

**Save the Date  
Planning Session  
April 24, 2025  
11:30 A.M. –  
4:00 P.M.**

# **AGENDA**

**Broward Workforce Development Board, Inc/  
CareerSource Broward Council of Elected Officials**

# **Meeting #260**

**Join Zoom Meeting Details:**

**Meeting ID:**  
858 0383 4394

**Passcode:**  
633327

**Call-in number:**  
+1 646 876 9923

**CareerSource Broward  
Ft. Lauderdale, FL 33309**

**THURSDAY  
February 27, 2025  
12:00 P.M.**

CareerSource Broward's mission is to provide innovative solutions through the professional delivery of quality services which consistently and effectively meet workforce needs.

## 2025 MEETING SCHEDULE

Broward Workforce Development Board, Inc./CareerSource Broward  
Council of Elected Officials and Executive Committee

*All BWDB, Inc/CareerSource Broward Council of Elected Officials Partnership and  
Executive Committee Meetings are scheduled at 12 noon.*

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

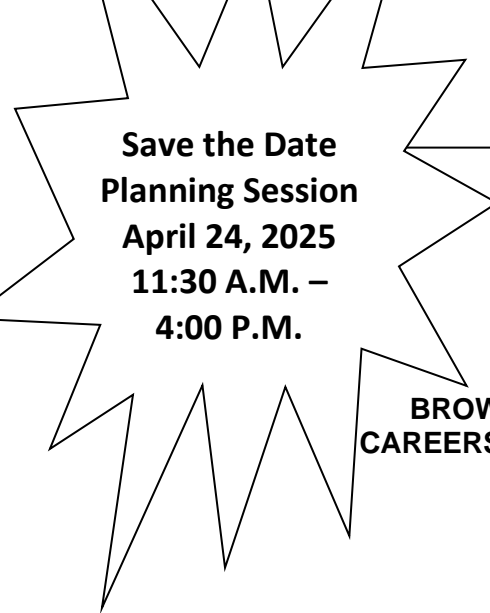
All members are encouraged to attend in person.  
For accessibility, all meetings will also have a Zoom option.

### Executive Committee Meetings

Month	Day
February	2/10
April	4/15
May	5/12
June	6/9
August	8/11
October	10/13
December	12/1

### Board Meetings

Month	Day
February	2/27
April	4/24 Board & Planning Session
May	5/22
June	6/26
August	8/28
October	10/23
December	12/11



**Save the Date  
Planning Session  
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4:00 P.M.**

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**AGENDA**

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

**Partnership Meeting #260  
Thursday, February 27, 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/85803834394?pwd=E7mvVLI6aBlu3apmfZgaLpCLI4iTbK.1>

**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.**

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**PLEDGE OF ALLEGIANCE**

**IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS**

**PRESENTATION**

Presentation of recognition to 1) Cynthia Sheppard and 2) Mark Schaunaman.

**MISSION MOMENT**

**APPROVAL OF MINUTES**

Approval of the minutes of the 12/12 BWDB meeting #259.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Minutes of the BWDB Meeting

**Pages 13 – 23**

**CONSENT AGENDA**

*Consent Agenda items 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**

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval

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**1. Monthly Performance Report**

The performance for December is provided. The data reflects that within the Big 6 Regions, CSBD is in a two-way tie for 1<sup>st</sup> in WIOA Entered Employment Rate (EER), ranks 1<sup>st</sup> in Welfare Transition All Family Participation, and ranks 2<sup>nd</sup> in Wagner Peyser EER, Veterans EER and Welfare Transition Two Parent Participation.

**ACTION** None  
**EXHIBIT** Performance Report for December

**Pages 24 – 35**

**2. Letters of Support**

Letters of support were written for 1) Healthy Mothers, Healthy Babies Coalition 2) Early Learning Coalition’s application to the City of Hollywood for their school readiness program 3) United Way’s application for the Homeless Veterans Reintegration Project 4) Harmony Development Center’s application to the Children’s Services Council for the HEAL program and Quick Response Training grant applications for 5) Align1 Services, LLC 6) Kelly Kronenberg, P.A., and 7) Pixels on Target, LLC.

**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 23/24 Presentation**

Consideration to accept the Audit Report for the period ending 9/30/24. Anthony Brunson, PA, has completed its draft Audit Report for the 23/24 CareerSource Broward fiscal year. The audit is clean and has an unqualified opinion. There are no findings or management recommendations. Approved at the 2/10 combined Executive and Audit 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** 23/24 Fiscal Year Audit Report (Copies available at the meeting.)

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**2. Set Aside in the General Fund for Capital Reserve**

Consideration to accept the Audit Committee's recommendation to include capital expenditures as part of the current set-aside of \$250,000 in the Contingency Reserve in the General Fund. Capital expenditures are returned to the General Fund through depreciation charged to the grants; therefore, this will not reduce the overall set-aside amount but allow us to use the funds if needed. Mayor Trantalis requested that the Audit committee discuss budgeting funds for capital improvements to cover costs incurred in maintaining the 2890 West Cypress Creek Building. Approved at the 2/10 combined Executive and Audit 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 by CSBD Council of Elected Officials**  
**EXHIBIT**                      None

**3. Summer Youth Work Experience Contract with the School Board of Broward County**

Consideration to approve a SYEP contract with the School Board of Broward County (SBBC) through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board Member Dr. Howard Hepburn is employed by the SBBC, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a Board meeting with an established quorum is required. Approved at the 11/18 Youth and 2/10 combined Executive and Audit 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, and ex-offenders.)*

**RECOMM**                      Approval  
**ACTION**                      **2/3 Vote for Approval**  
**EXHIBIT**                      None

**4. Summer Youth Work Experience Contract with Broward County**

Consideration to approve a SYEP contract with Broward County through 9/30/29. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board Members Sandy-Michael McDonald and Tara Williams are employed by Broward County, a 2/3 vote of the Board members present at a Board meeting with an established quorum is required. Approved at the 11/18 Youth and 2/10 combined Executive and Audit 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, and ex-offenders.)*

**RECOMM**                      Approval  
**ACTION**                      **2/3 Vote for Approval**  
**EXHIBIT**                      None

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**5. Accept City of Pompano Beach Career Pathways Funds**

Consideration to accept \$199,948 from the City of Pompano Beach to fund work experience opportunities for up to 18 Pompano Beach residents. The funds will be used to address skill gaps in the city’s workforce by providing targeted work-based training opportunities in high-demand trades such as 1) electrical 2) welding 3) carpentry 4) HVAC and 5) plumbing. In addition to paid internships, participants will receive financial assistance to purchase attire, tools, and other materials related to the internship. CSBD’s outreach team will work with prime contractors to identify internship opportunities and facilitate job placement. Approved at the 1/13 Employer Services and 2/10 combined Executive and Audit 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**                      None

**6. Accept Supplemental Nutrition Assistance Program (SNAP) Funds**

Consideration to accept \$204,018 from FloridaCommerce to serve customers receiving food assistance. The goal of the SNAP is to help customers secure employment and/or training services. Participants are referred to us by the Department of Children and Families to participate in work activities as a condition to continue receiving benefits. Approved at the 11/5 One-Stop Services and 2/10 combined Executive and Audit 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**                      None

**7. Accept Welfare Transition Program (WTP) Funds**

Consideration to accept supplemental WTP award of \$200,000 from FloridaCommerce. These funds will be used to help Welfare Transition participants gain and/or retain employment through assistance with 1) job skills training 2) job search and 3) support services and 4) for youth at risk with summer youth employment. Approved at the 2/10 combined Executive and Audit 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**                      None

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**8. Transfer of WIOA Dislocated Worker Funds to WIOA Adult Funds**

Consideration to approve the transfer of up to \$1,500,000 from the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funding stream to the WIOA Adult funding stream. WIOA allows local boards 100% transferability between the two funding streams. We are seeing more adult-eligible customers than dislocated workers. These funds will be used to provide adult customers with employment services that include 1) occupational skills training 2) work experience 3) Incumbent Worker Training and 4) On-the-Job Training. Approved at the 1/28 One Stop Services and 2/10 combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to align Broward’s services to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      None

**9. Program Year (PY) 24/25 Revised Budget**

Consideration to approve the annual updated budget from the preliminary budget presented in June. This is the adjusted budget based on the final grant awards we received. The formula grants for PY 24/25 total \$16,152,373 an increase of \$24,754 from the planning numbers presented in June as we received slightly more formula funds than anticipated. Dedicated grants total \$12,960,002, an increase of \$1,600,634. Our total available budget is \$29,112,375 (\$16,152,373 + \$12,960,002) for PY 24/25. Approved at the 1/28 One Stop Services and 2/10 combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to align Broward’s services to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #03 – 24 (FS) Revised

**Pages 36 – 41**

**REPORTS**

**1. Upcoming 2025 Board Planning Session**

The 2025 Board Planning Session is scheduled for 4/24 following a short board meeting as we have done in previous years. Workgroup thought questions will include topics covering 1) local labor market conditions 2) steps we should take based on the effect of AI on the labor force 3) the silver tsunami and 4) WIOA reauthorization.

**ACTION**                      None  
**EXHIBIT**                      None



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**2. General Fund Balance**

As we reported to the governing boards, the General Fund balance was \$1,278,905 as of 6/30/24. From 7/1/24 through 12/31/24, we realized revenues of \$137,514 and incurred expenditures of \$83,525. The General Fund balance as of 12/31/24 is \$1,332,894. Of this amount \$566,681 is held in reserve leaving a balance of \$766,213.

**ACTION**                      None  
**EXHIBIT**                      Memo #04 – 24 (FS)

**Pages 42 – 43**

**3. Budget vs. Actual Expenditure Report**

Pursuant to Board request we 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 WIOA Youth, Wagner Peyser, and Veterans expenditures appear low, we have plans to expend the funds. For SNAP, we have adjusted the budget accordingly to bring it into alignment.

**ACTION**                      None  
**EXHIBIT**                      Memo #05 – 24 (FS)

**Pages 44 – 45**

**4. Property & General Liability Insurance Report**

This is to report on the 24/25 insurance coverage for CSBD. We received quotes from multiple carriers in each category but are remaining with our current carriers as they offered the lowest rates which are as follows: 1) Commercial general liability, Nautilus Insurance Company Inc., \$71,589 2) Commercial Property and Windstorm coverage for the Cypress Creek Office, Frontline Insurance Unlimited, \$61,774 3) Commercial Property and Windstorm coverage for the career center offices, Lloyds of London, \$11,688 4) Window coverage for the North Center as required by the lease, US Plate Glass Insurance Co., \$1,610 5) Electronic Data Processing, AGCS Marine Insurance Company, \$15,206 and 6) Umbrella coverage, Scottsdale Insurance Co., \$7,572. Please note that while our general liability insurance premium increased by \$13,857, our commercial property insurance premium decreased by \$26,377 this year. Each policy is under \$100,000.

**ACTION**                      None  
**EXHIBIT**                      None

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

CSBD, in partnership with the School Board, will host the 2025 WOW on 3/11 at the Amerant Bank Arena. WOW is an immersive experiential learning event where youth in the 9th and 10th grades will learn about in-demand career pathways that align with their interests. New this year, we are adding 1) education 2) government and 3) professional services “worlds” that will include occupations in legal services, marketing and finance/banking.

**ACTION**                      None  
**EXHIBIT**                      Save the Date

**Page 46**

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

The CSC of Broward County conducted an administrative and fiscal review of the CSBD 2024 summer program, and we were commended for having no findings.

**ACTION**                      None  
**EXHIBIT**                      CSC Financial and Administrative Review Letter

**Page 47**

**7. Taylor Hall Miller Parker, (THMP) P.A. Program Monitoring - Report #3**

THMP conducted program monitoring for the period 3/15/24 through 7/26/24. They reviewed a total of 177 files consisting of 6,998 elements. There were 5 findings and 14 observations. This equates to an error rate of .07%, 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 #03 – 24 (QA)

**Pages 48 – 55**

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**8. Cherry Bekaert LLP Financial Monitoring - Report #3 for PY 2024**

Cherry Bekaert conducted financial monitoring for the period 3/1/24 through 6/30/24. Cherry Bekaert reviewed a total of 809 elements during the review period. There were no findings or observations for a 0% error rate.

**ACTION** None  
**EXHIBIT** Cherry Bekaert Monitoring Report #3 for PY 2024

**Page 56**

**9. Cherry Bekaert LLP Financial Monitoring - Report #1 for PY 2025**

Cherry Bekaert conducted fiscal monitoring for the period 7/1/24 through 9/30/24. Cherry Bekaert reviewed a total of 1,047 elements during the review period. There were no findings or observations for a 0% error rate.

**ACTION** None  
**EXHIBIT** Cherry Bekaert Monitoring Report #1 for PY 2025

**Page 57**

**10. FloridaCommerce PY 22/23 Financial and Programmatic Monitoring Report**

FloridaCommerce conducted its annual fiscal and programmatic monitoring for the review period of 4/1/22 to 3/31/23 and issued its report on 8/15/24. There were 1) zero (0) fiscal findings, observations, and technical assistance items, equating to a 0% error rate, and 2) a total of 200 program files consisting of 4,637 elements were reviewed, with seven (7) program findings and two (2) other non-compliance issues identified, equating to an error rate of .15%, less than 1%. All findings and other non-compliance issues were corrected except where cases were closed, and no further action could be taken.

