



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

**Zoom Meeting ID:** 844 6318 8380  
**Zoom Password:** 608387  
**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.**

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## MEETING AGENDA

### IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

### SELF-INTRODUCTIONS

### APPROVAL OF MINUTES

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

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Minutes of the Meeting

Pages 9 – 16

### NEW BUSINESS

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

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

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	24/25 Fiscal Year Audit Report (Copies available at the meeting.)

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

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

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

**3. Memorial Healthcare Work-Based Training**

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

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

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

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

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

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## 5. Program Year 25/26 Revised Budget

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

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Memo #03 – 25 (FS)

**Pages 17 – 22**

## 6. 2026 BWDB Draft Legislative Agenda

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

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	2026 BWDB Draft Legislative Agenda

**Pages 23 – 24**

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**7. Add New Training Provider – APEX Training Center**

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

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBITS</b>	Memo #10 – 25 (OPS) ITA Course Summary Spreadsheet

**Pages 25 – 27**

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

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

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Memo #16 – 25 (BR)

**Pages 28 – 29**

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## REPORTS

### 1. General Fund Balance

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

<b>ACTION</b>	None
<b>EXHIBIT</b>	Memo #05 – 25 (FS)

**Pages 30 – 31**

### 2. Budget vs. Actual Expenditure Report

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

<b>ACTION</b>	None
<b>EXHIBIT</b>	Memo #04 – 25 (FS)

**Pages 32 – 33**

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### 3. **2026 Community Partner Legislative Agendas**

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

<b>ACTION</b>	None
<b>EXHIBIT</b>	Workforce Excerpts of 2026 Community Partner Legislative Positions

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

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

<b>ACTION</b>	None
<b>EXHIBIT</b>	None

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

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

**ACTION  
EXHIBIT**

None  
[Save the Date](#)

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**MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR**

**MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS**

**MATTERS FROM THE FLOOR**

**MATTERS FROM THE PRESIDENT/CEO**

**ADJOURNMENT**

<b>THE NEXT EXECUTIVE COMMITTEE MEETING IS APRIL 13, 2026</b>
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**Broward Workforce Development Board  
Executive Committee**  
Monday, December 1, 2025  
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 842 7365 2913  
Zoom Password: 512270  
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, Kevin Kornahrens, Dr. Lisa Knowles, Francois Leconte, Dawn Liberta, Rick Shawbell, and Jim Ryan who chaired the meeting.

**STAFF:** Carol Hylton, Rochelle Daniels, Ron Moffett, Mark Klineciewicz, Kim Bryant, and Samantha Vazquez.

### **APPROVAL OF MINUTES**

Approval of the Minutes of the 10/13 Executive Committee meeting.

**On a motion made by Francois Leconte and seconded by Dawn Liberta, the Executive Committee unanimously approved the meeting Minutes.**

### **NEW BUSINESS**

#### **1. Membership Renewals**

Considered the renewal of the Broward Workforce Development Board (Board) members whose terms will expire in January 2026 and who are eligible for renewal for an additional two years. The thirteen (13) members recommended for renewal are 1) Dr. Lisa Knowles 2) Catherina Rozario 3) Dawn Liberta 4) Walberto "Wally" Utreras 5) Felipe Pinzon 6) Vanessa Cantave 7) Dr. Ben Chen 8) Paul Farren 9) Michael Goldstein 10) Rufus James 11) Kevin Kornahrens 12) Jim Ryan and 13) Shane Strum. The CareerSource Broward (CSBD) Council of Elected Officials appoints Board members following a recommendation from the Board. Approved at the 11/17 Organizational Resources Committee meeting.

Carol Hylton, President/CEO, introduced the item and reviewed the list of members recommended for renewal.

**On a motion made by Heiko Dobrikow and seconded by Francois Leconte, the Executive Committee unanimously approved the renewal of the 13 Board members whose terms expire in January 2026 and who are eligible for an additional two-year term.**

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## **2. Broward Workforce Development Board (Board) Appointments**

Considered the recommendations to nominate 1) Nelson Fernandez, Owner, ANF Group, from the Construction industry and 2) Matt Rocco, President, South Florida Manufacturing Association to fill two (2) private sector slots on the Board. As is our custom, the President/CEO solicits recommendations from Board members to fill vacancies. Following a robust discussion, the Organizational Resources Committee (ORC) voted to move forward with appointing Mr. Fernandez and Mr. Rocco. Approved at the 11/17 ORC meeting.

Carol Hylton presented the nominations to fill two private sector Board vacancies as recommended by Org.

**On a motion made by Heiko Dobrikow and seconded by Kevin Kornahrens, the Executive Committee unanimously approved recommending in the private sector category the appointments of 1) Nelson Fernandez, representing the targeted industry of construction, and 2) Matt Rocco, representing the targeted industry of manufacturing, to the Board.**

## **3. Board By-Laws**

Considered an amendment the Board By-Laws to add the underscored language to Article V, Meeting Procedures, Voting Rights, Section 1 "Meetings as follows: Regular meetings of the Board shall generally be held on the 4th Thursday of each month at the CSBD main office located at 2890 W. Cypress Creek Road, in accordance with a calendar published with the BWDB/CSBD Council of Local Elected Officials' Agenda and approved at the annual meeting each year." This change is a recommendation made by the state during a monitoring visit.

Rochelle Daniels, General Counsel, explained that the proposed amendment reflects a recommendation from the state following a monitoring review and clarifies the Board's regular meeting schedule within the By-Laws.

