

AGENDA

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

**Meeting
#272**

Join Zoom Meeting Details:

Meeting ID:
858 2892 4621

Passcode:
981426

Call-in number:
+1 646 876 9923

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

**THURSDAY
August 27, 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.
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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.

A G E N D A

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

**Partnership Meeting #272
Thursday, August 27, 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/85828924621?pwd=kxeM3t20QF9gd4GijskqPRmZxtzT1I.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

PRESENTATION

APPROVAL OF MINUTES

Approval of the 6/25 BWDB meeting minutes.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 12 – 20

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	Approval
ACTION	Motion for Approval

1. Monthly Performance Report

The current performance for the month of May is provided. The data reflect that within the Big 6 Regions, CSBD is in a three-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 1st in Veterans EER.

ACTION	None
EXHIBIT	Performance Report for May

Pages 21 – 32

2. Letters of Support

Letters of support were written for the following grant applications 1) HANDY's application for the BlackRock Future Builders grant program 2) South Florida Operating Engineers for the BlackRock Future Builders initiative 3) CareerSource Florida's application for the U.S. Department of Labor Employment and Training Administration's Industry-Driven Skills Training Fund Grant Program and Quick Response Training Grant applications for 4) Complete Turbine Services 5) JET Aircraft Maintenance 6) Good Greek Franchises, d/b/a Good Greek Moving and Storage 7) Monica Arroyo, LCSW, P.A., d/b/a Family Therapy Group of Weston 8) Paisly and 9) Tropic Ocean Airways LLC.

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. On-the-Job Training (OJT) Contract with 2Lyons Aerospace

Consideration to approve entry into an OJT contract with 2Lyons Aerospace to train up to five (5) employees. Participants will receive occupational training for aviation and aerospace positions aligned with the employer's workforce needs. The contract will provide up to 90% reimbursement of participants' wages while in training, totaling up to \$60,000 through June 2027. Because Board member Vanessa Cantave serves as President of 2Lyons Aerospace, a 2/3 vote of the Board will be required. Approved at the 8/3 Employer Services and 8/10 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.)*

RECOMM	Approval
ACTION	2/3 Vote for Approval
EXHIBIT	None

2. New Programs for Existing Provider – Florida Atlantic University (FAU)

Consideration to approve the addition of three (3) training programs at FAU to the WIOA Individual Training Account list 1) CompTIA Network+ Certificate 2) CompTIA Security+ Certificate and 3) CompTIA Tech+ Certificate. CSBD reviewed the applications for completeness and to ensure that Board-mandated criteria are met for the training programs. Because Board member Dr. Stacy Volnick is employed by FAU, a 2/3 vote of the Board is required. Approved at the 8/4 One-Stop Services and 8/10 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
ACTION
EXHIBITS**

Approval
2/3 Vote for Approval
Memo #01 – 26 (OPS)
ITA Course Summary Spreadsheet

Pages 33 – 35

3. Memorandum of Understanding (MOU) Between CSBD and the Urban League of Palm Beach County

Consideration to approve the One-Stop MOU with our mandatory One-Stop partner and local Senior Community Service Employment Program provider, the Urban League of Palm Beach County. WIOA allows us to enter into One-Stop MOUs for up to 3-years. The MOUs include a required Infrastructure agreement, which details how the costs of the One-Stop are shared. Approved at the 8/4 One-Stop Services and 8/10 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, older workers and ex-offenders)).*

**RECOMM
ACTION
EXHIBIT**

Approval
Motion for Approval
None

4. National Emergency Grant – Spirit Airlines Funds

Consideration to accept \$2,004,217 in National Emergency Grant – Spirit Airlines. The grant period is through 4/30/2029. The funds will be used to provide rapid, comprehensive employment and training services to workers affected by the Spirit Airlines closure. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

5. Renewal of the Contract for Audit Services with Anthony Brunson, P.A.

Consideration to approve the renewal of the contract with Anthony Brunson P.A. for the conduct of the fiscal year 25/26 organization-wide audit in the amount of \$34,680, a 2% (\$680) increase over last year's cost of \$34,000. This is the 3rd of 4 one-year renewals under their contract. CSBD has been pleased with their work. Approved at the 7/13 Audit and 8/10 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

6. Renewal of the Contract with Taylor Hall Miller Parker, P.A. (THMP) for Program Monitoring Services

Consideration to approve the renewal of the contract with THMP for program monitoring for Program Year 26/27. Per Board approval, they visit twice a year. The fee for each visit will be \$27,000, the same as last year, for a contract total of \$54,000. This is the final renewal under their contract. Approved at the 7/13 Audit and 8/10 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

7. Renewal of the Contract with Cherry Bekaert for Fiscal Monitoring Services

Consideration to approve the renewal of the contract with Cherry Bekaert for fiscal monitoring for Program Year 26/27. Per Board approval, they visit twice a year. The fee for each visit will be \$24,600, the same as last year, for a contract total of \$49,200. This is the final renewal under their contract. Approved at the 7/13 Audit and 8/10 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

8. One-Stop Operator (OSO) Contract Renewal

Consideration to approve the renewal of our OSO contract with Workforce Guidance Associates, LLC. in the amount of \$114,000. Under WIOA, the OSO is responsible for coordinating service delivery with our mandatory One-Stop partners. Ms. Jackson, the principal for WGA, also supervises the community liaison, assists with grant acquisition, and oversees some dedicated grants. Our staffing company provider, ISG, has agreed to include Ms. Jackson in the group insurance pool. This is the first of two renewals under the current procurement. Approved at the 8/4 One-Stop Services and 8/10 Executive Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, providing information and intelligence to stakeholders, with feedback from the community.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

9. New Eligible Training Provider and Course for Emergency Education Institute

Consideration to approve 1) Emergency Education Institute under the initial status as an Eligible Training Provider and 2) add the course Emergency Medical Technician to the WIOA Individual Training Account List. Emergency Medical Technician is a high-demand occupation essential for local emergency response efforts. CSBD adds schools and courses that meet federal, state, and local criteria, giving customers more choices. Approved at the 8/4 One-Stop Services and 8/10 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 #02 – 26 (OPS) ITA Course Summary Spreadsheet

Pages 36 – 38

10. Sectors of Strategic Focus Apprenticeship Expansion Funds

Consideration to accept \$200,000 in Sectors of Strategic Focus. The grant period is through 6/30/27. These funds will be used to support 1) apprenticeships 2) on-the-job training and 3) training in Broward County's targeted industry sectors, such as 1) Healthcare 2) Information Technology 3) Construction and 4) Advanced Manufacturing. Approved at the 8/4 One-Stop Services and 8/10 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

11. Community Foundation of Broward, Inc., "Runway to Reemployment" Funds

Consideration to accept \$30,000 from the Community Foundation of Broward, Inc. to provide emergency support services to former Spirit Airlines employees, to assist in stabilizing them as they return to work. Approved at the 8/4 One-Stop Services and 8/10 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

REPORTS

1. General Fund Balance

As of 12/31/25, the General Fund balance was \$1,396,394. The General Fund balance as of 5/31/26 is \$1,362,800. Of this amount, \$623,227 is held in reserve, leaving a balance of \$739,573. From 1/1/26 through 5/31/26, we realized revenues of \$103,207 and incurred expenditures of \$136,801. Ticket to Work (TTW) has been slow due to a change in the rules; however, we now have a full caseload and expect to see an increase in our revenue going forward.

ACTION None
EXHIBIT Memo #01 – 26 (FS)

Pages 39 – 40

2. Budget vs. Actual Expenditure Report

Per Audit Committee direction, CSBD reports on budget vs. actual expenditures throughout the year. This is an internal control best practice. CSBD receives funds on varying schedules 1) our program year 7/1 – 6/30, 2) Wagner Peyser has a 15-month schedule of 7/1 – 9/30 and 3) the federal fiscal year 10/1 – 9/30. We are on target to expend the majority of our funds and anticipate a small allowable carry forward in the WIOA Adult/Dislocated Worker and Youth funding streams which will be used for training.

ACTION None
EXHIBIT Memo #02 – 26 (FS)

Pages 41 – 42

3. Report on the Chambers - Greater Fort Lauderdale (GFLCC) and Greater Hollywood (GHCC) Contract Renewals and Performance

CSBD contracts with the GFLCC and the GHCC for business intermediary services to increase their members' awareness of our business services. This is to report on 1) the renewal contracts for the GFLCC in the amount of \$50,000 and the GHCC in the amount of \$45,000 for the CSBD Fiscal Year 26/27 and 2) the performance activities for each of the Chambers. This is the last renewal under their current contracts. Per Council and Board direction, the CSBD President has authority over these contracts, as each is under \$100,000.

ACTION None
EXHIBIT Memo #02 – 26 (BR)

Pages 43 – 45

4. FloridaCommerce Programmatic Monitoring Report for PY 23/24

The State conducted program monitoring on 1/29/24 through 2/2/24. To date, we have not received an official communication closing out the review period. As we did not want any further delay the report is presented for your review. The State reviewed 247 program cases and CSBD operations consisting of approximately 7,176 elements. There were 10 program findings and 3 other non-compliance issues. All findings and other non-compliance issues were corrected. The program findings equate to an error rate of .21%, less than 1%.

ACTION None
EXHIBIT Memo #04 – 25 (QA)

Pages 46 – 54

5. Expansion and Enhancement of the AI Playbook

Following the successful launch of CSBD's AI Playbook for Small & Medium-Sized Businesses, we are taking steps to keep the resource up to date and expand its value to employers. Strategies vetted through the Employer Services Committee at their 8/3 meeting include ongoing content updates, interactive learning enhancements, education partnerships, and opportunities for additional AI-focused employer engagement.

ACTION None
EXHIBIT Memo #03 – 26 (BR)

Pages 55 – 56

6. Cherry Bekaert, LLP (CB) Fiscal Monitoring - Report #1 PY 25/26

CB conducted fiscal monitoring for the period 7/1/25 through 12/31/25. They reviewed a total of 1,102 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, we had a 0% error rate. CB reviewed each of the internal control areas listed on the chart attached to the memo.

ACTION None
EXHIBITS Memo #11 – 25 (QA)
Cherry Bekaert Monitoring Report #1 for PY 25/26
Attachment A-Chart of Findings

Pages 57 – 58

7. **Taylor Hall Miller Parker, P.A. (THMP) Program Monitoring - Report #1 PY 25/26**

THMP conducted program monitoring for the period 9/1/25 through 2/12/26. They reviewed a total of 186 files consisting of 7,485 elements. There were 3 findings and 11 observations. This equates to an error rate of .06%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

ACTION None
EXHIBIT Memo #09 – 25 (QA)

Pages 59 – 65

8. **Disaster Grant – Staffing Agency Vendor List**

This is to report on the establishment of a vendor list to prepare for hurricane season. In the event of a hurricane, CSBD hires temporary workers as part of the clean-up effort. You may recall that on 3/2, CSBD released a Request for Proposals for staffing companies to provide temporary workers in the event of a disaster. We received 9 proposals, all of which were responsive. It is CSBD's practice to establish a vendor list for all the responsive companies. This allows us to rotate among the providers. The providers are 1) 22nd Century Technologies 2) A & A Services 3) Adaptive Workforce Solutions 4) Apple One 5) Catalyst 6) EmpHire Staffing 7) Integrative Staffing Group 8) WITS and 9) Xpand Staffing. The RFP allowed for a total of 5 years, renewable each year.

ACTION None
EXHIBIT None

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

The unemployment rate in Broward County was 4.6 percent in July 2026. This rate was 0.7 percentage points greater than the region's year-ago rate. In July 2026, Broward County's unemployment rate was equal to the state rate of 4.6 percent. Out of a labor force of 1,067,539, down 8,491 (-0.8 percent) over the year, there were 49,140 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 Unemployment Release for July 2026
[CareerSource Broward Dashboard](#)

Pages 66 – 67

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

<i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL IS OCTOBER 22, 2026.</i>

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
Yaite Artmann	

Agenda Backup

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

**Meeting
#272**

Join Zoom Meeting Details:

Meeting ID:
858 2892 4621

Passcode:
981426

Call-in number:
+1 646 876 9923

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

**THURSDAY
August 27, 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 #271

Thursday, June 25, 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, Yaite Arthmann, Zac Cassidy, Heiko Dobrikow, Paul Farren, Michael Goldstein, Kris Hopkins, Frank Horkey, Rufus James, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Dr. Kelly Moore, Felipe Pinzon, Tara Williams and Jim Ryan, who chaired the meeting.

Guests: Michael Burtov, Ronisha McMillan, and Tameka Thomas with Florida Commerce.

Staff: Carol Hylton, Mark Klineciewicz, Kimberly Bryant, Rochelle Daniels, Tony Ash, Maurice Gardner, Kaminnie Kangal, and Michell Williams.

INTRODUCTION

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

MISSION MOMENT

Jim Ryan, Chair, introduced Ronisha McMillan, a former participant in the WIOA Adult Program, to the Board to share her experiences with CareerSource Broward (CSBD).

Ms. McMillan shared that the Med Elite Group currently employs her as a Patient Care Coordinator. In 2024, in pursuit of continuing her education in practical nursing, she was introduced to CSBD who provided her with a scholarship to cover tuition, books, uniforms, and NCLEX exam fees. Ms. McMillan enrolled at Sheridan Technical College in September 2024 and graduated from the Licensed Practical Nursing (LPN) Program. She stated that currently she is pursuing her education as a Registered Nurse.

Mr. Ryan thanked Ms. McMillan for sharing her experience with the Board and wished her continued success in her career journey, and Ms. McMillan expressed her thanks to CSBD.

PRESENTATION

Mr. Ryan introduced Michael Burtov, Chief Innovation Officer at Nova Southeastern University (NSU), to share his career background and perspective on developing the tech workforce in the advent of Artificial Intelligence (AI).

Mr. Burtov shared that before he started as the Chief Innovation Officer of Nova Southeastern University, he was a serial venture-backed mid-stage startup entrepreneur who founded an AI

startup. Mr. Burtov discussed some of the challenges he has seen here in South Florida, such as differences in our ecosystem compared to other areas. He hopes to bring more technologists and entrepreneurs into thought leadership on how to do things in our State.

Mr. Burtov mentioned another challenge, from an HR perspective, was how disoriented things were, and indicated that employers and workers are struggling to determine what humans are good at compared to what AI is good at. In summary, we need to more clearly define their different roles.

Mr. Burtov explained that, in all his experience, he has never seen a technology eliminate jobs. Initially, it does cause displacement, with some jobs disappearing while new ones appear, but over the 5- to 10-year window, many more jobs are generally created. He shared that, over the last two years, he has seen companies try to use AI to displace humans, but it has not worked. The vast majority of large corporations that have adopted AI across the enterprise have not seen a measurable Return on Investment and are therefore reverting to humans.

Mayor Josh Levy thanked Mr. Burtov for his AI presentation and asked for his forecast on what skills the workforce will need to help train potential candidates for AI industry positions. Mr. Burtov replied that one of the fundamental things that could be done from a training perspective was to not use AI as a tool for a task, but rather have AI to be used as an interactive partner in creation, education, learning, and recommendation, which he believes is the future of AI in workforce development.

Mr. Ryan requested that Mr. Burtov and his team at the Alan B. Levan Center of Innovation provide feedback on the AI Playbook from an upscaling perspective. Mr. Burtov responded that he received the Playbook yesterday and would review it. Mr. Ryan thanked Mr. Burtov for his time with the Board, the impact he is having in the region, and all the work he is doing in Broward County.

