

**Save the Date
Planning Session
April 25, 2024
11:30 A.M. –
4:00 P.M.**

AGENDA

**BROWARD WORKFORCE DEVELOPMENT BOARD, INC. &
CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS**

**Partnership Meeting #253
Thursday, February 22, 2024
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 Zoom video conference.

<https://us02web.zoom.us/j/82652203712?pwd=REh2U1pLTEZ3cVRIK1Z1TzN1MWhiUT09>

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 Board and Council are 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 whether or not you are able to attend the meeting if you have a conflict with any agenda items.

PLEDGE OF ALLEGIANCE

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

MISSION MOMENT

APPROVAL OF MINUTES

Approval of the minutes of the 12/14 BWDB meeting #252.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the BWDB Meeting

Pages 14 – 24

CONSENT AGENDA

Consent Agenda items are items that may not need individual discussion and may be voted on as one item. Any member wishing to discuss an item may move to have it considered individually.

ACCEPTANCE OF CONSENT AGENDA

RECOMM	Approval
ACTION	Motion for Approval

1. Monthly Performance Report

The performance for December is provided. The data reflects that within the Big 7 Regions, CSBD is in a five-way tie for 1st in WIOA Entered Employment Rate (EER), 1st in Welfare Transition (WT) All Family Participation Rate and Two-parent Participation Rate, and 2nd in Wagner Peyser and Veterans EER.

ACTION None
EXHIBIT Performance Report for December

Pages 25 – 36

2. Construction Industry Job Fair

CSBD partnered with the Broward County Office of Economic and Small Business Development (OESBD) and Balfour Beatty and hosted a Construction Industry Job Fair on 1/17 at the Central Career Center. The job fair was to support the Broward County Convention Center Expansion Project. BWDB member and director of the OESBD, Sandy McDonald, welcomed the employers and over 120 job seekers. BWDB member Rick Shawbell recruited for electrical apprenticeship positions. Ten construction companies participated, including Southeast Mechanical Contractors, Conti Corp., and Lotspeich, with job openings from entry-level to managerial positions. Employers at the event shared that they were pleased with the number and skill of the applicants. Based on the success of this job fair, several employers expressed a desire to hold additional recruitment events.

ACTION None
EXHIBIT None

3. Letters of Support

Letters of support were written for HANDY, Inc.'s grant applications to the 1) Children Services Council to provide 130 youth ages 10 – 15 with supportive educational transition and workforce development services and 2) US Department of Labor's YouthBuild Program to serve underrepresented and economically disadvantaged youth to prepare and assist with obtaining jobs in the construction industry and as a partner 3) Florida Atlantic University's (FAU) proposal submitted in response to the NOAA 2023 Climate Ready Workforce for Coastal States, Tribes, and Territories Competition to create a module-based climate resilience training initiative for workforce participants.

ACTION None
EXHIBIT None

REGULAR AGENDA

These are items that the Council and Board will discuss individually in the order listed on the Agenda. Individuals who wish to participate in these discussions may do so merely by raising their hand during the discussion and being recognized by the Chair. The Chair will determine the order in which each individual will speak and the length of time allotted.

NEW BUSINESS

1. Anthony Brunson, P.A. Audit for FY 22/23 Presentation

Consideration to accept the Audit Report for the period ending 9/30/23. Anthony Brunson, PA, has completed its draft Audit Report for the 22/23 CareerSource Broward fiscal year. The audit is clean and has an unqualified opinion. There are no findings or management recommendations. Approved at the 2/12 combined Audit and Executive Committee meeting. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #04 – 23 (LS) 22/23 Fiscal Year Audit Report (Copies will be available at the meeting.)

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2. Accept Funds from FloridaCommerce

Consideration to accept \$3,000,000 from FloridaCommerce, which will be used to rehabilitate the Pompano Care Center Multipurpose Facility in partnership with Broward Health, which will be investing funds as well. CSBD and Broward Health will be collocated at the Center, which will offer workforce and health services to the community. Approved at the 2/12 combined Audit and Executive Committee meeting. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

3. Accept Funds from Broward County for the Summer Youth Employment Program

Consideration to accept \$385,000 from Broward County for the Summer Youth Employment Program (SYEP). The funding will serve up to 83 economically disadvantaged youth who have and/or had contact with the Juvenile Justice continuum residing in one of the six distressed zip codes ages 16-18. With this additional funding, the SYEP will serve approximately 1,130 youth this year. The youth application portal opened on 12/1. We have received nearly 2,200 applications. Each youth will be provided with three days of employability skills training and an eight-week meaningful summer work experience. Approved at the 2/6 Youth and 2/12 combined Audit and Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders.)*

RECOMM Approval
ACTION Motion for Approval
EXHIBIT [2023 SYEP Video](#)

4. Program Year (PY) 23/24 Revised Budget

Consideration to approve the annual update from the preliminary budget presented in June. This is the adjusted budget based upon the final grant awards received by CareerSource Broward. The formula grants for PY 23/24 total \$19,423,045 an increase of \$158,052 or less than 1% from the planning numbers presented in June. Dedicated grants total \$11,804,969, an increase of \$4,683,312. Our total available budget is \$31,228,014 (\$19,423,045 + \$11,804,969) for PY 23/24. Approved at the 1/30 One Stop Services and 2/12 combined Audit and Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy.)*

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Memo #03 – 23 (FS) Revised

5. Addition of Occupational Titles to the Targeted Occupation List (TOL)

Consideration to approve adding three (3) occupations to our local TOL 1) Computer Programmers 2) Nursing Assistants and 3) Veterinary Assistants/Laboratory Animal Caretakers. Over the year, CareerSource Broward (CSBD) receives input from our industry intermediaries, eligible training providers, our economist, and employers to evaluate our local TOL. With this input and using labor market analytic tools such as Employ Florida and Lightcast, CSBD staff has been able to establish local demand for these 3 occupations, and that all Board-mandated criteria have been met for these occupational titles to be added to the TOL for Program Year 23/24. Approved at the 1/30 One Stop Services and 2/12 combined Audit and Executive Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Memo #13 – 23 (OPS)

Pages 44 – 45

6. Addition of New Eligible Training Provider HCI College and Courses

Consideration to approve adding HCI College as an Eligible Training Provider and 1) Nursing A.S. Degree 2) Substance Abuse Counseling A.S. Degree 3) Medical Assisting Diploma and 4) Practical Nursing Diploma programs to the Workforce Innovation and Opportunity Act Individual Training Account list. CareerSource Broward adds schools and courses that meet federal, state, and local criteria to give customers more choices. Approved at the 1/30 One Stop Services and 2/12 combined Audit and Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers, and ex-offenders).)*

RECOMM Approval
ACTION Motion for Approval
EXHIBITS Memo #12 - 23 (OPS)
 ITA Course Summary Spreadsheet

Pages 46 – 48

7. CSBD Chatbot

Consideration to implement a Chatbot on the CSBD Website as a way to make the website more user-friendly for employers. The Chatbot is a form of artificial intelligence designed to simulate conversation with people using Natural Language Processing. The Chatbot can answer questions and provide information based on programmed algorithms or predefined responses. The Chatbot will help employers navigate our website to find the information they are looking for, and if successful, we will expand the Chatbot to assist job seekers. The estimated cost of doing this is less than \$10,000. Approved at the 1/22 Employer Services and 2/12 combined Audit and Executive Committee meetings. *(This is in alignment with the Board goal to encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

8. Increase to the Moore Communications Group Contract

Consideration to approve an increase of \$15,000 to the contract with Moore Communications Group. Earlier this year, the governing boards approved their contract in the amount of \$50,000, and while there are still unexpended funds, an additional \$15,000 is necessary for launching the Career Exploration Worlds of Work (WOW) event. In planning our WOW event we found out that Moore Communications had supported a similar event in Tallahassee and we would like for them to provide us with all of the same services which include but are not limited to the 1) design of the WOW student handbook 2) creation of the Exhibitor and Supporter information packets 3) landing page for the different worlds on our website and 4) run of show. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

REPORTS

1. Update on Chamber Marketing Initiative

Following a request for proposals to identify business associations to market and promote CSBD employer services to their members, CSBD has finalized the contracts with 1) the Greater Fort Lauderdale Chamber for up to up to \$65,000 and 2) the Greater Hollywood Chamber of Commerce for up to \$55,000. The Miramar/Pembroke Pines Chamber has elected not to move forward as they do not have sufficient staff at this time. The CSBD Business Services team has trained Chamber staff to begin developing commitments in the amount of \$350,000 for work-based training in OJTs, internships, and incumbent worker training contracts with their members. The contracts are aligned with our fiscal year and run from the date executed through 9/30. The funds awarded have been prorated to reflect the number of months between execution of the contract through 9/30.

ACTION None
EXHIBIT None

2. General Fund Balance

As of 6/30/23, we reported that the General Fund balance was \$1,020,281. From 7/1/23 through 12/31/23, we realized revenues of \$175,409 and incurred expenditures of \$106,410. The General Fund balance as of 12/31/23 is \$1,089,280. Of this amount, \$521,531 is held in reserve, leaving a balance of \$567,749.

ACTION None
EXHIBIT Memo #04 – 23 (FS)

Pages 49 – 51

3. Budget vs. Actual Expenditure Report

Pursuant to the Board's request, throughout the year, we provide a report on Budget vs. Actual expenditures. Each year, we budget to spend 100% of our grants. CSBD receives some of its funds based on its program year, which is 7/1 – 6/30, and some of its funds based on the federal fiscal year, 10/1 – 9/30, which is also the CSBD fiscal year. While Wagner Peyser, Veterans, and SNAP expenditures appear low, we have plans that will result in expending the funds.

ACTION None
EXHIBIT Memo #05 – 23 (FS)

Pages 52 – 53

4. Cherry Bekaert LLP Fiscal Monitoring - Report #3 PY 22/23 Issued 9/29/23

Cherry Bekaert conducted fiscal monitoring for the period 3/1/23 through 6/30/23. Cherry Bekaert reviewed a total of 1,220 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

ACTION None
EXHIBITS Memo #06 - 23 (QA)
Chart of Findings

Pages 54 – 55

5. Cherry Bekaert LLP Fiscal Monitoring - Report #1 PY 23/24 Issued 1/12/24

Cherry Bekaert conducted fiscal monitoring for the period 7/1/23 through 9/30/23. Cherry Bekaert reviewed a total of 829 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

ACTION None
EXHIBITS Memo #10 - 23 (QA)
Chart of Findings

Pages 56 – 57

6. Taylor Hall Miller Parker (THMP), P.A. Program Monitoring Report Issued 8/23

THMP conducted program monitoring for the period 2/22/23 through 08/17/23. They reviewed a total of 178 files consisting of 6,894 elements. There were 8 findings and 20 observations. This equates to an error rate of .12%, or less than 1%. All findings and observations were corrected except where cases were closed, and no further action could be taken.

ACTION None
EXHIBIT Memo #07 – 23 (QA)

Pages 58 – 65

7. The Children’s Services Council (CSC) Monitoring Report

The Children’s Services Council of Broward County conducted an administrative and fiscal review of the CSBD 2023 summer program, and we were commended for having no findings.

ACTION None
EXHIBIT CSC Financial and Administrative Review Letter

Page 66

8. Update on Worlds of Work (WOW) Youth Career Exploration Event

CSBD, in partnership with the School Board of Broward County, will host the 2024 WOW at the Amerant Bank Arena. WOW is an immersive experiential learning event where over 1,100 youth in the 9th and 10th grades will engage in hands-on career experiences in nine growth industries 1) aviation 2) healthcare 3) information technology 4) manufacturing 5) construction, energy and utility 6) hospitality 7) logistics, transportation and automotive 8) marine and 9) public safety and service. CSBD Intermediary staff have engaged businesses related to the specific industries, education and community partners who have expressed an interest in supporting the event. A social media campaign was released on the week of February 5th and will be followed by a press release announcing the event.

ACTION None
EXHIBITS [Save the Date](#)
[Exhibitor Information and Commitment](#)
[Supporter Commitment](#)

Pages 67 – 76

9. Inaugural State of the Workforce Breakfast and Job Fair

On 1/24, CSBD in partnership with the chambers of commerce in Fort Lauderdale, Hollywood, Pompano Beach, and Tamarac, hosted the inaugural State of the Workforce Breakfast and Job Fair at the Broward County Convention Center. The event featured a 1) networking breakfast where over 300 business leaders learned about the latest workforce trends and uncovered the dynamic relationship between AI and the workforce 2) Business Marketplace showcasing local vendors that offer services to help companies operate efficiently and 3) job fair where over 1,200 job seekers attended. Broward County Transit provided complimentary transportation to job seekers from economically distressed zip codes and Visit Lauderdale provided complimentary parking. This was the largest event that CareerSource Broward has brought to the community in our 51-year history. By all accounts, the event was an incredible success!

ACTION None
EXHIBIT None

10. New Education and Industry Consortium

Per Section 445.007(15), Florida Statutes, local workforce development boards must form an education and industry consortium. CSBD collaborated with Board chair Heiko Dobrikow to identify, recruit, and appoint selected members from the targeted industries. The consortium is comprised of representatives from educational entities and local businesses. The goal is to 1) review and discuss labor market trends and the talent pipelines and 2) identify workforce and educational programs, services, and partnerships needed to support demand occupations in Broward County. Meetings will occur quarterly, and a report will be presented to the governing boards. We are in the process of scheduling the first meeting for early March.

ACTION None
EXHIBIT Member List

11. Rufus James Honored

Board Member Rufus James has been nominated 1) as part of the Florida Panther's annual "Celebration of Black Excellence" for making an impact and going above and beyond in our South Florida community and 2) by the Broward Metropolitan Planning Organization for their Champion Award for outstanding service and unwavering community effort. Congratulations Rufus!

ACTION None
EXHIBIT None

12. Property & General Liability Insurance Report

This is to report on the purchase of insurance coverage for CSBD. As the governing boards are aware, insurance coverage continues to go up, and our insurance has increased by \$34,746 over last year. As coverage is renewed annually, in December, we issued an RFQ. The notice was sent to over 37 companies. We received quotes from one carrier in each category. Each of the policies is under \$100,000. CSBD has secured the following coverage 1) Commercial general liability, Nautilus Insurance Company Inc., for \$58,995 2) For the Cypress Creek Office, Commercial Property and Windstorm coverage, Frontline Insurance Unlimited for \$70,640.36 3) For the career centers Commercial Property and Windstorm coverage, Lloyds of London for \$29,188.07 4) For the North Center window coverage as required by the lease, USPlate Glass Insurance Co for \$1,621 5) For all Offices, AGCS Marine Insurance Company for electronic data processing for \$15,282.46 and 6) Umbrella coverage, Scottsdale Insurance Co for \$5,609.00 which extends our coverage on all policies.

ACTION None
EXHIBIT None

13. Biennial Review of CSBD and One-Stop Compensation and Benefits

Pursuant to the Governing Board's direction to conduct a compensation study every two years, CSBD is in the process of getting quotes for the conduct of the study which is due this year 2024. This direction is in line with ensuring we keep up with market trends and fluctuations related to employee salaries and benefits.

ACTION None
EXHIBIT None

14. Broward County Unemployment

There is no report this month due to "benchmarking" which happens each year at this time when the previous year's statistics are "trued up." The January report will be issued on March 11th. February labor statistics for Florida will be released on March 22nd.

ACTION None
EXHIBIT None

15. Broward County Economic Dashboard

Pursuant to Board direction, CSBD added a new economic indicator on cruise passenger data to the dashboard. The new tile provides information regarding month-over-month cruise passenger data at Port Everglades. This information is useful in measuring the health of the local tourism industry, one of Broward's main economic drivers. Cruise passengers contribute to the local economy by spending money on various goods and services. CSBD's economist is finalizing two additional tiles 1) Business Confidence Indicator and 2) Hotel Lodging Index, to provide a year-over-year comparison of tax and revenue data to identify trends.

ACTION None
EXHIBIT [CareerSource Broward Dashboard](#)

16. Upcoming 2024 Board Planning Session

The 2024 Board Planning Session is scheduled for 4/25 following a short board meeting as we have done in previous years. Workgroup thought questions will include topics covering local labor market conditions and WIOA reauthorization which seems to be moving forward in the House.

ACTION None
EXHIBIT None

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

MATTERS FROM THE BROWARD WORKFORCE DEVELOPMENT BOARD CHAIR

MATTERS FROM THE BOARD

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS APRIL 25, 2024.

MEETING MINUTES

BROWARD WORKFORCE DEVELOPMENT BOARD, INC. & CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

**Partnership Meeting #252
Thursday, December 14, 2023
CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

The Board and Council are 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 whether or not you are able to attend the meeting if you have a conflict with any agenda items.

Attendees via Zoom/in person: Mayor Josh Levy, Commissioner Tim Ryan, Zac Cassidy, Dr. Ben Chen, Keith Costello, Paul Farren, Cynthia Gaber, Michael Goldstein, Frank Horkey, Rufus James, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Sandy McDonald, Jim Ryan, Mark Schaunaman, Dr. Peter Licata, Cynthia Sheppard, Shane Strum, Bob Swindell, Marjorie Walters, Lori Wheeler, Tara Williams, and Heiko Dobrikow, who chaired the meeting.

Guests: Tommie Herrington, Eugen Bold, and Jason Kruszka.

Staff: Ron Moffett, Mark Klinecicz, Rochelle Daniels, Tony Ash, Kimberly Bryant, Andrew Skobinsky, and Samantha Vazquez.

Mr. Heiko Dobrikow, the Chair, requested a moment of silence in honor of Commissioner Ryan's younger brother and former CareerSource Broward staff, Andrea Brooks.

