

AGENDA

Broward Workforce Development Board, Inc/
CareerSource Broward Council of Elected Officials

**Meeting
#270**

Join Zoom Meeting Details:

Meeting ID:
842 2532 6318

Passcode:
594649

Call-in number:
+1 646 876 9923

**CareerSource Broward
Ft. Lauderdale, FL 33309**

**THURSDAY
May 28, 2026
12:00 P.M.**

CareerSource Broward's mission is to provide innovative solutions through the professional delivery of quality services which consistently and effectively meet workforce needs.

2026 MEETING SCHEDULE

Broward Workforce Development Board, Inc./CareerSource Broward
Council of Elected Officials and Executive Committee

All BWDB, Inc./CareerSource Broward Council of Elected Officials Partnership and Executive Committee Meetings are scheduled at 12 noon.

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

All members are encouraged to attend in person.
For accessibility, all meetings will also have a Zoom option.

Executive Committee Meetings

Month	Day
February	2/9
April	4/13
May	5/11
June	6/8
August	8/10
October	10/12
December	12/1 (Tuesday*)

Board Meetings

Month	Day
February	2/26
April	4/23 Board & Planning Session
May	5/28
June	6/25
August	8/27
October	10/22
December	12/10

* Due to the proximity to the Thanksgiving Holiday weekend.

AGENDA

BROWARD WORKFORCE DEVELOPMENT BOARD, INC. & CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

**Partnership Meeting #270
Thursday, May 28, 2026
CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

**This meeting is being held in person.
This meeting is also accessible via Zoom video conference.**

<https://us02web.zoom.us/j/84225326318?pwd=ql4mapN73aDHOwUtHiWzoB9Lp5Nh.1>

PROTOCOL FOR TELEPHONE/ZOOM MEETING

1. Please state your name when making or seconding a motion. Such as "I move the item, and your name – "Jane Doe." Please also identify yourself when asking a question.
2. Put your phone/microphone on mute when not speaking. Don't forget to take it off when you wish to speak. Telephone users must press *6 to mute or unmute yourself.
3. Votes in the affirmative should be "aye" and in opposition should be "no" (delays in responding sometimes make it difficult to determine the intent of the vote).
4. Please be in a quiet area free of background noise, so we may hear you clearly when you are speaking. When using Zoom, please make sure the background is appropriate or choose one of their virtual backgrounds.
5. If you are calling and must leave the call, please don't put your phone on hold. In some cases, we will get music or recorded messages, and we will not be able to conduct business.
6. If you are using your phone for audio, please identify yourself on the screen and state the last 4 digits of the number you are calling from.
7. Please note the chat function has been disabled.

The Board and Council are reminded of the conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Board 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting whether or not you are able to attend the meeting if you have a conflict with any agenda items.

PLEDGE OF ALLEGIANCE

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

MISSION MOMENT

APPROVAL OF MINUTES

Approval of the 4/23 BWDB meeting minutes.

RECOMM ACTION EXHIBIT	Approval Motion for Approval Minutes of the Meeting
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Pages 13 – 18

CONSENT AGENDA

Consent Agenda items may not need individual discussion and may be voted on as one item. Any member wishing to discuss an item may move to have it considered individually.

ACCEPTANCE OF CONSENT AGENDA

RECOMM ACTION	Approval Motion for Approval
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1. Monthly Performance Report

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

ACTION EXHIBIT	None Performance Report for March
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Pages 19 – 30

2. Letters of Support

Letters of support were written for the following grant applications: 1) Junior Achievement of South Florida's application to the U.S. Department of Education's Talent Search Program; 2) FIU's Construction Trades Program application for the FOA-ETA-26-40 Strengthening Community Colleges Training Grant; and 3) Broward College's participation in the statewide consortium application for the Florida SPRINT Project under the Strengthening Community Colleges Training Grant.

ACTION	None
EXHIBIT	None

REGULAR AGENDA

These are items that the Council and Board will discuss individually in the order listed on the Agenda. Individuals who wish to participate in these discussions may do so merely by raising their hand during the discussion and being recognized by the Chair. The Chair will determine the order in which each individual will speak and the length of time allotted.

NEW BUSINESS

1. 2026 BWDB Planning Session Report

Consideration to accept the strategic goals and objectives for Program Year 26/27, developed during the 4/23 Board annual planning session. The meeting started with a welcome by Council Chair and City of Hollywood Mayor Josh Levy, followed by BWDB Chair Jim Ryan. CSBD President/CEO, Carol Hylton, presented a video of the highlights and accomplishments of the past year. Before breaking into workgroups, Broward's education leaders shared changes on the horizon for education and the workforce. Armed with this information, the board and guests broke into 2 workgroups to tackle the thought questions and discuss the goals and objectives for the upcoming year. Once approved, the goals and objectives will be incorporated into the Board committee matrices for them to work on during the upcoming year. Approved at the 5/11 Executive Committee meeting. (*This is in alignment with the Board's goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.*)

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #10 – 25 (QA)

2. Staffing Company Selection for Career Centers – Integrative Staffing Group

CSBD released a Request for Proposals on 3/20 for a staffing company to staff the career centers. As in prior years, new hires for the career centers follow a 2-step process 1) for the first 90 days the staffing company pays all employee costs and CSBD pays a rate based on the wage and 2) after 90 days CSBD pays a low flat rate per employee per pay period, benefits are pass through costs. CSBD received 10 proposals of which 4 were responsive. A Review Committee comprised of CSBD Board Members rated them and is recommending our current provider Integrative Staffing Group, which was the number 1 ranked and lowest overall cost proposer at a cost of 1) 41% of the wage for the first 90 days and 2) a flat fee of \$90 per employee per pay period for those after the 90 days. The estimated annual flat fee is \$163,800. The contract may be renewed for 4 additional 1-year periods. Approved at 5/5 One Stop Services and 5/11 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #05 – 25 (HR)

Pages 36 – 37

3. WIOA Work Experience Contract for Broward Health

Consideration to approve a WIOA Adult and Dislocated Worker Work Experience (WEX) contract with Broward Health through 6/30/29. Healthcare is one of our targeted industries. WEX contracts are non-financial, as CareerSource Broward is the employer of record. Because Board Member Shane Strum is employed by Broward Health, this recommendation will require a 2/3 vote of the Board. Approved at the 5/4 Employer Services and 5/11 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

RECOMM	Approval
ACTION	2/3 Vote for Approval
EXHIBIT	None

4. Summer Youth Work Experience Contract with Broward Education Foundation, Inc.

Consideration to approve a non-financial Summer Youth Employment Program (SYEP) contract with the Broward Education Foundation, Inc. (BEF), through 6/30/29. CSBD is the youths' employer of record. Because Board Member Dr. Howard Hepburn is a member of the BEF Board of Directors, a 2/3 vote of the Board will be required. Approved at the 2/9 Executive Committee meeting. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

RECOMM	Approval
ACTION	2/3 Vote for Approval
EXHIBIT	None

5. Youth Work Experience Contract with the Broward Education Foundation, Inc.

Consideration to approve a non-financial Out-of-School Youth Work Experience (WEX) contract with the Broward Education Foundation, Inc. through 6/30/29. CSBD is the youths' employer of record. Because Board member Dr. Howard Hepburn is a member of the BEF Board of Directors, a 2/3 vote of the Board is required. Approved at the 5/11 Executive Committee meeting. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

RECOMM	Approval
ACTION	2/3 Vote for Approval
EXHIBIT	None

6. WIOA Work Experience Contract for 2Lyons Aerospace

Consideration to approve a WIOA Adult and Dislocated Worker WEX contract with 2Lyons Aerospace through 6/30/29. Aviation is one of our targeted industries. WEX contracts are non-financial, as CSBD is the employer of record. Because Board Member Vanessa Cantave is employed by 2Lyons Aerospace, this recommendation will require a 2/3 vote of the Board. Approved at the 5/4 Employer Services and 5/11 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

RECOMM	Approval
ACTION	2/3 Vote for Approval
EXHIBIT	None

7. Work Experience Contract with Broward County

Consideration to approve the renewal of a non-financial WIOA Adult Work Experience contract with Broward County through 7/31/29 for their University Student Practicum Program. CSBD is the employer of record. The State's workers' compensation covers adult participants. Because Board member Tara Williams is employed by Broward County, a 2/3 vote of the Board is required. Approved at the 5/5 One Stop Services and 5/11 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

RECOMM	Approval
ACTION	2/3 Vote for Approval
EXHIBIT	None

8. Work Experience Contract for the Las Olas Company, Inc.

Consideration to approve a WIOA Adult and Dislocated Worker WEX contract with the Las Olas Company, Inc. (LOC) through 6/30/29. WEX contracts are non-financial, as CSBD is the employer of record. Because Board Member Heiko Dobrikow is employed by the LOC, this recommendation will require a 2/3 vote of the Board. Approved at the 5/4 Employer Services and 5/11 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

RECOMM	Approval
ACTION	2/3 Vote for Approval
EXHIBIT	None

9. Addition of Occupational Title to Current Targeted Occupation List (TOL)

Consideration to approve adding Medical Equipment Preparers to our local Targeted Occupations List (TOL). Throughout the year, CSBD receives input from our industry intermediaries, eligible training providers, and employers in order to evaluate our local TOL. CSBD staff have established local demand for Medical Equipment Preparers, and all Board-mandated criteria have been met for this occupational title to be added to the TOL. Approved at the 1/12 Employer Services and 2/9 Executive Committee meetings. *(This is in alignment with the Board Goal to encourage job seekers to choose CSBD for comprehensive employment, education and training services, and to connect them to the workforce system using the state's job bank.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #16 – 25 (BR)

10. New Eligible Training Provider and Course for Brightmed Health Institute

Consideration to approve adding 1) Brightmed Health Institute (BHI) under initial eligibility status as an Eligible Training Provider and 2) BHI's Practical Nursing program to the WIOA Individual Training Account List. Brightmed Health Institute is a licensed, locally based healthcare training provider with experience delivering nursing education in Broward County. CSBD adds schools and courses that meet federal, state, and local criteria to give customers more choices. Approved at the 5/5 One Stop Services and 5/11 Executive Committee meetings. *(This is in alignment with the Board Goal to encourage job seekers to choose CSBD for comprehensive employment, education and training services, and to connect them to the workforce system using the state's job bank.)*

RECOMM Approval
ACTION Motion for Approval
EXHIBITS Memo #15 – 25 (OPS)
 ITA Course Summary Spreadsheet

Pages 40 – 42

11. New Eligible Training Provider and Course for The Code Academy

Consideration 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. Approved at the 3/24 One Stop Services Committee and reviewed by the Executive Committee. *(This is in alignment with the Board Goal to encourage job seekers to choose CSBD for comprehensive employment, education and training services, and to connect them to the workforce system using the state's job bank.)*

RECOMM Approval
ACTION Motion for Approval
EXHIBITS Memo #14 – 25 (OPS)
 ITA Course Summary Spreadsheet

Pages 43 – 45

12. Accept DeLuca Foundation Funds

Consideration to accept \$1.5M from the DeLuca Foundation to serve economically disadvantaged youth ages 16-18, in the Summer Youth Employment Program over the next 3 years. This will allow us to serve an additional 110 youth each year. Youth will receive three days of employability skills training and an eight-week meaningful summer work experience. Approved at the 5/11 Executive Committee meeting. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

REPORTS

1. AI Playbook for Small and Medium-Sized Businesses Presentation

CSBD has finalized and deployed the AI Playbook for Small and Medium-Sized Businesses, positioning CSBD as a regional leader in supporting businesses as they navigate the rapidly evolving AI-driven economy. The playbook provides actionable guidance, real-world examples, readiness assessments, and implementation tools informed by employer roundtables and survey feedback. As part of the initiative, Gilead Sanders will deliver a brief presentation highlighting the Playbook. The Playbook launch included a broad communications campaign targeting chambers of commerce, business associations, elected officials, and community partners. Ongoing promotion through TechPulse, industry forums, social media, and a Sun Sentinel campaign continues to expand employer awareness and engagement across Broward County.

ACTION	Presentation by Gilead Sanders
EXHIBITS	Memo #06 – 25 (EXEC) AI Playbook for Small and Medium-Size Businesses

2. CareerSource Broward’s Response to Spirit Airlines Closure

Following the announcement of Spirit Airlines’ closure on Saturday, May 2nd, CareerSource Broward immediately mobilized over the weekend to support affected workers by posting information on our website about available services and resources. On Monday morning, our South Career Center became “ground zero,” where elected officials, CareerSource Florida, Broward County government, Spirit Airlines representatives, employers, and our CSBD staff stood ready to assist the impacted workers. Services included Rapid Response orientations, filing for unemployment compensation, resume and job-search activities, and interviews with employers who stepped in to fill their job openings. Since May 2nd, we have provided 1,136 impacted employees with Rapid Response services and targeted job fairs.

ACTION None
EXHIBIT Memo #05 – 25 (EXEC)

Pages 48 – 49

3. Directors & Officers (D&O) Insurance with Employment Practices Liability

Each year, we purchase D&O insurance, which includes Employment Practices Liability to cover the governing boards and CSBD management. We ask our agent to shop our coverage and provide us with a choice of carriers and the best rates. Our agent sought quotes from Travelers, Hartford, and Berkley MP as well as from our current carrier, Philadelphia Insurance. All the companies declined to quote, except for our current carrier, Philadelphia Insurance Company. The cost of the D&O this year will be \$13,082.53. This is a \$672.66 decrease from last year’s premium of \$13,755.19. We have been very satisfied with the Philadelphia Insurance Company. As the timing of the insurance renewal is not always in sync with the governing boards’ calendar, the President/CEO was authorized several years ago to review, approve, and report the purchase of the D&O insurance. We are reporting the purchase to the governing boards, noting that this is also a single purchase exceeding \$10,000.

ACTION None
EXHIBIT None

4. **State Required Financial Disclosure**

Each year, elected officials and board members must file Form 1, the Financial Disclosure Form. The form is **due 7/1/26**. Filers should click “I am a Filer” and follow the prompts. There is a “How to” video that can guide you through the process. Filers can no longer file locally at their Supervisor of Elections Office and must now file electronically using the statewide system at the link below. A \$25.00/day fine is imposed by the Commission on Ethics against filers for forms not filed by 9/1/26.