APPROVAL OF MINUTES

Approval of the BWDB minutes of the 5/28/26 meeting #270.

On a motion made by Felipe Pinzon and seconded by Mayor Josh Levy, the BWDB unanimously approved the minutes of the 5/28 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 April was provided. The data reflected that within the Big 6 Regions, CSBD ranked 1st in Welfare Transition (WT) All Family Participation Rate, Two-Parent Participation Rate, and EER, 1st in Veterans EER, and 2nd in Wagner Peyser EER.

On a motion made by Mayor Josh Levy and seconded by Mayor Dean Trantalis, the BWDB/CSBD Council of Elected Officials unanimously approved the Consent Agenda of 6/25/26.

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. Continued Eligibility for Atlantic, McFatter, and Sheridan Technical Colleges

Considered the approval of the continued eligibility for current eligible training providers (ETP) 1) Atlantic 2) McFatter and 3) Sheridan Technical College for the period 7/1/26 through 6/30/28. The State requires that ETPs be renewed every 2 years. Each provider has met continued eligibility requirements that include licensure, accreditation and issuance of an industry-recognized credential. CSBD reviewed the applications for completeness and to ensure that CareerSource Florida requirements and board-mandated criteria are met for all three schools. Because Board Member Dr. Howard Hepburn is employed by the School Board of Broward County, a 2/3 vote of the Board was required. Approved at the 5/5 One-Stop Services and 6/8 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.)*

Mr. Ryan introduced the item. Carol Hylton noted that a follow-up would be made with Dr. Hepburn, who is employed by the School Board of Broward County, to officially declare a conflict of interest. There was no further discussion.

On a motion made by Heiko Dobrikow and seconded by Zac Cassidy, the BWDB/CSBD Council of Elected Officials unanimously approved the continued eligibility for current eligible training providers (ETPs) 1) Atlantic 2) McFatter and 3) Sheridan Technical College for the period 7/1/26 through 6/30/28.

2. Continued Eligibility for Florida Atlantic University

Considered the approval of the continued eligibility status for current ETP Florida Atlantic University (FAU) for the period 7/1/26 through 6/30/28. The State requires that ETPs be renewed every 2 years. FAU has met continued eligibility requirements that include licensure, accreditation, and issuance of an industry-recognized credential. CSBD reviewed the applications for completeness and to ensure that CareerSource Florida requirements and board-mandated criteria are met. Because Board Member Dr. Stacy Volnick is employed by FAU, a 2/3 vote of the Board was required. Approved at the 5/5 One-Stop Services and 6/8 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.)*

Ms. Hylton reviewed the item and noted that a follow-up would be made with Dr. Volnick, who is employed by FAU, to officially declare a conflict of interest. There was no further discussion.

On a motion made by Francois Leconte and seconded by Mayor Josh Levy, the BWDB/CSBD Council of Elected Officials unanimously approved the continued eligibility status for the current ETP Florida Atlantic University (FAU) for the period 7/1/26 through 6/30/28.

3. Continued Eligibility for Southeastern College

Considered the approval of the continued eligibility status for the current ETP Southeastern College for the period 7/1/26 through 6/30/28. The State requires that ETPs be renewed every 2 years. Southeastern College has met continued eligibility requirements that include performance, licensure, accreditation and issuance of an industry-recognized credential. Because Board Member Dr. Kelly Moore is employed by Keiser University, and both Keiser University and Southeastern College are part of the Keiser family of educational institutions, a 2/3 vote of the Board was required. Approved at the 5/5 One-Stop Services and 6/8 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 population, veterans, youth, individuals with disabilities, and ex-offenders.)*

Mr. Ryan presented the item, and Ms. Hylton provided an overview. There was no further discussion.

Dr. Kelly Moore declared a conflict of interest and abstained from voting. There was no further discussion.

On a motion made by Zac Cassidy and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved the continued eligibility status for the current ETP Southeastern College for the period 7/1/26 through 6/30/28.

4. Broward Health Work-Based Training

Considered to obligate up to \$150,000 in work-based training funds for Broward Health to support On-the-Job Training and Incumbent Worker Training initiatives that would assist individuals entering and advancing in in-demand healthcare occupations. Because Board Member Shane Strum serves as President and CEO of Broward Health, a 2/3 vote of the Board is required. *(This is in alignment with the Board goal to encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.)*

Francois Leconte, Chair of the Employer Services Committee, presented the recommendation, and Jim Ryan noted that a follow-up would be made with Shane Strum, who is employed by Broward Health, to officially declare a conflict of interest. There was no further discussion.

On a motion made by Francois Leconte and seconded by Mayor Dean Trantalis, the BWDB/CSBD Council of Elected Officials unanimously approved up to \$150,000 work-based training funds for Broward Health to support On-the-Job Training and Incumbent Worker Training Initiatives.

5. Memorandums of Understanding (MOU) Between CSBD and the One-Stop Partners

Considered approval of the One-Stop MOUs with our legislative partners. WIOA allows us to enter into One-Stop MOUs for up to 3 years, after which we must renegotiate new 3-year MOUs. CareerSource Florida now requires us to use their template for the MOUs, which speak to how the One-Stop partners would coordinate services for participants. The MOUs included a required Infrastructure agreement, which details how the costs of the One-Stop are shared. Our MOU legislative partners are 1) The School Board of Broward County 2) Broward College 3) Vocational

Rehabilitation 4) Broward County 5) and AARP. Approved at the 6/2 One-Stop Services and 6/8 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, older workers and ex-offenders.)*

Mr. Ryan introduced the item, followed by Rochelle Daniels, General Counsel, providing additional context, explaining that CSBD already manages all the WIOA funding streams, which include Wagner Peyser, local Vets TANF, and re-employment assistance programs; therefore, this approval was for the legislative partners' MOUs that CSBD does not manage.

On a motion made by Heiko Dobrikow and seconded by Felipe Pinzon, the BWDB/CSBD Council of Elected Officials unanimously approved the MOUs with CSBD and the One-Stop Partners.

6. PY 26/27 Preliminary Budget

Considered approval of the PY 26/27 preliminary budget. The budget reflected an increase of 2.1% or \$296,839 in formula allocations and carry-forward funds, giving us a projected total of \$14,366,912, as compared to \$14,070,073 in PY 25/26. The budget continues to emphasize investments in customer training, re-employment and the Board's strategic initiatives. Dedicated grant funds are projected to be \$10,773,720; while these funds are restricted to specific grant purposes and are not included in the formula allocation totals, they bring the total projected funding available to \$25,140,632, for PY26/27 compared to \$22,630,097 in PY 25/26. Approved at the 6/2 One-Stop Services and 6/8 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward's services to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Ms. Hylton reviewed and discussed the PY 26/27 preliminary budget. She highlighted the 2.1% projected increase in formula funds. She discussed the budget categories and shared that the the state requirement was to spend 50% of WIOA funds on training, and that we budgeted 53%. Ms. Hylton informed the Board that the lease for the North Career Center was nearing its expiration, and the landlord agreed to extend the lease for an additional 6 months, allowing CSBD to continue to explore other locations and potential co-location opportunities with partners such as Broward College or the School Board.

Mr. Ryan introduced the item, followed by Ms. Hylton, who reviewed the contracts, support services, administration, and training items in the budget.

Mayor Dean Trantalis commended Ms. Hylton and the CSBD staff for their work in meeting state expectations, helping the community, and consistently demonstrating the organization's value.

Ms. Hyton thanked Mayor Trantalis and stated that she has a wonderful team that is dedicated to meeting our performance measures.

Mr. Ryan acknowledged that, specifically in the crisis management for the Spirit Airlines Rapid Response session, where our civic leaders and Board members were involved, the CSBD team stepped up, and the Rapid Response session was noticed even at the federal level. He thanked everyone who was involved.

On a motion made by Mayor Josh Levy and seconded by Felipe Pinzon, the BWDB/CSBD Council of Elected Officials unanimously approved the PY 26/27 preliminary budget.

7. Continued Eligibility for Six (6) Current ITA Providers

Considered approval of the continued eligibility status for current ETP's 1) Academy of South Florida 2) Concorde Career Institute 3) Jersey College 4) PC Professor 5) South Florida Academy of Air Conditioning and 6) Universal Technical Institute for the period 7/1/26 through 6/30/28. This is in accordance with WIOA, which required providers to be re-evaluated and approved for continuation on the ETP List after their initial year of eligibility. All of these providers have met continued eligibility requirements that included licensure, accreditation and issuance of industry-recognized credentials. CSBD reviewed the applications for completeness to ensure that CareerSource Florida requirements and board-mandated criteria are met for all schools. Approved at the 5/5 One-Stop Services and 6/8 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.)*

Mr. Ryan introduced the item, and Mark Klinecicz provided an overview. No further discussion followed.

On a motion made by Mayor Dean Tratalis and seconded by Michael Goldstein, the BWDB/CSBD Council of Elected Officials unanimously approved the continued eligibility status for current ETP's 1) Academy of South Florida 2) Concorde Career Institute 3) Jersey College 4) PC Professor 5) South Florida Academy of Air Conditioning and 6) Universal Technical Institute for the period 7/1/26 through 6/30/28.

8. One-Stop Center Hours of Operation and Holiday Schedule

Considered approval of the One-Stop Center hours of operation and holiday schedule. There are no changes to our hours of operation or our holidays for the upcoming year. The State requires the governing boards' annual approval of the One-Stop Center's hours of operation and holiday schedule at the start of each program year. The One-Stop Centers' hours of operation are M-F 8:00 a.m. – 5:00 p.m. Our holidays are aligned with those of Broward County. Approved at the 6/8 Executive Committee meeting. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Mr. Ryan introduced the item, and Ms. Hylton provided a review and discussion. No further discussion followed.

On a motion made by Mayor Dean Tratalis and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved the One-Stop Center hours of operation and holiday schedule.

REPORTS

1. 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 provided. A \$25.00/day fine is imposed by the Commission on Ethics against filers for forms not filed by 9/1/26.

Rochelle Daniels, General Counsel, reviewed the item and reminded the Board to complete their financial disclosure forms by the deadline to avoid receiving a penalty from the Florida Commission

on Ethics. Mr. Ryan recommended that, once the forms are completed, the Board members retain their confirmations as a record of completion.

2. Education and Industry Consortium 2026 First Quarter Report

Broward College highlighted its expansion of AI-driven learning, workforce-aligned credentials, and strengthened collaboration with CareerSource Broward to ensure students graduate with the career-readiness skills needed to meet evolving workforce demands. Consortium members also provided input for the Board's 2026 Planning Session, emphasizing workforce impacts from AI, WIOA, and apprenticeship expansion.

Mr. Ryan introduced the item, and Mr. Klincewicz reviewed the details. There was no further discussion.

3. Individual Training Account (ITA) Provider Performance

CSBD conducted its semi-annual analysis of ITA provider performance and found that all training programs complied with the Board-mandated 70% training-related placement rate.

Mr. Klincewicz reviewed the item. There was no further discussion. Mr. Ryan introduced the item, and Mr. Klincewicz reviewed the details. There was no further discussion.

4. Janitorial Services Contract

This was to report on the second of three renewals of the janitorial services contract with AK Building Services for the main office. The cost of services for this renewal period is \$33,624 per year, an increase of 2% or \$660 over the previous year, in accordance with the contract terms. This was reported in accordance with Board policy requiring notification of single purchases exceeding \$10,000.

Mr. Ryan introduced the item, and Mr. Klincewicz reviewed the details. There was no further discussion.

5. Board Member Recognition

Board Member Michael Goldstein was recognized for receiving the CAA Technology Leadership Award at the Invest Greater Fort Lauderdale Leadership Summit on 6/11, an honor recognizing his regional impact and business excellence across South Florida.

Ms. Hylton reviewed the item. The Board members applauded Mr. Goldstein for his recognition. Ms. Hylton shared that Board members Mayor Josh Levy, Heiko Dobrikow, and Shane Strum were panelists at the Invest Greater Fort Lauderdale Leadership Summit, hosted at the Riverside Hotel, and Ms. Hylton provided the Board members with the 8th edition of the Invest Greater Fort Lauderdale magazines, which included articles highlighting Ms. Hylton and other members of the Board.

6. Board Member Recognition

Board Member Dr. Ben Chen notified CSBD that he was retiring after 27 years of service on the Board.

Ms. Hylton indicated that Mr. Chen would return to be recognized at an upcoming Board meeting.

7. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 4.4 percent in May 2026. This rate was 1.1 percentage points higher than the region's year-ago rate. In May 2026, Broward County's unemployment rate was equal to the state's rate. Out of a labor force of 1,071,619, down 5,879 (-0.5 percent) over the year. There were 47,437 unemployed Broward County residents. The dashboard is a value-added resource that allows businesses and those looking to move to Broward the ability to make data-informed decisions.

Mr. Klinecicz discussed the item and reviewed the dashboard.

Heiko Dobrikow asked Mr. Klinecicz to display Broward County's unemployment data by industry on the dashboard. Ms. Hylton noted that the same information was presented in a chart on page 49 of the agenda backup and reviewed the data.

Mr. Dobrikow noted that technology is contributing to job losses and that these numbers are expected to increase. Ms. Hylton added that employment levels will fluctuate as AI adoption continues. Mayor Trantalis acknowledged the trend, noting that technological advances have historically displaced workers and will continue to drive change.

Mayor Levy noted that Broward County's senior population is projected to double over the next ten years. Ms. Hylton emphasized the importance of preparing youth to fill positions as older workers retire, noting that this is one of the purposes of the WOW and SYEP programs.

Mr. Dobrikow shared that a technology company owner told him companies are increasingly using AI to replace some Human Resources functions. He also noted significant turnover in the food and beverage industry nationwide, indicating a period of transition.

Mr. Goldstien added that AI adoption may be slowing due to the cost of using it for higher-level tasks compared to human workers. He also cited growing opposition to AI data centers and infrastructure limitations as factors that could slow further adoption.

Mr. Ryan noted that he heard Palm Beach approved the development of an AI data center and acknowledged some market resistance to data center locations. He also expressed concern about the rapid pace of AI development and the significant investment being made without sufficient consideration of its long-term impacts.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

MATTERS FROM THE BROWARD WORKFORCE DEVELOPMENT BOARD CHAIR

Mr. Ryan inquired if the AI Playbook was available on the CSBD website. Ms. Hylton confirmed that the link was available on the CSBD website.

MATTERS FROM THE BOARD

Mr. Dobrikow mentioned he liked that individuals had to enter their information to download the Playbook, allowing CSBD to track who is reviewing and downloading the Playbook. He suggested we consider including post-tests after each model to assess comprehension and offering a certification for reading the Playbook.

Mr. Leconte mentioned that his organization is partnered with the Urban League of Palm Beach, Broward and Miami-Dade Counties to host political forums for the season. C-SPAN is also with them, asking to collaborate with them through the end of the political season, so their forums will now be seen nationwide and globally. Stay tuned.

Ms. Liberta announced that Healthy Mothers Healthy Babies is moving their office from Lauderhill to North Lauderdale. She mentioned that they are looking to grow their Board and asked members to let her know if they had any recommendations.

MATTERS FROM THE FLOOR

Ms. Daniels announced to the Committee that the organization Community-Based Connections, Inc. has selected Ms. Hylton as a Green Blazer honoree, and she would be recognized on 10/6 for her service to the community. The Board applauded Carol for her recognition.

Mr. Goldstein mentioned that his company is building an executive AI training series, which will be available across South Florida, and that the CSBD AI Playbook will be highlighted in the sessions.

