



**Broward Workforce Development Board
Executive Committee**
Monday, June 9, 2025
12:00 p.m. – 1:30 p.m.

Zoom Meeting ID: 890 3604 8074
Zoom Password: 672195
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

APPROVAL OF MINUTES

Approval of the Minutes of the 5/12 Executive Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 5 – 11

NEW BUSINESS

1. Fiscal and Program Monitoring

Consideration to reduce the number of CSBD external contracted fiscal and program monitoring visits from 3 each to 2. Over the past several years fiscal monitoring reports continue to have no findings and program monitoring findings have been consistently low and are not systemic. CSBD's allocation is decreasing for the coming program year and we can realize cost savings. Approved at the 6/3 Audit Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #05 – 24 (LS)

Page 12

2. PY 25/26 Preliminary Budget

The Program Year (PY) 25/26 preliminary budget reflects an overall decrease of 15% or (\$2,422,771) in the State formula allocations and carry forward funds. The total amount of formula and carry forward that we project to be available in PY 25/26 is \$13,729,601 as compared to the actual of \$16,152,372 in PY 24/25. The budget continues to emphasize investments in customer training and getting the unemployed back to work, and it aligns with WIOA and achieving the Board's strategic initiatives and key business results. CSBD recommends acceptance and approval of the preliminary PY 25/26 budget. Approved at the 6/5 One-Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #06-24 (FS)

Pages 13 – 20

3. Continued Eligibility for Five (5) Current Training Providers

Consideration to approve continuing eligibility for the period 6/30/25 thru 6/30/27 and maintain currently approved occupational training programs on our ITA list for 1) Dentrilogy Academy 2) Hollywood Career Institute 3) Dick Robinson Media Code School, LLC dba Connecticut School of Broadcasting 4) Dick Robinson Media Code School, LLC dba Palm Beach Code School and 5) Margate Medical Training Center. This is in accordance with WIOA, which requires providers to be re-evaluated and approved for continuation on the Eligible Training Providers List. Approved at the 6/5 One-Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

REPORTS

1. Individual Training Account (ITA) Provider Performance

CSBD conducted its semi-annual analysis of ITA provider performance and found that The Academy of South Florida's 1) Network Technician 2) Business Analyst and 3) Cyber Security Professional programs did not achieve a 70% training-related employment rate. Per Board policy, we suspended referrals to these programs until such time as performance is met and notified the school.

ACTION	None
EXHIBIT	None

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

THE NEXT EXECUTIVE COMMITTEE MEETING IS AUGUST 11, 2025



**Broward Workforce Development Board
Executive Committee**
Monday, May 12, 2025
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 864 9457 8082
Zoom Password: 407499
Zoom Call-In: +1 646 876 9923

MEETING MINUTES

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

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

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

STAFF: Carol Hylton, Ron Moffett, Mark Klineciewicz, Rochelle Daniels, Gil Valme, and Samantha Vazquez.

APPROVAL OF MINUTES

Approval of the Minutes of the 4/15 Executive Committee meeting.

On a motion made by Dawn Liberta and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the minutes of the meeting.

NEW BUSINESS

1. Summer Youth Work Experience Contract with Lan Infotech

Considered approving a SYEP contract with Lan Infotech through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youth's employer of record. Because Board Member Michael Goldstein is employed by Lan Infotech, a 2/3 vote of the Board is required. Approved at the 3/18 Youth Committee meeting.

Board Chair Jim Ryan introduced the item and Dawn Liberta, Chair of the Youth Committee, reviewed the item and the recommendation.

On a motion made by Dawn Liberta and seconded by Zac Cassidy, the Executive Committee unanimously approved the SYEP contract with Lan Infotech through 9/30/28.

2. Summer Youth Work Experience Contract with Hispanic Unity

Considered approving a SYEP contract with Hispanic Unity through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youth's employer of record. Because Board Member Felipe Pinzon is employed by Hispanic Unity, a 2/3 vote of the Board is required. Approved at the 3/18 Youth Committee meeting.

Jim Ryan introduced the item and Dawn Liberta reviewed the item and the recommendation.

On a motion made by Dawn Liberta and seconded by Marjorie Walters, the Executive Committee unanimously approved the SYEP contract with Hispanic Unity through 9/30/28.

