



Broward Workforce Development Board
One-Stop Services Committee

Tuesday, May 5, 2026
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID: 779 750 7566
Zoom Password: 223498
Zoom Call-In: 1 646 931 3860

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: Dr. Kelly Moore, Felipe Pinzon, Frank Horkey, Melida Akiti, Sheri Brown Grosvenor, Tara Williams, and Rick Shawbell, who chaired the meeting.

STAFF: Mark Klinecicz, Maurice Gardner, Rochelle Daniels, and Sonia Harriott.

APPROVAL OF MINUTES

Approval of the Minutes of the 3/24 One-Stop Services Committee meeting.

On a motion made by Frank Horkey and seconded by Felipe Pinzon, the One-Stop Services Committee unanimously approved the minutes of the 3/24 meeting.

NEW BUSINESS

1. Staffing Company Selection for Career Centers - Integrative Staffing Solution

Considered to approve the contract with Integrative Staffing Group, the low bidder, to staff the three (3) one-stop centers at a cost of 1) 41% of the wage for the first 90 days and 2) a flat fee of \$90 per employee per pay period for those after the 90 days, with an estimated annual flat fee of \$163,800. As in prior years, new hires for the career centers follow a 2-step process 1) for the first 90 days, the staffing company pays all employee costs, and CareerSource Broward (CSBD) pays a rate based on the wage, and 2) after 90 days, CSBD pays a low flat rate per employee per pay period, with benefits as pass-through costs. The contract is for an initial one-year period with a renewal option for 4 additional one-year periods.

CSBD released a Request for Proposals (RFP) on 3/20 for a staffing company to staff the center services. CSBD received 10 proposals, of which 4 were responsive. A Review Committee comprised of CSBD Board Members rated them and is recommending our current provider, Integrative Staffing Group (ISG), which was the number 1-ranked and lowest overall cost proposer.

Committee Chair Rick Shawbell presented the item, and Rochelle Daniels reviewed the recommendation, acknowledging Rick for leading the evaluation committee.

Mr. Shawbell stated that he was pleased to participate in the process and noted that ISG was one of two firms that clearly stood out for him. He highlighted their strong performance, effective communication, and positive collaboration with staff as reasons he supports CSBD moving forward with them.

Mr. Shawbell then asked if ISG would also serve as the employer of record for the One-Stop Operator, noting that Nadine Jackson has done a phenomenal job representing CSBD.

Ms. Daniels explained that there was a request for the One-Stop Operator to be included in CSBD's health insurance due to high costs for small consulting firms, and the RFP allows for this. She added that the One-Stop Operator is currently evaluating whether joining the plan would be cost-effective.

On a motion made by Tara Williams and seconded by Sheri Brown Grosvenor, the One-Stop Services Committee unanimously approved the RFP Review Committee's number 1-ranked and lowest overall cost proposer, Integrative Staffing Group, as the staffing company for the three (3) CSBD Career Centers.

2. Work Experience Contract with Broward County

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

Rick Shawbell presented the item, and Maurice Gardner reviewed the recommendation.

Tara Williams declared a conflict of interest as she is employed by Broward County, refrained from the discussion, and did not vote.

Rochelle Daniels advised that a conflict of interest has to be declared if the Board member is present. However, a 2/3 vote is not required at the committee level.

On a motion made by Melida Akiti and seconded by Frank Horkey, the One-Stop Services Committee unanimously approved the renewal of a non-financial WIOA Adult Work Experience contract with Broward County for their University Student Practicum Program.

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

Considered to approve continued eligibility for current eligible training providers (ETPs) 1) Atlantic 2) McFatter 3) Sheridan Technical Colleges for the period 7/1/26 through 6/30/28. The State requires that ETPs be renewed every 2 years. Each of these providers 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.

Rick Shawbell presented the item and emphasized the value of technical colleges in Broward County and beyond. He expressed strong support for continuing the partnership and described the colleges as excellent facilities.

Dr. Howard Hepburn was not present to declare a conflict of interest as he is employed by the School Board of Broward County. There was no further discussion.

On a motion made by Felipe Pinzon and seconded by Dr. Kelly Moore, the One-Stop Services Committee unanimously approved the continued eligibility for Atlantic, McFatter, and Sheridan Technical Colleges as eligible training providers for the period 7/1/26 through 6/30/28.

4. Continued Eligibility for Florida Atlantic University

Considered to approve continued eligibility status for the 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, issuance of an industry-recognized credential, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the application 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.

Rick Shawbell presented the item, and Maurice Gardner reviewed the recommendation.

Dr. Stacy Volnick was not present to declare a conflict of interest as she is employed by FAU.

There was no further discussion.

On a motion made by Dr. Kelly Moore and seconded by Tara Williams, the One-Stop Services Committee unanimously approved the continued eligibility status for Florida Atlantic University for the period 7/1/26 through 6/30/28.

5. Continued Eligibility for Southeastern College

Considered to approve 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 continued eligibility requirements that include: licensure, accreditation, issuance of an industry-recognized credential, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness and to ensure that CareerSource Florida requirements and board-mandated criteria are met. Because Board member Dr. Kelly Moore is employed by Keiser University and Southeastern College, has a shared ownership history and leadership affiliation with Keiser University, a 2/3 vote of the Board is required.

Mr. Shawbell presented the item.

Dr. Kelly Moore declared a conflict of interest as she is employed by Keiser University, refrained from the discussion, and did not vote.

There was no further discussion.

On a motion made by Sheri Brown Grosvenor and seconded by Melida Akiti, the One-Stop Services Committee unanimously approved the continued eligibility status for Southeastern College for the period 7/1/26 through 6/30/28.