ACTION None
EXHIBIT [Financial Disclosure Form 1](#)

5. **Broward County Unemployment and Economic Dashboard**

The unemployment rate in Broward County was 4.4 percent in April 2026. This rate was 1.2 percentage points higher than the region’s year-ago rate. In April 2026, Broward County’s unemployment rate was 0.2 percentage points lower than the State’s rate. Out of a labor force of 1,072,179, down 5,959 (-0.6 percent) over the year, there were 46,983 unemployed Broward County residents. The dashboard is a value-added resource allowing businesses and those looking to move to Broward the ability to make data-informed decisions.

ACTION None
EXHIBITS Broward County Labor Market Information
[CareerSource Broward Dashboard](#)

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

MATTERS FROM THE BROWARD WORKFORCE DEVELOPMENT BOARD CHAIR

MATTERS FROM THE BOARD

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

***THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE
BROWARD COUNCIL IS JUNE 25, 2026.***

CAREER SOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

Mayor Josh Levy
City of Hollywood
Chair

Mayor Dean Trantalis
City of Fort Lauderdale
Vice Chair

Commissioner Alexandra Davis
Broward County
Chair Pro Tem

BROWARD WORKFORCE DEVELOPMENT BOARD, INC. - EXECUTIVE COMMITTEE

Jim Ryan, Chair

Kevin Kornahrens
Vice Chair

Zac Cassidy
Secretary/Treasurer
Chair Audit Committee

Dr. Ben Chen
Vice Chair of
Legislative Affairs
(Board Chair, 2009-2010)

Francois Leconte
Chair Employer Services Committee

Richard Shawbell
Chair One Stop Services Committee

Kevin Kornahrens
Chair Organizational Resources
Committee

Heiko Dobrikow
(Immediate Past Chair)

Frank Horkey
Chair Strategic Planning Committee
(Board Chair, 2021 - 2022)

Dawn Liberta
Chair Youth Committee

BROWARD WORKFORCE DEVELOPMENT BOARD, INC (BWDB) MEMBERSHIP

Yaite Arthmann
Vanessa Cantave
Zac Cassidy
Dr. Ben Chen
Keith Costello
Heiko Dobrikow
Paul Farren
Nelson Fernandez
Michael Goldstein

Dr. Howard Hepburn
Kris Hopkins
Frank Horkey
Rufus James
Kevin Kornahrens
Francois Leconte
Dawn Liberta
Dr. Kelly Moore
Felipe Pinzon

Matthew Rocco
Jim Ryan
Richard Shawbell
Shane Strum
Robert Swindell
Dr. Stacy Volnick
Lori Wheeler
Tara Williams

“No member of any council shall cast a vote on the provision of services by that member (or any organization which that member directly represents) or vote on any matter which would provide direct financial benefit to that member.” Board and CareerSource Broward Council members should also avoid the appearance of a conflict of interest and apply any constraints applicable to them based on the Florida statutory conflict of interest prohibition.

An attendee may need to record this meeting if he/she intends to appeal.

PUBLIC COMMENTS

Public Comments are welcome; there is a signup sheet at the reception desk. Anyone wishing to comment on an agenda item is asked to sign up at the reception desk. The Board Chair will announce each item and will receive a motion and second from the Board. Then the Board Chair will ask if there are any public comments. Comments are not limited to those who have signed up to speak. Persons wishing to comment are asked to identify themselves before commenting. Comments will be limited to 2 or 3 minutes. Comments should be directed to the Board Chair, and not individual Board members. Board members may ask the commenter a question for clarification, but should not enter a dialog with the commenter. After the public comment period is closed, Board members will discuss the motion and vote.

Broward Workforce Development Board Committee Membership – 2026

EXECUTIVE COMMITTEE

Responsible for oversight of all functions, including membership nomination, bylaws, officers, Board structure and functions, and CSBD human resource policy. Membership is made up of the BWDB officers, Chairs of each of the committees, and recent past chairs

Jim Ryan, Board Chair

Kevin Kornahrens	Vice-Chair
Zac Cassidy	Secretary/Treasurer, Chair, Audit Committee
Dr. Ben Chen	Vice-Chair for Legislative Affairs (Board Chair – 2009-2010)
Heiko Dobrikow	Member – (Immediate Past Chair)
Richard Shawbell	Chair, One Stop Services Committee
Francois Leconte	Chair, Employer Services
Kevin Kornahrens	Chair, Organizational Resources Committee
Frank Horkey	Chair, Strategic Planning
Dawn Liberta	Chair, Youth Committee

AD HOC ORGANIZATIONAL RESOURCES COMMITTEE

Goal is to coordinate membership nominating, bylaws, officers, Board structure and functions, and CSBD human resource policy.

Kevin Kornahrens, Chair

Zac Cassidy	Frank Horkey
Dr. Ben Chen	Jim Ryan

STRATEGIC PLANNING COMMITTEE

Goal is to formulate strategic plans, shape and champion local policy aligned with state and federal workforce development legislation and statewide administrative issues; promote regionalism and collaborative partnerships.

Frank Horkey, Chair

Dr. Ben Chen – Co-Chair	Shane Strum
Heiko Dobrikow	Dr. Stacy Volnick
Francois Leconte	

ONE STOP SERVICES COMMITTEE

Goal is to maximize employment and training opportunities for all job seekers, including those with multi-faceted barriers.

Richard Shawbell, Chair

Frank Horkey	Tara Williams
Dr. Howard Hepburn	Melida Akiti
Dr. Kelly Moore	Sheri Brown Grosvenor
Felipe Pinzon	Rashad Thomas
Matthew Rocco	

EMPLOYER SERVICES COMMITTEE

Goal is to provide a broad range of workforce information, job matching, and employee training services customized to meet industry demands; develop initiatives that educate employers on best practices critical for maintaining a strong, stable workforce; foster collaborative partnerships with the business community.

Francois Leconte, Chair

Vanessa Cantave	Lori Wheeler
Paul Farren	Maribel Feliciano
Nelson Fernandez	Denise Jordan
Michael Goldstein	Marie Suarez

AUDIT COMMITTEE

To discuss and recommend audit monitoring protocols, establish policies and procedures, and provide monthly update and trend reports.

Zac Cassidy, Chair

Dr. Ben Chen	Frank Horkey
Keith Costello	Bob Swindell

YOUTH COMMITTEE

Goal is to promote the successful entry of youth into the workplace through the provision of training, education, and experiential activities.

Dawn Liberta, Chair

Kris Hopkins	Jill Denis-Lay
Rufus James	Traci Schweitzer

Agenda Backup

Broward Workforce Development Board, Inc./
CareerSource Broward Council of Elected Officials

**Meeting
#270**

Join Zoom Meeting Details:

Meeting ID:
842 2532 6318

Passcode:
594649

Call-in number:
+1 646 876 9923

**CareerSource Broward
Ft. Lauderdale, FL 33309**

**THURSDAY
May 28, 2026
12:00 P.M.**

CareerSource Broward's mission is to provide innovative solutions through the professional delivery of quality services which consistently and effectively meet workforce needs.

WHAT IS WIOA? (Federal)

The **Workforce Innovation Opportunity Act (WIOA)** - WIOA is, as the bill's statement of the Managers states: the "nation's primary programs and investments in employment services, workforce development, adult education and rehabilitation activities." WIOA asks states and local workforce areas to create a system of coordinated, integrated and regionalized service delivery so job seekers and business customers can have seamless access to services. WIOA can best be summarized as providing "workforce development activities, through statewide and local systems that increase the employment, retention, and earnings of participants, and increase attainment of recognized credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation."

Job seekers, workers and employers are served through the career or one-stop centers. As funds are limited funds, the BWDB is able to provide job search assistance to the universal population, and funds one on one services, training and related costs only for dislocated workers and those most in need. **Dislocated workers** are people affected by a layoff or plant closing and displaced homemakers. Dislocated workers are not subject to income guidelines or have barriers to employment. Those most in need are defined as economically disadvantaged, receiving public assistance or having one or more barriers to employment as defined by WIOA.

Barriers to employment for adults are:

Basic Skills Deficient	Ex-Offenders	School Dropouts
Homeless	English Language Learners	Older Individuals
Substance Abuse	Disabled	Displaced Homemakers
Low Income	Indians	Native Alaskans
Native Hawaiian	Youth Aged Out of Foster Care	Migrant and Seasonal Farmworkers
Welfare Recipients Within 2 Yrs. of Losing Eligibility	Single Parents	Long Term Unemployed

Youth 14-24 may be served by programs funded by WIOA, which emphasizes services to out-of-school youth and requires that 75% of the local allocation be spent on out-of-school youth (OSY). Currently CSBD OSY programs serve youth between the ages of 17 – 24.

WHAT IS FLORIDA WIA 2000? (State)

The Florida Workforce Innovation Act 2000 merged state workforce development program under the federal Workforce Investment Act (WIA) and the welfare-to-work (WAGES) program. WIA 2000 creates a state employment, education and training plan that ensures that programs to prepare workers are responsive to present and future business and industry needs and complements the initiatives of Enterprise Florida. WIA 2000 changes the focus of workforce development to the employer as the customer and puts new emphasis on occupational forecasting, coordination with economic development agencies, and accountability. WIA 2000 created CareerSource Florida to oversee and coordinate workforce development in the State of Florida. It created the Department of Economic Opportunities (DEO) to be the administrative arm for the State.

WHAT ARE THE REQUIREMENTS AND BENEFITS OF WIA 2000 WELFARE TRANSITION?

Requires Work

WIA 2000 eliminates individual entitlement to benefits. At least one adult in each family must work the maximum number of hours allowed. Limited exemptions from work requirements are provided. People who do not comply with work requirements will receive immediate sanctions. WT provides for employer incentives to encourage job creation and retention.

Sets Strict Time Limits for Collecting Cash Assistance

Cash assistance Temporary Assistance for Needy Families (TANF) has a lifetime limit of 48 months. For most adults, temporary assistance (TANF) is limited to 24 months, consecutive or cumulative, out of any consecutive 60 months.

Requires Child Support

Strengthens Teen Pregnancy Prevention and Teen Parent Requirements

WIA 2000 creates aggressive local programs that reduce teen pregnancy. Teen parents must stay in school and live at home or with a responsible adult. Benefits are paid to an alternative payee.

Improves Transition and Support Services

Subsidized childcare and transitional medical benefits are available for participants for up to two years after they earn their way off TANF. Assistance can be provided with transportation, tools, uniforms and emergencies such as rent payments, auto repair, and other expenses that would result in the client not being able to participate in the program. Personal, family or substance abuse counseling or treatment is available.

Education and Training Requirements

WIA 2000 allows clients to participate in training for basic skills, GED preparation, and occupational training. Limits full-time education without employment to 12 months for any individual and to no more than 30% of all the participants at any given time.

MEETING MINUTES

BROWARD WORKFORCE DEVELOPMENT BOARD, INC. & CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

**Partnership Meeting #269
Thursday, April 23, 2026
CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

The Board and Council are reminded of the conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Board 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting whether or not you are able to attend the meeting if you have a conflict with any agenda items.

Attendees: Mayor Josh Levy, Mayor Dean Trantalis, Commissioner Alexandra Davis, Keith Costello, Heiko Dobrikow, Paul Farren, Nelson Fernandez, Michael Goldstein, Dr. Howard Hepburn, Rufus James, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Dr. Kelly Moore, Felipe Pinzon, Matthew Rocco, Richard Shawbell, Shane Strum, Dr. Stacy Volnick, Lori Wheeler, Tara Williams and Jim Ryan, who chaired the meeting.

Guests: Yaite Arthmann, Denise Jordan, and Dr. Steven Tinsley.

Staff: Tony Ash, Kim Bryant, Rochelle Daniels, Maurice Gardner, Carol Hylton, Mark Klincewicz, and Michell Williams.

Introduction

Chair Jim Ryan welcomed the Council of Elected Officials, BWDB members and guests to the meeting.

MISSION MOMENT

Mr. Ryan shared the Worlds of Work Event Video and thanked the Board members who attended and applauded the CareerSource Broward team for their hard work in organizing and hosting the event.

APPROVAL OF MINUTES

Approval of the BWDB minutes of the 2/26/26 meeting #268.

On a motion made by Matt Rocco and seconded by Keith Costello, the BWDB unanimously approved the minutes of the 2/26 meeting.

CONSENT AGENDA

Consent Agenda items may not need individual discussion and may be voted on as one item. Any member wishing to discuss an item may move to have it considered individually.

ACCEPTANCE OF CONSENT AGENDA

1. Monthly Performance Report

The current performance for the month of February was provided. The data reflected that within the Big 6 Regions, CSBD was in a four-way tie for 1st in WIOA Entered Employment Rate (EER), 1st in Welfare Transition (WT) All Family Participation and Two-Parent Participation Rate, and 1st in Wagner Peyser and Veterans EER.

Heiko Dobrikow recognized the CSBD team for their outstanding performance for Broward and applauded them for a job well done.

2. Letters of Support

Letters of support were written for 1) Broward County Public Schools' proposal to the Office of Naval Research to create an Aerospace, Engineering, and Manufacturing Workforce Pipeline 2) OIC of South Florida for the Reentry Employment Training grant 3) Harmony Development Center's New Day 2026 application to the Children's Services Council 4) Broward Education Foundation's Bridge 2 Life application for the Talent Strong Florida High-Value Pathways Initiative 5) AMLkids Inc. for the RESTART grant and 6) the State of Florida for the U.S. Department of Labor's Pay-for-Performance Program to expand shipbuilding and related industry apprenticeships.

On a motion made by Heiko Dobrikow and seconded by Dr. Stacy Volnick, the BWDB/CSBD Council of Elected Officials unanimously approved the Consent Agenda of 4/23/26.

REGULAR AGENDA

These are items that the Council and Board will discuss individually in the order listed on the Agenda. Individuals who wish to participate in these discussions may do so merely by raising their hand during the discussion and being recognized by the Chair. The Chair will determine the order in which each individual will speak and the length of time allotted.

NEW BUSINESS

1. Board Recertification

Considered the recertification of the Board and the request for subsequent local area and board designation. In compliance with WIOA, the State issued instructions for local area re-designation, which required that the CareerSource Broward Council of Elected Officials formally requested subsequent area designation and certified our local workforce development board. Approved at the 4/13 Executive Committee meeting. *(This is in alignment with the Board's goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Jim Ryan presented the item for consideration, and Rochelle Daniels reviewed the recommendation.

On a motion made by Commissioner Alexandra Davis and seconded by Mayor Josh Levy, the BWDB/CSBD Council of Elected Officials unanimously approved the Board recertification.