MISSION MOMENT

Tommie Herrington, Military Program Manager with Evolution Interconnect Systems, provided the mission moment and praised the success of the Paychecks for Patriots event, which provided his company with four (4) hires. The Board expressed appreciation to Mr. Herrington for his veteran status, having served over 30 years in the United States Army. The Board members viewed the Paychecks for Patriots video.

APPROVAL OF MINUTES

Approval of the minutes of the 10/26 BWDB meeting #251.

On a motion made by Keith Costello and seconded by Rufus James, the BWDB/CSBD Council of Elected Officials unanimously approved the minutes of the 10/26 Meeting #251.

CONSENT AGENDA

Consent Agenda items are items that may not need individual discussion and may be voted on as one item. Any member wishing to discuss an item may move to have it considered individually.

ACCEPTANCE OF CONSENT AGENDA

1. Addition of Occupational Title to Current Targeted Occupations List (TOL)

Considered approval of the addition of Data Analyst/Scientist to the TOL. Over the year, CSBD receives input from our industry intermediaries, eligible training providers, and employers and evaluates our local TOL. A Data Analyst/Scientist is an analytical data expert with strong math and technical skills who works with a variety of programming languages. CSBD staff has been able to establish local demand and that all Board-mandated criteria have been met for this occupational title to be added to the TOL for PY 23/24. Approved at the 11/28 One Stop Services and 12/4 Executive Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

2. Monthly Performance Report

The current performance for October was provided. The data reflects that within the Big 7 Regions, CSBD is in a five-way tie for 1st in WIOA Entered Employment Rate (EER), 1st in Welfare Transition (WT) All Family participation Rate and Two-parent participation Rate, 2nd in Wagner Peyser EER, and 3rd in Veterans EER.

3. Letter of Support

A letter of support was written for Broward College's submission to the U.S. Department of Labor, Employment and Training Administration, Strengthening Community Colleges Training Grant.

On a motion made by Frank Horkey and seconded by Jim Ryan, the BWDB/CSBD Council of Elected Officials unanimously approved the Consent Agenda of 12/14.

REGULAR AGENDA

These are items that the Council and Board will discuss individually in the order listed on the Agenda. Individuals who wish to participate in these discussions may do so merely by raising their hand during the discussion and being recognized by the Chair. The Chair will determine the order in which each individual will speak and the length of time allotted.

Mr. Dobrikow stated that all items under New Business were vetted through the various Board committees. He thanked the Board and CSBD staff for their committee work and praised Carol's and the executive team's leadership. He stated that Carol Hylton was attending Leadership Florida at the time of this Board Meeting and expressed how CareerSource Broward's operations and its ability to continue with business are a testament to her leadership.

NEW BUSINESS

1. Election of CareerSource Broward Council of Elected Officials Officers for 2024

Officers for the CareerSource Broward (CSBD) Council of Elected Officials must be selected for the 2024 calendar year. There are no legal or by-law requirements for the selection of officers. Current CSBD Council officers are Commissioner Tim Ryan, Chair; Mayor Josh Levy, Vice-Chair; and Mayor Dean Trantalis, Chair Pro Tem. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Mr. Dobrikow asked Commissioner Ryan to present the item.

Commissioner Ryan nominated Mayor Levy to be the Chair, Mayor Trantalis for Vice-Chair, and he will move to Chair Pro Tem.

On a motion made by Commissioner Tim Ryan and seconded by Mayor Josh Levy, the BWDB/CSBD Council of Elected Officials unanimously approved the selection of officers for the CareerSource Broward (CSBD) Council of Elected Officials.

2. Membership Renewals

Considered the renewal of BWDB members whose terms will expire in January 2024 and who are eligible for renewal for an additional two years. The fourteen (14) members being recommended for renewal are 1) Dr. Ben Chen 2) Paul Farren 3) Cynthia Gaber 4) Michael Goldstein 5) Rufus James 6) Dr. Lisa Knowles 7) Kevin Kornahrens 8) Dawn Liberta 9) Felipe Pinzon 10) Jim Ryan 11) Mark Schaunaman 12) Cynthia Sheppard 13) Shane Strum and 14) Marjorie Walters. The CSBD Council of Elected Officials appoints board members following a recommendation from the Board. Approved at the 11/13 Ad hoc Organizational Resources and 12/4 Executive Committee meetings. *(This is in alignment with the board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Mr. Dobrikow asked Mr. Kornahrens to present the item. Mr. Kornahrens reviewed the recommendations to renew each of the 14 members whose terms expire in January.

On a motion made by Commissioner Tim Ryan and seconded by Mayor Josh Levy, the BWDB/CSBD Council of Elected Officials unanimously approved the renewal of BWDB members for an additional two years.

3. Food and Beverage Purchases

Considered approval of up to \$27,000 from the General Fund for food and beverage expenses for 2024. This is the same amount set aside last year. We use these funds for 1) board and committee meetings 2) staff planning sessions and day-long staff training 3) employer forums 4) networking events such as chamber of commerce/industry association meetings 5) community meetings attended by the President/CEO, Executive Vice Presidents, and management and 6) staff appreciation up to 3 times per year. Funds not expended remain in the General Fund. Approved at the 12/4 Executive Committee meeting. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy*

by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)

Mr. Dobrikow asked Mr. Moffett to present the item. Mr. Moffett stated that though our costs have been slightly higher due to rising food prices, we are requesting the same budget as last year.

On a motion made by Mayor Josh Levy and seconded by Commissioner Tim Ryan, the BWDB/CSBD Council of Elected Officials unanimously approved up to \$27,000 from the General Fund for food and beverage expenses for 2024.

4. Incumbent Worker Training (IWT) Contract with Locality Bank

Considered the approval of entry into an IWT contract for up to \$120,000 with Locality Bank to provide sales training for up to fifty (50) employees. If approved, the employees will receive training in sales processes, prospecting, sales cycles, managing sales teams, and accountability. Locality Bank will contribute 10% of the cost of the training per WIOA, which requires a 10% match from employers of not more than 50 employees. Because Keith Costello, Board member, is a partner, and Heiko Dobrikow, Board Chair, is Chair of the advisory board and a shareholder of the Bank, this recommendation must be approved by a 2/3 vote of the Board members. We will submit the contract to FloridaCommerce for their approval as required by the state. Approved at the 11/20 Employer Services and 12/4 Executive Committee meetings. *(This is in alignment with the Board goal to encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.)*

Mr. Dobrikow passed the conduct of the meeting to Vice-Chair Jim Ryan because Mr. Dobrikow declared a conflict. Mr. Ryan then took over the gavel and introduced the item.

Mr. Dobrikow declared his conflict as a shareholder in the bank, refrained from discussion, and did not vote

Mr. Costello declared his conflict and abstained from the discussion and vote

Mr. Leconte presented the item and reviewed the recommendation with the members.

On a motion made by Francois Leconte and seconded by Frank Horkey, the BWDB/CSBD Council of Elected Officials unanimously approved entry into an IWT contract for up to \$120,000 with Locality Bank to provide training in sales processes, prospecting, sales cycles, managing sales teams, and accountability for up to fifty (50) employees.

5. WIOA Youth Work Experience Contract Approval for Locality Bank

Considered the approval of a Workforce Innovation and Opportunity Act Youth Work Experience (WEX) contract with Locality Bank for Program Year 23/24. WEX contracts are non-financial, as CSBD is the employer of record and, therefore, is not required to be submitted to FloridaCommerce for approval. Because Keith Costello, Board member, is a partner, and Heiko Dobrikow, Board Chair, is Chair of the advisory board and a shareholder of the Bank, this recommendation must be approved by a 2/3 vote of the Board members. Approved at the 11/20 Employer Services and 12/4 Executive Committee meetings. *(This is in alignment with the Board goal to encourage employers by engaging and identifying their*

needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.)

Mr. Ryan asked Mr. Leconte to present the item. He reviewed the recommendation with the members.

Mr. Dobrikow and Mr. Costello declared their conflicts and abstained from the discussion and vote.

On a motion made by Jim Ryan and seconded by Zac Cassidy, the BWDB/CSBD Council of Elected Officials unanimously approved a Workforce Innovation and Opportunity Act Youth Work Experience contract with Locality Bank for Program Year 23/24.

Mr. Ryan passed the conduct of the meeting back to Mr. Dobrikow.

6. Broward Health Work-Based Training

Healthcare occupations are in high demand in Broward County. To assist individuals entering these occupations, Broward Health will work with CSBD to provide Internships, On-the-Job Training (OJT), and IWT. We anticipate obligating up to \$250,000 across these work-based options. Because Board member Shane Strum serves as the President/CEO of Broward Health, this recommendation must be approved by a 2/3 vote of the Board members. The internship contracts are non-financial in nature and do not require state approval. However, the OJT and IWT contracts will be submitted to FloridaCommerce for their approval as required by the State. Approved at the 11/20 Employer Services and 12/4 Executive Committee meetings. *(This is in alignment with the Board goal to encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.)*

Mr. Dobrikow asked Mr. Strum to declare his conflict. Mr. Strum declared his conflict and abstained from the discussion and vote.

Mr. Dobrikow asked Mr. Leconte to present the item. There was no further discussion.

On a motion made by Francois Leconte and seconded by Dr. Lisa Knowles, the BWDB/CSBD Council of Elected Officials unanimously approved obligating up to \$250,000 to provide Internships, OJT, and IWT at Broward Health to assist individuals entering these occupations

7. Addition of Courses to the WIOA Individual Training Account (ITA) List

Considered approval to add 1) Broward College's Phlebotomy Technician and 2) McFatter Technical College's Forklift Certification to the WIOA ITA list. These programs provide opportunities to train for careers in the healthcare and manufacturing industries, which are in high demand. CSBD reviewed the programs for completeness and to ensure that Board-mandated criteria have been met for the training programs and related occupational titles. CSBD adds schools and courses that meet federal, state, and local criteria to give customers more choices. Because Board member Dr. Peter Licata is employed by Broward County Public Schools, this recommendation must be approved by a 2/3 vote of the Board members. Approved at the 11/28 One Stop Services and 12/4 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services*

and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers, and ex-offenders).)

Dr. Licata declared his conflict and abstained from the discussion and vote.

Mr. Dobrikow asked Mr. Moffett to present the item. There was no further discussion.

On a motion made by Francois Leconte and seconded by Bob Swindell, the BWDB/CSBD Council of Elected Officials unanimously approved the addition of 1) Broward College's Phlebotomy Technician and 2) McFatter Technical College's Forklift Certification to the WIOA ITA list.

8. 2024 Stop-Loss Coverage

Considered approval of the purchase of Stop-Loss coverage for the CSBD self-insurance health policy from Sirius Point America at a cost of \$197,200 based on our current census. This insurance caps payouts in the event of claims in excess of \$75,000 per individual and includes a pharmacy cap for employees. A Request For Proposals was issued in October for 2024 coverage and allows for three (3) renewals depending upon the reasonableness of the increase if any. We received two quotes. One was from Benecon Insurance who declined to quote, and the other was from Sirius Point America Insurance Company, offering the same rates as our current carrier. American Fidelity, our current carrier is no longer offering Stop-Loss coverage. Approved at the 11/13 Ad hoc Organizational Resources and 12/4 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Mr. Dobrikow asked Mr. Kornahrens to present the item. There was no further discussion.

On a motion made by Keith Costello and seconded by Rufus James, the BWDB/CSBD Council of Elected Officials unanimously approved the purchase of Stop-Loss coverage for the CSBD self-insurance health policy from Sirius Point America at a cost of \$197,200 based on the current census.

9. Clarification of Match for the Employee Deferred Compensation Plan

Considered approving a clarification to the match for the employee deferred compensation plan. In 2021, as a part of the overall review of employee compensation and benefits, it was recommended that CSBD match employee contributions to the deferred compensation plan "dollar for dollar". At that time, the allowable match was \$10,250, and this figure was a part of the motion and reported as such in the minutes. Since then, the IRS has increased the cap for the allowable contribution, so now, instead of employees receiving a "dollar for dollar" match, they are being matched at 82%. To fulfill the original intent of the governing boards a clarification that the intent was to match "dollar for dollar" is requested. In the future, when the IRS raises the cap for contributions, we would be able to increase the match for CSBD and one-stop (ISG) staff. Approved at the 11/13 Ad hoc Organizational Resources and 12/4 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Mr. Dobrikow asked Mr. Kornahrens to present the item. There was no further discussion.

On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the BWDB/CSBD Council of Elected Officials unanimously approved the “dollar for dollar” clarification to the match for the employee deferred compensation plan.

10. Executive Committee and BWDB 2024 Meeting Schedule

Considered the approval of the 2024 meeting schedule for the Executive Committee and BWDB meetings. All members are encouraged to attend in person. On occasion, if necessary, a member can attend via Zoom. Approved at the 12/4 Executive Committee meeting. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, providing information and intelligence to stakeholders with feedback from the community.)*

Mr. Dobrikow asked Mr. Moffett to present the item. Mr. Moffett highlighted the Planning Session on April 25th and acknowledged the potential conflict between October’s meeting and the boat show.

On a motion made by Kevin Kornahrens and seconded by Zac Cassidy, the BWDB/CSBD Council of Elected Officials unanimously approved the 2024 meeting schedule for the Executive Committee and BWDB meetings.

11. Industry-Related Informational Videos

Considered approval to set aside up to \$90,000 from our dedicated grants to produce industry-specific informational videos that identify career paths in 1) manufacturing 2) marine 3) information technology and 4) healthcare as these are in-demand occupations for employers. The videos will portray the day-to-day requirements of the occupations and various career pathways available. They will expand awareness among our most barriered job seeker populations and demonstrate success through these upskilling opportunities. The videos will be posted on our website and distributed county-wide. Approved at the 11/28 One Stop Services and 12/4 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers, and ex-offenders.)*

Mr. Dobrikow asked Mr. Moffett to present the item. Mr. Moffett explained the purpose of these informational videos is to assist in raising awareness of occupations and career pathways among job seekers. He stated that if funds remain after we produce the first four videos, we will include additional in-demand occupations.

Mr. Farren asked who was producing the videos. Ms. Daniels informed the members that quotes would be requested.

Mr. James suggested if there was budget available he would like it allocated to informational videos within the aviation industry. Mr. Moffett said we would look into it.

Mr. Dobrikow suggested that all CareerSource Workforce Development Boards should consider collaborating to create a shared video library for any of the boards to have access to more content. Further suggested that this idea could be a regional strategy.

Mr. Moffett confirmed that it has been discussed. However, the intent is to approve the budget before approaching other regions.

On a motion made by Francois Leconte and seconded by Marjorie Walters, the BWDB/CSBD Council of Elected Officials unanimously approved to set aside up to \$90,000 from our dedicated grants to produce industry-specific Informational videos identifying career paths in those industries.

12. Request for Proposals (RFP) for WIOA Youth Providers

Considered approval to allow flexibility in serving ISY and OSY for providers serving both categories of youth under the new RFP to be released. CSBD will be releasing an RFP for OSY and ISY services as there are no renewals remaining for the OSY contracts and only one renewal remaining for the ISY contracts. This will place OSY and ISY contracts on the same schedule. The RFP will encompass the WIOA 14 elements as required by the statutes. Currently, FloridaCommerce has a waiver allowing local areas to divide youth funds 50/50 for ISY and OSY as opposed to the 25/75 allocation of funds required by the statute. If the waiver continues, it is recommended that flexibility in the ratio of expenditures and numbers of youth served be incorporated into the RFP for providers serving both ISY and OSY. Approved at the 11/6 Youth and 12/4 Executive Committee meetings. (This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).)

Mr. Dobrikow asked Ms. Daniels to present the item.

Ms. Daniels stated that our current procurement for our OSY contracts is ending. While there is one more year for one of the in-school contracts, it was decided to post bids for both ISY and OSY at this time simultaneously for administrative efficiency. Ms. Daniels explained there is now a House Bill on the floor supporting WIOA reauthorization. The new congressional session starts in January, and if the bill survives, it will be left to local boards to allocate youth dollars between in-school and out-of-school. Until the bill passes, we will work from the State's 50/50 waiver.

Mr. Leconte asked if existing providers are eligible to bid. Ms. Daniels said yes, they are eligible, and we want the existing providers to apply as previous experience and performance will be considered during the evaluation of the proposals.

On a motion made by Keith Costello and seconded by Marjorie Walters, the BWDB/CSBD Council of Elected Officials unanimously approved the new RFP to be released to allow flexibility in serving ISY and OSY for providers serving both categories of youth.

REPORTS

1. Update on Inaugural State of the Workforce Breakfast, Marketplace, and Job Fair

CSBD is partnering with the Broward County Council of Chambers to hold the first Annual State of the Workforce Breakfast on Wednesday, 01/24/24, at the Broward County Convention Center. In addition to keynote speakers, the event will feature a "marketplace" for the chambers and CSBD to showcase our employer services and a job fair. Adrienne Johnson, President of CareerSource Florida, will speak on the state of the workforce in Broward, and Rob Petrosino, Head of Emerging Tech & Innovation Division of PeakActivity and an expert in AI and its application in the workplace, will be our keynote speakers. Board Chair, Heiko Dobrikow will be the Master of Ceremonies for this not-to-be-missed event. The flyer lists opportunities for sponsorship and event pricing. We hope to see all of you there!

Mr. Dobrikow presented the item and thanked board members Mark Schaunaman, Kevin Kornahrens, Lori Wheeler, Sandy McDonald, Mayor Dean Trantalis, and Shane Strum for supporting the event. Mr. Dobrikow encouraged the rest of the Board to join.

Mr. Costello praised the services provided by CSBD and pledged his business' support.

