



**Broward Workforce Development Board
Youth Committee**
Tuesday, September 16, 2025
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID: 730 243 5583
Zoom Password: 223498
Zoom Call-In: 1 646 876 9923

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

This meeting is being held in person.
This meeting is also accessible via a Zoom video conference.

PROTOCOL FOR TELEPHONE/ZOOM MEETING

1. Please state your name when making or seconding a motion. Such as “I move the item, and your name – “Jane Doe.” Please also identify yourself when asking a question.
2. Put your phone/microphone on mute when not speaking. Don’t forget to take it off when you wish to speak. Telephone users must press *6 to mute or unmute yourself.
3. Votes in the affirmative should be “aye” and in opposition should be “no” (delays in responding sometimes make it difficult to determine the intent of the vote).
4. Please be in a quiet area free of background noise, so we may hear you clearly when you are speaking. When using Zoom, please make sure the background is appropriate or choose one of their virtual backgrounds.
5. If you are calling and must leave the call, please don’t put your phone on hold. In some cases, we will get music or recorded messages and we will not be able to conduct business.
6. If you are using your phone for audio, please identify yourself on the screen and state the last 4 digits of the number you are calling from.
7. Please note the chat function has been disabled.

The Committee is reminded of the conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Board, 2) the nature of the conflict, and 3) who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.

MEETING AGENDA

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

SELF-INTRODUCTIONS

PRESENTATION TO THE COMMITTEE

The Information Technology Career Pathways video showcases the dynamic growth and opportunities within the IT industry. It's part of CSBD's ongoing effort to spotlight high-demand sectors and support workforce development in Broward County.

APPROVAL OF MINUTES

Approval of the Minutes of the 3/18 Youth Committee Meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 9 – 14

NEW BUSINESS

1. Funding for WIOA Youth

The House Appropriations Subcommittee approved a bill last week that would eliminate the WIOA Youth Funding Stream. The committee is asked to discuss and develop talking points for a letter that we will bring to our governing boards to urge Congress to recognize the valuable economic and social contributions the public workforce system has on youth with barriers to employment.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

2. Distribution of Industry Videos

CareerSource Broward developed a series of industry-focused videos highlighting career pathways in 1) Marine 2) Healthcare 3) Manufacturing and 4) Information Technology. These engaging resources are being shared with school board BRACE Advisors and Career Champions to help increase career awareness among students. To further expand their impact, we are seeking input from the Committee on strategies to expand distribution beyond the school system to youth-serving organizations or community groups that could benefit from these videos and help us reach a broader audience of youth across Broward County.

RECOMM	Dependent on Discussion
ACTION	Motion for Approval
EXHIBIT	None

3. Youth Committee Strategic Planning Matrix PY 25/26

Consideration to approve the updates to the strategic planning matrix.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Youth Strategic Planning Matrix

Pages 15 – 19

REPORTS

1. Simply Healthcare Funds

CSBD received \$20,000 from Simply Healthcare for their new initiative, the Community Resource Link. The Link provides a platform of providers, including CSBD, for Simply Healthcare to utilize in referring its customers for employment and other services. CSBD will provide an opportunity for them to showcase their organization at three (3) of our events. A portion of these funds will be used to promote career exploration to youth.

ACTION	None
EXHIBIT	None

2. WIOA Youth Provider Performance for Program Year (PY) 24/25

For PY 24/25 that ended on 6/30, CSBD, funded five (5) Out-of-School and two (2) In-School Youth programs. During their time enrolled in the programs the youth received case management, career pathway planning, occupational skills training and job readiness preparation. This Youth Performance Report provides the Youth Committee with provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act. Many of the providers were successful during the year.

ACTION	None
EXHIBIT	Memo #02-25 (OPS)

Pages 20 – 25

3. WIOA Youth Provider Performance for PY 25/26

For PY 25/26 CareerSource Broward currently contracts with four (4) Out-of-School Youth and two (2) In-School Youth programs. The youth receive case management, career pathway planning, occupational skills training, and job readiness preparation. This Youth Performance report provides the Youth Committee with provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act.

ACTION	None
EXHIBIT	Memo #03-25 (OPS)

Pages 26 – 30

4. Summer Youth Employment Program 2025

The Summer Youth Employment Program had a remarkable year, receiving over 3,000 applications and placing nearly 1,200 youth at more than 400 worksites across Broward County. These opportunities provided real-world career exploration in 1) information technology 2) skilled trades and 3) public service. From helping Broward County schools with software upgrades to contributing to the City of Tamarac's metaverse project to learning plumbing and electrical skills alongside journeymen. This year, we launched a new electronic timesheet system, a true game-changer that streamlined the program for both youth and employers. The Children's Services Council of Broward County conducted an administrative and fiscal review of the SYEP Program for Summer 2025, and we were commended for having no findings.

