



**Broward Workforce Development Board
Executive Committee**
Monday, June 8, 2026
12:00 p.m. – 1:30 p.m.

Zoom Meeting ID: 857 8048 2154
Zoom Password: 583565
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 5/11 Executive Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 8 – 14

NEW BUSINESS

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

Consideration to approve 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 will coordinate services for participants. The MOUs include 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 Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #06-25 (LS)

Pages 15 – 16

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

Consideration to approve 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. 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 is required. Approved at the 5/5 One-Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

3. Continued Eligibility for Florida Atlantic University

Consideration to approve 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 is required. Approved at the 5/5 One-Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

4. Continued Eligibility for Southeastern College

Consideration to approve continued eligibility status for 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 is required. Approved at the 5/5 One-Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

5. PY 26/27 Preliminary Budget

Consideration to approve the PY 26/27 preliminary budget. The budget reflects 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 Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #06-25 (FS)

Pages 17 – 23

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

Consideration to approve 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 requires 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 include 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 Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

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

Consideration to approve 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 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.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

REPORTS

1. Individual Training Account (ITA) Provider Performance

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

ACTION None
EXHIBIT None

2. Janitorial Services Contract

This is 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 is being reported in accordance with Board policy requiring notification of single purchases exceeding \$10,000.

ACTION None
EXHIBIT None

3. Broward County Unemployment and Economic Dashboard

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

ACTION None
EXHIBITS Broward County Unemployment Release for April 2026
[CareerSource Broward Dashboard](#)

Pages 24 – 25

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 AUGUST 10, 2026



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

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 Klincewicz, Kim Bryant and Michell Williams.

APPROVAL OF MINUTES

Approval of the Minutes of the 4/13 Executive Committee meeting.

On a motion made by Francois Leconte and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the meeting minutes.

NEW BUSINESS

1. 2026 BWDB Planning Session Report

Considered approval of the acceptance of 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 highlighting the past year's accomplishments. 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.

Carol Hylton reviewed the Board Planning Session report, including discussions, thought questions, and overall highlights. Ms. Hylton recognized the guests who attended the Board Planning Session: Dr. Steven Tinsley, Neeta Rancourt, and Denise Jordan. Ms. Hylton also reviewed several of the items in the report, such as:

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- 1) The pros and cons of giving up the North Office. The workgroups suggested that we collaborate with BCPS and Broward College to co-locate staff and to assess the feasibility of co-locating staff at libraries and other community locations.
 - 2) The topic of strengthening coordination between education and the workforce system. Ms. Hylton highlighted the workgroup's suggestion to continue outreach to new employers and educate them about CSBD's resources. Research strategies to educate small employers on internships, including a how-to guide for employers on internships, and seek out opportunities for joint grant applications with our educational partners.

Ms. Hylton explained that all goals and objectives would be distributed to the various committees, and over the course of the year, the committees would set benchmarks and performance targets for each item.

Ms. Hylton thanked the members for their support and guidance, and Mr. Klincewicz for their work creating the AI Avatars for the Year-in-Review presentation.

Mr. Ryan commended the CSBD staff for their great work organizing this year's Board Planning Session.

On a motion made by Heiko Dobrikow and seconded by Francois Leconte, the Executive Committee unanimously approved the 2026 BWDB Planning Session Report.

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

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.

Jim Ryan presented the item and noted that 41% of wages seemed high and asked whether there was high attrition within the first 90 days.

Ms. Hylton indicated that ISG is performing and incurring onboarding costs up front within the first 90 days; however, after the 90-day period, the arrangement is very cost-effective for CSBD.

Ms. Daniels explained some of the upfront onboarding activities, including background checks covering criminal history, court litigation, employment verification, records reviews, and credit checks, which were implemented due to past negative experiences. During the 90-day period, the company also bears the costs of taxes, benefits, recruitment, onboarding, and unemployment if an employee leaves the organization. Given the level of investment

and actions taken during this period, a 41% rate is not particularly high, and the overall turnover rate has remained very low.

On a motion made by Zac Cassidy and seconded by Heiko Dobrikow, the Executive Committee unanimously approved selecting Integrative Staffing Solution as the Staffing Company for the Career Centers.

3. WIOA Work Experience Contract for Broward Health

Considered approval of the 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 would require a 2/3 vote of the Board. Approved at the 5/4 Employer Services Committee meeting.

Jim Ryan presented the item and Francois Leconte reviewed the recommendation.