2. Youth Career Exploration Event

CSBD, in partnership with the School Board of Broward County (SBBC), is planning a Youth Career Exploration event for 9th and 10th graders. The goal is to inform students about the career opportunities available to them and the skill sets needed so they can select their courses with their future in mind. We have secured the World of Work curriculum, at no cost, which has been used very successfully in other states, as well as more recently, in Tallahassee. CSBD and SBBC conducted a walkthrough of the venue on 11/1. We are in the process of securing sponsorships, virtual reality firms, and schools/employers who will provide experiential experiences for the youth. These hands-on activities will be tied to the most in-demand occupational sectors in Broward County 1) Health 2) IT 3) Hospitality 4) Transportation and Logistics 5) Aviation 6) Marine 7) Entrepreneurial/Finance 8) Automotive 9) Construction/Manufacturing and 10) Public Service/Government.

Mr. Moffett presented the item and Mr. Dobrikow relayed that buzz is starting to build for this fantastic event.

3. Summer Youth Employment Program (SYEP) 2024

For summer 2024, we plan to serve more than 1,000 youth, and the application portal for youth is live. We are recruiting additional private-sector employers to increase the availability of jobs aligned with the youth's interests and have opened the employer portal to expand our work sites. CSBD is also incorporating mental health awareness into the work preparation component. Employability skills training will be followed by an eight-week meaningful summer work experience. The program will begin in June. Members are asked to please forward the hyperlink below to their colleagues so we can increase the job sites available to the youth.

Mr. Moffett presented the item and informed the members that even though the youth application portal has only been opened for a short time, we already have over a thousand youth registered. Mr. Moffett asked that everyone assist with distributing the landing pages for youth and employers using the hyperlinks provided in the agenda.

4. World Emblem Inc. Incumbent Worker Training Grant Application

World Emblem Inc. applied for an Incumbent Worker Training (IWT) grant in the amount of \$82,000 to train 12 employees to learn Lean Practitioner methodologies. Pursuant to the Workforce Innovation and Opportunity Act requirements employers must pay for a portion of the training from a non-federal source. The employer's share in the IWT depends on the size of the employer. As World Emblem Inc. employs more than 100 employees, they will contribute 50% to the cost of the training. In accordance with governing boards' policy, IWT grant applications of \$50,000 or more and recommended by the rating committee go to the Employer Services and the Executive Committees for consideration, with a report to the BWDB/CSBD Council of Elected Officials at their next meeting. Approved at the 11/20 Employer Services and 12/4 Executive Committee meetings.

Mr. Leconte presented the item. There was no further discussion.

5. ITA Provider Performance

CSBD conducted its semi-annual analysis of ITA provider performance in October and found that all training programs have achieved a 70% training-related employment rate.

Mr. Moffett presented the item and recognized our training partners for their performance.

6. National Apprenticeship Week Proclamation

On 11/14, CSBD and BWDB member Lori Wheeler of the Marine Industries Association of South Florida (MIASF) were recognized by the Broward County Board of County Commissioners during the proclamation ceremony recognizing 11/13 – 11/19 as National Apprenticeship Week. CSBD places a strong emphasis on the importance of cultivating registered apprenticeship programs as a cornerstone of professional development. MIASF created the Yacht Service Technician Registered Apprenticeship Program, the first of its kind in the State and which CSBD supports with OJT funding.

Mr. moffett presented the slideshow to the members. Ms. Wheeler summarized the Yacht Service Technician Registered Apprenticeship Program and indicated more initiatives and training programs are being developed.

7. CSBD Acknowledged at the FLITE Center's Annual Heroes Luncheon

The FLITE Center awarded CareerSource Broward the Memorial Healthcare System Transition to Independent Living Collaborator of the Year Award, on 10/27 at their Heroes Luncheon held at the Signature Grand. CSBD received this award in partnership with United Healthcare/Optum as both organizations support FLITE's Certified Behavioral Health Technician program.

Mr. Dobrikow presented the slideshow.

8. Career, Technical, Adult, and Community Education (CTACE) Advisory Board

Carol Hylton, President/CEO, was recently appointed to the Broward County Schools CTACE Advisory Board. The goal of this board is to continue to advance and meet the demands of industry and bridge the gaps for our local businesses and communities.

Mr. Dobrikow presented the item and thanked Ms. Hylton for accepting the invitation to participate on this important Advisory Board.

9. Pam Sands Honored

Board Member Pam Sands is an honoree of the Staffing Industry Analysts 2023 Global Power 150 Women in Staffing. This annual list recognizes women for exceptional contributions in the staffing industry. Congratulations Pam!

Mr. Dobrikow led the members in congratulating Ms. Sands on her achievement.

10. BWDB Officers Are Entering Their Term's 2nd Year in January 2024

In the past, we would present a slate of Officers annually. The updated By-Laws approved by the governing boards align with the REACH Act, which provides for officers to serve 2-year terms. Our current officers will continue in their offices for the upcoming year.

11. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 3 percent in October 2023. This rate was 0.4 percentage points higher than the region’s year-ago rate. In October 2023, Broward County’s unemployment rate was equal to the State’s rate. Out of a labor force of 1,121,695, up 43,230 (+4.0 percent) over the year, there were 33,897 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.

Mr. Dobrikow reviewed the Economic Dashboard.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

None.

MATTERS FROM THE BROWARD WORKFORCE DEVELOPMENT BOARD CHAIR

None.

MATTERS FROM THE BOARD

Mr. Swindell thanked Ms. Wheeler and Dr. Licata for speaking at the Industry Day event earlier this week.

MATTERS FROM THE FLOOR

Mr. Bold of Commissioner Ryan’s office thanked the Board for acknowledging the passing of Commissioner Ryan’s younger brother.

MATTERS FROM THE PRESIDENT/CEO

Mr. Moffett on behalf of Carol Hylton, expressed his appreciation to Mr. Dobrikow for his leadership in developing and promoting the State of the Workforce event. He informed everyone that at the request of several Board members, moving forward, we will be sending out Outlook calendar invites for CSBD events for informational purposes. Mr. Moffett wished all a safe and happy holiday season.

ADJOURNMENT 1:35 p.m.

<p><i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS TBD.</i></p>
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Performance Report

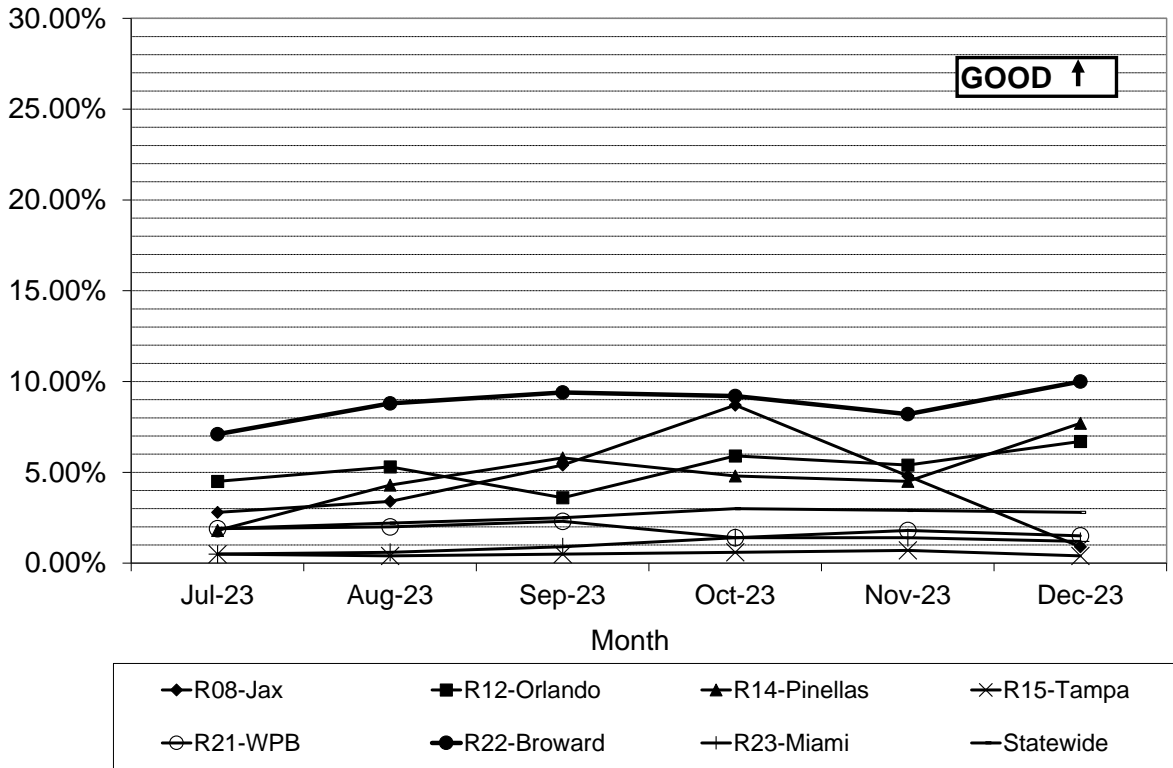
Performance Report July to December 2023

Entered Employment Rate for the Month December 2023 across all Big Seven Regions

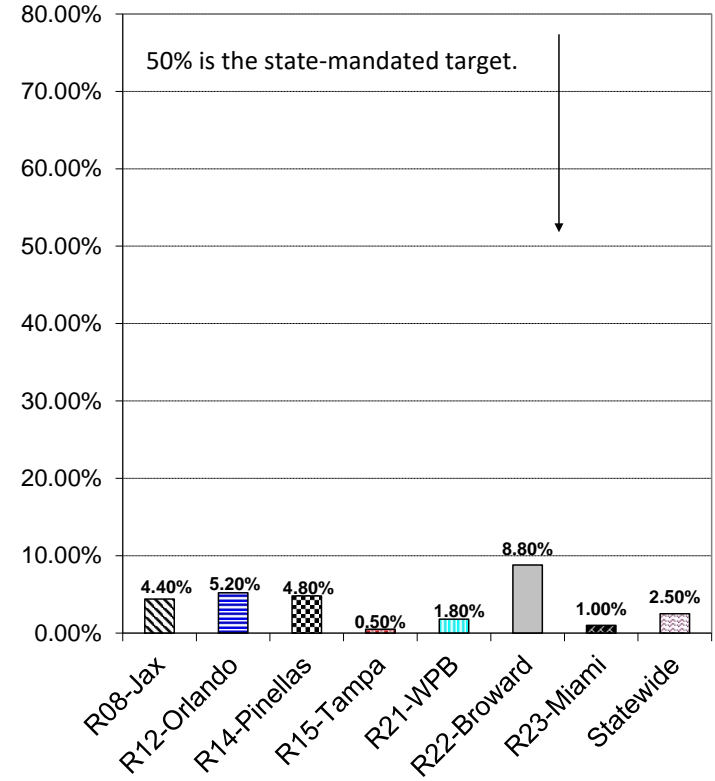
	WTP		Wagner-Peyser		Veterans		WIOA Adult/DW	
Region 8 - Jacksonville	21.70%	↓	31.40%	↑	20.60%	↓	100.00%	—
Region 12 - Orlando	29.10%	↓	43.10%	↑	40.30%	↓	92.30%	↑
Region 14 - Pinellas	32.10%	↓	43.70%	↑	43.30%	↑	71.40%	↓
Region 15 - Tampa	32.20%	↓	30.60%	↓	42.90%	↑	100.00%	—
Region 21 - WPB	22.10%	↓	32.90%	↓	21.10%	↓	100.00%	—
Region 22 - Broward	30.80%	↑	58.30%	↓	65.00%	↑	100.00%	—
Region 23 - Miami	32.40%	↓	68.10%	↓	72.70%	↑	100.00%	—
Statewide	28.70%	↓	40.30%	↑	41.10%	↓	87.70%	↓
Note: Arrows indicate direction of change since previous month's figures. Flat line indicates no change.								
Legend / Abbreviation Key		WTP	Welfare-Transition Program		DW	Dislocated Worker		
		WIOA	Workforce Innovation and Opportunity Act					

Welfare Transition Program (WTP) All-Family Participation Data for the Big 7 Regions

Month-to-Month Participation Rate from July 2023 to December 2023

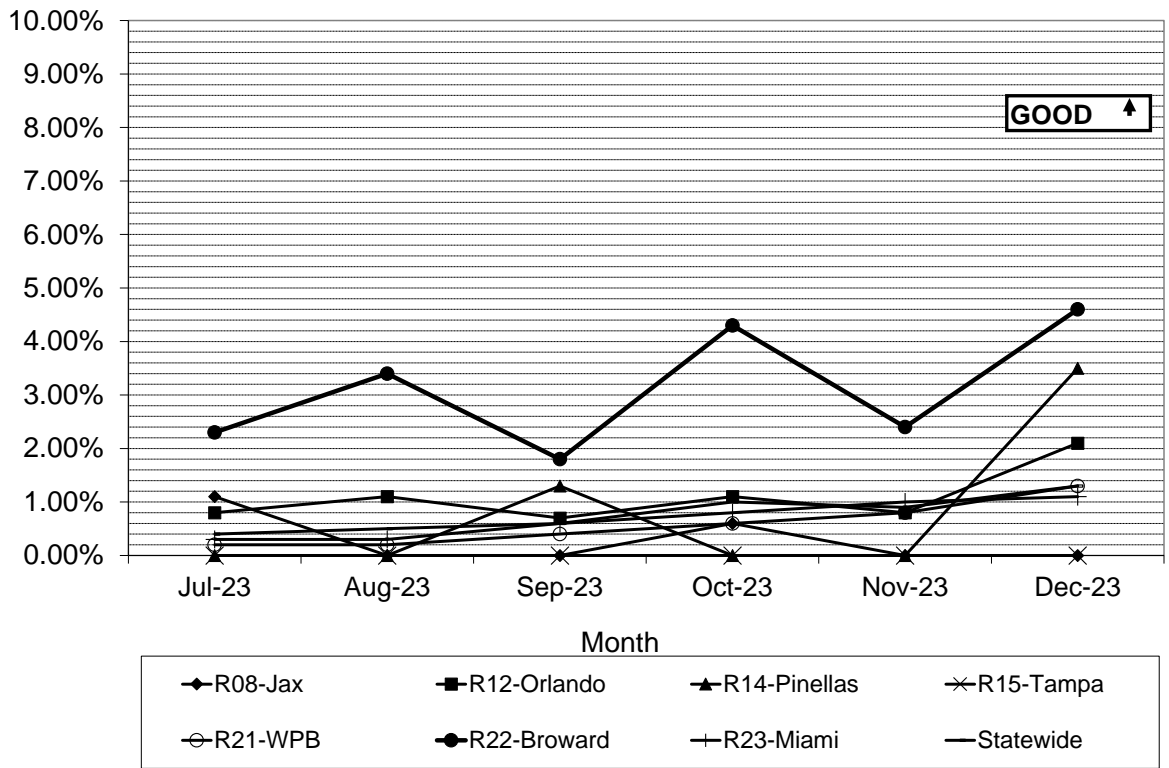


Program Year-to-Date (YTD) Participation Rate as of December 2023

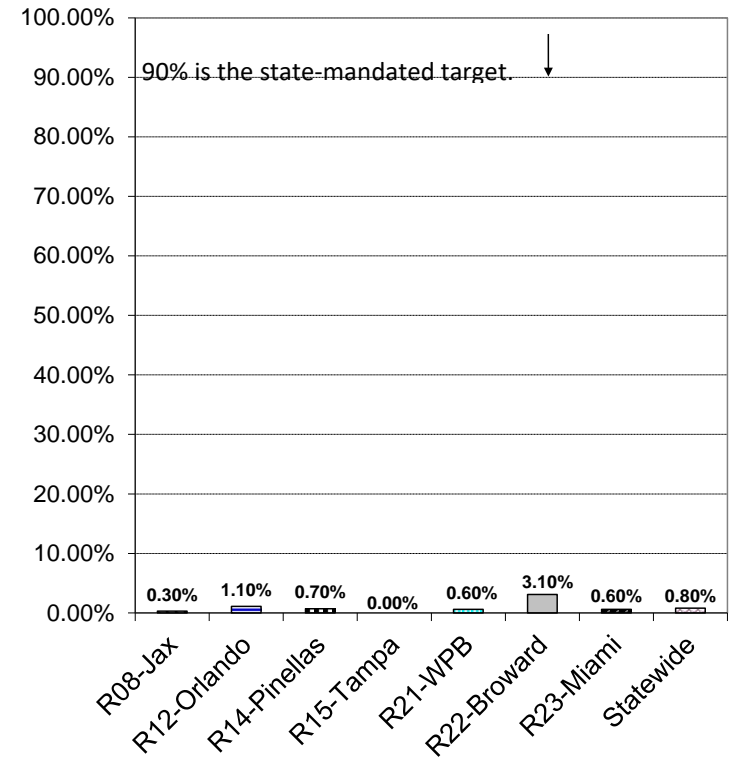


Welfare Transition Program (WTP) Two-Parent Family Participation Data for the Big 7 Regions

