



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

Zoom Meeting ID: 857 8048 2154
Zoom Password: 583565
Zoom Call-In: +1 646 876 9923

MEETING MINUTES

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

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

ATTENDEES IN-PERSON / VIA ZOOM: Zac Cassidy, Heiko Dobrikow, Francois Leconte, Dawn Liberta, Rick Shawbell and Kevin Kornahrens who chaired the meeting.

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

APPROVAL OF MINUTES

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

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

NEW BUSINESS

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

Considered approval of the One-Stop MOUs with our legislative partners. WIOA allows us to enter into One-Stop MOUs for up to 3 years, after which we must renegotiate new 3-year MOUs. CareerSource Florida now requires us to use their template for the MOUs, which speak to how the One-Stop partners will coordinate services for participants. The MOUs include a required Infrastructure agreement, which details how the costs of the One-Stop are shared. Our MOU legislative partners are 1) The School Board of Broward County 2) Broward College 3) Vocational Rehabilitation 4) Broward County 5) and AARP. Approved at the 6/2 One-Stop Services Committee meeting.

There was no further discussion.

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

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

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

1) Atlantic 2) McFatter and 3) Sheridan Technical College for the period 7/1/26 through 6/30/28. The State requires that ETPs be renewed every 2 years. Each provider has met continued eligibility requirements that include licensure, accreditation and issuance of an industry-recognized credential. CSBD reviewed the applications for completeness and to ensure that CareerSource Florida requirements and board-mandated criteria are met for all three schools. Because Board Member Dr. Howard Hepburn is employed by the School Board of Broward County, a 2/3 vote of the Board is required. Approved at the 5/5 One-Stop Services Committee meeting.

There was no further discussion.

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

3. Continued Eligibility for Florida Atlantic University

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

There was no further discussion.

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

4. Continued Eligibility for Southeastern College

Considered approval of the continued eligibility status for current ETP Southeastern College for the period 7/1/26 through 6/30/28. The State requires that ETPs be renewed every 2 years. Southeastern College has met the continued eligibility requirements, including performance, licensure, accreditation and the issuance of an industry-recognized credential. Because Board Member Dr. Kelly Moore is employed by Keiser University, and both Keiser University and Southeastern College are part of the Keiser family of educational institutions, a 2/3 vote of the Board is required. Approved at the 5/5 One-Stop Service Committee meeting.

There was no further discussion.

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

5. **PY 26/27 Preliminary Budget**

Considered approval of the PY 26/27 preliminary budget. The budget reflects an increase of 2.1% or \$296,839 in formula allocations and carry-forward funds, giving us a projected total of \$14,366,912, as compared to \$14,070,073 in PY 25/26. The budget continues to emphasize investments in customer training, re-employment and the Board's strategic initiatives. Dedicated grant funds are projected to be \$10,773,720; while these funds are restricted to specific grant purposes and are not included in the formula allocation totals, they bring the total projected funding available to \$25,140,632, for PY 26/27 compared to \$22,630,097 in PY 25/26. Approved at the 6/2 One-Stop Services Committee meeting.

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

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

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

Considered approval of the continued eligibility status for current ETP's 1) Academy of South Florida 2) Concorde Career Institute 3) Jersey College 4) PC Professor 5) South Florida Academy of Air Conditioning and 6) Universal Technical Institute for the period 7/1/26 through 6/30/28. This is in accordance with WIOA, which requires providers to be re-evaluated and approved for continuation on the ETP List after their initial year of eligibility. All of these providers have met continued eligibility requirements that include licensure, accreditation and issuance of industry-recognized credentials. CSBD reviewed the applications for completeness to ensure that CareerSource Florida requirements and board-mandated criteria are met for all schools. Approved at the 5/5 One-Stop Services Committee meeting.

There was no further discussion.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the continued eligibility of training providers 1) Academy of South Florida 2) Concorde Career Institute 3) Jersey College 4) PC Professor 5) South Florida Academy of Air Conditioning and 6) Universal Technical Institute for the period 7/1/26 through 6/30/28.

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

Considered approval of the One-Stop Center hours of operation and holiday schedule. There are no changes to our hours of operation or our holidays for the upcoming year. The State requires the governing boards' annual approval of the One-Stop Center hours of operation and holiday schedule at the start of each program year. The One-Stop Centers' hours of operation are M-F 8:00 a.m. – 5:00 p.m. Our holidays are aligned with those of Broward County.

There was no further discussion.

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

REPORTS

1. Individual Training Account (ITA) Provider Performance

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

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

2. Janitorial Services Contract

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

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

3. Broward County Unemployment and Economic Dashboard

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

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

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

Mr. Dobrikow agreed with Ms. Hylton and noted that he had recently attended a luncheon with David Alton and was pleased Ms. Hylton assessment aligned with what Mr. Alton shared at the luncheon. Heiko shared that Mr. Alton had also indicated that the impact of AI

is slowing. AI is not having the tremendous effect or monumental shift that was anticipated in certain industries.

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

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

None

MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS

None

MATTERS FROM THE FLOOR

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

MATTERS FROM THE PRESIDENT/CEO

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

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

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

ADJOURNMENT 12:54 p.m.

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON AUGUST 10, 2026.
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