On a motion made by Francois Leconte and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the WIOA WEX Contract for Broward Health through 6/30/29.

4. WIOA Work Experience Contract for 2Lyons Aerospace

Considered approval of the 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 would require a 2/3 vote of the Board. Approved at the 5/4 Employer Services Committee meeting.

Francois Leconte reviewed the recommendation.

On a motion made by Francois Leconte and seconded by Frank Horkey, the Executive Committee unanimously approved the WIOA WEX Contract for 2Lyons Aerospace through 6/30/29.

5. Work Experience Contract with Broward County

Considered approval of the renewal of a non-financial WIOA Adult Work Experience contract with Broward County through 7/31/27 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 was the last of three renewals under the current agreement. Approved at the 5/5 One Stop Services Committee meeting.

Rick Shawbell reviewed the recommendation.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the WEX Contract with Broward County through 7/31/27.

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

Considered approval of the 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 would require a 2/3 vote of the Board. Approved at the 5/4 Employer Services Committee meeting.

Jim Ryan presented the item, and Francois Leconte reviewed the recommendation.

On a motion made by Francois Leconte and seconded by Zac Cassidy, the Executive Committee unanimously approved the WEX Contract for the Las Olas Company, Inc. through 6/30/29.

7. Accept DeLuca Foundation Funds

Considered approval to accept \$1.5M from the DeLuca Foundation to serve economically disadvantaged youth ages 16-18, in the Summer Youth Employment Program over the next 3 years. This would allow us to serve an additional 110 youth each year. Youth would receive three days of employability skills training and an eight-week meaningful summer work experience.

Jim Ryan presented the item, and Carol Hylton reviewed the recommendation.

Mr. Ryan asked how CSBD learned about the DeLuca Grant. Ms. Hylton stated that through community outreach, we contacted the DeLuca Foundation, which is dedicated to youth development. Mr. Ryan thanked the staff for securing the additional funding and noted that over 100 additional youth would be enrolled in the SYEP as a result.

On a motion made by Zac Cassidy and seconded by Francois Leconte, the Executive Committee unanimously approved accepting \$1.5M from the DeLuca Foundation for the Summer Youth Employment Program over the next 3 years.

8. Youth Work Experience Contract with the Broward Education Foundation

Considered approval of a non-financial Youth Work Experience (WEX) contract with the Broward Education Foundation, Inc. (BEF) through 6/30/29. CSBD is the employer of record. Because Board member Dr. Howard Hepburn is a member of the BEF Board of Directors, a 2/3 vote of the Board is required.

Dawn Liberta reviewed the recommendation.

On a motion made by Dawn Liberta and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the Youth Work Experience contract with the Broward Education Foundation, Inc., through 6/30/29.

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

Considered approval of 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.

Jim Ryan presented the item and Rick Shawbell reviewed the recommendation.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the new eligible training provider and course for Brightmed Health Institute.

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 employees with employers who came on-site 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.

Jim Ryan presented the item and thanked the CSBD team and Board members who stepped up to assist. Carol Hylton reviewed the item and provided updates on the response to Spirit Airlines' closure. Ms. Hylton recognized Mark Klincewicz for his support and setting up the portal, and Alex Shaw for getting the information out on social media, including to our Mayors, Local Delegation, Community Partners, and Employers. Kim Bryant, Tony Ash, and many others on the team joined in to help. Ms. Hylton also highlighted that news media were on-site to report on CSBD's work assisting the affected Spirit Airline workers.

Ms. Hylton stated that additional Rapid-Response sessions and sector-specific job fairs are being scheduled.

Mr. Ryan stated that the number of those impacted by the closure was staggering and had a massive impact not only on the employees but also on contractors and vendors. There is a big ripple effect when you lose a blue-chip company like Spirit Airlines.

2. AI Playbook for Small and Medium-Sized Employers

CareerSource Broward 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.

Ms. Hylton highlighted that the marketing efforts are expected to ramp up this week. Plans also include running geofencing ads to help employers better understand the playbook's purpose and benefits.

Mr. Ryan shared that while attending the Broward Workshop meeting, he met with the Tech Committee. They discussed an initiative for educating small and medium-sized businesses, and a reference to our AI Playbook was made during the meeting. He indicated that Monica Cepero and Commissioner Udine expressed some level of interest in supporting additional AI-related training. Ms. Hylton stated that it was a great idea and was looking forward to talking with them.