3. Approval of Work Experience Contract with Broward County

Considered approving the renewal of a non-financial WIOA Adult Work Experience contract with Broward County for their University Student Practicum Program. This is the second of three renewals under the current agreement. CSBD is the employer of record. The State's workers' compensation covers participants. Because Board members Tara Williams and Sandy-Michael McDonald are employed by Broward County, a 2/3 vote of the Board is required.

Jim Ryan introduced the item and asked Carol Hylton, President/CEO, to present it.

Ms. Hylton reviewed the recommendation and stated that Broward County had experienced challenges filling human services internship positions. Since CSBD began providing the work experience component, they have seen improved success in building a talent pipeline, benefiting the County, CSBD, and the participating students.

On a motion made by Dawn Liberta and seconded by Marjorie Walters, the Executive Committee unanimously approved the renewal of a non-financial WIOA Adult Work Experience contract with Broward County for their University Student Practicum Program.

4. 2025 BWDB Planning Session Report

Considered approving the adoption of the Board Planning Session Report for Program Year 25/26, which was held on 4/24. The Planning Session began with a lively "Fireside Chat" on the future of work and the economy as we enter into a new era guided by AI, moderated by Board Chair Jim Ryan. Guests included Mark Wilson and Dr. Henry Mack III. Their analysis and predictions were further explored during the group discussions later in the day. This was followed by a review of last year's highlights delivered by our Board Committee Chairs, augmented by AI voiceover. Once approved by the Board, the recommendations from the Report will be incorporated into the appropriate committee matrices to be worked on over the course of the year.

Jim Ryan introduced the item and asked Carol Hylton to present it.

Ms. Hylton thanked the members for participating in the annual planning session, noting that the format changes, including the fireside chat, were well received. Ms. Hylton highlighted key themes from the session, including the potential development of an AI guidebook for small and medium-sized employers. The session also emphasized the ongoing labor shortage, the "silver tsunami," and the importance of engagement with HR professionals.

Ms. Hylton praised the committee chairs for their presentations. She added that, pending board approval, the planning session report will be incorporated in the committee's strategic planning matrices to guide their work throughout the year.

Mr. Ryan commended the team for securing high-caliber speakers and noted the value of the insights shared, particularly around Broward's standing in statewide economic indicators. Dawn Liberta and Frank Horkey echoed the praise and appreciated the fresh perspectives offered during the session.

Heiko Dobrikow reflected on Mark Wilson's prediction that Broward's growing economy will need 92,000 new jobs by 2030.

On a motion made by Frank Horkey and seconded by Zac Cassidy, the Executive Committee unanimously approved adoption of the Board Planning Session Report for Program Year 25/26.

5. PY 25/26 Integrative Staffing Group (ISG) Contract Renewal

Considered approving the renewal of our ISG staffing contract for PY 25/26. ISG staffs our One-Stop Career Centers. This is the third and last renewal under the current procurement. In our agreement with ISG 1) all career center employees are hired for their first 90 days on a temporary assignment basis. ISG is requesting an increase of 2%, bringing the fee for this service to 42% of the employee's wage during this period. Their fee includes all employee benefits, taxes, and insurance, as well as the various background checks and tests we require. Our cost is expected to be low 2) At the close of the 90-day period, individuals are transferred to permanent assignments. ISG is asking for a 7% increase to this rate, bringing their fee to \$91.00 per employee per pay period. The annual cost, based on the new rate, would increase by \$11,700 for an annual cost of about \$177,450. Their current rate is \$85.00. ISG has not requested any increases since the inception of their contract 3 years ago and, even with the increase, their fee would still be lower than the next lowest proposal received at that time. They have provided excellent customer service and have been responsive to our needs over the years. We do not pay for vacancies.

Jim Ryan introduced the item and asked Carol Hylton to present it.

Ms. Hylton reviewed the recommendation and reiterated the point that ISG has not requested any rate increases during the three years of their contract and emphasized that they continue to deliver excellent service. She shared that staff are very satisfied with ISG's performance and responsiveness, particularly in handling HR-related matters.

On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the ISG staffing contract for PY 25/26.

6. AI Guide/Playbook for CEOs and Business Owners

Considered approving the procurement of an entity to develop a guide/playbook targeted toward our small and medium employers in Broward County who are seeking guidance in order to implement and use AI in their businesses. If approved, we would set aside \$25,000 to accomplish this objective and solicit quotes from our public and private university systems. Being able to provide this service was one of the recommendations made by the Board and Council work group in response to the thought questions regarding AI. Approved at the 5/5 Employer Services Committee meeting.