**ACTION** None  
**EXHIBIT** Memo #05 – 24 (QA)

**Pages 58 – 63**

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**11. FloridaCommerce Financial Monitoring Report**

FloridaCommerce conducted its annual fiscal monitoring for the review period of 10/1/22 to 9/30/23 and issued its report on 11/14/24. The scope of the financial review included an examination of CSBD’s internal controls, financial management systems, procurements, contract management processes, sub-recipient monitoring, cost allocations, payroll, disbursement testing, and reporting and reconciliation of financial data. In all areas, FloridaCommerce determined that CSBD has appropriate processes, procedures, and controls in place and that they are properly implemented. There were zero (0) findings, non-compliance issues, or observations.

**ACTION**                      None  
**EXHIBIT**                      None

**12. CSBD Infograph January 2024 – December 2024**

CSBD’s Infograph was created to convey information quickly and clearly through visual elements about the delivery of our services to employers, community stakeholders and job seekers. During the period covered, CSBD hosted 177 recruitment events and job fairs, assisted Broward employers with nearly \$4.9 million in work-based training and provided over \$5 million in scholarships for training. The infograph has been distributed throughout Broward County including 1) our community partners 2) Public Information Officers and 3) the Broward Legislative Delegation.

**ACTION**                      None  
**EXHIBIT**                      [CSBD Infograph](#)

**Pages 64 – 65**

**13. CSBD Hosts Broward County Public Schools**

CSBD hosted a meeting with over 50 School Board Career Champions at our South Career Center on Wednesday, 11/6. The Champions help students prepare for life after high school. We showcased the marine and healthcare videos to gain more exposure for these industries. A tour of the center followed the meeting as it is important that they see first-hand the job seeker services CSBD offers to students and their parents. The idea for this collaboration stemmed from an Education and Industry Consortium meeting.

**ACTION**                      None  
**EXHIBIT**                      None

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**14. Heiko Dobrikow Honored**

Board member Heiko Dobrikow, General Manager and Executive Vice President of Riverside Hotel & Las Olas Company, was recognized in Florida Trend’s January 2025 edition as one of the “People to Know in Florida.” This recognition highlights his leadership and profound impact on Florida’s business and tourism landscape. Congratulations, Heiko!

**ACTION**                      None  
**EXHIBIT**                    None

**15. Michael Goldstein Honored**

Board member Michael Goldstein, President and CEO of LAN Infotech, was awarded the 2024 Soteria Award as the Most Trusted Managed Service Provider in North America at the Titans of the Industry Awards Gala on 12/4. This award recognizes his leadership, client satisfaction, and innovative IT solutions. Congratulations, Michael!

**ACTION**                      None  
**EXHIBIT**                    None

**16. Sandy-Michael McDonald Honored**

Board member Sandy-Michael McDonald, Director of the Office of Economic and Small Business Development for Broward County, will receive the 2024 Visionary Award from the Greater Hollywood Chamber of Commerce at The Diplomat Beach Resort’s Business Excellence Awards on 2/28. Congratulations, Sandy!

**ACTION**                      None  
**EXHIBIT**                    None

**17. Broward County Unemployment and Economic Dashboard**

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 17<sup>th</sup>. February labor statistics for Florida will be released on March 28<sup>th</sup>. CSBDs Economic and Workforce Dashboard allows 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.

**ACTION**                      None  
**EXHIBIT**                    [CareerSource Broward Dashboard](#)

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**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 24, 2025.***

**CAREER SOURCE BROWARD COUNCIL OF ELECTED OFFICIALS**

**Mayor Dean Trantalis**  
*City of Fort Lauderdale*  
**Chair**

**Mayor Beam Furr**  
*Broward County*  
**Vice Chair**

**Mayor Josh Levy**  
*City of Hollywood*  
**Chair Pro Tem**

**BROWARD WORKFORCE DEVELOPMENT BOARD, INC. - EXECUTIVE COMMITTEE**

**Jim Ryan, Chair**

**Kevin Kornahrens**  
*Vice Chair*

**Zac Cassidy**  
*Secretary/Treasurer*  
*Chair Audit Committee*

**Dr. Ben Chen**  
*Vice Chair of*  
*Legislative Affairs*  
(Board Chair, 2009-2010)

**Francois Leconte**  
*Chair Employer Services Committee*

**Richard Shawbell**  
*Chair One Stop Services Committee*

**Kevin Kornahrens**  
*Chair Organizational Resources*  
*Committee*

**Heiko Dobrikow**  
*Member*  
(*Immediate Past Chair*)

**Sandy McDonald**  
*Chair Strategic Planning Committee*

**Frank Horkey**  
(*Board Chair, 2021 - 2022*)

**Dr. Lisa Knowles**  
(*Board Chair, 2019 - 2020*)

**Dawn Liberta**  
*Chair Youth Committee*

**Marjorie Walters**  
*Participant*

**BROWARD WORKFORCE DEVELOPMENT BOARD, INC (BWDB) MEMBERSHIP**

Zac Cassidy  
Dr. Ben Chen  
Keith Costello  
Heiko Dobrikow  
Paul Farren  
Michael Goldstein  
Dr. Howard Hepburn  
Frank Horkey  
Rufus James

Dr. Lisa Knowles  
Kevin Kornahrens  
Francois Leconte  
Dawn Liberta  
Sandy McDonald  
Felipe Pinzon  
Vanessa Roc-Cantave  
Catherina Rozario  
Jim Ryan

Mark Schaunaman  
Richard Shawbell  
Shane Strum  
Robert Swindell  
Dr. Stacy Volnick  
Marjorie Walters  
Lori Wheeler  
Tara Williams

“No member of any council shall cast a vote on the provision of services by that member (or any organization which that member directly represents) or vote on any matter which would provide direct financial benefit to that member.” Board and CareerSource Broward Council members should also avoid the appearance of a conflict of interest and apply any constraints applicable to them based on the Florida statutory conflict of interest prohibition.

An attendee may need to record this meeting if he/she intends to appeal.

**PUBLIC COMMENTS**

Public Comments are welcome; there is a signup sheet at the reception desk. Anyone wishing to comment on an agenda item is asked to sign up at the reception desk. The Board Chair will announce each item and will receive a motion and second from the Board. Then the Board Chair will ask if there are any public comments. Comments are not limited to those who have signed up to speak. Persons wishing to comment are asked to identify themselves before commenting. Comments will be limited to 2 or 3 minutes. Comments should be directed to the Board Chair, and not individual Board members. Board members may ask the commenter a question for clarification, but should not enter a dialog with the commenter. After the public comment period is closed, Board members will discuss the motion and vote.

## **Broward Workforce Development Board Committee Membership – 2025**

### **EXECUTIVE COMMITTEE**

Responsible for oversight of all functions, including membership nomination, bylaws, officers, Board structure and functions, and CSBD human resource policy. Membership is made up of the BWDB officers, Chairs of each of the committees, and recent past chairs  
**Jim Ryan, Board Chair**

<b>Kevin Kornahrens</b>	Vice-Chair
<b>Zac Cassidy</b>	Secretary/Treasurer, Chair, Audit Committee
<b>Dr. Ben Chen</b>	Vice-Chair for Legislative Affairs (Board Chair – 2009-2010)
<b>Heiko Dobrikow</b>	Member – (Immediate Past Chair)
<b>Richard Shawbell</b>	Chair, One Stop Services Committee
<b>Francois Leconte</b>	Chair, Employer Services
<b>Kevin Kornahrens</b>	Chair, Organizational Resources Committee
<b>Sandy McDonald</b>	Chair, Strategic Planning
<b>Dawn Liberta</b>	Chair, Youth Committee
<b>Frank Horkey</b>	Member – (Board Chair 2021 - 2022)
<b>Dr. Lisa Knowles</b>	Member – (Board Chair 2019 - 2020)
<b>Marjorie Walters</b>	Participant Representative

### **AD HOC ORGANIZATIONAL RESOURCES COMMITTEE**

Goal is to coordinate membership nominating, bylaws, officers, Board structure and functions, and CSBD human resource policy.  
**Kevin Kornahrens, Chair**

<b>Zac Cassidy</b>	<b>Dr. Lisa Knowles</b>
<b>Dr. Ben Chen</b>	<b>Jim Ryan</b>
<b>Frank Horkey</b>	

### **STRATEGIC PLANNING COMMITTEE**

Goal is to formulate strategic plans, shape and champion local policy aligned with state and federal workforce development legislation and statewide administrative issues; promote regionalism and collaborative partnerships.  
**Sandy McDonald, Chair**

<b>Dr. Ben Chen – Co-Chair</b>	<b>Shane Strum</b>
<b>Heiko Dobrikow</b>	<b>Dr. Stacy Volnick</b>
<b>Francois Leconte</b>	

### **ONE STOP SERVICES COMMITTEE**

Goal is to maximize employment and training opportunities for all job seekers, including those with multi-faceted barriers.  
**Richard Shawbell, Chair**

<b>Frank Horkey</b>	<b>Marjorie Walters</b>
<b>Dr. Howard Hepburn</b>	<b>Tara Williams</b>
<b>Felipe Pinzon</b>	Melida Akiti
<b>Catherina Rozario</b>	Sheri Brown Grosvenor

### **EMPLOYER SERVICES COMMITTEE**

Goal is to provide a broad range of workforce information, job matching, and employee training services customized to meet industry demands; develop initiatives that educate employers on best practices critical for maintaining a strong, stable workforce; foster collaborative partnerships with the business community.  
**Francois Leconte, Chair**

<b>Paul Farren</b>	<b>Lori Wheeler</b>
<b>Michael Goldstein</b>	Denise Jordan
<b>Vanessa Roc-Cantave</b>	Marie Suarez
<b>Mark Schaunaman</b>	

### **AUDIT COMMITTEE**

To discuss and recommend audit monitoring protocols, establish policies and procedures, and provide monthly update and trend reports.  
**Zac Cassidy, Chair**

<b>Dr. Ben Chen</b>	<b>Frank Horkey</b>
<b>Keith Costello</b>	<b>Bob Swindell</b>

### **YOUTH COMMITTEE**

Goal is to promote the successful entry of youth into the workplace through the provision of training, education, and experiential activities.  
**Dawn Liberta, Chair**

<b>Rufus James</b>	Joe Cox
<b>Dr. Lisa Knowles</b>	Jill Denis-Lay
	Traci Schweitzer



# Agenda Backup

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

**Meeting  
#260**

**Join Zoom Meeting Details:**

**Meeting ID:**  
858 0383 4394

**Passcode:**  
633327

**Call-in number:**  
+1 646 876 9923

**CareerSource Broward  
Ft. Lauderdale, FL 33309**

**THURSDAY  
February 27, 2025  
12:00 P.M.**

CareerSource Broward's mission is to provide innovative solutions through the professional delivery of quality services which consistently and effectively meet workforce needs.

## WHAT IS WIOA? (Federal)

The **Workforce Innovation Opportunity Act (WIOA)** - WIOA is, as the bill's statement of the Managers states: the "nation's primary programs and investments in employment services, workforce development, adult education and rehabilitation activities." WIOA asks states and local workforce areas to create a system of coordinated, integrated and regionalized service delivery so job seekers and business customers can have seamless access to services. WIOA can best be summarized as providing "workforce development activities, through statewide and local systems that increase the employment, retention, and earnings of participants, and increase attainment of recognized credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation."

**Job seekers, workers and employers** are served through the career or one-stop centers. As funds are limited funds, the BWDB is able to provide job search assistance to the universal population, and funds one on one services, training and related costs only for dislocated workers and those most in need. **Dislocated workers** are people affected by a layoff or plant closing and displaced homemakers. Dislocated workers are not subject to income guidelines or have barriers to employment. Those most in need are defined as economically disadvantaged, receiving public assistance or having one or more barriers to employment as defined by WIOA.

**Barriers to employment** for adults are:

Basic Skills Deficient	Ex-Offenders	School Dropouts
Homeless	English Language Learners	Older Individuals
Substance Abuse	Disabled	Displaced Homemakers
Low Income	Indians	Native Alaskans
Native Hawaiian	Youth Aged Out of Foster Care	Migrant and Seasonal Farmworkers
Welfare Recipients Within 2 Yrs. of Losing Eligibility	Single Parents	Long Term Unemployed

**Youth** 14-24 may be served by programs funded by WIOA, which emphasizes services to out-of-school youth and requires that 75% of the local allocation be spent on out-of-school youth (OSY). Currently CSBD OSY programs serve youth between the ages of 17 – 24.

## WHAT IS FLORIDA WIA 2000? (State)

The Florida Workforce Innovation Act 2000 merged state workforce development program under the federal Workforce Investment Act (WIA) and the welfare-to-work (WAGES) program. WIA 2000 creates a state employment, education and training plan that ensures that programs to prepare workers are responsive to present and future business and industry needs and complements the initiatives of Enterprise Florida. WIA 2000 changes the focus of workforce development to the employer as the customer and puts new emphasis on occupational forecasting, coordination with economic development agencies, and accountability. WIA 2000 created CareerSource Florida to oversee and coordinate workforce development in the State of Florida. It created the Department of Economic Opportunities (DEO) to be the administrative arm for the State.