ACTION	None
EXHIBITS	CSC Financial and Administrative Review Letter SYEP 2025 Slideshow

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5. Summer Youth Employment Program Testimonials

An overwhelming majority of both employers and youth were very satisfied with this year's Summer Youth Employment Program. Their feedback supports the program's impact and provides valuable insights that we use to continuously improve, enhance the participant experience, and strengthen employer partnerships.

ACTION	None
EXHIBITS	SYEP Testimonials

Pages 32 – 33

6. CSBD Top Workplace Recognition

CSBD has been recognized as a 2025 Top Workplace by the South Florida Sun Sentinel! This prestigious award is based entirely on employee feedback and reflects our organization's commitment to fostering a positive, supportive, and mission-driven work environment. It highlights the passion our team brings to serving the Broward County community and helping businesses and job seekers thrive. We are proud of this achievement and grateful to every staff member whose dedication made this recognition possible.

ACTION	None
EXHIBIT	Top Workplace Award

7. Laurie Moran Partnership Award

CSBD was honored with the prestigious Laurie Moran Partnership Award at the National Association of Workforce Boards' annual conference. CSBD was selected for our strategic partnerships with the Greater Fort Lauderdale and the Greater Hollywood Chambers of Commerce. Photos from the award ceremony are linked in our social media post below.

ACTION	None
EXHIBIT	Social Media Announcement

8. National Workforce Development Month

September marks National Workforce Development Month, a time to recognize and celebrate workforce development professionals' critical role in strengthening our economy. Our Chair Jim Ryan, CEO Carol Hylton, and staff attended the Annual State Workforce Summit, where two of our own were honored. County Administrator Monica Cepero received the 2025 Workforce Partner of the Year award and WIOA Adult Programs Manager, Kasia Kossak, was chosen to receive the 2025 Florida Lighthouse Award. On 9/16, with the support of our CSBD Council Member, Mayor Beam Furr, the Broward County Board of County Commissioners will issue a proclamation recognizing September as Workforce Development Month.

ACTION	None
EXHIBIT	Workforce Summit Photo

MATTERS FROM THE YOUTH COMMITTEE CHAIR

MATTERS FROM THE YOUTH COMMITTEE

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

<p>THE NEXT YOUTH COMMITTEE MEETING IS NOVEMBER 18, 2025</p>



Broward Workforce Development Board
Youth Committee
Tuesday, March 18, 2025
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID: 730 243 5583
Zoom Password: 223498
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: Traci Schweitzer, Rufus James, and Dawn Liberta, who chaired the meeting.

STAFF: Carol Hylton, Kimberly Bryant, Yushika Florence, Rochelle Daniels, and LaTanya Brown.

GUEST: Cara Malave

SELF INTRODUCTIONS

APPROVAL OF MINUTES

Approval of the Minutes of the 11/18 Youth Committee meeting.

On a motion made by Traci Schweitzer and seconded by Rufus James, the Youth Committee unanimously approved the minutes of the 11/18 meeting.

NEW BUSINESS

1. Summer Youth Work Experience Contract with Lan Infotech

Considered approval of 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. CareerSource Broward (CSBD) is the youths' employer of record. Because Board Member Michael Goldstein is employed by Lan Infotech, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a Board meeting with an established quorum is required.

Dawn Liberta presented the item and reviewed the recommendation.

There was no further discussion.

On a motion made by Traci Schweitzer and seconded by Rufus James, the Youth Committee unanimously approved a Summer Youth Work Experience Contract with Lan Infotech through 9/30/28.

2. Summer Youth Work Experience Contract with Fort Lauderdale Executive Airport

Considered approval of a SYEP Contract with Fort Lauderdale Executive Airport (FXE) through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board Member Rufus James is employed by FXE, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a Board meeting with an established quorum is required.

Dawn Liberta presented the item and reviewed the recommendation.

Rufus James declared a conflict of interest and abstained from discussion and voting.

Dawn Liberta thanked Mr. James for becoming a summer youth worksite, stating it is a great opportunity for our youth to learn more about the Aviation industry and the career paths available.

On a motion made by Traci Schweitzer and seconded by Dawn Liberta, the Youth Committee unanimously approved a Summer Youth Work Experience Contract with the Fort Lauderdale Executive Airport through 9/30/28.

3. Summer Youth Work Experience Contract with Hispanic Unity of Florida

Considered approval of a SYEP Contract with Hispanic Unity of Florida (HUF) through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board Member Felipe Pinzon is employed by HUF, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a Board meeting with an established quorum is required.

Dawn Liberta presented the item and reviewed the recommendation.

There was no further discussion.

On a motion made by Rufus James and seconded by Traci Schweitzer, the Youth Committee unanimously approved a Summer Youth Work Experience Contract with Hispanic Unity of Florida through 9/30/28.