Jim Ryan introduced the item and reviewed the recommendation.

Frank Horkey expressed strong support, stating that the initiative is at the forefront of what is needed to support local employers and that it may provide valuable insights for CSBD as well. Mr. Ryan agreed, emphasizing the importance of staying ahead of the rapid changes in AI and noted the potential impact on small and medium-sized businesses as larger companies move quickly to adopt new technologies.

On a motion made by Frank Horkey and seconded by Zac Cassidy, the Executive Committee unanimously approved the procurement of an entity to develop a guide/playbook targeted toward our small and medium employers in Broward County who are seeking guidance in order to implement and use AI in their businesses.

7. New Training Provider My IT Future

Considered approving the addition of My IT Future under initial eligibility status as an Eligible Training Provider and to add eight (8) courses 1) Cyber Security Analyst 2) Network Security Technician 3) Cyber Security Forensic & Intrusion Analyst 4) Cisco Certified Network Associate (CCNA) 5) Cyber Security IT Professional 6) CompTIA A+/Network+ 7) Project Management Professional and 8) Master Certificate in Cyber Security & Information Assurance 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 3/25 One Stop Services Committee meeting.

Jim Ryan introduced the item and asked Rick Shawbell, Chair of the One-Stop Services Committee, to present it. Mr. Shawbell reviewed the item and its recommendations.

On a motion made by Rick Shawbell and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the addition of My IT Future under initial eligibility status as an Eligible Training Provider and to add the eight (8) courses to the WIOA ITA List.

REPORTS

1. Artificial Intelligence Incumbent Worker Training Grant

In March, CSBD was awarded \$300,000 from FloridaCommerce to assist eligible incumbent workers, whose jobs are at risk due to

automation and AI advancements, with upskilling and reskilling to retain employment. We currently have over \$179,000 in training grants in the pipeline, and additional interested employers are preparing applications.

Jim Ryan presented the item and asked Carol Hylton to provide a status report.

Ms. Hylton stated that although we already have approximately \$179,000 in training grants currently in the pipeline, there is additional interest from employers. Ms. Hylton expressed optimism about meeting the grant's goals due to the overall strength of the employer pipeline.

Mr. Ryan commended Ms. Hylton and the team for quickly securing the grant and noted the importance of their proactive response.

Heiko Dobrikow asked whether CSBD tracks which AI training providers are participating. Ms. Hylton responded, yes, we know the providers that employers have been using to train in AI and we also work closely with Michael Goldstein, who has been instrumental in promoting the opportunity to employers and identifying potential trainers. Mr. Dobrikow recommended maintaining the list to share with employers for future reference.

Dawn Liberta noted she had seen a strong AI presentation at a recent event and offered to share the presenter's contact information with Mr. Ash for consideration as a potential training resource. Ms. Hylton thanked Ms. Liberta for her willingness to share the lead with us.

Frank Horkey inquired whether CSBD has a designated AI coordinator to oversee all grant-related activities. Ms. Hylton stated that our Industry Intermediaries work closely with the employers in their various industries. The employer determines the trainer they want to use and we ensure that proper procurement is completed. If an employer needs assistance with finding a trainer we can assist them.

Regarding internal AI efforts, Ms. Hylton stated that CSBD's QA department will examine ways to improve service delivery through AI.

2. Upcoming Employer Industry Forums

These events provide a valuable opportunity to convene the business community, education partners, and economic development stakeholders to address workforce challenges in Broward County's targeted industries collaboratively. Each session focuses on sharing insights, identifying talent needs, and strengthening industry-aligned solutions, including addressing the impacts of artificial intelligence on the workforce. Registration information will be shared with the members as we approach each event.

Jim Ryan introduced the item and asked Mark Klincewicz to present it.

Mr. Klincewicz reviewed the schedule of upcoming industry forums through November of 2025, noting that six events are planned, with three hosted onsite, two at the Greater Fort Lauderdale Chamber of Commerce, and one at the Greater Hollywood Chamber. Carol Hylton added that the chambers have been instrumental in helping to promote and support the forums, strengthening connections with employers and enhancing the effectiveness of these collaborative sessions.

