



Broward Workforce Development Board
Executive Committee
Monday, August 10, 2026
12:00 p.m. – 1:30 p.m.

Zoom Meeting ID: 894 7812 3316
Zoom Password: 800425
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 6/8 Executive Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 10 - 14

NEW BUSINESS

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

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

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

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

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

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #01-26 (OPS) ITA Course Summary Spreadsheet

Pages 15 - 17

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

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

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

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

Consideration to approve the renewal of the contract between CareerSource Broward and Anthony Brunson P.A. for conduct of the fiscal year 25/26 organization-wide audit in the amount of \$34,680, a 2% (\$680) increase over last year's cost of \$34,000. This is the 3rd of 4 one-year renewals under their contract. CSBD has been pleased with their work. Approved at the 7/13 Audit Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

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

Consideration to approve the renewal of the contract with THMP for program monitoring for Program Year 26/27. Per Board approval they visit twice a year. The fee for each visit will be \$27,000, the same as last year for a contract total of \$54,000. This is the final renewal under their contract. Approved at the 7/13 Audit Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

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

Consideration to approve the renewal of the contract with Cherry Bekaert for fiscal monitoring for Program Year 26/27. Per Board approval they visit twice a year. The fee for each visit will be \$24,600, the same as last year for a contract total of \$49,200. This is the final renewal under their contract. Approved at the 7/13 Audit Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

7. **One-Stop Operator (OSO) Contract Renewal**

Consideration to approve the renewal of our OSO contract with Workforce Guidance Associates, LLC. in the amount of \$114,000. Under WIOA, the OSO is responsible for coordinating service delivery with our mandatory One-Stop partners. Ms. Jackson, the principal for WGA, also supervises the community liaison, assists with grant acquisition, and oversees some dedicated grants. Our staffing company provider, ISG, has agreed to include Ms. Jackson in the group insurance pool. This is the first of two renewals under the current procurement. Approved at the 8/4 One-Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

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

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

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #02-26 (OPS) ITA Course Summary Spreadsheet

Pages 18 - 20

9. Sectors of Strategic Focus Apprenticeship Expansion Funds

Consideration to accept \$200,000 in Sectors of Strategic Focus funds from Florida Commerce. The grant period is through 6/30/27. These funds will be used to support 1) apprenticeships 2) on-the-job training and 3) training in Broward County's targeted industry sectors, such as 1) Healthcare 2) Information Technology 3) Construction and 4) Advanced Manufacturing. Approved at the 8/4 One-Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

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

Consideration to accept \$30,000 from the Community Foundation of Broward, Inc. to provide emergency support services to former Spirit Airlines employees, to assist in stabilizing them as they return to work. Approved at the 8/4 One-Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

REPORTS

1. General Fund Balance

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

ACTION None
EXHIBIT Memo #01 – 26 (FS)

Pages 21 - 22

2. Budget vs. Actual Expenditure Report

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

ACTION None
EXHIBIT Memo #02 – 26 (FS)

Pages 23 - 24

3. FloridaCommerce Programmatic Monitoring Report for PY 23/24

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

ACTION None
EXHIBIT Memo #04 – 25 (QA)

Pages 25 - 33

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

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

**ACTION
EXHIBIT**

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

Pages 34 - 35

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

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

**ACTION
EXHIBIT**

None
Memo #09 – 25 (QA)

Pages 36 - 42

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

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

**ACTION
EXHIBIT**

None
Memo #02 – 26 (BR)

Pages 43 - 45

7. Disaster Grant – Staffing Agency Vendor List

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

ACTION	None
EXHIBIT	None

8. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 4.5 percent in June 2026. This rate was 0.8 percentage points higher than the region's year-ago rate. In June 2026, Broward County's unemployment rate was 0.1 percentage points lower than the State's rate. Out of a labor force of 1,074,697, down 3,903 (-0.4 percent) over the year, there were 48,855 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 June 2026 CareerSource Broward Dashboard

Pages 46 - 47

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 WILL BE ON OCTOBER 12, 2026.



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

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, Francois Leconte, Dawn Liberta, Rick Shawbell and Kevin Kornahrens who chaired the meeting.