4. PY 25/26 School Board of Broward County (SBBC) Out-of-School (OSY) & In-School Youth (ISY) Contract Renewals

Considered approval of the PY 25/26 renewals for the SBBC's contracts in the amount of 1) \$350,000 to serve 110 OSY and 2) \$200,000 to serve 75 ISY subject to negotiation. This is the 1st of 4 renewals under the current contracts. Because Board Member Dr. Howard Hepburn is employed by the SBBC, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a Board meeting with an established quorum is required.

Dawn Liberta introduced the item and asked Kimberly Bryant to review the recommendation.

Kimberly Bryant highlighted that ISY and OSY programs serve youth between the ages of 17-24. The OSY Program for SBBC assists participants with getting their GED while the ISY Program assists the youth with getting to the finish line to obtain their high school diploma. All ISY receive work experience so when the youth graduate high school, they will have skills and work experience to take with them. Ms. Bryant pointed out that the enrollment target was adjusted for OSY to 110 and increased to 75 for ISY. She shared that their performance has been satisfactory, and we are asking for approval, subject to negotiation.

Ms. Liberta shared that she thought the increase in enrollment for ISY was good because the earlier we can engage the youth with our employment services, the better it is for them and for us to achieve positive performance.

Carol Hylton agreed and further emphasized that the ISY program is designed to get the youth the support they need so they don't drop out of school and can at the same time make informed decisions about their future career goals.

On a motion made by Rufus James and seconded by Traci Schweitzer, the Youth Committee unanimously approved the School Board of Broward County Out-of-School and In-School Youth Contract Renewals for PY 25/26, subject to negotiation.

5. PY 25/26 Out-of-School Youth & In-School Youth Contract Renewals

Considered approval of the PY 25/26 contract renewals for 1) The Center for Independent Living of Broward (CILB) to serve 12-15 OSY in the amount of \$58,896 2) Helping Advance and Nurture the Development of Youth (HANDY) to serve 20 OSY in the amount of \$152,000 3) The Fort Lauderdale Independent Training and Education (FLITE) Center to serve 36 OSY in the amount of \$227,000 and 4) Junior Achievement of South Florida (JA) to serve 25 ISY in the amount of \$150,000. All are subject to negotiation. This is the 1st of 4 renewals under their current contracts.

Dawn Liberta presented the item.

Kimberly Bryant shared with the committee that Harmony Development Center has elected not to seek renewal. However, moving forward, they will use our referral process to refer their youth to the One-Stop Career Center.

Ms. Liberta shared that she believes that we have an amazing group of youth providers and that they do an excellent job.

Cara Malave, on behalf of FLITE Center, shared her appreciation for the assistance that they receive from CSBD. She informed the committee the FLITE Center recently changed its name to from the Fort Lauderdale Independence Training & Education Center to the Florida Independent Training & Education: FLITE Center. They changed the name to reflect that their services extend to several other geographical regions, not just Fort Lauderdale. Ms. Malave stated that she will send the name change information to Yushika Florence so that their contract can be updated with their new legal name.

On a motion made by Traci Schweitzer and seconded by Rufus James, the Youth Committee unanimously approved the PY 25/26 contract renewals for out of school youth 1) The Center for Independent Living of Broward (CILB) 2) Helping Advance and Nurture the Development of Youth (HANDY) 3) The Florida Independent Training and Education (FLITE) Center and for in-school youth 4) Junior Achievement of South Florida (JA) subject to negotiation.

6. Accept Donations for the Worlds of Work (WOW) Event

Considered approval to accept \$20,500 in donations from various organizations, including a number of our board members, to support the 2025 WOW Career Exploration Event. CSBD partnered with the School Board of Broward County and hosted the event at the Amerant Bank Arena on 3/11, where over 1,000 9th and 10th graders from high schools across the county were invited to learn about a broad spectrum of career pathways through hands-on and virtual reality immersive exhibits.

Dawn Liberta presented the item and reviewed the recommendation.

Kimberly Bryant reviewed the list of donors and their contributions. The Committee then viewed the news broadcast that aired on WTVJ, NBC 6 South Florida News, covering the WOW Event.

Dawn Liberta stated that the event was simply amazing. Mrs. Hylton shared that we have received overwhelmingly positive feedback from the youth, with some of them expressing that they wanted more time in the Worlds.

The Committee members collectively asked if there was a way to extend the time. Mr. James suggested that we look into requesting a late bus for the event so the youth could stay longer. The School Board can do it for athletes and field trip days; maybe they will consider it for this event. Ms. Hylton indicated that we will discuss that with the School Board as we plan for next year.