3. Apprenticeship Fair

CSBD is hosting an Apprenticeship Fair on 5/15 at the South One-Stop Center to connect job seekers with hands-on career opportunities in high-demand fields like construction, manufacturing, and more. Our Apprenticeship Navigator will be on-site to help employers and job seekers understand just how accessible and impactful registered apprenticeship programs can be. The event is being promoted through targeted email campaigns, social media outreach, and community partner networks to ensure strong attendance and engagement.

Jim Ryan introduced the item and asked Mark Klincewicz to present it.

Mr. Klincewicz reviewed the event details and shared that over 200 job seekers have already registered for the Apprenticeship Fair. Participating organizations include the South Florida Manufacturers Association, Atlantic Technical College, various trade unions, and Miller Electric. Mr. Ryan encouraged the committee members to attend if their schedules permit.

4. North One-Stop Career Center Location

The lease for our North One-Stop Career Center located in Coconut Creek ends in February 2026. The center is 8,000 square feet and houses 22 staff. We have identified a list of options to move forward 1) renew the lease 2) arrange to co-locate at a community partner site, and if neither is feasible 3) issue a procurement for a new location in north Broward County.

Jim Ryan introduced the item and asked Carol Hylton to present it.

Ms. Hylton stated that with the North lease ending, CSBD is exploring options to reduce square footage and cost, including ongoing conversations with our community partners, such as Broward College, to co-locate.

Rochelle Daniels, General Counsel, added that she is in discussions with the current landlord and expressed interest in maintaining the current rate and downsizing the space if needed, as we are anticipating a reduction in funds. Ms. Hylton also reported that we have reduced our lease at the Central office by vacating the second floor.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Jim Ryan congratulated Carol Hylton and the entire CSBD team on receiving the 2025 Top Workplace award from the South Florida Sun Sentinel. He shared that, to celebrate this achievement and accept the award, he, Dr. Lisa Knowles, and Marjorie Walters, along with members of the CSBD team, attended the Sun Sentinel's awards ceremony the previous week, noting it was a lively and inspiring celebration of leadership and organizational culture. Mr. Ryan remarked that CSBD was the most spirited group in attendance and emphasized the award's significance, which is based entirely on employee survey responses.

Frank Horkey echoed the sentiment, expressing appreciation for the ongoing efforts to engage staff and maintain a positive environment.

Rick Shawbell commented on the energy and enthusiasm of the team during CSBD's internal recognition celebration, which took place the week before the awards ceremony and was held simultaneously across all CSBD locations via Zoom. The event included the formal announcement of the award by Ms. Hylton. Mr. Shawbell and Ms. Walters represented the Board at the One-Stop Centers, while Dr. Knowles joined the staff at the main office.

Ms. Hylton thanked the Board for its support in fostering a positive workplace culture and highlighted internal initiatives that have contributed to strong staff morale and engagement.

Mr. Ryan added that promotional materials recognizing the award will be displayed at the One-Stop Centers, and the Top Workplace logo will be featured on CSBD's website.

MATTERS FROM THE EXECUTIVE COMMITTEE

Heiko Dobrikow remarked that all businesses will likely face structural workforce changes due to AI and automation and encouraged CSBD to proactively consider how to reskill staff whose roles may eventually be impacted.

Ms. Hylton confirmed those internal discussions have already started.

Jim Ryan indicated that Employ Florida system is outdated and labor-intensive, necessitating human support. Until it is modernized, there remains a significant need for staff to assist customers. Ms. Hylton agreed, describing the work as highly staff-intensive.

Mr. Dobrikow commended Doug Saenz, Business Services Manager, for his participation in the Broward and Beyond Business Expo, hosted by Board Member Sandy-Michael McDonald. He noted Mr. Saenz's strong engagement with attendees and high visibility at the event. Ms. Hylton thanked him for the feedback.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

None.

ADJOURNMENT – 1:03 p.m.

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON JUNE 9, 2025.

Memorandum #05 – 24 (LS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Fiscal and Program Monitoring Visits

Date: June 5, 2025

SUMMARY

Consideration to reduce the number of CSBD external contracted fiscal and program monitoring visits from 3 each to 2. Over the past several years fiscal monitoring reports continue to have no findings and program monitoring findings have been consistently low and are not systemic. CSBD's allocation is decreasing for the coming program year and we can realize cost savings. Approved at the 6/3 Audit Committee meeting.