STAFF: Carol Hylton, Rochelle Daniels, Mark Klineciewicz, Kim Bryant, and Melissa Rivera.

APPROVAL OF MINUTES

Approval of the Minutes of the 5/11 Executive Committee meeting.

On a motion made by Francois Leconte and seconded by Dawn Liberta, the Executive Committee unanimously approved the 5/11 meeting minutes.

NEW BUSINESS

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

Considered approval of the One-Stop MOUs with our legislative partners. WIOA allows us to enter into One-Stop MOUs for up to 3 years, after which we must renegotiate new 3-year MOUs. CareerSource Florida now requires us to use their template for the MOUs, which speak to how the One-Stop partners 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.

There was no further discussion.

On a motion made by Rick Shawbell and seconded by Francois LeConte, the Executive Committee unanimously approved the MOU's between CSBD and the One-Stop Partners.

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

Considered approval of the continued eligibility for current eligible training providers (ETPs)

1) Atlantic 2) McFatter and 3) Sheridan Technical College for the period 7/1/26 through 6/30/28. 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.

There was no further discussion.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the continued eligibility of training providers 1) Atlantic 2) McFatter and 3) Sheridan Technical Colleges for the period 7/1/26 through 6/30/28.

3. Continued Eligibility for Florida Atlantic University

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

There was no further discussion.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the continued eligibility of training provider, Florida Atlantic University, for the period 7/1/26 through 6/30/28.

4. Continued Eligibility for Southeastern College

Considered approval of the 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 the continued eligibility requirements, including performance, licensure, accreditation and the 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 Service Committee meeting.

There was no further discussion.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the continued eligibility of training provider Southeastern College for the period 7/1/26 through 6/30/28.

5. PY 26/27 Preliminary Budget

Considered approval of 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 PY 26/27 compared to \$22,630,097 in PY 25/26. Approved at the 6/2 One-Stop Services Committee meeting.

Ms. Hylton provided an overview of the preliminary Program Year 2026/27 budget, including anticipated formula funding, carry-forward funds, dedicated grants, and the various budget categories.

On a motion made by Francois Leconte and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the PY 26/27 Preliminary Budget.

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

Considered approval of the continued eligibility status for current ETP's 1) Academy of South Florida 2) Concorde Career Institute 3) Jersey College 4) PC Professor 5) South Florida Academy of Air Conditioning and 6) Universal Technical Institute for the period 7/1/26 through 6/30/28. This is in accordance with WIOA, which 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.

There was no further discussion.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the continued eligibility of training providers 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.

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

Considered approval of the One-Stop Center hours of operation and holiday schedule. There are no changes to our hours of operation or our holidays for the upcoming year. The State requires the governing boards' annual approval of the One-Stop Center 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.

There was no further discussion.

On a motion made by Zac Cassidy and seconded by Dawn Liberta, the Executive Committee unanimously approved the One-Stop Center hours of operation and holiday schedule.

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.

Ms. Hylton reviewed the item. There was no further discussion.

2. Janitorial Services Contract

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

Ms. Hylton reviewed the item. There was no further discussion.

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.

Mr. Klinecicz provided an overview of the economic dashboard. Mr. Dobrikow noted that the Department of Labor is consistently updating the previous month's labor supply and demand statistics, making the data difficult to track as the figures continue to change. Ms. Hylton explained that the state typically conducts a true-up once or twice a year and is still catching up following the shutdown.

Mr. Dobrikow asked Ms. Hylton about her outlook for the future. She responded that, although additional layoffs were initially anticipated among businesses supporting Spirit Airlines, few have occurred in recent weeks. As a result, unemployment is expected to stabilize and remain relatively level, consistent with the trend over the past year.

Mr. Dobrikow agreed with Ms. Hylton and noted that he had recently attended a luncheon with David Alton and was pleased Ms. Hylton assessment aligned with what Mr. Alton shared at the luncheon. Heiko shared that Mr. Alton had also indicated that the impact of AI is slowing. AI is not having the tremendous effect or monumental shift that was anticipated in certain industries.