On a motion made by Rufus James and seconded by Traci Schweitzer, the Youth Committee unanimously approved the acceptance of \$20,500 in donations for the Worlds of Work Event.

7. Accept Funds for the Summer Youth Employment Program (SYEP)

Considered approval to accept 1) \$150,000 from the City of Fort Lauderdale and 2) \$22,500 from the City of Tamarac for the SYEP. The funding will serve 33 economically disadvantaged youth from Fort Lauderdale and 5 youth from Tamarac, aged 16-18 years old. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience.

Dawn Liberta presented the item and reviewed the recommendations.

Kimberly Bryant provided an update that the staff is in the intake and eligibility phase at this time.

We currently have around 1,200 positions available with employers throughout Broward County and we are working on creating more opportunities in the northern part of the county.

Carol Hylton added that over 3,200 youth applied for the program, which shows the students want to work and help their families.

On a motion made by Rufus James and seconded by Traci Schweitzer, the Youth Committee unanimously approved the acceptance of funds for the Summer Youth Employment Program from the City of Fort Lauderdale in the amount of \$150,000 and from the City of Tamarac in the amount of \$22,500.

8. Updates to the Youth Committee Strategic Planning Matrix for PY 24/25

Considered approval of the final updates to the Strategic Planning Matrix.

Dawn Liberta introduced the item and asked Kimberly Bryant to review the matrix and the progress made toward accomplishing the objectives.

Kimberly highlighted the various achievements made on this year's matrix.

Dawn Liberta asked how it was working with the School Board for various events like WOW and Claim Your Future. Mrs. Hylton responded that we have a great working relationship. They are just as passionate as we are about making sure that our youth are work ready.

On a motion made by Rufus James and seconded by Traci Schweitzer, the Youth Committee unanimously approved the final updates to the Youth Committee Strategic Planning Matrix for the 24/25 Program Year.

REPORTS

1. Taylor, Hall, Miller, and Parker (THMP) P.A. WIOA Youth Monitoring Results

THMP conducted youth program monitoring in August and November 2024. They reviewed 40 WIOA Youth case files consisting of 2,480 elements. There were 0 findings and 0 observations, equating to a 0% error rate. CSBD commends the youth providers for their commitment to quality while providing valuable services to the community.

Dawn Liberta asked for Kimberly Bryant to present and review the item, in which she did.

Dawn Liberta expressed her appreciation to the youth providers for a job well done.

MATTERS FROM THE YOUTH COMMITTEE CHAIR

None.

MATTERS FROM THE YOUTH COMMITTEE

Traci Schweitzer shared that April is Child Abuse Prevention Month and on April 7th at 11:00 a.m. the Department of Children and Families will be creating a Pinwheel Garden at their office on Commercial. Everyone is invited to come and plant a pinwheel.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton reminded the Committee that we have a Board Planning Session on April 24th at 11:30 a.m. Mark Wilson, the president/CEO of the Florida Chamber, and Dr. Henry Mack, who is nominated to serve as the next Assistant Secretary of Labor in Washington, will be our guest speakers.

ADJOURNMENT – 1:10 p.m.

THE NEXT YOUTH COMMITTEE MEETING IS ON JUNE 4, 2025.



YOUTH COMMITTEE

Strategic Planning Matrix for PY 25/26

Jim Ryan

Dawn Liberta

Carol Hylton

BWDB Board Chair

OSSC Chair

President/CEO

CareerSource Broward Mission:

To provide innovative solutions through the professional delivery of quality services, which consistently and effectively meet workforce needs.

CareerSource Broward Vision:

To be the premier workforce agency facilitating better jobs and providing quality workers that enhances the quality of life and builds a sustainable economy for Broward County.

One-Stop Services Committee Goal:

To maximize employment and training opportunities for all job seekers, including those with multi-faceted barriers.

STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #2:

Maintain Our Role as Workforce Development Leaders Through Advocacy by the Board, Collaboration, Providing Information and Intelligence to Stakeholders with Feedback from the Community.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
2.0 – Work with employers serving as host work experience sites to consider developing apprenticeships or OJTs	2.0.1 – Compile a list of current employers with active work experience or OJT contracts.	List of employers developed.	10/2025	Completed: The list of employers has been created.
	2.0.2 – Review the list of currently active OJT contracts to see if they have work appropriate for youth.	Contracts reviewed and target list developed.	10/2025	In Progress: The list of active contracts has been created, and staff are assessing the list to determine which employers are appropriate for the youth in the program.
	2.0.3 – Using AI, develop talking points and outreach materials that showcase the benefits to employers to encourage them to consider developing apprenticeships or OJTs for young adults.	Talking points and materials are created.	11/2025	
	2.0.4 – Assign Business Relations staff to outreach to employers on behalf of youth.	Hold meetings between the Youth Program Manager and Business Relations staff to discuss work-ready youth participants and their employment goals.	3/2026	
	2.0.5 – Develop apprenticeship or OJT training plans with employers.	A minimum of 2 OJTs or apprenticeships will be developed.	3/2026	

