



**Broward Workforce Development Board
Executive Committee**
Monday, April 13, 2026
12:00 p.m. – 1:30 p.m.

Zoom Meeting ID: 899 1061 5714
Zoom Password: 585438
Zoom Call-In: +1 646 876 9923

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 a Zoom video conference.**

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 Committee is 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.

MEETING AGENDA

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

SELF-INTRODUCTIONS

APPROVAL OF MINUTES

Approval of the Minutes of the 2/9 Executive Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 6 – 13

NEW BUSINESS

1. Board Recertification

Consideration of approval of the request for subsequent local area and board designation. In compliance with WIOA the state has issued instructions for local area re-designation which require that the CareerSource Broward Council of Elected Officials formally request subsequent area designation and certify our local workforce development board.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #05-25 (LS)

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2. Broward Workforce Development Board Appointment

Consideration to recommend the appointment of Yaite Artmann, Director for Area 7 for Vocational Rehabilitation, to represent the Economic/Community Development slot formerly held by Catherina Rozario. Vocational Rehabilitation is a core partner and a mandatory member of the Board. The CSBD Council of Elected Officials appoints Board members following a recommendation from the Board.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

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

Consideration to approve entry into an upgrade OJT training contract with Advanced Roofing to train up to ten (10) employees in their registered apprenticeship program. The apprentices will receive training in 1) roofing 2) handling asphalt equipment and 3) sheet metal fabrication and installation. The contract will provide up to a 90% reimbursement for wages paid to the apprentices while in training, totaling up to \$150,000 through 2027. Because Board member Kevin Kornahrens is employed by Advanced Roofing, a 2/3 vote of the Board members is required. Approved at the 3/16 Employer Services Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

4. Work Experience Contract for Marine Industries Association of South Florida

Consideration to approve a non-financial Summer Youth Employment Program contract with Marine Industries Association of South Florida (MIASF). CSBD is the employer of record and summer youth are covered by CSBD workers' compensation. Because Board Member Lori Wheeler is employed by MIASF, a 2/3 vote of the Board is required. Approved at the 3/17 Youth Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

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

Consideration to approve PY 26/27 contract renewals for the SBBC in the amounts of 1) \$300,000 to serve 75 OSY and 2) \$170,000 to serve 65 ISY, subject to negotiation. These amounts are lower than this year's awards because we anticipate a decrease in our youth allocation for PY 26-27. Further, the SBBC has reported that their OSY enrollments are lower than last year. This is the 2nd of 4 renewals under their current contracts. Because Board Member, Dr. Howard Hepburn, is employed by the SBBC, a 2/3 vote of the Board is required. Approved at the 3/17 Youth Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Memo #11-25 (OPS)

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

Consideration to approve PY 26/27 youth contract renewals. We anticipate youth funds will be decreased for PY 26/27. Also, providers have reported that enrollments are a little lower than last year. As a result, we are recommending funding at slightly lower levels than previously approved, except for The Center for Independent Living of Broward (CILB), as they only have one case manager. Renewals are recommended for our providers at the amounts as stated: 1) CILB to serve 12- 15 OSY in the amount of \$58,896, 2) Helping Advance and Nurture the Development of Youth (HANDY) to serve 12 - 15 OSY in the amount of \$87,000, 3) The Fort Lauderdale Independent Training and Education (FLITE) Center to serve 30 OSY in the amount of \$160,000 and 4) Junior Achievement of South Florida (JA) to serve 25 ISY in the amount of \$140,000. The budget amounts vary due to differences in direct overhead and the different program designs. All contracts are subject to negotiation. This is the 2nd of 4 renewals under their current contracts. Approved at the 3/17 Youth Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #12-25 (OPS)

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REPORT

1. Purchase of Workers' Compensation Insurance

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

ACTION	None
EXHIBIT	None

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

THE NEXT EXECUTIVE COMMITTEE MEETING IS MAY 11, 2026



Broward Workforce Development Board
Executive Committee
Monday, February 9, 2026
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 844 6318 8380
Zoom Password: 608387
Zoom Call-In: +1 646 876 9923

MEETING MINUTES

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

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

ATTENDEES IN-PERSON / VIA ZOOM: Zac Cassidy, Heiko Dobrikow, Frank Horkey, Kevin Kornahrens, Dr. Lisa Knowles, Dawn Liberta, Rick Shawbell, and Jim Ryan who chaired the meeting.