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

Each year, we purchase D&O insurance, including 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. Because the insurance renewal timing is not always aligned with the governing boards' calendar, the President/CEO was authorized several years ago to review, approve, and report on the purchase of D&O insurance. We are reporting the purchase to the governing boards, noting that this is also a single purchase exceeding \$10,000.

Jim Ryan presented the item.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Jim Ryan once again thanked the CSBD Team for their work with Spirit Airlines and the launch of the AI Playbook.

MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS

Heiko Dobrikow asked with 80 to 100 airlines in the marketplace in South Florida, how could we get connected to those airlines to best understand their job openings?

Ms. Hylton shared that we are collaborating with our sister agencies and the airports in Fort Lauderdale, Miami, and Palm Beach by organizing job fairs and sharing information so that impacted customers can attend them at any location.

Mr. Dobrikow asked whether it would be possible to collect data on the individuals we served to determine the percentage who gained employment through our efforts. Ms. Hylton indicated that we collect the data as part of our performance measures. In some instances, the employer or customer will let us know when someone is hired. If not, we will receive the credit from the State on the back end, when they run the data from the wage records.

Mr. Dobrikow advised that he had finished reading the AI Playbook, which he found very enlightening but at times overwhelming, and asked whether there was a way to amplify the message about the AI Playbook, suggesting that CareerSource Florida push it on a larger scale.

Ms. Hylton responded that we shared the playbook with Adrienne Johnston at CareerSource Florida and with Mark Wilson at the Florida Chamber of Commerce, and would follow up with them to see what their thoughts were.

Ms. Hylton added that she was on a call earlier with the Early Learning Coalition of Broward (ELC). They mentioned that they have hundreds of daycares, which are considered small businesses, and that she will send the playbook to her contact at ELC and ask them to share it with their daycares to expand the playbook's reach.

Mr. Dobrikow shared his concerns with the EmployFlorida system, indicating that it is antiquated, and asked whether we knew of any plans for the State to update the platform.

Ms. Hylton stated she would follow up with Ms. Johnston.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton reported that she attended the Jamaica 5K run this past weekend. The SYEP starts the first week of June and has already incorporated the kids from the DeLuca Foundation funding, so approximately 1,300 youth will start this summer.

ADJOURNMENT – 12:59 p.m.

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON AUGUST 10, 2026.
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Memorandum LS # 06-25

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Memorandum of Understanding (MOU) Between CareerSource Broward (CSBD) and the One-Stop Partners

Date: June 3, 2026

SUMMARY

Consideration to approve 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 will coordinate services for participants. The MOUs include 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 Committee meeting.

BACKGROUND

The vision articulated in WIOA is the integration and alignment of the diverse workforce programs available to job seekers and employers through the American Job Center Network, which we refer to locally as the CSBD Career Centers.

Currently, CSBD administers the following one-stop partner funding streams and is not required to enter into an MOU with itself. CSBD allocates costs so each partner program pays its fair share. Table 1 indicates the funding streams awarded directly to CSBD:

Table 1: One-Stop Legislative Partner Funding Streams Administered by CSBD

WIOA Title I Adult, Dislocated Worker and Youth Programs
Wagner-Peyser Employment Services
Local Veterans' Employment Programs
Disabled Veterans' Outreach Program
Re-employment Services and Eligibility Assessment
Unemployment Compensation Programs
TANF (WTP)

WIOA requires all one-stop partners to provide access, which may be technological, to their programs through the one-stop system. The partners must also support the infrastructure and operating costs of the one-stop in proportion to their use, as part of the MOU.

Table 2 below identifies the partners and their funding streams, which must provide access to their programs through the one-stop system and enter into an MOU with CSBD.

Table 2: One-Stop Legislative Partner Funding Streams Requiring an MOU

One-Stop Partner	One-Stop Partner Funding Stream
The School Board of Broward County	Family Literacy and Adult Education Act (CSBD Provider for Out of School Youth)
The School Board of Broward County	Career and Technical Education (Perkins Act) (CSBD ITA Provider)
Broward College	Career and Technical Education (Perkins Act) (CSBD ITA Provider)
Florida Department of Education, Division of Vocational Rehabilitation	Vocational Rehabilitation (Co-located in the One-Stop)
Broward County	Community Services Block Grant
AARP	Title V Older Worker Program (Co-located in the One-Stop)

DISCUSSION

The MOU incorporates the following:

1. A description of the services provided through the One-Stop.
2. The method for providing partner access to the services, including whether the partner is co-located in the One-Stop.
3. How partners coordinate services through the One-Stop.
4. The method for referring participants among the one-stop partners.
5. The one-stop budget, which includes the infrastructure agreement as an attachment to the MOU, and which is entered into between CSBD and the partner for support of the One-Stop.
6. Information on how the One-Stop will be accessible to workers, youth, and individuals with barriers to employment, including individuals with disabilities.
7. The term of the MOU.
8. The process for amending the MOU.
9. The process for appealing to the Governor if the partners cannot agree on the funding of the One-Stop.