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #4:

Encourage job seekers to choose CSBD for comprehensive employment, education, and training services, and to connect them to the workforce system using the state's job bank.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
4.0 – Explore additional ways for us to promote career exploration in our targeted industries to youth in K-12.	4.0.1 – Continue to share target industry videos developed by CSBD with Broward Schools.	All industry videos are shared with Career Champions, CTACE Staff, and BRACE Advisors.	10/2025	Completed: The final Information Technology video of the series was shared with SBBC staff.
	4.0.2 – Provide Broward County Public Schools a link to the 2025 WOW Book.	A link to the WOW Book is available on the School Board website for students and teachers.	10/2025	In Progress: Staff is assessing how to change the WOW book into a digital flip book for ease of use.
	4.0.3 – CSBD will attend Career Days in schools located in the distressed zip codes.	A minimum of 3 events are attended with representation at each level of school: elementary, middle, and high school.	3/2026	
4.1 – Develop strategies to make youth aware of apprenticeship opportunities.	4.1.1 – AI is used to develop a social media campaign to highlight the current apprenticeships and how they benefit job seekers.	The Earn While You Learn or No College Debt apprenticeship campaign launched via Instagram and Facebook.	11/2025	In Progress: Using AI, recommendations for a social media campaign that is geared for the young adult audience was created. A meeting is set with Communications Dept. to develop the plan.
	4.1.2 – Add links to apprenticeship opportunities in Broward on the CSBD youth page.	Links to apprenticeship opportunities in Broward have been added to the CSBD Youth Services page.	12/2025	
	4.1.3 – Develop a youth-centered podcast series.	The podcast is developed on the topic of Apprenticeships / Skilled Trades.	2/2026	
	4.1.4 – Reach out to sponsors and employers who have Registered Apprenticeships and refer youth job seekers who are interested in these opportunities.	A minimum of 10 youth referrals are made to local Apprenticeship opportunities.	3/2026	
	4.1.5 – Invite organizations with current apprenticeship programs to the WOW 2026 and provide information on how to apply.	Highlight a minimum of 3 apprenticeship programs at the WOW Event.	3/2026	

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

**CareerSource Broward Strategic Goal #4:
Encourage job seekers to choose CSBD for comprehensive employment, education, and training services, and to connect them to the workforce system using the state's job bank.**

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
4.2 - Identify ways to expose youth to the benefits of training in a skilled trade.	4.2.1 – Research the benefits of training in a skilled trade.	Research conducted using AI and the top 10 benefits identified.	10/2025	Completed: The benefits of training in a skilled trade have been identified.
	4.2.2 – Use AI to assist in developing a How to Get Started Guide to help youth who are interested.	How to get started guide is developed and placed on our website and shared via social media.	1/2026	
	4.2.3 – Share information with School Board and other youth service providers.	BRACE Advisors, Career Champions, Youth Providers, and other community partners serving youth received the information.	2/2026	
4.3 – If feasible, implement a 2-Gen approach to inform parents and youth about opportunities in the targeted industries to assist them in becoming upwardly mobile.	4.3.1 - Assess the feasibility of incorporating Xello into WIOA Youth Program Services.	Demo is completed, an assessment of the pros and cons is reviewed, and a recommendation is made on whether to move forward.	12/2025	In Progress: The demo for Xello is scheduled for 9/22.
	4.3.2 - Request to attend the School Board's Senior Career Event, which parents and high school seniors attend.	Approval received for CSBD to attend and present our services.	3/2026	
	4.3.3 – WOW Book is shared with parents in our Welfare Transition Program (WTP).	Extra WOW Books will be reviewed with WTP customers via their Success Coach.	3/2026	

Memorandum #02-25 (OPS)

To: Youth Committee

From: Carol Hylton, President/CEO

Subject: WIOA Youth Performance for Program Year (PY) 24/25

Date: August 29, 2025

SUMMARY

For program year (PY) 24/25 that ended on 6/30, CareerSource Broward (CSBD), funded five (5) Out-of-School (OSY) and two (2) In-School Youth (ISY) programs. During their time enrolled in the programs the youth received case management, career pathway planning, occupational skills training and job readiness preparation. This Youth Performance report provides the Youth committee with provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

For program year (PY) 24/25 that ended on 6/30 CSBD funded four (5) OSY program contracts for the delivery of WIOA youth services. They were:

- The School Board of Broward County (SBBC) – Career, Technical Adult, and Community Education (CTACE),
- The Florida Independence, Training and Education (FLITE) Center – Let's Get To Work Program,
- Helping Advance and Nurture the Development of Youth (HANDY) – The LIFE Program, and,
- Center for Independent Living (CIL) – Jobs for youth; and,
- Harmony Development Center (Harmony) – Career Bound Program

Each OSY program serves youth between ages 17-24 through case management; referrals to WIOA funded services, career pathway and planning, employability skills training, and paid work experience.

