



**Broward Workforce Development Board
One-Stop Services Committee**
Tuesday, August 4, 2026
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID: 843 6801 7373
Zoom Password: 834175
Zoom Call-In: 1 305 224 1968

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

STAFF: Carol Hylton, Mark Klinecicz, Maurice Gardner, Kimberly Bryant, Rochelle Daniels, and Yajaira Araujo.

APPROVAL OF MINUTES

Approval of the Minutes of the 6/2 One-Stop Services Committee (OSSC) Meeting.

On a motion by Melida Akiti and seconded by Sheri Brown Grosvenor, the One-Stop Services Committee unanimously approved the minutes of the 6/2 meeting.

NEW BUSINESS

1. New Programs for Existing Provider – Florida Atlantic University (FAU)

Considered the approval to add three (3) training programs at FAU to the WIOA Individual Training Account list 1) CompTIA Network+ Certificate 2) CompTIA Security+ Certificate and 3) CompTIA Tech+ Certificate. CareerSource Broward reviewed the applications for completeness and to ensure that Board-mandated criteria are met for the training programs. Because Board member Dr. Stacy Volnick is employed by FAU, a 2/3 vote of the Board is required.

Committee Chair Rick Shawbell presented the item, and Maurice Gardner provided further details regarding the three training programs.

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

On a motion made by Dr. Kelly Moore and seconded by Frank Horkey, the One-Stop Services Committee unanimously approved the addition of the three Florida Atlantic University training programs to the ITA list.

2. New Eligible Training Provider and Course for Emergency Education Institute

Considered the approval of 1) Emergency Education Institute (EEI) under the initial status as an Eligible Training Provider and 2) add the course Emergency Medical Technician to the WIOA Individual Training Account List. Emergency Medical Technician is a high-demand occupation essential for local emergency response efforts. CSBD adds schools and courses that meet federal, state, and local criteria, giving customers more choices.

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

There was no further discussion.

On a motion made by Thomas Rashad and seconded by Sheri Brown Grosvenor, the One-Stop Services Committee unanimously approved Emergency Education Institute under initial status as an Eligible Training Provider and the addition of its Emergency Medical Technician course to the ITA list.

3. Memorandum of Understanding (MOU) Between CSBD and the Urban League of Palm Beach County

Considered the approval of the One-Stop MOU with our mandatory One-Stop partner and local Senior Community Service Employment Program (SCSEP) provider, the Urban League of Palm Beach County. WIOA allows us to enter into One-Stop MOUs for up to 3-years. The MOUs include a required Infrastructure agreement, which details how the costs of the One-Stop are shared.

Mr. Shawbell presented the item, and Mr. Gardner explained that the Urban League of Palm Beach County provides senior community service employment in Broward and is a mandatory partner.

On a motion made by Tara Williams and seconded by Frank Horkey, the One-Stop Services Committee unanimously approved the MOU between CSBD and the Urban League of Palm Beach County.

4. One-Stop Operator (OSO) Contract Renewal

Considered the approval of the renewal of our OSO contract with Workforce Guidance Associates, LLC, in the amount of \$114,000. Under WIOA, the OSO is responsible for coordinating service delivery with our mandatory One-Stop partners. Ms. Jackson, the principal for WGA, also supervises the community liaison, assists with grant acquisition, and oversees some dedicated grants. Our staffing company provider, ISG, has agreed to include Ms. Jackson in the group insurance pool. This is the first of two renewals under the current procurement.

Kimberly Bryant reviewed the recommendation.

Mr. Shawbell added that Ms. Jackson has been doing an excellent job.

On a motion made by Sheri Brown Grosvenor and seconded by Tara Williams, the One-Stop Services Committee unanimously approved the renewal of the One-Stop Operator contract with Workforce Guidance Associates, LLC.

5. Sectors of Strategic Focus Apprenticeship Expansion Funds

Considered the acceptance of \$200,000 in Sectors of Strategic Focus funds from Florida Commerce. The grant period is through 6/30/27. These funds will be used to support 1) apprenticeships, 2) on-the-job training, and 3) training in Broward County's targeted industry sectors, such as 1) Healthcare, 2) Information Technology, 3) Construction, and 4) Advanced Manufacturing.

Rick Shawbell presented the item, and there was no further discussion.

On a motion made by Melida Akiti and seconded by Frank Horkey, the One-Stop Services Committee unanimously approved the acceptance of \$200,000 in Sectors of Strategic Focus Apprenticeship Expansion funds from Florida Commerce.

6. Community Foundation of Broward, Inc., "Runway to Reemployment" Funds

Considered the acceptance of \$30,000 from the Community Foundation of Broward, Inc. to provide emergency support services to former Spirit Airlines employees, to assist in stabilizing them as they return to work. Funding will cover essential needs that fall outside WIOA limitations.

Committee Chair Rick Shawbell presented the item. Maurice Gardner thanked Sheri and reported that we have advertised the availability of funds and begun distributing emergency support services.

Sheri Brown Grosvenor shared that the foundation was excited to support affected workers, with the funding divided between CSBD and United Way of Broward County for emergency assistance.