2. Broward Workforce Development Board (BWDB) Appointment

Considered the appointment of Yaite Arthmann, Director of Area 7 Vocational Rehabilitation, to represent the Economic/Community Development slot formerly held by Catherina Rozario. Vocational Rehabilitation is a core partner and a mandatory member of the Board. The CSBD Council of Elected Officials appoints Board members following a recommendation from the Board. Approved at the 4/13 Executive Committee meeting. (This is in alignment with the board goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)

Jim Ryan introduced the proposed appointment, and Carol Hylton reviewed the recommendation. Yaite Arthmann thanked the Board for allowing her to join and is looking forward to working with everyone.

On a motion made by Commissioner Alexandra Davis and seconded by Mayor Josh Levy, the CSBD Council of Elected Officials unanimously approved the appointment of Yaite Arthmann, Director of Area 7 Vocational Rehabilitation, to fill the mandatory core partner Economic/Community Development seat on the BWDB.

3. On-the-Job Training (OJT) Contract with Advanced Roofing

Considered approval of entry into an upgrade OJT contract with Advanced Roofing to train up to ten (10) employees in their registered apprenticeship program. The apprentices would receive training in 1) roofing 2) handling asphalt equipment, and 3) sheet metal fabrication and installation. The contract would provide up to a 90% reimbursement for wages paid to the apprentices while in training, totaling up to \$150,000 through 2027. Because Board member Kevin Kornahrens is employed by Advanced Roofing, a 2/3 vote of the Board members was required. Approved at the 3/16 Employer Services and 4/13 Executive Committee meetings. (This is in alignment with the Board goal to encourage employers by engaging and identifying their needs, educating and connecting them to the workforce system to produce innovative workforce solutions.)

Francois Leconte, Chair of the Employer Services Committee, presented the recommendation.

Kevin Kornahrens declared a conflict of interest as he is employed by Advanced Roofing, refrained from the discussion, and did not vote. There was no further discussion.

On a motion made by Francis Leconte and seconded by Keith Costello, the BWDB/CSBD Council of Elected Officials unanimously approved the OJT contract with Advanced Roofing, totaling up to \$150,000 through 2027.

4. Summer Youth Work Experience Contract for Marine Industries Assoc. of South Florida

Considered the approval of a non-financial Summer Youth Employment Program contract with the Marine Industries Association of South Florida (MIASF) through 9/30/29. CSBD is the employer of record and summer youth are covered by CSBD workers' compensation. Because Board Member Lori Wheeler is employed by MIASF, a 2/3 vote of the Board was required.

Approved at the 3/17 Youth and 4/13 Executive Committee meetings. *(This is in alignment with the Board goal to encourage employers by engaging and identifying their needs, educating and connecting them to the workforce system to produce innovative workforce solutions.)*

Dawn Liberta, Chair of the Youth Committee, presented the recommendation, and Jim Ryan noted that Lori Wheeler had a conflict of interest regarding this item as she is employed by the Marine Industries Association of South Florida.

Lori Wheeler declared a conflict, refrained from discussion, and did not vote. There was no further discussion.

On a motion made by Heiko Dobrikow and seconded by Dr. Stacy Volnick, the BWDB/CSBD Council of Elected Officials unanimously approved the non-financial Summer Youth Employment Program contract with the Marine Industries Association of South Florida through 9/30/29.

5. PY 26/27 School Board of Broward County (SBBC) Out-of-School Youth (OSY) & In-School Youth (ISY) Contract Renewals

Considered approval of PY 26/27 contract renewals for the SBBC in the amounts up to 1) \$300,000 to serve 75 OSY and 2) \$170,000 to serve 65 ISY, subject to negotiation. These amounts are lower than this year's awards because we anticipated a decrease in our WIOA Youth allocation for PY 26/27. Further, the SBBC had reported that their OSY enrollments were lower than last year. This was the 2nd of 4 renewals under their current contracts. Because Board Member, Dr. Howard Hepburn, is employed by the SBBC, a 2/3 vote of the Board was required. Approved at the 3/17 Youth and 4/13 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

Dawn Liberta, Chair of the Youth Committee, presented the recommendation, and Jim Ryan noted that Dr. Howard Hepburn had a conflict of interest regarding this item as he is employed by the School Board of Broward County.

Dr. Howard Hepburn declared a conflict, refrained from discussion, and did not vote. There was no further discussion.

On a motion made by Francois Leconte and seconded by Lori Wheeler, the BWDB/CSBD Council of Elected Officials unanimously approved PY 26/27 contract renewals for the SBBC Out-of-School Youth and In-School Youth.

6. PY 26/27 Out-of-School Youth & In-School Youth Contract Renewals

Considered approval of PY 26/27 youth contract renewals. We anticipate youth funds decreasing for PY 26/27. Also, providers have reported that enrollments are a little lower than last year. As a result, we recommend funding at slightly lower levels than previously approved, except for the Center for Independent Living of Broward (CILB), as they only have one case manager. Renewals are recommended for our providers at the amounts as stated: 1) CILB to serve 12 - 15 OSY in the amount of \$58,896, 2) Helping Advance and Nurture the Development of Youth (HANDY) to serve 12 - 15 OSY in the amount of \$87,000, 3) Florida Independence, Training and Education (FLITE) Center to serve 30 OSY in the amount of \$160,000 and 4) Junior Achievement of South Florida (JA) to serve 25 ISY in the amount of \$140,000. The budget

amounts vary due to differences in direct overhead program design. All contracts are subject to negotiation. This was the 2nd of 4 renewals under their current contracts. Approved at the 3/17 Youth and 4/13 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations: veterans, youth, individuals with disabilities, and ex-offenders.)*

Dawn Liberta, Chair of the Youth Committee, presented the item for consideration.

On a motion made by Dawn Liberta and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved the Program Year 26/27 Out-of-School Youth & In-School Youth Contract Renewals.

7. Add New Eligible Training Provider and Course for APEX Training Center

Considered approval to add Apex Training Center as an Eligible Training Provider and add HVAC Mechanic Assistant to the Workforce Innovation and Opportunity Act Individual Training Account List. CareerSource Broward adds schools and courses that meet federal, state, and local criteria to give customers more choices. Approved at the 1/27 One-Stop Services and 2/9 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations: veterans, youth, individuals with disabilities, and ex-offenders.)*

Rick Shawbell, Chair of the One-Stop Services Committee, presented the item for consideration.

On a motion made by Rick Shawbell and seconded by Dr. Stacy Volnick, the BWDB/CSBD Council of Elected Officials unanimously approved adding Apex Training Center as an Eligible Training Provider and Course for APEX Training Center.

REPORTS

1. Purchase of Workers' Compensation Insurance

This was to report the renewal of our workers' compensation policy with Bridgefield Employers Insurance Company (BEIC) for 5/1/2026 - 4/30/2027 at a cost of \$49,555.01, which was consistent with the overall increase in payroll for the Summer Youth Employment Program. Our procurement allowed us to renew the policy for three (3) one-year periods. This would be the 3rd renewal under the current procurement. The policy covers CSBD employees and the youth in our summer employment program. This was reported in accordance with our board policy to report single purchases over \$10,000.

Rochelle Daniels, General Counsel, reviewed the item to purchase workers' compensation insurance.

2. Education and Industry Consortium Fourth Quarter Report

School Board of Broward County representatives discussed talent skills gaps, expanded CTE pathways, AI integration in classrooms, and youth career exploration initiatives designed to strengthen education-to-industry pipelines. Members also received a demonstration of the JobsEQ labor market software and updates on CSBD's AI initiatives, employer forums, targeted hiring events, and workforce investments supporting local employers.

Carol Hylton, President/CEO, reviewed the EIC report.

3. **Broward County Unemployment and Economic Dashboard**

The unemployment rate in Broward County was 4.6 percent in February 2026. This rate was 1.3 percentage points higher than the region's year-ago rate. In February 2026, Broward County's unemployment rate was 0.2 percentage points lower than the State's rate. Out of a labor force of 1,075,893, down 695 (-0.1%) over the year, there were 49,032 unemployed Broward County residents. The dashboard is a value-added resource allowing businesses the ability to make data-informed decisions.

No discussion on this item.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

None

MATTERS FROM THE BROWARD WORKFORCE DEVELOPMENT BOARD CHAIR

MATTERS FROM THE BOARD

MATTERS FROM THE FLOOR

None

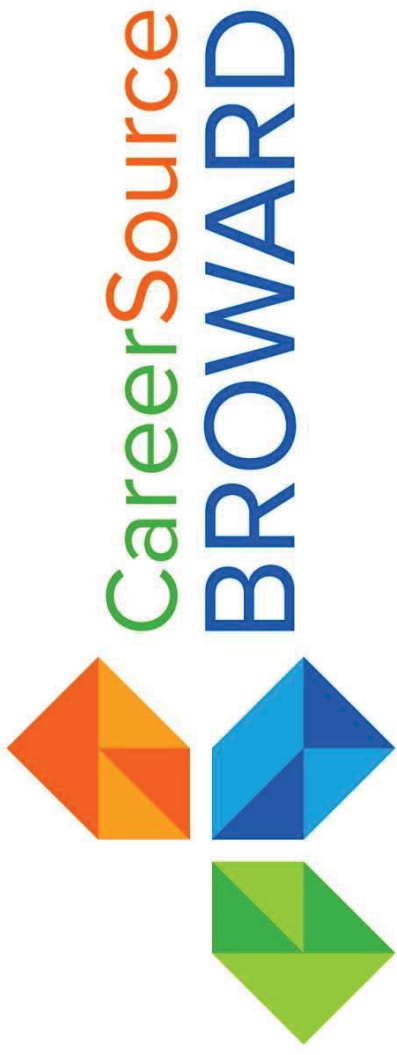
MATTERS FROM THE PRESIDENT/CEO

Carol Hylton reported that over the next few weeks, CareerSource Broward would be holding several sector job fairs in Technology, Healthcare, and Hospitality.

Ms. Hylton announced that she was selected to be on the Leadership Florida Selection Committee to select new members for the Cornerstone Class of 44.

ADJOURNMENT 12:04 p.m.

<p><i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS MAY 28, 2026.</i></p>



Performance Report

Performance Report July 2025 to March 2026

Entered Employment Rate for the Month March 2026 across the Big Six Regions

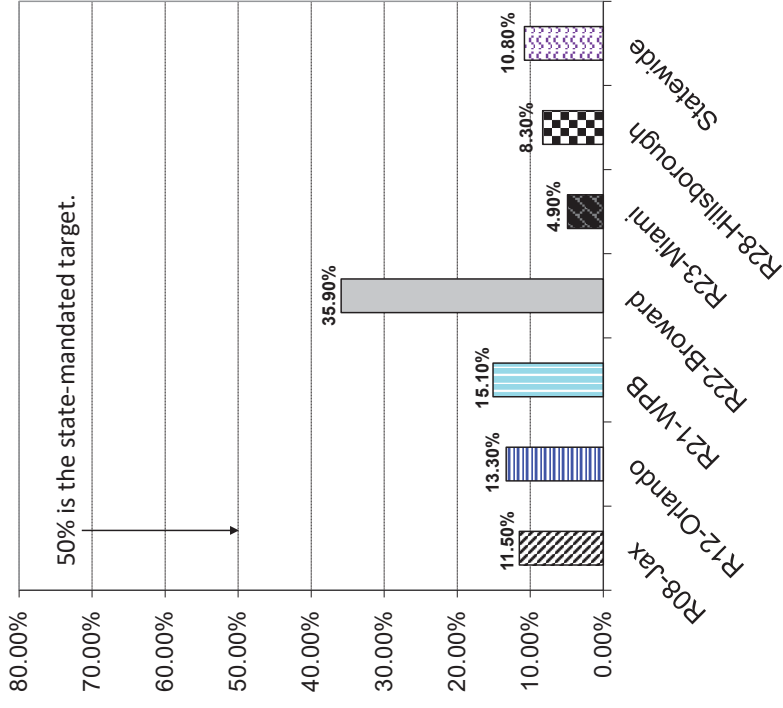
	WTP		Wagner-Peyser		Veterans		WIOA Adult/DW	
	Rate	Change	Rate	Change	Rate	Change	Rate	Change
Region 8 - Jacksonville	9.30%	↑	29.00%	↓	28.60%	↓	100.00%	↑
Region 12 - Orlando	8.00%	↑	30.60%	↓	57.10%	↓	69.20%	↓
Region 21 - WPB	21.60%	↑	31.40%	↓	0.00%	↓	87.50%	↑
Region 22 - Broward	40.00%	↓	42.40%	↑	54.50%	↑	100.00%	—
Region 23 - Miami	8.10%	↓	45.20%	↓	60.00%	↓	100.00%	—
Region 28 - Hillsborough Pinellas	18.30%	↑	35.90%	↓	66.70%	↓	100.00%	—
Statewide	12.30%	↑	37.50%	↓	42.90%	↓	89.80%	↓

Note: Arrows indicate direction of change since previous month's figures. Flat line indicates no change.