## WHAT ARE THE REQUIREMENTS AND BENEFITS OF WIA 2000 WELFARE TRANSITION?

### **Requires Work**

WIA 2000 eliminates individual entitlement to benefits. At least one adult in each family must work the maximum number of hours allowed. Limited exemptions from work requirements are provided. People who do not comply with work requirements will receive immediate sanctions. WT provides for employer incentives to encourage job creation and retention.

### **Sets Strict Time Limits for Collecting Cash Assistance**

Cash assistance Temporary Assistance for Needy Families (TANF) has a lifetime limit of 48 months. For most adults, temporary assistance (TANF) is limited to 24 months, consecutive or cumulative, out of any consecutive 60 months.

### **Requires Child Support**

### **Strengthens Teen Pregnancy Prevention and Teen Parent Requirements**

WIA 2000 creates aggressive local programs that reduce teen pregnancy. Teen parents must stay in school and live at home or with a responsible adult. Benefits are paid to an alternative payee.

### **Improves Transition and Support Services**

Subsidized childcare and transitional medical benefits are available for participants for up to two years after they earn their way off TANF. Assistance can be provided with transportation, tools, uniforms and emergencies such as rent payments, auto repair, and other expenses that would result in the client not being able to participate in the program. Personal, family or substance abuse counseling or treatment is available.

### **Education and Training Requirements**

WIA 2000 allows clients to participate in training for basic skills, GED preparation, and occupational training. Limits full-time education without employment to 12 months for any individual and to no more than 30% of all the participants at any given time.

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## **MEETING MINUTES**

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

Partnership Meeting #259  
Thursday, December 12, 2024  
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: Mayor Josh Levy, Mayor Beam Furr, Zac Cassidy, Dr. Ben Chen, Paul Farren, Michael Goldstein, Dr. Howard Hepburn, Frank Horkey, Rufus James, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Catherina Rozario, Jim Ryan, Mark Schaunaman, Richard Shawbell, Shane Strum, Marjorie Walters, Tara Williams, and Heiko Dobrikow, who chaired the meeting.

Guests: Commissioner Tim Ryan, Eugen Bold, Clay Miller

Staff: Carol Hylton, Ron Moffett, Mark Klinecicz, Rochelle Daniels, Tony Ash, Kim Bryant, Carlisle Anderson, Lucrechia Childs, Maurice Gardner, Reynold Hicks, Latema Thomas, Gil Valme and Samantha Vazquez.

### **PRESENTATION**

Board Chair Heiko Dobrikow opened with a tribute to Commissioner Tim Ryan, recognizing his decade of service on the Board and the Council of Elected Officials. He highlighted Commissioner Ryan's pivotal contributions, including his leadership during the COVID-19 pandemic and his efforts to strengthen the organization's outreach and communication strategies. Mr. Dobrikow noted Commissioner Ryan's instrumental role in preserving the region's autonomy during statewide workforce realignment discussions.

President Carol Hylton continued, detailing Commissioner Ryan's legislative experience and his enduring commitment to workforce development. She shared specific accomplishments, such as his advocacy for strategic initiatives and organizational improvements that elevated CareerSource Broward's effectiveness. A video montage celebrated Commissioner Ryan's contributions and moments of collaboration.

Mayor Josh Levy expressed gratitude for Commissioner Ryan's mentorship and dedication to workforce development. Mayor Beam Furr emphasized his institutional knowledge and collaborative approach, which fostered effective decision-making and strengthened partnerships.

Commissioner Ryan thanked the Board, Council, and staff for their support. He expressed pride in the accomplishments achieved during his tenure and reaffirmed his confidence in CareerSource Broward's mission.

Commissioner Tim Ryan was presented with a token in recognition of his exemplary service to the Board, the Council, and the community.

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## **MISSION MOMENT**

Chair Dobrikow reflected on the achievements of the past year, acknowledging the collective efforts of the Board, committees, and staff in advancing workforce development. He recognized the Employer Services Committee, chaired by Francois Leconte, for guiding initiatives to increase employer participation, organize industry forums, and host the record-breaking State of the Workforce Breakfast and Job Fair. He commended the One-Stop Services Committee, chaired by Richard Shawbell, for revitalizing the centers post-pandemic, increasing training scholarships, and expanding outreach to underserved job seekers, including veterans and returning citizens.

Kevin Kornahrens, Chair of the Organizational Resources Committee, was acknowledged for his leadership in implementing the employee deferred compensation match and aligning resources to enhance organizational sustainability. The Youth Committee, led by Dawn Liberta, was praised for the Summer Youth Employment Program, which broke records in participation and strengthened partnerships with local educational institutions.

Mr. Dobrikow further highlighted the efforts of Dr. Ben Chen, Vice Chair of Legislative Affairs, for shaping the Board's legislative priorities and championing workforce housing initiatives. Sandy McDonald, Chair of the Strategic Planning Committee, was recognized for his role in fostering relationships with lawmakers and reinforcing the Board's position as a leader in workforce development. The achievements of all committees were attributed to the commitment and dedication of their respective chairs and members, thanking them for their outstanding contributions.

Mayor Josh Levy expressed appreciation for Mr. Heiko Dobrikow's service as Chair, highlighting the dedication and commitment he demonstrated throughout his term. Mayor Levy noted that Mr. Dobrikow's detailed reflections on the year underscored his recognition of the Board's significance and his personal investment in its success. He emphasized the pivotal role Mr. Dobrikow played during a transformative year, helping CareerSource Broward shed its reputation as the "best-kept secret" and emerge as a highly visible and impactful organization.

Carol Hylton reflected on Mr. Dobrikow's tenure, describing his leadership, enthusiasm, and unwavering dedication as inspirational. She highlighted his involvement in launching key initiatives such as the State of the Workforce and Worlds of Work Career Exploration for Youth and his consistent presence at CareerSource events, where he celebrated staff accomplishments and championed the organization's mission. She characterized Mr. Dobrikow as one of CareerSource Broward's greatest advocates, attributing the Board's strengthened effectiveness to his servant leadership. She concluded by noting that his chairmanship had elevated the organization and set it on a path for continued success, presenting him with an award and sharing a slideshow in tribute to his contributions.

## **APPROVAL OF MINUTES**

Approval of the minutes of the 10/31 BWDB meeting #258.

**On a motion made by Rick Shawbell and seconded by Dawn Liberta, the BWDB unanimously approved the minutes of the 10/31 meeting #258.**

Approval of the minutes of the 11/1 Council of Elected Officials meeting.

**On a motion made by Mayor Beam Furr and seconded by Mayor Josh Levy, the CSBD Council of Elected Officials unanimously approved the minutes of the 11/1 meeting.**

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## **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. Monthly Performance Report**

The State was delayed in providing the data used for the Monthly Performance Report. We anticipate being able to provide a report at the next meeting.

#### **2. Letters of Support**

Letters of support were written for Quick Response Training grant applications for 1) Berkowitz Pollack Brant Advisors + CPAs LLP and 2) Sfakia, LLC D/B/A Good Greek Moving and Storage, and 3) Broward College's application to include an industry certification on the Master Credential List.

**On a motion made by Rick Shawbell and seconded by Dawn Liberta, the BWDB/CSBD Council of Elected Officials unanimously approved the minutes of the Consent Agenda of 12/12.**

## **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. Election of CareerSource Broward Council of Elected Officials Officers for 2025**

Officers for the CareerSource Broward (CSBD) Council of Elected Officials were selected for the 2025 calendar year. There are no legal or By-Law requirements for the selection of officers. The 2024 CSBD Council officers were Mayor Josh Levy, Chair, Mayor Dean Trantalis, Vice-Chair, and Commissioner Tim Ryan, Chair Pro Tem, who is retiring from public office. Mayor Beam Furr will be taking his place on the Council. *(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.)*

Heiko Dobrikow asked Mayor Josh Levy to present the item.

Mayor Levy nominated Mayor Dean Trantalis to be the Chair, Mayor Beam Furr for Vice-Chair, and himself to Chair Pro Tem.

**On a motion made by Mayor Beam Furr and seconded by Mayor Josh Levy, the CSBD Council of Elected Officials unanimously approved the selection of officers for the CSBD Council of Elected Officials.**

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## 2. **Broward Workforce Development Board (BWDB) Officers for 2025**

Considered approving 1) the slate of officers for 2025 as all officers are completing the second year of their term and a waiver of the term limit for 2) Dr. Ben Chen, Vice-Chair for Legislative Affairs and 3) Zac Cassidy, Secretary/Treasurer as permitted by the By-Laws. On 10/15 requests for nominations of officers were sent to Board members for consideration by the Ad Hoc Nominations Committee. The CareerSource Broward Council of Elected Officials has final approval of the slate. Approved at the 11/20 Organizational Resources Nomination and 12/2 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.)*

Heiko Dobrikow asked Mayor Levy to present the item. Mayor Levy stated that the slate, as presented, was recommended by the Organizational Resources and Executive Committees. He explained that the By-Laws permit waivers of term limits and that such would be needed to retain Dr. Ben Chen and Zac Cassidy in the legislative Affairs and Secretary/treasurer roles respectively.

**On a motion made by Mayor Beam Furr and seconded by Mayor Josh Levy, the BWDB/CSBD Council of Elected Officials unanimously approved 1) the slate of officers for 2025 and a waiver of the term limit for 2) Dr. Ben Chen, Vice-Chair for Legislative Affairs and 3) Zac Cassidy, Secretary/Treasurer as permitted by the By-Laws.**

## 3. **Membership Renewals**

Considered the renewal of BWDB members whose terms expire in January 2025 and who are eligible for renewal for an additional two years. The twelve (12) members recommended for renewal were 1) Zac Cassidy 2) Keith Costello 3) Heiko Dobrikow 4) Dr. Howard Hepburn

5) Frank Horkey 6) Francois Leconte 7) Sandy-Michael McDonald 8) Richard Shawbell 9) Robert Swindell 10) Dr. Stacy Volnick 11) Lori Wheeler and 12) Tara Williams. The CSBD Council of Elected Officials appoints board members following a recommendation from the Board. Approved at the 11/20 Organizational Resources Nominations and 12/2 Executive Committee meetings. *(This is in alignment with the Board's 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.)*

Heiko Dobrikow asked Mayor Josh Levy to present the item. After reviewing the recommendations to renew each of the 12 members whose terms expire in January, Mayor Levy requested a motion to move the item.

**On a motion made by Mayor Beam Furr 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.**

## 4. **President/CEO Evaluation**

In accordance with the Broward Workforce Development Board, Inc. and CSBD Council of Elected Officials' policy, the Executive Committee evaluates the President/CEO annually using an instrument developed by the Organizational Resources Committee. The Evaluation Form was distributed to the Executive Committee members by the Legal Department in November. The scores were averaged and presented to the Committee along with member comments. The Committee also considered the salaries of directors in the large areas. After discussion, the

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Committee unanimously recommended that the President, Ms. Hylton, be awarded a ten percent merit increase. Approved at the 12/2 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.*)

Carol Hylton excused herself from the room, and Heiko Dobrikow commenced the discussion on her annual evaluation. He turned the floor over to General Counsel Rochelle Daniels to present the evaluation results.

Ms. Daniels provided an overview of the President/CEO evaluation results. Ms. Daniels noted that the evaluation process included input from all Executive Committee members. They reviewed Ms. Hylton's accomplishments over the past year in working to achieve the organization's priorities and goals as established by the Board. Ms. Daniels highlighted that the evaluations reflect that Ms. Hylton's performance exceeded expectations, with some members scoring her above the highest possible rating of 4.0 on the evaluation scale.

Mr. Dobrikow recognized Mayor Josh Levy who commended Ms. Hylton for her leadership since assuming the role of President/CEO. He acknowledged the challenges of succeeding a predecessor with decades of experience and praised Ms. Hylton for exceeding expectations in her role. Mayor Levy highlighted her exceptional commitment, noting her active participation in community events and her ability to represent CareerSource Broward as both a leader and advocate. He proposed increasing her salary to \$280,696. He emphasized that the proposed adjustment recognized not only her organizational achievements but also her dedication to advancing CareerSource Broward's mission beyond regular working hours.

Following discussion, Ms. Hylton returned to the room, and Mr. Dobrikow invited Mayor Levy to formally announce the boards' decision. Mayor Levy expressed the Council's and Board's appreciation for Ms. Hylton's contributions, recognizing her servant leadership and commitment to both the organization and the community. He announced the Board's approval of her salary increase.

Ms. Hylton expressed her gratitude to the Board and Council, emphasizing her passion for CareerSource Broward's work. She recognized the contributions of staff and shared her appreciation for the collaboration and support of all stakeholders, saying that it was a privilege to serve as President/CEO and her commitment to continuing the organization's success.