Ms. Hylton mentioned that we are shifting the focus more toward apprenticeships, as these are solid career pathways for our customers to learn while they earn and help businesses grow. Mr. Dobrikow added that reskilling, upskilling, and apprenticeships were very important in creating a great workforce program.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

None

MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS

None

MATTERS FROM THE FLOOR

Ms. Daniels announced to the Committee that the organization Community-Based Connections, Inc. has selected Ms. Hylton as a Green Blazer honoree. The Committee applauded Carol for her recognition.

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton provided an update on the June CareerSource Florida Board of Directors meeting in Miami, where she presented on CareerSource Broward's efforts to assist displaced Spirit Airlines employees. She also shared the Rapid Response video highlighting our efforts.

Ms. Hylton shared that the Summer Youth Employment Program (SYEP) is in its second week, with approximately 1,300 youth working. She also mentioned that on Friday, 6/12, she would be attending the Annual Leadership Florida meeting in Orlando, FL.

Mr. Dobrikow inquired whether there were any summer youth programs in our community besides CareerSource Broward and Junior Achievement. Ms. Hylton indicated that Children's Services Council funds several other programs, but not at the level of CSBD's SYEP.

ADJOURNMENT 12:54 p.m.

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON AUGUST 10, 2026.
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Memorandum #01-26 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

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

Date: 08/05/2026

SUMMARY

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

DISCUSSION

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

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

Using Jobs EQ and Employ Florida, CSBD was able to validate that within the past 90 days, there have been at least 25 job openings for Computer Network Support Specialists, Information Security Analysts, and Computer User Support Specialists in Broward County. A CSBD review team comprised of staff from Operations, Quality Assurance, and Business Services evaluated the applications. This committee determined that all Board-mandated criteria have been met for the training programs and related occupational titles.

Courses to be added to the WIOA ITA List:

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

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

RECOMMENDATION

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

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

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

Memorandum # 02-26 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

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

Date: 08/05/2026

SUMMARY

Consideration to approve 1) Emergency Education Institute (EEI) under the initial status as an Eligible Training Provider and 2) add the course Emergency Medical Technician to the WIOA Individual Training Account List. Emergency Medical Technician is a high-demand occupation essential for local emergency response efforts. CSBD adds schools and courses that meet federal, state, and local criteria, giving customers more choices. Approved at the 8/4 One-Stop Services 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 (TOL). Two critical criteria over which CSBD has no control are:

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

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

DISCUSSION

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

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

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

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

Staff have conducted an on-site review of the school. A cross-functional CSBD review committee comprised of staff from Operations, Quality Assurance, and our appropriate intermediary reviewed the applications and program. The committee has determined that all Board-mandated criteria have been met for the school training programs. This includes but is not limited to 1) licensure 2) issuance of an industry-recognized credential and 3) 25 or more job openings in Broward County.

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

RECOMMENDATIONS

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

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

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

Memorandum #01 – 26 (FS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: General Fund Balance

Date: August 5, 2026

SUMMARY

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

BACKGROUND

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

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

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

Chart 1- General Fund Reserves

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

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

Chart 2- Board Approved Budgeted Items

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

DISCUSSION

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

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

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

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

RECOMMENDATION

None. For information purposes.

Memorandum #02 – 26 (FS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Budget vs. Actual Expenditure Report

Date: August 5, 2026

SUMMARY

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

BACKGROUND

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

DISCUSSION

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

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

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

Note 1: WTP

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

Note 2: WIOA AD/DW

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

Note 3: WIOA Youth

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

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

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

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

Note 1: Wagner Peyser

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

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

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

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

Note 1: Veterans

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

Note 2: SNAP

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

RECOMMENDATION

None. For information purposes only.

Memorandum #04 – 25 (QA)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: FloridaCommerce PY 2023-2024 Programmatic Monitoring Report

Date: August 5, 2026

SUMMARY

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

BACKGROUND

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

The following programs were reviewed:

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

DISCUSSION

State Findings for the Period of April 2023 – December 2023

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

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

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

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

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

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

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

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

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

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

Finding Number WIOA Youth 22.24.05 – Follow-up Services

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

Recommendation

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

Agree/Disagree

Agree

Resolution

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

Finding Number WIOA Special Projects 22.24.06 – Nationally Recognized Credentials

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

Recommendation

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

Agree/Disagree

Agree

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

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

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

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

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

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

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

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

RECOMMENDATION

None. For information purposes only.