To address infrastructure costs, we have adopted a mall approach with AARP and Vocational Rehabilitation. They are co-located in the South CSBD Career Center, and we have entered into leases with them that cover the cost of their space and use of the common areas. Our other partners have opted for a technological presence in the provision of access to their programs. The CSBD IT Department has calculated the cost of hosting and maintaining a web page, which is displayed through the CSBD website and can connect one-stop visitors to our partner programs. Partners pay up to \$300 a year for technological access, depending on the size and content of their web page.

RECOMMENDATION:

Approve entry into an MOU with the following required one-stop partners:

- The School Board of Broward County (Literacy and Carl Perkins Partners)
- Broward College
- Broward County
- Vocational Rehabilitation
- AARP (Title V Older Worker Program)

Memorandum #06 - 25 (FS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Program Year (PY) 26/27 Preliminary Budget

Date: June 3, 2026

SUMMARY

The Program Year (PY) 26/27 preliminary budget reflects an overall increase of 2.1% or \$296,839 in our formula allocations and carry-forward funds. The total amount of formula and carry forward that we project to be available in PY 26/27 is \$14,366,912 as compared to \$14,070,073 in PY 25/26.

We have not included dedicated grants in the total of funds available shown in Table 1 because those grants may only be spent for the specific purposes outlined in those grants. Table 2 details these grants and projected amounts to present a full picture to the governing boards of the funds allocated to CareerSource Broward (CSBD) for the upcoming program year.

For PY 26/27, dedicated grant funds total \$10,773,720. When added to our formula allocation we project a total of \$25,140,632 as compared to PY 25/26 which was \$22,630,097. As usual, this does not include unrestricted funds.

CSBD recommends the approval of the preliminary PY 26/27 budget. Approved at the 6/2 One-Stop Services Committee meeting.

BACKGROUND

Each year CSBD brings its projected budget to the governing boards for approval. The formula allocation is based on our local area's unemployment and poverty rates. The better a region is doing, the lower the local area's formula allocation.

The funds are allocated among the various activities and services to align with Board initiatives and key business results, the current labor market, and federal and state performance measures. The level of detail provided is in accordance with the CSBD governing boards' direction. We provide additional detail to the elected officials per their request. This detail is available to all upon request.

A budget true-up based on the actual allocations is presented to the Board at the mid-year mark.

Table 1 presents a comparison between PY 25/26 and PY 26/27 total allocation from the state and carry forward funds. The WIOA Adult and DW funding streams are combined because WIOA allows 100% transferability between these funding streams. The changes are not evenly spread across the funding streams and are reflected in the numbers presented below.

Table 1
Comparison

PY 25/26 Actual to PY 26/27 Preliminary Formula Funds Including Carry Forward

Fund Name	PY 25/26 Total Funds Actual	PY 26/27 Total Funds Preliminary	\$ Change	% Change
WIOA (Adult/DW)				
Formula Funds	\$5,049,963	\$5,271,320	\$221,357	4.4%
Carryforward	579,832	449,746	(130,086)	-22.4%
Subtotal	5,629,795	5,721,066	91,271	1.6%
WIOA (Youth)				
Formula Funds	1,889,627	2,167,857	278,230	14.7%
Carryforward	245,672	329,585	83,913	34.2%
Subtotal	2,135,299	2,497,442	362,143	17.0%
WTP				
Formula Funds	3,493,508	3,625,272	131,764	3.8%
Carryforward	564,663	506,398	(58,265)	-10.3%
Subtotal	4,058,171	4,131,670	73,499	1.8%
WP				
Formula Funds	1,096,442	1,034,763	(61,679)	-5.6%
Carryforward	682,976	537,953	(145,023)	-21.2%
Subtotal	1,779,418	1,572,716	(206,702)	-11.6%
Veterans (DVOP/LVER)	263,372	240,000	(23,372)	-8.9%
Supplemental Nutritional Assistance Program (SNAP)	204,018	204,018	-	0.0
Totals	\$14,070,073	\$14,366,912	\$296,839	2.1%

Table 2 is our anticipated dedicated grant allocations for PY 26/27. They are not included in the preliminary budget as the funds are for the activities indicated in the chart.