BACKGROUND

CSBD conducts monitoring through a number of different vehicles. We have quality assurance staff, supervisory reviews, and external monitors for fiscal and program operations. The State monitors us for both fiscal and program once a year and we conduct an organization wide single audit annually.

DISCUSSION

Over the past several years fiscal monitoring reports continue to have no findings and program monitoring findings have been substantially reduced and are not systemic.

Given the reduction in findings over the years, one area we would like to revisit is the Audit Committee's previous recommendation to reduce the number of external monitoring visits for 3 fiscal and program monitoring visits each to 2 each. This will save \$51,600.00 annually.

Should findings increase we would come back to the Audit Committee to reassess our options.

RECOMMENDATION

Reduce the number of CSBD external contracted fiscal and program monitoring visits from 3 each to 2 each for a savings of approximately \$51,600.00.

Memorandum #06 - 24 (FS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Program Year (PY) 25/26 Preliminary Budget

Date: June 5, 2025

SUMMARY

The Program Year (PY) 25/26 preliminary budget reflects an overall decrease of 15% or (\$2,422,771) in the State formula allocations and carry forward funds. The total amount of formula and carry forward that we project to be available in PY 25/26 is \$13,729,601 as compared to the actual of \$16,152,372 in PY 24/25.

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

For PY 25/26, dedicated grant funds total \$12,125,142 for a grand total of \$25,854,743 (\$13,729,601 + \$12,125,142) compared to PY 24/25 total agency funding of \$29,483,803. As usual, this does not include unrestricted funds. CSBD recommends acceptance and approval of the preliminary PY 25/26 budget. Approved at the 6/5 One-Stop Services Committee meeting.

BACKGROUND

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

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

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

Table 1 presents a comparison between PY 24/25 and PY 25/26 total allocation from the state and carry forward funds. The WIOA Adult and DW funding streams are combined because WIOA allows 100% transferability between these funding streams. The changes are not evenly spread across the funding streams and are reflected in the numbers presented below.

Table 1
Comparison
PY 24/25 Actual to PY 25/26 Preliminary Formula Funds Including Carry Forward*

Fund Name	PY 24/25 Total Funds Actual	PY 25/26 Total Funds Preliminary	\$ Change	% Change
WIOA (Adult/DW)				
Formula Funds	\$ 5,553,028	\$ 5,040,395	\$ (512,633)	-9.2%
Carryforward	1,233,841	360,100	(873,741)	-70.8%
Subtotal	6,786,869	5,400,495	(1,386,374)	-20.4%
WIOA (Youth)				
Formula Funds	2,346,225	1,903,944	(442,281)	-18.9%
Carryforward	388,520	226,546	(161,974)	-41.7%
Subtotal	2,734,745	2,130,490	(604,255)	-22.1%
WTP				
Formula Funds	3,682,799	3,482,799	(200,000)	-5.4%
Carryforward	682,202	504,773	(177,429)	-26.0%
Subtotal	4,365,001	3,987,572	(377,429)	-8.6%
WP				
Formula Funds	1,273,356	1,133,758	(139,598)	-11.0%
Carryforward	501,600	609,897	108,297	21.6%
Subtotal	1,774,956	1,743,655	(31,301)	-1.8%
Veterans (DVOP/LVER)	286,783	263,372	(23,411)	-8.2%
Supplemental Nutritional Assistance Program (SNAP)	204,018	204,018	-	0.0
Totals	\$ 16,152,372	\$ 13,729,601	\$ (2,422,771)	-15.0%

*There are rounding differences in this table

Table 2 is our anticipated dedicated grant allocations for PY 25/26. They are not included in the preliminary budget as the funds are for the activities indicated in the chart.

