



**Broward Workforce Development Board
Executive Committee**
Monday, May 11, 2026
12:00 p.m. – 1:30 p.m.

Zoom Meeting ID: 876 6450 8475
Zoom Password: 603414
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 4/13 Executive Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 8 – 12

NEW BUSINESS

1. 2026 BWDB Planning Session Report

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

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

Pages 13 – 17

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

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

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

Pages 18 – 19

3. WIOA Work Experience Contract for Broward Health

Consideration to approve a WIOA Adult and Dislocated Worker Work Experience (WEX) contract with Broward Health through 6/30/29. Healthcare is one of our targeted industries. WEX contracts are non-financial, as CareerSource Broward is the employer of record. Because Board Member Shane Strum is employed by Broward Health, this recommendation will require a 2/3 vote of the Board. Approved at the 5/4 Employer Services Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

4. WIOA Work Experience Contract for 2Lyons Aerospace

Consideration to approve a WIOA Adult and Dislocated Worker WEX contract with 2Lyons Aerospace through 6/30/29. Aviation is one of our targeted industries. WEX contracts are non-financial, as CSBD is the employer of record. Because Board Member Vanessa Cantave is employed by 2Lyons Aerospace, this recommendation will require a 2/3 vote of the Board. Approved at the 5/4 Employer Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

5. Work Experience Contract with Broward County

Consideration to approve the renewal of a non-financial WIOA Adult Work Experience contract with Broward County through 7/31/29 for their University Student Practicum Program. CSBD is the employer of record. The State's workers' compensation covers adult participants. Because Board member Tara Williams is employed by Broward County, a 2/3 vote of the Board is required. This is the last of three renewals under the current agreement. Approved at the 5/5 One Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

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

Consideration to approve a WIOA Adult and Dislocated Worker WEX contract with the Las Olas Company, Inc. (LOC) through 6/30/29. WEX contracts are non-financial, as CSBD is the employer of record. Because Board Member Heiko Dobrikow is employed by the LOC, this recommendation will require a 2/3 vote of the Board. Approved at the 5/4 Employer Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

REPORTS

1. CareerSource Broward's Response to Spirit Airlines Closure

Following the announcement of the Spirit Airlines closure on Saturday, May 2, CareerSource Broward immediately mobilized to support affected workers by posting information on available services and resources on our website over the weekend. Our South Career Center became ground zero on Monday morning, where elected officials, CareerSource Florida, Broward County Government, Spirit Airlines Management Representatives, employers, and our CSBD staff stood ready to assist the impacted workers. Everything from rapid response orientations, to applications for financial support, filing for unemployment compensation, resume assistance, job search direction, and connecting the employees with employers who came onsite to interview applicants was immediately available to the 400 impacted employees who came in on Monday and Tuesday, May 4 – 5. We continue to concentrate our efforts through the South Center, which is the closest to the Spirit Airport hub of operations.

ACTION EXHIBIT None
Memo #05-25 (EXEC)

Pages 23 – 24

2. AI Playbook for Small and Medium-Sized Employers

CSBD has finalized the AI Playbook for Small and Medium-Sized Employers, now available online as an interactive flipbook optimized for multiple viewing platforms and devices. The playbook has been distributed to survey and roundtable participants, chambers of commerce, community partners, and attendees of the recent TechPulse event. Initial reader feedback identifies the playbook as a true milestone, representing a meaningful step forward in helping small and medium-sized businesses and organizations to confidently navigate this immersive technology. Ongoing promotional efforts continue through our social media channels, and the playbook is being shared with employers at upcoming employer forums and outreach events.