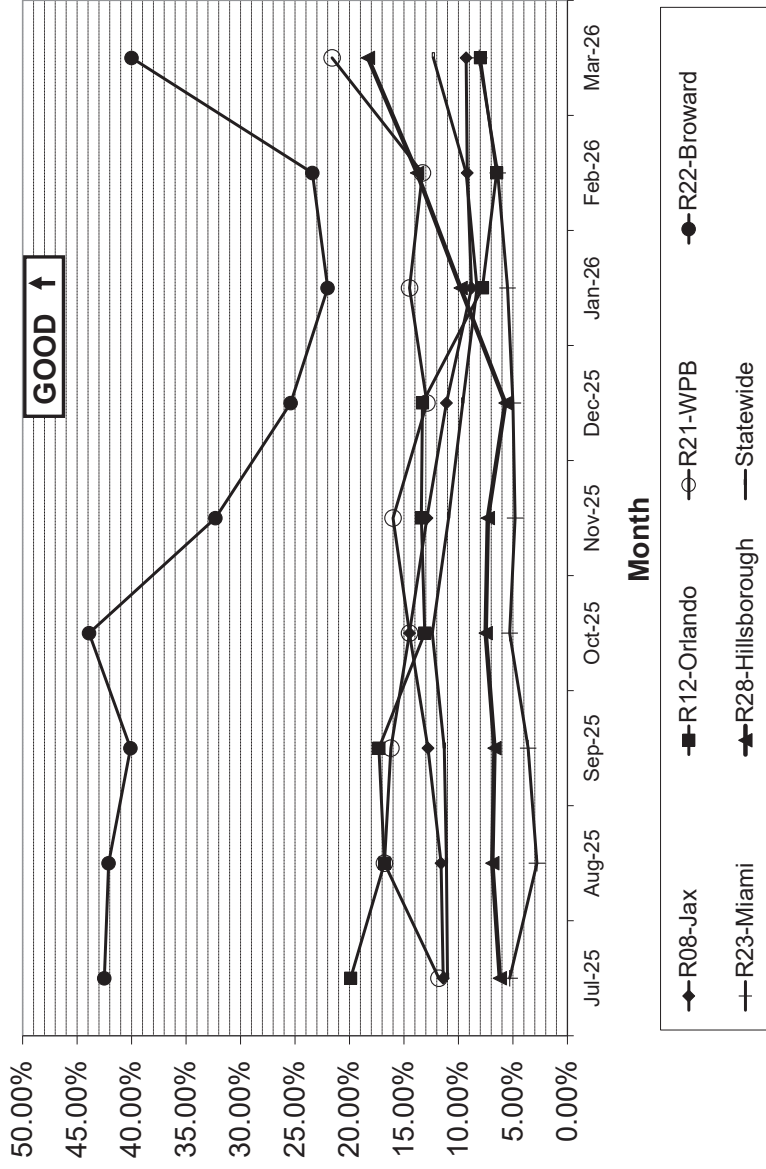
Legend / Abbreviation Key	WTP	Welfare-Transition Program	DW	Dislocated Worker
	WIOA	Workforce Innovation and Opportunity Act		

Welfare Transition Program (WTP) All-Family Participation Data for the Big 6 Regions

Program Year-to-Date (YTD) Participation Rate as March 2026

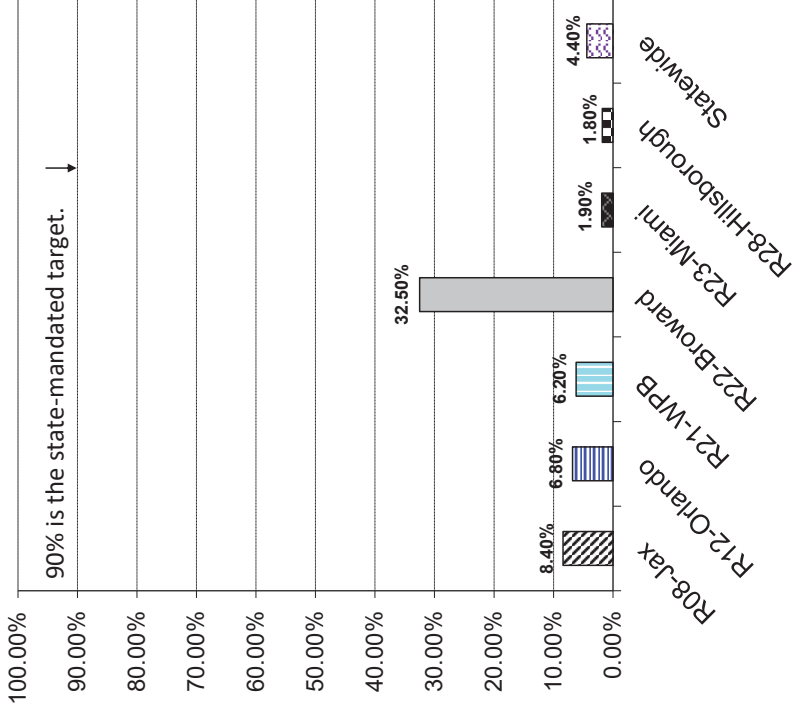


Month-to-Month Participation Rate from July 2025 to March 2026

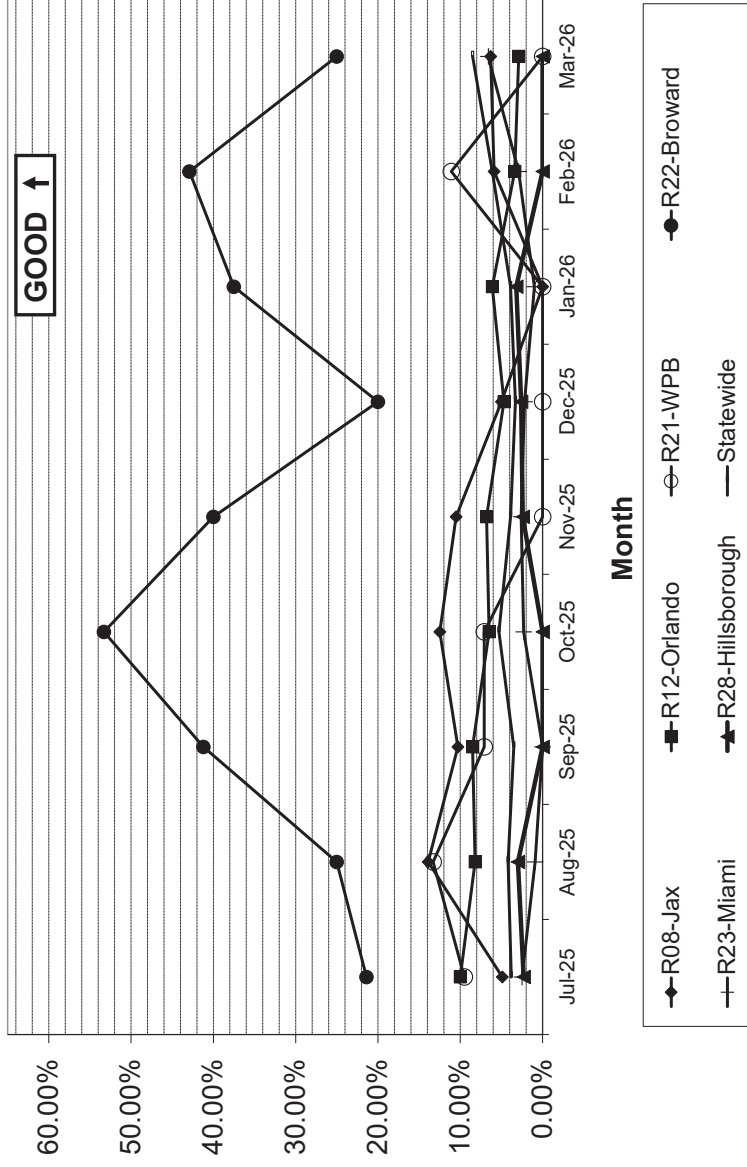


Welfare Transition Program (WTP) Two-Parent Family Participation Data for the Big 6 Regions

Program Year-to-Date (YTD) Participation Rate as of March 2026

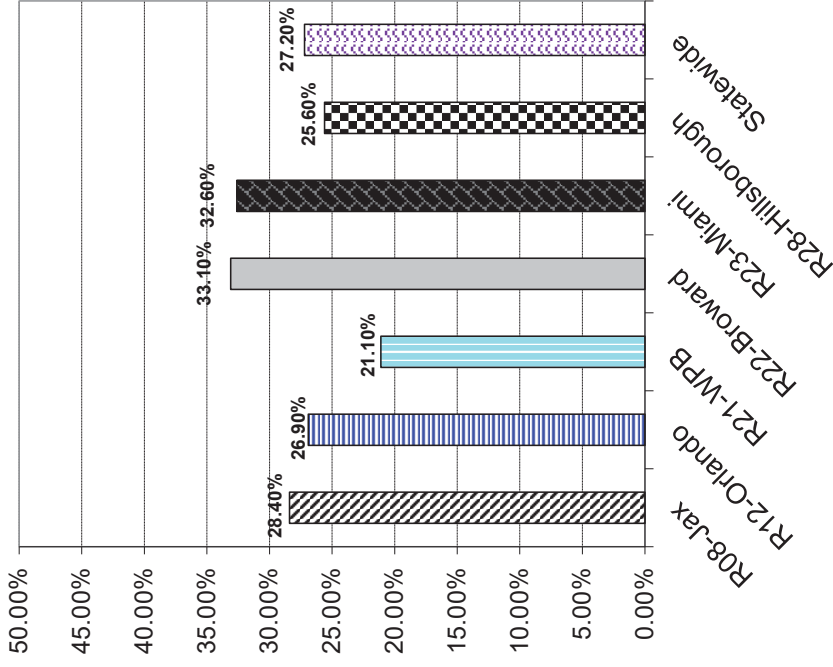


Month-to-Month Participation Rate from July 2025 to March 2026

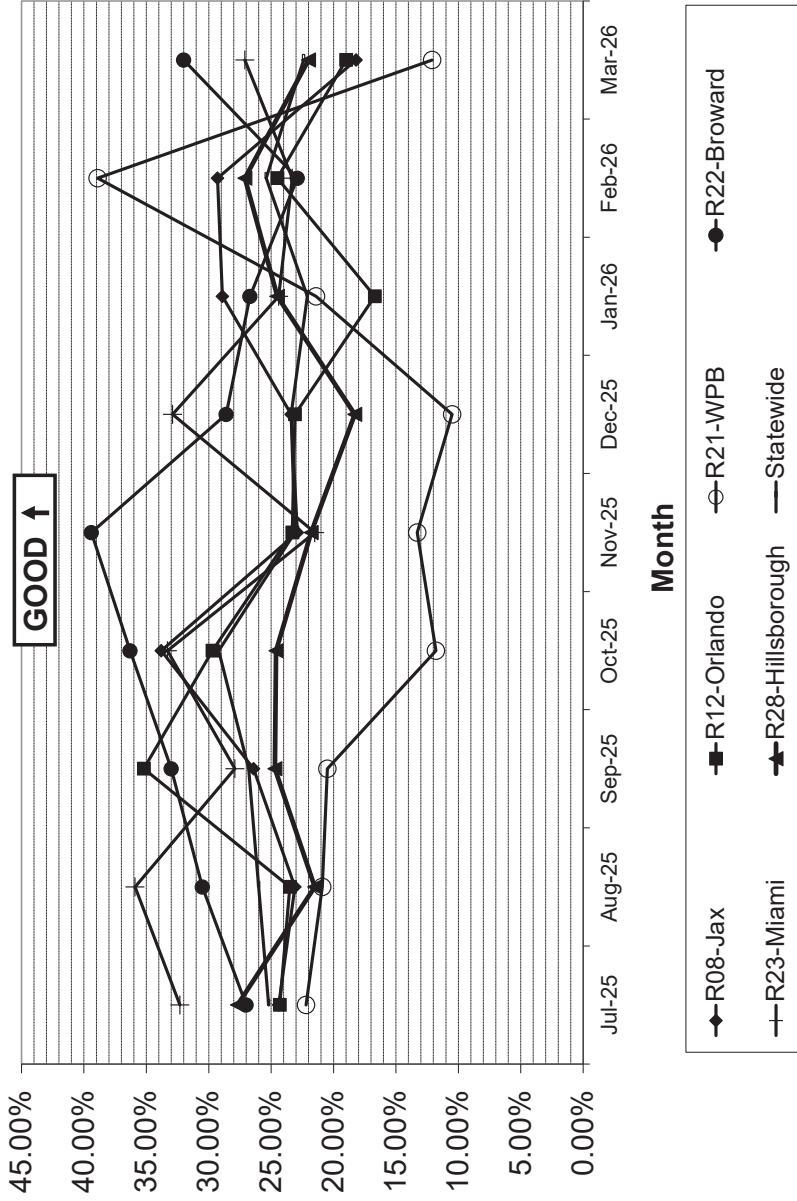


Welfare Transition Program (WTP) Entered Employment Rate (EER) Data for the Big 6 Regions