GUEST: Anthony Brunson and Jean Borno

STAFF: Carol Hylton, Rochelle Daniels, Mark Klinecicz, Kim Bryant, Kaminnie Kangal, and Samantha Vazquez.

APPROVAL OF MINUTES

Approval of the Minutes of the 12/1 Executive Committee meeting.

On a motion made by Kevin Kornahren and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the meeting Minutes.

NEW BUSINESS

1. **Anthony Brunson, P.A. Audit for FY 2024/2025 Presentation**

Anthony Brunson, P.A. has completed its Audit Report for the 2024/2025 CareerSource Broward (CSBD) fiscal year. The audit is clean and has an unqualified opinion with no findings and no material weaknesses. Mr. Brunson will present the audit report. As the Audit Committee meets directly prior to the Executive meeting, any recommendations will be presented at the Executive meeting.

Rochelle Daniels, General Counsel, introduced the item, emphasizing that the FY 24/25 audit resulted in a clean report. Anthony Brunson remarked that the clean audit reflects the work of CSBD's finance staff and leadership team, and noted that Jean Borno served as Audit Director this year.

Mr. Brunson then provided a high-level overview of the audit scope and results, including testing of internal controls and compliance with federal awards under Uniform Guidance. He reported an unmodified opinion, with no compliance findings and no weaknesses in internal controls.

During the discussion, Board Chair Jim Ryan asked how funding fluctuations are triggered when unemployment changes or when there is a sudden spike due to circumstances such as COVID or hurricanes. Carol Hylton, President/CEO, stated that staff consults with the State when developing the preliminary budget, but exact funding levels are not known until awards are released. She noted that lower unemployment generally results in less funding and higher unemployment results in more, and emphasized that disaster-related funds are typically issued through dedicated grants rather than formula funding.

Rochelle Daniels added that disaster-related funding is typically received quickly.

Mr. Dobrikow asked whether there is an escalation schedule tied to unemployment levels. Ms. Hylton and Ms. Daniels indicated that there is not a straightforward schedule, noting that the funding methodology is complex and not based on a simple threshold trigger. Mr. Dobrikow stated that the explanation was helpful in understanding why funding remains relatively stable from year-to-year.

On a motion made by Zac Cassidy and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the FY 24/25 Audit Report.

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

Considered approval of a SYEP contract with the Broward Education Foundation, Inc. for 2026 through 2029. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CareerSource Broward is the youths' employer of record. Because Board Member Dr. Howard Hepburn is a member of the BEF Board of Directors, a 2/3 vote of the Board will be required.

Jim Ryan presented the item.

On a motion made by Zac Cassidy and seconded by Heiko Dobrikow, the Executive Committee unanimously approved a SYEP contract with the Broward Education Foundation, Inc. for 2026 through 2029.

3. Memorial Healthcare Work-Based Training

Healthcare occupations are in high demand in Broward County. To assist individuals entering these occupations, Memorial Healthcare System will work with CareerSource Broward to provide On-the-Job Training (OJT) and Incumbent Worker Training (IWT). We anticipate obligating up to \$250,000 across these work-based options. Because Board member Shane Strum serves as the Interim Chief Executive Officer of Memorial Healthcare System, a 2/3 vote of the Board will be required. The OJT and IWT contracts will be submitted to FloridaCommerce for their approval as required by the State.

Carol Hylton presented the item.

Jim Ryan commented on the ongoing nursing shortage and expressed support for moving the item forward, noting that the shortage is expected to intensify before improving.

On a motion made by Rick Shawbell and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved obligating up to \$250,000 for Memorial Healthcare System to provide On-the-Job Training and Incumbent Worker Training.

4. Transfer of WIOA Dislocated Worker Funds to WIOA Adult Funds

Considered approval to transfer up to \$520,000 from the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funding stream to the WIOA Adult funding stream. WIOA allows local boards 100% transferability between the two funding streams. CareerSource Broward is seeing more adult-eligible customers than dislocated workers. These funds will be used to provide adult customers with employment services that include 1) occupational skills training 2) work experience 3) Incumbent Worker Training and 4) On-the-Job Training. Approved at the 1/27 One-Stop Services Committee meeting.

Rick Shawbell presented the item.

On a motion made by Rick Shawbell and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the transfer of up to \$520,000 from the WIOA Dislocated Worker funding stream to the WIOA Adult funding stream.