CSBD also funded two (2) ISY program contracts for the delivery of WIOA youth services. They were:

- SBBC; and,
- Junior Achievement of South Florida (JA)

This year, CSBD's youth service providers made significant strides in supporting nearly 300 low-income young people facing substantial barriers, including those who had dropped out of high school, were living with disabilities, transitioning out of foster care, involved in the justice system, or experiencing homelessness. With technical assistance from CSBD and the implementation of

strong strategic plans, the majority of providers successfully met their contract deliverables. One exception was Harmony, a new provider, which encountered challenges in recruiting eligible WIOA Out-of-School Youth and has chosen not to pursue contract renewal.

DISCUSSION

The charts below provide an overview of each provider's performance for the period 7/1/24 to 6/30/25.

SBBC OSY Program

SBBC CTACE OSY provides youth with assistance towards obtaining their high school credentials together with individual pathway plans and employability skills training.			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 135 youth into the OSY GED program.	6/30/25	135 youth enrolled.	
90% of youth enrolled must achieve a Measurable Skills Gain (MSG).	6/30/25	132 youth (98%) received an MSG.	
Of the 94 youth that must exit prior to June 30, 80 youth, which is 85%, must complete their GED and obtain a High School credential by 6/30/25.	6/30/25	98 youth (91%) obtained their GED.	
Of the 94 youth that must exit prior to June 30, 80 youth must enter the military, post- secondary education or unsubsidized employment during the 2 nd quarter after exit.	6/30/25	111 youth exited. 97 youth have been placed.	

HANDY – THE LIFE PROGRAM

HANDY's The LIFE Program serves youth with barriers to employment and education through case management; referral to WIOA funded services, career pathway planning, job placement, and follow up services.			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 20 OSY.	6/30/25	20 youth enrolled.	
100% of youth enrolled in training must achieve a measurable skills gain (MSG).	6/30/25	2 youth were enrolled in training and earned an MSG (100%).	Training is optional for youth enrolled in the program.
100% of youth enrolled in a GED or post-secondary training must attain their GED or post-secondary credential in the program year in which they exit.	6/30/25	2 youth were enrolled in training, and 1 earned a credential (50%)	1 Youth experienced significant challenges after being in a car accident and had to drop out of training.
Of the 17 youth that must exit prior to 6/30/25, 14 youth must enter the military, post-secondary education or unsubsidized employment upon exit.	6/30/25	17 youth have exited and been placed.	

THE FLITE CENTER

FLITE's Let's Get to Work program serves foster care youth with on-site GED preparation, employability skills training, and WEX to ensure the successful transition into adulthood.			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 36 OSY	6/30/25	36 youth enrolled	
100% of youth enrolled in training must achieve a measurable skills gain.	6/30/25	N/A - No youth are enrolled in training	Training is optional for youth enrolled in the program.
100% of youth enrolled in training must obtain their GED or post-secondary credential in the year that they exit.	6/30/25	N/A - No youth are enrolled in training	
Of the 31 youth that must exit prior to 6/30/25; 26 youth or 85% must enter the military, post-secondary education or unsubsidized employment at exit.	6/30/25	25 youth have exited, 21 have been placed.	

CILB

CIL's Jobs for Youth program helps youth with disabilities achieve their career and occupational goals through help with peer counseling, WEX, and employability skills training.			
Contract Deliverables	Due Date	Current Performance	CSBD Comment
Enroll 12 - 15 youth into the program.	6/30/25	15 youth enrolled.	
Of the 6 youth that must exit prior to 6/30/25; 5 youth or 85% of the 6 youth shall enter the military, post-secondary education, or be in unsubsidized employment in the 2nd quarter after exit	6/30/25	9 youth have exited and 7 have been placed.	

SBBC ISY Program

SBBC ISY provides youth with assistance towards obtaining their high school credentials together with individual pathway plans and employability skills training.			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 50 youth into the ISY program.	6/30/25	50 youth enrolled.	
100% of youth enrolled must achieve a Measurable Skills Gain (MSG).	6/30/25	50 youth (100%) have received an MSG.	
Of the 50 youth that must exit prior to June 30, 90 youth, which is 90%, must obtain a High School credential by 6/30/25.	6/30/25	49 youth obtained their High School credential.	
Of the 50 youth that must exit prior to June 30, 90 youth must enter the military, post-secondary education or unsubsidized employment during the 2 nd quarter after exit from the program.	6/30/25	49 youth have exited positively, and 1 was a neutral* exit.	

