



Broward Workforce Development Board  
**One-Stop Services Committee**  
Tuesday, March 24, 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:** Felipe Pinzon, Tara Williams, Melida Akiti, Sheri Brown Grosvenor, Rashad Thomas, Matthew Rocco, Dr. Kelly Moore, and Rick Shawbell, who chaired the meeting.

**STAFF:** Mark Klinecicz, Maurice Gardner, Rochelle Daniels, and LaTanya Brown.

### APPROVAL OF MINUTES

Approval of the Minutes of the 1/27 One-Stop Services Committee meeting.

**On a motion made by Tara Williams and seconded by Felipe Pinzon, the One-Stop Services Committee unanimously approved the minutes of the 1/27 meeting.**

### NEW BUSINESS

#### 1. New Eligible Training Provider and Courses for The Code Academy

Considered to approve adding 1) The Code Academy under initial eligibility status as an Eligible Training Provider and 2) the course AI Engineer Program to the WIOA Individual Training Account List. The Code Academy is an online learning platform that offers interactive, hands-on courses in programming, data science, and technical skills designed to help individuals build practical job-ready expertise. CSBD adds schools and courses that meet federal, state, and local criteria, giving customers more choices.

Rick Shawbell presented the item and there was no further discussion.

**On a motion made by Felipe Pinzon and seconded by Tara Williams, the One-Stop Services Committee unanimously approved the addition of The Code Academy as an Eligible Training Provider and the course AI Engineer Program to the WIOA Individual Training Account List.**

#### 2. Updates to the One-Stop Services Committee Strategic Planning Matrix

Considered approving the final updates to the Strategic Planning Matrix. Rick Shawbell presented the item and asked Rochelle to provide our new committee member, Dr. Kelly Moore, with an overview of how we develop our Matrix, noting that it is one of the most important activities of the year.

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Rochelle Daniels explained that during the Board Planning Session, the Board set the goals for the coming year, which became our Matrix and is distributed to the various Board committees. The Committees develop the objectives and performance benchmarks, and they track accomplishments throughout the year. For example, the AI Playbook originated from this process. She also noted that the Board Planning Session is typically limited to board members.

Ms. Daniels added that we also conduct a Planning Session with staff to obtain their input, and we share that during the Board Planning Session.

Dr. Moore thanked Rochelle for the overview.

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

## REPORTS

### 1. Apprenticeship Podcast

CSBD has released the seventh episode of The Source Podcast, exploring pre-apprenticeship and registered apprenticeship opportunities for youth. The episode featured Rick Shawbell, BWDB Member and Training Director of the Florida East Coast Electrical Joint Apprenticeship Training Committee (JATC), along with Blake Kanarek, JATC Instructor, and hosted by Yushika Florence, CSBD's out Programs and Services Manager. Their discussion highlighted how apprenticeships combine classroom instruction with on-the-job training, enabling participants to build practical skills while earning an income. The Podcast is part of CSBD's digital marketing strategy and is now available to stream on Spotify.

Maurice Gardner reviewed the information and recognized our Board members, who play such an important role in sharing their experience working with CSBD. He also encouraged the Committee to listen to the Podcast when they have some time.

Mr. Shawbell shared that he enjoyed participating in the Podcast and appreciated the efforts of Mr. Gardner, Ms. Florence, and the staff in making him and Mr. Kanarek feel comfortable during the recording.

### 2. Job Seeker Services Infograph January 2025 - December 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 ideal for enhancing our storytelling and increasing the shareability of content across various platforms. CSBD placed over 2,300 job seekers in jobs and provided nearly \$1.3 million in scholarships for training during the period covered by the Infograph. Also, frontline staff served over 63,000 visitors to the One-Stop Centers.

Mr. Shawbell commented that he appreciates the one-pager updates, noting they are eye-catching, informative, and well done. He commended the staff for their work.

Felipe Pinzon inquired about the average wage of individuals placed in jobs in 2025. Mr. Gardner stated he would make a note of his question and follow up with his team to respond.

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### **3. Co-Parenting Resource & Employment Fair**

On 1/27, CSBD hosted its second Co-Parenting Resource & Employment Fair, engaging nearly 40 parents through a highly coordinated, hands-on approach that addressed both employment and family stability barriers. Participants connected with employers offering on-the-spot interviews and paid internships, while the Department of Revenue's Child Support Program provided immediate assistance with issues such as payment plans and driver's license reinstatement. The event generated strong employer interest and led to continued hiring conversations, highlighting its effectiveness as a streamlined, high-impact service model.