5. Program Year 25/26 Revised Budget

This is our annual update from the preliminary budget presented in June. It is the adjusted budget based upon the final grant awards received by CareerSource Broward (CSBD). The CSBD formula grants for Program Year 25/26 total \$14,070,073 an increase of \$340,472 or 2% more than the planning numbers presented in June, as we had slightly more carry forward than anticipated. Dedicated grants total \$12,365,024. While some of the dedicated grants were funded at lower levels, we have an overall increase of \$239,882 in those funds. Our total available budget is \$26,435,097 (\$14,070,073 + \$12,365,024) for PY 25/26. Approved at the 1/27 One-Stop Services Committee meeting.

Rick Shawbell presented the item.

Carol Hylton added that, with respect to the dedicated grants, specifically the broadband grant, and due to the project's construction-heavy nature, Broward Health was designated as the fiscal agent in coordination with the State. This allows Broward Health to manage construction-related responsibilities, including oversight of plans and materials. She noted that, consistent with the original grant proposal, approximately \$300,000 remains dedicated to CSBD for the renovation and outfitting of the workforce-designated space, including furnishings and telehealth infrastructure, and that staff is coordinating with Broward Health on these elements.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the Program Year 25/26 Revised Budget totaling \$26,435,097.

6. 2026 BWDB Draft Legislative Agenda

Considered approval of the 2026 BWDB Draft Legislative Agenda. The agenda focuses on 1) fully funding the public workforce system 2) modifying training and funding policies to align with federal Pell eligibility 3) expanding apprenticeship opportunities and 4) preserving local workforce board control to ensure services remain responsive to local economic and employer needs. Approved at the 1/26 Strategic Planning Committee meeting.

Zac Cassidy presented the item.

On a motion made by Zac Cassidy and seconded by Rick Shawbell, the Executive Committee unanimously approved the 2026 BWDB Legislative Agenda.

7. Add New Training Provider – APEX Training Center

Considered approval to add Apex Training Center as an Eligible Training Provider and add HVAC Mechanic Assistant to the Workforce Innovation and Opportunity Act (WIOA) Individual Training Account List (ITA). CareerSource Broward adds schools and courses that meet federal, state, and local criteria to give customers more choices. Approved at the 1/27 One-Stop Services Committee meeting.

Rick Shawbell presented the item.

Jim Ryan remarked that the item is timely, given the heightened attention to artificial intelligence and the growing demand for these types of roles. He noted the significant surge in interest and workforce need in this area.

On a motion made by Rick Shawbell and seconded by Kevin Kornahrens, the Executive Committee unanimously approved adding Apex Training Center as an Eligible Training Provider and HVAC Mechanic Assistant to the WIOA ITA.

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

Considered approval to add Medical Equipment Preparers to our Program Year 25/26 local TOL. Over the year, CareerSource Broward receives input from our industry intermediaries, eligible training providers, and employers in order to evaluate our local TOL. Staff has established local demand for Medical Equipment Preparers, and all Board-mandated criteria have been met for this occupational title to be added to the TOL. Approved at the 1/12 Employer Services Committee meeting.

Carol Hylton presented the item and confirmed that the required criteria have been satisfied. She noted that upon approval, staff will proceed to identify eligible training providers.

On a motion made by Kevin Kornahrens and seconded by Dawn Liberta, the Executive Committee unanimously approved adding Medical Equipment Preparers to our Program Year 25/26 local TOL.

REPORTS

1. General Fund Balance

As of 6/30/25 the General Fund balance was \$1,361,808. From 7/1/25 through 12/31/25, we realized revenues of \$121,394 and incurred expenditures of \$86,808. The General Fund balance as of 12/31/25 was \$1,396,394. Of this amount \$607,376 is held in reserve leaving a balance of \$789,018.

Rochelle Daniels reviewed the fund balance and noted that \$607,376 is maintained in reserve to address any potential disallowed costs and to cover principal payments on the administrative office's mortgage. She explained that, because mortgage interest is typically front-loaded, grant funds are currently used to cover interest expenses, while depreciation is collected to support future principal payments.

She stated that, after accounting for the reserve, \$789,018 remains in the reserve balance.