Month-to-Month Participation Rate from July 2023 to December 2023

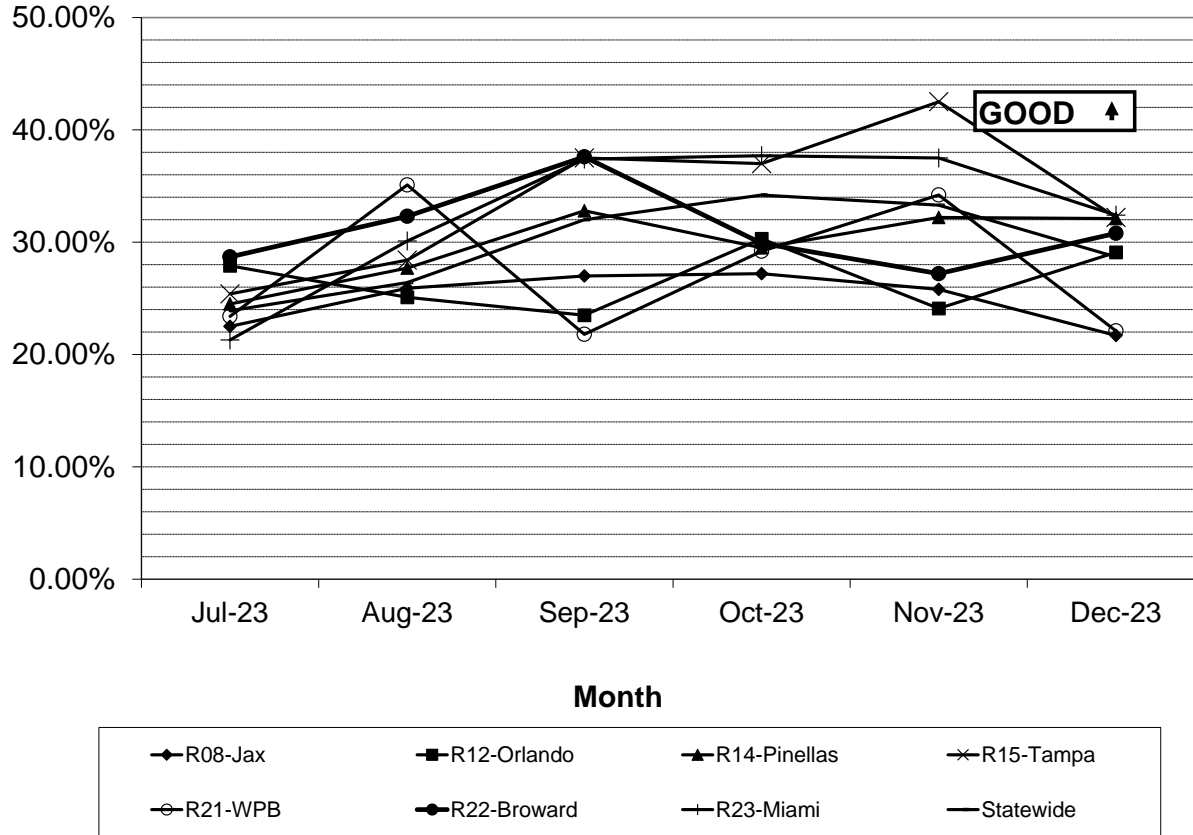


Program Year-to-Date (YTD) Participation Rate as of December 2023

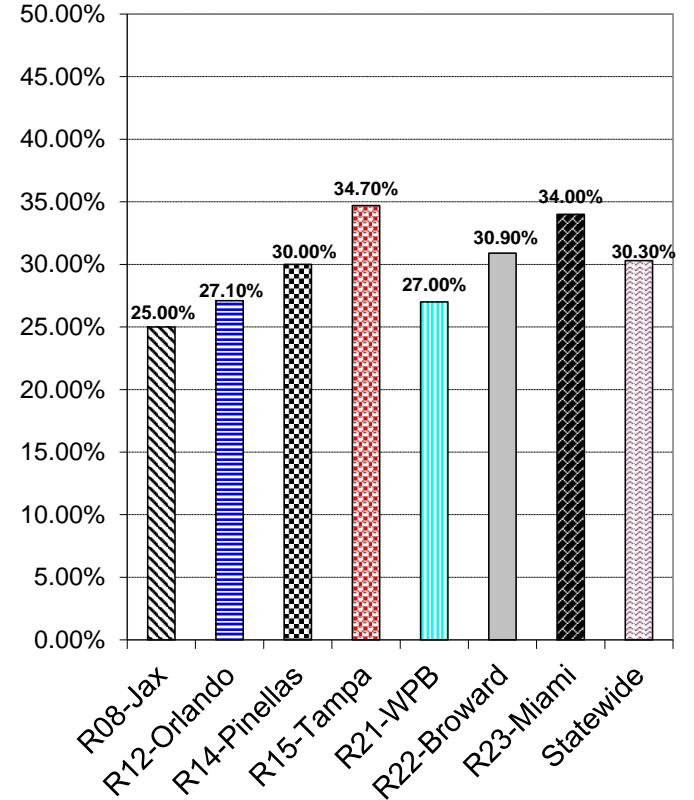


Welfare Transition Program (WTP) Entered Employment (EE) Data for the Big 7 Regions

Month-to-Month Entered Employment Rate from July 2023 to December 2023



Program Year-to-Date (YTD) EE Rate as of December 2023

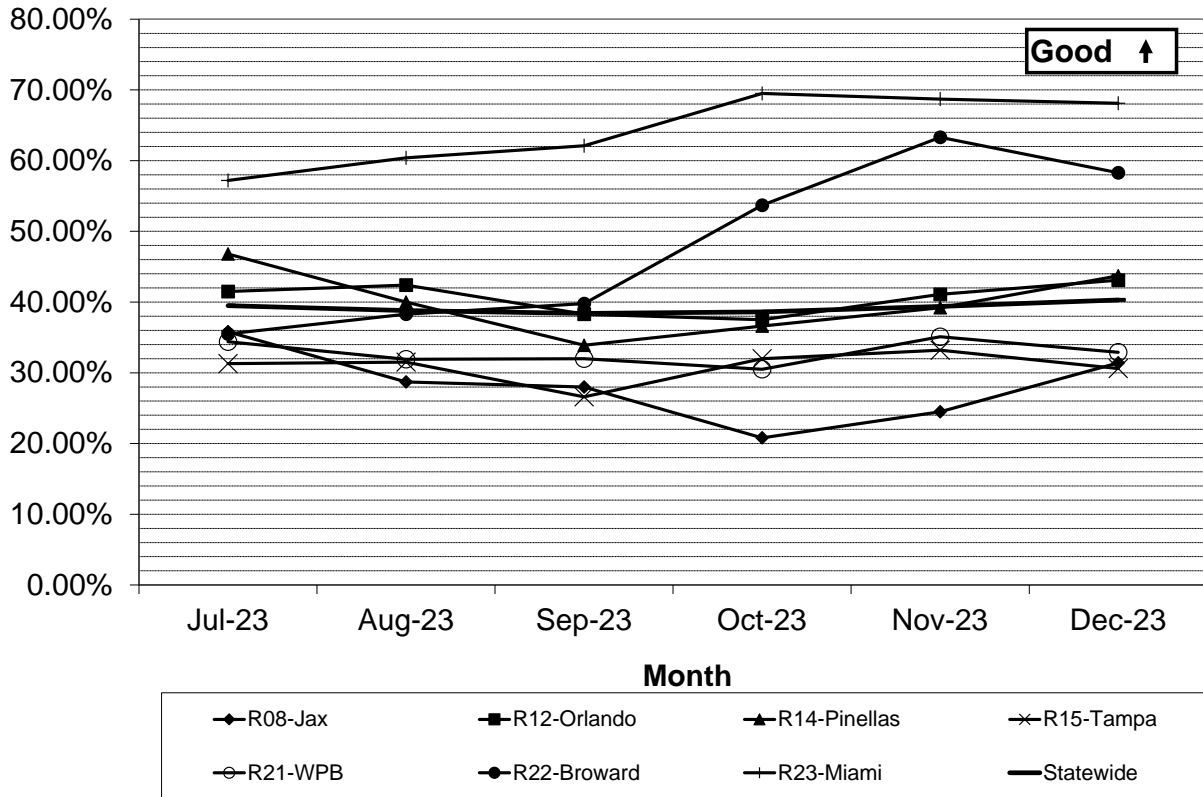


Analysis of Welfare Transition Program (WTP) Performance

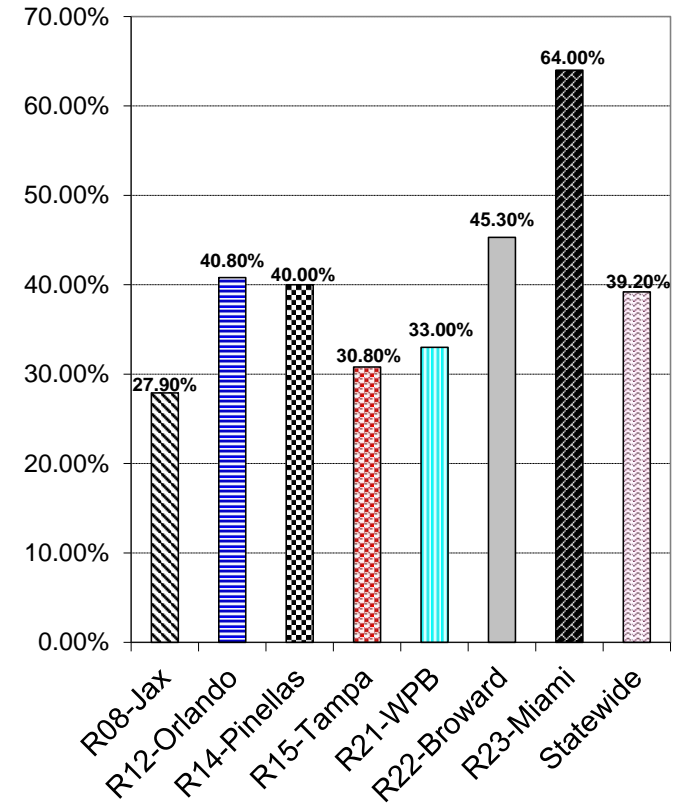
	Measure	Goal	Month (December)	PYTD
WTP Program Performance At-A-Glance	All Family Participation	50%	10.0%	8.8%
	Two-Parent Family Participation	90%	4.6%	3.1%
	Entered Employment Rate (EER)	39%	30.8%	30.9%
Current Situation and Performance Summary	<p>In relation to the Big 7 Regions:</p> <p>All Family Participation Rate CSBD ranks 1st in performance for the month and ranks 1st for Program Year 23/24</p> <p>Two-Parent Participation Rate CSBD ranks 1st in performance for the month and ranks 1st for Program Year 23/24</p> <p>Entered Employment Rate CSBD ranks 4th in performance for the month and ranks 3rd for Program Year 23/24.</p>			
Strategies and Action Steps	<p>To increase performance, we are taking the following steps:</p> <ul style="list-style-type: none"> CSBD and other workforce boards are participating in a task force to address the influx of refugees statewide who are negatively impacting WT performance. Most recently, the task force has identified several DCF system errors and has provided solutions to correct the erroneous cases. For the WTP refugee population, CSBD is working with organizations such as 211 Broward to locate meaningful work sites for individuals who do not speak English to gain skills while awaiting their work permits. Therefore, once work permits are received, CSBD can work to place them into employment quickly. Through our partnership with DCF, we are seeking assistance connecting with the DCF-contracted refugee service provider, Church World Services, to reinstate an MOU. This will assist us in establishing services to the refugee population, promote participation and increase our Entered Employment Rate. 			

Wagner-Peyser (WP) Program Entered Employment (EE) Data for the Big 7 Regions

Month-to-Month Entered Employment Rate from July 2023 to December 2023



Program Year-to-Date (YTD) EE Rate as of December 2023

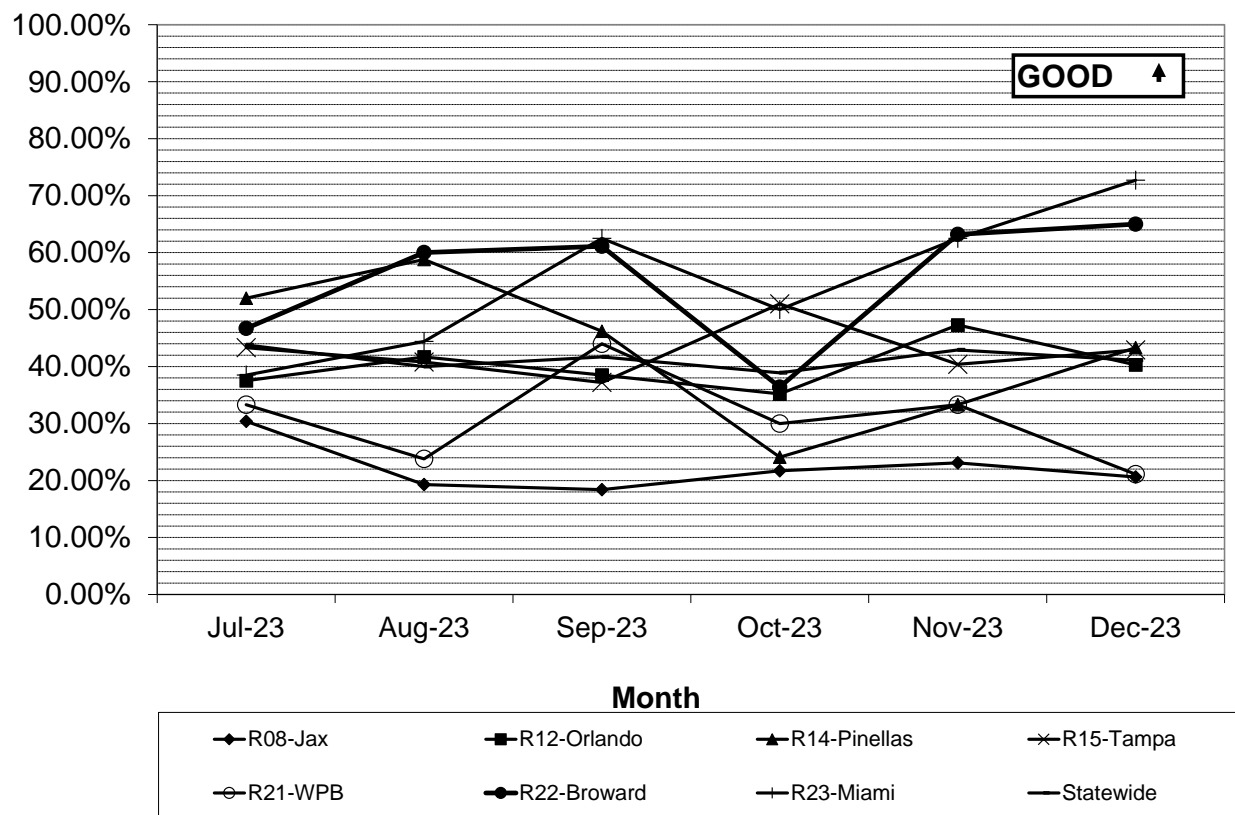


Analysis of Wagner-Peyser (WP) Performance

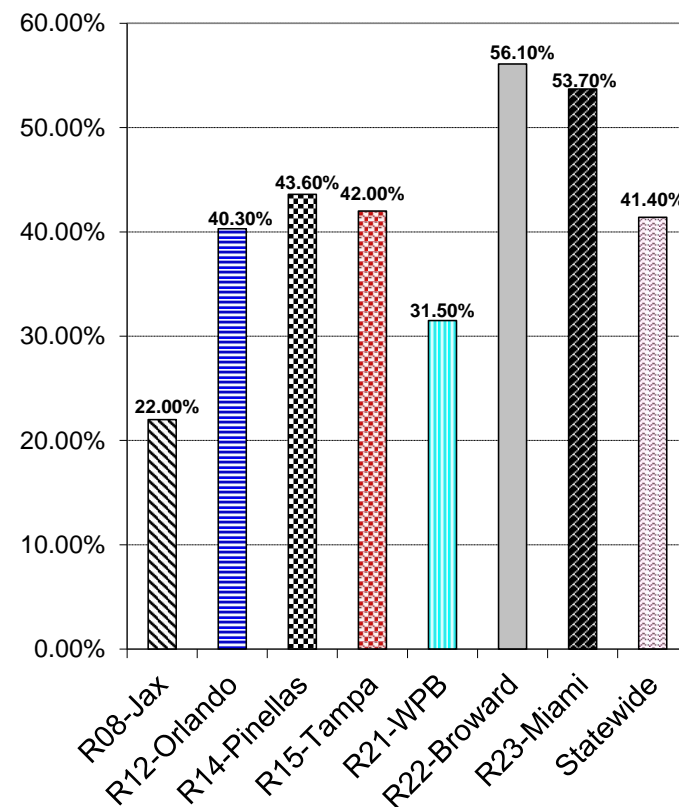
	<u>Measure</u>	Performance*	
		Month (December)	PYTD
WP Program Performance At-A-Glance	Entered Employment Rate (EER)	58.3%	45.3%
	<i>*Please note: The performance detail is based on the Monthly Management Report (MMR). Due to lagging data, our true YTD rate will adjust at the end of the program year.</i>		
Current Situation and Performance Summary	<p>In relation to the Big 7 Regions:</p> <p>CSBD ranks 2nd for the month and ranks 2nd year-to-date in Entered Employment Rate.</p>		
Strategies and Action Steps	<p>To improve our Entered Employment Rate, we have implemented the following strategies:</p> <ul style="list-style-type: none"> • CSBD has conducted an analysis of our WP customers and identified several strategies to improve engagement, such as increasing emails highlighting open positions that align with their work experience. • We held a major job fair to connect employers and qualified job seekers in conjunction with the recent State of the Workforce breakfast at the Broward Convention Center. Our goal was to have over 500 job seekers and 75 employers attend the event, and we surpassed the goal by having over 1,200 job seekers and over 100 employers attend the event. • CSBD hosted industry-related job fairs in our centers for the Hospitality industry and, most recently, the Construction industry. We plan to continue to hold these industry-specific events, which connect job seekers with employers seeking to fill current vacancies. 		