**On a motion made by Heiko Dobrikow and seconded by Jim Ryan, the BWDB/CSBD Council of Elected Officials unanimously approved a merit increase for Ms. Hylton bringing her annual salary to \$280,696.**

## **5. Broward Workforce Development Board (BWDB) Appointment**

Considered the nomination of Vanessa Cantave, Owner/President of 2Lyons Aerospace, LLC, from the targeted industry of Global Logistics to fill the vacant slot in the private sector category on the Board. On 9/30, as is our custom, President/CEO Carol Hylton sent an email to the members seeking private sector nominations for individuals in the global logistics and life sciences industries. The CSBD Council of Elected Officials appoints board members following a recommendation from the BWDB. We will continue to solicit nominations from the life sciences targeted industry. Approved at the 11/20 Organizational Resources Nominations and 12/2 Executive Committee meetings. (*This is in alignment with the Board's 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.*)

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Heiko Dobrikow asked Mayor Josh Levy to present the item. Mayor Levy reviewed the nomination and stated that the Organizational Resources and Executive Committees recommended Ms. Cantave for the private sector slot. There was no further discussion.

**On a motion made by Mayor Beam Furr and seconded by Mayor Josh Levy, the BWDB/CSBD Council of Elected Officials unanimously approved the nomination of Vanessa Cantave, Owner/President of 2Lyons Aerospace, LLC, from the targeted industry of Global Logistics to fill the vacant slot in the private sector category on the Board**

## **6. Food and Beverage Purchases**

Considered approving up to \$27,000 from the General Fund for food and beverage expenses for 2025. 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. *(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.)*

Heiko Dobrikow asked Mayor Josh Levy to present the item.

Mayor Levy reviewed the item and indicated his support of the recommendation. There was no further discussion.

**On a motion made by Mayor Beam Furr and seconded by Mayor Josh Levy, the BWDB/CSBD Council of Elected Officials unanimously approved up to \$27,000 from the General Fund for food and beverage expenses for 2025.**

## **7. Request for Regional Planning Area Designation**

Considered approving a request to CareerSource Florida to designate CareerSource Broward and CareerSource South Florida as a Regional Planning Area (RPA). In accordance with the REACH Act, all local workforce boards are required to be part of a planning region comprised of two or more contiguous local boards. The criteria to be an RPA is that the boards involved must have a shared labor market and common economic development area, along with relevant relationships in terms of training institutions, population centers, commuting patterns and labor market conditions. The purpose of the RPA is to align workforce strategies to address common needs of shared industry sectors, labor shortages, and worker skill gaps with united service strategies. Approved at the 12/2 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.)*

Heiko Dobrikow asked Carol Hylton to present the item.

Ms. Hylton provided an overview of the proposed regional planning area designation. She explained that the plan would outline collaboration strategies with employers and job seekers



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across shared boundaries. The full details of the plan will be developed and presented to the Board in the coming months.

Dr. Ben Chen asked to be recognized by the Chair and inquired why Palm Beach County was not included in the proposed designation. Ms. Hylton clarified that Palm Beach County opted to partner with the Treasure Coast region. She added that Miami-Dade, Broward, and Palm Beach are among Florida's largest regions, and the separation allowed for more manageable and focused planning.

Dr. Chen raised an additional question about the potential benefits of including Monroe County. Ms. Hylton explained that Monroe County was realigned with Naples during the realignment that took place in the recent past and is no longer a part of the Miami region. She emphasized that the current arrangement reflects both logistical and regional considerations.

Mayor Josh Levy supported the proposed regional planning area, emphasizing the cultural and economic alignment between Miami-Dade and Broward Counties. He highlighted the fluid workforce and commuting patterns between the two counties, particularly in South Broward and North Miami-Dade, and stressed the importance of a collaborative planning approach that reflects these shared dynamics.

**On a motion made by Mayor Beam Furr and seconded by Rick Shawbell, the BWDB/CSBD Council of Elected Officials unanimously approved making the request to CareerSource Florida to designate CareerSource Broward and CareerSource South Florida as a Regional Planning Area (RPA).**

#### **8. Accept Summer Youth Employment Program (SYEP) Funds for 2025**

Considered the acceptance of \$50,000 from the City of Dania Beach to serve 11 economically disadvantaged youth ages 16-18 years old who reside within the city. The City has funded the SYEP for the past three (3) years. The 2025 application portal opened on 12/2 at 9 a.m. CSBD requested that the members share the youth and employer flyers with their networks. Approved at the 11/18 Youth and 12/2 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).*)

Heiko Dobrikow asked Dawn Liberta, Chair of the Youth Committee, to present the item.

Ms. Liberta reviewed the item and its recommendations.

Dr. Ben Chen inquired about city participation beyond Dania Beach and Fort Lauderdale, which regularly provides funding for the program. Carol Hylton clarified that while Broward County contributes funding, most municipalities participate as worksites.

Dr. Chen referenced prior efforts to request additional funding from cities. Mayor Josh Levy emphasized the importance of engaging municipalities early in their budget planning cycles to increase participation. He suggested reaching out to city mayors, managers, and staff through written communications and meetings starting in January to secure additional funding and support for SYEP. Mayor Levy expressed confidence that early outreach could significantly expand the number of participating cities.

Ms. Hylton agreed with Mayor Levy's recommendation and confirmed that CSBD had begun reaching out to cities earlier in the process based on previous lessons learned. She noted that

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while letters to city mayors had not yet been sent, such communications would be a new initiative moving forward. Additionally, she highlighted ongoing conversations with cities like Lauderhill and Miramar to further expand program worksites.

**On a motion made by Dr. Lisa Knowles and seconded by Dr. Ben Chen, the BWDB/CSBD Council of Elected Officials unanimously approved the acceptance of \$50,000 from the City of Dania Beach to serve 11 youth.**

**9. BWDB and Executive Committee 2025 Meeting Schedule**

Considered approving the 2025 meeting schedule for the BWDB and Executive Committee meetings. Meetings are in person. On occasion, if necessary, a board member can attend via Zoom. Approved at the 12/2 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.)*

Heiko Dobrikow asked Carol Hylton to present the item. Ms. Hylton reviewed the item and stated that in developing the schedule, staff took known events, such as the boat show, into consideration.

**On a motion made by Mark Schaunaman and seconded by Dr. Lisa Knowles, the BWDB/CSBD Council of Elected Officials unanimously approved the 2025 meeting schedule for the BWDB and Executive Committee meetings.**

**10. 2025 Stop-Loss Coverage**

Considered the approval of the purchase of Stop-Loss coverage for the CSBD self-insurance health policy from Sirius Point America at an estimated cost of \$217,512 based on our current census. This amount is a slight increase (+ \$426) over last year. This insurance caps payouts in the event of claims, including pharmacy, in excess of \$75,000 per individual. This will be the first one-year renewal allowable under the procurement. Approved at the 12/2 Executive Committee meeting. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Heiko Dobrikow asked Rochelle Daniels to present the item.

Ms. Daniels explained that CSBD participates in the County's self-insurance health policy, which allows us to benefit from the same rates established under the county's program. Stop-loss insurance is purchased to cover claims exceeding \$75,000 per individual and provides high-cost drug coverage.

As our current carrier no longer provides this coverage, we secured a new provider that has offered equivalent coverage at the same rate, ensuring stability and predictability for health insurance costs.

**On a motion made by Rick Shawbell and seconded by Tara Williams, 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 \$217,512 based on the current census.**

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## REPORTS

### 1. International Medical Industries Incumbent Worker Training Grant Application

International Medical Industries applied for an Incumbent Worker Training (IWT) grant in the amount of up to \$130,604 to train 31 employees to earn certifications in Process Validations, Scientific Molding, Normality Testing, and Six Sigma Green belt. Pursuant to the Workforce Innovation and Opportunity Act requirements, CSBD will contribute 50% toward the total 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 Board at their next meeting. Approved at the 11/4 Employer Services and 12/2 Executive Committee meetings.

Heiko Dobrikow presented the item on behalf of Francois Leconte, Chair of the Employer Services Committee. Mr. Dobrikow indicated that, in alignment with policy, since the item was approved by the Employer Services and Executive Committees, no further ratification by the board is required. There was no further discussion.

### 2. Education and Industry Consortium (EIC) Third Quarter Report

The goal of the EIC is to align educational programming with industry needs at the local level. The EIC held its third meeting on 9/16. The Consortium 1) identified additional ways to market CSBD services to the maritime industry including the Marine Career Pathways video 2) adopted using the CSBD Planning Matrix with strategic goals and objectives for program year 24/25 to provide a framework for the business of the Consortium 3) approved the inclusion of Consortium representation at the CSBD Employer Forums and 4) implemented a template for speakers to use when presenting at Consortium meetings.

Heiko Dobrikow asked Ron Moffett to present the item.

Mr. Moffett reminded the members that the quarterly report is a requirement under the REACH Act. He highlighted key initiatives resulting from the meeting, including 1) a letter to the marine industry endorsed by the Board and 2) an invitation for school board champions from high schools to tour the South One-Stop center, where they viewed the career pathway videos for marine and healthcare. This effort aimed to support a two-generational approach, providing high school seniors and their parents with insights into the workforce system and available resources before and after graduation.

### 3. State of the Workforce Breakfast and Job Fair

Our second annual State of the Workforce Breakfast and Job Fair will be on 1/29/25 at the Broward County Convention Center. Planning for the event is ongoing, and marketing to employers and job seekers is underway. We are requesting that committee members share the employer flyer with their networks.

Heiko Dobrikow asked Ron Moffett to present the item.

Mr. Ron Moffett provided an update on the upcoming State of the Workforce Breakfast and Job Fair. He reported that nearly 50 employers have already registered for the event. Mr. Moffett highlighted that Broward County Transit will provide transportation again for job seekers from the prosperity zones, ensuring accessibility to the event. He expressed enthusiasm for the initiative and its potential to connect job seekers with employment opportunities.

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#### 4. **Sandy-Michael McDonald Honored**

Board member Sandy-Michael McDonald, Director of the Office of Economic and Small Business Development for Broward County, has been recognized as the 2024 Community Anchor Honoree by Women Empowering Women in Development. This award celebrates Director McDonald's exceptional dedication to economic development, professional excellence, and support of the Broward County business community. Congratulations to Sandy-Michael McDonald on this well-deserved honor!

Heiko Dobrikow presented the item and asked all of the members to join him in congratulating Sandy-Michael McDonald on his award.

#### 5. **Broward County Unemployment and Economic Dashboard**

The unemployment rate in Broward County was 3.3 percent in October 2024. This rate was 0.2 percentage points higher than the region's year-ago rate. In October 2024, Broward County's unemployment rate was 0.2 percentage points lower than the State's rate. Out of a labor force of 1,093,498, down 5,178 (-0.5 percent) over the year, there were 36,572 unemployed Broward County residents. The dashboard is a value-added resource allowing businesses the ability to make data-informed decisions.

Heiko Dobrikow asked Mark Klincewicz to present the item.

Mr. Klincewicz indicated that the dashboard was updated with the latest available data and highlighted a new tile tracking inflation. He also acknowledged complementary data sources, such as the scorecard, which further enhance the dashboard's utility.

### **MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS**

Mayor Josh Levy highlighted the emerging "Silver Tsunami" phenomenon, noting that the population of residents aged 70 and older is projected to double in Broward County over the next decade. He emphasized the importance of proactively addressing the potential workforce implications, including the challenges posed by retirements and the opportunities for growth in sectors such as healthcare and senior services. Mayor Levy suggested a study to understand how workforce demand and supply may shift and how Broward County can position itself as a better place for senior citizens, balancing the need to address both challenges and opportunities.

Carol Hylton noted that she recently attended a conference at Florida Atlantic University focused on the Silver Tsunami and confirmed that CSBD has begun exploring this issue. She expressed commitment to further investigating its impact on workforce development and suggested framing this issue as a thought question at the Board's strategic planning session.

### **MATTERS FROM THE BROWARD WORKFORCE DEVELOPMENT BOARD CHAIR**

Heiko Dobrikow shared a reflection from his recent visit to Tallahassee, where Mark Wilson's call to "tap somebody on the shoulder to make a difference" resonated with him, he encouraged Board members to reflect on who they might inspire to step forward and contribute to the community. He expressed his heartfelt gratitude for the collective efforts of the Board and staff and extended his warmest holiday wishes to all.

### **MATTERS FROM THE BOARD**

None.

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**MATTERS FROM THE FLOOR**

None.

**MATTERS FROM THE PRESIDENT/CEO**

Carol Hylton shared a brief video highlighting the success of the Paychecks for Patriots job fair, noting that this year's event broke participation records. She shared an inspiring story about a job seeker who attended the State of the Workforce job fair last year, secured employment, and is now returning to this year's event as an employer. Ms. Hylton emphasized the significance of paying it forward and expressed gratitude for the Board's and staff's dedication. She concluded with warm holiday wishes to all attendees.