2. Budget vs. Actual Expenditure Report

CareerSource Broward receives funds based on 1) our program year 7/1 – 6/30 and 2) on the federal fiscal year (FY) 10/1 – 9/30. WIOA Youth expenditures are lower than planned for this time of year but in-school youth (ISY) programs' work experience activities began in January which will increase expenditures. We are monitoring the School Board which is reporting lower than usual out of school (OSY) enrollments. Wagner Peyser (WP) and SNAP expenditures are also lower for 1) WP we have expenditures that have not been billed yet and 2) SNAP funding was received late in December due to the Government shutdown. We expect to fully expend WP and SNAP by the end of the program year.

Carol Hylton reviewed the expenditure report and noted that Youth expenditures are currently lower than projected; however, in-school youth work experience activities have begun, and expenditures are expected to increase accordingly. Enrollments through the School Board and other providers are progressing forward. She noted that this funding stream allows for carry forward, and staff continue to monitor the provider's activities.

Ms. Hylton stated that Wagner-Peyser expenditures will reflect more fully in future reports, as some expenses incurred in December related to the office move had not yet been billed.

With respect to SNAP, she explained that approximately \$200,000 was received in December following the government shutdown, and staff are now making allocations to ensure full expenditure by year-end.

3. 2026 Community Partner Legislative Agendas

Per Board direction, the following legislative positions associated with workforce development are presented as proposed by some of our community partners. Each year, we collect community partner legislative agendas and extract those items related to workforce development.

Zac Cassidy presented the community partner agendas.

4. **Property & General Liability Insurance Report**

This is to report on 25/26 insurance coverage for CareerSource Broward. Each year we ask our agent to test the market for better rates. We received quotes from multiple carriers in each category and are remaining with all but one of our current carriers as they offered the lowest rates which are as follows 1) Commercial general liability, Nautilus Insurance Company Inc., \$68,842 2) Commercial Property and Windstorm coverage for the Cypress Creek Office, Maxum Indemnity Company (replaced Frontline Insurance), \$59,120, 3) Commercial Property and Windstorm coverage for the career center offices, Lloyds of London, \$7,171 4) Window coverage for the North Center as required by the lease, US Plate Glass Insurance Co., \$1,610 5) Electronic Data Processing, AGCS Marine Insurance Company, \$9,898 and 6) Umbrella coverage, Scottsdale Insurance Co., \$8,218. Please note that our general liability insurance premium decreased by \$3,851, our commercial property insurance premium decreased by \$7,170, and our Electronic Data Processing premium decreased by \$5,308 this year, resulting in a total savings of \$16,329. Each policy is under \$100,000.

Rochelle Daniels reported that staff work annually with its broker to survey the marketplace and confirm that the organization is receiving the most competitive rates regarding required coverage. She stated that, with one exception related to coverage for the Cypress Creek administrative building, the existing carriers remained the same, resulting in the lowest-cost providers.

Ms. Daniels acknowledged Carol Hylton and her team for reducing leased space, which contributed to lower premiums and resulted in total savings of \$16,329 for the year. She noted that while each individual policy is under \$100,000, the combined total exceeds that threshold.

She also clarified that Directors, Officers, and Employment Practices Liability coverage is maintained under a separate policy and is not included in this report.

5. **Update on Worlds of Work (WOW) Youth Career Exploration Event**

CareerSource Broward, in partnership with the School Board, will host over 1,000 youth at the 2026 Worlds of Work (WOW) event on 3/4 at the Amerant Bank Arena. WOW is an immersive experiential learning event where youth in the 9th and 10th grades will learn about in-demand career pathways that align with their interests.

Dawn Liberta provided the update on the WOW event. She noted the strong level of engagement and characterized it as an exceptional event.

Jim Ryan described the event as a premier initiative of the organization and stated that it is consistently top-rate. He encouraged Board members and their colleagues to participate and support the event.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Jim Ryan shared reflections on his work with a nonprofit mentoring organization and on recent discussions with high school students about entrepreneurship, innovation, and careers in the age of artificial intelligence. He noted that students are asking what the jobs of the future will look like and how to prepare for them, and suggested that the organization may have an opportunity to further integrate this conversation into Worlds of Work and related youth initiatives.

Carol Hylton responded that WOW provides students with materials highlighting in-demand occupations, wage pathways, and career tracks, including QR codes linking to “day in the life” videos on our website. She noted that staff have also identified occupations likely to be impacted by AI and cross-referenced transferable skills that can pivot into high-demand fields. She stated that these elements could be further incorporated into youth materials and that additional enhancements could be explored once the AI Playbook is finalized, with funding considerations taken into account.

