models.

ADJOURNMENT – 01:24 p.m.

THE NEXT ONE-STOP SERVICES COMMITTEE MEETING IS ON AUGUST 5, 2025.