ACTION EXHIBITS None
[AI Playbook for Small and Medium-Sized Businesses Press Release](#)

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

Each year, we purchase D&O insurance, which includes Employment Practices Liability to cover the governing boards and CSBD management. We ask our agent to shop our coverage and provide us with a choice of carriers and the best rates. Our agent sought quotes from Travelers, Hartford, and Berkley MP as well as from our current carrier, Philadelphia Insurance. All the companies declined to quote, except for our current carrier, Philadelphia Insurance. Company. The cost of the D&O this year will be \$13,082.53. This is a \$672.66 decrease from last year's premium of \$13,755. We have been very satisfied with the Philadelphia Insurance Company. As the timing of the insurance renewal is not always in sync with the governing boards' calendar, the President/CEO was authorized several years ago to review, approve, and report the purchase of the D&O insurance. We are reporting the purchase to the governing boards, noting that this is also a single purchase exceeding \$10,000.

ACTION	None
EXHIBIT	None

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 JUNE 8, 2026



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

Zoom Meeting ID: 899 1061 5714
Zoom Password: 585438
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, Francois LeConte, Dawn Liberta, Rick Shawbell and Jim Ryan, who chaired the meeting.

GUEST: None

STAFF: Carol Hylton, Rochelle Daniels, Mark Klinecicz, Kim Bryant and Michell Williams.

APPROVAL OF MINUTES

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

On a motion made by Rick Shawbell and seconded by Dawn Liberta, the Executive Committee unanimously approved the 2/9 meeting minutes.

NEW BUSINESS

1. Board Recertification

Considered approval of the request for subsequent local area and board designation. In compliance with WIOA, the State issued instructions for local area re-designation requiring that the CareerSource Broward Council of Elected Officials formally request subsequent area designation and certify our local workforce development board.

Jim Ryan presented the item.

Rochelle Daniels explained that every two years, WIOA requires the State to recertify the Board to ensure we are meeting WIOA requirements and that our Elected Officials and Board are requesting that we retain our workforce area. Ms. Daniels mentioned that once the forms are approved by the Board on 4/23, they would be submitted to the State.

On a motion made by Francois LeConte and seconded by Zac Cassidy, the Executive Committee unanimously approved the Board Recertification.

2. Broward Workforce Development Board Appointment

Considered the recommendation for 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.

Carol Hylton reported that Catherina Rozario, formerly with Vocational Rehabilitation, held a mandatory slot on the Board, and that Yaite Artmann is Vocational Rehabilitation's new area Director.

On a motion made by Rick Shawbell and seconded by Dawn Liberta, the Executive Committee unanimously approved recommending in the Economic/Community Development category the appointment of Yaite Artmann to the Board.

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

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

Francois LeConte reviewed the recommendation, and Kevin Kornahrens declared a conflict of interest as he is employed by Advanced Roofing.

On a motion made by Francois LeConte and seconded by Frank Horkey, the Executive Committee unanimously approved the upgraded OJT contract with Advanced Roofing.

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

Considered approval of the non-financial Summer Youth Employment Program contract with the 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 will be required. Approved at the 3/17 Youth Committee meeting.

Dawn Liberta reviewed the recommendation, and Mr. Ryan acknowledged that we would follow up with Lori Wheeler regarding the conflict of interest.

On a motion made by Dawn Liberta and seconded by Frank Horkey, the Executive Committee unanimously approved the Summer Youth Employment Program contract for the Marine Industries Association of South Florida.

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

Considered approval of 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 was the 2nd of 4 renewals under their current contracts. Because Board Member, Dr. Howard Hepburn, is employed by the SBBC, a 2/3 vote of the Board is required. Approved at the 3/17 Youth Committee meeting.

Jim Ryan presented the item, and Dawn Liberta reviewed the recommendation.

On a motion made by Dawn Liberta and seconded by Francois LeConte, the Executive Committee unanimously approved the Program Year 26/27 contract renewals for the School Board of Broward County, totaling \$470,000.

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

Considered approval of PY 26/27 youth contract renewals. We anticipate youth funds will decrease for PY 26/27. Also, providers reported that enrollments were a little lower than last year. As a result, we recommended funding at slightly lower levels than previously approved, except for the Center for Independent Living of Broward (CILB), which had only 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 was the 2nd of 4 renewals under their current contracts. Approved at the 3/17 Youth Committee meeting.