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

Considered to approve the continued eligibility status for current ETPs 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, issuance of industry-recognized credentials, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness to ensure that CareerSource Florida requirements and board-mandated criteria are met for all schools.

Rick Shawbell presented the item, and Maurice Gardner reviewed the recommendation.

There was no further discussion.

On a motion made by Dr. Kelly Moore and seconded by Felipe Pinzon, the One-Stop Services Committee unanimously approved the eligibility status for the 6 current ITA Providers for the period 7/1/26 through 6/30/28.

7. New Eligible Training Provider and Course for BrightMed Health Institute

Considered to approve adding 1) Brightmed Health Institute (BHI) under initial eligibility status as an Eligible Training Provider and 2) BHI's Practical Nursing program to the WIOA Individual Training Account List. BrightMed Health Institute is a licensed, locally based healthcare training provider with experience delivering nursing education in Broward County. CSBD adds schools and courses that meet federal, state, and local criteria to give customers more choices.

Mr. Shawbell presented the item.

There was no further discussion.

On a motion made by Frank Horkey and seconded by Sheri Brown Grosvenor, the One-Stop Services Committee unanimously approved the addition of a new ETP and course for BrightMed Health Institute for the period 7/1/26 through 6/30/28.

REPORTS

1. Job Seeker Services Infograph April 2025 - March 2026

CSBD placed over 2,200 job seekers in jobs and provided nearly \$1.7 million in scholarships for training during the period covered by the Infograph. Additionally, frontline staff served nearly 58,000 visitors to the One-Stop Centers. The Infograph is ideal for enhancing our storytelling and increasing the shareability of content across various platforms.

Maurice Gardner reviewed the information.

Rick Shawbell commended staff for their hard work, noting that the Infograph looks excellent, and the number of individuals served is expected to increase as efforts continue to support those impacted by the Spirit Airlines closure.

2. Industry Job Fairs

CSBD is hosting a Hospitality Job Fair on 5/13 and a Construction Job Fair on 5/21 to connect job seekers to high-demand career opportunities within two of Broward County's critical sectors. The Hospitality event will support workforce needs across hotels, restaurants, and tourism-driven businesses, and the Construction event will address talent demands tied to ongoing development and infrastructure projects. These events will strengthen employer pipelines and reinforce the specific industries as key drivers of Broward County's economy.

Mark Klinecicz reviewed the information and encouraged committee members to share it within their networks.

Rochelle Daniels added that, following Spirit Airlines' shutdown, staff are identifying affected employees who may be suitable for the upcoming Hospitality Job Fair.

Ms. Daniels also highlighted the Rapid Response efforts currently underway at the CSBD South office in collaboration with state partners and elected officials, with Carol Hylton onsite supporting these activities.

Felipe Pinzon expressed his support for CSBD's efforts and noted that Hispanic Unity and other workforce providers are available to assist, emphasizing that the needs are sure to extend beyond employment.

Sheri Brown Grosvenor commended CSBD for acting quickly, noting that the rapid launch of the events happening at the South office positioned CSBD as a visible and reliable "first responder" in the community and strengthened public perception.

Ms. Brown Grosvenor also acknowledged the scale of Spirit Airlines layoffs and shared that, as a funder, her organization is preparing for potential increased demand on nonprofit services should reemployment take longer than expected.

Tara Williams shared that the County is also hosting a Port Everglades Career Fair & Expo on 5/27, which may also be a resource for the former Spirit Airlines employees.

3. Monthly Performance Report

The current performance for the month of February is provided. The data reflects that within the Big 6 Regions, CSBD is in a four-way tie for 1st in WIOA Entered Employment Rate (EER), 1st in Welfare Transition (WT) All Family Participation Rate and Two-Parent Participation Rate, 1st in Wagner Peyser EER, and 1st in Veterans EER.

Mark Klinecicz reviewed the information.

Rick Shawbell commended CSBD for the continued excellent work.

4. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 4.2 percent in March 2026. This rate was 1.0 percentage points higher than the region's year-ago rate. In March 2026, Broward County's unemployment rate was 0.2 point lower than the State's rate. Out of a labor force of 1,071,827 down 9,218 (0.9 percent) over the year. There were 45,381 unemployed Broward County residents. CSBD also created a dashboard allowing website visitors to review the current and historical economic and workforce status of Broward County. The dashboard is a value-added resource allowing businesses and those looking to move to Broward the ability to make data-informed decisions.

Rick Shawbell presented the item and noted that reviewing the data trends is always insightful. He also shared that he looks forward to the potential addition of new dashboard tiles based on feedback from the Board Planning Session.

MATTERS FROM THE ONE-STOP SERVICES COMMITTEE CHAIR

None

MATTERS FROM THE ONE-STOP SERVICES COMMITTEE

Sheri Brown Grosvenor asked if there was anything the committee should be aware of as the summer months approach.

Rochelle Daniels provided an update on the Summer Youth Employment Program (SYEP) and emphasized that we are on target to serve up to 1,300 youth this year.

Ms. Daniels also shared that CSBD has been awarded a grant from the DeLuca Foundation to serve additional SYEP youth over the next three summers.

Ms. Brown Grosvenor asked if CSBD is interested in nonprofits serving as worksites, stating that she would include the information in her organization's newsletter so nonprofits are aware of the opportunity to register.

Ms. Daniels stated that yes, nonprofits are welcomed as worksites and stated that she would share the information with Carol Hylton.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

On Carol Hylton's behalf, Mark Klincewicz reiterated that all hands are on deck to support those impacted by the Spirit Airlines closure and noted that, in partnership with the Urban League of Broward County, a job fair for former Spirit Airlines employees is planned for 5/19.

ADJOURNMENT – 1:06 p.m.

THE NEXT ONE-STOP SERVICES COMMITTEE MEETING IS ON JUNE 2, 2026.