Heiko Dobrikow added that the organization’s website already features information on jobs of the future and emphasized continued demand in technology, healthcare, public service, and the skilled trades, noting that many trade careers offer strong earning potential and quality of life.

Rick Shawbell added that since the pandemic, students and parents have become more thoughtful about career pathways, including construction management and project management roles, and noted emerging apprenticeship-style models for assistant project managers.

Zac Cassidy emphasized the importance of helping younger students understand how to use artificial intelligence tools effectively, including in business settings.

MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS

None.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton reported that the AI Playbook is nearing completion. Jim Ryan recognized staff’s work coordinating the employer engagement process and noted that the outreach also supported the organization’s goal of increasing awareness of CareerSource Broward among local businesses. Ms. Hylton noted that development of the Playbook included strong community participation and employer survey input and that final revisions are underway.

Ms. Hylton provided a brief overview of upcoming employer engagement events, including an Aviation Industry job fair on 2/12 at the Davie office, a Manufacturing Industry employer forum on 2/18 at the main office featuring Gary Goldfarb, Chief Strategy Officer of Interport Logistics, and a Construction Industry employer forum on 2/25 with guest speaker Ian Schwartz, Vice President of Operations with Stiles. She noted that the forums will offer both in-person and virtual participation and that the organization is shifting toward smaller, more targeted events to better align employers with applicants.

Ms. Hylton shared that enrolling youth for the Summer Youth Employment Program is underway, including completion of HR paperwork for approximately 1,200 youth, with the potential to add additional participants, pending funding. She expressed thanks to the State for allowing the temporary use of an unoccupied building to support HR processing after CSBD reduced its office space.

Ms. Hylton advised that Commissioner Alexandra Davis will join the Council of Elected Officials as a new member, replacing Mayor Beam Furr. She noted that staff have already scheduled an orientation with her and that Commissioner Davis is familiar with CareerSource Broward's work, and has expressed enthusiasm about serving. Jim Ryan and the members also expressed appreciation for Mayor Furr's service.

Ms. Hylton reported that Dr. Lisa Knowles submitted her resignation notice due to relocation. Dr. Knowles shared remarks regarding her transition, reflected on her years of service beginning in 2007, and expressed appreciation for the organization's leadership and continued progress. Mr. Ryan thanked Dr. Knowles for her longstanding service and shared that the Board looks forward to recognizing her at the upcoming Board meeting.

Ms. Hylton advised that she will be recognized by the South Florida Business Journal as a 2026 Influential Business Woman Honoree and noted that CSBD will have a table at the luncheon on 3/12. Mr. Ryan congratulated Ms. Hylton and noted that the recognition is well-deserved.

ADJOURNMENT – 01:03pm

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON APRIL 13, 2026.</p>
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Memorandum #05 – 25 (LS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Local Workforce Development Area Designation and Local Board
Composition and Certification

Date: April 2, 2026

SUMMARY

Consideration of approval of the request for subsequent local area and board designation. In compliance with WIOA the state has issued instructions for local area re-designation which require that the CareerSource Broward Council of Elected Officials formally request subsequent area designation and certify our local workforce development board.

BACKGROUND

WIOA, at sections 101, 106 and 107 sets forth the requirements for designation and subsequent designation of local areas. When WIOA was enacted, all local areas that had been designated as such under, the Workforce Investment Act of 1998, the previous workforce legislation, were entitled to request designation. Since then, we have always requested redesignation to preserve our local role in the administration of the grants.

In compliance with WIOA the state has issued re-designation instructions which require that the Council request subsequent area designation and certify our local workforce development board.

DISCUSSION

To request subsequent area designation local boards must be meeting WIOA performance and fiscal integrity requirements. As the governing boards know our Audit was issued with an unqualified opinion and we are meeting all required performance. The Board members have been appointed by the CSBD Council in accordance with WIOA. The Board meets the required percentages and categories as set forth by WIOA and CareerSource Florida.

RECOMMENDATION

Approval of redesignation requirements.