**On a motion made by Francois Leconte and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the amendment to the Board By-Laws.**

## **4. Board and Executive Committee 2026 Meeting Schedules**

Considered approval of the 2026 meeting schedules for the Board and Executive Committee meetings. Meetings are in person. On occasion, if necessary, a Board member can attend via Zoom.

Board Chair Jim Ryan presented the proposed 2026 meeting schedules for the Board and Executive Committee.

**On a motion made by Dawn Liberta and seconded by Zac Cassidy, the Executive Committee unanimously approved the 2026 meeting schedules for the Board and Executive Committee.**

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## 5. CSBD Holiday Schedule

The ORC, per Board direction, was asked to consider how we can support our employees in the off-year between compensation studies which we conduct every two years. CSBD researched additional low or no cost benefits that could be provided to employees. HR made inquiries of other boards and local governments and found that their holidays ranged from 14 – 17 while CSBD has 13 holidays. The ORC considered the information presented and is recommending that Columbus Day and a personal day during staffs' birthday month be added to our holiday schedule.

Carol Hylton indicated that the ORC reviewed information from other boards and local governments and is recommending that CSBD add Columbus Day and give staff a day off during their birthday month.

**On a motion made by Rick Shawbell and seconded by Francois Leconte, the Executive Committee unanimously approved the addition of 1) Columbus Day and 2) a personal day to be taken within a staff member's birthday month to the CSBD holiday schedule.**

## 6. Accept Non-Custodial Parent Employment Program Funds

Considered the acceptance of \$650,000 in Non-Custodial Parent (NCP) Employment Program Funds from Florida Commerce. The grant period is through 6/30/26. The purpose of these funds is to provide assistance to NCPs who are experiencing difficulty in meeting their child support obligations. Participants are eligible to receive paid work experience, scholarships for training, support services, job placement assistance, and more. Approved at the 11/25 One-Stop Services Committee meeting.

Rick Shawbell, Chair of the One-Stop Services Committee, presented the item. Francois Leconte asked whether the funds could be carried over if not fully expended within the grant period. Ms. Hylton asked to be recognized by the chair and responded that staff analysis projects that we will fully expend the funds before the grant period ends. She reminded the members that this amount is reduced from last year's allocation.

**On a motion made by Rick Shawbell and seconded by Francois Leconte, the Executive Committee unanimously approved acceptance of \$650,000 in NCP Employment Program Funds from Florida Commerce.**

## 7. Adoption of a Policy to Address a Major Financial Event

Considered approval to develop a severance policy for CSBD and One-Stop Center staff, many of whom have devoted years of service to the CSBD mission. Given the uncertainty in the funding of social service and education grants at the federal level, the policy would be for the purpose of addressing events such as the elimination of a major funding stream (e.g., WIOA or WTP). Severance is an allowable cost under the grant rules, 2CFR 200.431, as long as it is in accordance with an organization's official policies and is also allowable under the Florida Statutes. Approved at the 11/17 Organizational Resource Committee meeting.

Kevin Kornahrens, Chair of the Organizational Resources Committee, introduced the proposed severance policy and asked Rochelle Daniels, to provide an overview of how it compares to policies adopted by other workforce boards. Ms. Daniels reported that several

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boards, including those in Jacksonville, Tampa, and Pinellas, have severance policies. In contrast, others follow county or municipal policy because the boards are embedded within their respective local governments. She stated that CSBD does not currently have a severance policy and that the proposed policy is intentionally limited in scope, applying only in the event of a major funding loss affecting a significant number of staff. She emphasized that this policy would not apply to routine separations. She added that Florida statutes cap severance for public employees at 20 weeks and that the policy would be structured to account for different lengths of service and job classification levels within the organization.

Mr. Ryan asked how a “major” funding event would be defined and whether the impacts would be quantified. Ms. Daniels explained that the policy does not set a fixed dollar threshold because circumstances can vary. She stated that staff would return to the Board with specific staffing impacts and projected costs for approval if such an event were to occur.

Heiko Dobrikow also inquired about the circumstances under which severance considerations could apply at the executive level. Ms. Daniels explained that this would be tied to a significant federal restructuring of workforce funding streams, such as consolidation proposals previously discussed at the federal level. Ms. Hylton added that recent discussions affecting smaller programs such as SNAP underscore the importance of forward planning. She reiterated that any action taken under the policy would be subject to the Board's approval should we have a major funding loss.

Mr. Ryan stated that he supports the policy's forward-looking approach and noted that its timing is appropriate given current uncertainties at the federal level.

**On a motion made by Francois Leconte and seconded by Kevin Kornahrens, the Executive Committee unanimously approved the development of a policy to address a major financial event.**

**8. Add New Programs for Existing Provider – Florida Atlantic University (FAU)**

Considered the addition of three (3) training programs at FAU to the WIOA Individual Training Account list 1) Construction Administration Certificate 2) Construction Management Certificate and 3) Certified Associate Project Management (CAPM)®. CSBD reviewed the applications for completeness and to ensure that Board-mandated criteria are met for the training programs and related occupational titles. Approved at the 11/25 One-Stop Services Committee meeting.

Rick Shawbell presented the item and reviewed each of the programs recommended for approval.

