



Broward Workforce Development Board
One-Stop Services Committee
Tuesday, January 27, 2026
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID: 779 750 7566
Zoom Password: 223498
Zoom Call-In: 1 646 931 3860

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: Sheri Brown Grosvenor, Felipe Pinzon, Tara Williams, Melida Akiti, and Rick Shawbell, who chaired the meeting.

STAFF: Carol Hylton, Kimberly Bryant, Rochelle Daniels, Maurice Gardner, Mark Klincewicz, Kaminnie Kangal, and LaTanya Brown.

APPROVAL OF MINUTES

Approval of the Minutes of the 11/25 One-Stop Services Committee meeting.

On a motion made by Felipe Pinzon and seconded by Sheri Brown Grosvenor, the One-Stop Services Committee unanimously approved the minutes of the 11/25 meeting.

NEW BUSINESS

1. Transfer of WIOA Dislocated Worker Funds to WIOA Adult Funds

Considered to approve the transfer of up to \$520,000 from the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funding Stream to the WIOA Adult Funding Stream. WIOA allows local boards 100% transferability between the two funding streams. CSBD monitors the demand for services and expenditure rate of the funding streams and requests transfer authority as needed. CareerSource Broward (CSBD) is seeing more adult-eligible customers than disabled workers. These funds will be used to provide adult customers with employment services that include 1) occupational skills training 2) work experience 3) Incumbent Worker Training and 4) On-the-Job Training.

Rick Shawbell presented the item and Maurice Gardner reviewed the recommendation.

On a motion made by Tara Williams and seconded by Felipe Pinzon, the One-Stop Services Committee unanimously approved the transfer of up to \$520,000 from the WIOA Dislocated Worker Funding Stream to the WIOA Adult Funding Stream.

2. Program Year 25/26 Revised Budget

Considered the approval of the revised annual budget from the preliminary budget presented in June. The budget was adjusted based upon the final grant awards received by CSBD. The CSBD formula grants for Program year (PY) 25/26 total \$14,070,073, an increase of \$340,472 or 2% more than the planning numbers presented in June, as we had slightly more carry forward than anticipated. Dedicated grants total \$12,365,024. While, some of the discretionary grants were funded at lower levels, we have an overall increase of \$239,882 in discretionary funds. Our total available budget is \$26,435,097 (\$14,070,073 + \$12,365,024) for PY 25/26.

Rick Shawbell presented the item and Carol Hylton reviewed the recommendation.

Mr. Shawbell thanked Ms. Hylton for sharing and stated the budget looks great, as usual.

Mr. Pinzon indicated that it was very clear.

On a motion made by Felipe Pinzon and seconded by Sheri Brown Grosvenor, the One-Stop Services Committee unanimously approved the revised budget for PY 25/26.

3. Add New Training Provider - Apex Training Center

Considered the approval to add Apex Training Center as an Eligible Training Provider (ETP) and add HVAC Mechanic Assistant to WIOA Individual Training Account (ITA) List. CSBD adds schools and courses that meet federal, state, and local criteria to give customers more choices.

Rick Shawbell presented the item and Maurice Gardner reviewed the recommendation.

On a motion made by Sheri Brown Grosvenor and seconded by Tara Williams, the One-Stop Services Committee unanimously approved the addition of Apex Training Center as an Eligible Training Provider and HVAC Mechanic Assistant to the WIOA ITA List.

4. Updates to the One-Stop Services Committee (OSSC) Strategic Planning Matrix

Considered to review and approve the updates to the OSSC Strategic Planning Matrix.

Rick Shawbell presented the item, then Kimberly Bryant reviewed the Matrix updates.

Mr. Shawbell thanked Ms. Bryant and expressed how much he loves looking at the matrix, especially seeing it filled with the work that has been done around this time of year.

Mr. Shawbell opened a discussion regarding Microsoft Co-pilot and asked whether staff were finding it useful. Ms. Bryant reported that she uses it almost daily and noted that Mr. Michael Goldstein recently shared that he uses Co-pilot as well. He provided YouTube instructional videos, which staff are currently reviewing to assess their usefulness before distributing them more broadly. Ms. Hylton explained that Success Coaches are incorporating Co-pilot into

their work with customers, both individually and in workshops, including enhancing résumés in a matter of moments. She added that staff refrain from entering personal information, but have been evaluating the tool since it was highlighted at the NAWB Conference.

Ms. Williams asked whether Success Coaches assist seasoned workers with one-on-one coaching or work in group settings. Ms. Bryant explained that both options are available. She also noted that Placement Coaches support job seekers and employers in making appropriate job referral matches.

Ms. Williams then asked whether CSBD provides financial literacy. Mr. Gardner explained that, yes, financial literacy is offered as a workshop to all customers.

Sheri Brown Grosvenor asked whether CSBD is tracking jobs that are becoming obsolete due to AI and commented on how startling that list can be. Ms. Hylton responded that staff has created a Crosswalk to show customers how their existing skills can transfer to other occupations. She noted that this will be shared with the Committee at the next meeting, after which members may share it with their customers.

Ms. Brown Grosvenor said that would be helpful, as she has been considering the challenges this shift may pose for individuals facing such changes. She noted the “domino effect” and expressed appreciation for CSBD’s forward-thinking approach. Ms. Hylton agreed and acknowledged how the CSBD Board thinks ahead, as this idea came out of the board planning session last year.

On a motion made by Sheri Brown Grosvenor and seconded by Felipe Pinzon, the One-Stop Services Committee unanimously approved the updates to the OSSC Strategic Planning Matrix.