MATTERS FROM THE PRESIDENT/CEO

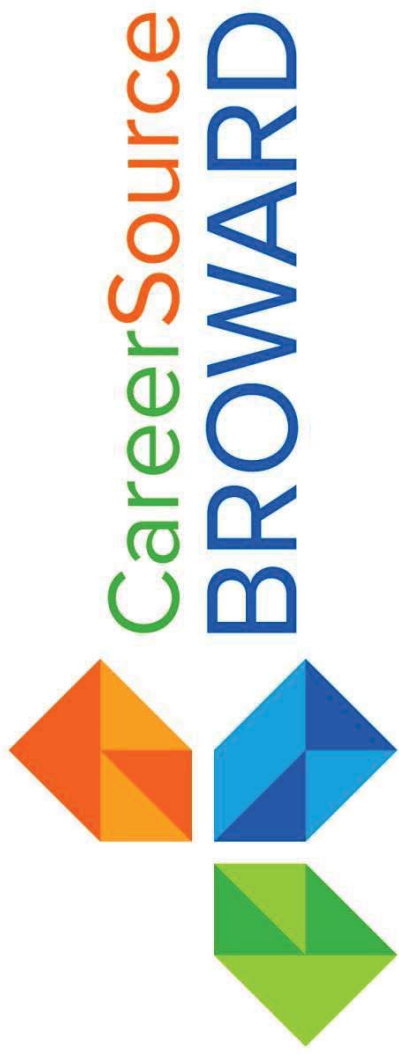
Ms. Hylton provided an update on the May CareerSource Florida Board meeting, where she presented CSBD's efforts to support individuals affected by the Spirit Airlines layoffs. As part of her presentation, she shared the Spirit Airlines Rapid Response video, highlighting the coordinated response and services provided to impacted employees.

CareerSource Florida expressed their appreciation for the collaboration among CSBD and our workforce partners in Palm Beach and Miami-Dade counties. Ms. Hylton also reported that a White House liaison requested additional information about individuals who secured employment shortly after the Spirit Airlines layoffs, with the goal of potentially interviewing them about their experiences. She added that she has remained in contact with Jim Martin, Senior Director of Airport Operations for Spirit Airlines, regarding these efforts.

Ms. Hylton shared that CSBD hosted a Veterans Job Fair on 6/16 at the South Career Center and a Marine Job Fair on 6/24 at the Central Career Center, both of which drew over 100 job seekers each.

ADJOURNMENT 1:26 p.m.

<i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS AUGUST 27, 2026.</i>
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Performance Report

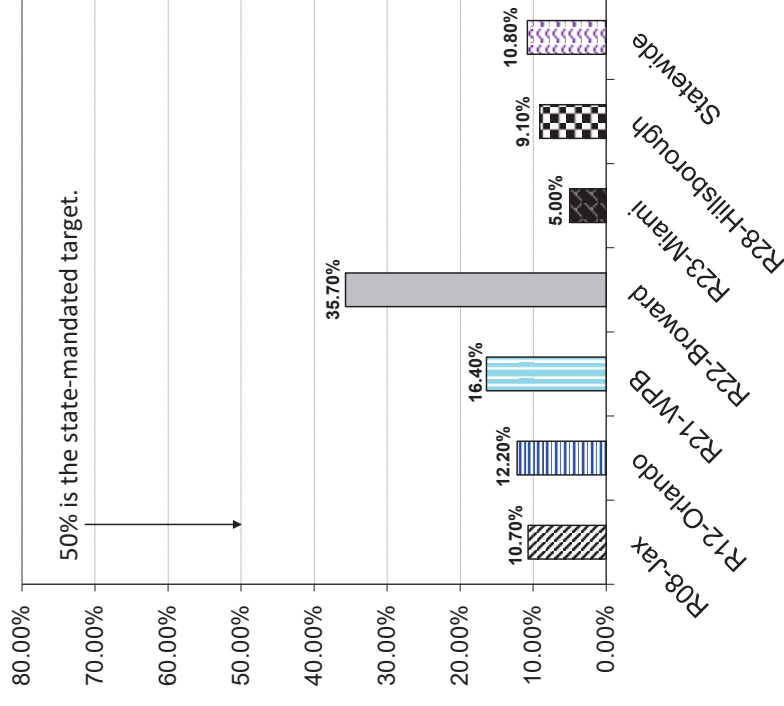
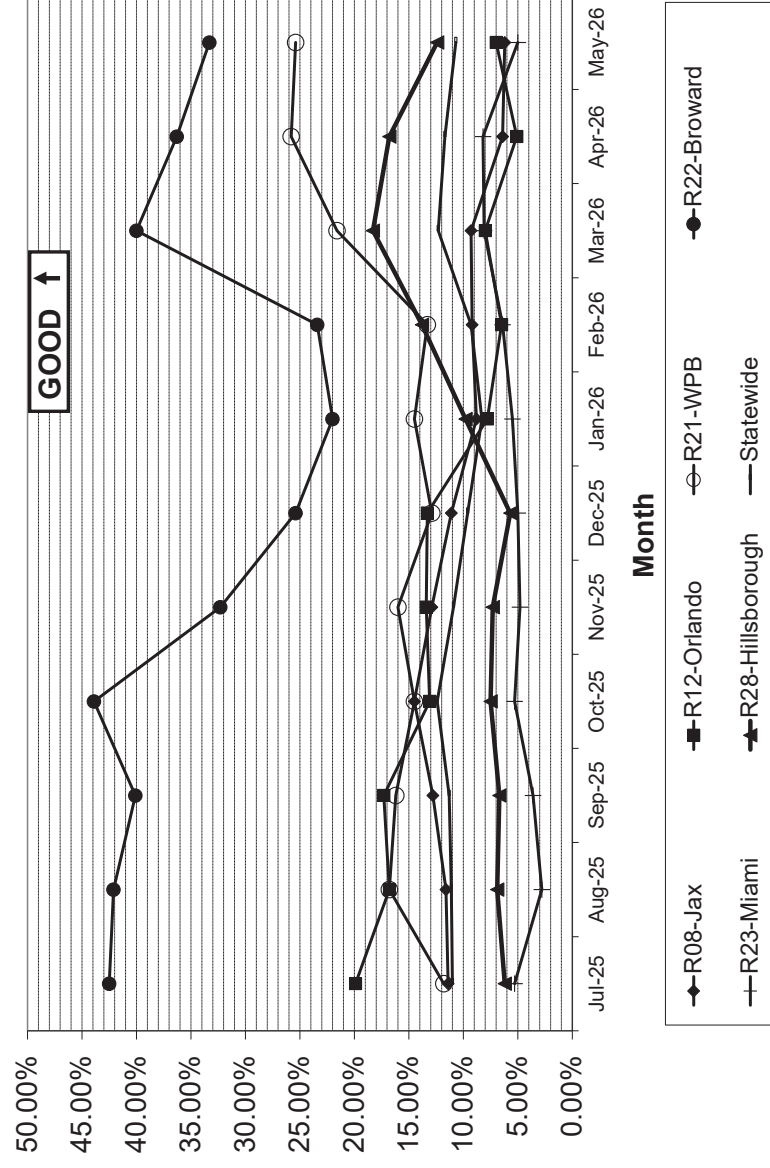
Performance Report July 2025 to May 2026

Entered Employment Rate for the Month May 2026 across the Big Six Regions								
	WTP		Wagner-Peyser		Veterans		WIOA Adult/DW	
Region 8 - Jacksonville	13.20%	↓	38.00%	↑	21.40%	↑	77.80%	↓
Region 12 - Orlando	25.50%	↑	29.40%	↓	40.00%	↑	63.00%	↓
Region 21 - WPB	29.00%	↓	23.50%	↓	0.00%	—	81.80%	↓
Region 22 - Broward	34.50%	↓	35.10%	↓	60.00%	↑	100.00%	—
Region 23 - Miami	26.10%	↑	46.80%	↑	25.00%	—	100.00%	—
Region 28 - Hillsborough Pinellas	27.30%	↑	33.00%	↑	25.00%	↑	100.00%	↑
Statewide	24.50%	↑	34.70%	↓	29.70%	↓	72.50%	↓
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

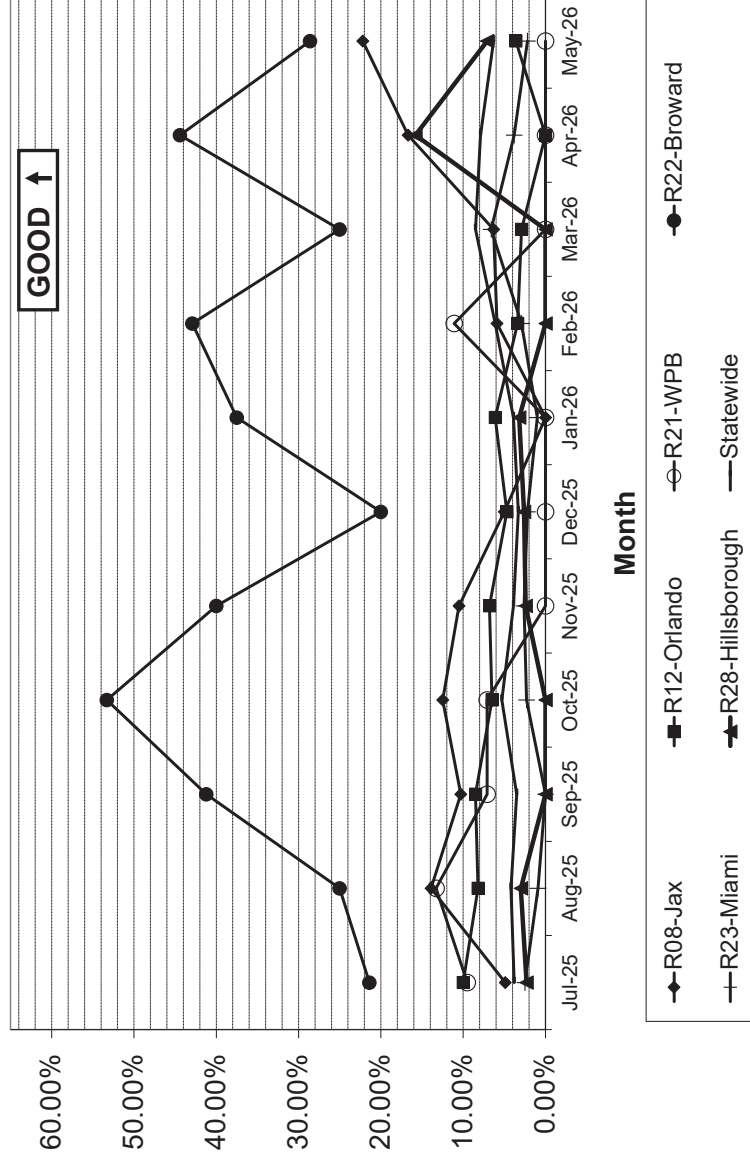
Program Year-to-Date (YTD)
Participation Rate as May 2026

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

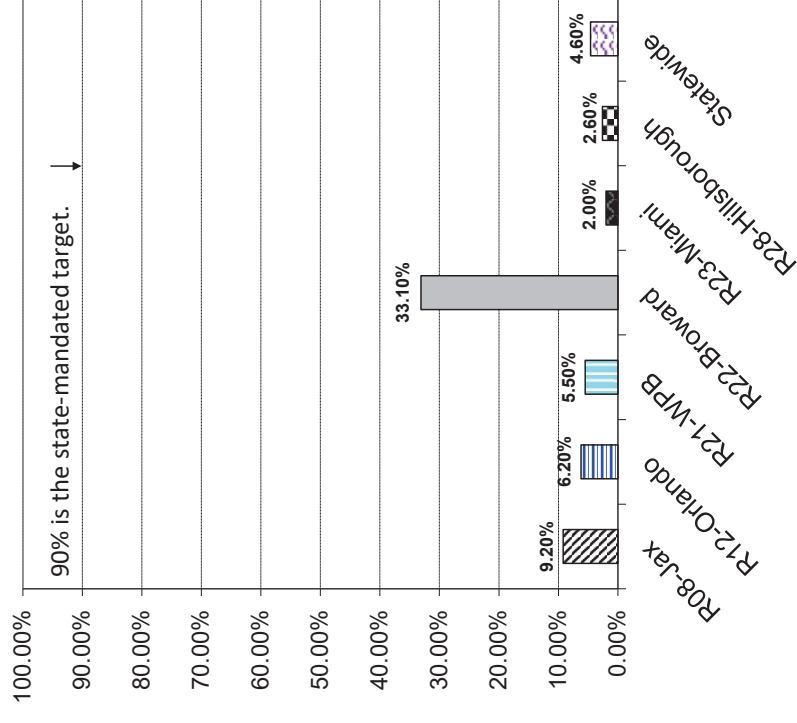


Welfare Transition Program (WTP) Two-Parent Family Participation Data for the Big 6 Regions

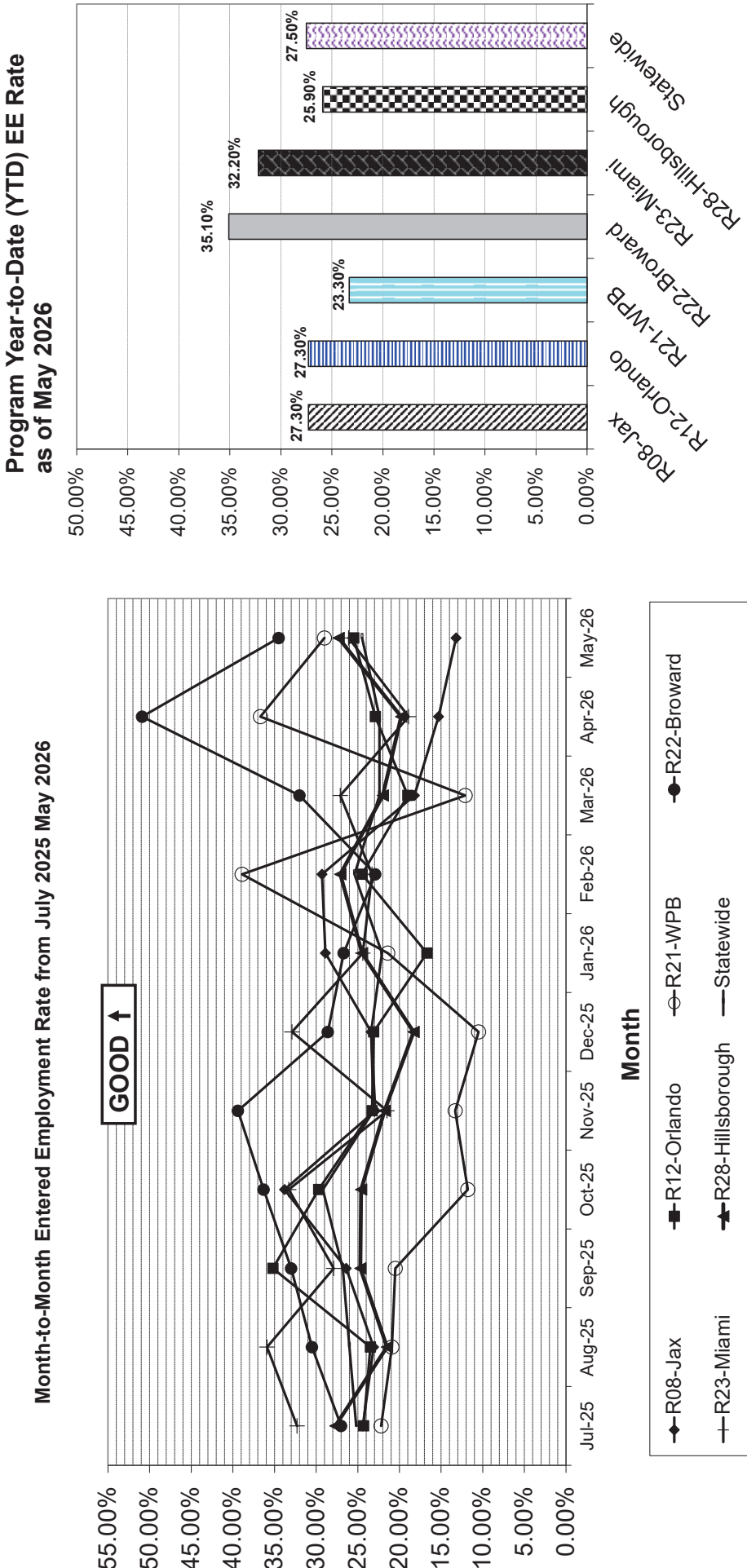
Month-to-Month Participation Rate from July 2025 to May 2026