**On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the addition of three training programs at FAU to the WIOA Individual Training List 1) Construction Administration Certificate 2) Construction Management Certificate and 3) CAPM ®.**

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## REPORTS

### 1. Board Officers are Entering Their Terms' 2nd Year in January 2026

In the past, we would present a slate of Officers annually. The By-Laws approved by the governing boards align with the REACH Act, which provides for officers to serve 2-year terms. Our current officers will continue in their offices for the upcoming year.

Jim Ryan stated that, consistent with the By-Laws, all current Board officers will continue serving the second year of their two-year terms.

### 2. 2025 Paychecks for Patriots Job Fair

On 11/7, CSBD proudly hosted the 13<sup>th</sup> annual Paychecks for Patriots Job Fair, welcoming more than 2,400 job seekers, including over 350 veterans, and featuring 140+ employers actively recruiting talent. Youth providers referred work-ready participants, with Success Coaches accompanying them to provide added support. Employers in attendance included Broward Health, Memorial Healthcare, Seminole Hard Rock, Broward County Public Schools, Coca-Cola, the Riverside Hotel, and numerous law enforcement agencies, such as the Fort Lauderdale Police, the FBI, the Broward Sheriff's Office, and the Pembroke Pines Police. In addition to employer recruitment, job seekers benefited from free haircuts and professional headshots. Feedback from both employers and job seekers was overwhelmingly positive.

Kim Bryant, Executive VP of Operations, reviewed the outcomes of the 2025 Paychecks for Patriots job fair, stating it was the most successful event to date, with job seekers arriving as early as 6:00 a.m. and strong employer participation. She highlighted the support shown by Board members who attended. Ms. Bryant also described the implementation of several innovations, including the use of enhanced registration technology and QR codes, which significantly streamlined entry and assisted job seekers in locating employers more efficiently.

Carol Hylton added that attendance increased significantly over the prior year and emphasized that the event required extensive coordination and preparation. Chair Jim Ryan commended staff for executing the event with "military precision," citing logistics, transportation, employer coordination, and on-site services such as headshots. He added that employers reported strong candidates and on-the-spot hiring activity.

Heiko Dobrikow praised the improved layout and flow at the Tamarac community site, while noting that parking remained the biggest challenge and suggested that the focus next year be placed on improved wayfinding and traffic management. Ms. Hylton agreed and added that staff identified lessons learned related to employer arrival timing, clearer direction to off-site parking, and continued management of building occupancy limits.

Ms. Hylton shared that CareerSource Miami veteran staff attended the event with their job seekers. A video highlighting the job fair was also shared at a CareerSource Florida board meeting.

Mr. Ryan thanked the members for their discussion and encouraged staff to plan next year's event with the expectation that attendance would continue to increase.

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### **3. Update on the AI Playbook for Small and Medium-Sized Employers**

CSBD, in partnership with Gilead Sanders LLC, is advancing the region's first AI Playbook for Small and Medium-Sized Businesses. Employer roundtables held on 10/30 and 11/14 engaged local companies in discussions on AI awareness and adoption opportunities. Employers reported the sessions were highly valuable, offering practical insights and sparking ideas to improve operations and support long-term growth. The final roundtable is set for 12/4. A survey was shared with Broward County employers that focuses on their understanding and awareness of AI. Feedback from both efforts will guide the Playbook's tools and recommendations.

Mark Klincewicz, Executive VP of Administration, provided an update on the development of the AI Playbook, reporting that two of the three employer roundtables have been completed and that participation has been strong, with more than 40 employers registered for each session. He noted that discussions during both the main sessions and breakouts have been highly engaging, with employers expressing interest in learning more about AI and how it can be applied within their organizations. Mr. Klincewicz stated that the final roundtable is scheduled for 12/4.

Mr. Klincewicz also reported that the employer survey has been launched and that a broader marketing effort is underway to increase participation. Jim Ryan asked for an update on survey response rates. Carol Hylton noted that responses were lower than anticipated which we attribute to the holidays. We are increasing our outreach efforts through business services staff, industry associations, and chambers, with additional marketing support from Gilead Sanders.

Heiko Dobrikow asked whether the survey had been distributed through chambers of commerce. Ms. Hylton confirmed that it had been shared and acknowledged that continued and repeated outreach is necessary. She also noted that the survey was shortened to make it easier for employers to complete.

Mr. Ryan asked whether any early insights had emerged from employers regarding how AI is being used, including potential impacts on labor. Mr. Klincewicz responded that most employers are still in the early awareness stage, with many primarily familiar only with tools such as ChatGPT. He noted that the roundtables are helping employers better understand broader applications of AI and how it could support operations.

Mr. Ryan thanked the staff for the update and emphasized the importance of meeting the survey participation targets to ensure the Playbook's findings and recommendations are well-supported.

### **4. The Source Podcast**

CSBD has released the fifth episode of The Source Podcast, focusing on the new AI Employer Playbook. In this episode, Executive Vice President Mark Klincewicz is joined by Board Chair Jim Ryan (Outplex), Marvin Dejean (Gilead Sanders), and Lonni Cibants (Alliant Power) to discuss how this resource can help small and medium-sized businesses better understand and adopt AI in practical ways. The podcast is part of CSBD's digital marketing

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strategy and is now available to stream on Spotify for easier access. Our next episode will highlight the tools, support, and guidance available through our Job Seeker Services. Mark Klincewicz reported that the fifth episode of The Source Podcast has been released and is available on Spotify and the CSBD website. He noted that the episode focuses on the AI Employer Playbook and encouraged members to listen to and share it within their networks to broaden outreach and awareness.