Veterans' Entered Employment (EE) Data for the Big 7 Regions

Month-to-Month Entered Employment Rate from July 2023 to December 2023



Program Year-to-Date (YTD) EE Rate as of December 2023

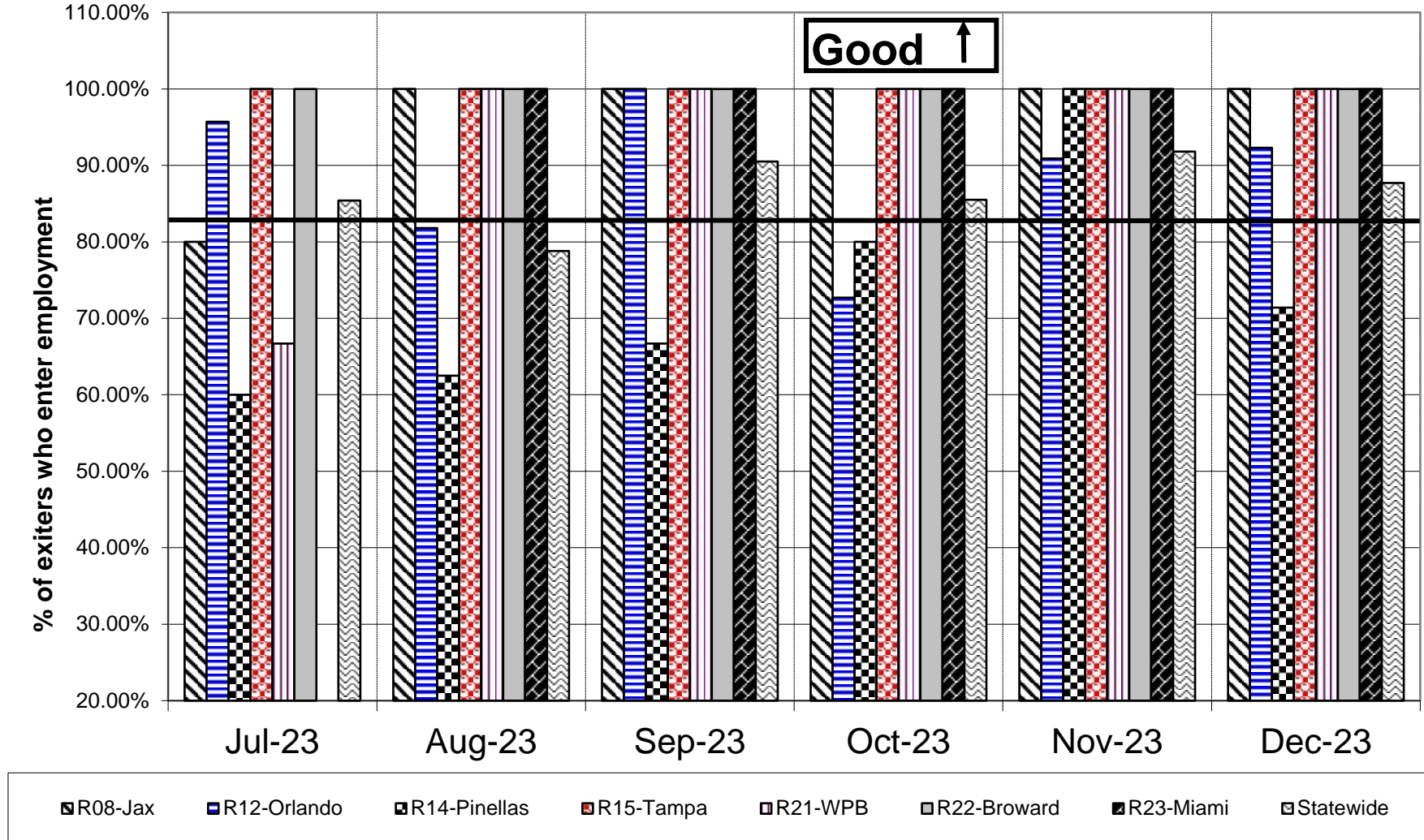


Analysis of Veterans' Performance

Veterans Program Performance At-A-Glance	<u>Measure</u>	Performance*	
		Month (December)	PYTD
	Entered Employment Rate (EER)	65.0%	56.1%
<i>*Please note: The performance detail is based on the Monthly Management Report (MMR).</i>			
Current Situation and Performance Summary	<p>In relation to the Big 7 Regions:</p> <p>CSBD ranks 2nd for the month and 1st for Program Year 23/24 in Veteran's Entered Employment Rate.</p>		
Strategies and Action Steps	<p>To increase our EER and improve performance the following strategies were implemented:</p> <ul style="list-style-type: none"> To continue spreading the word about the services available through the Veterans Get There Faster Grant, CSBD continues to partner with organizations already providing emergency services. In the past month, staff presented to veterans at Broward Housing Solutions and the Jubilee Center. Our partner, the Ft Lauderdale Vet Center, has committed to sharing our services available to veterans via their social media and their monthly newsletter. CSBD is developing social media advertising targeted at informing veterans of the tools available in the one-stop centers to assist them in translating their military skills to civilian occupations. 		

Comparison of the Workforce Innovation and Opportunity Act (WIOA) Entered Employment Rate for Adult & Dislocated Workers across the 7 largest Regions in Florida from July 2023 to December 2023

.Note: Data presented as bar graph due to strong overlap of all regions in the near-100% range



Analysis of Workforce Innovation and Opportunity Act Adult and Dislocated Worker Performance

WIOA Program Performance At-A-Glance	<u>Measure</u>	Performance	
		Month (December)	PYTD
	Entered Employment Rate	100%	97%
Current Situation and Performance Summary	<p>CSBD is in a 5-way tie for 1st in Entered Employment Rate.</p> <p>Since July 2023, CSBD has assisted 494 Adult and Dislocated Worker customers in obtaining employment or accessing training opportunities. This includes traditional classroom training and work-based training via internships, apprenticeships, and On-the-Job Training.</p>		
Strategies and Action Steps	<p>To increase customer training enrollments CSBD:</p> <ul style="list-style-type: none"> • Increased outreach in the community, specifically focusing on dedicated grants such as the non-custodial parents program. CSBD has presented information to the Broward Sherriff’s Office, the Department of Corrections, the Broward Coalition for the Homeless, Broward County Courts, and several faith-based organizations. In addition, CSBD conducted a new geofencing marketing campaign to share information with individuals in the distressed communities. • Presented information about paid work experience to teacher staff at Atlantic Technical Center so they can share the information with their students who are near graduation. This opportunity will assist students who are WIOA eligible with the opportunity to get hands-on work experience in addition to their classroom training. We are following up with the Technical college to see if there are other opportunities to distribute information about our services directly to students. 		

Memorandum #04 – 23 (LS)

To: Broward Workforce Development Board, Inc./CareerSource Broward
Council of Elected Officials

From: Carol Hylton, President/CEO

Subject: Acceptance of the Audit Report for the Period Ending 9/30/23

Date: February 13, 2024

SUMMARY

Consideration to accept the Audit Report for the period ending 9/30/23. Anthony Brunson, PA, has completed the annual audit of CareerSource Broward (CSBD) for the fiscal year ending on 9/30/23. Mr. Brunson will present the audit report. There were no findings. Approved at the 2/12 combined Audit and Executive Committee meeting.

BACKGROUND

Each year CSBD is required to have an audit conducted of its financial statements and a compliance review with respect to grant requirements. CSBD has a contract with Anthony Brunson, PA to conduct the audit.

DISCUSSION

There were no findings or management recommendations in the Audit Report.

RECOMMENDATION

That the annual Audit Report be accepted.

Memorandum #03 – 23 (FS) Revised

To: Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials

From: Carol Hylton, President/CEO

Subject: Program Year (PY) 23/24 Revised Budget

Date: February 13, 2024

SUMMARY

This is our annual update from the preliminary budget presented in June. It is the adjusted budget based upon the final grant awards received by CareerSource Broward (CSBD). The CSBD formula grants for PY 23/24 total \$19,423,045 an increase of \$158,052 or less than 1% from the planning numbers presented in June. Dedicated grants total \$11,804,969, an increase of \$4,683,312. Our total available budget is \$31,228,014 (\$19,423,045 + \$11,804,969) for PY 23/24. Approved at the 1/30 One Stop Services¹ and the 2/12 combined Audit and Executive Committee meetings.

BACKGROUND

We present our annual budget to the Broward Workforce Development Board, Inc. (BWDB) and the CSBD Council of Elected Officials (Council) in the spring based on planning numbers received from the state prior to the beginning of the new program year. An adjusted budget based on the actual grant awards is brought back to the CSBD governing boards in mid-year for final approval.

The budget presentation does not include the General Fund which is reported separately. The Budget Summary presented on the last page does not include dedicated grants in the total of funds available because those grants may only be spent for the specific purposes outlined in those grants. Table 1 details the dedicated grants.

This update follows the same format used when the budget was presented in May as developed and approved by the CSBD governing boards over the course of many years.

CSBD adheres to the guiding principles below in creating the budget:

1. Maintaining the administrative cap at 9%. The statutory limit for administration is 10%.
2. Spending at least 35% of the WIOA Adult and DW funds on training per State statute.²
3. Assuring consistent Success Coach to participant ratios.

DISCUSSION

Table 1 lists our dedicated grants to present a full picture to the governing boards of the funds allocated or awarded to CSBD. They are presented separately from our formula grants and are

¹ Subsequent to the 1/30 One Stop Services Committee, CSBD received additional dedicated grants 1) \$385,000 from Broward County for SYEP and 2) \$3 million from FloridaCommerce for the Broadband Opportunity Program.

² In July 2023 the FloridaCommerce granted us an unsolicited sliding scale waiver from 50% to 35% for PY 23/24.

not included in the Budget Summary presented on the last page because we are unable to plan or predict whether they will be awarded each year. The Dedicated Grants Table has been updated to reflect actual grants received for PY 23/24.

Table 1: Dedicated Grants – PY 23/24 Awards

Grant / Program	Description	Amount PY 23/24
Children’s Services Council (CSC)	Summer Youth Employment Program (SYEP)	\$ 4,215,656 ³
City of Fort Lauderdale	SYEP	150,000
Bank of America	SYEP	10,000 ⁴
Broward County	SYEP	385,000
Broadband Opportunity Program	In partnership with Broward Health supports the construction and rehabilitation of the Pompano Care Center Multipurpose Facility to increase access to on-site workforce development and telehealth services	3,000,000
Florida Healthcare Training	Expand access to high-quality healthcare training programs	916,666
Get There Faster Veteran and Military Grant	Veterans Grant	846,503
Non-Custodial Parent Employment	Assists Non-custodial parents with accessing employment services	772,447
Reemployment Services and Eligibility Assessment (RESEA)	Reemployment assistance and assessments	565,000
WIOA National Dislocated Worker Grant Funds	Temporary jobs for cleanup and humanitarian aid	418,623 ⁵
Single Mothers Grant	Assists single mothers with accessing employment and training opportunities	224,191 ⁶
Hope Florida – A Pathway to Promise	Assist in addressing poverty and promoting economic Mobility	217,815
Apprenticeship Navigator	Navigator will identify and develop Registered Apprenticeship programs	62,500
Trade Adjustment Assistance (TAA)	Workers who become unemployed due to the impact of international trade	20,568 ⁷
	Total	\$ 11,804,969

³ CSC awarded the additional \$1.4 million in SYEP budget for PY 23/24.

⁴ This is an anticipated amount from Bank of America and will be confirmed in March 2024.

⁵ We initially budgeted \$895,000 for PY 23/24 however the state reduced the allocation.

⁶ Single Mothers Grant was \$500,000 for PY 22/23 and 23/24. This is the amount available for the 2nd Year.

⁷ USDOL has ended the TAA Program. Budget available is to allow customers enrolled to complete it.

Table 2 shows the preliminary PY 23/24 budget compared to the actual budget and includes all available formula funds and carry forward.

Table 2: Preliminary vs. Actual Budget PY 23/24

Preliminary PY 23/24 Budget	Actual PY 23/24 Budget	Change from Preliminary to Actual Budget
19,264,993	\$19,423,045	\$158,052

Table 3 depicts the variance in the separate funding streams from the preliminary budget to the PY 23/24 actual budget.

Table 3: Variance from Preliminary to Actual Budget by Funding Stream

Funding Stream	Preliminary PY 23/24 Budget	Actual PY 23/24 Budget	Variance
Wagner Peyser (WP)	\$ 981,888	\$ 1,690,007	\$ 708,119
Workforce Innovation and Opportunity Act (WIOA) Adult / Dislocated Worker	8,713,780	8,524,394	(189,386) ⁸
WIOA - Youth	4,572,281	4,337,084	(235,197) ⁹
Welfare Transition Program (WTP)	4,367,562	4,350,244	(17,318) ¹⁰
Supplemental Nutrition Assistance Program Employment and Training (SNAP ET)	342,700	234,533	(108,167) ¹⁰
Veterans (DVOP/LVER)	286,783	286,783	0
Totals*	\$ 19,264,993	\$ 19,423,045	\$ 158,052

*rounding difference

The adjustments to the PY 23/24 Budget categories are described below followed by an overall budget summary.

⁸ WIOA Adult, Dislocated Worker carryforward was less than projected for PY 23/24.

⁹ WIOA Youth carryforward was less than projected for PY 23/24.

¹⁰ The State slightly reduced the allocation for WTP and SNAP ET.

Program Support Staff Category

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 23/24 Budget	% of Total Budget	PY 23/24 Budget	% of Total Budget		
\$5,647,248	29%	\$5,690,034	29%	\$42,786	<1%

This category includes all staff salaries and benefits other than the CSBD administrative and state Wagner-Peyser staff as follows:

1. CSBD Program Managers, Management Information Systems and Quality Assurance staff.
2. The Integrative Staffing Group (ISG) contract for the three one-stop centers. The contract includes salaries, mandatory benefits, insurance, 401K and health costs at 24% for the staff.

Facilities and Related Costs Category

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 23/24 Budget	% of Total Budget	PY 23/24 Budget	% of Total Budget		
\$3,467,842	18%	\$3,504,961	18%	\$37,119	<1%

This category is for rent of the three one stop centers, supplies, assessments, equipment rental (copiers), telephones and information technology, high-speed lines, monitoring fees, employer/customer outreach and various insurance to cover the agency and boards.

Media advertising agency and additional outreach campaigns have been included to reach out to youth and participants in need of training, work experience, and OJTs. We also budgeted new vendor contracts with organizations that will assist with job seeker and employer outreach.

Contracts Category

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 23/24 Budget	% of Total Budget	PY 23/24 Budget	% of Total Budget		
\$1,742,485	9%	\$1,742,485	9%	\$0	0%

This category includes the following: WIOA out-of-school youth (OSY), WIOA in-school youth (ISY), One Stop Operator contracted services:

1. The School Board of Broward County – OSY & ISY
2. HANDY Navigator - OSY
3. FLITE Navigator - OSY
4. Center for Independent Living - OSY
5. Junior Achievement of South Florida - ISY
6. One Stop Operator

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

Training Category

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 23/24 Budget	% of Total Budget	PY 23/24 Budget	% of Total Budget		
\$5,663,527	30%	\$5,728,333	30%	\$64,806	<1%

This category includes OJT employer reimbursements, Work Experience, Individual Training Accounts, Customized and Incumbent Worker Training. We slightly increased budget in this category due to an uptick in customer demand for work-based occupational training.

Participant Support Services Category

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 23/24 Budget	% of Total Budget	PY 23/24 Budget	% of Total Budget		
\$974,925	5%	\$987,266	5%	\$12,341	<1%

This category funds participant support costs for gas cards, youth ride share, clothing vouchers, bus passes, and participant performance incentives for WIOA Adult, DW and Youth, and WTP. This year we are also offering laptops to qualifying participants to assist with their school work.

Administrative Category

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 23/24 Budget	% of Total Budget	PY 23/24 Budget	% of Total Budget		
\$1,768,965	9%	\$1,769,965	9%	\$1,000	<1%

Our administrative costs are at the 9% allowed per the governing boards. Administration includes both personnel and non-personnel costs for administrative and oversight functions related to the grants. The law allows us to spend 10% of the grants on administration.

Budget Summary

Budget Category	Preliminary		Actual		Change in Actual Funds Available from the Preliminary Budget	
	PY 23/24 Budget	% of Total Budget	PY 23/24 Budget	% of Total Budget		
Program Support Staff	\$ 5,647,248	29%	\$ 5,690,034	29%		\$42,786
Facilities and Related Costs	3,467,842	18%	3,504,961	18%		\$37,119
Contracts	1,742,485	9%	1,742,485	9%		0
Training	5,663,527	30%	5,728,333	30%		\$64,806
Participant Support Services	974,925	5%	987,266	5%		\$12,341
Administrative Costs	1,768,965	9%	1,769,965	9%		\$1,000
TOTAL*	\$ 19,264,993	100%	\$ 19,423,045	100%	\$ 158,052	<1%

*rounding difference

The budget is in alignment with the current conditions of the local labor market and supports the Board's goal to maximize employment and training opportunities for targeted populations.

The total available formula funding for PY 23/24 is \$19,423,045 with the addition of the \$11,804,969 in dedicated grants, our budget total is \$31,228,014.

RECOMMENDATION

That the changes as indicated in this memo from the preliminary to the actual PY 23/24 budget be approved.

Memorandum # 13-23 (OPS)

To: Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials

From: Carol Hylton, President/CEO

Subject: Addition of Occupational Titles to the Targeted Occupations List

Date: February 13, 2024

SUMMARY

Consideration to approve adding three occupations to our local Targeted Occupations List (TOL) 1) Computer Programmers 2) Nursing Assistants and 3) Veterinary Assistants/Laboratory Animal Caretakers. Over the year, CSBD receives input from our industry intermediaries, eligible training providers, our economist, and employers to evaluate our local TOL. With this input and using labor market analytic tools such as Employ Florida and Lightcast, CSBD staff has been able to establish local demand for these three (3) occupations, and that all Board-mandated criteria have been met for these occupational titles to be added to the TOL for Program Year 23/24. Approved at the 1/30 One Stop Services and the 2/12 combined Audit and Executive Committee meetings.