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



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

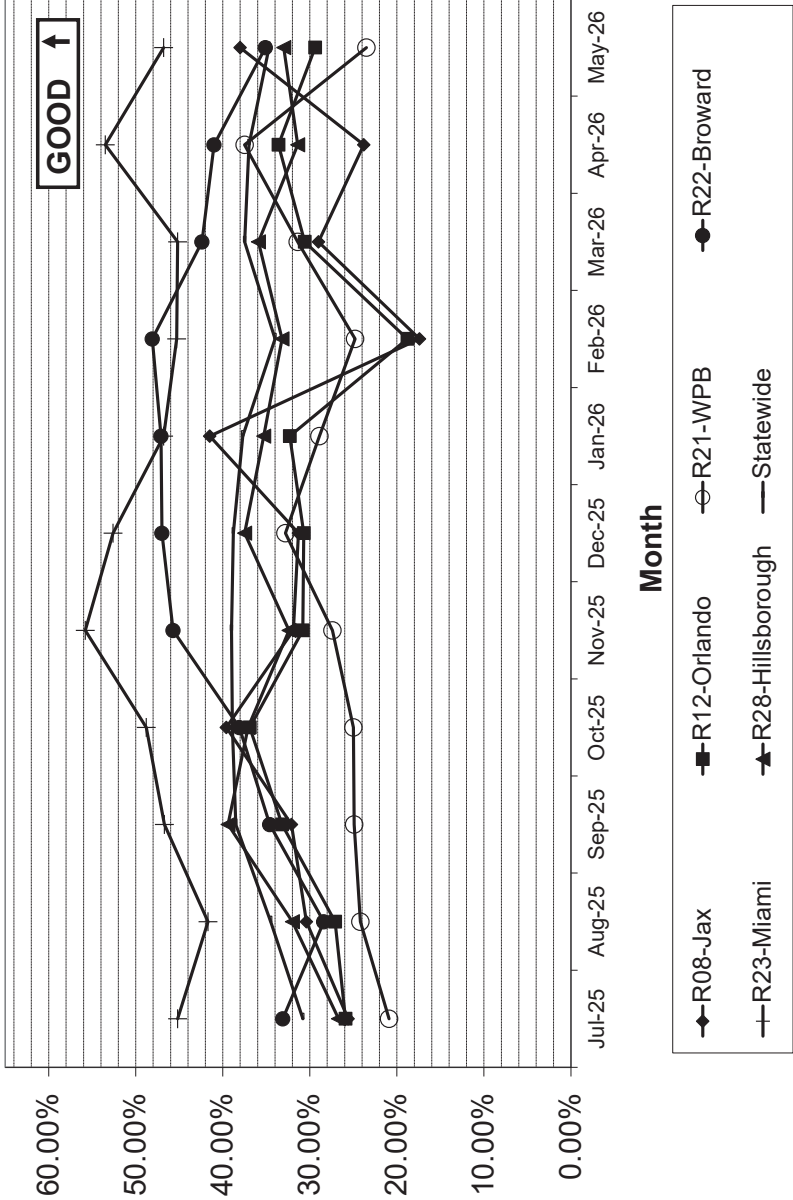


Analysis of Welfare Transition Program (WTP) Performance

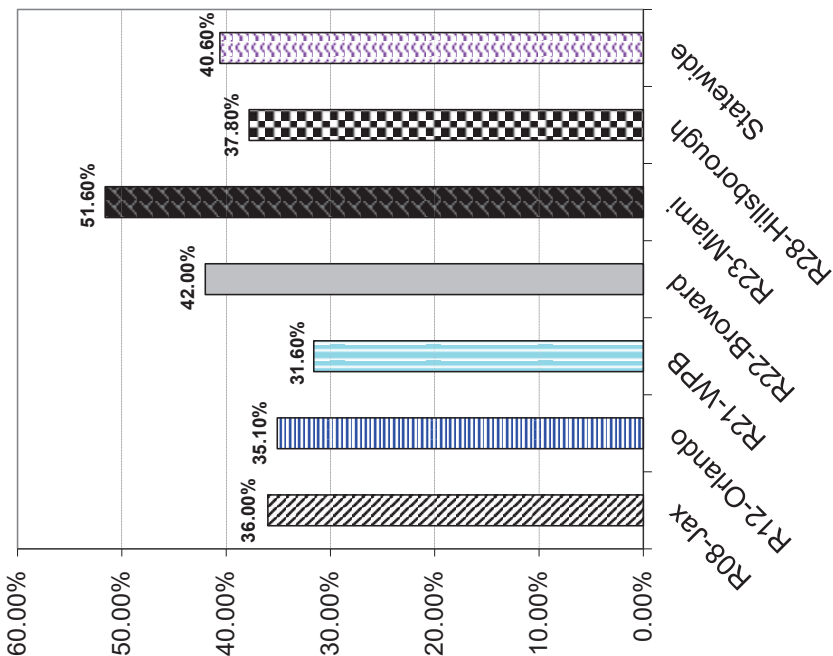
	<u>Measure</u>	<u>Goal</u>	<u>Month (May)</u>	<u>PYTD</u>
WTP Program Performance At-A-Glance	All Family Participation	50%	33.3%	35.7%
	Two-Parent Family Participation	90%	28.6%	33.1%
	Entered Employment Rate (EER)	39%	34.5%	35.9%
	In relation to the Big 6 Regions:			
Current Situation and Performance Summary	All Family Participation Rate CSBD ranks 1 st in performance for the month and ranks 1 st for Program Year 25/26			
	Two-Parent Participation Rate CSBD ranks 1 st in performance for the month and ranks 1 st for Program Year 25/26			
	Entered Employment Rate CSBD ranks 1 st in performance for the month and ranks 1 st for Program Year 25/26			
Strategies and Action Steps	To improve WTP Participation Rates and the Entered Employment Rate:			
	The WTP team is expanding access to reemployment support by creating a digital learning library that will deliver flexible, on-demand job-readiness tools. This resource will supplement job search and job-readiness activities, strengthen continuous skill development, and extend career services beyond the traditional job club setting, positioning customers to upskill more efficiently and return to work sooner.			

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

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



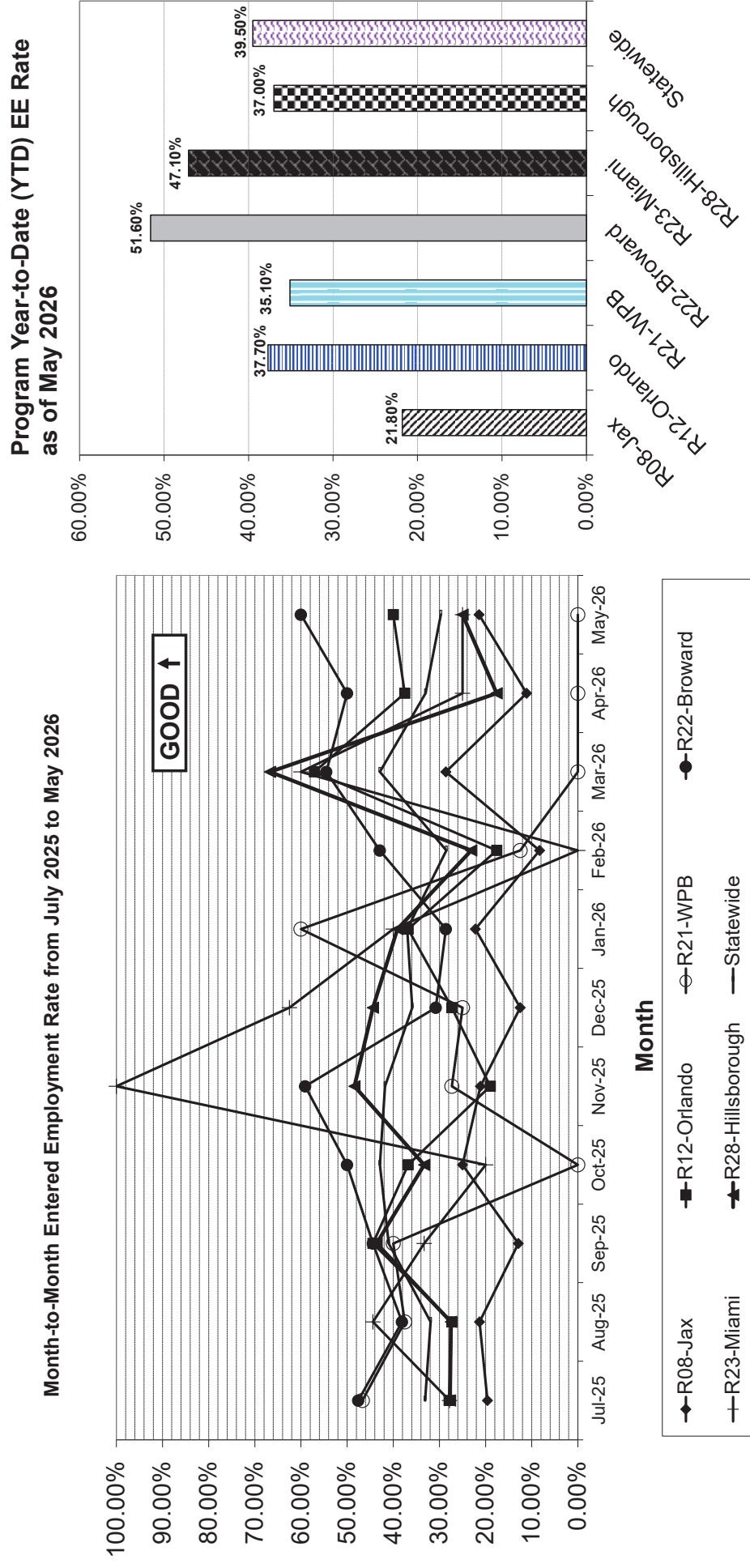
Program Year-to-Date (YTD) EE Rate as of May 2026



Analysis of Wagner-Peyser (WP) Performance

WP Program Performance At-A-Glance	<u>Measure</u>	Performance*	
		Month (May 2026)	PYTD
	Entered Employment Rate (EER)	35.1%	42.0%
	*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	In relation to the Big 6 Regions: CSBD ranks 3rd for the month and ranks 2nd year-to-date in Entered Employment Rate.		
Strategies and Action Steps	To improve our EER, we have implemented the following: - Targeted follow-up with former Spirit Airlines employees, providing priority career counseling, facilitating connections with employers through hiring events, and engaging eligible individuals with funding received from the Community Foundation of Broward for emergency support services. - Conducted outreach to newly registered individuals in Employ Florida who self-identified as disabled and looking for work, recognizing their value to the workforce and connecting eligible participants to the Ticket to Work Program for enhanced employment and training opportunities.		

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

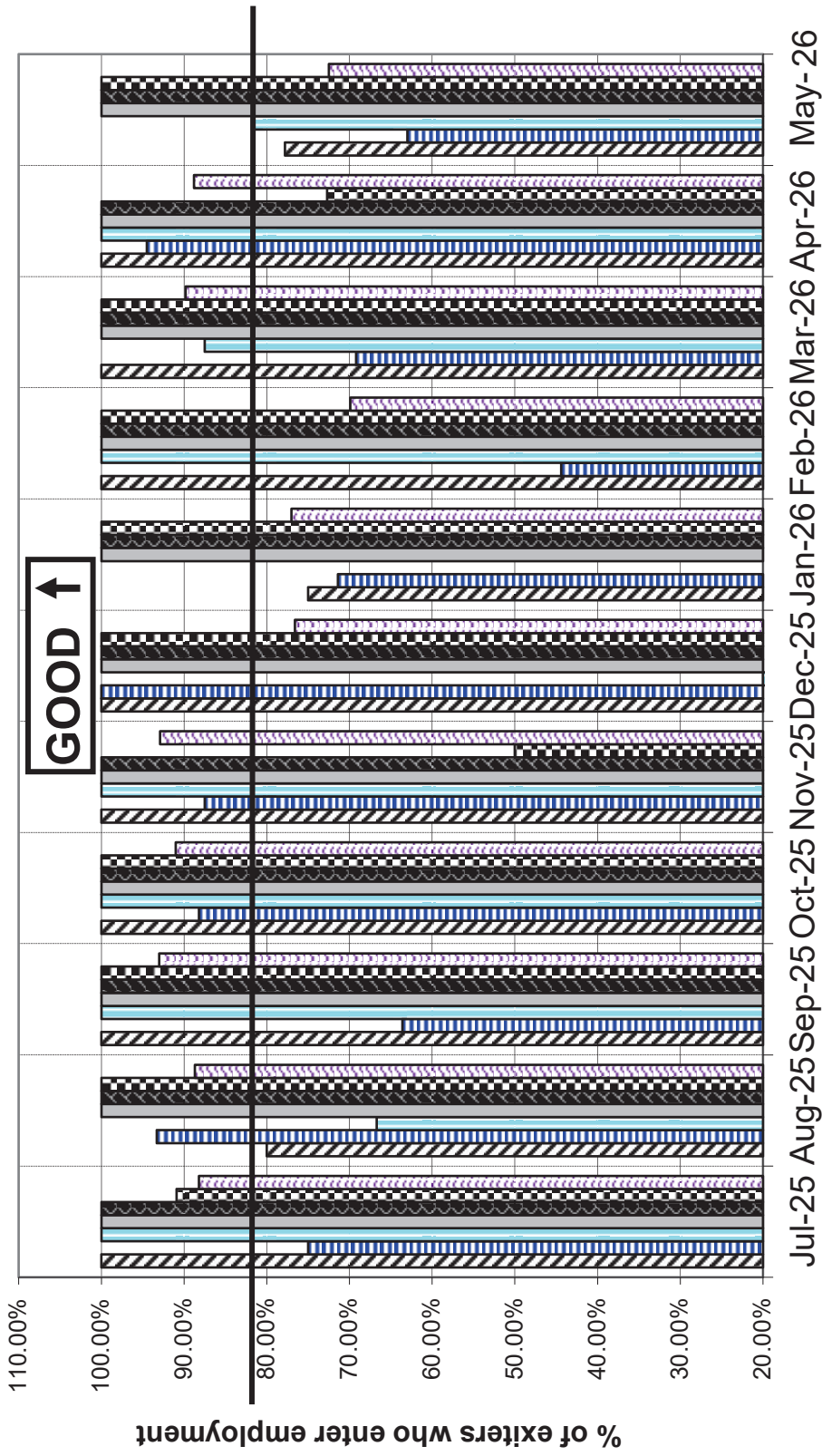


Analysis of Veterans' Performance

Veterans Program Performance At-A-Glance	<u>Measure</u>	Performance*	
		Month(May)	PYTD
	Entered Employment Rate (EER)	60.0%	51.6%
*Please note: The performance detail is based on the Monthly Management Report (MMR).			
Current Situation and Performance Summary	In relation to the Big 6 Regions: CSBD ranks 1st for the month and 1st for the Program Year in Veterans' Entered Employment Rate.		
Strategies and Action Steps	The following strategies were implemented to increase our EER: • The Local Veterans' Employment Representative (LVER) team enhanced its outreach by advocating to veteran-friendly employers. This initiative led to the development of 17 new job openings, including collaborations with three new employers in the HVAC, aviation, and manufacturing sectors. • The Disabled Veterans' Outreach Program (DVOP) team extended its outreach by providing informational services to eight local community partner organizations, which led to an increase in new veteran customer enrollments.		