Dawn Liberta reviewed the recommendation.

Francois LeConte inquired whether the youth providers were meeting their performance targets. Carol Hylton stated that enrollment has decreased slightly compared to the past, but they still have time. The State is currently catching up on its employment statistics since the shutdown, so we will see where the rates are once they are updated. Ms. Hylton stated that if we do take a reduction, it would align with the providers, since they are already seeing a slight reduction in enrollments.

On a motion made by Dawn Liberta and seconded by Frank Horkey, the Executive Committee unanimously approved Program Year 26/27 OSY and ISY contract renewals for the CILB, HANDY, FLITE Center and JA of South Florida totaling \$445,896.

REPORTS

1. Purchase of Workers' Compensation Insurance

This was 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 was consistent with the overall increase in payroll for the Summer Youth Employment Program (SYEP). Our procurement allows us to renew the policy for three (3) one-year periods. This would be the 3rd renewal under the current procurement. The policy covers CSBD employees and the youth in our SYEP. This was reported in accordance with our board policy to report for single purchases over \$10,000.

Jim Ryan presented the item.

Rochelle Daniels reported that these rates are set by law and by experience, and that CSBD has no control over finding more affordable workers' compensation. Ms. Daniels explained that the policy would cover CSBD employees and SYEP participants, and that the item was being reported in accordance with the Board policy for single purchases over \$10,000.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Jim Ryan shared some AI statistics he recently gathered, which aligned timely with the upcoming release of our AI Playbook: Goldman Sachs reported that, as a result of AI, the net average of job displacement was around 25,000 job losses and only 9,000 job gains.

Mr. Ryan reported other concerning statistics, such as Florida being the top service (industry) economy, having three of the top 10 U.S. cities with the highest number of job displacements due to AI. Mr. Ryan expressed his pleasure at seeing the work CSBD was doing to stay on top of the AI movement, working to complete the playbook sooner rather than later. Additionally, he mentioned that at the recent NAWB forum, at the federal level, there's a lot of emphasis on AI, such as upscaling, providing new tools, training on messaging, allocating more funding for these efforts, and focusing more on apprenticeship programs.

Mr. Ryan highlighted that the Employ Florida (EF) system is very antiquated, dating back 15 to 20 years or more, and that improvements are needed.

Ms. Hylton reminded the Committee that EF is the state system and that we will share the suggestions with the State.

MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS

Mr. Horkey inquired whether NAWB had speakers from the Department of Labor (DOL) in Washington, and Ms. Hylton stated that Henry Mack was in attendance, and most of the speakers were locally elected officials from Las Vegas.

Heiko Dobrikow noted that during his last NAWB conference, there was an "innovation lounge" where attendees could meet directly with subject-matter experts on specific business components for hands-on guidance with relevant tools.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton indicated that NAWB emphasized developing apprenticeships, and we look forward to creating strategies to increase them at our upcoming Board Planning Session.

Ms. Hylton reported that Torey Alston of Broward College and Stacy Volnick of FAU have been invited to speak at the planning session. Mr. Ryan added that the president of FAU, Adam Hasner, was invited but had a conflict, and that Neeta Rancourt of Atlantic Technical College will join us.

Ms. Hylton mentioned that Adrienne Johnston from CareerSource Florida was scheduled to visit Broward on 4/15 for a meeting and will stop by to see us. Mr. Dobrikow asked Ms. Hylton whether there was a chance to discuss replacing the EF system. Ms. Hylton indicated that it would be a good time to discuss it with her.

Ms. Hylton provided an update on the SYEP, noting that approximately 900 youth are enrolled to date.

Ms. Hylton reported that the AI playbook is currently under review and is expected to be released before the board planning session. She noted that the playbook has four main pillars for employers.

ADJOURNMENT – 12:52 p.m.