Table 2: Comparison of Dedicated Grants

Grant / Program	Description	PY 25/26 Amount \$	PY 26/27 Anticipated Amount \$
Children’s Services Council	Summer Youth Employment Program (SYEP)	\$ 4,277,213	\$ 4,293,149
Broward County	SYEP	700,000	700,000
DeLuca Foundation ¹	SYEP	-	1,500,000
City of Fort Lauderdale	SYEP	150,000	150,000
City of Dania Beach	SYEP	50,000	Ended
City of Tamarac	SYEP	22,500	Ended
Spirit Airlines Layoff (Requested)	Rapid Response & WIOA Services	-	2,000,000
Non-Custodial Parent Employment	Employment services for non-custodial parents	847,720	877,000
Re-employment Services & Eligibility Assessment (RESEA)	To assist the unemployed to secure employment	706,000	780,000
Sectors for Strategic Focus	Career exploration & training in – Transportation, Manufacturing, Healthcare, Logistics	265,000	265,000
Florida Hope/Network Navigators	Apprenticeship Navigator & work-based training	208,571	208,571
North Florida Storms	For cleanup, humanitarian aid and training	714,000	Ended
Flood NEG WIOA	For cleanup, humanitarian aid and training	264,437	Ended
Artificial Intelligence – IWT	To upgrade the AI skills of workers	178,183	Ended
City of Pompano Beach	Work-based training	176,400	Ended
	Total	\$8,560,024	\$10,773,720

¹ DeLuca Foundation funding is for a period of 3 years, and we anticipate spending \$500k each year.

DISCUSSION

Below are considerations we looked at in constructing the budget:

1. The State requires that a minimum of 50% of the WIOA Adult and DW allocation be spent on training. We have budgeted 53%.
2. We are required to spend a minimum of 20% of WIOA Youth expenditures on Work Experience. We have budgeted 24%.
3. Integrative Staffing Group (ISG) is the employer of record for the One-Stop Centers. The budget includes the per employee fee of \$90.00 per employee per pay period. The total cost is estimated at \$163,800. Staff benefits and taxes, are pass-thru costs.²
4. External program and fiscal monitoring are budgeted at \$103,200.
5. Our annual audit is budgeted at \$34,000.

Budget Strategies

1. WIOA AD and DW allocations, including carry forward for PY 26/27 increased by \$91,271 for a total allocation of \$5,721,066.
2. The WIOA Youth allocation, including carry forward for PY 26/27, increased by \$362,143 for a total allocation of \$2,497,442. To the extent WTP funds are available, they may be used to support SYEP and in-school youth program costs.

The recommended PY 26/27 Preliminary Budget categories are described below followed by the budget summary.

PROGRAM SUPPORT STAFF - \$4,610,066
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This category includes staff salaries and benefits other than the administrative, State Wagner Peyser, and Veterans' staff.

Included in this category are:

1. The Integrative Staffing Group (ISG) contract for staffing the 3 One-Stop Centers.
2. The One-Stop Center Managers
3. The Management Information Systems staff
4. The Program Managers
5. The Quality Assurance staff

² Pass through costs are not included in the fee.

6. WTP and SNAP

7. WIOA Adult, DW, and Youth

In accordance with our standard operating procedures, we monitor caseloads to ensure we maintain a participant-to-case manager ratio that enables us to deliver quality services.

FACILITIES AND RELATED COSTS – \$2,673,348

This category includes certain fixed costs such as rent for the three career centers, supplies, customer assessments, copier rentals, telephones, information technology, high-speed lines, monitoring, and costs associated with business outreach, such as mileage, travel, and membership dues.

The North Office Lease expires in July 2026. We have requested the landlord allow us to stay for an additional year at the current rate. This will allow us time to explore our co-location options in accordance with Board.

CONTRACTS – \$1,125,000

This category includes contracted services.