Jim Ryan thanked Mr. Klincewicz for facilitating the podcast, stated that it was well done, and noted that incorporating video components into future episodes could be explored to support wider distribution.

## **5. Summer Youth Employment Program Update**

Planning for the 2026 Summer Youth Employment Program is currently underway, and the application portal opened earlier today. Youth will receive three days of employability skills training to prepare them for the workforce, followed by an eight-week meaningful summer work experience. The program is a vital initiative that equips young people with practical skills, professional exposure, and opportunities for personal growth.

Carol Hylton provided an update on planning for the 2026 SYEP and reported that the application portal opened earlier that morning. She noted that within just a few hours, about 350 youth had applied, underscoring strong interest and demand for the program. Ms. Hylton stated that the program is anticipated to serve approximately 1,200 youth this summer with funding support consistent with the prior year. She added that staff recently presented an overview of the program to Broward County and emphasized that the early rate of applications submitted by youth reflects that Broward County youth are eager to work.

## **MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR**

None.

## **MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS**

Heiko Dobrikow commended Jim Ryan for his leadership, noting the strong turnout at the recent Paychecks for Patriots event as an example of the organization's momentum. Mr. Ryan thanked Mr. Dobrikow for his remarks.

## **MATTERS FROM THE FLOOR**

None.

## **MATTERS FROM THE PRESIDENT/CEO**

Carol Hylton reported that planning is underway for the upcoming Worlds of Work (WOW) event. She shared that finalizing the date is reliant on venue availability at Amerant Arena, but staff are actively working to secure a date in early March. In response to a question from Zac Cassidy regarding student participation, Ms. Hylton clarified that WOW is targeted to 9th and 10th-grade students. She added that the SYEP serves older students, juniors and seniors, allowing CSBD to engage youth across all high school grade levels.

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Ms. Hylton also shared that the National Association of Workforce Boards (NAWB) Forum is scheduled for March in Las Vegas, with Jim Ryan and Zac Cassidy planning to attend. She explained that NAWB selected Las Vegas to showcase its workforce development efforts in different regions and to broaden participation. She added that NAWB is exploring ways to attract participants who are affiliated with workforce boards but not serving as members, including offering one-day attendance options.

Lastly, Ms. Hylton discussed the planning underway to recognize Ron Moffett's upcoming retirement at the end of December. She shared that staff are considering a slightly shorter Board meeting paired with a modified lunch and special elements to allow time for the Board to acknowledge his contributions.

**ADJOURNMENT – 1:21 p.m.**

<b>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON FEBRUARY 9, 2026.</b>
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**Memorandum #03 - 25 (FS)**

**To:** Executive Committee  
**From:** Carol Hylton, President/CEO  
**Subject:** Program Year 25/26 Revised Budget  
**Date:** January 28, 2026

**SUMMARY**

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

**BACKGROUND**

We present our annual budget to the Broward Workforce Development Board, Inc. (BWDB) and the CSBD Council of Elected Officials (Council) in the spring based on planning numbers received from the state prior to the beginning of the new program year. An adjusted budget based on the actual grant awards is brought back to the CSBD governing boards in mid-year for final approval.

The budget does not include the General Fund which is reported separately. The Budget Summary presented on the last page does not include dedicated grants in the total of funds available because those grants may only be spent for the specific purposes outlined in those grants. Table 1 details the dedicated grants.

This update follows the same format used when the budget was presented in June as developed and approved by the CSBD governing boards over the course of many years.

CSBD adheres to the guiding principles below in creating the budget:

1. Maintaining the administrative cap at 9%. The statutory limit for administration is 10%.
2. Spending at least 50% of the WIOA Adult and DW funds on training per State statute.
3. Assuring consistent Success Coach to participant ratios.

**DISCUSSION**

Table 1 lists our dedicated grants to present a full picture to the governing boards of the funds allocated or awarded to CSBD. They are presented separately from our formula grants and are not included in the Budget Summary presented on the last page because we are unable to plan or predict whether they will be awarded each year. The Dedicated Grants Table has been updated to reflect actual grants received for PY 25/26.

**Table 1: Dedicated Grants – PY 25/26 Awards**

<b>Grant / Program</b>	<b>Description</b>	<b>Amount PY 25/26</b>
Children's Services Council (CSC)	Summer Youth Employment Program (SYEP)	\$ 4,277,213
Broward County	SYEP	700,000
City of Fort Lauderdale	SYEP	150,000
City of Dania Beach	SYEP	50,000
City of Tamarac	SYEP	22,500
Joint Broadband Grant Broward Health will serve as Grant Recipient	For renovation of the Pompano Multipurpose Facility providing workforce and health services	3,000,000
Florida Storms	Temporary jobs for cleanup, humanitarian aid and training	1,519,000 <sup>1</sup>
Non-Custodial Parent Employment	Assists Non-custodial parents with accessing employment services	847,720
Reemployment Services and Eligibility Assessment (RESEA)	Reemployment assistance and assessments	706,000
Flood NEG WIOA	Temporary jobs for cleanup, humanitarian aid and training	264,437
City of Pompano Beach	To provide targeted work-based training and career development opportunities in high demand trades	176,400
Artificial Intelligence – Incumbent Worker Training	To upgrade the AI skills of workers	178,183
Sectors for Strategic Focus ( <i>This is a new grant</i> )	To support career exploration, occupation skills training in - Transportation, Manufacturing, Healthcare, Logistics	265,000
Florida / Hope Network Navigators <sup>2</sup>	To support Apprenticeship Navigator objectives and develop work-based training for targeted industries	208,571
	<b>Total</b>	<b>\$12,365,024</b>

CSBD was awarded a **Broadband Grant** to work with Broward Health on a capital outlay to expand health services and telehealth to Pompano Beach, including a resource area for workforce services. As the majority of the grant is being used for construction, we agreed with the State to let Broward Health serve as the fiscal agent so that we would not be in the position of approving blueprints and construction materials. As was proposed in the original grant \$300,000 will continue to be dedicated to CSBD for renovation of that part of the space dedicated to workforce, furnishings and telehealth services.