Program Year-to-Date (YTD) EE Rate as of March 2026



Month-to-Month Entered Employment Rate from July 2025 March 2026

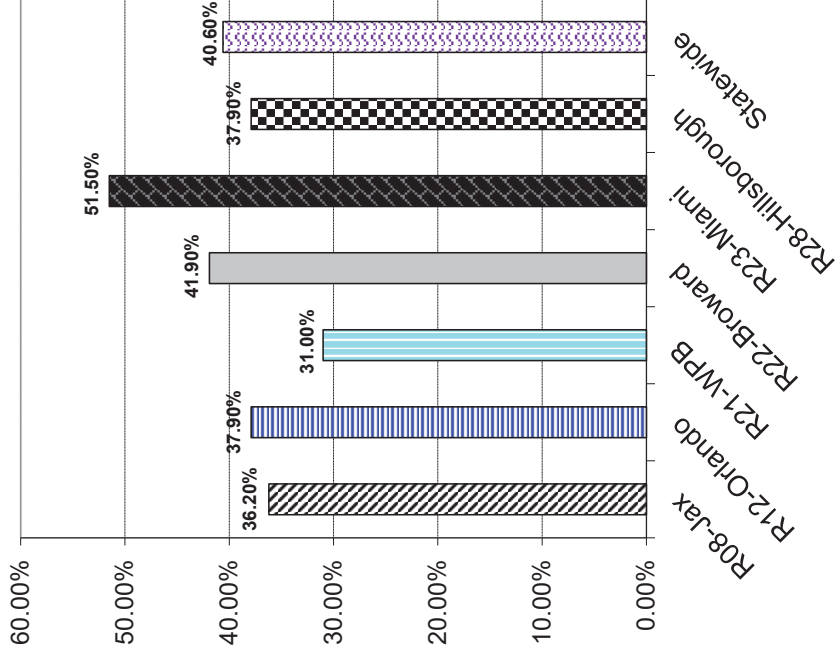


Analysis of Welfare Transition Program (WTP) Performance

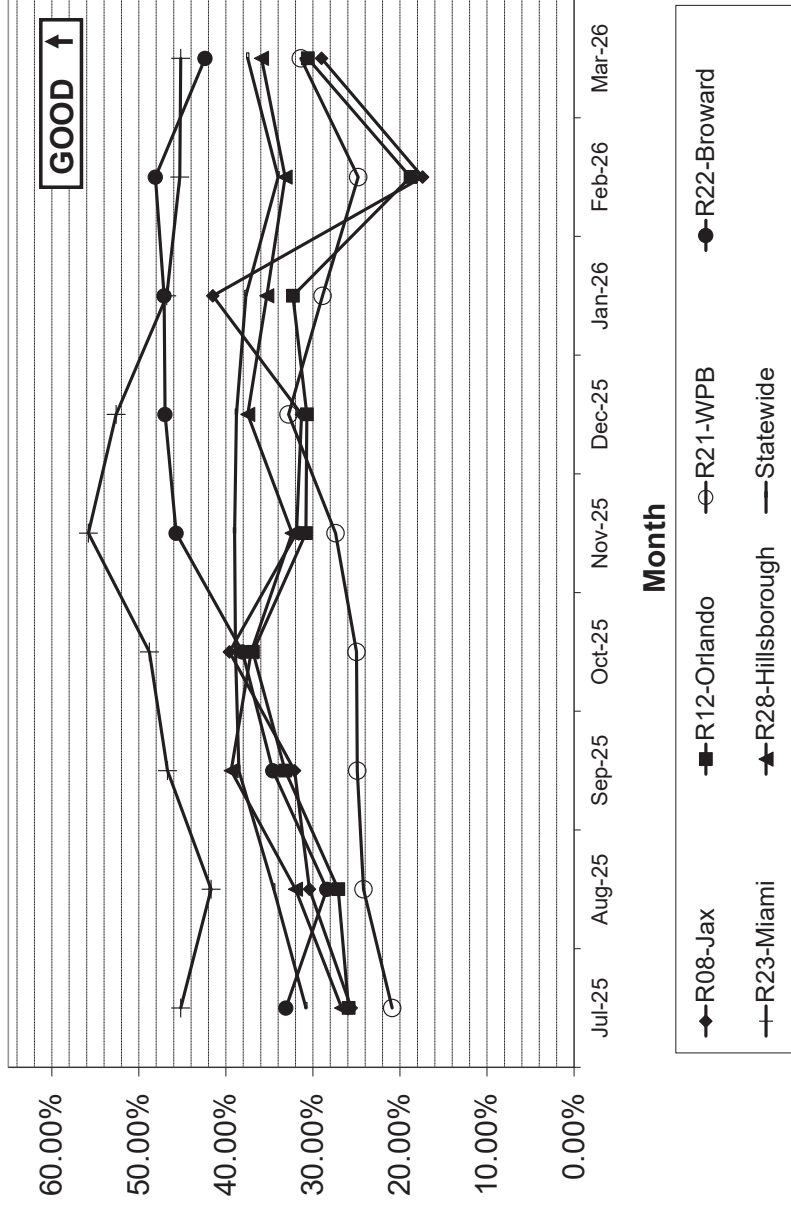
	<u>Measure</u>	<u>Goal</u>	<u>Month (March)</u>	<u>PYTD</u>
WTP Program Performance At-A-Glance	All Family Participation	50%	32.0%	35.1%
	Two-Parent Family Participation	90%	25.9%	32.5%
	Entered Employment Rate (EER)	39%	40.0%	35.9%
Current Situation and Performance Summary	<p>In relation to the Big 6 Regions:</p> <p>All Family Participation Rate CSBD ranks 1st in performance for the month and ranks 1st for Program Year 25/26</p> <p>Two-Parent Participation Rate CSBD ranks 1st in performance for the month and ranks 1st for Program Year 25/26</p> <p>Entered Employment Rate CSBD ranks 1st in performance for the month and ranks 1st for Program Year 25/26</p>			
Strategies and Action Steps	<p>To improve WTP Participation Rate Performance,</p> <ul style="list-style-type: none"> CSBD hired a Regional Job Club Facilitator to strengthen WTP customer engagement through the implementation of the Florida WINS platform and the Florida Ready to Work program. These tools provide workforce readiness training, such as soft skills development, reading comprehension, and math proficiency, while also creating additional opportunities to capture and document WTP participation hours. 			

Wagner-Peyser (WP) Program Entered Employment Rate (EER) Data for the Big 6 Regions

Program Year-to-Date (YTD) EE Rate as of March 2026



Month-to-Month Entered Employment Rate from July 2025 to March 2026

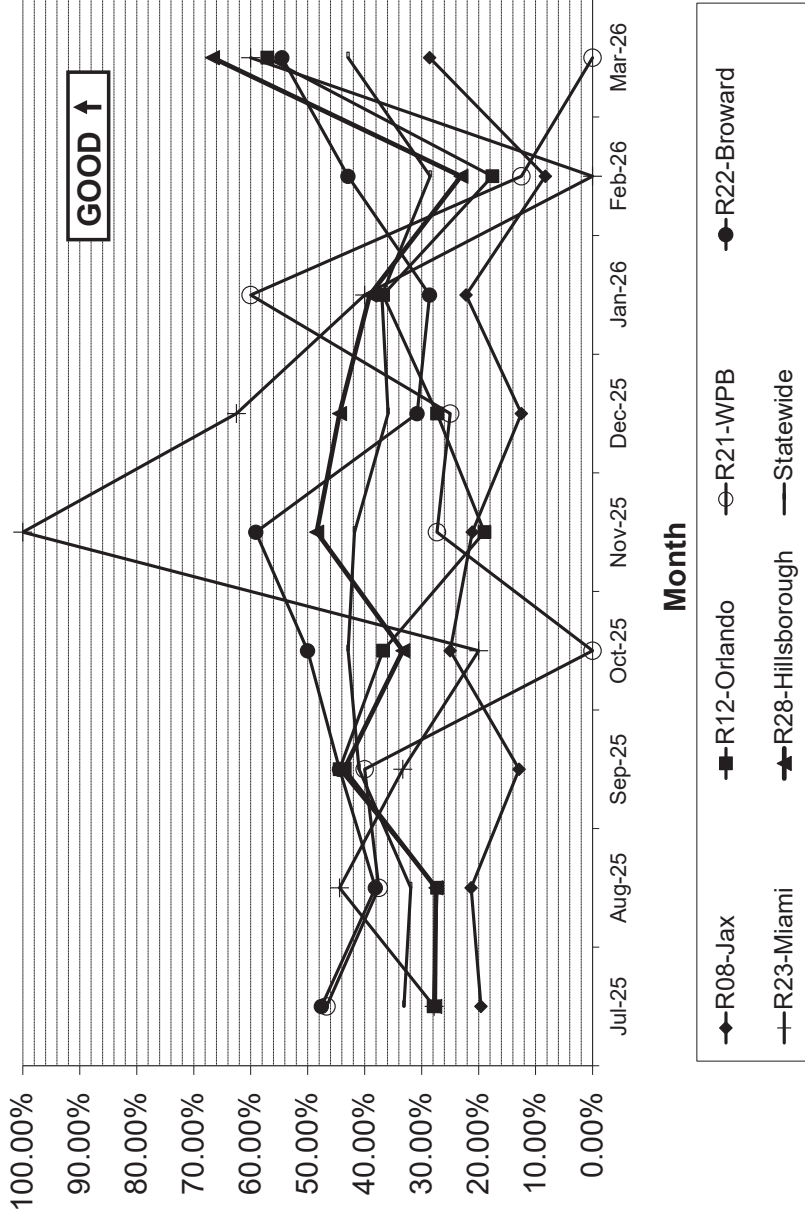


Analysis of Wagner-Peyser (WP) Performance

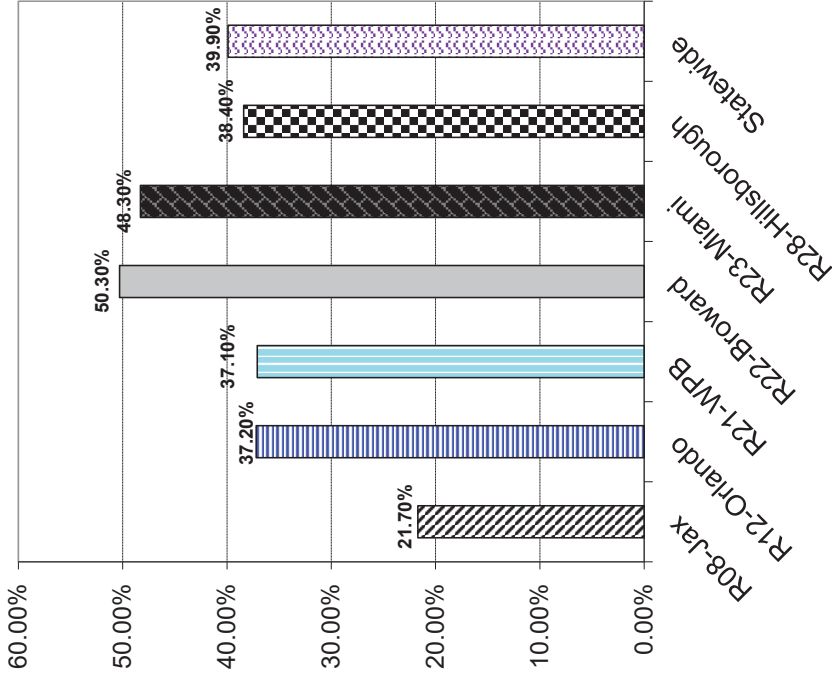
WP Program Performance At-A-Glance	Measure	Performance*	
		Month (March)	PYTD
	Entered Employment Rate (EER)	42.4%	41.9%
*Please note: The performance detail is based on the Monthly Management Report (MMR). Due to lagging data, our true YTD rate will adjust at the end of the program year.			
Current Situation and Performance Summary	<p>In relation to the Big 6 Regions:</p> <p>CSBD ranks 2nd for the month and 2nd year-to-date in the Entered Employment Rate.</p>		
Strategies and Action Steps	<p>To improve our EER, we have implemented the following:</p> <ul style="list-style-type: none"> • Staff targeted outreach for the Hospitality and Construction Job Fairs to ensure job seekers updated their Employ Florida registrations and had current resumes prepared for employment engagement. This strengthened the pool of job-ready candidates available to employers by industry and increased opportunities for CSBD to capture employment outcomes. • Staff also provided guidance on researching sector-specific information related to career pathways, employer expectations, hiring trends, and available opportunities aligned with their skills, experience, and employment interests. 		

Veterans' Entered Employment Rate (EER) Data for the Big 6 Regions

Month-to-Month Entered Employment Rate from July 2025 to March 2026



Program Year-to-Date (YTD) EE Rate as of March 2026

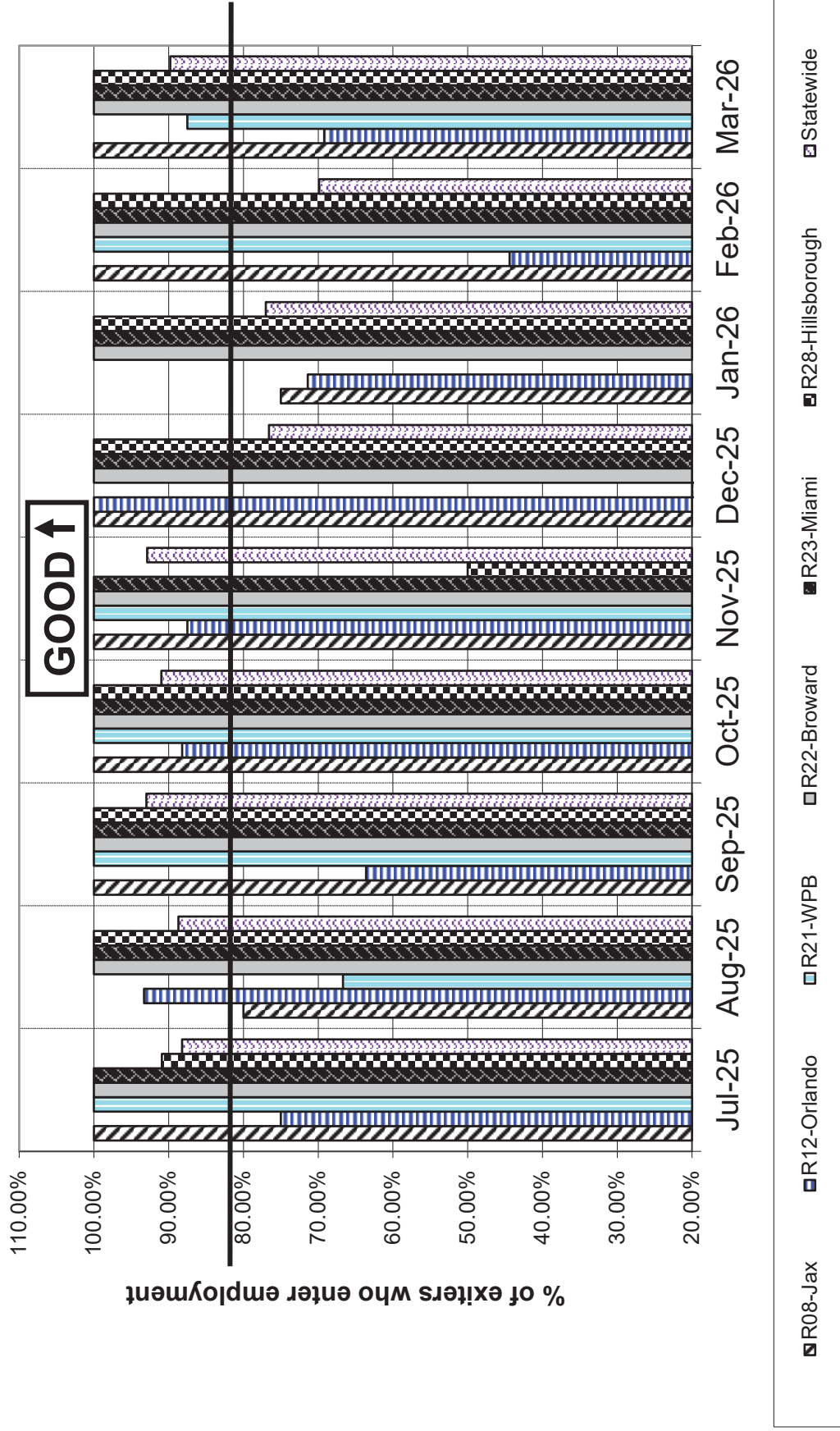


Analysis of Veterans' Performance

Veterans Program Performance At-A-Glance	<u>Measure</u>	Performance*	
		Month (March)	PYTD
	Entered Employment Rate (EER)	54.5%	50.3%
*Please note: The performance detail is based on the Monthly Management Report (MMR).			
Current Situation and Performance Summary	<p>In relation to the Big 6 Regions:</p> <p>CSBD ranks 1st for the month and 1st for the Program Year in Veterans' Entered Employment Rate.</p>		
Strategies and Action Steps	<p>To increase our EER, the following strategies were implemented:</p> <ul style="list-style-type: none"> • Through ongoing referral coordination, staff was able to connect veterans more efficiently to transportation assistance, credentialing support, accommodations, and employment readiness services while expanding DVOP outreach and engagement in the community. • These efforts also strengthened employer confidence in the local veteran talent pipeline through targeted outreach focused on priority industries such as healthcare, logistics, and skilled trades, expanding the employer pool by more than 20 employers. • As a result, the Veteran EER increased by 11.6%. 		

