



Broward Workforce Development Board
One-Stop Services Committee
Tuesday, September 30, 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, Felipe Pinzon, Catherina Rozario, Tara Williams, Melida Akiti, and Rick Shawbell, who chaired the meeting.

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

PRESENTATION

Nadine Jackson, One-Stop Operator, provided an update on her activities over the past year to coordinate the service delivery of required one-stop partners and career center staff.

Rick Shawbell commented that this has been another wonderful and successful year for our One-Stop Operator; great job! He thanked Ms. Jackson for all of her hard work.

Tara Williams thanked Ms. Jackson and then shared that the Broward County Human Services Department has a goal of being more engaged in the community and building more authentic relationships with community members; this is a blueprint for achieving that goal. She and Monica Cepero discussed how CSBD is carrying out that work in the community and how the CSBD name is "out there". Ms. Williams stated she would like the opportunity to learn from CSBD to get some pointers for her department. Ms. Hylton welcomed Ms. Williams to come by anytime.

Carol Hylton thanked Nadine Jackson and Carlisle Anderson for their contribution to promoting the CSBD name in the community. Ms. Hylton stated that good things happen as a result of the meetings held in the community. For example, after meeting one of the Commissioners in the City of Lauderdale they became an SYEP employer for about 50 youth.

Melida Akiti shared that she always promotes CareerSource Broward in the community. She stated that everyone in education and social services circles knows CareerSource Broward. Ms. Hylton thanked her for sharing that with the committee.

APPROVAL OF MINUTES

Approval of the Minutes of the 8/5 One-Stop Services Committee meeting.

On a motion made by Felipe Pinzon and seconded by Tara Williams, the One-Stop Services Committee unanimously approved the minutes of the 8/5 meeting.

NEW BUSINESS

1. Accept Sectors of Strategic Focus Funds

Considered the acceptance of \$265,000 in Sectors of Strategic Focus Funds from Florida Commerce. The grant period is through 6/30. These funds will be used to support occupational skills and work-based training, focusing on 1) customers in the healthcare sector 2) HOPE customers and 3) veterans.

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

On a motion made by Tara Williams and seconded by Felipe Pinzon, the One-Stop Services Committee unanimously approved the acceptance of the \$265,000 in Sectors of Strategic Focus Funds.

2. Accept Florida Network Navigator Funds

Considered the acceptance of \$208,571.43 in Florida Network Navigator Funds from Florida Commerce. The grant period is through 6/30. These funds provide support for dedicated navigator staff for the 1) Apprenticeship 2) Hope Florida and 3) Military Family programs. These navigators will engage with educational institutions, employers, and community organizations to strengthen awareness and utilization of available workforce services. The Military Family program provides employment services and case management to spouses and dependents of active-duty military personnel.

Rick Shawbell presented the item and asked Kimberly Bryant to review the recommendation. Ms. Bryant explained that the Military Family program is new to us, and it is for the support of active-duty military personnel's spouses and children.

Mr. Shawbell expressed that this is a wonderful initiative to support active-duty family members.

Felipe Pinzon asked if the Navigators are based in the One-Stop Centers or working out in the community.

Ms. Hylton responded by saying the Navigators do both. The Navigators will continue to meet with employers and job seekers in the community and, when feasible, are available to meet with customers in the centers.

On a motion made by Tara Williams and seconded by Melida Akiti, the One-Stop Services Committee unanimously approved the acceptance of \$208,571.43 in Florida Network Navigator Funds.

3. New Training Providers - Coding Clarified and Broward-Miami Health Institute

Considered the approval of adding 1) Coding Clarified as an eligible training provider and their Professional Medical Coding Program to the WIOA Individual Training Account (ITA) List and 2) Broward-Miami Health Institute and their Practical Nursing, Medical Assistant,

Patient Care Technician, Medical Billing and Coding, and Home Health Aide (WTP only), Programs to the ITA List.

Rick Shawbell presented the item and Kimberly Bryant reviewed the recommendations. She reminded members that enrollment in new programs is limited to ten participants until performance can be established.

On a motion made by Felipe Pinzon and seconded by Melida Akiti, the One-Stop Services Committee unanimously approved the addition of 1) Coding Clarified as an eligible training provider and their Professional Medical Coding Program to the WIOA ITA List and 2) Broward-Miami Health Institute and their Practical Nursing Assistant, Patient Care Technician, Medical Billing and Coding, and Home Health Aide (WTP only) Programs to the ITA List.

4. One-Stop Services (OSS) Committee Strategic Planning Matrix Update

Considered approving the updates to the OSS Committee Strategic Planning Matrix.

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

Carol Hylton explained to the newer OSS Committee Members that the Matrix stems from the Board Planning Session in April. Board members develop strategies for the upcoming year, which are then assigned to the various committees using the Planning Matrix. With guidance and approval from the committee, staff then flesh out the objectives of the Matrix by developing the next steps, benchmarks, deliverables, and due dates. Staff bring progress updates to the committee throughout the year.