*A neutral exit occurs when a participant can not continue in the program because of 1) medical reasons 2) incarceration 3) returning to active duty or 4) death.

JA ISY Program

JA ISY provides youth with employability skills training and assists youth with planning their individual career pathways			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll up to 25 youth into the ISY program.	6/30/25	20 youth were enrolled.	
100% of youth enrolled must achieve a Measurable Skills Gain (MSG).	6/30/25	20 youth (100%) have earned an MSG.	
Of the youth that must exit by 6/30/25 youth / 95%, must attain their High School credential by 6/30/25.	6/30/25	20 youth (100%) have obtained their high school credential.	
Of the youth that must exit prior to June 30, 90% of them must enter the military, post-secondary education or unsubsidized employment during the 2 nd quarter after exit from the program.	6/30/25	18 youth have exited and all have been placed.	

RECOMMENDATION

None. For information only.

Memorandum #03-25 (OPS)

To: Youth Committee

From: Carol Hylton, President/CEO

Subject: WIOA Youth Performance for Program Year (PY) 25/26

Date: September 5, 2025

SUMMARY

For program year (PY) 25/26, CareerSource Broward (CSBD) currently contracts with four (4) Out-of-School Youth (OSY) and two (2) In-School Youth (ISY) programs. The youth receive case management, career pathway planning, occupational skills training, and job readiness preparation. This Youth Performance report provides the Youth Committee with provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

At the start of this program year 7/1, CSBD funded four (4) OSY program contracts for the delivery of WIOA youth services. They are:

- The School Board of Broward County (SBBC) – Career, Technical Adult, and Community Education (CTACE)
- The Florida Independent Training and Education (FLITE) – Let's Get To Work Program
- Helping Advance and Nurture the Development of Youth (HANDY) – The LIFE Program; and,
- Center for Independent Living (CIL) – Jobs for youth.

CSBD also funded two (2) ISY program contracts for the delivery of WIOA youth services. They are:

- SBBC; and,
- Junior Achievement of South Florida (JA).

DISCUSSION

OSY and ISY engagement has begun for PY 25/26 for all providers. We look forward to collaborating with them to serve the youth in our community. ISY enrollments will begin mid-program year.

The charts below provide an overview of each provider's performance for July 1, 2025 to September 5, 2025.

SBBC CTACE OSY program provides youth with assistance toward obtaining their high school credentials together with individual pathway plans and employability skills training.

SBBC GED Program			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 110 youth into the OSY GED program.	6/30/26	36 youth are enrolled. 24 youth were carried forward from PY 24/25.	
90% of youth enrolled must achieve a Measurable Skills Gain (MSG).	6/30/26	To date 23 youth have received an MSG.	Youth need to earn an MSG before June 30.
Of the 77 youth that must exit by 6/30, 85% must complete their GED by 6/30/26.	6/30/26	4 youth have obtained their GED.	
Of the 77 youth that must exit prior to 6/30, 85% must enter the military, post-secondary education, or be in unsubsidized employment during the 2 nd quarter after exit.	6/30/26	4 youth have exited and have been placed.	

HANDY's The Life Program serves youth with barriers to employment and education through case management; referral to WIOA funded services, career pathway planning, job placement and follow up services.

HANDY – THE LIFE PROGRAM			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 20 OSY	6/30/26	4 youth are enrolled. 3 youth were carried forward from PY 24/25.	
90% of youth enrolled in training must achieve a measurable skills gain (MSG).	6/30/26	N/A - No youth are enrolled in training.	Training is optional for youth enrolled in this program.
90% of youth enrolled in a GED or post-secondary training must attain their GED or post-secondary credential in the program year in which they exit.	6/30/26	N/A - No youth are enrolled in training.	
Of the 17 youth that will exit prior to 6/30/26; (85%) shall enter the military, post-secondary education, or be in unsubsidized employment in the 2 nd quarter after exit.	6/30/26	No youth have exited.	

FLITE's Let's Get to Work program serves foster care youth with on-site GED preparation, employability skills training, and WEX to ensure the successful transition into adulthood.

THE FLITE CENTER			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 36 youth	6/30/26	14 youth are enrolled. 11 youth were carried forward from PY 24/25.	
90% of youth enrolled in training must achieve a measurable skills gain.	6/30/26	N/A - No youth are enrolled in training.	Training is optional for youth enrolled in this program.
100% of youth enrolled in training must obtain their GED or post-secondary credential in the year that they exit.	6/30/26	N/A - No youth are enrolled in training.	
Of the 31 youth that must exit prior to 6/30/26; 85% of the youth shall enter the military, post-secondary education, or be in unsubsidized employment in the 2 nd quarter after exit.	6/30/26	1 youth has exited and has been placed.	