5. Worlds of Work

CSBD will host the 2026 Worlds of Work on 3/4 at the Amerant Bank Arena. Students will engage in hands-on career experiences in the following ten growth industries 1) Aviation 2) Construction/Energy 3) Manufacturing 4) Healthcare 5) Hospitality 6) Information Technology 7) Logistics/Automotive 8) Marine 9) Public Safety 10) Professional Services. We are recommending the committee share the employer exhibitor and supporter opportunity forms with the business community and suggest employers who can assist with showcasing the ten worlds.

Rick Shawbell presented the item and Kimberly Bryant reviewed the recommendation.

Mr. Shawbell shared that he loves this event and is looking forward to it. He added that he just spoke with Barbara Cevieux today and is looking forward to getting some contractors to participate, as well as new equipment. Everyone loved the idea. He added it is just a wonderful, wonderful event.

On a motion made by Sheri Brown Grosvenor and seconded by Felipe Pinzon, the One-Stop Services Committee unanimously approved to share with business community about the upcoming event and provide suggestions of employers who can assist with showcasing the ten worlds.

REPORTS

1. Co-Parenting Resource & Employment Fair

On 1/27, CSBD will host the second Co-Parenting Resource and Employment Fair, aimed at supporting the Non-Custodial Parent (NCP) population. During the event, attendees will be interviewed by employers for paid internship opportunities. The Department of Revenue's Child Support team will also be in attendance to answer questions. Additionally, participants who had lost their driver's license due to non-payment of child support will be provided with information on how CSBD can assist them to reinstate their license.

Rick Shawbell introduced the item, and Maurice Gardner presented the information.

Mr. Shawbell said that it is very good resource and needed in the community.

2. Aviation Industry Job Fair

On 2/12, CSBD will host an Aviation Industry Job Fair to connect job seekers with high-demand career opportunities across the aviation sector, supporting workforce needs at Fort Lauderdale - Hollywood International Airport and the broader aviation ecosystem. This event will strengthen employer pipelines, promote career pathways, and reinforce aviation as a critical driver of Broward County's economy.

Maurice Gardner presented the information.

Ms. Hylton shared that this is in alignment with us having smaller, more sector-related job fairs. Mr. Shawbell agreed and said he is looking forward to the construction job fair coming up later in the year.

3. Marketing & Communications Strategic Plan PY 25/26 Mid-Year Progress Report

CSBD advanced its Marketing & Communications efforts during the first half of PY 25/26, with continued emphasis on our four priorities 1) expanding earned media visibility 2) outreach campaigns 3) digital engagement 4) deepening partner-driven promotion. Signature activities during this period included Paychecks for Patriots, Summer Youth Employment Program Outreach, and three (3) employer roundtables supporting the development of the AI Playbook. This mid-year report summarizes the progress and success from 6/1/25 through 12/31/25.

Kimberly Bryant presented the information.

Mr. Shawbell reminisced on how we talked about doing the pathway videos and seeing how the social media pages are blowing up. Loves the engagement he's seeing and all the effort CSBD Staff has put into it.

Ms. Hylton asked the Committee if they were receiving the CSBD Newsletter, and they responded that they have not. Ms. Hylton stated that we will look into why they were not receiving them and ensure they receive them going forward.

4. CSBD Hosts Leadership Fort Lauderdale Class

On 1/13, CSBD hosted the Greater Fort Lauderdale Chamber of Commerce's Leadership Fort Lauderdale Class. The group included management-level professionals from diverse organizations such as the City of Fort Lauderdale, the City of Deerfield Beach, Riverside Hotel, Memorial Healthcare, United Way of Broward County, HANDY, Inc., and PNC Financial. This session provided an opportunity for these influential leaders to learn about CSBD's mission, resources, and impact on the community, fostering valuable discussions about workforce development and local initiatives. During the event, employers expressed interest in becoming a worksite for SYEP.

Rick Shawbell introduced the item, and Maurice Gardner presented the information.

Ms. Hylton asked if the class liked the visit. Mr. Gardner confirmed that they did, noting that participants "absolutely loved it." He added that CSBD also hosted last year's class and that continuing this engagement helps strengthen CSBD's relationship with the Chamber, maintain important connections, and reinforce to community partners that CSBD is no longer "the best kept secret in Broward."

5. Monthly Performance Report

The current performance for the month of November 2025 is provided. The data reflect that within the Big 6 Regions, CSBD is in a three-way tie for 1st WIOA Entered Employment Rate (EER), 1st in Welfare Transition (WT), All Family Rate, Two-Parent Participation Rate, and EER, 2nd in Wagner Peyser EER, and 2nd in Veterans EER.

Kimberly Bryant reviewed the performance report.

Mr. Shawbell thanked Ms. Bryant for that wonderful, next-level executive summary.

6. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 4.2 percent in December 2025. This rate was 1.3 percentage points higher than the region's year-ago rate. In December 2025, Broward County's unemployment rate was 0.2 percentage points lower than the state rate of 4.4 percent. Out of a labor force of 1,086,564, up 3,455 (+0.3 percent) over the year, there were 45,697 unemployed Broward County residents. The dashboard is a value-added resource that allows businesses to make data-informed decisions.

Mark Klincewicz presented the information.

Mr. Shawbell acknowledged the information and indicated that we are seeing some of the same trends in construction as of October 2025. Ms. Hylton stated that she is hearing the same.

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 shared that staff are working on WOW and SYEP. Carol stated that we plan to put over 1,200 youth to work this summer.

ADJOURNMENT – 1:15 p.m.

THE NEXT ONE-STOP SERVICES COMMITTEE MEETING IS MARCH 24, 2026.