<sup>1</sup> Florida Storms-The actual amount received to date is \$714,000. The Government Shutdown has caused delays in receiving the remaining \$805,000. The State has requested the remaining funds.

<sup>2</sup> The State merged the Hope and Navigator grants into one grant.

Table 2 shows the preliminary PY 25/26 budget compared to the actual budget and includes all available formula funds and carry forward.

**Table 2: Preliminary vs. Actual Budget PY 25/26**

<b>Preliminary PY 25/26 Budget</b>	<b>Actual PY 25/26 Budget</b>	<b>Change from Preliminary to Actual Budget</b>
\$13,729,601	\$14,070,073	\$340,472

Table 3 depicts the variance in the separate funding streams from the preliminary budget to the PY 25/26 actual budget. There are rounding differences in this table.

**Table 3: Variance from Preliminary to Actual Budget by Funding Stream**

<b>Funding Stream</b>	<b>Preliminary PY 25/26 Budget</b>	<b>Actual PY 25/26 Budget</b>	<b>Variance</b>
<b>Wagner Peyser (WP)</b>	\$ 1,743,655	\$ 1,779,418	\$ 35,763
<b>Workforce Innovation and Opportunity Act (WIOA) Adult / Dislocated Worker</b>	5,400,495	5,629,795	229,300 <sup>3</sup>
<b>WIOA - Youth</b>	2,130,490	2,135,299	4,809
<b>Welfare Transition Program (WTP)</b>	3,987,572	4,058,171	70,599 <sup>4</sup>
<b>Supplemental Nutrition Assistance Program Employment and Training (SNAP ET)</b>	204,018	204,018	0
<b>Veterans (DVOP/LVER)</b>	263,372	263,372	0
<b>Totals</b>	<b>\$ 13,729,601</b>	<b>\$ 14,070,073</b>	<b>\$340,472</b>

<sup>3</sup> WIOA Adult, Dislocated Worker carryforward was more than projected for PY 25/26.

<sup>4</sup> The WTP carryforward was more than projected for PY 25/26.

The adjustments to the PY 25/26 Budget categories are described below, followed by an overall Budget Summary.

### **Program Support Staff Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 25/26 Budget	% of Total Budget	PY 25/26 Budget	% of Total Budget		
\$4,280,529	31%	\$4,417,659	31%	\$137,130	<1%

This category includes staff salaries and benefits other than the CSBD administrative and state Wagner-Peyser staff as follows:

1. CSBD Program Managers, Management Information Systems and Quality Assurance staff.
2. The Integrative Staffing Group (ISG) contract for the three one-stop centers. The contract includes salaries, mandatory benefits, insurance, 401K and health costs at 28% for the staff the latter of which was slightly higher than anticipated.

### **Facilities and Related Costs Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 25/26 Budget	% of Total Budget	PY 25/26 Budget	% of Total Budget		
\$2,606,259	19%	\$2,734,600	19%	\$128,341	<1%

1. This category is for rent of the three one-stop centers, supplies, assessments, equipment rental (copiers), telephones and information technology, high-speed lines, monitoring fees, employer/customer outreach and various insurance to cover the agency and boards.
2. While we did reduce space in the Central and South Centers, the State increased our rent which resulted in less savings than anticipated.

### **Contracts Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 25/26 Budget	% of Total Budget	PY 25/26 Budget	% of Total Budget		
\$1,297,896	9%	\$1,297,896	9%	\$0	0%

This category includes the following: WIOA out-of-school youth (OSY), WIOA in-school youth (ISY), One Stop Operator and Chamber contracted services:

1. The School Board of Broward County – OSY & ISY	2. HANDY Navigator - OSY
3. FLITE Navigator - OSY	4. Center for Independent Living - OSY
5. Junior Achievement of South Florida - ISY	6. One Stop Operator
7. Hollywood Chamber of Commerce	8. Fort Lauderdale Chamber of Commerce

### **Training Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 25/26 Budget	% of Total Budget	PY 25/26 Budget	% of Total Budget		
\$3,940,141	29%	\$4,009,991	29%	\$69,850	<1%

This category includes OJT employer reimbursements, Work Experience, Individual Training Accounts, Customized and Incumbent Worker Training.

### **Participant Support Services Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 25/26 Budget	% of Total Budget	PY 25/26 Budget	% of Total Budget		
\$353,938	3%	\$353,938	3%	\$0.00	0%

This category funds participant support costs for gas cards, clothing vouchers, bus passes, and participant performance incentives for WIOA Adult, DW and Youth, and WTP.

We did not add additional funds in this category as we have seen a slight decrease in our WTP customers.

### **Administrative Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 25/26 Budget	% of Total Budget	PY 25/26 Budget	% of Total Budget		
\$1,250,838	9%	\$1,255,987	9%	\$5,149	<1%

Our administrative costs are at the 9% allowed per the governing boards. Administration includes both personnel and non-personnel costs for administrative and oversight functions related to the grants. The law allows us to spend 10% of the grants on administration.