BACKGROUND

In compliance with the Workforce Innovation and Opportunity Act (WIOA), the TOL governs the provision of the WIOA-funded training programs being offered to individuals needing training assistance within the workforce system. The CSBD governing boards may approve changes and add new occupations to the TOL anytime throughout the year. Once the Board approves the TOL, it becomes final and requires no further ratification by the CareerSource Florida, Inc. Board of Directors. The occupation must meet all of the following criteria:

1. Have a minimum of twenty-five job openings in Broward County in the past ninety days
2. Have an entry wage rate equal to or greater than our TOL wage rate of \$13.97
3. Require more than a high school diploma but less than a Master's degree and
4. Require occupational training at a minimum that results in a postsecondary adult vocational training certificate, college credit certificate, applied technology diploma, Associate of Science degree, or Bachelor of Science degree.

DISCUSSION

The Board may approve adding new occupations to the TOL anytime throughout the year. To fulfill our role as workforce convenors, CSBD receives input from our industry intermediaries, eligible training providers, our economist, and employers over the year to evaluate our local TOL. During our recent review, which included using labor market analytic tools such as Employ Florida and Lightcast, we established 1) Computer Programmers 2) Nursing Assistants and 3) Veterinary Assistants/Laboratory Animal Caretakers meet the criteria outlined above and, in the table, below.

Occupation	Entry Wage	Job Openings Within Last 3 Months	Credential	Description
Computer Programmers	\$37.82	>25	Degree or Certificate	Create, modify, and test the code and scripts that allow computer applications to run. Work from specifications drawn up by software and web developers or other individuals. Write computer programs to store, locate, and retrieve information.
Nursing Assistants	\$14.05		CNA Certificate or Diploma	Provide or assist with basic care or support under the direction of onsite licensed nursing staff. Perform duties such as monitoring the health status of patients in a health or nursing facility. Includes medication administration and other health-related tasks.
Veterinary Assistants and Laboratory Animal Caretakers	\$14.37		Certificate	Examine pets and other nonfarm animals for signs of illness, disease, or injury in laboratories and animal hospitals and clinics. Provide routine postoperative care, administer medication orally or topically, or prepare samples for laboratory examination under the supervision of veterinary or laboratory animal technologists, veterinarians, or scientists.

CSBD recommends approval of these occupations to our local area's TOL for PY 23/24. If approved, we will notify the State.

RECOMMENDATION

Approve adding 1) Computer Programmers 2) Nursing Assistants and 3) Veterinary Assistants/Laboratory Animal Caretakers to our local TOL for PY 23/24.

Memorandum #12-23 (OPS)

To: Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials

From: Carol Hylton, President/CEO

Subject: Add New Eligible Training Provider HCI College and Courses

Date: February 13, 2024

SUMMARY

Consideration to approve adding HCI College as an Eligible Training Provider and add 1) Nursing and 2) Substance Abuse Counseling Associate in Science (AS) Degree and 3) Medical Assisting and 4) Practical Nursing Diploma programs to the Workforce Innovation and Opportunity Act (WIOA) Individual Training Account (ITA) list. CareerSource Broward (CSBD) adds schools and courses that meet federal, state, and local criteria to give customers more choices. Approved at the 1/30 One Stop Services and the 2/12 combined Audit and Executive Committee meetings.

BACKGROUND

WIOA requires classroom or online training to be provided through ITAs at schools and for courses approved by the local workforce board. The ITA can only be used at schools on the State list of Eligible Training Providers (ETP) and for programs leading to in-demand occupations appearing on the Targeted Occupations List (TOL). Two critical criteria over which CSBD has no control are:

1. The inclusion of programs that are expensive when compared to the same courses which may be available at public institutions. The Florida State Statutes governing WIOA at 445.007 (6) state that a “local workforce development board may not restrict the choice of training providers based upon cost, location, or historical training arrangements.”
2. An individual has the ability to select a course of study even though they may incur debt because WIOA states we must give participants the full list of available courses along with cost and performance information.

While the law requires that participants have customer choice in selecting training programs, CSBD success coaches advise participants regarding all alternatives as a component of customer choice. Additionally, all occupational training must meet the Broward Workforce Development Board’s established minimum evaluation criteria. This includes but is not limited to licensure, a minimum of 25 local job openings, issuance of an industry-recognized credential, and reporting to the Florida Education and Training Placement Information Program (FETPIP). All of our current eligible training providers meet these criteria.

DISCUSSION

HCI College is located in Fort Lauderdale and has been operating since 2013, providing training in the healthcare industry. They are licensed by the Commission on Independent Education (CIE)

and accredited by the Accrediting Commission of Career Schools and Colleges; an entity recognized by the Department of Education. The provider submits reports to FETPIP and will continue to submit FETPIP data going forward.

The courses submitted will prepare participants for employment in the following in-demand occupations, as shown in the Eligible Training Provider and Courses to Be Added to the WIOA ITA List chart below:

Training Provider	Occupational Training Program	Occupation	Entry Wage	Job Openings
HCI College	AS Degree Nursing	Registered Nurse	\$29.65	>25
	AS Degree Substance Abuse Counselling	Substance Abuse, Behavioral Disorder, and Mental Health Counselor	\$15.44	
	Medical Assisting	Medical Assistant	\$15.84	
	Practical Nursing Program	Licensed Practical and Licensed Vocational Nurse	\$19.09	

As we do with all new applicants, CSBD conducted an on-site review of the school. Our review verified the location, equipment, classrooms, and school amenities. A cross-functional CSBD review committee comprised of staff from Operations, Quality Assurance, and our appropriate business intermediary reviewed the application and programs. The committee has determined that all Board-mandated criteria have been met for the school, training programs, and related occupational titles.

As a new training provider, HCI College will be under initial eligibility status with CSBD, and we will limit enrollment of customers to 10 in each training program until performance can be established for our customers.

RECOMMENDATIONS

Approve HCI College as an eligible training provider and add 1) Nursing and 2) Substance Abuse Counseling Associate in Science (AS) Degree and 3) Medical Assisting and 4) Practical Nursing Diploma programs to the WIOA ITA list.

**ITA Course Summary Spreadsheet
Attachment to Memo #12-23 (OPS)**

School Name / Location	License / State Agency Approval	DOE Accreditation	Course Title	Type of Credential Offered	Program Length	Clock Hours	Entry Wage	Course Offering (Virtual/ Classroom/ Blended)	Class Size (Max)	Prerequisites	Tuition and Fees	Other Costs (Books, Uniforms, Supplies, Cert./Lic. Exams)	Program Total Costs
<i>HCI College</i>	YES	YES	A.S. Degree Nursing	Associate Degree	2 years	1485	\$29.65	Blended*	50	High School Diploma or its equivalent, Background check	\$51,614.00	\$0.00	\$51,614.00
	YES	YES	Medical Assisting	Diploma	43 weeks	720	\$15.84	Classroom	30	High School Diploma or its equivalent	\$18,050.00	\$0.00	\$18,050.00
	YES	YES	Practical Nursing Program	Diploma	52 weeks	1350	\$19.09	Classroom	40	High School Diploma or its equivalent, Background check	\$20,060.00	\$0.00	\$20,060.00
	YES	YES	A.S. Degree Substance Abuse Counselling Associate of Science Degree	Associate Degree	2 years	945	\$15.44	Online	50	High School Diploma or its equivalent	\$29,870.00	\$0.00	\$29,870.00

*Blended = Training is offered both online and in the classroom.

Memorandum #04 – 23 (FS)

To: Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials

From: Carol Hylton, President/CEO

Subject: General Fund Balance

Date: February 13, 2024

SUMMARY

We reported to the Board that as of 06/30/23 the General Fund balance was \$1,020,281. From 7/1/23 through 12/31/23, we realized revenues of \$175,409 and incurred expenditures of \$106,410. The General Fund balance as of 12/31/23 is \$1,089,280. Of this amount \$521,531 is held in reserve leaving a balance of \$567,749.

BACKGROUND

Per governing board direction CSBD holds a portion of the General Fund in reserve to:

1. Assure funds are available in the event of a questioned or disallowed cost. We carry D&O insurance, but we set aside funds, as not all expenditures are covered by our insurance.
2. Cover the principal payments for the 2890 W. Cypress Creek Road building. Our grants pay for the interest on the mortgage and straight-line depreciation based on 25 years. The depreciation is paid into the General Fund and is used to pay the mortgage principal. As is true of most mortgages, payments in the earlier years are mostly interest and are covered by the grants. In later years the majority of the payment will be made up of the principal. We use the depreciation collected to pay for the principal.

Fiscal has calculated the amount that will be needed to pay the principal and tracks it on a monthly basis.

Chart 1- General Fund Reserves

Category	Dollar Amount
Contingency reserve	\$250,000
Depreciation collected to date: \$833,418	\$271,531
Less Principle paid with Depreciation revenue since 1/1/2019 (\$561,887)	
Total	\$521,531

Chart 2, below is the list of projected expenditures budgeted and approved by the CSBD governing boards that are charged against the General Fund.

Chart 2- Board Approved Budgeted Items

Category	Dollar Amount
Food (Calendar Year)	\$27,000
Ticket to Work staff salary, benefits & overhead	\$98,500
Application of our Indirect Cost Rate	\$19,600
Tripp Scott	\$50,000
President and Legal Counsel Salary Cap	\$37,610
Total	\$232,710

DISCUSSION

The General Fund balance as of 6/30/23 was \$1,020,281. Chart 3, below is a list of the revenues and expenditures from 7/1/23 through 12/31/23. During this period revenues totaling \$175,409 and expenditures totaling \$106,410 were incurred. The total of all revenues and expenditures is an ending balance including the reserves of \$1,089,280 in the General Fund.

Chart 3- Revenues and Expenditures 7/1/23 – 12/31/23

Category	Revenues	Expenditures	Comments
Investment Interest	19,790		
Reimbursement to CSBD	2,827		Restitution
Ticket to Work (TTW)	68,227	18,461	
Depreciation collected from grants	84,565		
FY 22/23 Building Principal		60,904	Paid to date \$774,680
Food expense		8,571	
Indirect Costs		1,807	
Tripp Scott		16,667	Final Payment
Total	\$175,409	\$106,410	

The General Fund balance as of 12/31/23 is \$1,089,280 of this amount \$521,531 is held in reserve leaving a balance of \$567,749.

RECOMMENDATION

None. For information purposes.

CSBD General Fund Revenues and Available Funds 7/1/23 - 12/31/23			
BALANCE 7/1/23		\$	1,020,281
REVENUES			
Depreciation Collected		84,565	
Ticket to Work		68,227	
Interest		19,790	
Reimbursements		2,827	
Total Revenue			175,409
EXPENDITURES			
Mortgage Principal		(60,904)	
Tripp Scott – Final Payment		(16,667)	
Ticket to Work		(18,461)	
Food		(8,571)	
Indirect Costs		(1,807)	
Total Expenditures			(106,410)
Net Revenue over Expenditures			68,999
Total General Funds as of 12/31/23			1,089,280
Less Reserves			
Contingency Funds		(250,000)	
Funds Collected for Depreciation		(833,418)	
Less: Principle Paid		561,887	
			(521,531)
Unobligated General Fund Balance			\$567,749

Memorandum #05 – 23 (FS)

To: Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials

From: Carol Hylton, President/CEO

Subject: Budget vs. Actual Expenditure Report

Date: February 13, 2024

SUMMARY

Pursuant to Board request throughout the year we provide reports on Budget vs Actual expenditures. Each year we budget to spend 100% of our grants. CSBD receives some of its funds based on its program year which is 7/1 – 6/30 and some of its funds based on the federal fiscal year 10/1 – 9/30 which is also the CSBD fiscal year. Detailed below is the Budget vs. Actual Expenditure Report. While Wagner Peyser, Veterans and SNAP expenditures appear low, we have plans which will result in expending the funds.

BACKGROUND

Pursuant to Board request we provide reports on Budget vs Actual expenditures. CSBD receives some of its funds based on its program year which is 7/1 – 6/30 and some of its funds based on the federal fiscal year 10/1 – 9/30 which is also the CSBD fiscal year. Each year we budget to spend 100% of our grants. As the committees are aware WIOA funds are available for 2 years and we may carry forward 20% of our formula allocation to avoid a cliff effect due to a fluctuation in allocations. Dedicated grants have a shorter shelf life, and we purposefully spend dedicated funds before expending our formula funds

DISCUSSION

Chart 1 depicts funding streams received on a program year basis through 6/30/24 and represents expenditures at 50% of the program year.

Chart 1: July 1, 2023 – June 30, 2024 Budget vs. Actual at 50% of the Year

Notes	Funding Stream	PY 23-24 Budget	Actual Expenditures 7/1/23 – 12/31/23	% Expended
1	WTP	4,350,244	1,814,702	42%
2	WIOA Adult / Dislocated Worker	8,524,394	3,507,917	41%
3	WIOA Youth	4,337,084	1,738,932	40%
4	Wagner Peyser (WP)	1,690,007	598,017	35%

Note 1: WTP

We are underspent due to a slight reduction in caseloads. We are planning to invest funds in the summer program as previously approved by the Board when we have funds available.

Notes 2 and 3: WIOA Adult / Dislocated Worker and Youth

Because dedicated grants have a shorter shelf life, we purposely spend dedicated funds before formula funds to ensure we take full advantage of the funds available for our local area, as 20% of WIOA funds are able to be carried forward.

Note 4: Wagner Peyser

These are pass through funds and we are in process of 1) completing the procurement for production of informational career pathway videos 2) exploring the implementation of a Chatbot for our website and 3) planned equipment and software upgrades.

Chart 2 depicts funding streams received on a federal fiscal year basis through 09/30/24 which represents 25% of the year.

Chart 2: October 1, 2023 – September 30, 2024 Budget vs. Actual at 25% of the Year

Notes	Funding Stream	PY 23-24 Budget	Actual Expenditures 10/1/23 - 12/31/23	% Expended
1	Veterans	286,783	32,415	11%
2	SNAP	234,533	24,942	11%

Note 1: Veterans Program

We receive pass through funds from the state for facilities, overhead and operating expense related to the veteran’s program. We are evaluating if there are computer equipment upgrades needed for the veterans’ resource rooms in accordance with our scheduled refresh process.

Note 2: SNAP

We anticipate expending all funds. SNAP expenditures fluctuate based on customer levels, which have increased over the past month.

RECOMMENDATION

None. For information purposes only.

Memorandum #06 – 23 (QA)

To: Broward Workforce Development Board, Inc./CareerSource Broward
Council of Elected Officials

From: Carol Hylton, President/CEO

Subject: Results of the Cherry Bekaert, LLP Fiscal Monitoring – Report #3
PY 22/23 Issued 9/29/23

Date: October 3, 2023

SUMMARY

Cherry Bekaert conducted fiscal monitoring for the period 3/1/23 through 6/30/23. Cherry Bekaert reviewed a total of 1,220 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

BACKGROUND

Cherry Bekaert monitors fiscal activities three times a year. This was the third monitoring for the program year.

DISCUSSION

Cherry Bekaert conducted fiscal monitoring for the period 3/1/23 through 6/30/23. Cherry Bekaert reviewed a total of 1,220 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

RECOMMENDATION

None. For information purposes only.

**QA #06-23 ATTACHMENT A
Cherry Bekaert Fiscal Findings - PY 22-23
Monitoring Report #3**

Procedure	Report #3 3/1/23 - 6/30/23
Insurance	0
Local Plan Controls Review	0
Cash Draw	0
Bank Reconciliation - Operating Master Account	0
Bank Reconciliation - Staff Payroll Account	0
Bank Reconciliation - Participant Payroll Account	0
Bank Reconciliation - General Fund Account	0
Bank Reconciliation - AP	0
Cash Receipt	0
Participant Payroll	0
Staff Payroll	0
Integrative Staffing Payroll	0
Employee Separations	0
On the Job Training (OJT)	0
Incumbent Worker Training (IWT)	0
Summer Youth Payroll	0
Welfare Transition Program (WTP) Community Work Experience	0
Cell Phone Expenditures	0
Sub-awarding/Sub-recipient Monitoring	0
Procurement- Micro Purchase	0
Procurements - Small Purchases	0
Procurements - RFP/Bid	0
Non-Payroll Expenditures	0
Youth Support & WIOA (AD/DW) Payments	0
P-Card Expenditures	0
Customer-Related Expenditures - WIOA ITA & WTP	0
Property Management - Fixed Asset (Inventory)	0
Property Management - Bus Passes	0
Mileage Reimbursements (Individuals)	0
Unpredictability Testing - Disbursements	0
Mileage Reimbursements (Service Provider)	0
Grant Compliance Review	0
Forensic Testing - Journal Entry Review	0
TOTAL	0

This chart provides a breakdown of fiscal findings by category type.

Memorandum #10 – 23 (QA)

To: Broward Workforce Development Board, Inc./CareerSource Broward
Council of Elected Officials

From: Carol Hylton, President/CEO

Subject: Results of the Cherry Bekaert, LLP Fiscal Monitoring – Report #1
PY 23/24 Issued 1/12/24

Date: January 26, 2024

SUMMARY

Cherry Bekaert conducted fiscal monitoring for the period 7/1/23 through 9/30/23. Cherry Bekaert reviewed a total of 829 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

BACKGROUND

Cherry Bekaert monitors fiscal activities three times a year. This was the first monitoring for the program year.

DISCUSSION

Cherry Bekaert conducted fiscal monitoring for the period 7/1/23 through 9/30/23. Cherry Bekaert reviewed a total of 829 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

RECOMMENDATION

None. For information purposes only.