Mr. Shawbell indicated that it is important to have such events for the parents in our community and thanked the staff for sharing.

Tara Williams expressed enthusiasm and asked about the outreach strategy—specifically how parents were recruited and whether they were current CSBD clients. Mr. Gardner explained that CSBD receives direct referrals from the Department of Revenue and community partner agencies. He added that we also promote our programs through the One-Stop Centers, and we utilize our various social media platforms.

### **4. Sector Job Fair - Aviation**

On 2/12, CSBD hosted a targeted aviation job fair at the South One-Stop Center to connect job seekers with opportunities in the aviation industry. Eight employers, including Aerotar Aviation, GA Telesis, MGT Aero Distribution, Gold Aviation, and Aviotek, met with 75 attendees to discuss current openings and career pathways. The smaller, industry-focused format allowed job seekers to engage directly with hiring representatives, learn about available positions, and explore potential aviation careers while receiving positive feedback from both attendees and employers.

Maurice Gardner reviewed the information, highlighting the many aviation jobs that would be available during the job fair.

Rick Shawbell stated that the report was informative and that staff continue to provide outstanding services.

### **5. Sector Job Fair – Technology**

CSBD is organizing a Technology Industry Job Fair, scheduled for 4/29, to provide job seekers with opportunities to explore high-demand careers in the technology sector and connect directly with employers actively seeking local talent and committed to expanding pathways into tech careers. This event will strengthen employer pipelines, promote career pathways, and reinforce Technology as a critical driver of Broward County's economy. We are asking committee members to distribute the flyer within their employer networks.

Rick Shawbell presented the item and confirmed that the information technology has a great need for talent.

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## **6. Monthly Performance Report**

The current performance for the month of January is provided. The data reflects that within the Big 6 Regions, CSBD is in a three-way tie for 1<sup>st</sup> in WIOA Entered Employment Rate (EER), 1<sup>st</sup> in Wagner Peyser 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.

Mark Klincewicz reviewed the information, and Rick Shawbell commented that CSBD Staff is always on top of it.

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

There is no report this month due to "benchmarking," which happens each year at this time when the previous year's statistics are "trued up." The January report will be issued on April 8th. February labor statistics for Florida will be released on April 17th. CSBD's Economic and Workforce Dashboard allows 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.

Mark Klincewicz reviewed the information.

Mr. Shawbell noted that with the state data being released on 3/17, an update should be available by the 4/23 Board Planning Session, which Mr. Klincewicz confirmed. He also complimented the dashboard, stating that it is well designed, easy to navigate, and has significantly improved over the past few years.

Dr. Moore agreed, adding that she uses the dashboard frequently as a reference tool and thanked staff for maintaining it. She also noted that the Fort Lauderdale Chamber of Commerce includes it in their reports.

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

None.

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

Sheri Brown Grosvenor shared that she attended the Worlds of Work event and found it amazing! She praised the CSBD staff for their work, noting the wide range of careers represented and the engaging simulated activities for students. She indicated the variety of businesses was impressive and expressed her gratitude for being able to attend.

Mr. Shawbell agreed, stating that it is an outstanding event.

Mr. Pinzon requested that the SYEP flyer be sent separately from the agenda. Mr. Klincewicz agreed to do so.

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## **MATTERS FROM THE FLOOR**

None.

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

Mark Klincewicz shared that Carol Hylton is attending the National Association of Workforce Boards (NAWB) Conference in Las Vegas along with CSBD staff and board members.

He also reported that SYEP planning is well underway, to employ at least 1,200 youth this summer. He encouraged committee members to consider serving as worksites. He added that the AI Playbook is in its final stages and is currently being assembled.

Mr. Shawbell shared that the 5/26 OSC meeting will be rescheduled to 5/5.

Ms. Brown Grosvenor asked for clarification regarding the Board Planning Session, and Ms. Daniels confirmed that it is limited to CSBD Board Members.

**ADJOURNMENT** – 12:59 p.m.

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| <p><b>THE NEXT ONE-STOP SERVICES COMMITTEE MEETING IS ON MAY 5, 2026.</b></p> |
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