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

REPORTS

1. Back to Work, Back to School Neighborhood Career Fair

On 9/23, CSBD hosted the Back to School, Back to Work Neighborhood Career Fair at our South One-Stop Center. This dynamic event was designed to connect job seekers with meaningful employment and training opportunities as they re-engage with the workforce or pursue new career paths. It brought together local businesses such as Broward Health, City of Hollywood, Gulfstream Park, and more, offering a wide array of opportunities and training providers offering short-term training options. Over 100 job seekers attended the event of which 35 expressed an interest in training. Employers at the event shared that they were pleased with the number, quality, and skill of applicants. We are following up with the employers and the job seekers to obtain employment information and offer additional services.

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

Mr. Shawbell then congratulated the staff, stating that this was another successful job fair planned, organized, and executed by CSBD!

2. 2025 Paychecks for Patriots Job Fair

CSBD will host its annual Paychecks for Patriots (P4P) Veterans Hiring Fair on 11/7 at the Tamarac Community Center. The first hour of the event will be reserved for veterans and family members of veterans. The event will be marketed to job seekers and employees through social media, radio advertisements, distribution of flyers to community partners, advertising in the career centers, and word of mouth. CSBD is partnering with the County to provide courtesy transportation from One-Stop centers, and the City of Tamarac will provide expanded off-site parking to accommodate attendees.

Rick Shawbell introduced the item, and Kimberly Bryant provided an overview of the event. Ms. Bryant also encouraged the committee members to share the sponsorship form with their networks, as there were still opportunities available to support CSBD while highlighting their organization.

3. National Workforce Development Month

September was National Workforce Development Month, a time to recognize and celebrate workforce development professionals' critical role in strengthening our economy. Our Chair Jim Ryan, CEO Carol Hylton, and staff attended the Annual State Workforce Summit, where two of our own were honored. County Administrator Monica Cepero received the 2025 Workforce Partner of the Year Award and WIOA Adult Programs Manager, Kasia Kossak, was chosen to receive the 2025 Florida Lighthouse Award. On 9/16, the Broward County Board of County Commissioners acknowledged CSBD and Workforce Development Month with a proclamation.

Ms. Bryant took the opportunity to provide an overview of the experiences and shared pictures to showcase the two events.

4. Monthly Performance Report

The State is delayed in providing the data we use for the Monthly Performance Report. We anticipate being able to provide a report at the next meeting.

Rick Shawbell asked Kimberly Bryant if there was a timeline for when the information might be available. Ms. Bryant stated that she would reach out to the state to see if there are any updates.

5. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 4.1 percent in August 2025. This rate was 0.5 percentage points higher than the region's year-ago rate. In August 2025, Broward County's unemployment rate was 0.3 percentage point lower than the State's. Out of a labor force of 1,093,872, up 1,546 (+0.1 percent) over the year, there were 44,982 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.

Mark Klinecicz to provide an overview of the report.

Following Mr. Klineciewicz's remarks, Mr. Shawbell expressed appreciation for the hard work that CSBD puts into the dashboard, stating that it is a wonderful resource for the business community.

MATTERS FROM THE ONE-STOP SERVICES COMMITTEE CHAIR

Rick Shawbell shared that his organization had a visit from HANDY on 9/17. A couple of the supervisors, students, and teachers came by and learned more about the Electrical Apprenticeship program. While there, the youth completed hands-on activities similar to what they'd experience as an apprentice. Mr. Shawbell relayed that it was great to host these youth and that he looks forward to hosting more career exploration-type events.

MATTERS FROM THE ONE-STOP SERVICES COMMITTEE

None.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton stated that we received notice from the state that 309 Spirit Airlines flight attendants in our area will be furloughed beginning 12/1. We have reached out to their Human Resources Department and scheduled a meeting for 10/3. CSBD has offered to assist the affected employees in a number of ways 1) identifying transferable skills 2) resume and interviewing skills workshops and 3) holding a job fair.

Ms. Hylton announced that while recently attending this year's Workforce Professional Summit, she found that we have the opportunity to be the local Fiscal Agent for Quick Response Training grants funded by CareerSource Florida. This will enable us to recruit larger employers and provide funds to support businesses in expanding their staff or upskilling current employees. We will be bringing that to the Employer Services Committee.

Ms. Hylton shared that we had a very productive Annual Staff Training Day! Ms. Hylton highlighted some of the activities from that day. She stated it was an excellent opportunity to celebrate staff, gain new insights into workforce development and customer service, and support team building.

Ms. Hylton expressed her pride in CSBD and shared that we are the only region in the state that has exceeded every performance measure. Collectively, the members voiced their congratulations and asked Ms. Hylton to share their sentiments with the whole team.

Ms. Hylton also shared with a heavy heart the news that Mrs. Marjorie Walters, our Board Member of 26 years, had passed. Ms. Walters was passionate about the role workforce development played in uplifting our job seekers and was one of our biggest Cheerleaders in the community. She will be missed. Mr. Shawbell, joined by the other members, expressed sorrow at hearing such news.

ADJOURNMENT – 01:16 p.m.

THE NEXT ONE-STOP SERVICES COMMITTEE MEETING IS ON NOVEMBER 25, 2025.
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