Memorandum #11 – 25 (QA)

To: Executive Committee

From: Carol Hylton, President/CEO

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

Date: August 5, 2026

SUMMARY

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

BACKGROUND

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

DISCUSSION

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

RECOMMENDATION

None. For information purposes only.

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

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

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

Memorandum #09 – 25 (QA)

To: Executive Committee

From: Carol Hylton, President/CEO

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

Date: August 5, 2026

SUMMARY

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

BACKGROUND

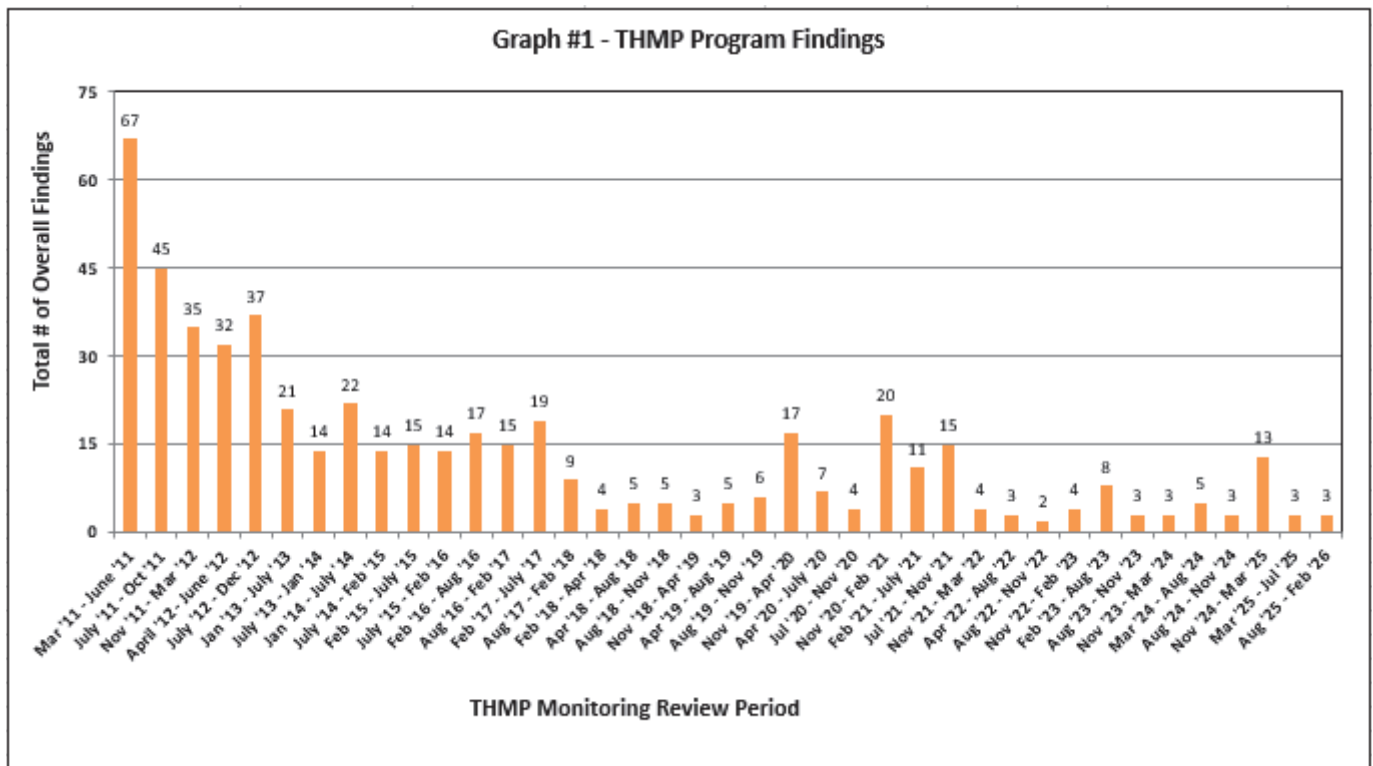
THMP monitors program activities two times a year. This was the first report for PY 25/26. This monitoring covered the period 9/1/25 through 2/12/26.