### **Budget Summary**

Budget Category	Preliminary		Actual		Change in Actual Funds Available from the Preliminary Budget	
	PY 25/26 Budget	% of Total Budget	PY 25/26 Budget	% of Total Budget		
Program Support Staff	\$ 4,280,529	31%	\$ 4,417,659	31%	\$137,130	
Facilities and Related Costs	2,606,259	19%	2,734,600	19%	\$128,341	
Contracts	1,297,896	9%	1,297,896	9%	\$0	
Training	3,940,141	29%	4,009,991	29%	\$69,850	
Participant Support Services	353,938	3%	353,938	3%	\$0	
Administrative Costs	1,250,838	9%	1,255,987	9%	\$5,149	
<b>TOTAL*</b>	<b>\$ 13,729,601</b>	<b>100%</b>	<b>\$ 14,070,073</b>	<b>100%</b>	<b>\$340,472</b>	<b>2%</b>

\*Rounding difference

The budget is in alignment with the current conditions of the local labor market and supports the Board's goal to maximize employment and training opportunities for targeted populations.

The total available formula funding for PY 25/26 is \$14,070,073 with the addition of the \$12,365,024 in dedicated grants, our budget total is \$26,435,097.

### **RECOMMENDATION**

That the changes as indicated in this memo from the preliminary to the actual PY 25/26 budget be approved.

## Broward Workforce Development Board (BWDB)

### Draft 2026 Legislative Agenda

#### Introduction

The public workforce system remains lean, effective, and efficient. Every dollar invested by the federal government through the Workforce Innovation and Opportunity Act (WIOA) generates more than \$15 in overall economic value. These returns do not account for additional public savings from reduced reliance on TANF, Medicaid, and other public assistance programs as individuals enter the workforce, nor do they include the significant value of leveraged funding that supports local initiatives such as summer youth employment, work-based learning, and apprenticeship programs.

#### 1. Fully Fund the Workforce System

Concern: The workforce system has been funded at less than recommended levels for many years.

Recommendation: Fund the workforce system at authorized levels to maximize its impact on job placement and business support, enabling more individuals to secure employment and businesses to thrive. The public workforce system is lean, effective, and efficient - each federal dollar invested through WIOA generates more than \$15 in overall economic value. Further, the provision of workforce services is critical as we address the AI revolution and need to assure American workers have the skills for the jobs of the future as many current jobs become obsolete.

#### 2. Modify Florida's 50% ITA Expenditure Requirement to Align with the One Big Beautiful Bill (OB BB) Act's Pell Eligibility

Concern: Florida currently requires that local boards expend at least 50% of Adult and Dislocated Worker funds on training. Boards spent significant amounts of funds on short-term training, which training was not PELL eligible. The OB BB will now allow students to pay for short-term training with PELL grants. This will affect Boards' ability to meet the 50% requirement.

Recommendation: 1) Support legislation that recognizes work experience activities as training, similar to State of Florida policy, not career services as they are currently categorized. 2) Allow local boards to take advantage of WIOA flexibility to direct funds where they will best serve their local communities, and 3) When calculating funds spent on training, include PELL in the calculation to count towards the 50% ITA expenditure requirement.

#### 3. Support Legislation That Expands Apprenticeship Programs

Concern: While apprenticeship programs are proven to connect jobseekers to high-demand careers and provide employers with a skilled talent pipeline, apprenticeship opportunities remain limited. Barriers include administrative complexity for employers—particularly small and mid-sized businesses.

Recommendation: Support legislation that 1) makes it easier for employers to create registered apprenticeships and 2) allow pre-apprenticeship completion to count as training for adults.

#### 4. Preserve Local Control By Maintaining Designation of Local Areas

Concern: While the bill, *A Stronger Workforce For America (ASWA)*, did not pass, new legislation will be introduced and, as in past and current workforce legislation, it should support local area designation. The previous WIOA reauthorization proposal did not preserve local autonomy nor contain the flexibility for workforce boards to deliver services tailored to local needs.

Recommendation: Local Workforce Board input, control, and oversight in partnership with local elected officials is the engine that drives local workforce development. WIOA's governance structure has resulted in program delivery integrity because of performance, accountability, fiscal oversight, procurement standards, and broad local board composition requirements. Being able to respond to unique economic, demographic, and employer characteristics of local communities, as opposed to larger centralized regions that tend to focus on the more concentrated population centers, will result in local workforce systems that continue to best serve our communities.



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**Memorandum # 10-25 (OPS)**

**To:** Executive Committee

**From:** Carol Hylton, President/CEO

**Subject:** Add New Eligible Training Provider and Course for Apex Training Center

**Date:** January 28, 2026

**SUMMARY**

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

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

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

**DISCUSSION**

Apex Training Center's Miami-Dade location is currently on the ITA list and they have applied to add their new Lauderhill location. The school has been operating since 2008 in Miami-Dade County, providing training in the field of HVAC Technology. They are licensed by the Commission on Independent Education (CIE).