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 May 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 (May)	PYTD
	Entered Employment Rate	100%	92.2%
Current Situation and Performance Summary	Since July, CSBD has assisted 501 Adult and Dislocated Worker (DW) customers in obtaining employment or accessing training opportunities. This includes traditional classroom training and work-based training through internships, apprenticeships, and On-the-Job Training. CSBD is in 1st place in the Adult and Dislocated Worker Entered Employment category for the year-to-date and in a three-way tie for May.		
Strategies and Action Steps	To increase WIOA performance, we are implementing the following strategies: On August 20th, we will host our annual "Back to Work, Back to School" event at the South Career Center, linking job seekers with immediate job openings and short-term training programs. To date, we have engaged 10 employers and 4 training providers to participate, including FDOT and the U.S. Postal Service. WIOA staff will be available to discuss training options and help interested customers with the application process.		

Memorandum #01 – 26 (OPS)

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

From: Carol Hylton, President/CEO

Subject: Addition of New Courses for Existing Eligible Training Provider –
Florida Atlantic University

Date: 08/11/2026

SUMMARY

Consideration to approve the addition of three (3) training programs at FAU to the WIOA Individual Training Account list 1) CompTIA Network+ Certificate 2) CompTIA Security+ Certificate and 3) CompTIA Tech+ Certificate. CareerSource Broward reviewed the applications for completeness and to ensure that Board-mandated criteria for the training programs are met. Because Board member Dr. Stacy Volnick is employed by FAU, a 2/3 vote of the Board is required. Approved at the 8/4 One-Stop Services and 8/10 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. Additionally, all occupational training must prepare students for in-demand occupations appearing on the Targeted Occupations List (TOL) and meet the Board-established minimum evaluation criteria. This includes but is not limited to licensure, accreditation (or equivalent), and issuance of an industry-recognized credential. All of our current eligible training providers meet these criteria.

DISCUSSION

FAU, an approved CSBD eligible training provider, is accredited by the Southern Association of Colleges and Schools, Commission on Colleges.

FAU has applied to add three (3) new programs 1) CompTIA Network+ Certification 2) CompTIA Security+ Certification and 3) CompTIA Tech+ Certification, to our WIOA ITA List. These programs provide opportunities to train for careers in the IT industry and earn Certificates in this field.

Using Jobs EQ and Employ Florida, CSBD was able to validate that within the past 90 days, there have been at least 25 job openings for Computer Network Support

Specialists, Information Security Analysts, and Computer User Support Specialists in Broward County. A CSBD review team comprised of staff from Operations, Quality Assurance, and Business Services evaluated the applications. This committee determined that all Board-mandated criteria have been met for the training programs and related occupational titles.

Courses to be added to the WIOA ITA List:

Provider	Credentialing Program	TOL Demand Occupation	Entry Wage
Florida Atlantic University	CompTIA Network+ Certification Training	Computer Network Support Specialists	\$27.76
	CompTIA Security+ Certification Training	Information Security Analysts	\$38.79
	CompTIA Tech+ Certification Training	Computer User Support Specialists	\$20.26

We will limit enrollment of customers to 10 in this program until performance is established.

RECOMMENDATION

Approve the addition of three (3) occupational training programs to the WIOA ITA list: CompTIA Network+ Certification Training, CompTIA Security+ Certification Training, and CompTIA Tech+ Certification Training.

ITA Course Summary Spreadsheet
Attachment to Memo #01 - 26 (OPS)

School Name	License / State Agency Approval	DOE Accreditation	Course Title	Type of Credential Offered	Program Length	Clock Hours	Entry Wage	Course Offering (Virtual/ Classroom/ Blended*)	Class Size (Max)	Prerequisites	Tuition and Fees	Other Costs (Books, Uniforms, Supplies, Cert./Lic. Exams)	Program Total Costs
Florida Atlantic University	YES	YES	CompTIA Network+ Certification Training	Certificate	24 weeks	110	\$27.76	Virtual	20	High School Diploma, 6 months experience or CompTIA Tech+ certification	\$1,895.00	\$0.00	\$1,895.00
	YES	YES	CompTIA Security+ Certification Training	Certificate	24 weeks	85	\$38.79	Virtual	20	High School Diploma, 6 months experience or CompTIA A+ certification, Network+ certification	\$1,995.00	\$0.00	\$1,995.00
	YES	YES	CompTIA Tech+ Certification Training	Certificate	24 weeks	40	\$20.26	Virtual	20	High School Diploma	\$995.00	\$0.00	\$995.00

Memorandum # 02 – 26 (OPS)

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

From: Carol Hylton, President/CEO

Subject: New Eligible Training Provider and Course for Emergency Education Institute

Date: 08/11/2026

SUMMARY

Consideration to approve 1) Emergency Education Institute (EEI) under the initial status as an Eligible Training Provider and 2) add the course Emergency Medical Technician to the WIOA Individual Training Account List. Emergency Medical Technician is a high-demand occupation essential for local emergency response efforts. CSBD adds schools and courses that meet federal, state, and local criteria, giving customers more choices. Approved at the 8/4 One-Stop Services and 8/10 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 (TOL). 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 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

Emergency Education Institute is located in Coral Springs and has been operating since 2016, providing training in the healthcare industry. They are licensed by the Commission on Independent Education (CIE). They are also accredited by the Accrediting Bureau of Health Education Schools.

The courses submitted will prepare participants for employment in the following in-demand occupations, as shown in the chart below.

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

Training Provider	Occupational Training Program	Occupation	Entry Wage	Job Openings
Emergency Education Institute	Emergency Medical Technician	Emergency Medical Technicians	\$17.11	>25

Staff have 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 applications and program. The committee has determined that all Board-mandated criteria have been met for the school training programs. This includes but is not limited to 1) licensure 2) issuance of an industry-recognized credential and 3) 25 or more job openings in Broward County.

As a new training provider, Emergency Education 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 for our customers.

RECOMMENDATIONS

Approve the Emergency Education Institute as an eligible training provider and add the course Emergency Medical Technician to the WIOA ITA List.

ITA Course Summary Spreadsheet
Attachment to Memo # 02 - 26 (OPS)

School Name	License / State Agency Approval	DOE Accreditation	Course Title	Type of Credential Offered	Program Length	Clock Hours	Entry Wage	Course Offering (Virtual/ Classroom/ Blended*)	Class Size (Max)	Prerequisites	Tuition and Fees	Other Costs (Books, Uniforms, Supplies, Cert./Lic. Exams)	Program Total Costs
Emergency Education Institute	YES	YES	Emergency Medical Technician	Certificate	16 weeks	300	\$17.11	Classroom	35	High School Diploma, Physical Exam, Background Check, Drug Screening, Driver's License, Birth Certificate or Passport, Social Security Card	\$2,460.00	\$765.00	\$3,225.00

Memorandum #01 – 26 (FS)

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

From: Carol Hylton, President/CEO

Subject: General Fund Balance

Date: August 11, 2026

SUMMARY

As of 12/31/25, the General Fund balance was \$1,396,394. The General Fund balance as of 5/31/26 is \$1,362,800. Of this amount, \$623,227 is held in reserve, leaving a balance of \$739,573. From 1/1/26 through 5/31/26, we realized revenues of \$103,207 and incurred expenditures of \$136,801. Ticket to Work (TTW) has been slow due to a change in the rules; however, we now have a full caseload and expect to see an increase in our revenue going forward.

BACKGROUND

Per governing board direction, CSBD holds a portion of the General Fund in reserve to:

1. Assure funds are available in the event of a questioned or disallowed cost. We carry D&O insurance, but we set aside funds, as not all expenditures are covered by our insurance.
2. Cover the principal payments for the 2890 W. Cypress Creek Road building. Our grants pay for the interest on the mortgage and straight-line depreciation based on 25 years. The depreciation is paid into the General Fund and is used to pay the mortgage principal. As is true of most mortgages, in the earlier years, the payments are mostly interest, which are covered by the grants. In later years, the majority of the payments will be made up of the principal. We use the depreciation collected to pay for the principal.

Fiscal has calculated the amount that will be needed to pay the principal and tracks it on a monthly basis.

Chart 1- General Fund Reserves

Category	Dollar Amount
Contingency reserve	\$250,000
Depreciation collected to date: \$1,246,536 ¹	
Less Principle paid with Depreciation revenue since 1/1/2019 (\$873,309)	\$373,227
Total	\$623,227

¹ The original mortgage was \$2.8M, and our current balance is approximately \$1.6M. The mortgage will be fully paid off on 10/26/36.

Chart 2, below, is the list of projected expenditures budgeted and approved by the CSBD governing boards that are charged against the General Fund.

Chart 2- Board Approved Budgeted Items

Category	Dollar Amount
Food (Calendar Year)	\$27,000
Ticket to Work staff salary, benefits & overhead	\$98,500
Application of our Indirect Cost Rate	\$19,600
President and General Counsel Salary Cap	\$59,200
Total	\$204,300

DISCUSSION

The General Fund balance as of 12/31/25 was \$1,396,394. Chart 3, below, is a list of the revenues and expenditures from 1/1/26 through 5/31/26. During this period, revenues totaling \$103,207 and expenditures totaling \$136,801 were incurred. The total of the General Fund balance, including reserves, minus expenditures, is \$1,362,800.

Chart 3- Revenues and Expenditures 1/1/26 – 5/31/26

Category	Revenues	Expenditures	Comments
Investment Interest	9,341		SBA
Reimbursement to CSBD	250		Restitution
TTW	1,860		
Depreciation collected from grants	71,756		
Simply Healthcare	20,000		
FY 25/26 Building Principal		55,905	Paid to date \$1,086,101
President & General Counsel Salary Cap		59,113	
Food expense		13,126	
Indirect Costs		8,657	
Total	\$103,207	\$136,801	

The General Fund balance as of 5/31/26 is \$1,362,800 of this amount, \$623,227 is held in reserve, leaving a balance of \$739,573.

RECOMMENDATION

None. For information purposes.

Memorandum #02 – 26 (FS)

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

From: Carol Hylton, President/CEO

Subject: Budget vs. Actual Expenditure Report

Date: August 11, 2026

SUMMARY

Per Audit Committee direction, CSBD reports on budget vs. actual expenditures throughout the year. This is an internal control best practice. CSBD receives funds on varying schedules: 1) our program year 7/1 – 6/30, 2) Wagner Peyser is on a 15-month schedule of 7/1 – 9/30, and 3) the federal fiscal year 10/1 – 9/30. We are on target to expend the majority of our funds and anticipate a small allowable carry forward in the WIOA Adult/Dislocated Worker and Youth funding streams, which will be used for training.

BACKGROUND

Per Audit Committee direction, CSBD reports on budget vs. actual expenditures throughout the year. This is an internal control best practice. CSBD receives funds on varying schedules: 1) our program year 7/1 – 6/30, 2) Wagner Peyser is on a 15-month schedule of 7/1 – 9/30, and 3) the federal fiscal year 10/1 – 9/30. The committee is reminded that expenditures fluctuate based on when vendor/sub-recipient invoices are received. Below is the budget vs. actual through May 31. By reporting on Budget vs. Actual, we are meeting a key internal control goal.

DISCUSSION

Chart 1. Represents the 7/1/25 to 6/30/26 annual grant and depicts expenditures through 5/31/26, which is 92% of the program year.

Chart 1: 7/1/25 – 5/31/26 Budget vs. Actual at 92% of the Program Year

Notes	Funding Stream	PY 25/26 Budget	Actual Expenditures 7/1/25 – 5/31/26	% Expended
1	WTP	4,058,171	3,230,598	80%
2	WIOA Adult/Dislocated Worker	5,629,795	4,800,847	85%
3	WIOA Youth	2,135,299	1,607,370	75%

Note 1: WTP

We anticipate the funds will be 100% expended. Per Board policy, any funds still available to us in June are used to serve additional youth in our summer youth employment program. This state has extended our ability to spend WTP funds through August 26.

Note 2: WIOA AD/DW

We expect to have a small amount of carry forward in the WIOA AD/DW funding streams. The federal regulations allow up to 20% carryforward. These funds will be used for training next year.

Note 3: WIOA Youth

We expect to have a small amount of carry forward in our youth funding streams. We are allowed up to 20% carryforward. The funds will be added to the amount available for youth work experience and to meet the new \$15.00/hour minimum wage.

Chart 2. Represents the 7/1/25 to 9/30/26 annual grant period and depicts expenditures through 5/31/26, which is 73% of the program year.

Chart 2: 7/1/25 – 5/31/26 Budget vs. Actual at 73% of the Year

Notes	Funding Stream	PY 25/26 Budget	Actual Expenditures 10/1/25 – 5/31/26	% Expended
1	Wagner Peyser	1,779,418	1,106,678	62%

Note 1: Wagner Peyser

We expect to be fully expended by the end of the period.

Chart 3. Represents the 10/1/25 to 9/30/26 annual grant and depicts expenditures through 5/31/26, which is 67% of the program year.

Chart 3: 10/1/25 – 5/31/26 Budget vs. Actual at 67% of the Year

Notes	Funding Stream	PY 25/26 Actually Received	Actual Expenditures 10/1/25 – 5/31/26	% Expended
1	Veterans	189,182	118,212	62%
2	SNAP	204,018	139,890	69%

Note 1: Veterans

To date, we have received \$189,182, and at 67% of the year, we are on target to fully expend the funds by September 30. While we were given \$263,372 for planning purposes, to date, the State has released \$189,182.

Note 2: SNAP

SNAP will be in alignment by the end of the year as there were some one-time costs that will not reoccur.

RECOMMENDATION

None. For information purposes only.

Memorandum #02 – 26 (BR)

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

From: Carol Hylton, President/CEO

Subject: Report on the Chambers - Greater Fort Lauderdale (GFLCC) and
Greater Hollywood (GHCC) Contract Renewals and Performance

Date: August 11, 2026

SUMMARY

CSBD contracts with the GFLCC and the GHCC for business intermediary services to increase their members' awareness of our business services. This is to report on 1) the renewal contracts for the GFLCC in the amount of \$50,000 and the GHCC in the amount of \$45,000 for the CSBD Fiscal Year 26/27 and 2) the performance activities for each of the Chambers.

BACKGROUND

We contract on a one-year renewable basis with the two chambers. There is an additional one-year renewal possible under each of their current contracts, which would cover the period 10/1/2026 – 9/30/2027. This is the final renewable year.

In accordance with Council and Board direction, the contracts fall under the authority of the CSBD President as they are each under \$100,000.