Memorandum #11-25 (OPS)

To: Youth Committee

From: Carol Hylton, President/CEO

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

Date: March 13, 2026

SUMMARY

Consideration to approve PY 26/27 contract renewals for the SBBC in the amounts of 1) \$300,000 to serve 75 OSY and 2) \$170,000 to serve 65 ISY, subject to negotiation. These amounts are lower than this year's awards because we anticipate a decrease in our youth allocation for PY 26-27. Further, the SBBC has reported that their OSY enrollments are lower than last year. This is the 2nd of 4 renewals under their current contracts. Because Board Member, Dr. Howard Hepburn, is employed by the SBBC, a 2/3 vote of the Board is required. Approved at the 3/17 Youth Committee meeting.

BACKGROUND

Each year, we bring the youth contract renewals to the governing boards for approval. Based on information currently available, we anticipate our youth allocation to be decreased for PY 26-27. The SBBC has also reported that enrollments this year have been lower than expected.

The SBBC contracts are considered full-service as they provide all services from recruitment to placement.

DISCUSSION

Due to anticipated decreases to our youth allocation and the enrollment of fewer youth, we are recommending a slight decrease to the SBBD contracts for PY 26/27.

Provider	OSY / ISY	Current Contract \$	PY 26-27 Proposed \$	# Youth PY 26 -27
SBBC	OSY	\$350,000	\$300,000	75
SBBC	ISY	\$200,000	\$170,000	65

We have included the program performance charts below for the period 7/1/25 to 3/13/26. SBBC has until 6/30 to meet the contracted goals; we expect continued progress throughout the remainder of the program year.

RECOMMENDATION

Approve the PY 26/27 renewals for the SBBC's contracts in the amount of 1) \$300,000 to serve 75 OSY and 2) \$170,000 to serve 65 ISY, subject to negotiation.

SBBC OSY Program		
Contract Deliverables	Due Date	Current Performance
Enroll 110 youth into the OSY GED program.	3/31/26	79 youth are enrolled. 24 youth were carried forward from PY 24/25.
90% of youth enrolled must achieve a Measurable Skills Gain (MSG).	6/30/26	65 youth received an MSG.
Of 77 youth that must exit by 6/30, 65 youth or 85%, must complete their GED by 6/30/26.	6/30/26	22 youth have obtained their GED.
Of the 77 youth that must exit prior to 6/30, 65 youth or 85% must enter the military, post-secondary education, or be placed in unsubsidized employment during the 2 nd quarter after exit.	6/30/26	10 youth have exited and been placed.

SBBC ISY Program		
Contract Deliverables	Due Date	Current Performance
Enroll 75 high school seniors into the ISY program.	3/31/26	75 youth are enrolled.
100% of youth enrolled must achieve an MSG.	6/30/26	66 youth have received an MSG.
Of the 75 youth that must exit by 6/30, 68 youth or 90%, must complete their High School Diploma by 6/30/26.	6/30/26	2 youth obtained their diploma.
Of the 75 youth that must exit prior to 6/30, 68 youth or 90% must enter the military, post-secondary education, or be placed in unsubsidized employment during the 2 nd quarter after exit.	6/30/26	N/A – No youth have exited.

Memorandum #12-25 (OPS)

To: Youth Committee

From: Carol Hylton, President/CEO

Subject: PY 26/27 Out of School Youth (OSY) & In-School Youth (ISY)
Contract Renewals

Date: March 13, 2026

SUMMARY

Consideration to approve PY 26/27 youth contract renewals. We anticipate youth funds will be decreased for PY 26/27. Also, providers have reported that enrollments are a little lower than last year. As a result, we are recommending funding at slightly lower levels than previously approved, except for The Center for Independent Living of Broward (CILB), as they only have one case manager. Renewals are recommended for our providers at the amounts as stated: 1) CILB to serve 12- 15 OSY in the amount of \$58,896, 2) Helping Advance and Nurture the Development of Youth (HANDY) to serve 12 - 15 OSY in the amount of \$87,000, 3) The Fort Lauderdale Independent Training and Education (FLITE) Center to serve 30 OSY in the amount of \$160,000 and, 4) Junior Achievement of South Florida (JA) to serve 25 ISY in the amount of \$140,000. The budget amounts vary due to differences in direct overhead and the different program designs. All contracts are subject to negotiation. This is the 2nd of 4 renewals under their current contracts. Approved at the 3/17 Youth Committee meeting.