Table 3: PY 26/27 Proposed Contract Amounts

Contractor	Contract Purpose	PY 26/27 Amount
FLITE Center	Out of School Youth- OSY	\$160,000
HANDY	OSY	87,000
Center for Independent Living (CIL)	OSY	59,000
School Board	OSY	300,000
School Board	In-School Youth (ISY)	170,000
Junior Achievement of S. Florida (JA)	ISY	140,000
Greater Fort Lauderdale Chamber	Business Outreach	50,000
Greater Hollywood Chamber	Business Outreach	45,000
One-Stop Operator ⁴	One-Stop Partner Coordination	114,000
Total		\$1,125,000

1. Navigators **OSY** – FLITE, HANDY, and CIL. Youth currently in their caseloads who are ready to receive workforce services have access to all WIOA 14 elements³ as appropriate for each youth.

³ The WIOA 14 elements are required to be available as needed by the youth (i.e., tutoring, WEX, case management.)

⁴ The One-Stop Operator contract is allocated to formula grants \$86,700 and dedicated grants \$27,300.

2. Full-Service **OSY** – School Board of Broward County (SBBC). Youth who have dropped out of high school are enrolled in GED and receive case management, employability skills, and access to the 14 WIOA elements.
3. Full Service **ISY** – SBBC and JA. Youth are recruited, have access to the 14 elements, and are placed in work experience to keep them attached to school through graduation.
4. Chambers of Commerce - Assist with marketing, outreach, and obligating OJT, IWT, and Internship funds, and communicating our services to their membership.
5. One-Stop Operator - Coordinates cross referrals and data sharing with the one-stop partners.

TRAINING - \$4,216,472

This category includes 1) Individual Training Account's budgeted at up to \$12,000 per participant for tuition and education-related expenses 2) OJT reimbursements and other work-based training activities such as IWT, upgrade OJT, subsidized work experience and apprenticeships.

PARTICIPANT SUPPORT SERVICES – \$406,556

This category funds participant support costs for 1) gas cards 2) clothing vouchers 3) bus passes and 5) participant performance incentives for WIOA AD/DW, Youth, and WTP.

There is no change to the overall percentage of budget in the total projected in this category.

ADMINISTRATION – \$1,362,763

Administration includes personnel and non-personnel costs for administrative and oversight functions related to the grants. By law, we are allowed to budget up to 10% in administration; however, we have capped the budget at 9% as per the governing board's directive.

Table 4 shows the details of categories by funding streams with a comparison to last year's budget.

RECOMMENDATION

That the Executive Committee approve the preliminary PY 26/27 budget.

Table 4 – PY 26/27 Preliminary Budget Summary

TOTAL AVAILABLE FUNDING	WIOA Adult/DW		WIOA Youth		WTP		WP		DVOP/LVER		SNAP		PY 26/27 TOTAL \$	PY 25/26 True UP % of Total	PY 26/27 % of Total Budget
PY 26-27 Allocation	5,271,320		2,167,857		3,625,272		1,034,763		240,000		204,018		12,543,230		
PY 26-27 Supplemental	-		-		-		-		-		-		0		
PY 25-26 Carryforward	449,746		329,585		506,398		537,953		0		0		1,823,682		
TOTAL	5,721,066		2,497,442		4,131,670		1,572,716		240,000		204,018		14,366,912		
TOTAL EXPENDITURES															
Program Support	2,385,940	42%	494,738	20%	1,434,002	35%	134,670	9%	20,718	9%	139,999	69%	4,610,066	31%	32%
Facilities & Related Costs	617,984	11%	57,080	2%	543,742	13%	1,211,584	77%	199,590	83%	43,369	21%	2,673,348	19%	19%
Training	2,017,394	35%	1,036,872	42%	1,162,207	28%	-	0%	-	0%	-	0%	4,216,472	29%	29%
Contracts	60,652	1%	606,000	24%	334,000	8%	94,889	6%	808	0%	1,357	1%	1,097,706	9%	8%
Participant Support Services	60,000	1%	81,165	3%	265,391	6%	-	0%	-	0%	-	0%	406,556	3%	3%
Administration	579,097	10%	221,587	9%	392,328	9%	131,573	8%	18,884	8%	19,294	9%	1,362,763	9%	9%
TOTAL	5,721,066	100%	2,497,442	100%	4,131,670	100%	1,572,716	100%	240,000	100%	204,018	100%	14,366,912	100%	100%

* The total amount for Contracts is slightly reduced as the One-Stop Operator charges a portion of their time to the dedicated grants.

* There may be rounding differences in this table.

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

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

Fort Lauderdale-Pompano Beach-Sunrise Metro Division

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

Note: All data are subject to revision.

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

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

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

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

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

Note: All data are subject to revision.

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