CSBD contracts with the GFLCC and GHCC are to expand employer awareness regarding our employer-based services. The GFLCC has nearly 1,000 business members, while the GHCC has 600 business members. The partnership with the Chambers enables us to engage with a wide array of employers through the Chambers' events and activities, promoting work-based training, job and recruitment fairs.

DISCUSSION

The charts on the following pages identify the contract deliverables attained over the contract period of 10/25 through 6/26. CSBD is working with chamber staff to increase leads for work-based training opportunity commitments for the upcoming contract period.

Greater Ft. Lauderdale Chamber of Commerce	
Contract Deliverables	Performance
Hold two employer forums or job fairs with industries on the CSBD Targeted Industry List (TOL).	- Construction Industry Forum was held in February. Ian Schwartz, Vice President of Operations and Construction at Stiles Construction, shared workforce strategies and industry best practices. Employers identified priorities related to soft skills, AI adoption, and building awareness of skilled trades careers. The strategies developed are guiding our employer outreach, training, and workforce development efforts within the construction industry. - Marine Industry Forum was held in June. Charlene Pou, Business Development Director at Apprenti, presented on registered apprenticeships as a strategy for recruiting and retaining skilled talent. Employers identified opportunities to expand workforce training and increase awareness of marine careers. CSBD is collaborating with marine employers and education partners to implement the strategies identified during the forum.
Provide for CSBD to address the Chamber membership every quarter.	CSBD presented at New Member Orientations and other Chamber events throughout the contract period, including the 1) Working Women Win Leads Group, 2) Arts & Business Council, 3) Biz Perks Workshop, 4) Branding & Marketing Council, and 5) West Broward Business Leads Meeting. The presentations increased employer awareness of our services.
The Chamber will assist in developing work-based training contract commitments of up to \$75,000.	To date, the Chamber has assisted in developing \$45,848 in work-based training grants. CSBD and Chamber staff will meet weekly to review employer prospects and coordinate outreach activities.
Post information about CSBD events and services in the Chamber newsletter or on social media.	The Chamber provided support by promoting outreach campaigns that increased awareness of CSBD's workforce initiatives and employer services. Throughout the contract period, the Chamber promoted key initiatives, including the 1) AI Playbook, 2) Paychecks for Patriots Job Fair, 3) Quick Response Training Program, 4) Industry Forums, 5) Summer Youth Program, 6) Senior Workers initiative, and 7) work-based training grants. These efforts strengthened engagement with the business community.
Maintain a prominent live link on its homepage to the CSBD's website.	A prominent live link is maintained on the chamber's homepage with a CSBD website link.

Greater Hollywood Chamber of Commerce	
Contract Deliverables	Performance
Hold two employer forums or job fairs with industries on the CSBD TOL.	- Technology Industry Forum was held in April. Domenic DiLullo, Chief Information and Technology Officer for Broward County Government, presented on cybersecurity and the evolving impact of artificial intelligence on the workforce. Employers identified strategies to strengthen industry and education partnerships, expand work-based learning opportunities, and address technology talent needs. CSBD is working with employers and education partners to advance the strategies identified during the forum. - Hospitality Industry Forum is scheduled for August. Ms. Pou will be the featured speaker, presenting on developing apprenticeship programs in the industry.
Provide for CSBD to address the Chamber membership every quarter.	CSBD maintained a regular presence at Chamber member and networking events, including the 1) Good Morning Hollywood Breakfast, 2) Business Leads Group, and 3) Tech Biz Group. These reinforced CSBD's partnership with the Chamber while creating opportunities to identify employer needs and promote workforce solutions.
Assist in developing work-based training contract commitments of up to \$50,000.	To date, the Chamber has assisted in developing \$7,680 in work-based training grants. Weekly coordination meetings will be held to provide technical assistance, support employer engagement efforts, and advance work-based training opportunities toward the contractual commitment goal.
Post information about CSBD events and services in the Chamber newsletter or on social media.	The Chamber promoted CSBD programs, events, and employer resources through its newsletter and other communication channels. Featured topics included the CSBD Resources for Businesses, the CSBD AI Playbook Survey, the Technology Industry Forum, and the AI Playbook launch. These communications kept Chamber members informed of workforce initiatives and encouraged employer participation in CSBD programs and events.
Maintain a prominent live link on its homepage to CSBD's website.	A prominent live link is maintained on the chamber's homepage with a CSBD website link.

RECOMMENDATION

None. For information purposes only.

Memorandum #04 – 25 (QA)

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

From: Carol Hylton, President/CEO

Subject: FloridaCommerce PY 2023-2024 Programmatic Monitoring Report

Date: August 11, 2026

SUMMARY

The State conducted program monitoring on 1/29/24 through 2/2/24. To date, we have not received an official communication closing out the review period. As we did not want any further delay, the report is presented for your review. The State reviewed 247 program cases and CSBD operations consisting of approximately 7,176 elements. There were 10 program findings and 3 other non-compliance issues. All findings and other non-compliance issues were corrected. The program findings equate to an error rate of .21%, less than 1%.

BACKGROUND

FloridaCommerce conducted its PY 23/24 program monitoring review on 1/29/24 through 2/2/24. The review covered the period from 4/1/23 through 12/31/23. To date, we have not received an official communication closing out the review period. As we did not want any further delay, the report is presented for your review.

The following programs were reviewed:

1. Welfare Transition Program (WTP)
2. Supplemental Nutrition Assistance Program (SNAP)
3. Workforce Innovation and Opportunity Act (WIOA)
4. Trade Adjustment Assistance (TAA)
5. Rapid Response
6. Wagner-Peyser (WP)
7. Reemployment Services and Eligibility Assessment (RESEA) Program
8. Jobs for Veterans State Grant (JVSG)
9. Special projects that were operational during the review period

DISCUSSION

State Findings for the Period of April 2023 – December 2023

FloridaCommerce identified 10 program findings and 3 “other non-compliance issues” during their program monitoring review. 247 files were reviewed consisting of approximately 7,176 elements.

Program findings and non-compliance issues are forwarded to the Career Centers and Program Managers as well as to service providers, if appropriate, for responses and resolution. All the findings and non-compliance issues were corrected. The findings equate to an error rate of .21%, less than 1%.

The findings and non-compliance issues are presented below, along with the corrective action taken.

There were 10 Program Findings and 3 Non-compliance Issues:

ONI Number WT 22.24.01 – Initial Assessments and Individual Responsibility Plans
There was one participant's initial assessment that did not include the required skills and work history elements and one participant's IRP did not include the required services element.
Recommendation
CSBD staff should ensure initial assessments and IRPs include all required elements (i.e., skills and work history, weekly activities, and services to participants).
Agree/Disagree
Agree
Resolution
• This issue was associated with a new Success Coach who was still in training. • CSBD staff reviews and approves all IRPs for new Success Coaches for the first three (3) months. • CSBD staff randomly reviews IRPs each week and emails the WTP Program Manager the results of the monitoring. • Written notification to staff informing them of related requirements was done.

Finding Number SNAP 22.24.01 – Sanction Warranted
One participant did not have a sanction requested for non-compliance for lack of activity hours.
Recommendation
CSBD should initiate sanction requests timely with supporting documentation or document that good cause action has been taken if the case is still open.
Agree/Disagree
Disagree This occurred at a time when SNAP funding was unavailable and to protect the SNAP recipient, they were issued a waiver.
Resolution
Per State resolution guidance CSBD confirmed that: • All customers' assigned participation, actual hours, and JPR entered hours are verified for accuracy, including all related case notes. • CSBD requires that staff request a manual sanction on the same day a participant is determined non-compliant with the 80-hour requirement by addressing them within 24 hours through supervisory review and coaching. • The WTP Program Manager (PM), and Center Managers have developed a scheduling framework that aligns with the projected date of participants' completion of required hours within a specific two-day window each month. The goal is to streamline and standardize the process for documenting compliance, non-compliance, and associated actions. This plan was been implemented 7/1/25. • SNAP internal monitoring was increased to monitor compliance.

Finding Number SNAP 22.24.02 – Initial Engagement Process
Three participants did not have their initial appointment status selected within two business days of completion of the appointment or have “No show” recorded as required.
Recommendation
CSBD staff should select the appointment status outcomes within two business days of the appointment or no-show date.
Agree/Disagree
Disagree
Resolution
CSBD disagreed with this finding because policy allows for 1 rescheduling however • The SNAP Program Manager reviewed the issue with the SNAP Supervisor / Success Coach. • Internal peer review monitoring was reassigned to ensure objective verification for compliance. • Using the reports available through OSST MyTess, showing scheduled attendees and orientation sign-in sheets, staff have recorded the customer's attendance on the same day. For all no-shows, the penalty process is immediately initiated. • Written notification was provided to staff informing them of related requirements. • SNAP internal monitoring was increased to monitor compliance.

Finding Number WIOA 22.24.03 – Supportive Services
Of nine participants who received supportive services, one participant's documentation to verify the support service activity was not maintained in the participant's case file. Additionally, two participant case files contained documentation that did not match the supportive service activity type recorded in Employ Florida.
Recommendation
CSBD staff should provide documentation to verify supportive service activity in EF as well as the participant's receipt of the support service.
Agree/Disagree
Disagree
Resolution
CSBD disagreed with this finding. • Support services were reviewed in detail at the October 29, 2024, annual WIOA staff training. • Quality Assurance staff conducted a special review of support services in May 2024, followed by three regular reviews of support services during the year. • Staff identified as having ongoing issues were placed on corrective performance plans and/or counseled.

Finding Number WIOA Youth 22.24.04 – Quarterly Follow-ups
Of the five Youth participants who required quarterly follow-ups, one did not have a quarterly follow-up conducted.
Recommendation
CSBD staff should provide documentation that quarterly follow-ups have been conducted in EF accurately and timely.
Agree/Disagree
Agree
Resolution

- The quarterly follow-up was not initially completed because the youth was unintentionally soft exited. The missing follow-up was promptly completed before the completion of the State's monitoring.
- To prevent this from happening in the future, Employ Florida 'Soon to Exit' reports are run on a weekly basis to identify youth scheduled for soft exits. The youth's Success Coaches are contacted so they can assess the participant's suitability for program closure.
- The WIOA Youth PM facilitated two training sessions on 4/17/24 and 4/26/24 for staff that addressed the correct protocol when closing a file in Employ Florida. The training included the importance of completing the quarterly follow-ups as required for each participant. The 4/17/24 meeting was in person and the 4/26/24 training was virtual.

Finding Number WIOA Youth 22.24.05 – Follow-up Services

Of the six Youth participants who exited the WIOA Youth program, one did not have documentation to support that follow-up services were offered or provided.

Recommendation

CSBD staff should provide documentation that follow-up services have been offered to the individual if the case file is still open and active.

Agree/Disagree

Agree

Resolution

The WIOA Youth Program Manager facilitated two training sessions on 4/17/24 and 4/26/24 that addressed the correct protocol when closing a file in Employ Florida. The training emphasized the need for staff to explain follow-up services to youth prior to program closure and to document such discussions in case notes. The 4/17/24 training was in person and the 4/26/24 training was virtual.

Finding Number WIOA Special Projects 22.24.06 – Nationally Recognized Credentials

Of the two Special Project case files reviewed of participants who had a credential attainment recorded in Employ Florida, one did not meet the definition of a recognized credential.

Recommendation

CSBD staff should enter and accurately record credential attainment information in Employ Florida.

Agree/Disagree

Agree

Resolution
• This was an isolated incident. • Credential attainment was reviewed at the October 29, 2024, annual WIOA staff training. • WIOA staff were directed to review the Types of Acceptable Credentials found on TEGL 10-16, page 14 to 15 on 5/15/2025, which was also discussed in subsequent staff meetings. • Quality Assurance staff conducted tri-annual monitoring of credential attainment.

Other Noncompliant Issue (ONI) Number WP 22.24.02 – Wagner-Peyser Job Seeker Services and Activities
Of the 20 job seekers reviewed, 14 job seekers had specific service codes in Employ Florida (codes 116 – Received Service from Staff Not Classified), which case notes in the files did not meet the requirements for the specified services recorded.
Recommendation
CSBD staff should provide documentation verifying that services were provided, recorded, and case noted for job seekers if the job seekers' case file are still open.
Agree/Disagree
Disagree
Resolution
• CSBD disagreed with this finding as the service code guide covering the review period specifically states that a description of the activity be present in the case note, and additionally states that it must be used when there is no other existing code to describe services provided. • CSBD staff followed procedure and ensured that their service was logged and defined using a code for which no other existed. • To address the issue, the PM reviewed the matter with the Wagner-Peyser Supervisors and Success Coaches. Training was provided in February 2024 through a region-wide meeting and multiple weekly team huddle meetings throughout the remainder of the program year. • Quality Assurance staff conducted tri-annual monitoring of service codes.

Finding Number JVSG 22.24.07 – Veteran Priority of Service
Of the 15 veteran case files reviewed, two participants did not have a Priority of Service (POS) service code (089 automated or 189 manual) or a case note recorded in Employ Florida when participation began. Another participant was also missing the required case note associated with the 189 POS activity code.
Recommendation
CSBD staff should provide documentation that staff have made or initiated contact to verify veteran status and to ensure POS was provided. CSBD staff should also ensure that the 189-service code, along with a proper case note, is recorded on the Wagner-Peyser application if no automated 089 code is present.
Agree/Disagree
Agree
Resolution
• The PM reviewed the issue with the Wagner-Peyser Supervisor and the Success Coaches. • POS training was provided through multiple weekly team huddle meetings, and a Wagner-Peyser training was held for staff to ensure proper documentation of POS. • An internal process was implemented to require all veteran customers to see a Wagner-Peyser Success Coach for POS information. • Weekly internal monitoring was assigned to ensure verification of compliance. • Quality Assurance staff conducted tri-annual monitoring of the application of the POS 189 service code.

Finding Number JVSG 22.24.08 – Veteran Intake, Eligibility, and Case Management
• One veteran participant's Objective Assessment Summary (OAS) case note did not note that they were referred to the Disabled Veterans Outreach Program (DVOP) by an eligible partner program. Also, there were no other separate case notes identifying that the participant was referred by an eligible partner program or through the VA VRE program. • One veteran participant had an incomplete Employ Florida OAS. The case notes were missing entirely or missing required elements and many summaries were left blank. • Five veteran participant IEPs showed the DVOP did not use the S.M.A.R.T principles to create the IEP and list all barriers uncovered in the OAS, additional barriers, and wraparound services needed. • One veteran participant did not have a case note explaining the case closure.

Recommendation
CSBD staff should provide documentation of case notes or other documentation if the participant was referred to the DVOP by an eligible partner program, which includes required information within the case note on the OAS.
Agree/Disagree
Disagree
Resolution
• CSBD disagreed with all of the above except the one relating to having S.M.A.R.T. principles on IEPs. • The PM reviewed the issues with the involved Success Coaches, provided training through one-on-one counseling, and training was provided by the FloridaCommerce Regional JVSG Coordinator on July 31, 2024, which all veteran staff attended. • A CSBD internal process was implemented requiring the WP/Vets Program Manager review all newly registered JVSG Veterans on a monthly basis to ensure compliance. Also, an internal process was developed to require LVERs to review the OAS documents for employment information on a monthly basis. • The WP/Vets Program Manager reviewed all of the Veteran Success Coach's files to ensure all IEP goals were S.M.A.R.T. • The Program Manager reviewed the issue with the Success Coach involving case notes, explaining the reason for a case closure, and they jointly reviewed additional case closures and the cases assigned to the Veteran Success Coach, and all were in compliance.