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON MAY 11, 2026.

Memorandum #10 – 25 (QA)

To: Executive Committee

From: Carol Hylton, President/CEO

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

Date: May 7, 2026

SUMMARY

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

BACKGROUND

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

DISCUSSION

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

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

Topic: Training Funds, Flexibility, & Program Design

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

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

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

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

Topic: Physical Location

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

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

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

Topic: Education and Workforce

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

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

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

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

Topic: Apprenticeship

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

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

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

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

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

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

Topic: Support Local Area Designation

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

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

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

- Work with employer groups to carry our message.

Topic: Employer Engagement

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

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

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

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

Topic: AI, Automation & Future Workforce Disruption

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

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

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

- Survey current training providers to see how they are utilizing AI in their curriculum/training.
- Marry our ITA list to future jobs.

- Identify free or low-cost AI training resources to prepare job seekers for future workforce disruption due to AI.

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

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

EVALUATION

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

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

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

RECOMMENDATION

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

Memorandum #05 – 25 (Human Resources)

To: Executive Committee
From: Carol Hylton
Subject: Staffing Company Selection for the Career Centers,
Date: May 4, 2026

SUMMARY

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

BACKGROUND

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

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

DISCUSSION

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

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

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

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

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

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

RECOMMENDATION

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

Memorandum #15 – 25 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

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

Date: April 7, 2026

SUMMARY

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

BACKGROUND

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

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

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

DISCUSSION

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

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

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

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

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

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

RECOMMENDATIONS

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

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

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

Memorandum #05 – 25 (EXEC)

To: Executive Committee
From: Carol Hylton, President/CEO
Subject: CareerSource Broward's Response to Spirit Airlines Closure
Date: May 6, 2026

SUMMARY

Following the announcement of the Spirit Airlines closure on Saturday, May 2, CareerSource Broward immediately mobilized to support affected workers by posting information on available services and resources on our website over the weekend. Our South Career Center became "ground zero" on Monday morning, where elected officials, CareerSource Florida, Broward County Government, Spirit Airlines Management Representatives, employers, and our CSBD staff stood ready to assist the impacted workers. Everything from rapid response orientations, to applications for financial support, filing for unemployment compensation, resume assistance, job search direction and connecting the employees with employers who came onsite to interview applicants was immediately available to the 400 impacted employees who came in on Monday and Tuesday, May 4 – 5. We continue to concentrate our efforts through the South Center, which is the closest to the Spirit Airport hub of operations.

BACKGROUND

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

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

DISCUSSION

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

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

- Prepared the CSBD South Career Center to serve as “ground zero.”

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

Over 400 displaced Spirit Airlines workers were in attendance at the CSBD South Career Center on 5/4 and 5/5. Mayor Josh Levy, Commissioner Alexandra Davis, and Representatives Marie Woodson and Chip LaMarca addressed groups of impacted workers, providing words of encouragement and support.

Simultaneously with the activities taking place in the South Center CSBD coordinated Rapid Response sessions throughout the 2 days gathering workers into groups of 15 – 25 individuals and providing them with critical information. This included:

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

The workers were also given immediate support with:

- RA provided by Florida Commerce RA staff who were on-site
- Resume Assistance
- Immediate interviews with employers who had come to the Center, including Coca-Cola, the Broward Sheriff’s Office, Envoy Airlines, and Ontic Aerospace, to recruit employees for their businesses

CSBD has sent targeted email blasts and text reminders to former Spirit employees inviting them to upcoming support sessions and telling them about available services. CSBD has scheduled another 5 Rapid Response sessions for 5/12, 5/14, 5/21, 5/26, and 5/28. We will be also be hosting a dedicated job fair on 5/19, at the Urban League of Broward County.

An update was provided to the Coordinating Council of Broward on 5/6 regarding CSBD assistance. Many of the CCB members expressed interest in also providing assistance and we will be coordinating with them.

RECOMMENDATIONS

None. For information only.