Comparison of the Workforce Innovation and Opportunity Act (WIOA) Entered Employment Rate for Adult & Dislocated Workers across the 6 largest Regions in Florida from July 2025 to March 2026

Note: Data presented as bar graph due to strong overlap of all regions in the near-100% range.



Analysis of Workforce Innovation and Opportunity Act Adult and Dislocated Worker Performance

WIOA Program Performance At-A-Glance	<u>Measure</u>	Performance	
		Month (March)	PYTD
	Entered Employment Rate	100%	94.4%
Current Situation and Performance Summary	<p>Since July, CSBD has assisted 313 Adult and Dislocated Worker (DW) customers in obtaining employment or accessing training opportunities. This includes traditional classroom training and work-based training via internships, apprenticeships, and On-the-Job Training.</p> <p>CSBD is in 1st place in the Adult and Dislocated Worker Entered Employment category for the year-to-date and in a four-way tie for 1st for the month of March.</p>		
Strategies and Action Steps	<p>To increase WIOA performance, we implemented the following strategies:</p> <ul style="list-style-type: none"> • Support services were enhanced to help customers manage rising transportation costs and reduce inflation-related barriers that negatively impact training attendance, retention, and successful program completion. • Additionally, staff actively engaged WIOA healthcare students nearing graduation to participate in the Healthcare Job Fair, providing direct access to employers and employment opportunities aligned with their training and career goals prior to program completion. 		

Memorandum #10 – 25 (QA)

To: Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials

From: Carol Hylton, President/CEO

Subject: 2026 Broward Workforce Development Board (BWDB) Planning Session Report

Date: May 12, 2026

SUMMARY

Consideration to accept the strategic goals and objectives for Program Year 26/27, developed during the 4/23 Board annual planning session. The meeting started with a welcome by Council Chair and City of Hollywood Mayor Josh Levy, followed by BWDB Chair Jim Ryan. CSBD President/CEO, Carol Hylton, presented a video of the highlights and accomplishments of the past year. Before breaking into workgroups, Broward's education leaders shared changes on the horizon for education and the workforce. Armed with this information, the board and guests broke into 2 workgroups to tackle the thought questions and discuss the goals and objectives for the upcoming year. Once approved, the goals and objectives will be incorporated into the Board committee matrices for them to work on during the upcoming year. Approved at the 5/11 Executive Committee meeting.

BACKGROUND

The BWDB held its annual planning session immediately following the April 23, 2026, Board meeting this year. The purpose of the planning session is to review the goals and objectives of the previous year and to set new goals and objectives for the upcoming year. The board materials included relevant articles, the strategic planning matrices, and thought questions for the breakout group.

DISCUSSION

The meeting started with a welcome by Council Chair and City of Hollywood Mayor Josh Levy, followed by BWDB Chair Jim Ryan. Before hearing from our speakers and breaking out into workgroups, each of our BWDB Committee Chairs reported on their Committee's accomplishments through a video narrated by their avatar. The presentation concluded with updates from President/CEO Carol Hylton's avatar, who turned the meeting back over to Ms. Hylton, who announced the award of a \$1.5M award from the De Luca foundation.

Dr. Howard Hepburn, Superintendent of BCPS, Dr. Stacey Volnick, FAU Executive VP & COO, and Dr. Steven Tinsley, Broward College VP of Workforce Education and Strategic Partnerships, spoke on what's new in education and workforce. Other guests included Council members, Board members, and Neeta Rancourt, Atlantic Technical College Director, and Denise Jordan, Executive Vice President at the Greater Fort Lauderdale Chamber of Commerce, who then separated into 2 workgroups to discuss the thought questions and brainstorm ideas that form the basis for the Board's goals and objectives for the upcoming year. The recommendations are presented below.

Topic: Training Funds, Flexibility, & Program Design

A. What would convince your colleagues in Congress to categorize work experience (paid internship) activities as a training activity rather than as a career service, which would not be counted toward the 50%?

- Explain the value of paid work experience as a training aid - it's not just about tuition.
- Align internship opportunities as an education tool.
- Partner with private sector businesses who use internships for training.
- Work with educational institutions like Atlantic Tech to use work experience to connect students to jobs.

B. What would convince your colleagues in Congress to allow Governors to have waiver authority over the requirement to spend 50% of the adult/dislocated worker allocation on training?

- Highlight the differences among state economies and industry needs.
- Provide examples of various scenarios when one-stop customers opt for jobs over training.

Topic: Physical Location

Consider the pros and cons of giving up the North Office on Coconut Creek Parkway. The current North Office staff would be reassigned to the Broward Health Center. in Pompano or to our other centers.

The workgroups both supported giving up the office in Coconut Creek, suggesting that we:

- Collaborate with BCPS and Broward College to co-locate staff.
- Assess the feasibility of co-locating staff at libraries and other community locations.
- Consider the creation of micro-job centers in the distressed zip codes.
- Explore the idea of pop-up job events.
- Consider the delivery of services using community partner mobile units.

Topic: Education and Workforce

A. How can we strengthen coordination between education and the workforce system to ensure alignment is planned and consistently carried through in implementation?

- Exchange information on our ecosystem and targeted industries.
- Assess the true capacity of industry demand.
- Explore creating a BWDB-branded online AI training program to upskill job seekers.
- Consider all the various ways to upskill workers impacted by AI & new technology, including rapid, targeted credentialing aligned to their existing skills.
- Increasing apprenticeship opportunities.
- Continue outreach to new employers and educate them on CSBD's resources.
- Research strategies to educate small employers on internships, including a how-to guide for employers on internships.
- Seek out opportunities for joint grant applications with our educational partners.
- Assess jobs in Employ Florida (EF) to assure we are recruiting to meet employer needs.

B. What structures or commitments are needed to ensure workforce, CareerSource Broward, is actively included and engaged throughout education initiatives—from proposal to execution?

- Convene stakeholders to spark discussion, identifying CSBD as a primary service provider for grant dollars.
- Identify contacts within grant awarding institutions and introduce CSBD.
- Analyze what may be a barrier for job seekers beyond education.
- Discuss how EF can be improved and discuss with FloridaCommerce.
- Educate employers on the use of EF as their first stop is recruiting talent and the EF ability to spider other job boards.
- Work with education so that they can see the advantages of using CSBD together with their career placement offices.
- Create information forums targeted at trade associations such as the marine association.

Topic: Apprenticeship

A. How can CSBD help remove barriers to apprenticeship and better position apprenticeships as a talent solution for employers?

- Explore how to make the application process easier.
- Hold fairs to educate stakeholders on apprenticeships.
- Increase exposure to the trades and the types of jobs available to job seekers. Use podcasts as a marketing tool for apprenticeships to dispel myths.
- Explore federal grant availability such as career pathways opportunities and expansion grants.

B. Should we focus our strategy on medium- and large-sized businesses, where scale makes the model sustainable, while recognizing that apprenticeships may not be viable for small employers in our market?

- Work with different size employer groups to see where apprenticeships can be successful.
- Consider partnering to recruit from pre-apprenticeship providers to recruit apprentices.
- Identify occupations in Broward appropriate for apprenticeships.

C. Should we plan Apprenticeship Information Days or forums to expand the knowledge base and encourage apprenticeship development?

- Consider holding apprenticeship informational days on a regular basis.
- Consider adding a tile on CSBD's website regarding registered apprenticeship data.
- Include apprenticeships in the menu of work-based options for employers.

Topic: Support Local Area Designation

A. What information can we present that will make you stop and consider the impact of eliminating local area designation? Consider whether you would be influenced by losing the ability to address the unique needs of the local economy, population, and business in your district or state. Is there a more cogent argument that can be made?

- Create a short message on the unique needs of different regions to communicate that it's not a one size fits all.
- Share our scorecard and success stories.

B. What would be the best way to present the arguments? Are there specific groups with whom we should align, build a partnership, or form a coalition that are likely to be supportive and able to influence lawmakers?

- Work with employer groups to carry our message.

Topic: Employer Engagement

A. How can we better access city and municipal funding? What strategies can we employ to diversify funding (philanthropy, employer co-investment, and local government) to reduce dependency on federal formula allocations?

- Research budget cycles; if creating something new, seek support from elected officials.
- Develop relationships with the person overseeing grants in our cities/municipalities.
- Continue relationship building as elected officials change.
- Explore opportunities to present CSBD services and accomplishments before the County Commission.

B. Board members know that CSBD is no longer a secret, and we now have employers calling to seek training funds. We want to meet employer expectations. Consider these options and others to address employer demand: 1) Waiting lists 2) Reducing the amount of the reimbursement 3) Standardizing the cost per participant.

- Consider how to reduce the reimbursement amount to reach more people without losing the interest of employers.
- Consider a tiered approach where small employers receive more funding than large employers.

Topic: AI, Automation & Future Workforce Disruption

A. What role should each of us — education, workforce, and employers — play in ensuring our region remains competitive as the nature of work continues to change?

- Use analytics to predict which jobs will be impacted and share the information with our employer associations and education partners.
- Encourage small businesses to use the AI Playbook to grow their businesses.
- Work with our partners to develop a multifaceted solution.
- Develop career information sessions (in-person/virtual) for job seekers whose jobs may be affected by AI.
- Be a brand ambassador to educate employers to use CSBD.

B. How should we align our education and workforce systems to meet current workforce needs while preparing for changes in jobs driven by AI and automation?

- Survey current training providers to see how they are utilizing AI in their curriculum/training.
- Marry our ITA list to future jobs.
- Identify free or low-cost AI training resources to prepare job seekers for future workforce disruption due to AI.

C. Should we cease training for demand jobs that are in decline?

- Keep courses even when jobs decline but monitor the decline to know when to stop training
- Work with ITA providers to determine the impact if we cease training in jobs that are becoming obsolete.
- Emphasize funding in those occupational areas which are not declining.
- Include the Top 10 Jobs in Decline on our Dashboard.
- As resources are limited monitor the labor market and modify which jobs we train for.
- Educate our training providers as the labor market changes.
- Focus the majority of resources on the growing occupations and less focus on the declining careers.

EVALUATION

Board planning session attendees evaluate the planning session each year so CSBD can gauge the planning session's success. Overall, respondents were very satisfied. Some of the comments were:

- The most diverse and engaging board that is so thought-provoking!
- Well organized and structured, making the best use of time resulting in thoughtful and spirited discussions and idea generating.
- Great facilitation!
- I liked the conversations in the breakout sessions and hearing different perspectives.
- The camaraderie of fellow board members.
- So proud of the CSBD team!
- It was very informative and had action plans and outlined results.
- Thought questions were on point and included real issues affecting us today.
- Loved the presentations from our education partners.
- Great job!
- Love the CSBD Board!
- Appreciated the opportunity to provide a voice and give input.
- Continue to provide collaboration opportunities.
- The Planning Session went very well and the staff was amazing.
- Keep up the good work!
- Loved the AI Avatar Reports.
- The networking and sharing perspectives from various industries.
- Board Planning Session was perfect!
- Thank you for everyone's time and effort!

The board planning concluded with Chair Jim Ryan providing closing remarks and thanking the BWDB and staff. Carol also reminded the members that once approved, the workgroups' responses will form the basis for the board's goals and objectives for the upcoming year and will be sent to the committees to consider and develop benchmarks.

RECOMMENDATION

That the Board accept the Planning Session strategic goals and objectives.

Memorandum #05 – 25 (Human Resources)

To: Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials

From: Carol Hylton

Subject: Staffing Company Selection for the Career Centers

Date: May 12, 2026

SUMMARY

CareerSource Broward (CSBD) released a Request for Proposals (RFP) on 3/20 for a staffing company to staff the career centers. As in prior years, new hires for the career centers follow a 2-step process 1) for the first 90 days the staffing company pays all employee costs and CSBD pays a rate based on the wage and 2) after 90 days CSBD pays a low flat rate per employee per pay period, benefits are pass through costs. CSBD received 10 proposals of which 4 were responsive. A Review Committee comprised of CSBD Board Members rated them and is recommending our current provider Integrative Staffing Group (ISG), which was the number 1 ranked and lowest overall cost proposer at a cost of 1) 41% of the wage for the first 90 days and 2) a flat fee of \$90 per employee per pay period for those after the 90 days. The estimated annual flat fee is \$163,800. The contract may be renewed for 4 additional 1-year periods. Approved at the 5/5 One Stop Services Committee and 5/11 Executive Committee meetings.

BACKGROUND

CSBD's current contract with ISG to staff our career centers ends on 6/30/26. We therefore released a Request for Proposals (RFP) on 3/20/26 for a staffing company to staff the career centers, and provide staffing services for the One Stop Operator. The RFP was posted on our website, advertised in the newspapers and was open for four weeks.

CSBD received 10 proposals. Staff reviewed the proposals for responsiveness. Five proposals were deemed non-responsive for failure to submit all requested documents, four proposals were deemed responsive and 1 proposal was late so was not considered.

DISCUSSION

A review committee comprised of Broward Workforce Development Board Members, Dawn Liberta, Michael Goldstein, Paul Farren and Rick Shawbell met on 4/29/26 to consider the proposals. Mr. Shawbell chaired the meeting. Each of the proposers were invited to make a presentation to the committee.

After hearing from all 4 companies the Review Committee rated the proposals which were then ranked based on their combined overall scores. Integrative Staffing, our current provider was ranked #1.

CSBD also reserved the flexibility to include the One Stop operator under the umbrella of the staffing company so they might receive benefits. The staffing company would be the employer of record if requested by the One Stop operator. All the proposers agreed to do this if requested.

CSBD's hiring process for the career centers is a 2-step process. New hires are given a temporary assignment for 90 days, during which time the staffing company pays all costs associated with that employee including recruitment, onboarding, taxes, benefits, reference checks drug testing and a Predictive Index assessment. ISG's 90 day proposed fee is 41% of the employee's wage which is lower than their current contract of 42%.

Following the 90 days, CSBD pays a small flat fee per employee, per pay period and employee benefits and taxes are a pass-through cost. ISG's proposed per employee / per pay period fee is \$90, it is currently \$91.00.

CSBD has been very satisfied with the services provided by ISG. They are solicitous of the center staff and always responsive to management.

RECOMMENDATION

That the Board approve the Review Committee selection of Integrative Staffing Group at a cost of 1) 41% of the wage for the first 90 days and 2) a flat fee of \$90 per employee, per pay period after the 90 days. The estimated annual flat fee is \$163,800. The contract may be renewed for 4 additional 1-year periods.