The course 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:

<b>Training Provider</b>	<b>Occupational Training Program</b>	<b>Occupation</b>	<b>Entry Wage</b>	<b>Job Openings</b>
Apex Training Center	HVAC Mechanic Assistant	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	\$20.43	>25

Staff has conducted an on-site review of the school. A cross-functional CSBD review committee comprised of staff from Operations, Quality Assurance, and our appropriate intermediary reviewed the applications and program. The committee has determined that all Board-mandated criteria have been met for the school, training programs, and related occupational titles. 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, Apex Training Center 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 Apex Training Center as an eligible training provider and add HVAC Mechanic Assistant to the WIOA ITA List.

ITA Course Summary Spreadsheet  
Attachment to Memo #10-25 (OPS)

School Name	License / State Agency Approval	DOE Accreditation	Course Title	Type of Credential Offered	Program Length	Clock Hours	Entry Wage	Course Offering (Virtual/ Classroom/ Blended*)	Class Size (Max)	Prerequisites	Tuition and Fees	Other Costs (Books, Uniforms, Supplies, Cert./Lic. Exams)	Program Total Costs
<b>Apex Training Center</b>	YES	NO	HVAC Mechanic Assistant	EPA 608 Certification & Diploma	21 weeks	500	\$20.43	Classroom	40	High School Diploma or its equivalent or passing TABE	\$7,550.00	\$500.00	\$8,050.00

**Memorandum #16-25 (BR)**

**To:** Executive Committee

**From:** Carol Hylton, President/CEO

**Subject:** Addition of Occupational Title to Current Targeted Occupation List

**Date:** January 28, 2026

**SUMMARY**

Consideration to approve adding Medical Equipment Preparers to our PY 25/26 local Targeted Occupations List (TOL). Over the year, CareerSource Broward (CSBD) receives input from our industry intermediaries, eligible training providers, and employers in order to evaluate our local TOL. CSBD staff has been able to establish local demand for Medical Equipment Preparers, and all Board-mandated criteria have been met for this occupational title to be added to the TOL. Approved at the 1/12 Employer Services Committee meeting.

**BACKGROUND**

In compliance with the Workforce Innovation and Opportunity Act (WIOA), the TOL governs the provision of the WIOA-funded training programs being offered to individuals needing training assistance within the workforce system. Once the TOL is approved by the Board, it becomes final and requires no further ratification by the CareerSource Florida, Inc. Board of Directors. The CSBD governing boards may approve changes and add new occupations to the TOL throughout the year. The occupation must meet all of the following criteria:

1. Have a minimum of twenty-five job openings in Broward County in the past ninety days
2. Have an entry wage rate equal to or greater than the Broward County wage rate of \$15.88
3. Require more than a high school diploma but less than a Master's degree and,
4. Require occupational training at a minimum that results in a postsecondary adult vocational training certificate, college credit certificate, applied technology diploma, Associate of Science degree, or Bachelor of Science degree.

## DISCUSSION

To fulfill our role as workforce convenors, CSBD receives input from our industry intermediaries, eligible training providers, and employers throughout the year to ensure our local TOL is up to date and responsive to local labor market conditions.

During our recent review, we established that Medical Equipment Preparers meet the criteria outlined above in the Background and in the table below.

Occupation	Entry Wage	Job Posts Within Last 3 Months	Credential	Description
Medical Equipment Preparers	>\$15.88	>25	Certificate	Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks and operate or inspect equipment.

CSBD recommends approval of this addition to our local area's TOL for PY 25/26. If approved, we will notify the State and our ITA providers and post the updated TOL to our website.

## RECOMMENDATION

Approve adding Medical Equipment Preparers to our local TOL for PY 25/26.

## Memorandum #05 – 25 (FS)

**To:** Executive Committee

**From:** Carol Hylton, President/CEO

**Subject:** General Fund Balance

**Date:** January 28, 2026

### SUMMARY

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

### 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: \$1,174,780	
Less Principle paid with Depreciation revenue since 1/1/2019 (\$817,404)	\$357,376
<b>Total</b>	<b>\$607,376</b>

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**

<b>Category</b>	<b>Dollar Amount</b>
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	\$40,000
<b>Total</b>	<b>\$185,100</b>

## **DISCUSSION**

The General Fund balance as of 6/30/25 was \$1,361,808. Chart 3, below is a list of the revenues and expenditures from 7/1/25 through 12/31/25. During this period revenues totaling \$121,394 and expenditures totaling \$86,808 were incurred. The total of the General Fund balance including reserves minus expenditures is \$1,396,394.

**Chart 3- Revenues and Expenditures 7/1/25 – 12/31/25**

<b>Category</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Comments</b>
Investment Interest	12,169		SBA
Reimbursement to CSBD	200		Restitution
Ticket to Work (TTW)	23,429	16	Background Check for New Staff
Depreciation collected from grants	85,596		
FY 25/26 Building Principal		65,633	Paid to date \$1,030,196
Capital Expense – Purchase of Air Conditioner for 2890 W. Cypress Creek Building		10,980	The cost will be depreciated against the grants and returned to the General Fund
Food expense		9,352	
Indirect Costs		827	
<b>Total</b>	<b>\$121,394</b>	<b>\$86,808</b>	

The General Fund balance as of 12/31/25 is \$1,396,394 of this amount \$607,376 is held in reserve leaving a balance of \$789,018.

## **RECOMMENDATION**

None. For information purposes.

## Memorandum #04 – 25 (FS)

**To:** Executive Committee

**From:** Carol Hylton, President/CEO

**Subject:** Budget vs. Actual Expenditure Report

**Date:** January 27, 2026

### SUMMARY

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

### BACKGROUND

CSBD receives funds based on our Program Year (PY) 7/1 – 6/30 and Fiscal Year (FY) 10/1 – 9/30.