**QA #10-23 ATTACHMENT A
Cherry Bekaert Fiscal Findings - PY 23-24
Monitoring Report #1**

Procedure	Report #1 7/1/23 - 9/30/23
Insurance	0
Youth Work Experience Expenditure Review	0
Local Plan Controls Review	0
Cash Draw	0
Cost Allocation Statistics	0
Sub-Recipient Enterprise Resource Application (S.E.R.A) Financial Reporting	0
Bank Reconciliation – Operating Account	0
Bank Reconciliation – Staff Payroll Account	0
Bank Reconciliation – Participant Payroll Account	0
Bank Reconciliation – Money Market General Fund Account	0
Bank Reconciliation - AP	0
Cash Receipts	0
Participant Payroll	0
Staff Payroll	0
Employee Separations	0
On the Job Training (OJT)	0
Summer Youth Payroll	0
Welfare Transition Program (WTP) Community Work	0
Cell Phone Expenditures	0
Subawarding/Subrecipient Monitoring	0
Procurement-Micro Purchase	0
Non-Payroll Expenditures	0
Youth Support & WIOA (AD/DW) Payments	0
P-Card Expenditures	0
Customer-Related Expenditures – WIOA ITS & WTP	0
Forensic Testing – Journal Entry Review	0
TOTAL	0

This chart provides a breakdown of fiscal findings by category type.

Memorandum #07 – 23 (QA)

To: Broward Workforce Development Board, Inc./CareerSource Broward
Council of Elected Officials

From: Carol Hylton, President/CEO

Subject: Results of the Taylor Hall Miller Parker (THMP), P.A.
Program Monitoring Report #3 – PY 22/23 – Issued 8/28/23

Date: November 8, 2023

SUMMARY

THMP conducted program monitoring for the period 2/22/23 through 08/17/23. They reviewed a total of 178 files consisting of 6,894 elements. There were 8 findings and 20 observations. This equates to an error rate of .12%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

BACKGROUND

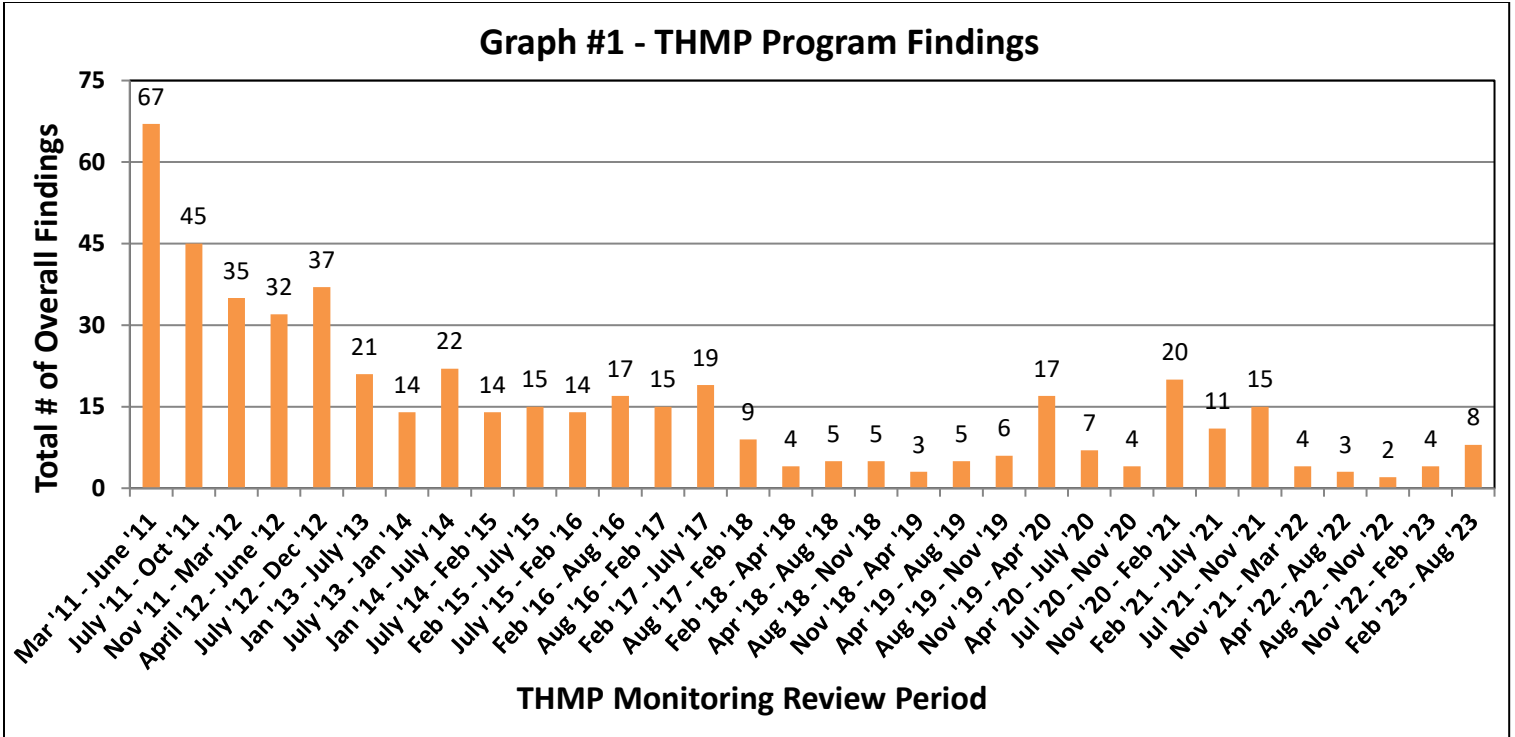
THMP monitors program activities three times a year. This was their third report for PY 22/23.

DISCUSSION

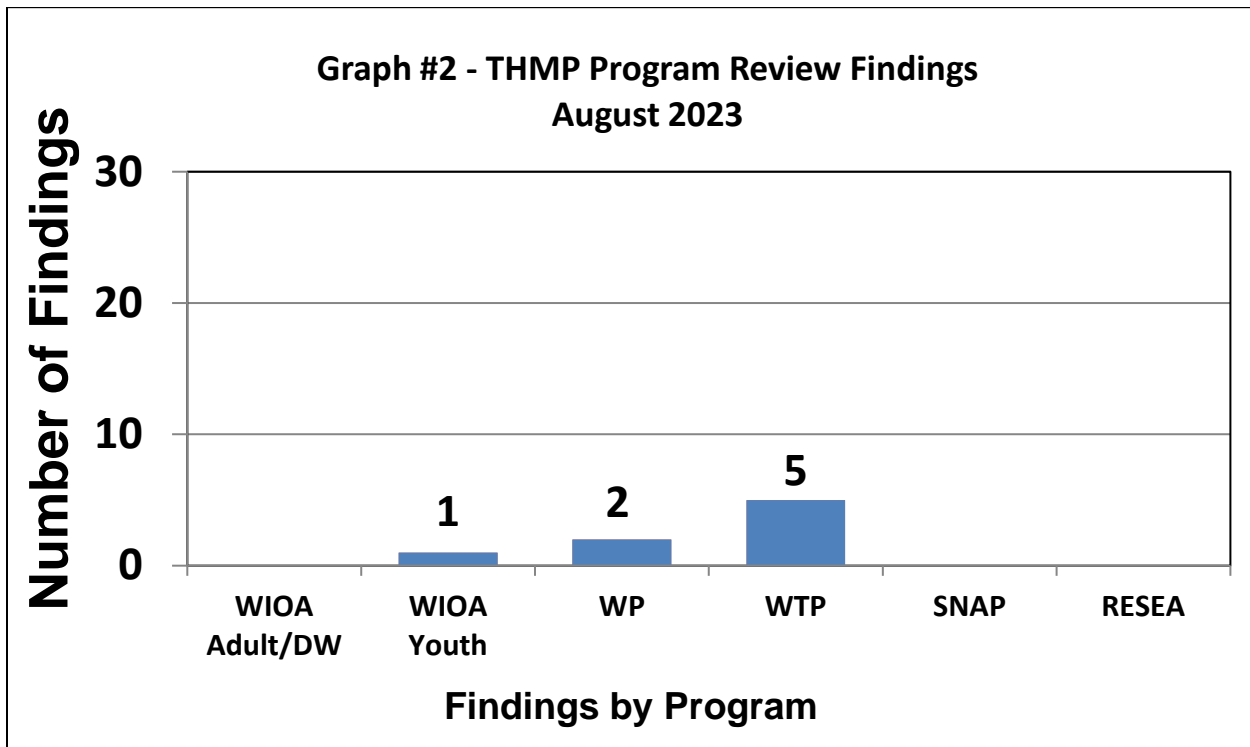
THMP identified 8 findings and 20 observations during their program monitoring visit. They reviewed a total of 178 files consisting of 6,894 elements. This equates to an error rate of .12%, or less than 1%. This monitoring covered the period 2/22/23 through 08/17/23.

THMP Program Findings

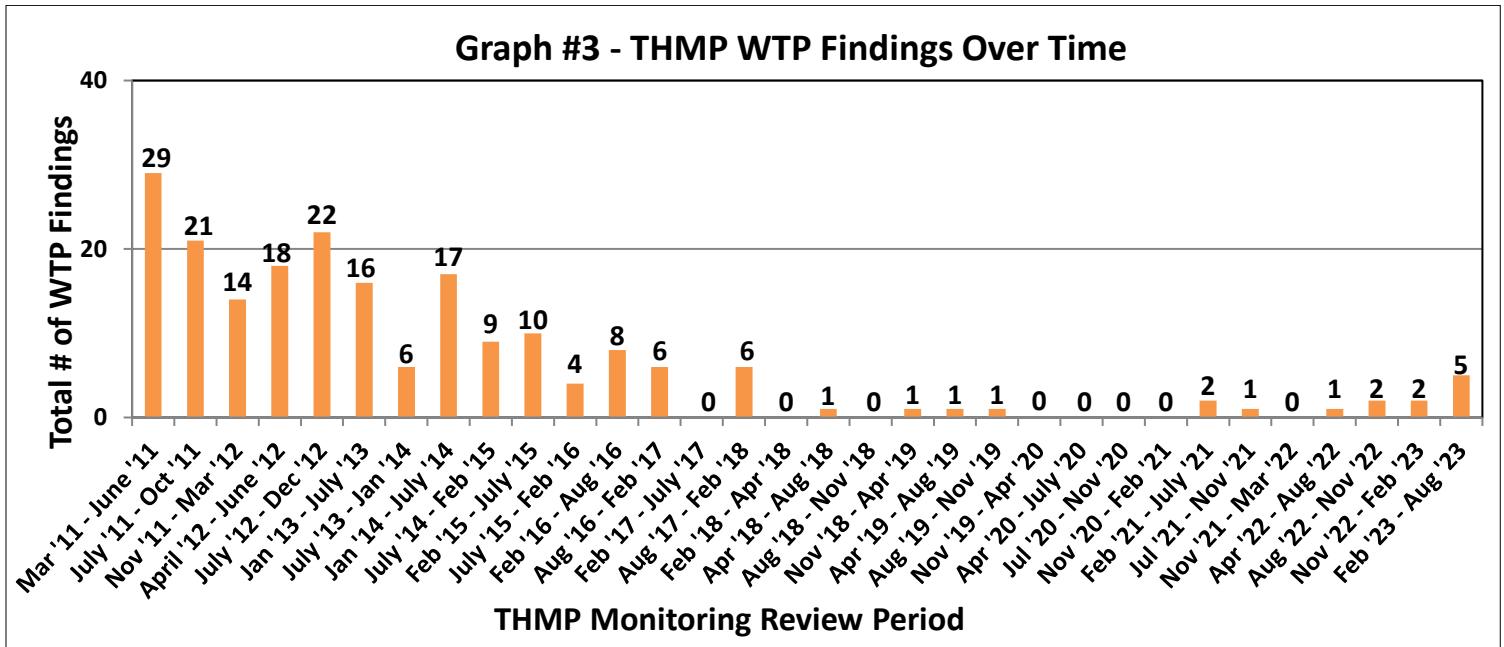
A trending chart for THMP program findings, per review period since March 2011, is represented in Graph #1, as follows:



A breakdown of findings by program is represented in Graph #2 as follows:



A trending chart for THMP Welfare Transition Program (WTP) findings per review period since March 2011 is represented in Graph #3 as follows:



THMP Program Findings for the period of February 2023 – August 2023

The findings and observations in this report were forwarded to the Career Center and Program Managers for resolution and responses. The findings and observations are presented by funding stream, along with the corrective action taken.

I. WIOA Adult/Dislocated Worker

- A. 30 WIOA Adult and Dislocated Worker files were reviewed, 10 from each Center. There were no (0) findings and 1 observation.

Observation WIOA Adult/Dislocated Worker File/System Review
The WIOA application in a customer’s file was missing the customer’s signature.
Recommendation
The customer’s signature should be obtained on the WIOA application.
Agree/ Disagree
Agree
Resolution
Attempts were made to contact the customer, but staff were unable to collect the signature. The case notes were updated to include that the customer’s signature was the missing element.

- B. 2 WIOA Incumbent Worker Training (IWT) customers enrolled in Employ Florida (EF) during PY22-23 were reviewed. There were no **(0)** findings or **(0)** observations.

II. WIOA Youth

- A. 20 WIOA Youth files were reviewed: 4 CareerSource Broward (CSBD), 3 Center for Independent Living (CIL), 4 FLITE Center, 2 HANDY, 2 Junior Achievement and 5 School Board of Broward County (SBBC).

There was **1** finding and **1** observation.

Finding WIOA Youth File/System Review
A customer’s file did not contain a receipt for adequate supporting documentation, as a whole-school receipt of free lunch is unacceptable documentation, per CareerSource Florida.
Recommendation
Staff should obtain documentation from the school indicating the youth’s eligibility for free/reduced lunch to support WIOA low-income eligibility.
Agree/ Disagree
Agree
Resolution
The Program Manager (PM) provided refresher training to the provider on 8/18/23 that covered elements of eligibility, along with indicating that free and reduced lunch is no longer an acceptable eligibility criterion. PM corrected the case and enrolled the youth under the 5% low-income eligibility exception allowed by WIOA.

Observation WIOA Youth File/System Review
Transportation and clothing assistance was provided but were not listed as barriers on the youth’s Individual Service Strategy (ISS), and case notes did not address that these services were not available to the youth through any other program they may be eligible.
Recommendation
Staff should ensure that each youth’s ISS and case notes in EF are updated as appropriate.
Agree/ Disagree
Agree
Resolution
The ISS was updated to reflect transportation and clothing assistance needed to address barriers. PM provided specialized training the provider on 8/21/23. PM has closely monitored documentation for support service requests amongst this provider and no recurrences have been observed. PM has instructed the provider to review case notes for all participants enrolled as of 4/1/2023 to ensure alignment with required documentation.

III. Wagner-Peyser (WP)

A. 30 WP accounts were reviewed; 10 from each Center.

There were **2** findings and no **(0)** observations.

Findings WP/Service Documentation Review
a) For a Veteran customer, a priority of service code was not documented in EF. b) For a newly created staff-assisted customer registration (youth program), there was no case note documenting the customer's permission to create the account in EF.
Recommendation
a) Staff should ensure that a priority of service code is entered into EF for all newly registered Veteran customers with a case note documenting the priority of service is inclusive of the entitlements and services available within the career center and other educational programs. b) For staff-assisted registrations (including the youth program), staff should ensure the customer's permission to create the EF account is documented in a case note.
Agree/ Disagree
Agree
Resolution
a) The JVSG staff member has been retrained to ensure that priority of service information is provided and documented in EF. b) The Success Coach was retrained to add the case note in EF as required.

IV. 30 WP job orders were reviewed.

There were no **(0)** findings or **(0)** observations.

V. Reemployment Services and Eligibility Assessment (RESEA)

10 RESEA files were reviewed from Central.

There were no **(0)** findings or **(0)** observations.

VI. Welfare Transition Program (WTP)

A. 23 WTP mandatory files were reviewed (8 each from North and Central, and 7 from South).

There were **4** findings.

Findings WTP File/System Review
a) Initial Assessments for three cases were not completed in OSST within 30 days of the most recent referral.
b) Documentation in a case file did not support the corresponding JPR entry in OSST.
Recommendation
a) Staff should ensure an initial assessment is completed timely within 30 days of the participation referral.
b) Staff should ensure JPR entries match documentation in the case file.
Agree/ Disagree
Agree
Resolution
a) The Success Coach attempted to engage the customer who did not respond timely to our attempts for the initial assessment. Engagement was later successful, which allowed the case to meet performance. Regional refresher training on initial assessment was held with staff on 11/14/23 and also was addressed in THMP's training to staff on 12/16/23. Since the review, the PM has conducted bi-weekly case reviews to ensure Initial Assessments have been completed timely and that the training was effective.
b) JPRs were corrected in OSST. Success Coach was given a performance improvement plan to address and rectify the issue of failure to verify and timely enter JPR hours into OSST. Regional refresher training on JPR entries was held with staff on 11/14/23 and also addressed in THMP's training to staff on 12/16/23.

There were **18** observations.

Observations WTP File/System Review
a) The IRP was not updated to support an open Medical Deferral for a participant.
b) Steps to self-sufficiency on the IRPs for a participant did not include work activity assignment end dates.
c) The IRP was not updated to support the open Transportation service for a participant.

- d) The IRP for a participant was signed with a future date.
- e) Case notes did not provide a clear picture of what was happening for five cases.
- f) Gaps of time passed with no documented attempted contact or case management for two cases.
- g) A compliance appointment was scheduled for a date subsequent to the conciliation period for a participant.
- h) An incorrect pre-penalty termination date was entered into OSST for a participant.
- i) Pre-penalties were not terminated in a timely manner for five cases.

Recommendation

- a) – d) Staff should ensure Medical Deferral information, support services, and steps to sufficiency are properly recorded on the IRP for customers and that dates for signed IRPs are accurate.
- e) Staff should ensure case notes provide a clear picture of what is happening with the case.
- f) Staff should timely document attempted contacts or case management with customers.
- g) – h) Staff should ensure compliance appointments and pre-penalty date entries are correctly entered into OSST.
- i) Staff should ensure penalty procedures are initiated and terminated for a customer’s failure to submit participation documentation and/or attend appointments.