Memorandum #16-25 (BR)

To: Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials

From: Carol Hylton, President/CEO

Subject: Addition of Occupational Title to Current Targeted Occupation List

Date: February 10, 2026

SUMMARY

Consideration to approve adding Medical Equipment Preparers to our local Targeted Occupations List (TOL). Throughout the year, CareerSource Broward (CSBD) receives input from our industry intermediaries, eligible training providers, and employers in order to evaluate our local TOL. CSBD staff have established local demand for Medical Equipment Preparers, and all Board-mandated criteria have been met for this occupational title to be added to the TOL. Approved at the 1/12 Employer Services Committee meeting. Approved at the 1/12 Employer Services Committee and 2/9 Executive Committee meetings.

BACKGROUND

In compliance with the Workforce Innovation and Opportunity Act (WIOA), the TOL governs the provision of the WIOA-funded training programs being offered to individuals needing training assistance within the workforce system. Once the TOL is approved by the Board, it becomes final and requires no further ratification by the CareerSource Florida, Inc. Board of Directors. The CSBD governing boards may approve changes and add new occupations to the TOL throughout the year. The occupation must meet all of the following criteria:

1. Have a minimum of twenty-five job openings in Broward County in the past ninety days
2. Have an entry wage rate equal to or greater than the Broward County wage rate of \$15.88
3. Require more than a high school diploma but less than a Master's degree and,
4. Require occupational training at a minimum that results in a postsecondary adult vocational training certificate, college credit certificate, applied technology diploma, Associate of Science degree, or Bachelor of Science degree.

DISCUSSION

To fulfill our role as workforce convenors, CSBD receives input from our industry intermediaries, eligible training providers, and employers throughout the year to ensure our local TOL is up to date and responsive to local labor market conditions.

During our recent review, we established that Medical Equipment Preparers meet the criteria outlined above in the Background section and in the table below.

Occupation	Entry Wage	Job Posts Within Last 3 Months	Credential	Description
Medical Equipment Preparers	>\$15.88	>25	Certificate	Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks and operate or inspect equipment.

CSBD recommends approval of this addition to our local area's TOL. If approved, we will notify the State and our ITA providers and post the updated TOL to our website.

RECOMMENDATION

Approve adding Medical Equipment Preparers to our local TOL.

Memorandum #15 – 25 (OPS)

To: Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials

From: Carol Hylton, President/CEO

Subject: Add New Eligible Training Provider and Course for Brightmed Health Institute

Date: May 12, 2026

SUMMARY

Consideration to approve adding 1) Brightmed Health Institute (BHI) under initial eligibility status as an Eligible Training Provider and 2) BHI's Practical Nursing program to the WIOA Individual Training Account List. Brightmed Health Institute is a licensed, locally based healthcare training provider with experience delivering nursing education in Broward County. CSBD adds schools and courses that meet federal, state, and local criteria to give customers more choices. Approved at the 5/5 One Stop Services Committee and 5/11 Executive Committee meetings.

BACKGROUND

WIOA requires classroom or online training to be provided through ITAs at schools and for courses approved by the local workforce board. The ITA can only be used at schools on the State list of Eligible Training Providers (ETP) and for programs aligned with in-demand occupations appearing on the Targeted Occupations List. Two critical criteria over which CSBD has no control are:

1. The inclusion of programs that are expensive when compared to the same courses which may be available at public institutions. This is because the Florida State Statutes governing WIOA at 445.007 (6) state: that a "local workforce development board may not restrict the choice of training providers based upon cost, location, or historical training arrangements."
2. An individual having the ability to select a course of study even though they may incur debt because WIOA states we must give participants the full list of available courses along with cost and performance information.

While the law requires that participants have customer choice in the selection of training programs, CSBD success coaches advise participants regarding all alternatives as a component of customer choice. Additionally, all occupational training must meet the Broward Workforce Development Board's established minimum evaluation criteria. This includes but is not limited to licensure, a minimum of 25 local job openings, and issuance of an industry-recognized credential. All of our current eligible training providers meet these criteria.

DISCUSSION

BHI is located in Davie and has been operating since 2015, providing training in the healthcare industry. They are licensed by the Commission on Independent Education. They are also accredited by the Accrediting Bureau of Health Education Schools.

The course submitted will prepare participants for employment in the following in-demand occupation as shown in the chart:

Eligible Training Provider and Course to Be Added to the WIOA ITA List:

Training Provider	Occupational Training Program	Occupation	Entry Wage	Job Openings
Brightmed Health Institute	Practical Nursing	Licensed Practical and Licensed Vocational Nurses	\$26.07	>25

Staff has conducted an on-site review of the school. A cross-functional CSBD review committee comprised of staff from Operations, Quality Assurance, and our appropriate intermediary reviewed the application and program. The committee has determined that all Board-mandated criteria have been met for the school, training program, and related occupational title which include 1) licensure 2) issuance of an industry-recognized credential and 3) 25 or more job openings in Broward County.

As a new training provider, Brightmed Health Institute will be under initial eligibility status with CSBD, and we will limit enrollment of customers to 10 in the training program until performance can be established.

RECOMMENDATIONS

Approve Brightmed Health Institute as an eligible training provider and add their Practical Nursing program to the WIOA ITA List.

ITA Course Summary Spreadsheet
Attachment to Memo #15-25 (OPS)

School Name	License / State Agency Approval	DOE Accreditation	Course Title	Type of Credential Offered	Program Length	Clock Hours	Entry Wage	Course Offering (Online/ Classroom/ Blended*)	Class Size (Max)	Prerequisites	Tuition and Fees	Other Costs (Books, Uniforms, Supplies, Cert./Lic. Exams)	Program Total Costs
Brightmed Health Institute	YES	Yes	Practical Nursing	Diploma	60 weeks	1350	\$26.07	Classroom	35	High School Diploma or its equivalent; TEAS Exam; Background Check	\$15,346.00	\$1,732.83	\$17,078.83

Memorandum #14 – 25 (OPS)

To: Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials

From: Carol Hylton, President/CEO

Subject: Add New Eligible Training Provider and Courses for The Code Academy

Date: May 21, 2026

SUMMARY

Consideration 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. Approved at the 3/24 One Stop Services Committee meeting and reviewed by the Executive Committee.

BACKGROUND

WIOA requires classroom or online training to be provided through ITAs at schools and for courses approved by the local workforce board. The ITA can only be used at schools on the State list of Eligible Training Providers (ETP) and for programs aligned with in-demand occupations appearing on the Targeted Occupations List. Two critical criteria over which CSBD has no control are:

1. The inclusion of programs that are expensive when compared to the same courses that may be available at public institutions. This is because the Florida State Statutes governing WIOA at 445.007 (6) state that a “local workforce development board may not restrict the choice of training providers based upon cost, location, or historical training arrangements.”
2. An individual having the ability to select a course of study, even though they may incur debt, because WIOA states we must give participants the full list of available courses along with cost and performance information.

While the law requires that participants have customer choice in the selection of training programs, CSBD success coaches advise participants on all alternatives as a component of customer choice. Additionally, all occupational training must meet the Broward Workforce Development Board’s established minimum evaluation criteria. This includes, but is not limited to, licensure, a minimum of 25 local job openings, and issuance of an industry-recognized credential. All of our current eligible training providers meet these criteria.

DISCUSSION

The Code Academy is located in Miami and has been operating since 2013, providing training in the information technology industry. They are licensed by the Commission on Independent Education.

The course submitted will prepare participants for employment in the following in-demand occupations, as shown in the chart:

Eligible Training Provider and Courses to Be Added to the WIOA ITA List:

Training Provider	Occupational Training Program	Occupation	Entry Wage	Job Openings
The Code Academy	AI Engineer Program	Data Scientists	\$33.08	>25

Because the training program is completely online, an on-site review of the school was not required. A cross-functional CSBD review committee, comprised of staff from Operations, Quality Assurance, and our appropriate intermediary, reviewed the applications and the program. The committee has determined that all Board-mandated criteria have been met for the school, training programs, and related occupational titles which include 1) licensure 2) issuance of an industry-recognized credential and 3) 25 or more job openings in Broward County.

As a new training provider, The Code Academy will be under initial eligibility status with CSBD, and we will limit customer enrollment in the training program to 10 until performance can be established.

RECOMMENDATIONS

Approve The Code Academy as an eligible training provider and add the AI Engineer Program to the WIOA ITA List.

ITA Course Summary Spreadsheet
 Attachment to Memo #14-25 (OPS)

School Name	License / State Agency Approval	DOE Accreditation	Course Title	Type of Credential Offered	Program Length	Clock Hours	Entry Wage	Course Offering (Online/ Classroom/ Blended*)	Class Size (Max)	Prerequisites	Tuition and Fees	Other Costs (Books, Uniforms, Supplies, Cert./Lic. Exams)	Program Total Costs
The Code Academy	YES	NO	AI Engineer Program	Certificate	18 weeks	360	\$33.08	Online	21	HS Diploma	\$11,620.00	\$3,010.00	\$14,630.00

Memorandum #06 – 25 (EXEC)

To: Broward Workforce Development Board, Inc./CareerSource Broward
Council of Elected Officials

From: Carol Hylton, President/CEO

Subject: Rollout of the AI Playbook for Small and Medium-Size Businesses

Date: May 14, 2026

SUMMARY

CSBD has finalized and deployed its AI Playbook for Small and Medium-Sized Employers, positioning CSBD as a regional leader in assisting businesses to navigate the rapidly evolving AI-driven economy. The interactive digital playbook delivers actionable guidance, real-world examples, readiness assessments, and implementation tools informed by employer roundtables and survey feedback. The Playbook launch encompassed a broad communications campaign targeting chambers of commerce, business associations, elected officials, community partners, and nearly 350 participating employers. Additional promotion through TechPulse, industry forums, social media, and a paid Sun Sentinel campaign continues to expand employer awareness and engagement across Broward County.

BACKGROUND

Pursuant to Board direction, CSBD procured Gilead Sanders to work with CSBD to develop an AI Playbook for Small and Medium-Sized Businesses. CSBD conducted three AI Employer Roundtables at the end of 2025 involving nearly 100 employers representing diverse industries throughout the county. This was followed by an employer survey to gather broader feedback regarding AI awareness in the business community. Information collected through these efforts directly informed the development of the Playbook.

DISCUSSION

CSBD invited Marvin De Jean of Gilead Sanders to present at the April Board Meeting on the Playbook's content to the Board and Council. He directed and assisted in putting the Playbook together, organizing, researching, and incorporating the graphics to heighten user interest. Since the April Board Meeting, CSBD has initiated a communications and deployment strategy designed to maximize employer awareness and engagement throughout Broward County. These efforts included:

- An official press release announcing the availability of the Playbook.
- A dedicated homepage banner and newsroom announcement on the CSBD website.
- Promotion through all CSBD social media platforms.
- Emails announcing the availability of the Playbook to the nearly 100 roundtable employers and the 244 employers and stakeholders who participated in the AI survey initiative.

- Targeted outreach to organizations, elected officials, chambers, and employer groups throughout Broward County, including direct contact by our Business Intermediaries to the companies in the demand sectors of their networks.
- Distribution of the Playbook to attendees of the 2026 TechPulse event.
- Direct outreach to Summer Youth Employment Program employers.
- A Sun Sentinel advertising campaign designed to expand awareness and employer utilization of the Playbook.

The interactive Playbook provides employers with practical guidance on implementing AI, workforce considerations, readiness assessments, business use cases, case studies, and downloadable planning tools to help strategically evaluate and adopt AI technologies within their operations.

Initial employer and stakeholder feedback has been overwhelmingly positive. One stakeholder stated:

“The rollout of the first-of-its-kind AI Playbook is truly a milestone. It represents a meaningful step forward in helping small and medium-sized businesses and organizations confidently navigate this immersive technology.”

CSBD will continue to promote the Playbook in working with employers to recognize the return on investment provided by CSBD.

RECOMMENDATIONS

None. For information only.

Memorandum #05 – 25 (EXEC) Revised

To: Broward Workforce Development Board, Inc./CareerSource Broward
Council of Elected Officials

From: Carol Hylton, President/CEO

Subject: CareerSource Broward’s Response to Spirit Airlines Closure

Date: May 22, 2026

SUMMARY

Following the announcement of Spirit Airlines' closure on Saturday, May 2nd, CareerSource Broward immediately mobilized over the weekend to support affected workers by posting information on our website about available services and resources. On Monday morning, our South Career Center became “ground zero,” where elected officials, CareerSource Florida, Broward County government, Spirit Airlines Representatives, employers, and our CSBD staff stood ready to assist the impacted workers. Services included Rapid Response orientations, filing for unemployment compensation, resume and job-search activities, and interviews with employers who stepped in to fill their job openings. Since May 2nd, we have provided 1,136 impacted employees with Rapid Response services and targeted job fairs. We continue to concentrate our efforts through the South Center, which is the closest to the Spirit Airlines hub of operations.

BACKGROUND

On Saturday, May 2nd, the news reported that Spirit Airlines was closing, leaving 17,000 employees nationwide, including 4,800 Floridians and more than 3,000 workers in Broward County, unemployed with no notice, no paychecks, and no benefits.

On the same day of the Spirit announcement, Florida Commerce convened a call with us and the Central and South Florida Workforce Boards’ Leadership to coordinate an immediate response for the Spirit Airlines displaced workers. We identified strategies and available resources to support the employees and discussed drawing down additional funds from USDOL.

DISCUSSION

To immediately address the affected employees, we began tailoring our services over the weekend. Our IT and Communications Departments:

- Created a dedicated landing page on the CSBD website with information about our services and resources immediately available to the impacted workers.
- Developed an online registration portal for the employees to sign up for updates and receive targeted and direct outreach from CSBD.
- Developed and produced information flyers about our services.
- Prepared the CSBD South Career Center to serve as “ground zero.”

On Monday, May 4th, Wendy Castle, Assistant Deputy Secretary, Division of Workforce Services, Stephen Marante, Director of Legislative & Cabinet Affairs for Florida Commerce, many of our local elected officials, and our local delegation, as well as representatives of Broward County Government, congregated in the South Center to see how they could assist the Spirit Airline workers. Employers stepped up to interview the employees for jobs and, of course, our staff assembled to assist everyone. Representatives, as well as impacted employees who came to the Center, were given informational flyers with a QR code linking to the CSBD website landing page to use and distribute as appropriate.

