



Broward Workforce Development Board
One-Stop Services Committee

Tuesday, August 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: Dr. Howard Hepburn, Catherina Rozario, Tara Williams, Sheri Brown Grosvenor, Rashad Thomas, and Frank Horkey, who chaired the meeting.

STAFF: Carol Hylton, Kimberly Bryant, Mark Klinecicz, Rochelle Daniels, and LaTanya Brown.

APPROVAL OF MINUTES

Approval of the Minutes of the 6/5 One-Stop Services Committee meeting.

On a motion made by Tara Williams and seconded by Sheri Brown Grosvenor, the One-Stop Services Committee unanimously approved the Minutes of the 6/5 meeting.

NEW BUSINESS

1. One-Stop Operator (OSO) Contract PY 25/26

Considered awarding the contract for delivery of OSO services to Workforce Guidance Associates, LLC, (WGA) at an annual cost of up to \$114,000. On 5/19, CSBD issued a Request for Quotes (RFQ) for an OSO. The RFQ was published in two papers and on our website. A notice was also sent to all entities that are registered in our database to receive a notice when proposals are released. We received one quote from the current OSO, WGA. CSBD is satisfied with WGA. The contract will be for one (1) year with up to two (2) one-year renewals for a total of three (3) years.

Frank Horkey presented the item, and Kimberly Bryant reviewed the recommendation.

Mr. Horkey added that Ms. Jackson has been doing an excellent job, and he supported the recommendation.

On a motion made by Sheri Brown Grosvenor and seconded by Tara Williams, the One-Stop Services Committee unanimously approved awarding the contract for OSO services to Workforce Guidance Associates, LLC.

2. Accept Florida Storms Funds

Considered the acceptance of \$500,000 in National Emergency Grant - Florida Storms funds from Florida Commerce. These funds were awarded to Florida to assist areas affected by storms, tornadoes, and flooding. Locally, this funding will be used to provide career services and training to WIOA eligible participants whose employment was affected by the inclement weather or those who are long-term unemployed and need services to return to work.

Frank Horkey introduced the item and reviewed the recommendation.

Sheri Brown Grosvenor asked for clarification on whether the grant funds will be used to reimburse expenses that have already been expended.

Carol Hylton explained that grant funds will be used to provide career services and training to WIOA eligible participants whose employment was affected by the inclement weather, or those who are long-term unemployed and need services to return to work.

On a motion made by Sheri Brown Grosvenor and seconded by Dr. Howard Hepburn, the One-Stop Services Committee unanimously approved accepting \$500,000 in National Emergency Grant - Florida Storms funds from Florida Commerce.

3. Accept Simply Healthcare Funds

Considered the acceptance of \$20,000 from Simply Healthcare. Simply Healthcare has created The Community Resource Link. The Link provides a platform of providers, including CSBD, for Simply Healthcare to utilize in referring its customers to employment and other services. CSBD will provide an opportunity for them to showcase their organization at three (3) of our events.

Frank Horkey presented the item and reviewed the recommendation.

Carol Hylton explained that Simply Healthcare will refer customers with employment needs to us. We will, in turn allow them to showcase their organization at three of our events.

On a motion made by Sheri Brown Grosvenor and seconded by Tara Williams, the One-Stop Services Committee unanimously approved the acceptance of the \$20,000 from Simply Healthcare.

4. Entry Level Healthcare Occupations for Welfare Transition & Youth Program Participants

Considered the approval of the ability to use scholarships to Home Health Aide/Personal Care Assistant training for Welfare Transition and WIOA Youth program participants. These occupations prepare participants for employment with an entry wage of \$13.00 per hour. As the training will not result in the wage we require for our WIOA Adult participants, training will be available only to our WTP and WIOA Out-of-School youth participants. Both occupations are critical entry-level roles within Broward County's healthcare industry, which continues to experience sustained demand and workforce shortages. These positions offer individuals a direct pathway into healthcare, providing foundational experience that can lead to advancement into higher-wage and higher-skill roles.

Frank Horkey presented the item, and Kimberly Bryant reviewed the recommendation.

Mr. Horkey stated that we are approving the use of funding for programs with a slightly lower entry wage for the Welfare Transition participants to assist them with occupational training.

On a motion made by Sheri Brown Grosvenor and seconded by Tara Williams, the One-Stop Services Committee unanimously approved the usage of scholarships for Home Health Aide/Personal Care Assistant training for Welfare Transition program participants.

5. Updates to the One-Stop Committee Matrix

Considered the review and approval of the updates to the PY 25/26 Strategic Planning Matrix. At the 6/5 meeting, the One-Stop Committee members reviewed the objectives and approved CSBD staff to develop the next steps and benchmarks, which are now included in the matrix.

Frank Horkey presented the item, and Kimberly Bryant reviewed the matrix, highlighting the progress made in achieving the objectives.

Carol Hylton elaborated on CSBD's AI initiatives, emphasizing the organization's leadership in staying at the forefront of technological trends, and indicated we will be holding employer forums to obtain input from small and medium businesses as we work with a consultant to develop an AI Playbook.

Mr. Horkey asked if the Talent Supply and Education Committee is an independent committee or part of some other organization. Carol Hylton responded that it was a part of the Greater Fort Lauderdale Alliance's Six Pillars Broward initiative.

