



Broward Workforce Development Board  
**One-Stop Services Committee**  
Tuesday, November 25, 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:** Rashad Thomas, Sheri Brown Grosvenor, Tara Williams, Melida Akiti, and Rick Shawbell, who chaired the meeting.

**STAFF:** Carol Hylton, Kimberly Bryant, Rochelle Daniels, Maurice Gardner and LaTanya Brown.

## APPROVAL OF MINUTES

Approval of the Minutes of the 9/30 One-Stop Services Committee meeting.

**On a motion made by Sherri Brown-Grosvenor and seconded by Rashad Thomas, the One-Stop Services Committee unanimously approved the minutes of the 9/30 meeting.**

## NEW BUSINESS

### **1. 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.

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

**On a motion made by Tara Williams and seconded by Sherri Brown Grosvenor, the One-Stop Services Committee unanimously approved the acceptance of \$650,000 in Non-Custodial Parent Employment Program Funds.**

### **2. 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.

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Rick Shawbell presented the item and indicated that he was aware of the programs and was glad to see them being added to the ITA list.

**On a motion made by Sheri Brown Grosvenor and seconded by Rashad Thomas, the One-Stop Services 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) Certified Associate Project Management (CAPM) ®.**

**3. One-Stop Services Committee Meeting Calendar for 2026**

Considered the approval of the One-Stop Services Committee 2026 Meeting Schedule. A total of (6) meetings are scheduled for the upcoming year. Meetings are in-person. On occasion, if necessary, a committee member can attend via Zoom

Rick Shawbell presented the item. He also indicated that he may have a potential conflict for the September meeting and would let us know. Ms. Brown Grosvenor indicated that if she has any conflicts, she will advise accordingly.

**On a motion made by Rashad Thomas and seconded by Tara Williams, the One-Stop Services Committee unanimously approved the One-Stop Services Committee 2026 Meeting Schedule.**

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

Considered to review and approve the next steps, benchmarks, and updates to the OSSC Strategic Planning Matrix.

Kimberly Bryant reviewed the Matrix updates. Rick Shawbell commended Carol Hylton and staff for all of the great work. He further stated that the information presented on social media about the last round table was extremely timely and well-received.

**On a motion made by Sheri Brown Grosvenor and seconded by Tara Williams, the One-Stop Services Committee unanimously approved the next steps, benchmarks, and updates to the One-Stop Services Committee Strategic Planning Matrix.**

## REPORTS

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

On 11/7, CSBD proudly hosted the 13th annual Paychecks for Patriots Job Fair, with more than 2,400 job seekers, over 350 veterans, and 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, Riverside Hotel, and numerous law enforcement agencies such as Fort Lauderdale Police, the FBI, Broward Sheriff's Office, and 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.

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Carol Hylton shared that we exceeded our all-time high attendance record. Ms. Hylton also acknowledged Broward County, for providing two buses that transported people from the various One-Stop Centers. Ms. Hylton stated that a highlight video presentation was created for the Florida Commerce Meeting and was shared at the State meeting.

Sheri Brown Grosvenor congratulated CSBD on an outstanding job with the event, and subsequently inquired if we track the job seekers who actually receive employment.

Ms. Hylton shared that placement tracking is part of federal performance measures. Some employers may hire on the spot, but most process applications using their internal procedures, which often results in capturing placement data reported through the State's data system.

The committee members viewed a video highlighting the event.

Ms. Hylton added that we are the only region in the state of Florida that has exceeded all of our performance measures, and that the P4P event will likely result in an increase in our employment outcomes.

## **2. Job Seeker Services Infograph October 2024 - September 2025**

CSBD's Job Seeker Infograph was created to convey information about the delivery of our services to community stakeholders quickly and clearly through visual elements. The Infograph is a platform for enhancing our storytelling and increasing the shareability of content across various platforms. CSBD placed over 2,600 job seekers in jobs, provided over \$1.7 million in scholarships for training, and frontline staff served over 68,670 visitors to the One-Stop Centers during the period covered by the infograph.

Mr. Shawbell remarked that the Infograph was very nice and makes it hard not to smile when viewing the success stories.