Table 2: Comparison of Dedicated Grants

Grant / Program	Description	PY 24/25 Amount \$	PY 25/26 Anticipated Amount \$
Children's Services Council	Summer Youth Employment Program (SYEP)	\$ 4,215,656	\$ 4,277,213
Broward County	SYEP	700,000	700,000
City of Fort Lauderdale	SYEP	290,925	150,000
City of Dania Beach	SYEP	50,000	50,000
City of Tamarac	SYEP	-	22,500
Community Foundation	SYEP	50,000	Ended
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	3,000,000
North Florida Storms	Temporary jobs for cleanup, humanitarian aid and training	500,000	1,519,000
Non-Custodial Parent Employment	Employment services for non-custodial parents	940,947	785,000
Reemployment Services and Eligibility Assessment (RESEA)	Reemployment assistance and assessments	1,078,171	706,000
Flood NEG WIOA	Temporary jobs for cleanup, humanitarian aid and training	723,927	350,000
Hope Florida - A Pathway to Promise	To address poverty and promote economic mobility	215,519	218,000
City of Pompano Beach	To provide targeted work-based training and career development opportunities in high demand trades.	199,948	180,000
Navigator	Develops work-based training for targeted industries	96,000	96,000
Hope Florida Navigator	Navigator will assist with Hope Florida referrals	71,429	71,429
Florida Healthcare Training	Expand access to high-quality healthcare training programs	525,249	Ended
Get There Faster Veteran and Military Grant	Veterans Grant	354,037	Ended
Artificial Intelligence – Incumbent Worker Training	To upgrade the AI skills of workers	300,000	Ended
Trade Adjustment Assistance (TAA)	For workers impacted by the Trade Act	19,623	Ended
	Total	\$13,331,431	\$12,125,142

DISCUSSION

Below are considerations we looked at in constructing the budget:

1. The State requires that a minimum of 50% of the WIOA Adult and DW allocation be spent on training. We have budgeted 53%.
2. We are required to spend a minimum of 20% of WIOA Youth funds on Work Experience. We have budgeted 25%.
3. Integrative Staffing Group (ISG) is the employer of record for the 3 One-Stop centers. The budget includes their fee of \$91.00 per employee, per pay period. The total cost is estimated at \$177,450. It does not include staff benefits or taxes, which are pass-thru funds.¹
4. We have set aside \$25,000 for the procurement of an entity to produce an AI guide/playbook.
5. We have budgeted \$103,200 for external program and fiscal monitoring. We plan to reduce the number of visits from 3 each to 2 each following Audit Committee review and governing boards' approval.
6. We have set aside \$34,000 for our annual audit.

Budget Strategies

1. WIOA AD and DW allocations, including carry forward for PY 25/26, is decreased by (\$1,386,374) for a total allocation of \$5,400,495. Where applicable we will cross train WIOA staff so their time can also be allocated to our dedicated grants reducing the burden on our formula grants.
2. The WIOA Youth allocation, including carry forward for PY 25/26, is decreased by (\$604,255) for a total allocation of \$2,130,490. As most of the youth are PELL eligible, we have reduced the set aside for training and support. To the extent WTP funds are available, some of the allowable in-school youth program costs may be charged to WTP.
3. During the first quarter of this year a cross departmental workgroup will identify areas which can be shifted from staff to AI providing further efficiencies.

The recommended PY 25/26 Preliminary Budget categories are described below followed by the budget summary.

¹ Pass thru means we are only responsible for the actual cost, there is no fee for handling.

PROGRAM SUPPORT STAFF - \$4,280,529

This category includes staff salaries and benefits other than the administrative, State Wagner Peyser and Veterans' staff.

Included in this category is:

1. The Integrative Staffing Group (ISG) contract for staffing the 3 One-Stop centers and serves as the "employer of record." This contract includes salaries and benefits.
2. The One-Stop Center Managers
3. The Management Information Systems staff
4. The Program Managers
5. The Quality Assurance staff
6. WTP and SNAP
7. WIOA Adult, DW and Youth

Over the course of this year, in anticipation of possible reductions to the budget, we have not filled 5 CSBD and 5 ISG positions, allowing us to reduce Program Support costs.

In accordance with our standard operating procedures we monitor caseloads to ensure we are maintaining a participant/case manager ratio to be able to deliver quality services.

FACILITIES AND RELATED COSTS – \$2,606,259

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

As a result in anticipation of the budget decreases we did a number of things including but not limited to:

- State staff has not yet been resituated in the buildings offered to us by the State so we have consolidated Central office staff onto the first floor, reducing our space and the rent.
- Our lease for the North Office expires in February we are examining options for co-location with our partners or reducing our space in the current location.
- We have identified space we are no longer using due to staff reductions in recent years and we have informed the State so that the rent will be reduced accordingly.
- We have reduced the number of copiers and cell phones.
- We are no longer renting external storage units. We have moved files to the central office and are in the process of digitizing any documents we need to keep.
- Business outreach - we plan to increase our use of social media for most of our marketing and outreach.