Mayor Josh Levy, Commissioner Alexandra Davis, Representatives Marie Woodson and Chip LaMarca addressed groups of impacted workers, providing words of encouragement and support.

Simultaneously with the activities taking place in the South Center, CSBD coordinated several Rapid Response sessions, gathering workers into groups of 10–25 individuals and providing them with critical information that included:

- How to Apply for Reemployment Assistance (RA)
- CSBD Job Placement Services and Employ Florida
- Short-term training programs and scholarship opportunities
- The schedule of Job Seeker Workshops
- Community Resources, such as 2-1-1 Broward and the Department of Children & Families

The workers were also given immediate support with:

- Reemployment Assistance (RA) by Florida Commerce RA staff who were onsite
- Resume assistance
- Immediate interviews with employers who had come to the South Center, including Coca-Cola, the Broward Sheriff's Office, Envoy Airlines, Ontic Aerospace, NOVA Southeastern University, AAR Airframe, UCB Intelligent Solutions, and Aerotron, to recruit employees for their businesses

We provided an update to the Coordinating Council of Broward (CCB) on 5/6 regarding CSBD's efforts. Many of the CCB members also expressed interest in assisting, and we have been coordinating with them.

CSBD hosted an exclusive job fair attended by 270 affected workers on May 19th at the Urban League of Broward County. More than 40 employers, including American Airlines, Boeing, Broward County Aviation, and Commercial Jet, participated. To date, we have served 1,136 Spirit Airlines employees.

CSBD will continue to communicate with former Spirit Airline employees, informing them of upcoming Rapid Response and WIOA Orientations. Two additional Rapid Response sessions are scheduled for May 26th and 28th at the South Center.

RECOMMENDATIONS

None. For information only.

Overview of the CareerSource Broward Region
Not Seasonally Adjusted
May 22, 2026

- The unemployment rate in the CareerSource Broward region (Broward County) was 4.4 percent in April 2026. This rate was 1.2 percentage points greater than the region's year ago rate of 3.2 percent. The region's April 2026 unemployment rate was 0.2 percentage point lower than the state rate of 4.6 percent. The labor force was 1,072,179, down 5,959 (-0.6 percent) over the year. There were 46,983 unemployed residents in the region.

Fort Lauderdale-Pompano Beach-Sunrise Metro Division

- In April 2026, nonagricultural employment in the Fort Lauderdale-Pompano Beach-Sunrise MD was 922,400, a decrease of 5,600 jobs (-0.6 percent) over the year.
- The Government (+1.2 percent) and Construction (+0.7 percent) industries grew faster in the metro area than statewide over the year.
- The Fort Lauderdale-Pompano Beach-Sunrise MD had the highest annual job growth compared to all the metro areas in the state in the Government (+1,300 jobs) industry.
- The Fort Lauderdale-Pompano Beach-Sunrise MD had the third highest annual job growth compared to all the metro areas in the state in the Construction (+400 jobs) industry.
- The Fort Lauderdale-Pompano Beach-Sunrise MD had the third fastest annual job growth rate compared to all the metro areas in the state in the Government (+1.2 percent) and Construction (+0.7 percent) industries.
- The industries gaining jobs over the year were Education and Health Services (+1,700 jobs); Government (+1,300 jobs); and Construction (+400 jobs).
- The industries losing jobs over the year were Leisure and Hospitality (-2,700 jobs); Professional and Business Services (-2,400 jobs); Trade, Transportation, and Utilities (-1,800 jobs); Financial Activities (-1,000 jobs); Other Services (-900 jobs); and Information (-200 jobs).
- The Manufacturing industry was unchanged in jobs over the year.

Note: All data are subject to revision.

Source: Florida Department of Commerce, Bureau of Workforce Statistics and Economic Research.

Unemployment Rates (not seasonally adjusted)	Apr-26	Mar-26	Apr-25
CareerSource Broward (Broward County)	4.4%	4.2%	3.2%
Florida	4.6%	4.4%	3.4%
United States	4.0%	4.3%	3.9%

Nonagricultural Employment by Industry (not seasonally adjusted)	Ft. Lauderdale-Pompano Beach-Deerfield Beach Metropolitan Division				Florida			
	Apr-26	Apr-25	change	percent change	Apr-26	Apr-25	change	percent change
Total Employment	922,400	928,000	-5,600	-0.6	10,070,300	10,074,300	-4,000	0.0
Mining and Logging	#N/A	#N/A	#N/A	#N/A	5,600	5,700	-100	-1.8
Construction	54,300	53,900	400	0.7	655,000	658,800	-3,800	-0.6
Manufacturing	32,600	32,600	0	0.0	427,100	429,100	-2,000	-0.5
Trade, Transportation, and Utilities	199,500	201,300	-1,800	-0.9	1,982,200	1,986,700	-4,500	-0.2
Wholesale Trade	53,700	53,500	200	0.4	402,700	398,600	4,100	1.0
Retail Trade	105,600	106,200	-600	-0.6	1,143,300	1,150,200	-6,900	-0.6
Transportation, Warehousing, and Utilities	40,200	41,600	-1,400	-3.4	436,200	437,900	-1,700	-0.4
Information	18,400	18,600	-200	-1.1	149,800	153,400	-3,600	-2.3
Financial Activities	71,200	72,200	-1,000	-1.4	678,900	691,000	-12,100	-1.8
Professional and Business Services	173,900	176,300	-2,400	-1.4	1,635,600	1,624,900	10,700	0.7
Education and Health Services	126,500	124,800	1,700	1.4	1,629,200	1,598,800	30,400	1.9
Leisure and Hospitality	98,800	101,500	-2,700	-2.7	1,362,700	1,366,100	-3,400	-0.2
Other Services	35,400	36,300	-900	-2.5	382,600	388,600	-6,000	-1.5
Government	111,700	110,400	1,300	1.2	1,161,600	1,171,200	-9,600	-0.8

Population	2024	2023	change	percent change
CareerSource Broward (Broward County)	2,037,472	2,002,786	34,686	1.7
Florida	23,372,215	22,904,868	467,347	2.0

Average Annual Wage	2024	2023	change	percent change
CareerSource Broward (Broward County)	\$71,496	\$69,239	\$2,257	3.3
Florida	\$69,505	\$66,446	\$3,059	4.6

Note: All data are subject to revision.

Source: Florida Department of Commerce, Bureau of Workforce Statistics and Economic Research.

Guide to Workforce Acronyms

ADA: Americans with Disabilities Act
CSBD: CareerSource Broward
CSF: CareerSource Florida and Board of Directors
CBO: Community Based Organization
CEO: Chief Elected Official
DCF: Department of Children and Families
DJJ: Department of Juvenile Justice
DOC: Department of Corrections
DOE: Department of Education
DOEA: Department of Elder Affairs
DOLETA: Department of Labor
DMS: Department of Management Services
DVOP: Disabled Veterans Outreach Program, at One Stop
EER: Entered Employment Rate
EFI: Enterprise Florida, Inc., the state economic development entity.
EF: Employ Florida. Florida's automated job marketing and matching system
EITC: Earned Income Tax Credit
EN: Employment Network; the designated organization involved in Ticket to Work (TTW) program
ES: Employment Service, now more commonly referred to as the Job Service
ETA: Employment and Training Administration (of the United States Department of Labor).
EWT: Employed Worker Training program
FEMA: Federal Emergency Management Agency
FETPIP: Florida Education and Training Placement Information Program
FFY: Federal Fiscal Year
FloridaCommerce: State of Florida Department of Commerce
FUTA: Federal Unemployment Tax Act – funding source for Wagner-Peyser & UC administration
GED: General Education Development (testing for high School equivalency)
HHS: Health and Human Services; federal agency responsible for public assistance and similar services for low-income individuals.
IDA: Individual Development Accounts. Matched savings account that lets the person withdraw for education, starting a business or buying a home.
ISY: In School Youth
ITA: Individual Training Accounts, Program for individuals with income qualifications that allows them to receive training and other services offered through the One-Stop Career Centers
IWT: Incumbent Worker Training – skills upgrade training grant program administered by CareerSource Florida.
LMI: Labor Market Information
LVER: Local Veterans Employment Representative at a Career Center. State employee
LWDB: Local Workforce Development Board
MIS: Management Information System - used both generically and in reference to a specific system.
NAFTA: North American Free Trade Agreement, which includes provisions for the Transitional Adjustment Assistance Program to assist workers in firms impacted by imports from Canada or Mexico or by shifts in production to those countries. Provides for training services

and income maintenance (Replaced as a separate program by TAA).
NASWA: National Association of State Workforce Agencies (Replaced ICESA)
NAWB: National Association of Workforce Boards
NAWDP: National Association of Workforce Development Professionals
NEG: National Emergency Grant – special funding from USDOL for disaster response
NGA: National Governors Association
OJT: On-the-Job Training
OSST: One Stop Service Tracking – interim IT system used for TANF – WT
OSY: Out of School Youth
PY: Program Year, July 1-June 30
QRT: Quick Response Training - customized training grant program for new hires administered by CareerSource Florida
REACT: Reemployment and Emergency Assistance Coordination Team, DEO unit for responding to Dislocated Worker events.
RESEA: The Reemployment Services and Eligibility Assessment (RESEA) Program is funded by the U.S. Department of Labor to help unemployment insurance claimants return to work faster.
SFY: State of Florida Fiscal Year, July 1 – June 30
SNAP: Supplemental Nutritional Assistance Program (formerly Food Stamp, Employment and Training (FSET) – portion of Food Stamp program where recipients can volunteer to search for jobs at the One Stop Center
TAA: Trade Adjustment Assistance, federal programs to provide for retraining and reemployment services for individuals who become unemployed as a result of increased imports from anywhere in the world, including NAFTA countries
TANF: Temporary Aid to Needy Families, temporary cash assistance, formerly referred to as AFDC (Aid for Dependent Children).
TAT: Technical Assistance and Training
TJTC: Targeted Jobs Tax Credit, a tax credit for businesses who hire persons from specific target groups such as welfare recipients, economically disadvantaged youth, Vietnam-era veterans, etc.
TOL: The Targeted Occupation List (TOL) governs the provision of training programs being offered to individuals needing training assistance within the workforce system in compliance with federal law.
TORQ: Transferable Occupation Relationship Quotient – skills, skill gaps and transferrable skills analysis
TTW: Ticket to Work; Social Security Program to pay programs which help place people drawing social security disability
UC: Unemployment Compensation
UI: Unemployment Insurance; the federal program which helps insure workers who have paid into the program against periods of unemployment
USCM: U.S. Conference of Mayors
USDOL: United States Department of Labor
VET: Veteran Employment and Training program

VOC-ED: Vocational Education; now called career technical and adult education
VR: Vocational Rehabilitation (Voc-Rehab) Part of WIOA that serves people with disabilities
WP: Wagner-Peyser Act - Establishes the public employment service (under DEO) and provides for its funding.
WARN: Worker Adjustment and Retraining Notification Act
WEX: Work Experience
WEC: Workforce Estimating Conference
WIOA: Workforce Innovation and Opportunity Act of 2014. Federal legislation authorizing adult, dislocated worker and youth programs. WIOA recognizes the significant role of employers in any workforce strategy.
WT: Welfare Transition (WT), Florida's welfare reform program since 2000
WTP: Welfare Transition Program
W-t-W: Welfare-to-Work both a generic term referring to current welfare reform activities and a specific program funded through U.S. Department of Labor Grants to states, localities and provides to provide special assistance (expired 2004).
WOTC: Work Opportunity Tax Credit, a federal incentive to employers for hiring welfare recipients, Vets and disaffected youth

For more information on Florida's workforce system and programs visit:
<http://careersourceflorida.com>

CAREER AND JOB INFORMATION SOURCES

Broward Workforce Development Board
www.careersourcebroward.com
Broward Intern
www.browardintern.com
CareerSource Florida
www.careersourceflorida.com
Employ Florida
www.employflorida.com

EMPLOYMENT AND TRAINING

My Next Move
www.mynextmove.org
Unemployment Claims
www.fluidnow.com
www.floridajobs.org
USDOL, Employment and Training Administration
www.doleta.gov
O*Net
www.doleta.gov/programs/onet
National Association of Workforce Boards (NAWB)
www.nawb.org
U.S. Conference of Mayors
www.usmayors.org
WorkforceGPS
www.workforcegps.org

WELFARE TO WORK

Dept. of Health & Human Services/Admin. For Children
& Families
<https://www.acf.hhs.gov/>
Joint Center on Poverty Research
<https://jointcenter.org/>

LABOR MARKET INFORMATION

Bureau of Labor Statistics
www.bls.gov
Bureau of Economic Analysis (Dept. of Commerce)
www.bea.gov
Minimum Wage
www.dol.gov/dol/topic/wages/minimumwage.htm
Florida Labor Market Information
www.floridajobs.com/
Labor law/Wage and Hour
www.dol.gov/whd/
Federal Reserve Bank of Atlanta
<https://www.frbatlanta.org/chcs/human-capital-data-and-tools>

GENERAL

Florida State Legislature (Online Sunshine)
www.leg.state.fl.us

U.S. Congress
www.house.gov
www.senate.gov
Work Opportunity Tax Credit
<https://www.doleta.gov/business/incentives/opptax/>
Federal Bonding Program
www.bonds4jobs.com
Opportunity Zones
<https://www.floridajobs.org/business-growth-and-partnerships-for-businesses-and-entrepreneurs/business-resource/opportunity-zones-program>

YOUTH WORKFORCE DEVELOPMENT

Florida Dept. of Education
www.fldoe.org
Youth Promising and Effective Practices Network
www.nyec.org/pepnet/
National Youth Employment Coalition
www.nyec.org
Employ Florida
www.employflorida.com

DISABILITY

Social Security/Work Incentives
www.ssa.gov/disability/
Americans with Disabilities
www.ada.gov
www.dol.gov/dol/topic/disability/ada.htm
Ticket to Work
<https://choosework.ssa.gov/>

WOMEN'S EMPLOYMENT

U.S. Department of Labor
<http://www.dol.gov/wb/>

SENIORS

AARP
www.aarp.org
www.aarp.org/about-aarp/careers/
Florida Department of Elder Affairs
<http://elderaffairs.state.fl.us>
Employ Florida Marketplace Silver Edition
<https://silver.employflorida.com/vosnet/default.aspx>

VETS

Dept. of Veteran Affairs
www.va.gov
www.vacareers.va.gov
www.careeronestop.org/militarytransition/
Employ Florida Vets
<https://veteran.employflorida.com/vosnet/Default.aspx>