## **3. AI Tools for Job Seekers**

As part of CSBD's ongoing efforts to strengthen job search support, 1) we have updated the curriculum for our job search workshops to include practical ways that AI can assist job seekers in their employment journey, and 2) we have developed a one-page quick AI Job Search guide that highlights accessible tools and strategies job seekers can use to advance their job search.

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

Ms. Bryant cited examples of how AI supports customers in specific workshops, including resume writing, interview preparation, cover and follow-up letters, and budgeting within the money management workshop, while underscoring that AI is intended to support – not replace – the job seeker.

Mr. Shawbell acknowledged the information as great, asked for questions or comments, and there were none.

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#### **4. Individual Training Account (ITA) Provider Performance**

CSBD conducted its semi-annual analysis of ETP performance and found that all training programs are in compliance with the Board-mandated 70% training-related placement rate.

#### **5. Monthly Performance Report**

The current performance for the month of September 2025 is provided. The data reflects that within the Big 6 Regions, CSBD is in a four-way tie for 1<sup>st</sup> WIOA Entered Employment Rate (EER),, two-way tie for 1<sup>st</sup> in Veterans EER, 1<sup>st</sup> in Welfare Transition (WT) All Family Participation Rate and Two-Parent Participation Rate, and 2<sup>nd</sup> in WTP EER.

Kimberly Bryant reviewed the performance report, providing context for members who were new or unfamiliar with the report.

Mr. Shawbell acknowledged the item and commended CSBD for the outstanding work as usual.

#### **6. Broward County Unemployment and Economic Dashboard**

The unemployment report is unavailable. We confirmed with the state that, due to the lapse in appropriations, it may take some time for the Bureau of Labor Statistics to finalize revised release dates for states and local areas.

Ms. Bryant reported that CSBD has contacted the State, and the information is currently unavailable due to the recent government shutdown. She added that the committee will be updated once the employment data becomes available.

Mr. Shawbell acknowledged the information.

### **MATTERS FROM THE ONE-STOP SERVICES COMMITTEE CHAIR**

#### **MATTERS FROM THE ONE-STOP SERVICES COMMITTEE**

Tara Williams shared that she was given the opportunity to be a CSBD Ambassador at a party for the new mayor. Ms. Williams shared that she is very proud to be a part of the organization.

Sheri Brown Grosvenor stated that she wanted to commend the CSBD Staff on the amazing work that we do throughout the year. Before coming on the committee, she never understood the depth of the services CSBD provides in the community. She is constantly thinking about the non-profits that they fund and seeing how she can help facilitate more of their connection to CSBD because they may not be aware of the scope and scale of the services that CSBD provides. She was pleased that we had the data to back up our information. Ms. Brown Grosvenor suggested hosting a meeting that she and Ms. Williams will lead for non-profits, with CSBD providing a presentation on job seeker services.

Ms. Hylton stated that she welcomes the opportunity and noted that CSBD has a community liaison, Carlisle Anderson, who conducts outreach and job seeker presentations within the community,

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ensuring that CSBD is not the best-kept secret in Broward County. Ms. Brown Grosvenor indicated that she will review the schedule and determine whether Mr. Anderson can participate.

Tara Williams supported the recommendation.

Rashad Thomas shared that it is an honor to be on the committee, one that serves our community.

#### **MATTERS FROM THE FLOOR**

None.

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

Carol Hylton shared that Staff members and several elected officials and community leaders recently joined the community to distribute food to nearly 300 families from the City of Hollywood at Washington Park. It was a great opportunity to give back to the community.

CSBD's third annual Worlds of Work event is scheduled to take place in March. We are currently awaiting confirmation of the exact date from Amerant Bank Arena. Once finalized, the flyer will be shared with committee members.

The SYEP online application will open on 12/1. The flyer will be shared with committee members for distribution within their networks. The goal is to place approximately 1,200 youth in employment during the summer of 2026.

**ADJOURNMENT – 1:06 p.m.**

<b>THE NEXT ONE-STOP SERVICES COMMITTEE MEETING IS JANUARY 27, 2026.</b>
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