



**Broward Workforce Development Board
Organizational Resources Committee**

**Monday, November 17, 2025
12:00 Noon – 1:00 p.m.**

**Zoom Meeting ID: 848 6228 4801
Zoom Password: 788185
Zoom Call-In: 1 646 876 9923**

MEETING MINUTES

**CareerSource Broward Main Conference Room
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

The Committee was reminded of the conflict-of-interest provisions.

ATTENDEES: Zac Cassidy, Dr. Ben Chen, Frank Horkey, Dr. Lisa Knowles, and Kevin Kornahrens, who chaired the meeting.

STAFF: Carol Hylton, Ron Moffett, Mark Klinecicz, Rochelle Daniels, and Michell Williams.

APPROVAL OF MINUTES

Approval of the Minutes of the 10/9/24 Organizational Resources Committee (ORC) and 11/20/24 ORC – Nominations Committee meetings.

On a motion made by Dr. Ben Chen and seconded by Dr. Lisa Knowles, the ORC unanimously approved the minutes of the 10/9/24 ORC Committee meeting.

On a motion made by Dr. Lisa Knowles and seconded by Kevin Kornahrens, the ORC unanimously approved the minutes of the 11/20/24 ORC - Nominations Committee meeting.

NEW BUSINESS

1. Membership Renewals

Considered the renewal of BWDB members whose terms expire in January 2026 and who are eligible for renewal for an additional two years. The thirteen (13) members recommended for renewal were 1) Dr. Lisa Knowles 2) Catherina Rozario 3) Dawn Liberta 4) Walberto "Wally" Utreras 5) Felipe Pinzon 6) Vanessa Cantave 7) Dr. Ben Chen 8) Paul Farren 9) Michael Goldstein 10) Rufus James 11) Kevin Kornahrens 12) Jim Ryan and 13) Shane Strum. The CSBD Council of Elected Officials appoints board members following a recommendation from the Board.

On a motion made by Dr. Lisa Knowles and seconded by Kevin Kornahrens, the ORC unanimously approved recommending the renewal of the 13 BWDB members whose terms expire in January 2026 and who are eligible for an additional two-year term.

2. **Broward Workforce Development Board (BWDB) Appointments**

Considered the nomination of two (2) individuals to the BWDB, in the private sector category, representing the manufacturing and construction targeted industries. On 10/24, as customary, Board members were emailed to seek private sector nominations. Pursuant to WIOA, CSBD would obtain the required formal nomination from the appropriate trade or business organization prior to presenting the nominees to the BWDB and Council of Elected Officials for appointment.

Ms. Hylton stated that we received a total of five candidates 1) four nominees in the construction industry and 2) one representative, Matt Rocco, for the manufacturing industry. Ms. Hylton referred the members to the LinkedIn profiles of each nominee, located in the agenda.

The Committee members reviewed the profiles and recommended appointing Neson and Matt to the Board.

On a motion made by Dr. Lisa Knowles and seconded by Dr. Ben Chen, the ORC unanimously approved recommending the nomination of Nelson Fernandez in the private sector category, representing the targeted industry of construction to the BWDB.

On a motion made by Dr. Lisa Knowles and seconded by Kevin Kornahrens, the ORC unanimously approved recommending the nomination of Matt Rocco in the private sector category, representing the targeted industry of manufacturing to the BWDB.

3. **BWDB By-Laws**

Considered an amendment to the BWDB By-Laws to add the underscored language to Article V, Meeting Procedures, Voting Rights, Section 1 "Meetings as follows: Regular meetings of the BWDB shall generally be held on the 4th Thursday of each month at the CSBD main office located at 2890 W. Cypress Creek Road, in accordance with a calendar published with the BWDB/CSBD Council of Local Elected Officials' Agenda and approved at the annual meeting each year." This change was a recommendation made by the state during a monitoring visit.

Ms. Daniels indicated the 4th Thursday of each month was the only verbiage added to the By-Laws, and the reason for the amendment was based on the REACH Act and a recommendation from the state.

On a motion made by Dr Lisa Knowles and seconded by Kevin Kornahrens, the ORC unanimously approved the amendment to the BWDB By-Laws.