**ADJOURNMENT 1:37**

***THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE  
BROWARD COUNCIL MEETING IS FEBRUARY 27, 2025.***



# Performance Report

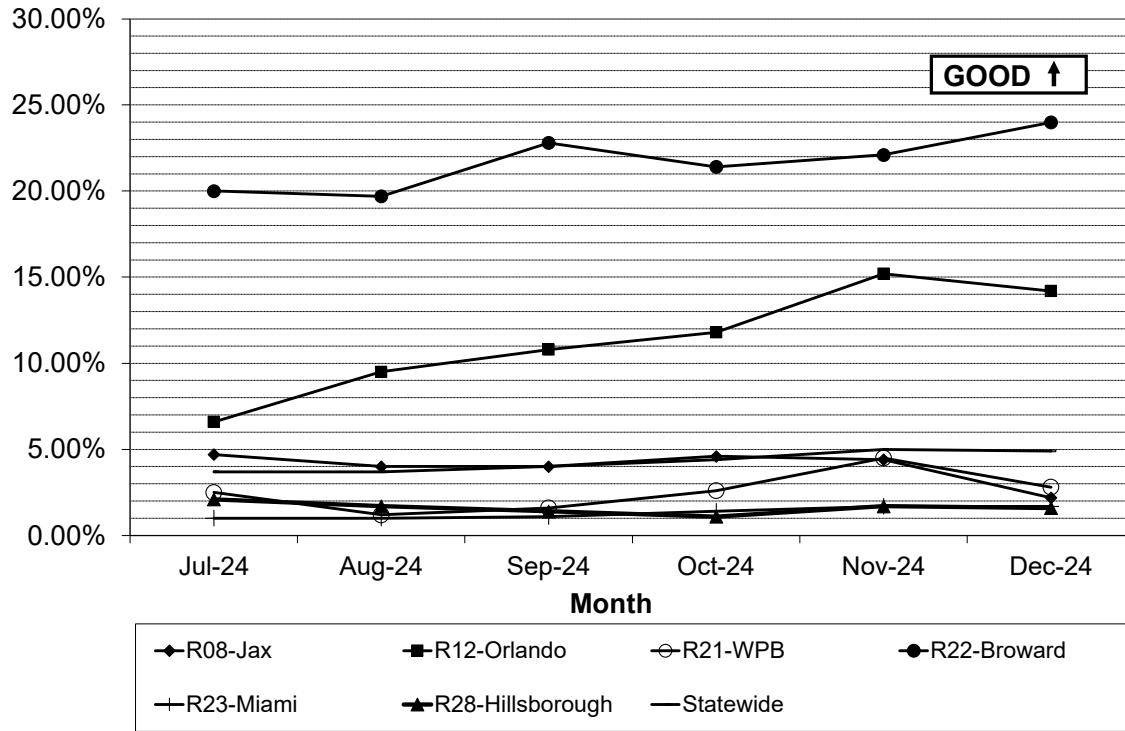
Performance Report July to December 2024

**Entered Employment Rate for the Month December 2024 across all Big Six Regions**

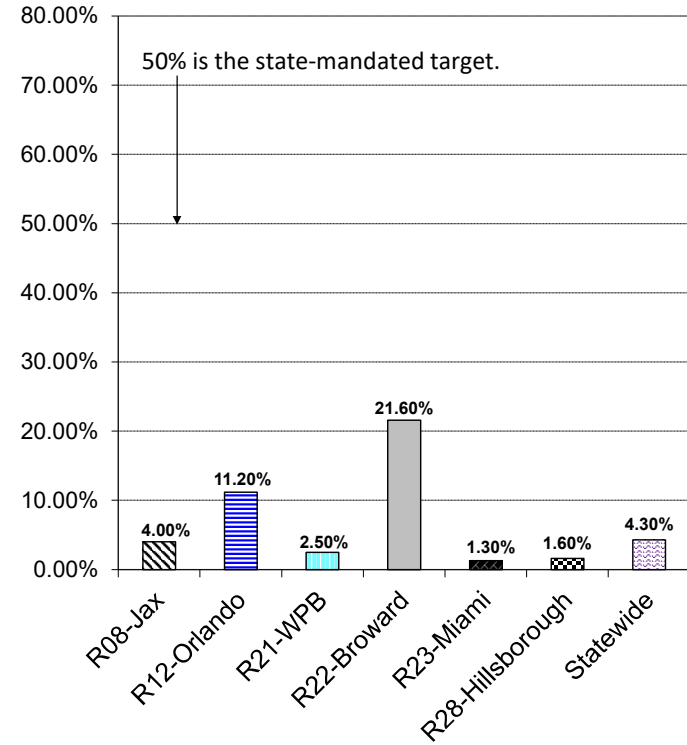
	WTP		Wagner-Peyser		Veterans		WIOA Adult/DW	
<b>Region 8 - Jacksonville</b>	34.20%	↑	13.80%	↓	12.00%	↑	50.00%	—
<b>Region 12 - Orlando</b>	36.80%	↑	21.90%	↓	14.60%	↓	0.00%	↓
<b>Region 21 - WPB</b>	25.40%	↓	16.90%	↓	11.10%	↓	0.00%	↓
<b>Region 22 - Broward</b>	33.50%	↓	34.40%	↓	52.20%	↓	100.00%	—
<b>Region 23 - Miami</b>	54.00%	↑	51.30%	↓	72.70%	↓	100.00%	↑
<b>Region 28 - Hillsborough Pinellas</b>	24.80%	↓	19.00%	↓	27.20%	↑	69.20%	↓
<b>Statewide</b>	36.00%	↑	27.20%	↓	29.90%	↓	71.10%	↓
<b>Note: Arrows indicate direction of change since previous month's figures. Flat line indicates no change.</b>								
<b>Legend / Abbreviation Key</b>		<b>WTP</b>	<b>Welfare-Transition Program</b>			<b>DW</b>	<b>Dislocated Worker</b>	
		<b>WIOA</b>	<b>Workforce Innovation and Opportunity Act</b>					

## Welfare Transition Program (WTP) All-Family Participation Data for the Big 6 Regions

**Month-to-Month Participation Rate from July 2024 to December 2024**



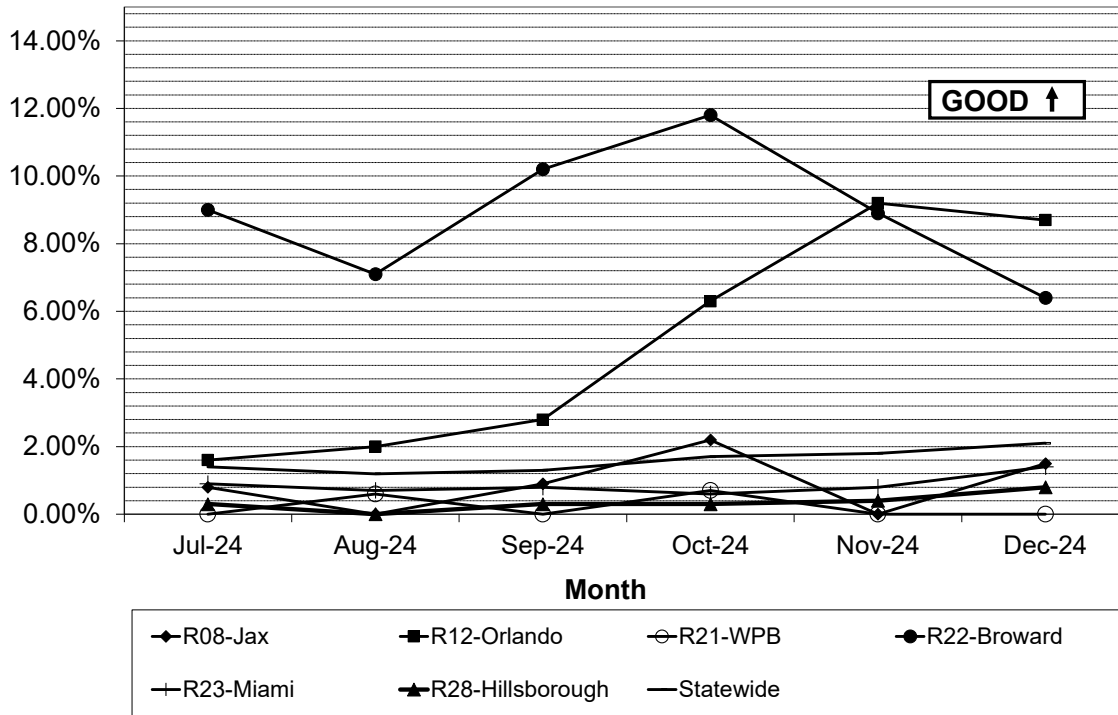
**Program Year-to-Date (YTD) Participation Rate as of December 2024**