DISCUSSION

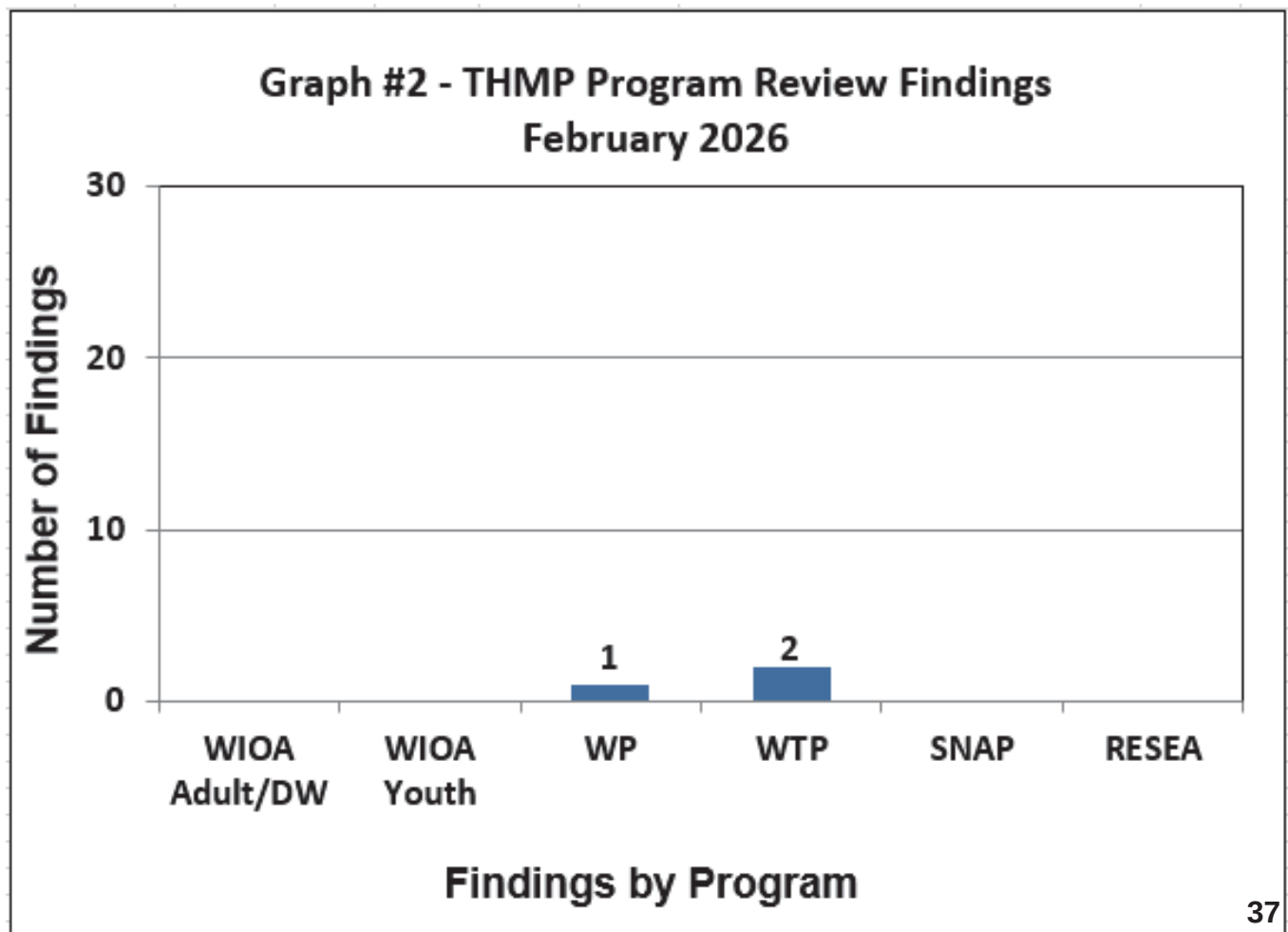
THMP identified 3 findings and 11 observations during their program monitoring visit. They reviewed a total of 186 files consisting of 7,485 elements. This equates to an error rate of .06%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action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