### DISCUSSION

Chart 1. Depicts funds allocated to us on a PY basis from 7/1/25 to 6/30/26 and represent expenditures through 12/31/25, which is 50% of the program year (ends in June 30).

**Chart 1: 7/1/25 – 12/31/25 Budget vs. Actual at 50% of the Program Year**

Notes	Funding Stream	PY 25/26 Budget	Actual Expenditures 7/1/25 – 12/31/25	% Expended
1	WTP	4,058,171	1,843,559	45%
2	WIOA Adult/Dislocated Worker	5,629,795	2,457,267	44%
3	WIOA Youth	2,135,299	750,576	35%
4	WP	1,779,418	639,923	36%

#### 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.



**Note 2: WIOA AD/DW**

WIOA AD/DW is expected to be expended by the end of the year. As we have shared with the governing board whenever possible we use our dedicated grants first as the grants have a shorter shelf life.

**Note 3: WIOA Youth**

Spending is expected to increase as our two ISY programs begin enrollment and work experience activities in January. We are monitoring OSY expenditures as the School Board has reported a drop in WIOA GED OSY enrollments.

**Note 4: Wagner Peyser**

The State has awarded us funds to assist with the Central Office relocation of staff from one building to another in the complex. As of December, we have not been billed for all those expenditures. We are on track to spend our annual WP allocation.

Chart 2. Depicts funds allocated to us on an FY basis from 10/1/25 to 9/30/26 and represent expenditures through 12/31/25, which is 25% of the fiscal year (ends in September 30).

**Chart 2: 10/1/25 – 12/31/25 Budget vs. Actual at 25% of the Year**

Notes	Funding Stream	PY 25/26 Budget	Actual Expenditures 10/1/25 – 12/31/25	% Expended
	Veterans	263,372	60,546	23%
1	SNAP	204,018	31,902	16%

**Note 1: SNAP**

We received our SNAP funds late (Dec 2025) as a result of the government shut down. Expenditures are expected to catch up by the end of the program year.

**RECOMMENDATION**

None. For information purposes only.

# **2026 Community Partner Legislative Positions**

## **Workforce Excerpts**

### **Florida Restaurant & Lodging Association (FRLA)**

- Support continued funding for VISIT FLORIDA. FRLA further supports extending VISIT FLORIDA'S sunset date to facilitate strategic planning and marketing for the near-term and long-term.

### **South Florida Manufacturers Association (SFMA)**

- SFMA supports SB 528 / HB 483 to ensure Florida's manufacturing continues to grow, innovate, and create jobs across the state. These bills ensure manufacturing remains a strategic priority for Florida, now and in the future. The bill establishes a Chief Manufacturing Officer within FloridaCommerce, creates the Florida Manufacturers' Workforce Development Grant Program, requires a biennial State of Manufacturing Report of the sector in Florida, and launches a statewide marketing and promotional campaign, which in concert will support economic growth, workforce development, and industry competitiveness.

### **Broward County Public Schools**

- Support legislation that ensures competitive compensation and performance-based bonuses for the instructional workforce, and promotes long-term recruitment and retention of high-quality educators, while also establishing paid family leave benefits for school district employees to strengthen recruitment and retention, promote employee well-being, and provide greater stability and continuity in the classroom for students.

### **Florida Hospital Association (FHA)**

- Workforce Development: A strong and sustainable health care workforce is essential to ensuring Floridians receive high-quality care. Florida's hospitals are facing critical shortages across all health professions, from physicians and nurses to allied health professionals. As such, support policies that strengthen workforce pipelines, expand training opportunities, and provide necessary resources to attract and retain health care professionals.

### **Florida Chamber of Commerce**

- Building Florida's Talent Pipeline: Support policies that strengthen pre-k-post-secondary education, skills training, and work-based career and technical learning to meet Florida's current and future workforce demand.



# SAVE THE DATE



## WEDNESDAY, MARCH 4, 2026 8:30 A.M. - 12:30 P.M.

**AMERANT BANK ARENA** | *Home of the Florida Panthers*

CareerSource Broward, in partnership with the Broward County School Board, is proud to announce the 2026 Worlds of Work (WOW) conference and expo. This amazing event allows our 9th and 10th-grade high school students to get a hands-on educational opportunity to become familiar with the wide range of career opportunities available to them. Youth will have the opportunity to participate in virtual reality work experiences in various high-wage-demand occupations. From robots to aircraft and healthcare simulations, career options will come alive for the teen!

Today's challenging economy means young people need to make the best career choice possible. However, many students do not know the details or educational requirements surrounding demand occupations within various industries. Worlds of Work focuses on introducing our students to the amazing career opportunities that are available to them. Youth from Broward County high schools will soon be gearing up to attend the 2026 Worlds of Work Expo. Universities and technical colleges will be on hand to advise youth on how to best prepare for their futures and showcase how youth can get the skills they will need to succeed.

At WOW, employers will collaborate within ten world industry focus areas to create interactive and immersive experiences for the students. Each world will be responsible for showcasing exciting careers in high demand and providing opportunities for economic mobility. Local educators will participate in their respective worlds to provide the most engaging opportunities for all participants.

1. Aviation
2. Construction, Energy and Utility
3. Manufacturing
4. Healthcare
5. Hospitality
6. Information Technology
7. Logistics, Transportation, and Automotive
8. Marine
9. Public Safety and Service
10. Professional Services