Finding Number JVSG 22.24.09 – Service / Activity Code Use and Entry
Of the 15 veteran case files reviewed, two Veteran participants had service code V11, Work Readiness Case Conference, that was missing required information documented in the case note.
Recommendation
CSBD Disabled Veterans Outreach Program (DVOP) staff should document the required elements within the V11 case notes to include date, time, location, and salary expectations that determined work readiness of the participant.
Agree/Disagree
Disagree
Resolution
• CSBD disagreed with this finding. • However, the PM reviewed the issue with the Success Coach, training was provided through one-on-one counseling, and a full departmental training was led by the FloridaCommerce Regional JVSG Coordinator on July 31, 2024. • An internal process was established that the WP/Vets Program Manager reviews the V11 case notes, and no further issues were found on a weekly basis. • Quality Assurance staff conducted tri-annual monitoring of the application of the V11 code.

ONI JVSG #22.24.03 – Veteran Experience
Of the 15 veteran cases reviewed, two veteran participants' sequence of services were not captured completely and did not indicate smooth transitions between services and/or departments.
Recommendation
CSBD staff should correctly document the intake process with all DVOP eligible/referred participants, including documenting all partner agency referrals via in a case note within the OAS or record activity code V10 for participants gained through outreach efforts when services are provided.
Agree/Disagree
Agree
Resolution
• The PM reviewed the issue with the Success Coach, and training was provided through one-on-one counseling, and a full departmental training led by the FloridaCommerce Regional JVSG Coordinator was conducted on July 31, 2024. • An internal process was developed to ensure that all partner agency referred veterans are screened by AJC staff at intake to determine eligibility for services and for a seamless priority of service. • On a weekly basis, all JVSG Success Coaches submit a CRM report that details activities for their customers.

Finding Number Management Review Process 22.24.10 – Sunshine Provision
The most recent IRS form 990 was not posted to CSBD's website at the time of the review.
Recommendation
Although the IRS Form 990 was posted during the review, CSBD staff should assure that the most recent Internal Revenue Service (IRS) Form 990 is posted on their website annually and within 60 calendar days after it is filed with the IRS.
Agree/Disagree
Disagree
Resolution
• CSBD disagrees with this finding, as it properly posts its 990 and did so during the week of the state's review, and because the BWDB is not the fiscal agent and has no bank accounts; therefore, there was no impact or withholding of information to the public. • Further, based on CSBD fiscal's year end, the 990 is posted by the 15th of February every year, which was to occur a little after the state monitoring in January 2024. • The requirement of posting our 990 is now included in our electronic Activity / Document Tracker, which tracks tasks as they become due by automatically emailing reminders to staff. Reminders are now sent out to the VP of Finance, Executive VP of Administration and VP of Quality Assurance every 90 Days, 60 Days, 30 Days, 15 Days and 0 Days of it becoming due.

RECOMMENDATION

None. For information purposes only.

Memorandum #03 – 26 (BR) Revised

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

From: Carol Hylton, President/CEO

Subject: Expansion and Enhancement of the AI Playbook

Date: August 11, 2026

SUMMARY

Following the successful launch of CareerSource Broward's AI Playbook for Small & Medium-Sized Businesses, CSBD is taking steps to keep the resource up to date and expand its value to employers. Strategies vetted through the Employer Services Committee at its 8/3 meeting include ongoing content updates, interactive learning enhancements, education partnerships, and opportunities for additional AI-focused employer engagement.

BACKGROUND

In April, CSBD introduced its AI Playbook for Small and Medium-Sized Employers, reinforcing CSBD's leadership in helping businesses prepare for the accelerating AI landscape. The interactive playbook equips employers with step-by-step guidance, real-world use cases, readiness assessments, and implementation tools informed by direct employer feedback. At the annual planning session the CSBD governing boards discussed how to help employers make best use of the Playbook. This was referred to the Board's Employer Services Committee.

DISCUSSION

The Employer Services Committee added the AI Playbook to its Matrix setting goals and objectives for the upcoming year to maintain the relevance of the guide. The following strategies, were discussed and adopted at the Employer Services Committee Meeting held on 8/3:

- 1) **Annual Playbook Refresh** – CSBD will use the power of AI to update the Playbook. Each chapter will be fed into Gemini, Chat GPT, Claude and/or Co-Pilot to remove stale information and to insert current information. This is in line with how the book was built. As appropriate employer input will be solicited through our chamber partners and our employer forums.

- 2) **AI Summit** – CSBD is exploring the launch of an AI Summit in collaboration with the Greater Ft. Lauderdale and Hollywood Chambers and our education partners. At the Summit business owners would hear how to upskill their staff, save time, and boost profits using available AI tools. There would be how-to" demonstrations using popular tools like ChatGPT, Claude, or Copilot, employers would be able to build their own bots in interactive rooms, and topics like privacy and cyber security would be covered.
- 3) **Self-Assessments for Success** – Per Board suggestion that we provide testing to ensure comprehension, CSBD will be introducing short knowledge checks and mini-quizzes throughout the Playbook to reinforce learning, increase engagement, and help employers assess their understanding and readiness.
- 4) **Education Partnerships** – CSBD has reached out to Broward College to see whether the Playbook can be certified as a learning tool and incorporated into AI-related coursework.

RECOMMENDATION

None. For information only.

Memorandum #11 – 25 (QA)

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

From: Carol Hylton, President/CEO

Subject: Results of the Cherry Bekaert, LLP Fiscal Monitoring – Report #1
PY 25/26 Issued 5/29/26

Date: August 11, 2026

SUMMARY

Cherry Bekaert conducted fiscal monitoring for the period 7/1/25 through 12/31/25. Cherry Bekaert reviewed a total of 1,102 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

BACKGROUND

Cherry Bekaert monitors fiscal activities two times a year. This was the first monitoring for the program year.

DISCUSSION

Cherry Bekaert conducted fiscal monitoring for the period 7/1/25 through 12/31/25. Cherry Bekaert reviewed a total of 1,102 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

RECOMMENDATION

None. For information purposes only.

QA #11 – 25 ATTACHMENT A
Cherry Bekaert Fiscal Findings - PY 25/26
Monitoring Report #1

Procedure	Report #1 07/1/25 - 12/31/25
Insurance	0
Local Plan Controls Review	0
Internal Control Website Review	0
ETA Salary and Bonus Cap Calculation	0
Youth Work Experience Expenditure Review	0
Cash Draw	0
Budget vs Actual Grants/Programs	0
Executive Depart. Log - Reconciliation	0
Cash Receipts	0
Bank Reconciliation – Operating Account	0
Bank Reconciliation – Staff Payroll Account	0
Bank Reconciliation – Participant Payroll Account	0
Bank Reconciliation – Money Market General Fund Account	0
Bank Reconciliation – AP	0
Cancelled Checks	0
Sub-Recipient Enterprise Resource Application(SERA) Financial Report	0
Cost Allocation Statistics	0
Participant Payroll	0
Integrative Staffing Payroll	0
On the Job Training (OJT)	0
Welfare Transition Program (WTP) Community Work Experience	0
Staff Payroll	0
Incumbent Worker Training (IWT)	0
Summer Youth Payroll	0
Customer-Related Expenditures – WIOA ITA & WTP	0
Cell Phone Expenditures	0
Youth Support & WIOA (AD/DW) Payments	0
Procurements – Micro Purchase	0
Procurements – Small Purchases	0
P-Card Expenditures	0
Non-Payroll Expenditures	0
Mileage Reimbursements (Individuals)	0
Unpredictability and Grant Compliance Review	0
Subawarding/Subrecipient Monitoring	0
Travel Reimbursement	0
Forensic Testing – Journal Entry Review	0
TOTAL	0

This chart provides a breakdown of fiscal findings by category type.

Memorandum #09 – 25 (QA)

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

From: Carol Hylton, President/CEO

Subject: Results of the Taylor Hall Miller Parker, P.A. (THMP)
Program Monitoring Report #1 – PY 25/26

Date: August 11, 2026

SUMMARY

THMP conducted program monitoring for the period 9/1/25 through 2/12/26. They reviewed a total of 186 files consisting of 7,485 elements. There were 3 findings and 11 observations. This equates to an error rate of .06%, or less than 1%. All findings and observations were corrected except where cases were closed, and no further action could be taken.

BACKGROUND

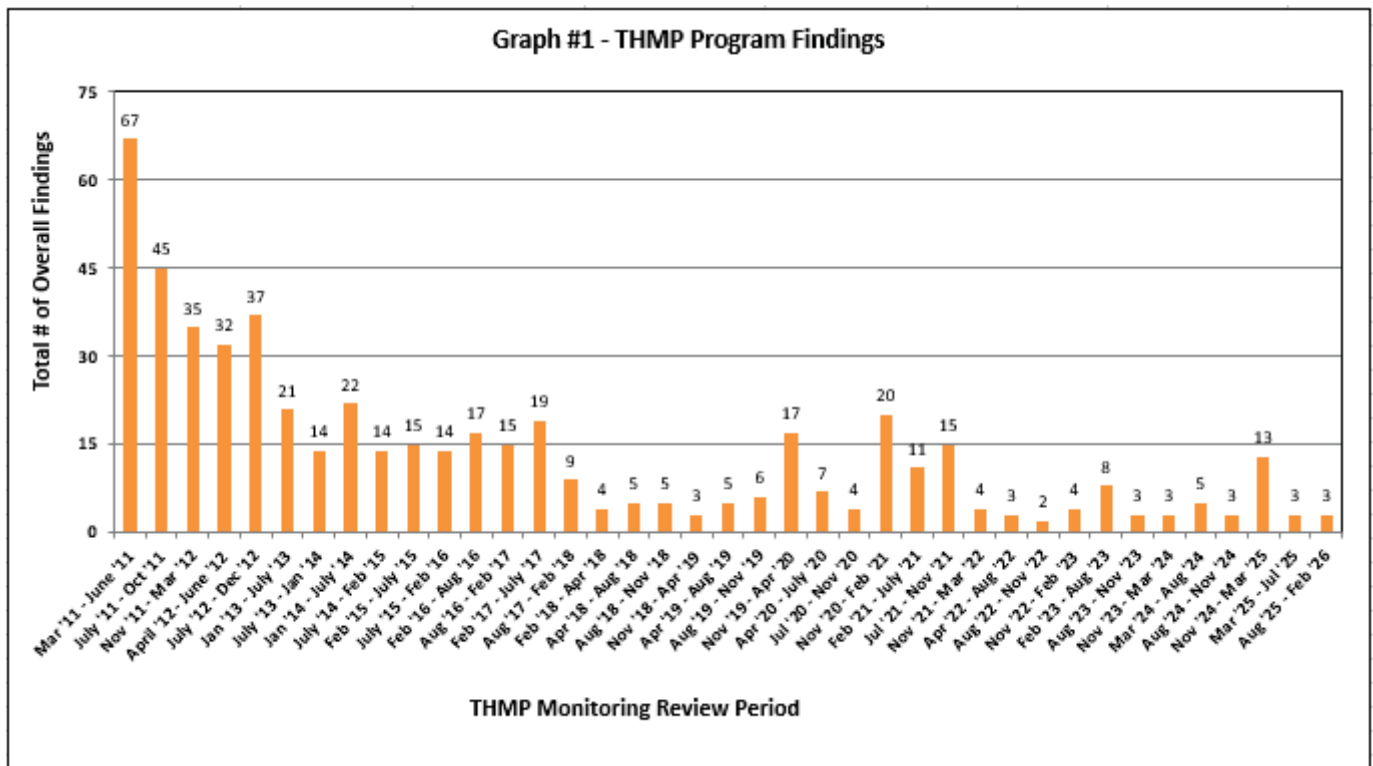
THMP monitors program activities two times a year. This was the first report for PY 25/26. This monitoring covered the period 9/1/25 through 2/12/26.

DISCUSSION

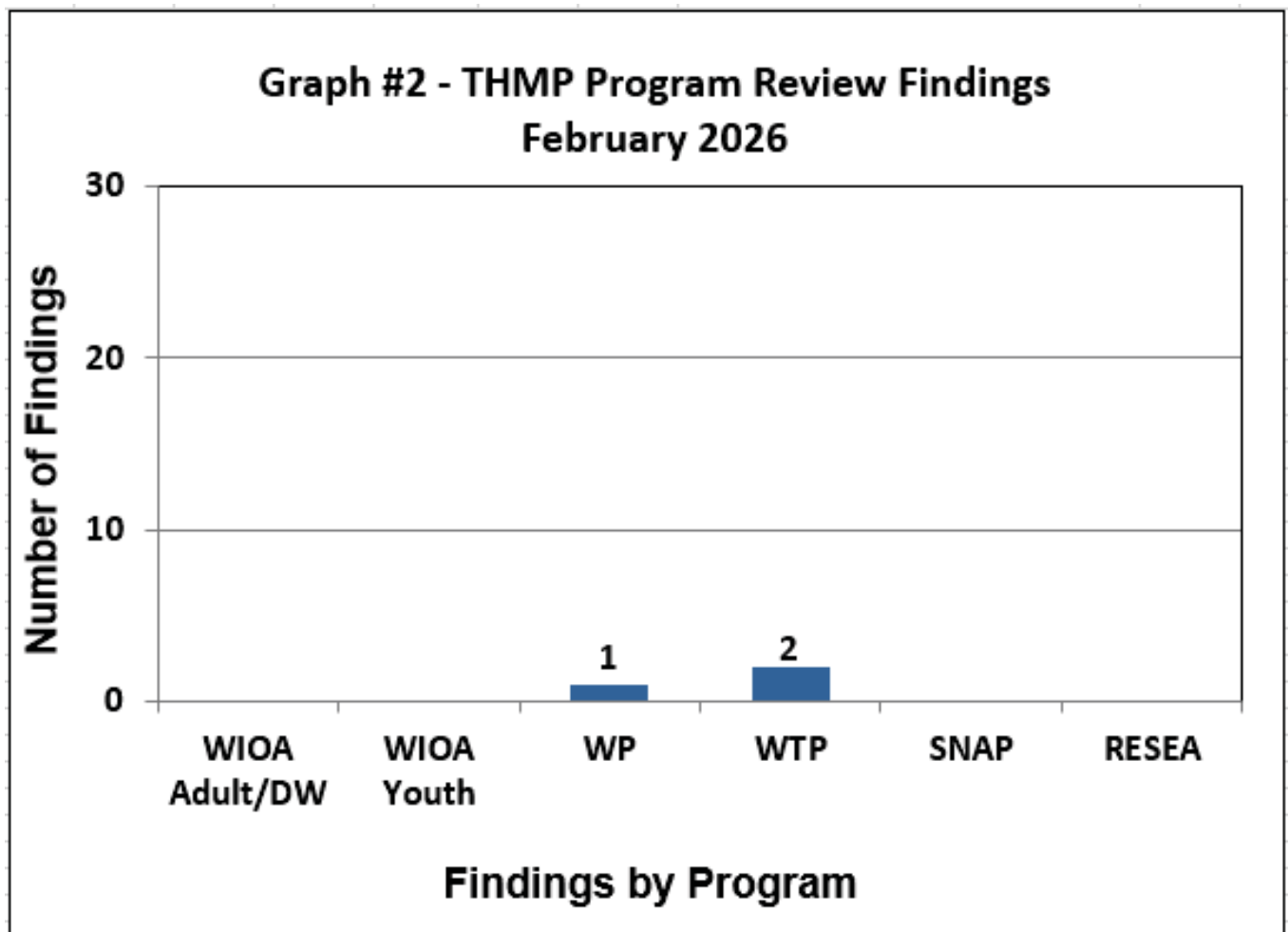
THMP identified 3 findings and 11 observations during their program monitoring visit. They reviewed a total of 186 files consisting of 7,485 elements. This equates to an error rate of .06%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