THMP Program Findings

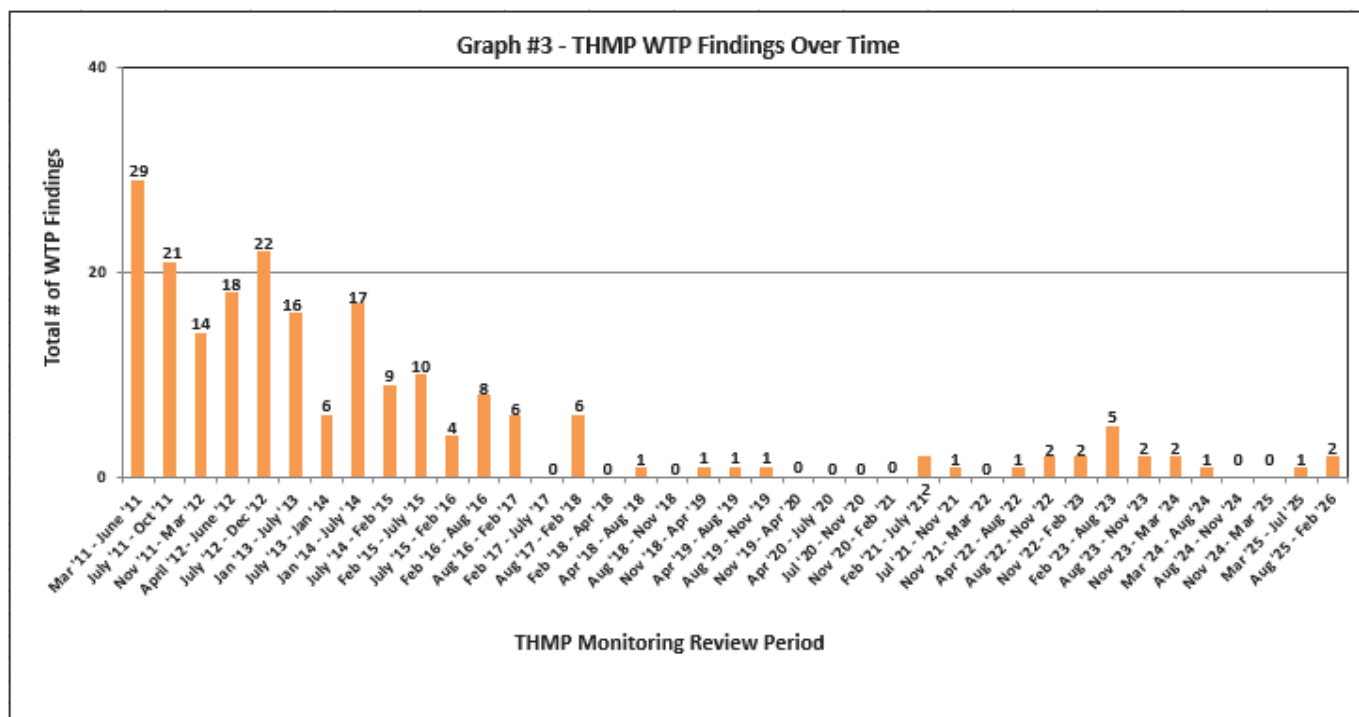
A chart trending program findings, per review period since March 2011, is represented in Graph #1, as follows:



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



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



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

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

WIOA Adult/Dislocated Worker

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

WIOA Youth

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

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

Wagner-Peyser (WP)

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

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

Reemployment Services and Eligibility Assessment (RESEA)

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

Welfare Transition Program (WTP)

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

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

There were **(4)** observations.

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

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

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

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

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

Supplemental Nutritional Assistance Program (SNAP)

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

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

One-Stop Operator

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

RECOMMENDATION

None. For information purposes only.