BACKGROUND

Each year we bring the youth contract renewals to the governing boards for approval. Based on information currently available we expect our youth allocation to be decreased for PY 26/27. Providers have also reported that enrollments are a little lower than last year. As a result, we are recommending funding at slightly lower levels than this past year except for CILB which is at a base level already with only one case manager.

The OSY Programs

Our OSY navigator programs work with OSY already in their programs. They provide the youth with additional services made available through WIOA. These include but are not limited to: employability skills, mentoring, referrals to training, paid internships, support services, and any of the other 14 WIOA youth elements appropriate for the youth. To meet performance, providers must place the youth into jobs, post-secondary school or the military by the end of their program participation. As always, we report final outcomes to the Committee and the governing Boards.

The JA ISY Program

JA is a full-service ISY contract. JA works with youth in their senior year providing case management, work experiences, and other services necessary to assure youth graduate high

school. Youth are generally recruited in the winter and are closely monitored through graduation.

The chart below indicates the amount of each provider’s current contract. The last 2 columns list the recommended contract amounts for next program year. We expect a decrease in WIOA Youth funding for the next program year, and we therefore recommend reductions in contract awards. The budget amounts vary due to differences in direct overhead and the different program designs.

Provider	OSY / ISY	Current Contract \$	PY 26-27 Proposed \$	# Youth PY 26-27
CILB	OSY	\$59,000	\$59,000	10 - 15
HANDY	OSY	\$152,000	\$87,000	12-15
FLITE	OSY	\$227,000	\$160,000	26- 30
JA	ISY	\$150,000	\$140,000	25

This will be the second of four (4) renewals of their contracts based on the Request For Proposals (RFP) issued in 2024.

We have included the program performance charts below for the period 7/1/25 to 3/13/26. Providers have until 6/30 to meet their contracted goals; we expect continued progress throughout the remainder of the program year.

RECOMMENDATION

Approve PY 26/27 contract renewals as listed in the chart above, subject to negotiation.

**CURRENT PERFORMANCE CHARTS
(Program Ends June 30th)**

CENTER FOR INDEPENDENT LIVING OF BROWARD

Contract Deliverables	Due Date	Current Performance
Enroll 12- 15 OSY	3/31/26	12 youth enrolled. 6 youth were carried forward from PY 24/25.
Of the 6 youth that will exit prior to 6/30/26; 5 youth or 85% shall enter the military, post- secondary education or be placed in unsubsidized employment in the 2 nd quarter after exit.	6/30/26	N/A – No youth have exited.

HANDY

Contract Deliverables	Due Date	Current Performance
Enroll 20 OSY	3/31/26	15 youth enrolled. 2 youth were carried forward from PY 24/25.
100% of youth enrolled in training must achieve a measurable skills gain (MSG).	6/30/26	N/A – No youth are enrolled in training.
100% of youth enrolled in a GED or post-secondary training must attain their GED or post-secondary credential in the program year in which they exit.	6/30/26	N/A – No youth are enrolled in training.
Of the 17 youth that will exit prior to 6/30/26; 15 youth or 85% shall enter the military, post-secondary education, or be placed in unsubsidized employment in the 2 nd quarter after exit.	6/30/26	N/A – No youth have exited.

FLITE CENTER

Contract Deliverables	Due Date	Current Performance
Enroll 36 OSY	3/31/26	23 youth enrolled. 8 youth were carried forward from PY 24/25.
100% of youth enrolled in training must achieve a measurable skills gain.	6/30/26	N/A – No youth are enrolled in training.
100% of youth enrolled in training must obtain their GED or post-secondary credential in the year that they exit.	6/30/26	N/A – No youth are enrolled in training.
Of the 18 youth that will exit prior to 6/30/26; 15 youth or 85% shall enter the military, post-secondary education, or be placed in unsubsidized employment in the 2 nd quarter after exit.	6/30/26	12 youth have exited. 11 have been placed.

JUNIOR ACHIEVEMENT ISY PROGRAM

Contract Deliverables	Due Date	Current Performance
Enroll 25 high school seniors into the ISY program	6/30/26	15 youth have been enrolled.
100% of youth enrolled in training must achieve a measurable skills gain (MSG).	6/30/26	
Of the youth that must exit by 6/30/26, 24 or 95% must attain their high school diploma.	6/30/26	
Of the youth that must exit by 6/30/26, 23 or 90% shall enter the military, post-secondary education, or be in unsubsidized employment in the 2 nd quarter after exit.	6/30/26	