THMP Program Findings

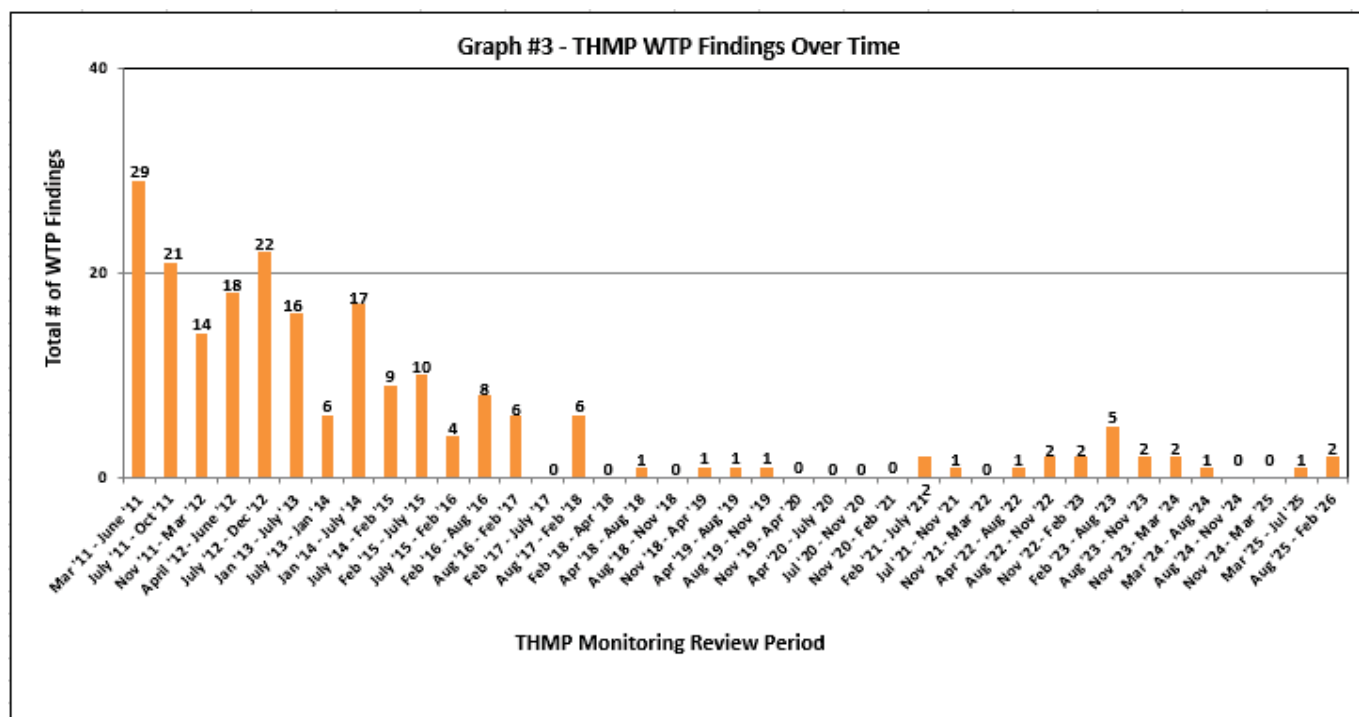
A chart trending program findings, per review period since March 2011, is represented in Graph #1, as follows:



A breakdown of findings by program is represented in Graph #2 as follows:



A trending chart for THMP Welfare Transition Program (WTP) findings per review period since March 2011 is represented in Graph #3 as follows:



THMP Program Findings for the Period of 9/25 – 2/26

The findings and observations in this report were forwarded to the Career Centers and Program Managers for resolution and responses. The findings and observations are presented by funding stream, along with the corrective action taken.

WIOA Adult/Dislocated Worker

- A. 30 WIOA Adult, Dislocated Worker and Special Project customers files from enrollments in Employ Florida (EF) were reviewed; 10 from each Center. There were **(0)** findings and **(0)** observations.
- B. 2 WIOA Incumbent Worker Training (IWT) customers from enrollments in EF were reviewed. There were **(0)** findings and **(0)** observations.
- C. 4 NDWG Hurricane Ian customers from enrollments in EF were reviewed. There were **(0)** findings and **(0)** observations.

WIOA Youth

- A. 20 WIOA Youth files were reviewed: 3 CareerSource Broward (CSBD), 2 Center for Independent Living (CIL), 4 FLITE Center, 4 HANDY, and 7 School Board of Broward County (SBBC). There were **(0)** findings and **(4)** observations.

Observations File/System Review
There were four (4) youth participants from the School Board of Broward County that participated in a Work Experience, but the Individual Service Strategy (ISS) in EF was not updated to reflect their participation in that activity.
Recommendation
Staff should ensure the youth's ISS in EF reflects their participation in a Work Experience activity.
Agree / Disagree
Agree
Resolution
The state recently required the youth ISS be entered into EF using a new state template. Provider staff were unaware and have since update EF to match their paper files. The Youth Program Manager routinely reminds the youth provider staff about the use of the ISS template in EF. The Youth PM checks EF to assure updates are entered timely. and also spot checks for proper ISS entry in EF. Further, the Youth Program Manager meets with providers every other week and a run a biweekly report in EF and reviews and discuss the ISS with them.

Wagner-Peyser (WP)

- A. 30 WP accounts were reviewed; 10 from each Center. There were **(0)** findings and **(0)** observations.
- B. 30 WP job orders were reviewed. There was **(1)** finding and **(0)** observations.

Findings WP/Service Documentation Review
For a newly registered employer, there was not a case note documenting the independent verification of the employer's registration in EF.
Recommendation
Staff should ensure an independent verification of the employer's registration is conducted within two business days of the initial registration, following a detailed caste note entered into EF.
Agree / Disagree
Agree
Resolution
The Business Services Supervisor coached the staff member one-on-one on the proper procedure for completing the employer's verification process when entering new employer accounts in EF. They also reviewed the local policy with the staff member.

Reemployment Services and Eligibility Assessment (RESEA)

10 RESEA files were reviewed from EF. There were **(0)** findings and **(0)** observations.

Welfare Transition Program (WTP)

- A. 19 WTP mandatory files were reviewed (6 from North, 8 from Central, and 5 from South). There were **(2)** findings and **(4)** observations.

Findings WTP Pre-penalties/Sanctions
Attempts to verbally contact for pre-penalty counseling within the 10-day conciliation period were missing for two participants.
Recommendation
Staff should ensure to timely document attempted contacts with customers.
Agree / Disagree
Agree
Resolution
Both cases were reviewed and corrections were made, including documenting outreach efforts and updating case notes in the system. A targeted debrief was conducted with the assigned staff members, supervisors, and THMP on February 12, 2026, to review the requirement. The requirement was reviewed again during regional WTP training on February 18, 2026, emphasizing timely verbal outreach and proper case note documentation. Success Coaches were reminded to make and document at least one verbal contact attempt by phone or direct communication during the conciliation period prior to imposing a penalty. Supervisors have conducted periodic case reviews to ensure pre-penalty counseling attempts and documentation are completed within required timelines. The WT Program Manager will continue reinforcing policy requirements during team meetings to ensure consistent compliance to prevent recurrence.

There were **(4)** observations.

Observation
a) A participant was missing a 30-day follow up in OSST. b) A participant's pre-penalty was not initiated nor terminated in a timely manner. c) Sanctions were not requested in a timely manner for two participants.
Recommendation
a) Staff should conduct a 30-day follow up timely and document it properly in OSST. b) Staff should ensure pre-penalty actions are initiated and terminated in a timely manner. c) Staff should ensure sanctions are requested in a timely manner for participants.
Agree/Disagree
Agree

Resolution
a) – c) The 30-day employment follow-up was completed and documented in the OSST Follow-Up Record, and the case file was updated where possible to reflect accurate system information. The requirements were reviewed with the assigned team members and supervisors on February 12, 2026, to review the findings with THMP. This was also covered at the regional WTP training on February 18, 2026. Success Coaches were instructed to utilize calendar reminders and system alerts to track employment follow-up due dates and pre-penalty timelines to prevent missed or delayed actions. Supervisors conduct periodic case reviews to verify that follow-ups, pre-penalty actions, and terminations are processed and documented in a timely manner. Management will continue reinforcing documentation standards and case management timelines to improve accuracy, timeliness, and overall WTP program compliance.

- B. 2 WTP Domestic Violence files were reviewed; There were **(0)** findings and **(0)** observations.
- C. 4 WTP Upfront Diversion files were reviewed; (2 North and 2 South) There were **(0)** findings and **(0)** observations.
- D. 1 WTP Relocation Diversion file were reviewed; There were **(0)** findings and **(1)** observation.

Observation
The Relocation Packet retained in a participant's case file contained an incomplete budget form.
Recommendation
Staff should ensure all Relocation Packet documents are properly completed prior to processing a participant's relocation diversion request.
Agree/Disagree
Agree
Resolution
This was reviewed with the assigned staff and supervisors on February 12, 2026. This was reinforced during regional WTP training on February 18, 2026. Staff reviewed the Relocation Packet requirements including the budget. To assist staff the budget form was updated to include highlights to clearly identify the section that must be completed. Supervisors and Success Coaches have been reminded to review Relocation Packets for completeness before finalizing and uploading documentation to the case file. Supervisors review relocation files as part of their monthly desk review samples to ensure Relocation Packets are properly completed. The Program Manager has reinforced documentation expectations during staff discussions to ensure accurate and complete case file documentation moving forward.

- E. 21 WTP transitional files were reviewed; 7 from each center. There were **(0)** findings and **(0)** observations.

Supplemental Nutritional Assistance Program (SNAP)

10 SNAP files were reviewed. There were **(0)** findings and **(2)** observations.

Observation SNAP/Case Management
The penalty for failure to complete the Notice of Mandatory Participation (NOMP) requirements was not lifted in a timely manner for two participants.
Recommendation
Staff should ensure penalties related to failure to complete NOMP requirements are reviewed and lifted promptly once participants satisfy all program obligations.
Agree / Disagree
Agree
Resolution
The two participant case penalties for NOMP compliance were updated and lifted in the system, where appropriate. The Supervisor/Success Coach was coached on February 17, 2026, of the requirement to timely lift penalties once participants come into compliance. During a SNAP Training and review debrief on February 26, 2026, staff were reminded that procedural requirements remain applicable despite case delays due to the government shutdown. The Supervisor/Success Coach was instructed to monitor compliance status closely and document timely actions to lifted penalties to prevent delays in the future. Supervisors have conducted periodic reviews of penalty actions to ensure timely processing and proper documentation. The Program Manager has reinforced policy requirements during staff meetings and update staff on any procedural changes related to government interruptions or funding delays.

One-Stop Operator

The One-Stop Operator's contract scope of work responsibilities were reviewed to determine if contract deliverables were met; 2 MOUs/IFAs from Broward County and School Board of Broward County were reviewed to ensure key elements were included in the agreements based on state and federal policy requirements. There were **(0)** findings and **(0)** observations.

RECOMMENDATION

None. For information purposes only.

Overview of the CareerSource Broward Region
Not Seasonally Adjusted
August 21, 2026

- The unemployment rate in the CareerSource Broward region (Broward County) was 4.6 percent in July 2026. This rate was 0.7 percentage point greater than the region's year ago rate of 3.9 percent. The region's July 2026 unemployment rate was equal to the state rate of 4.6 percent. The labor force was 1,067,539, down 8,491 (-0.8 percent) over the year. There were 49,140 unemployed residents in the region.

Fort Lauderdale-Pompano Beach-Sunrise Metro Division

- In July 2026, nonagricultural employment in the Fort Lauderdale-Pompano Beach-Sunrise MD was 908,200, a decrease of 400 jobs (>-0.1 percent) over the year.
- The Education and Health Services (+2.5 percent); Construction (+1.9 percent); and Government (+1.3 percent) industries grew as fast or 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 second fastest annual job growth rate compared to all the metro areas in the state in the Construction (+1.9 percent) 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 (+1,000 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 (+1.3 percent) industry.
- The industries gaining jobs over the year were Education and Health Services (+3,100 jobs); Government (+1,300 jobs); Construction (+1,000 jobs); Leisure and Hospitality (+600 jobs); and Manufacturing (+300 jobs).
- The industries losing jobs over the year were Trade, Transportation, and Utilities (-3,600 jobs); Professional and Business Services (-1,600 jobs); Other Services (-800 jobs); Financial Activities (-400 jobs); and Information (-300 jobs).

Note: All data are subject to revision.

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

Unemployment Rates (not seasonally adjusted)	Jul-26	Jun-26	Jul-25
CareerSource Broward (Broward County)	4.6%	4.5%	3.9%
Florida	4.6%	4.6%	4.1%
United States	4.4%	4.4%	4.6%

Nonagricultural Employment by Industry (not seasonally adjusted)	Ft. Lauderdale-Pompano Beach-Deerfield Beach Metropolitan Division				Florida				Annualized Avg. Wages Broward County, Q4 2025
	Jul-26	Jul-25	change	percent change	Jul-26	Jul-25	change	percent change	
Total Employment	908,200	908,600	-400	0.0	9,923,300	9,856,600	66,700	0.7	\$67,960.33
Mining and Logging	#N/A	#N/A	#N/A	#N/A	5,700	5,600	100	1.8	\$79,366.67
Construction	55,000	54,000	1,000	1.9	661,500	655,800	5,700	0.9	\$76,068.54
Manufacturing	32,900	32,600	300	0.9	431,700	426,300	5,400	1.3	\$75,930.10
Trade, Transportation, and Utilities	195,300	198,900	-3,600	-1.8	1,977,100	1,971,500	5,600	0.3	\$65,902.30
Wholesale Trade	53,200	53,200	0	0.0	398,900	396,300	2,600	0.7	\$94,308.94
Retail Trade	105,300	105,100	200	0.2	1,142,000	1,137,800	4,200	0.4	\$46,756.88
Transportation, Warehousing, and Utilities	36,800	40,600	-3,800	-9.4	436,200	437,400	-1,200	-0.3	\$81,649.89
Information	18,400	18,700	-300	-1.6	149,100	152,800	-3,700	-2.4	\$130,196.43
Financial Activities	71,300	71,700	-400	-0.6	677,400	692,200	-14,800	-2.1	\$111,742.82
Professional and Business Services	172,200	173,800	-1,600	-0.9	1,632,300	1,612,800	19,500	1.2	\$79,240.82
Education and Health Services	125,300	122,200	3,100	2.5	1,605,700	1,566,000	39,700	2.5	\$67,911.73
Leisure and Hospitality	97,800	97,200	600	0.6	1,335,500	1,316,200	19,300	1.5	\$38,051.60
Other Services	35,300	36,100	-800	-2.2	382,900	385,100	-2,200	-0.6	\$50,773.72
Government	104,600	103,300	1,300	1.3	1,064,400	1,072,300	-7,900	-0.7	\$89,464.90

Population	2025	2024	change	percent change
CareerSource Broward (Broward County)	2,013,317	2,037,472	-24,155	-1.2
Florida	23,462,518	23,372,215	90,303	0.4
Average Annual Wage	2025	2024	change	percent change
CareerSource Broward (Broward County)	\$74,612	\$71,496	\$3,116	4.4
Florida	\$72,732	\$69,505	\$3,227	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>