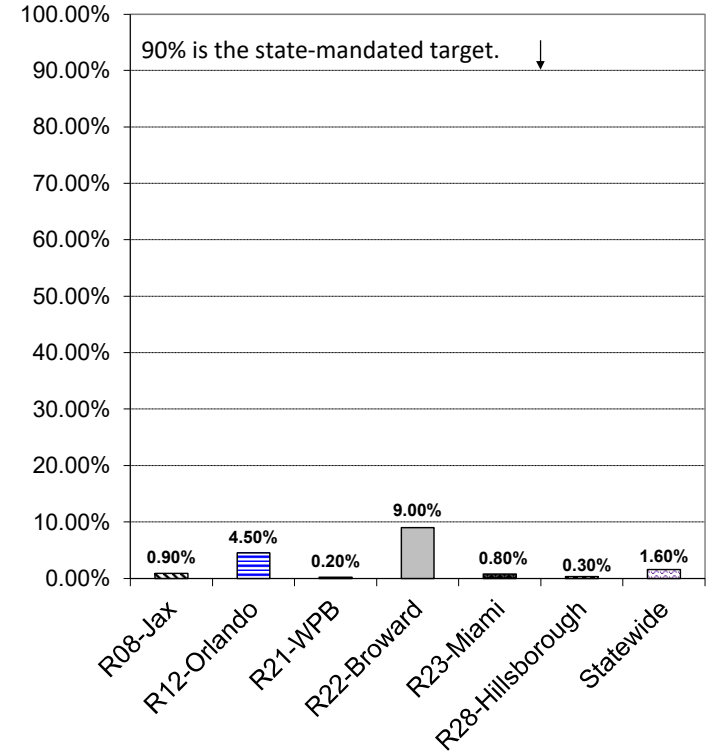


## Welfare Transition Program (WTP) Two-Parent Family Participation Data for the Big 6 Regions

**Month-to-Month Participation Rate from July 2024 to December 2024**

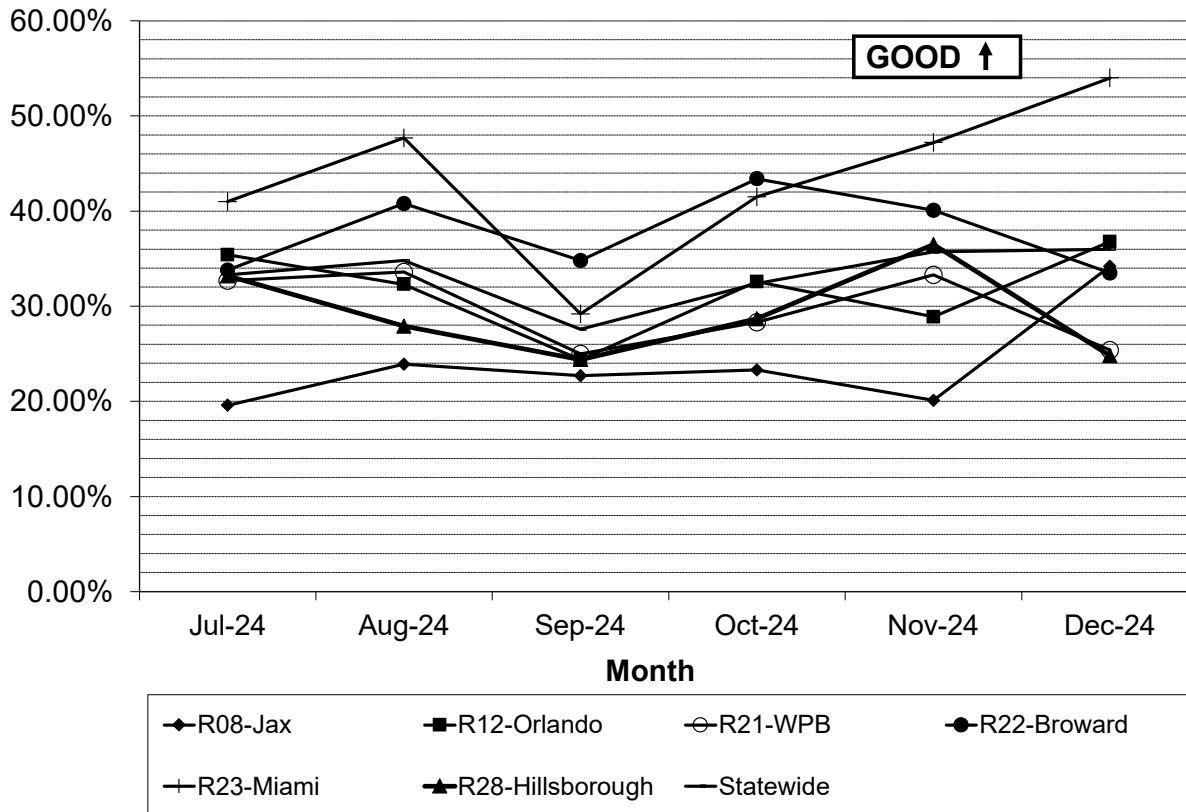


**Program Year-to-Date (YTD) Participation Rate as of December 2024**

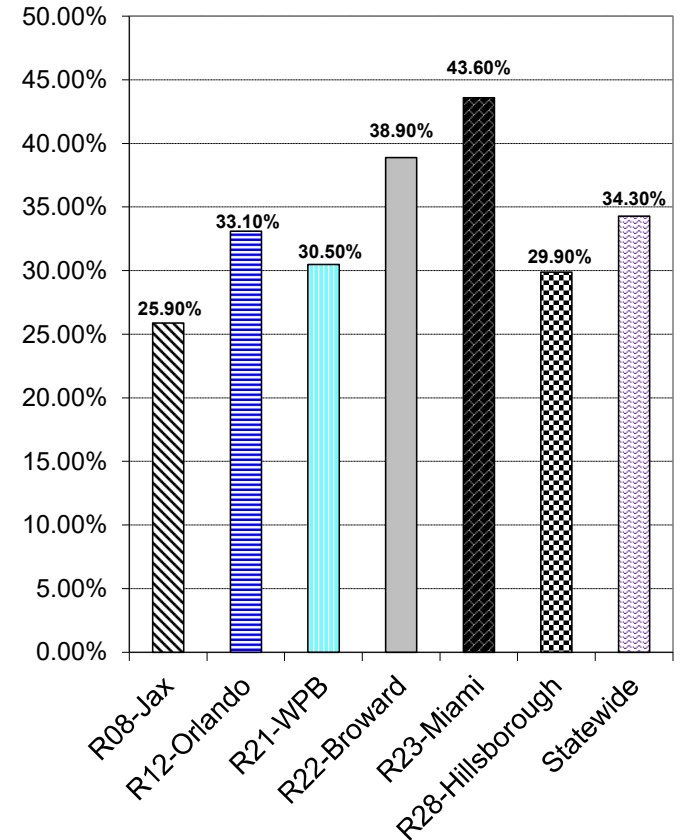


## Welfare Transition Program (WTP) Entered Employment (EE) Data for the Big 6 Regions

**Month-to-Month Entered Employment Rate from July 2024 to December 2024**



**Program Year-to-Date (YTD) EE Rate as of December 2024**

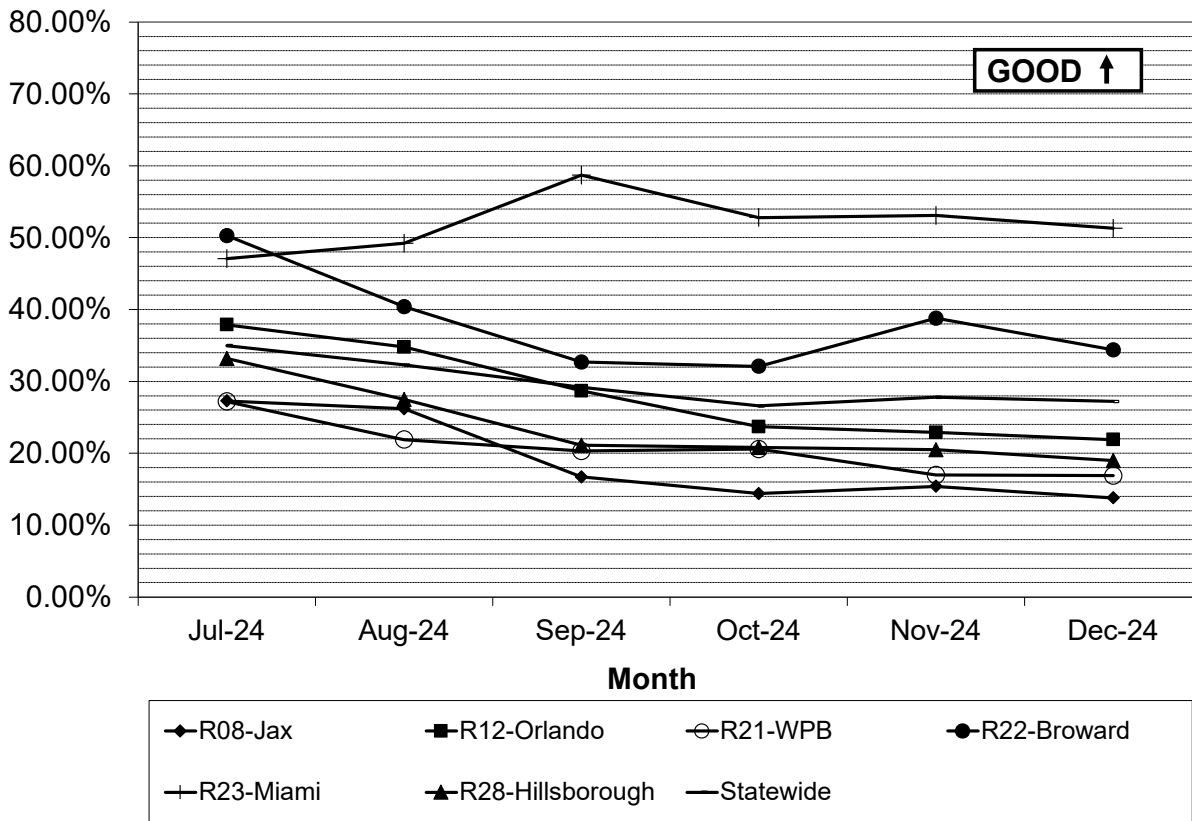


## Analysis of Welfare Transition Program (WTP) Performance

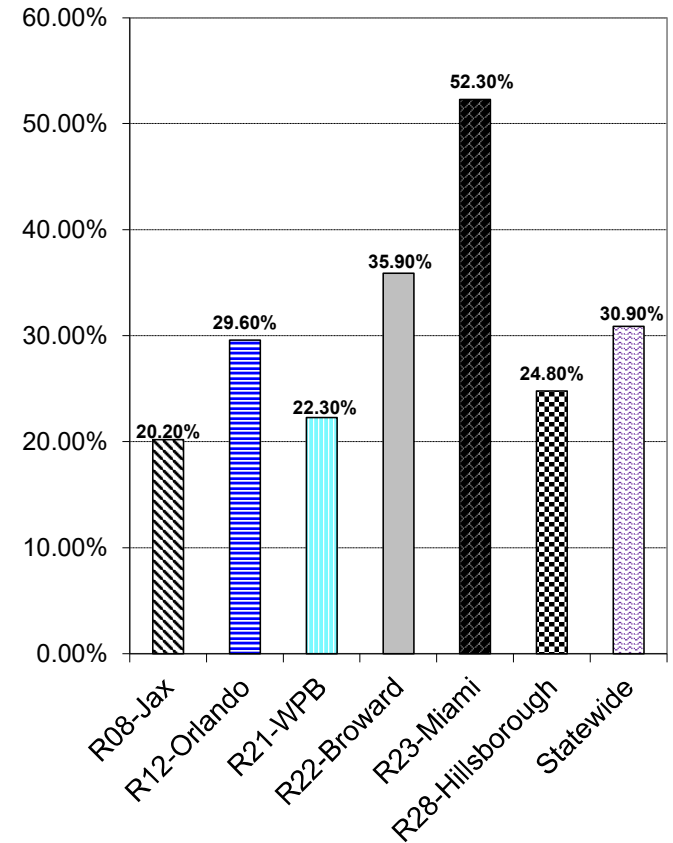
	<u>Measure</u>	<u>Goal</u>	<u>Month (December)</u>	<u>PYTD</u>
<b>WTP Program Performance At-A-Glance</b>	All Family Participation	50%	24.0%	21.6%
	Two-Parent Family Participation	90%	6.4%	9.0%
	Entered Employment Rate (EER)	39%	33.5%	38.9%
<b>Current Situation and Performance Summary</b>	<p>In relation to the Big 6 Regions:</p> <p>All Family Participation Rate CSBD ranks 1st in performance for the month and ranks 1<sup>st</sup> for Program Year 24/25</p> <p>Two-Parent Participation Rate CSBD ranks 2<sup>nd</sup> in performance for the month and ranks 1<sup>st</sup> for Program Year 24/25</p> <p>Entered Employment Rate CSBD ranks 4<sup>th</sup> in performance for the month and ranks 2<sup>nd</sup> for Program Year 24/25</p>			
<b>Strategies and Action Steps</b>	<p>To improve performance, we are taking the following steps:</p> <ul style="list-style-type: none"> <li>• The CSBD WTP Team has implemented a daily employment tracking process; however, once we place a customer into employment, DCF must take action to close the case due to earned income. DCF reported that during the month of December, they had an unexpected turnover in 3 key positions in our area, which delayed their ability to close the cases in a timely manner. The manager has since corrected the cases, and we have established weekly meetings to ensure cases are updated in a timely manner.</li> <li>• To equip WTP participants with the skills needed to secure and retain good-paying jobs and boost engagement for the WTP Job Club Workshops. This includes incorporating technology such as Metrix Learning and revising content with updated language, ensuring participants remain competitive in the job market and are prepared for employment opportunities.</li> <li>• A staff member has been assigned to work exclusively on employer outreach for the WTP population. This role will help connect WTP job seekers with employment opportunities, strengthening our engagement with local businesses and increasing successful job placements.</li> </ul>			