Memorandum #02-26 (BR)

To: Executive Committee

From: Carol Hylton, President/CEO

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

Date: August 5, 2026

SUMMARY

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

BACKGROUND

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

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

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

DISCUSSION

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

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

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

RECOMMENDATION

None. For information purposes only.

Overview of the CareerSource Broward Region
Not Seasonally Adjusted
July 17, 2026

- The unemployment rate in the CareerSource Broward region (Broward County) was 4.5 percent in June 2026. This rate was 0.8 percentage point greater than the region's year ago rate of 3.7 percent. The region's June 2026 unemployment rate was 0.1 percentage point lower than the state rate of 4.6 percent. The labor force was 1,074,697, down 3,903 (-0.4 percent) over the year. There were 48,855 unemployed residents in the region.

Fort Lauderdale-Pompano Beach-Sunrise Metro Division

- In June 2026, nonagricultural employment in the Fort Lauderdale-Pompano Beach-Sunrise MD was 909,100, a decrease of 5,000 jobs (-0.5 percent) over the year.
- The Government (+1.3 percent) and Manufacturing (+0.6 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 was tied for the third fastest annual job growth rate compared to all the metro areas in the state in the Government (+1.3 percent) industry.
- The industries gaining jobs over the year were Education and Health Services (+3,000 jobs); Government (+1,300 jobs); and Manufacturing (+200 jobs).
- The industries losing jobs over the year were Trade, Transportation, and Utilities (-3,700 jobs); Professional and Business Services (-3,100 jobs); Leisure and Hospitality (-1,000 jobs); Financial Activities (-900 jobs); Other Services (-500 jobs); Information (-200 jobs); and Construction (-100 jobs).

Note: All data are subject to revision.

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

Unemployment Rates			
(not seasonally adjusted)	Jun-26	May-26	Jun-25
CareerSource Broward (Broward County)	4.5%	4.4%	3.7%
Florida	4.6%	4.4%	3.9%
United States	4.4%	4.1%	4.4%

Nonagricultural Employment by Industry (not seasonally adjusted)	Ft. Lauderdale-Pompano Beach-Deerfield Beach Metropolitan Division				Florida			
	Jun-26	Jun-25	change	percent change	Jun-26	Jun-25	change	percent change
Total Employment	909,100	914,100	-5,000	-0.5	9,943,800	9,902,600	41,200	0.4
Mining and Logging	#N/A	#N/A	#N/A	#N/A	5,700	5,600	100	1.8
Construction	54,000	54,100	-100	-0.2	657,100	659,200	-2,100	-0.3
Manufacturing	32,800	32,600	200	0.6	430,000	428,500	1,500	0.4
Trade, Transportation, and Utilities	196,100	199,800	-3,700	-1.9	1,976,800	1,974,000	2,800	0.1
Wholesale Trade	53,900	53,300	600	1.1	402,600	396,800	5,800	1.5
Retail Trade	104,800	105,600	-800	-0.8	1,137,300	1,140,700	-3,400	-0.3
Transportation, Warehousing, and Utilities	37,400	40,900	-3,500	-8.6	436,900	436,500	400	0.1
Information	18,400	18,600	-200	-1.1	149,400	153,200	-3,800	-2.5
Financial Activities	70,900	71,800	-900	-1.3	674,900	691,000	-16,100	-2.3
Professional and Business Services	171,300	174,400	-3,100	-1.8	1,635,200	1,613,700	21,500	1.3
Education and Health Services	126,100	123,100	3,000	2.4	1,613,000	1,573,100	39,900	2.5
Leisure and Hospitality	98,700	99,700	-1,000	-1.0	1,342,700	1,335,300	7,400	0.6
Other Services	35,800	36,300	-500	-1.4	385,600	386,800	-1,200	-0.3
Government	104,900	103,600	1,300	1.3	1,073,400	1,082,200	-8,800	-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	2025	2024	change	percent change
CareerSource Broward (Broward County)	\$74,612	\$71,496	\$3,116	4.4
Florida	\$72,732	\$69,505	\$3,227	4.6

Note: All data are subject to revision.

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