Sheri Brown Grosvenor inquired if we had identified partners to engage seniors who are interested in working and using our services. Kimberly Bryant responded that we have begun researching such partners in the community. Ms. Brown Grosvenor and Tara Williams both stated that they have recommendations for organizations we can reach out to. They indicated they'd send those to Ms. Bryant.

On a motion made by Tara Williams and seconded by Rashad Thomas, the One-Stop Services Committee unanimously approved the updates to the One-Stop Committee Matrix for the PY 25/26.

REPORTS

1. Aviation and Marine Job Fair

On 6/24, CareerSource Broward hosted a "neighborhood" job fair, spotlighting opportunities within the thriving Aviation and Marine industries. Held at South One-Stop Center, this event brought together 10 top-tier employers and attracted over 70 enthusiastic job seekers eager to launch or advance their careers. Participating employers included industry leaders, such as 2Lyons Aerospace, Banyan Air Services, Swissport USA, Dayton-Granger, HEICO, Marine International Diesels, and Offshore Marine Towing, each actively recruiting for positions ranging from technical roles to specialized trades. Employers and attendees gave positive feedback, affirming the event's success. This job fair was part of a strategy developed from insights in prior industry forums, advancing our efforts to meet workforce needs in their industries. We will continue to follow up with the employers as candidates move through the interview process.

Frank Horkey introduced the item.

Carol Hylton highlighted some key characteristics of neighborhood job fairs, such as 1) grouping employers by industry, 2) marketing to job seekers with experience in the industry, and 3) including a guest speaker. Ms. Hylton explained that these events, which incorporate job fairs and industry-specific career exploration, are similar to our WOW (Worlds of Work) Event for youth.

Mr. Horkey expressed his approval of this innovative approach and said he thinks doing these types of job fairs is a great idea.

2. Job Seeker Infograph July 2024 - June 2025

CSBD's Job Seeker Services Infograph was created to convey information on our services to job seekers quickly through visuals. This Infograph is ideal for enhancing our storytelling and increasing the shareability of content across various platforms.

Frank Horkey introduced the item and reviewed the graph with the members.

3. Targeted Occupation List (TOL)

As we always do, we researched the State's preliminary TOL and compared it to the Board-approved criteria. To get input and feedback on the State's proposed list and gather additional relevant labor market data, we sent the preliminary TOL to 1) members of the Education and Industry Consortium 2) local education and business stakeholders 3) community partners and 4) business leaders and invited to a publicly noticed meeting held on 7/17. At the meeting, we provided an overview of the PY 25/26 TOL and the governing board's criteria for updating the TOL. Based upon our review and community input, CSBD recommended 1) adding twelve (12) new occupations proposed by the State and 2) retaining forty-one (41) occupations proposed by the State for removal.

Frank Horkey introduced the item. Sheri Brown Grosvenor wanted to know what determines eligibility for the state.

Carol Hylton explained that the State has criteria that they use for the list, including wage and demand. Ms. Hylton noted that the list is used by other entities such as educational institutions. Ms. Hylton referred the committee to page 24 of the agenda, which shows the 41 occupations we recommended be retained. It also showed occupations that the state recommended for removal but locally there was demand so they were retained.

Kimberly Bryant shared that the TOL is not set in stone; if data supports adding occupations throughout the year, we can recommend the Board's approval to edit the list.

Mr. Horkey was very impressed with the process used by CSBD in developing the recommendations for the local TOL.

4. Monthly Performance Report

The performance for June was provided. The data reflects that within the Big 6 Regions, CSBD is in a three-way tie for 1st in WIOA Entered Employment Rate (EER), 1st in WTP All Family Participation Rate and 2-Parent Family Participation Rate, and 2nd in Wagner Peyser EER.

Frank Horkey introduced the item and indicated that the staff is doing an excellent job.

5. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 3.7 percent in June 2025. This rate was 0.3 percentage points higher than the regions year-ago rate. In June 2025, Broward County's unemployment rate was 0.2 percentage point lower than the State's 3.9 percent rate. Out of a labor force of 1,087,810, down 939 (-0.1 percent) over the year, there were 40,301 unemployed Broward County residents. CSBD also created a dashboard allowing website visitors to review the current and historical economic and workforce status of Broward County. The dashboard is a value-added resource allowing businesses and those looking to move to Broward the ability to make data-informed decisions.

Frank Horkey introduced the item and Mark Klinecicz provided an overview of the Dashboard.

MATTERS FROM THE ONE-STOP SERVICES COMMITTEE CHAIR

None.

MATTERS FROM THE ONE-STOP SERVICES COMMITTEE

None.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton stated that we are in the midst of planning for one of our big events, Paychecks for Patriots, that will take place on November 7th at the Tamarac Community Center. Mayor Gomez is giving us the entire community center at no cost due to the overwhelming community response.

Ms. Hylton shared that the Summer Youth Employment Program is coming to a close. Today, is their last day. We had a very successful summer, and the virtual time sheet we implemented was a huge success with both the employers and youth.

Ms. Hylton spoke about CSBD's industry videos. We have produced videos for healthcare, marine, and manufacturing, and have recently completed an IT-centered video. Videos will increase

awareness of in-demand jobs in these industries and will be shared with the school board and our community partners in Broward County.

The committee members viewed the new IT video.

Mr. Horkey said it was excellent and indicated the staff is doing a great job. All committee members gave the IT video a round of applause.

ADJOURNMENT – 01:22 p.m.

<p>THE NEXT ONE-STOP SERVICES COMMITTEE MEETING IS ON SEPTEMBER 30, 2025.</p>
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