## Wagner-Peyser (WP) Program Entered Employment (EE) Data for the Big 6 Regions

Month-to-Month Entered Employment Rate from July 2024 to December 2024



Program Year-to-Date (YTD) EE Rate as of December 2024

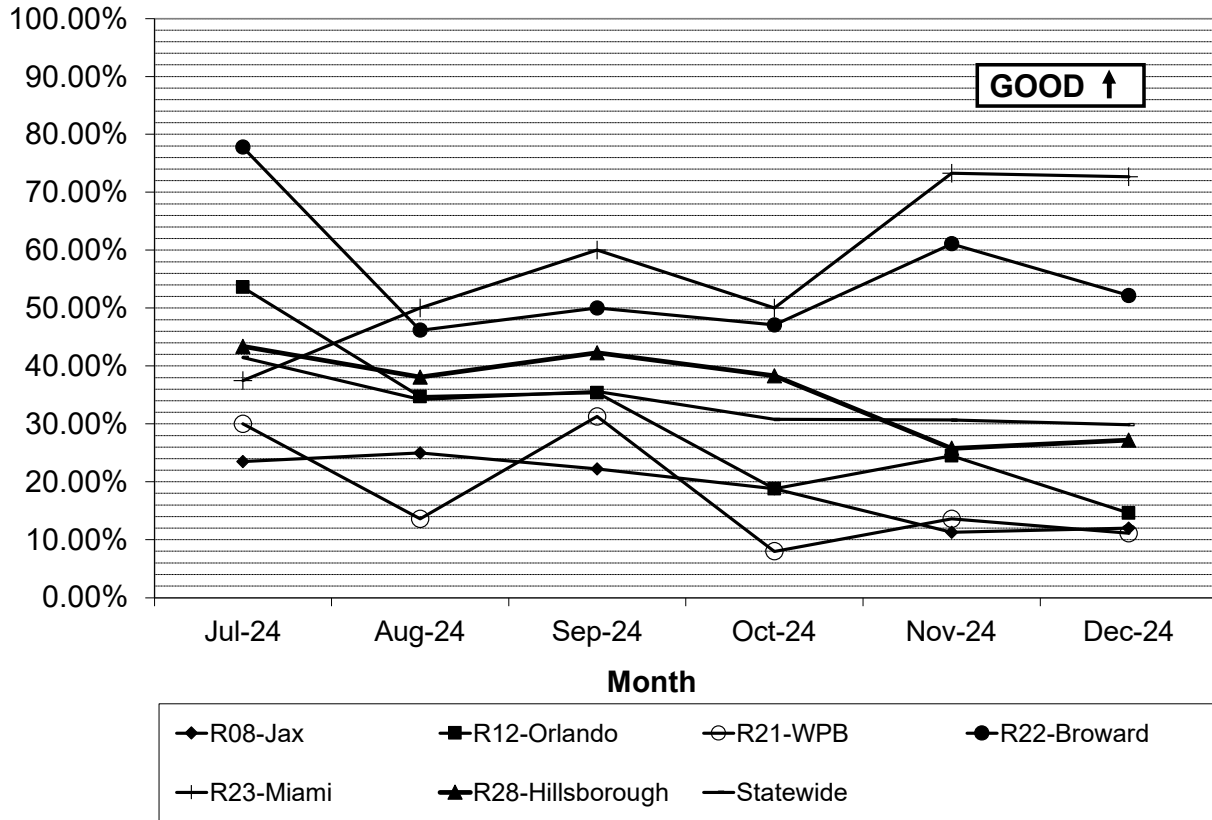


## Analysis of Wagner-Peyser (WP) Performance

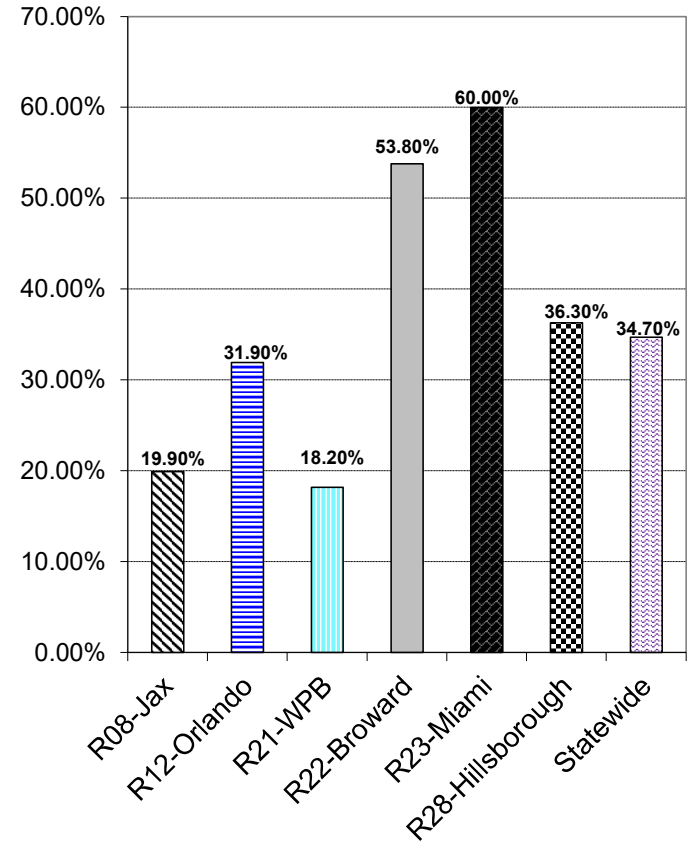
	<u>Measure</u>	Performance*	
		Month (Dec)	PYTD
<b>WP Program Performance At-A-Glance</b>	Entered Employment Rate (EER)	34.4%	35.9%
	<i>*Please note: The performance detail is based on the Monthly Management Report (MMR). Due to lagging data, our true YTD rate will adjust at the end of the program year.</i>		
<b>Current Situation and Performance Summary</b>	<p>In relation to the Big 6 Regions:</p> <p>CSBD ranks 2<sup>nd</sup> for the month and ranks 2nd year-to-date in Entered Employment Rate.</p>		
<b>Strategies and Action Steps</b>	<p>To improve our EER, we have implemented the following:</p> <ul style="list-style-type: none"> <li>• The Wagner Peyser team focused on contacting job seekers about the State of the Workforce Job Fair. There, they were able to meet with over 200 local employers who offered a myriad of job opportunities.</li> <li>• The team worked with job seekers to ensure they had a winning resume and were prepared for on-the-spot interviews. We implemented a community-wide strategic media campaign using social media and direct community outreach to reach the unemployed or underemployed population.</li> </ul>		

## Veterans' Entered Employment (EE) Data for the Big 6 Regions

**Month-to-Month Entered Employment Rate from July 2024 to December 2024**



**Program Year-to-Date (YTD) EE Rate as of December 2024**

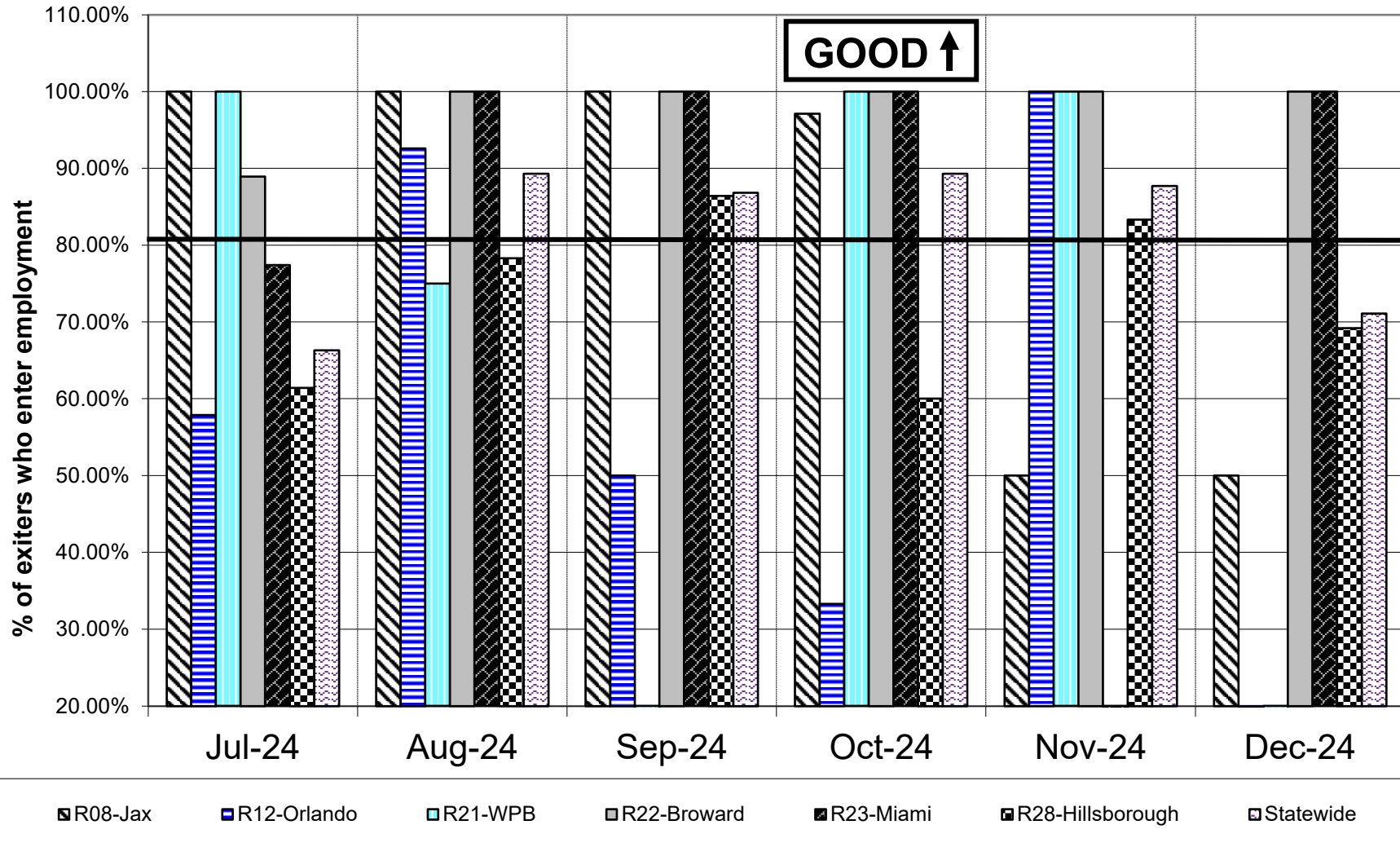


## Analysis of Veterans' Performance

Veterans Program Performance At-A-Glance	<u>Measure</u>	Performance*	
		Month (Dec)	PYTD
	Entered Employment Rate (EER)	52.2%	53.8%
<i>*Please note: The performance detail is based on the Monthly Management Report (MMR).</i>			
<b>Current Situation and Performance Summary</b>	<p>In relation to the Big 7 Regions:</p> <p>CSBD ranks 2<sup>nd</sup> for the month and 2<sup>nd</sup> for Program Year 24/25 in Veteran's Entered Employment Rate.</p>		
<b>Strategies and Action Steps</b>	<p>To increase our EER, the following strategy was implemented:</p> <ul style="list-style-type: none"> <li>A significant number of veteran job seekers are interested in law enforcement, and there is a new federal initiative to hire at the US Border Patrol, Homeland Security, and the Military Entrance Processing Site, the LVER team established formal relationships with local recruiters to expedite veteran applications. We have expanded our case management to provide hands on assistance to veterans to navigate the online federal application process and our workshop facilitators are providing individualized assistance to help jobseekers prepare for the interviews using industry-specific language and best practice. The employers have held onsite recruitment events, resulting in veterans obtaining employment. We will continue these events as long as the positions are available.</li> </ul>		

## Comparison of the Workforce Innovation and Opportunity Act (WIOA) Entered Employment Rate for Adult & Dislocated Workers across the 6 largest Regions in Florida from July 2024 to December 2024

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%	93.2%
<b>Current Situation and Performance Summary</b>	<p>CSBD is in a two-way tie for 1<sup>st</sup> in the Entered Employment category for December.</p> <p>Since July 2024, CSBD has assisted 385 Adult and Dislocated Worker (DW) 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>		
<b>Strategies and Action Steps</b>	<p>To increase employment opportunities for WIOA customers, we:</p> <ul style="list-style-type: none"> <li>• Held our first CSBD “Co-parenting Resource and Employment Fair”. Customers were interviewed for paid internship opportunities. The internships allow the customer to gain valuable skills to update their resume and make them more desirable to employers. Staff conducted preliminary orientations of our services and reviewed the customers’ resumes prior to their meeting with employers. Over sixty participants attended, and we are following up with each one to assess them for eligibility.</li> <li>• Will be hosting three industry-specific ‘Learn, Work, Win’ fairs, where we will target the long-term unemployed WIOA customers to learn about careers in the Healthcare, IT, and Hospitality fields. In addition to the information sessions led by industry leaders, the attendees can meet with local employers during a mini job fair.</li> </ul>		

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## Memorandum #03 - 24 (FS) Revised

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

**From:** Carol Hylton, President/CEO

**Subject:** Program Year 24/25 Revised Budget

**Date:** February 3, 2025

### SUMMARY

This is our annual update from the preliminary budget presented in June. It is the adjusted budget based on the final grant awards received by CareerSource Broward (CSBD). The CSBD formula grants for Program Year (PY) 24/25 total \$16,152,373 an increase of \$24,754 from the planning numbers presented in June as we received slightly more formula funds than anticipated. Dedicated grants total \$12,960,002, an increase of \$1,600,634. Our total available budget is \$29,112,375 (\$16,152,373 + \$12,960,002) for PY 24/25. Approved at the 1/28 One Stop Services and 2/10 combined Executive and Audit Committee meetings.<sup>1</sup>

### 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 June 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 50% of the WIOA Adult and DW funds on training per State statute.
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

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<sup>1</sup> Subsequent to the 1) 1/28 One Stop Services Committee meeting, we received an additional \$200,000 in WTP funds  
2) 2/10 combined Executive and Audit committee, we received an additional \$75,000 in Florida Healthcare Training funds and we have updated the budget.

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 24/25.

**Table 1: Dedicated Grants – PY 24/25 Awards**

<b>Grant / Program</b>	<b>Description</b>	<b>Amount PY 24/25</b>
Children's Services Council (CSC)	Summer Youth Employment Program (SYEP)	\$ 4,215,656
Broward County	SYEP	700,000
City of Fort Lauderdale	SYEP	290,925
Community Foundation	SYEP	50,000
City of Dania Beach	SYEP	50,000
Joint Broadband Grant Broward Health will serve as Grant Recipient	For renovation of the Pompano Multipurpose Facility providing workforce and health services	3,000,000
Reemployment Services and Eligibility Assessment (RESEA)	Reemployment assistance and assessments	1,078,171
Non-Custodial Parent Employment	Assists Non-custodial parents with accessing employment services	940,947
WIOA National Dislocated Worker Grant Funds – Hurricane Ian	Temporary jobs for cleanup, humanitarian aid and training	723,927
Florida Healthcare Training	Expand access to high-quality healthcare training programs	525,249
WIOA National Dislocated Worker Grant Funds – North Florida Storms	Temporary jobs for cleanup, humanitarian aid and training	500,000
Get There Faster Veteran and Military Grant	Veterans Grant	354,037
Hope Florida – A Pathway to Promise	Assist in addressing poverty and promoting economic Mobility	215,519
City of Pompano Beach	To provide targeted work based training and career development opportunities in high demand trades	199,948
Apprenticeship Navigator	Navigator will identify and develop Registered Apprenticeship programs	96,000
Trade Adjustment Assistance (TAA)	Workers who become unemployed due to the impact of international trade	19,623 <sup>2</sup>
	<b>Total</b>	<b>\$ 12,960,002</b>

<sup>2</sup> USDOL has ended the TAA Program. Budget available is to allow customers enrolled to complete training.

Table 2 shows the preliminary PY 24/25 budget compared to the actual budget and includes all available formula funds and carry forward.

**Table 2: Preliminary vs. Actual Budget PY 24/25**

<b>Preliminary PY 24/25 Budget</b>	<b>Actual PY 24/25 Budget</b>	<b>Change from Preliminary to Actual Budget</b>
\$16,127,619	\$16,152,373	24,754

Table 3 depicts the variance in the separate funding streams from the preliminary budget to the PY 24/25 actual budget.