4. **CSBD Holiday Schedule**

The ORC, per Board direction, was asked to consider how CSBD could support its employees and encourage employee retention in the off-year between Compensation studies conducted every two years. CSBD researched additional low or no-cost benefits that could be provided to employers. Based upon inquiries of other boards and local government, the Committee was asked to consider including 1) Columbus Day or 2) a personal day during staff's birthday month in their holiday schedule. This would support employees, encourage retention and maintain CSBD as a top place to work.

Ms. Hylton explained we researched the holiday schedules of other local regions and local government to see what they offer their staff. We are bringing forth two holidays for them to consider adding to CSBD, Columbus Day and/or day off in staffs birthday month. Mr. Cassidy

stated that he liked the idea of giving the staff a day off in their birthday month. Mr. Kornahrens agreed and noted that the birthday month for staff will need to be tracked and Carol indicated we would track it. Dr. Knowles recommended giving the staff both days off, and Mr. Kornahrens agreed.

On a motion made by Dr. Lisa Knowles and seconded by Zac Cassidy, the ORC unanimously approved the addition of 1) Columbus Day and 2) a personal day within a staff member's birthday month to the CSBD holiday schedule.

5. Severance Policy

Considered approval to develop a severance policy for CSBD and One-Stop staff. Given the uncertainty in the funding of social service and education grants at the federal level, the policy would be for the purpose of addressing events such as the elimination of a major funding stream (e.g., WIOA or WTP). Severance is an allowable cost under the grant rules, 2CFR 200.431, as long as it is in accordance with an organization's official policies and is also allowable under Florida Statutes.

As WIOA is subject to reauthorization, future legislation may shift toward consolidating certain workforce grants. Given this uncertainty, we are recommending the Board consider adopting a severance policy. The policy would comply with Florida Statutes, which allow for a maximum of 20 weeks. Depending on the funds available, severance may need to be scaled or prorated based on the amount available at the time of actual implementation of the policy.

Ms. Hylton added that we are not aware of any pending legislation we are simply being proactive, as we customarily are.

Mr. Horkey supported having a policy in place before a significant event occurs, rather than when it happens.

Mr. Kornahrens asked if CSBD has a tenure or retirement policy. Ms. Daniels replied that the organization does not have a tenure policy and the retirement plan is voluntary. Mr. Kornahrens then recommended evaluating the development of a policy to recognize retiring employees. Ms. Hylton replied that we would do so.

On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the ORC unanimously approved the development of a severance policy.

MATTERS FROM THE ORGANIZATIONAL RESOURCES COMMITTEE CHAIR

None

MATTERS FROM THE ORGANIZATIONAL RESOURCES COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton provided an update on our recent Paycheck for Patriots job fair held at the Tamarac Community Center. She stated that this year, Mayor Gomez provided us with the entire community center for breakout rooms, additional parking in two locations, and shuttles to transport job seekers back and forth to the event. The county, along with another bus service, provided transportation to pick up attendees from our three One-Stop Centers.

We surpassed our record of 1,500 job seekers last year. This year, we had 2,400, with 300 being veterans. Ms. Hylton added that we are considering hosting two smaller P4P events next year instead of one, due to the continued growth and success of this event.

Mr. Horkey inquired about the number of employers that attended, and Ms. Hylton responded that over 140 employers were present.

Mr. Kornahrens asked how many open positions were available at the event. Ms. Hylton reported that, our best estimate is over 1,400 open positions.

Ms. Hylton shared that we livestreamed the event on social media. Joshua Matlock, President of the Florida Workforce Development Association (FWDA), who tuned into the livestream, contacted Carol afterward and suggested featuring a recap of the event at the 11/13 CareerSource Florida Board meeting. To accommodate his suggestion, we produced a short video that Mr. Matlock presented to the CareerSource Florida Board to showcase the impact CSBD has in the community.

Ms. Hylton shared that we are currently preparing for WOW, which is scheduled to take place in March.

ADJOURNMENT: 12:35 p.m.

THE NEXT ORGANIZATIONAL RESOURCES COMMITTEE MEETING IS TBD.
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