CONTRACTS – \$1,346,896

This category includes contracted services.

Table 3: PY 25/26 Proposed Contract Amounts

Contractor	Contract Purpose	PY 25/26 Amount
FLITE Center	Out of School Youth (OSY)	227,000
HANDY	OSY	152,000
Center for Independent Living (CIL)	OSY	58,896
School Board	OSY	350,000
School Board	In-School Youth (ISY)	200,000
Junior Achievement of S. Florida	ISY	150,000
Greater Fort Lauderdale Chamber	Business Outreach	50,000
Greater Hollywood Chamber	Business Outreach	45,000
One-Stop Operator	All	114,000
Total		1,346,896

1. Navigators **OSY** – FLITE, HANDY, and CIL. Youth currently in their caseloads who are ready to receive workforce services have access to all WIOA 14 elements² as appropriate for each youth.
2. School Board of Broward County **OSY** Full-Service Provider – Youth who have dropped out of high school are enrolled in GED and also receive case management, employability skills, access to the 14 elements.
3. School Board of Broward County **ISY** Full-Service Provider – ISY are recruited, have access to the 14 elements and are enrolled in work experience to keep them attached to school through graduation.
4. Junior Achievement of South Florida **ISY** Full-Service Provider – ISY are recruited, have access to the 14 elements, and enrolled in work experience to keep them attached to school through graduation.
5. Chambers of Commerce - To assist with marketing, outreach, and obligating OJT, IWT, and Internship funds, and communicating our services to their membership.
6. One-Stop Operator – Required under WIOA. The one-stop operator coordinates cross referral and data sharing among the one-stop partners.

² The WIOA 14 elements are services required to be available which help youth succeed such as tutoring, work experience, case management, employability skills, ITA's, etc.

TRAINING - \$3,940,141

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

While the overall amount is reduced from last year, we also use some of the dedicated grants for training.

PARTICIPANT SUPPORT SERVICES – \$353,938

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

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

ADMINISTRATION – \$1,250,837

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

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

RECOMMENDATION

That the governing boards accept and approve the preliminary PY 25/26 budget.

Table 4 – PY 25/26 Preliminary Budget Summary

TOTAL AVAILABLE FUNDING	WIOA Adult/DW		WIOA Youth		WTP		WP		DVOP/ LVER		SNAP		PY 25/26 TOTAL \$	PY 24/25 % of Total Budget	PY 25/26 % of Total Budget
PY 25-26 Allocation	5,040,395		1,903,944		3,482,799		1,133,758		263,372		204,018		12,028,286		
PY 25-26 Supplemental	-		-		-		-		-		-		0		
PY 24-25 Carryforward	360,100		226,546		504,773		609,897		-		-		1,701,315		
Transfer DW/Adult	0														
TOTAL	5,400,495		2,130,490		3,987,572		1,743,655		263,372		204,018		13,729,601		
TOTAL EXPENDITURES															
Program Support	1,948,946	36%	345,231	16%	1,791,016	45%	48,243	3%	16,888	6%	130,204	64%	4,280,529	30%	31%
Facilities & Related Costs	424,483	8%	42,044	2%	414,938	10%	1,447,148	83%	223,501	85%	54,147	27%	2,606,259	18%	19%
Training	2,370,059	44%	737,165	35%	832,917	21%	-	0%	-	0%	-	0%	3,940,141	30%	29%
Contracts	28,013	1%	787,896	37%	355,910	9%	125,457	7%	328	0%	292	0%	1,297,896	10%	9%
Participant Support Services	78,198	1%	62,900	3%	212,840	5%	-	0%	-	0%	-	0%	353,938	3%	3%
Administration	550,797	10%	155,254	7%	379,950	10%	122,807	7%	22,654	9%	19,375	9%	1,250,838	9%	9%
TOTAL	5,400,495	100%	2,130,491	100%	3,987,572	100%	1,743,655	100%	263,371	100%	204,018	100%	13,729,601	100%	100%

1. The total amount for Contracts is slightly reduced as a result of the One Stop Operator charging a portion of their time to the dedicated grants.

* Currently our in-direct cost rate is 12% it includes administration costs along with program costs.

* There may be rounding differences in this table.