Agree/ Disagree

Agree

Resolution

- a) Success Coaches received specialized training on 9/22/23. Since the review, the PM conducts bi-weekly case reviews to ensure that those cases with Medical Deferrals are supported in their IRPs, and that also the training was effective.
- b) All Success Coaches received training on IRPs facilitated by THMP on 12/16/23.
- c) The case file was closed for noncompliance.
- d) This was an isolated event. The case file was closed due to the participant being no longer eligible to receive services before the new Success Coach could correct the IRP.
- e) Regional refresher training on the case note process was held with staff on 11/14/23 and also it was addressed in THMP’s training to staff on 12/16/23.

- f) The Success Coach requested a case closure, but DCF failed to close the case which resulted in the gap of time. Success Coach proceeded to request a case closure 4 more times until DCF finally closed the case.
- g) This was an isolated event. The case is closed and cannot be corrected.
- h) The case is closed and cannot be corrected. The Success Coach was retrained to appropriately utilize the checklist to avoid incorrect data entry and also received THMP's training to staff on 12/16/23.
- i) All Success Coaches in the region, since the review, received training on penalty procedures facilitated by THMP on 12/16/2023.

B. 1 WTP domestic violence file.

There was **1** finding and no **(0)** observations.

Findings WTP File/System Review
As a result of applying the procedures to the sample selected, THMP confirmed that the case was processed in compliance with Welfare Transition Program requirements, except that a safety plan was not created and retained in the case file.
Recommendation
Staff should ensure elements of a safety plan for a domestic violence file are included in the participant's IRP.
Agree/ Disagree
Agree
Resolution
Case is closed and cannot be corrected. The participant failed to engage, which resulted in an IPR and alternate plan not being created.

C. 21 WTP transitional files were reviewed, 7 from each center.

There were no **(0)** findings or **(0)** observations.

D. 1 WTP relocation file was reviewed from South.

There were no **(0)** findings or **(0)** observations.

VI. Supplemental Nutritional Assistance Program (SNAP)

10 SNAP files were reviewed from Central.

There were no **(0)** findings or **(0)** observations.

RECOMMENDATION

None. For information purposes only.



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

*Dr. David H. Kenton, Chair
Governor Appointee*

*Jeffrey S. Wood, Vice Chair
Governor Appointee*

*Beam Furr, Secretary
Broward County Commission*

*Dawn Liberta, Immediate Past Chair
Community Development
Administrator, Circuit 17
Department of Children & Families*

*Honorable Michael Davis
Judicial Member*

*Cathy Donnelly
Governor Appointee*

*Dr. Peter B. Licata
Superintendent
Broward County Public Schools*

*Tom Powers
Governor Appointee*

*Dr. Paula Thaqi
Director
Broward County Health Dept.*

*Dr. Allen Zeman
Board Member
Broward County Public Schools*

*Vacant
Governor Appointee*

STAFF

*Cindy J. Arenberg Seltzer
President/CEO*

LEGAL COUNSEL

John Milledge

Garry Johnson

August 18, 2023

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

Financial and Administrative Review of CareerSource Broward, Program and Contract – Summer Youth Employment (SYEP) # 23-5016

Dear Ms. Hylton:

The Children's Services Council of Broward County (CSC) completed the financial and administrative review of CareerSource Broward and contract: Summer Youth Employment (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. There were no findings that impacted the administration of the program.

Summer Youth Employment- #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 to the financial and administrative review experience and report. If you have any questions, please contact me at (954) 233-1288 or awilliams@cscbroward.org.

Sincerely,

Alicia Williams
Assistant Director of Finance



**THURSDAY,
MARCH 14, 2024**

AMERANT BANK ARENA
Home of the Florida Panthers

CareerSource Broward, in partnership with the Broward County School Board, is bringing the Worlds of Work (WOW) to our 9th and 10th-grade high school students who will receive hands-on educational experiences and become familiar with the wide range of career opportunities available to them. Youth will have the chance to participate in virtual reality work experiences in various high-wage-demand occupations, from robots to aircraft and healthcare simulations, career options will come alive for the teen! Don't miss out on this must-attend event!

Today's challenging economy means young people need to make the best career choice possible. However, many students do not know the details or educational requirements surrounding high demand occupations within various industries. Worlds of Work focuses on introducing our students to the amazing career opportunities available.



EXHIBITOR INFORMATION



**THURSDAY, MARCH 14, 2024
9:00 A.M. – 12:30 P.M.**

AMERANT BANK ARENA | *Home of the Florida Panthers*

CareerSource Broward, in partnership with the Broward County School Board, is bringing the Worlds of Work (WOW) to our 9th and 10th-grade high school students to get a hands-on educational opportunity to become familiar with the wide range of career opportunities available to them. Youth will have the opportunity to participate in virtual reality work experiences in various high-wage-demand occupations. From robots to aircraft and healthcare simulations, career options will come alive for the teen!

Today's challenging economy means young people need to make the best career choice possible. However, many students do not know the details or educational requirements surrounding high demand occupations within various industries. Worlds of Work focuses on introducing our students to the amazing career opportunities available. Over 800 students from 29 local high schools are gearing up to attend this inaugural 2024 Worlds of Work Expo in Broward County. Universities and technical colleges will be on hand to advise youth on how to best prepare for their futures and showcase how youth can get the skills they will need to succeed.

At WOW, employers will work together within nine world industry focus areas to create interactive and immersive experiences for the students. Each world will be responsible for showcasing exciting careers in high demand and providing opportunities for economic mobility. Local educators join their respective worlds to provide the most engaging opportunities for all participants.

1. Aviation
2. Construction, Energy and Utility
3. Manufacturing
4. Healthcare
5. Hospitality
6. Information Technology
7. Logistics, Transportation, and Automotive
8. Marine
9. Public Safety and Service

EXHIBITOR LOGISTICS

Please see exhibitor logistical information below for your review. Please note exhibitors will be responsible for all costs associated with their booth and experience on site.

ITEMS NEEDED FROM EXHIBITORS

1. Completed exhibitor registration form. If exhibiting in more than one world, please complete a different form for each world.
2. Company logo. Please provide as a .jpg, .png or .eps (as high resolution as possible). Your logo will appear in the WOW Student Book. To be included in the book, we must have your logo by February 26, 2024. Please email your logo to Ann Fonts annf@themooreagency.com.
3. Proof of liability insurance. Please email a copy to WOW@careersourcebroward.com by February 26, 2024.

EXHIBIT LOCATION

There will be activity maps with all exhibitor locations. See the map for world and zone locations.

WOW HUB

The WOW Hub serves as the entrance to the event. All participants will come to the WOW Hub to check-in.

BOOTHS

Note: Vehicles and other large pieces of equipment count as a booth.

Booths include:

- Designated space inside the expo: please request the ideal amount of space you will need in the exhibitor commitment form.
- Employer hospitality area.
- Exposure to over 800 students in Broward County.

Large Equipment:

- There is limited space for larger (outside-of-booth requests) so these requests will be reviewed by the event organizers, and you will be notified if your request is accepted.
- Vendors who will be bringing large vehicles or equipment will also be bound by a set-up schedule on March 13.
- Stand-up banners are allowed but must fit within your booth space.
- Booths should be both engaging and memorable for students who want to know about various careers. Each booth must have a hands-on activity that will let students experience a new career option. Your interactions with the students should help them understand how they might fit in with your organization in the future.

Security:

- There will be security twenty-four hours a day, Wednesday, March 13; Thursday, March 14 and Friday, March 15 security ends at 4:00 p.m.

Power Strips/Extension Cords/Generators:

- Exhibitors must provide their own power strips, extension cords, generators.

Parking Pass and Parking:

- Exhibitors will be given specific directions as to where to enter, unload, and park.

Safety, Security, and First Aid:

- Safety and security are top priorities. Exhibitors will be provided a safety and security plan.

World Logistics Liaison:

- Each world will have a logistics liaison who will be the exhibitor contact.
- Exhibitors should consult this person for all needs.

Giveaways:

- Each world may coordinate a giveaway that promotes the world.
- All promotional items to be handed out to students must be approved prior to the Expo.
- No tents, candy, stickers, pens or umbrellas are allowed.

Identification:

- Exhibitors are asked to have their company identification or driver's license while at the Expo and may be required to produce the identification upon request. If possible, exhibitors are asked to wear their company identification while at the Expo.

Attire:

- Exhibitors are asked to wear khakis, a shirt with company logo, and comfortable, closed-toe shoes. No jeans.

Meals/Snacks:

- There will be a hospitality room for all exhibitors and volunteers.
- Water and snacks will be available throughout the day.
- We ask exhibitors to go in shifts so exhibit coverage is ensured. Exhibitors should not eat in the exhibit area or while talking with students.

Visitors:

- Visitors are required to register before entering the Expo. Visitor check-in will be at the entrance of the event. Visitors are asked to have their company identification or driver's license while at the Expo and may be required to produce the identification upon request.

STUDENT ROTATION INFORMATION

TOUR GUIDES

- Tour guides will accompany each group. The tour guides, along with each school's chaperones, will lead the students through the Expo following a zone rotation.

COLOR CODING

- For the Expo, we will be using a color-coding system to identify buses, students, and zone rotations. The goal is for students to identify with a specific color and use that color throughout the entire event.
- Each student will be given a backpack with a specific color.
- A tour guide will carry a specific-colored sign and will follow a zone rotation map based on that color.

SCHEDULE OF EVENTS

WEDNESDAY, MARCH 13, 2024	
10 a.m. – 4 p.m.	Exhibitor set-up
THURSDAY, MARCH 14, 2024	
7:30 a.m. – 8:30 a.m.	Exhibitor check-in, set-up, and registration
9:00 a.m.	All exhibitors are asked to be at their exhibit ready to begin.
9:00 a.m.	Opening remarks
9:15 a.m.	Group rotations begin
12:30 p.m.	Exhibit complete.
12:45 p.m. – 5:00 p.m.	Exhibitor breakdown

EXHIBITOR COMMITMENT FORM

Please fill out the information below and return to WOW@careersourcebroward.com.

Exhibitor space cannot be held without a signed and submitted interest form. All interested exhibitors will be reviewed by the CareerSource Broward team for approval. Exhibitors will be responsible for all costs associated with their booth and experience on site.

COMPANY: _____

MAIN CONTACT: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

ADDITIONAL EMAIL OF COMPANY REPRESENTATIVE: _____

INDUSTRY: _____

WEBSITE: _____

PLEASE PROVIDE A FEW BRIEF DETAILS ABOUT WHAT YOUR BUSINESS WOULD LIKE TO EXHIBIT ON SITE AND THE STUDENT EXPERIENCE YOU WILL OFFER: _____

WHAT SIZE SPACE DO YOU REQUIRE FOR YOUR EXHIBIT? _____

DO YOU REQUIRE OUTSIDE EXHIBIT SPACE? IF SO PLEASE PROVIDE DETAILS HERE: _____

AUTHORIZING FIRST AND LAST NAME: _____

AUTHORIZING SIGNATURE: _____





THE 2024 WORLDS OF WORK CONFERENCE AND EXPO

**JOIN US BY BECOMING A SUPPORTER
FOR THIS AMAZING EVENT**



THURSDAY, MARCH 14, 2024 | 9:00 A.M. – 12:30 P.M.

AMERANT BANK ARENA | *Home of the Florida Panthers*

CareerSource Broward, in partnership with the Broward County School Board, is bringing the Worlds of Work (WOW) to our 9th and 10th-grade high school students, who will receive hands-on educational experiences and become familiar with the wide range of career opportunities available to them. Youth will have the chance to participate in virtual reality work experiences in various high-wage-demand occupations, from robots to aircraft and healthcare simulations, career options will come alive for the teen!

Today's challenging economy means young people need to make the best career choice possible. However, many students do not know the details or educational requirements surrounding high demand occupations within various industries. WOW focuses on introducing our students to the amazing career opportunities available. Over 800 students from 29 local high schools are gearing up to attend this inaugural 2024 Worlds of Work Expo in Broward County. Universities and technical colleges will be on hand to advise youth on how to best prepare for their futures and showcase how youth can get the skills they will need to succeed.

At WOW, employers will work together within nine world industry focus areas to create interactive and immersive experiences for the students. Each world will be responsible for showcasing exciting careers in high demand and providing opportunities for economic mobility. Local educators join their respective worlds to provide the most engaging opportunities for all participants.

Support opportunities are available. Each support level provides your company with exposure and benefits electronically and in person. With your help and support, this inaugural event will send the message that the time is now for students to start their journey toward a career in diverse industries at work in their own backyards.

All funds received will go towards offsetting the cost of this and future WOW events.

JOIN US BY BECOMING A SUPPORTER FOR THIS AMAZING EVENT

DIAMOND SUPPORTER - \$10,000

- ▶ Top billing in all promotional collateral, including company logo (email, flyers, invitation, media alerts, website, etc.)
- ▶ Company logo with direct link on CareerSource Broward's Worlds of Work website
- ▶ Company logo on event invitation (only diamond supporter logos displayed)
- ▶ Full page, full color advertisement in student companion book
- ▶ Logo on welcome sign and other event signage (Due February 16, 2024).
- ▶ Sponsorship announcement via social media, company tagged in event promotions
- ▶ Company logo printed on student information bag (Due February 9, 2024)
- ▶ Company logo printed on map
- ▶ Opportunity to put company information (promo item, flyer, pamphlet, etc.) in student goody bag

PLATINUM SUPPORTER - \$5,000

- ▶ Company logo with direct link on CareerSource Broward's Worlds of Work website
- ▶ Full page, full color advertisement in student companion book
- ▶ Company name on event invitation
- ▶ Logo on event signage (Due February 16, 2024)
- ▶ Sponsorship announcement via social media, company tagged in event promotions
- ▶ Company logo printed on student information bag (Due February 9, 2024)
- ▶ Company logo printed on map

GOLD SUPPORTER - \$2,000

- ▶ Company logo with direct link on CareerSource Broward's Worlds of Work website
- ▶ Half page, full color advertisement in student companion book
- ▶ Logo on event signage (Due February 16, 2024)
- ▶ Sponsorship announcement via social media, company tagged in event promotions
- ▶ Company logo printed on student information bag (Due February 9, 2024)
- ▶ Company logo printed on map

SILVER SUPPORTER - \$1,000

- ▶ Company logo with direct link on CareerSource Broward's Worlds of Work website
- ▶ Quarter page, full color advertisement in student companion book
- ▶ Event signage (Due February 16, 2024)
- ▶ Sponsorship announcement via social media, company tagged in event promotions
- ▶ Company logo printed on map

BRONZE SUPPORTER - \$500

- ▶ Company logo with direct link on CareerSource Broward's Worlds of Work website
- ▶ Acknowledgement in student companion book
- ▶ Event signage (Due February 16, 2024)
- ▶ Sponsorship announcement via social media, company tagged in event promotions
- ▶ Company logo printed on map

BENEFIT	DIAMOND SUPPORTER \$10,000	SUPPORTER \$5,000	GOLD SUPPORTER \$2,000	SILVER SUPPORTER \$1,000	BRONZE SUPPORTER \$500
Company logo printed on student maps	✓	✓	✓	✓	✓
Supporter announcements via social media, company tagged in event promotions	✓	✓	✓	✓	✓
Company logo with direct link on CareerSource Broward's Worlds of Work website	✓	✓	✓	✓	✓
Acknowledgement in student companion book	✓	✓	✓	✓	✓
General event signage	✓	✓	✓	✓	✓
Quarter page, full-color advertisement in student companion book				✓	
Half-page, full-color advertisement in student companion book			✓		
Company logo on student information bag	✓	✓	✓		
Company logo on event signage	✓	✓	✓		
Full-page, full-color advertisement in student companion book	✓	✓			
Company name on event invitation		✓			
Company logo on event invitation	✓				
Logo on welcome signage	✓				
Opportunity to put company info in student information bag	✓				
Top billing in all promotional collateral, including company logo	✓				

SUPPORTER COMMITMENT FORM

Please fill out the information below, select your supporter commitment, sign, and return to WOW@careersourcebroward.com.

Please note that all supporter commitment acceptances are offered on a first-come, first-served basis. Supporter commitments cannot be held without a signed and submitted commitment form.

Payment for a supporter commitment will be invoiced upon receipt of the signed commitment form.

COMPANY: _____

MAIN CONTACT: _____

BILLING ADDRESS: _____

PHONE: _____ EMAIL: _____

WEBSITE: _____

SUPPORTER COMMITMENT:

DIAMOND (\$10,000) PLATINUM (\$5,000) GOLD (\$2,000) SILVER (\$1,000) BRONZE (\$500)

AUTHORIZING FIRST AND LAST NAME: _____

AUTHORIZING SIGNATURE: _____



Education and Industry Consortium Member List

Name	Title	Organization Name	Industry	Term of Service
Matthew Rocco	President	South Florida Manufacturers Association (SFMA)	Manufacturing	1/24 - 1/26
Maria Formoso	CTACE Director Career, Technical, Adult and Community Education	School Board of Broward County	K-12 Education	1/24 - 1/26
Kathleen Hagen	Owner and Chief Operating Officer	FHG Marine Engineering	Marine	1/24 - 1/26
Richard Haughton	Aviation Advisor	Haughton Media Management	Aviation	1/24 - 1/26
Rozeta Mahboubi	Director	Florida Restaurant Lodging Association, Broward Chapter	Hospitality	1/24 - 1/26
Marcy Mills-Matthews	Acting SVP, Chief Human Resources Officer	Broward Health	Healthcare	1/24 - 1/26
BC to appoint	VP Workforce Education	Broward College	Post Secondary	