CIL's Jobs for Youth program helps youth with disabilities achieve their career and occupational goals through help with peer counseling, WEX and employability skills training.

CILB			
Contract Deliverables	Due Date	Current Performance	CSBD Comment
Enroll 12 - 15 youth	6/30/26	6 youth are enrolled and all were carried forward from PY 24/25.	
Of the 6 youth that must exit prior to 6/30/26; 85% shall enter the military, post-secondary education, or be in unsubsidized employment in the 2 nd quarter after exit.	6/30/26	No youth have exited to date.	

RECOMMENDATION

None. For information only.



**CHILDREN'S SERVICES COUNCIL
OF BROWARD COUNTY
MEMBERS:**

*Jeffrey S. Wood, Chair
Governor Appointee*

*Dr. Christine Thompson, Vice Chair
Governor Appointee*

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STAFF

*Cindy J. Arenberg Seltzer
President/CEO*

LEGAL COUNSEL

John Milledge

Garry Johnson

August 20, 2025

Ms. Carol Hylton
CEO, CareerSource Broward
2890 W. Cypress Creek Rd.
Fort Lauderdale, FL 33309

**Financial and Administrative Review of CareerSource Broward,
Program and Contract – SYEP #23-5016.**

Dear Ms. Hylton,

We are pleased to inform you that the Children's Services Council of Broward County (CSC) completed the financial and administrative review of CareerSource Broward, program and contract, SYEP #23-5016, funded by the CSC. The assessment tools are attached to this report.

In general, CareerSource Broward has sufficient controls in place to manage the program, and we are happy to report that there were no findings that impacted the administration of the program.

SYEP #23-5016:

- You are commended for a financial and administrative review with no findings.

A copy of this report has been retained in your file for future reference. If you plan to apply for future funding, the contents will be considered during the rating of your funding proposal.

Thank you for your cooperation during the review process. We hope that you find the administrative evaluation informative. Your agency can respond in writing with feedback on the financial and administrative review experience and report. If you have any questions, please contact me at (954) 377-1140 or mravazi@cscbroward.org.

Sincerely,

Mina Razavi

Mina Razavi
Assistant Director of Finance

CareerSource Broward - Summer Youth Employment Program Testimonials

I. Participant - Lude A.

Lude's journey is a true example of resilience, determination, and faith. She successfully graduated from high school and is now enrolled full-time in college, diligently pursuing her dreams.

Lude effectively balanced her education with her summer work responsibilities. She takes pride in earning an income to contribute to the household, demonstrating maturity and a strong sense of responsibility.

Throughout the program, Lude's positive attitude was a constant source of encouragement to those around her. Her ability to balance academic success, work commitments, and personal responsibilities is a testament to her strength and character.

Her hard work has not gone unnoticed. The supervisor at her worksite has expressed that Lude will be hired. Recognizing her value as a reliable and motivated team member.

II. Participant - Kanesha M.

Words fall short when it comes to expressing my gratitude for the positive impact you've made in my life. Over the course of these eight weeks, God has blessed me with co-workers I can now call friends, and laughter that I will never forget. These moments are unforgettable and will play on a constant loop in my mind.

I give thanks to each of you for making a difference - not only in my life, but in the lives of every SYEP student. To have the passion and drive that you do to change the lives of others is nothing short of a gift.

For what it's worth, let this letter serve as a reminder to continue doing what you do, knowing that you've made an impact in some way, shape, or form.

III. Employers:

“The students assigned to the Sunrise Dan Pearl Branch of the Broward County Library provided excellent customer service, professional collaboration and assistance to staff, and effectively completed tasks assigned. The youth program provided me with supervisory experience, and the electronic timesheets were easy to submit. The worksite monitor worked effectively with me to ensure the youth workers had a smooth and positive work experience in the program.”

“The students demonstrated excellent preparation and professionalism throughout their time with us. They required minimal direction and consistently followed instructions without the need for repetition. Additionally, they showed a commendable willingness to contribute in any capacity, which greatly enhanced our team's efficiency.”

“This is our second year working with the Summer Youth Program and it has been such an amazing experience. The students are wonderful! We look forward to working with this organization in the coming years!”

“This was our first year participating in the SYEP and it was great. Jiavanna and Dylan were a great help here in our office during the summer. We wish them the best and we look forward to using these programs next summer.”

“This year has been the most absolute pleasure. The workers were the best group I have had the pleasure of working with. They were always on time, dedicated workers, and the most respectful group we have received. If I could request the same workers for next summer please inform me where to submit the request.”

“We are truly pleased with the rollout of this years' electronic processes. The student assigned to us was Shalon B. and she is an exceptional young lady and has even shown some interest in the funeral industry. There may be some weekend part-time work available for her in the future if her schedule allows.”