On a motion made by Tara Williams and seconded by Melida Akiti, the One-Stop Services Committee unanimously approved the acceptance of \$30,000 from the Community Foundation of Broward, Inc.

7. Updates to the OSSC Strategic Planning Matrix PY 26/27

Considered the approval of updates to the OSS Committee Strategic Planning Matrix.

Committee Chair Rick Shawbell presented the item, and Maurice Gardner reviewed the matrix, highlighting the progress made in establishing next steps and benchmarks for each objective.

Carol Hylton noted that the matrix objectives originated from the Board Planning Session and emphasized the need for us to continue seeking opportunities to strengthen partnerships with educational institutions. She indicated that board members Dr. Kelly Moore and Dr. Stacy Volnick have expressed interest in meeting with us to discuss expanding student internships.

On a motion made by Dr. Kelly Moore and seconded by Melida Akiti, the One-Stop Services Committee unanimously approved the updates to the OSSC Strategic Planning Matrix for PY 26/27.

REPORTS

1. Disaster Grant – Staffing Agency Vendor List

This is to report on the establishment of a vendor list to prepare for hurricane season. In the event of a hurricane, CSBD hires temporary workers as part of the clean-up effort. You may recall that on 3/2, CSBD released a Request for Proposals for staffing companies to provide temporary workers in the event of a disaster. We received 9 proposals, all of which were responsive. It is CSBD's practice to establish a vendor list for all the responsive companies. This allows us to rotate among the providers. The providers are 1) 22nd Century Technologies 2) A & A Services 3) Adaptive Workforce Solutions 4) Apple One 5) Catalyst 6) EmpHire Staffing 7) Integrative Staffing Group 8) WITS and 9) Xpand Staffing. The RFP allowed for a total of 5 years, renewable each year.

Kimberly Bryant reviewed the information.

Rick Shawbell asked how staffing agencies would be selected from the vendor list.

Ms. Daniels explained that CSBD would consider factors such as cost, provider availability following a disaster, and the ability to supply the types of workers needed. She noted that maintaining a larger vendor pool provides greater flexibility when providers are unavailable or unable to meet immediate recovery needs, and allows CSBD to rotate among qualified providers.

2. Back to Work, Back to School Neighborhood Career Fair

On 8/20, CSBD will host the Back to Work, Back to School Neighborhood Career Fair at our South One-Stop Center — a dynamic event connecting job seekers with high-demand occupations that offer both quick entry points and long-term career mobility. With employers such as the Florida Department of Transportation, the U.S. Postal Service, and others, job seekers can explore roles suited for individuals re-engaging with the workforce, as well as those seeking advancement into more specialized or skilled positions.

Mr. Shawbell asked whether additional employers could participate in the event.

Mr. Gardner responded that employers interested in participating should connect with him directly, and he will work with the CSBD's Business Services team to get them registered.

Ms. Hylton highlighted CSBD's increased focus on neighborhood and industry-sector career fairs, including events serving the construction, veteran, marine, and hospitality sectors.

3. Job Seeker Infograph July 2025 – June 2026

CSBD placed over 2,000 job seekers and awarded nearly \$1.83 million in scholarships for training during the period covered by the Infograph. Additionally, frontline staff served nearly 57,000 visitors to the One-Stop centers. The Infograph is ideal for enhancing our storytelling and increasing the shareability of content across various platforms.

Mark Klinecicz reviewed the information.

4. Monthly Performance Report

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

Mark Klincewicz reviewed the report.

Committee Chair Rick Shawbell commended CSBD for our continued strong performance.

5. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 4.5 percent in June 2026. This rate was 0.8 percentage points higher than the region's year-ago rate. In June 2026, Broward County's unemployment rate was 0.1 percentage points lower than the State's rate. Out of a labor force of 1,074,697, down 3,903 (-0.4 percent) over the year, there were 48,855 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.

Mark Klincewicz reviewed the information, and there was no further discussion.

MATTERS FROM THE ONE-STOP SERVICES COMMITTEE CHAIR

None.

MATTERS FROM THE ONE-STOP SERVICES COMMITTEE

Melida Akiti highlighted continued healthcare expansion in Broward County, including the opening of new emergency rooms and the development of additional hospital towers. She noted that these projects represent opportunities for well-paying jobs in the healthcare sector.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton reminded the committee that CSBD secured \$3 million through a broadband grant to establish a satellite office in the Pompano area, which we anticipate will be up and running early next year.

Ms. Hylton also provided an update on the North office, noting that CSBD received a six-month lease extension and we are exploring options for a new location.

She reported that SYEP was concluding, with nearly 1,300 youth working throughout Broward County.

Ms. Hylton also highlighted CSBD staff appreciation luncheons. She thanked the Board members who attended and acknowledged Dr. Kelly Moore for taking the time to recognize and celebrate staff performance.

Looking ahead, Ms. Hylton noted that CSBD is preparing for its September training day and planning an Apprenticeship Summit.

ADJOURNMENT

12:58 p.m.

THE NEXT ONE-STOP SERVICES COMMITTEE MEETING IS SEPTEMBER 29, 2026