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

<b>Funding Stream</b>	<b>Preliminary PY 24/25 Budget</b>	<b>Actual PY 24/25 Budget</b>	<b>Variance</b>
<b>Wagner Peyser (WP)</b>	\$ 1,645,768	\$ 1,774,957	\$ 129,189
<b>Workforce Innovation and Opportunity Act (WIOA) Adult / Dislocated Worker</b>	6,956,085	6,786,869	(169,216) <sup>3</sup>
<b>WIOA – Youth</b>	2,751,545	2,734,745	(16,800) <sup>4</sup>
<b>Welfare Transition Program (WTP)</b>	4,252,905	4,365,001	112,096 <sup>5</sup>
<b>Supplemental Nutrition Assistance Program Employment and Training (SNAP ET)</b>	234,533	204,018	(30,515) <sup>6</sup>
<b>Veterans (DVOP/LVER)</b>	286,783	286,783	0
<b>Totals</b>	<b>\$ 16,127,619</b>	<b>\$ 16,152,373</b>	<b>\$24,754</b>

The adjustments to the PY 24/25 Budget categories are described below, followed by an overall budget summary.

<sup>3</sup> WIOA Adult, Dislocated Worker supplemental allocation was less than projected for PY 24/25.

<sup>4</sup> WIOA Youth carryforward was less than projected for PY 24/25.

<sup>5</sup> WTP variance shows less than \$200,000 as our carryforward was less than anticipated.

<sup>6</sup> SNAP allocation was less than projected for PY 24/25.

**Program Support Staff Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 24/25 Budget	% of Total Budget	PY 24/25 Budget	% of Total Budget		
\$4,749,116	29%	\$4,749,116	29%	\$0	0%

This category includes 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 25% for the staff.

**Facilities and Related Costs Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 24/25 Budget	% of Total Budget	PY 24/25 Budget	% of Total Budget		
\$2,981,825	18%	\$2,981,825	18%	\$0	0%

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.

**Contracts Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 24/25 Budget	% of Total Budget	PY 24/25 Budget	% of Total Budget		
\$1,583,061	10%	\$1,583,061	10%	\$0	0%

This category includes the following: WIOA out-of-school youth (OSY), WIOA in-school youth (ISY), One Stop Operator and Chamber 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. Harmony Development Center – OSY
7. One Stop Operator	8. Chamber of Commerce Contracts

**Training Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 24/25 Budget	% of Total Budget	PY 24/25 Budget	% of Total Budget		
\$4,782,979	30%	\$4,807,733	30%	\$24,754	<1%

This category includes OJT employer reimbursements, Work Experience, Individual Training Accounts, Customized and Incumbent Worker Training.

**Participant Support Services Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 24/25 Budget	% of Total Budget	PY 24/25 Budget	% of Total Budget		
\$549,462	3%	\$549,462	3%	\$0	0%

This category funds participant support costs for gas cards, clothing vouchers, bus passes, and participant performance incentives for WIOA Adult, DW and Youth, and WTP.

**Administrative Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 24/25 Budget	% of Total Budget	PY 24/25 Budget	% of Total Budget		
\$1,481,178	9%	\$1,481,178	9%	\$0	0%

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 24/25 Budget	% of Total Budget	PY 24/25 Budget	% of Total Budget		
Program Support Staff	\$ 4,749,116	29%	\$ 4,749,116	29%	\$0	
Facilities and Related Costs	2,981,825	18%	2,981,825	18%	\$0	
Contracts	1,583,061	10%	1,583,061	10%	\$0	
Training	4,782,979	30%	4,807,733	30%	\$24,754	
Participant Support Services	549,462	3%	549,462	3%	\$0	
Administrative Costs	1,481,178	9%	1,481,178	9%	\$0	
<b>TOTAL*</b>	<b>\$16,127,619</b>	<b>100%</b>	<b>\$16,152,373</b>	<b>100%</b>	<b>\$24,754</b>	<b>&lt;1%</b>

\*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 24/25 is \$16,152,373 with the addition of the \$12,960,002 in dedicated grants, our budget total is \$29,112,375.

**RECOMMENDATION**

That the changes as indicated in this memo from the preliminary to the actual PY 24/25 budget be approved.

**Memorandum #04 – 24 (FS)**

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

**From:** Carol Hylton, President/CEO

**Subject:** General Fund Balance

**Date:** February 3, 2025

**SUMMARY**

As we reported to the governing boards the General Fund balance was \$1,278,905 as of 6/30/24. From 7/1/24 through 12/31/24, we realized revenues of \$137,514 and incurred expenditures of \$83,525. The General Fund balance as of 12/31/24 is \$1,332,894. Of this amount \$566,681 is held in reserve leaving a balance of \$766,213.

**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, the payments are mostly interest which are covered by the grants. In later years the majority of the payments 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**

<b>Category</b>	<b>Dollar Amount</b>
Contingency reserve	\$250,000
Depreciation collected to date:	\$1,003,844
Less Principle paid with Depreciation revenue since 1/1/2019	(\$687,163)
<b>Total</b>	<b>\$566,681</b>



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**

<b>Category</b>	<b>Dollar Amount</b>
Food (Calendar Year)	\$27,000
Ticket to Work staff salary, benefits & overhead	\$98,500
Application of our Indirect Cost Rate	\$19,600
President and Legal Counsel Salary Cap	\$29,829
<b>Total</b>	<b>\$174,929</b>

**DISCUSSION**

The General Fund balance as of 6/30/24 was \$1,278,905. Chart 3, below is a list of the revenues and expenditures from 7/1/24 through 12/31/24. During this period revenues totaling \$137,514 and expenditures totaling \$83,525 were incurred. The total of the General Fund balance including reserves minus expenditures is \$1,332,894.

**Chart 3- Revenues and Expenditures 7/1/24 – 12/31/24**

<b>Category</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Comments</b>
Investment Interest	14,227		
Reimbursement to CSBD	200		Restitution
Ticket to Work (TTW)	35,383	129	
Depreciation collected from grants	85,304		
Tobacco Free Florida	2,400		
FY 24/25 Building Principal		63,223	Paid to date \$899,955
Food expense		15,037	
Purchase of AC for 2890 West Cypress Creek Road		4,363	
Indirect Costs		773	
<b>Total</b>	<b>\$137,514</b>	<b>\$83,525</b>	

The General Fund balance as of 12/31/24 is \$1,332,894 of this amount \$566,681 is held in reserve leaving a balance of \$766,213.

**RECOMMENDATION**

None. For information purposes.

**Memorandum #05 – 24 (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 3, 2025

**SUMMARY**

Pursuant to Board request we 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 WIOA Youth, Wagner Peyser, and Veterans expenditures appear low, we have plans to expend the funds. For SNAP, we have adjusted the budget accordingly to bring it into alignment.

**BACKGROUND**

Pursuant to Board request we report on Budget vs Actual expenditures throughout the year. 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 committee is 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 funds received on a program year basis 7/1/24 – 12/31/24 and represents expenditures at 50% of the program year (ends in June).

**Chart 1: July 1, 2024 – Dec 31, 2024 Budget vs. Actual at 50% of the Year**

Notes	Funding Stream	PY 24-25 Budget	Actual Expenditures 7/1/24 – 12/31/24	% Expended
1	WTP	4,365,001	1,875,529	43%
2	WIOA Adult / Dislocated Worker	6,786,869	3,319,152	49%
3	WIOA Youth	2,734,745	923,362	34%
4	Wagner Peyser (WP)	1,774,957	465,368	26%

**Note 1: WTP**

Per Board approval if funds are available at the end of the program year we will use the funds for the summer program. It is expected that all WTP funds will be expended.

**Note 3: WIOA Youth**

Spending will increase as our two in-school programs begin work experience activities with the youth in their program during the last 2 quarters of the program year in accordance with their program design.

**Note 4: Wagner Peyser**

The state has extended the funding to 9/30. There are expenditures which have not yet come in we expect to expend all the funds.

Chart 2 depicts funding streams received on a federal fiscal year basis through 12/31/24 which represents 25% of the year (ends in September).

**Chart 2: 10/ 1/24 – 12/31/24 Budget vs. Actual at 25% of the Year**

Notes	Funding Stream	PY 24-25 Budget	Actual Expenditures 10/1/24 – 12/31/24	% Expended
1	Veterans	286,783	56,077	20%
2	SNAP	204,018	66,882	33%

**Note 1: Veterans Program**

We receive pass through funds from the state for facilities, overhead and operating expense related to the State veteran’s staff. Expenditure of the funds is directly related to the number of staff supported by the grants. Due to staff turnover not all the passthrough funds were able to be spent however we are now fully staffed.

**Note 2: SNAP**

We received slightly less funds than anticipated from the State. We have adjusted the SNAP budget to bring the funding into alignment by the end of the funding availability.

**RECOMMENDATION**

None. For information purposes only.



# SAVE THE DATE



**TUESDAY, MARCH 11, 2025**  
**8:30 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 proud to announce the 2025 Worlds of Work (WOW) conference and expo. This amazing event allows 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 demand occupations within various industries. Worlds of Work focuses on introducing our students to the amazing career opportunities that are available to them. Youth from Broward County high schools will soon be gearing up to attend the 2025 Worlds of Work Expo. 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 collaborate within twelve 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
10. Professional Services
11. Education **46**
12. Government



**CHILDREN'S SERVICES COUNCIL  
OF BROWARD COUNTY  
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Southeast & Southern Regions  
Department of Children & Families*

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**STAFF**

*Cindy J. Arenberg Seltzer  
President/CEO*

**LEGAL COUNSEL**

*John Milledge  
Garry Johnson*

August 28, 2024

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

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

Dear Ms. Hylton,

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

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

**SYEP #23-5016:**

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

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

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

Sincerely,

*Mina Razavi*

Mina Razavi  
Assistant Director of Finance

**Memorandum #03 – 24 (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 23/24 – Issued 8/13/2024

**Date:** October 17, 2024

**SUMMARY**

THMP conducted program monitoring for the period 3/15/24 through 7/26/24. They reviewed a total of 177 files consisting of 6,998 elements. There were 5 findings and 14 observations. This equates to an error rate of .07%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

**BACKGROUND**

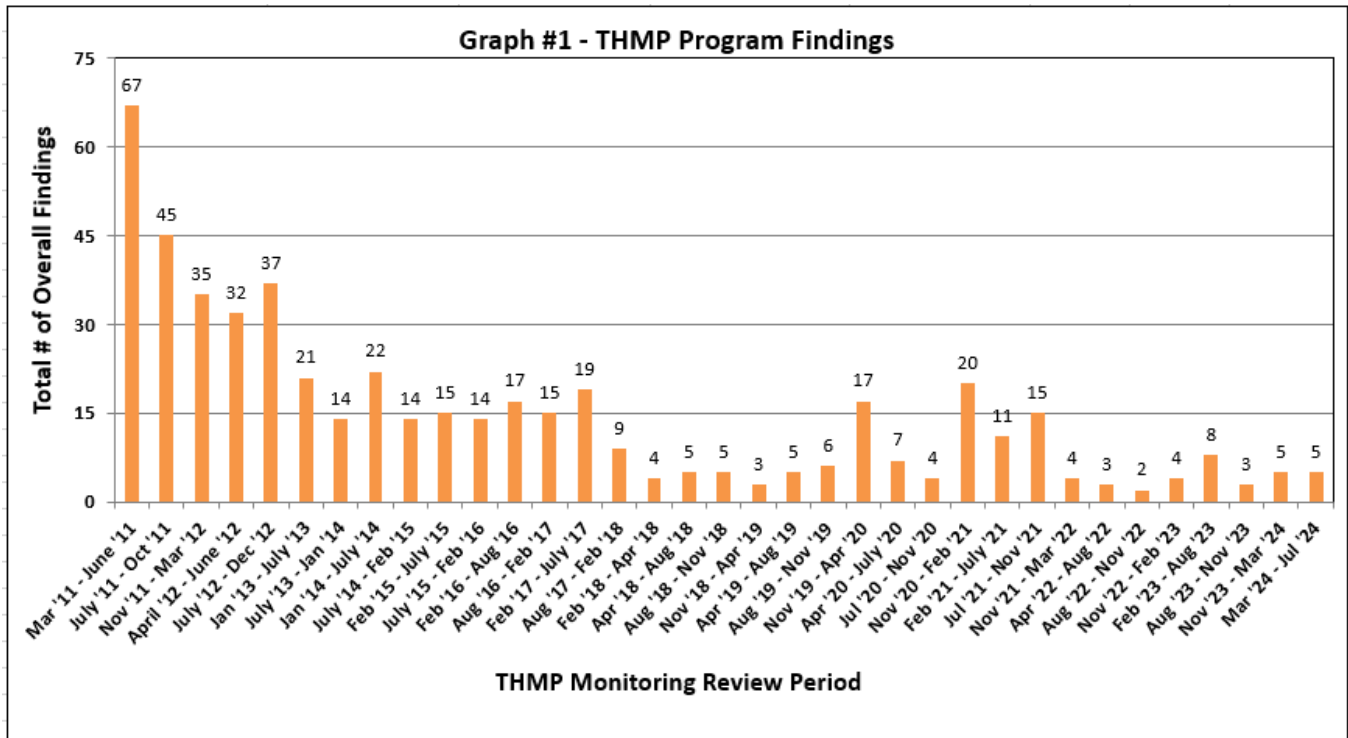
THMP monitors program activities three times a year. This was their third report for PY 23/24.

**DISCUSSION**

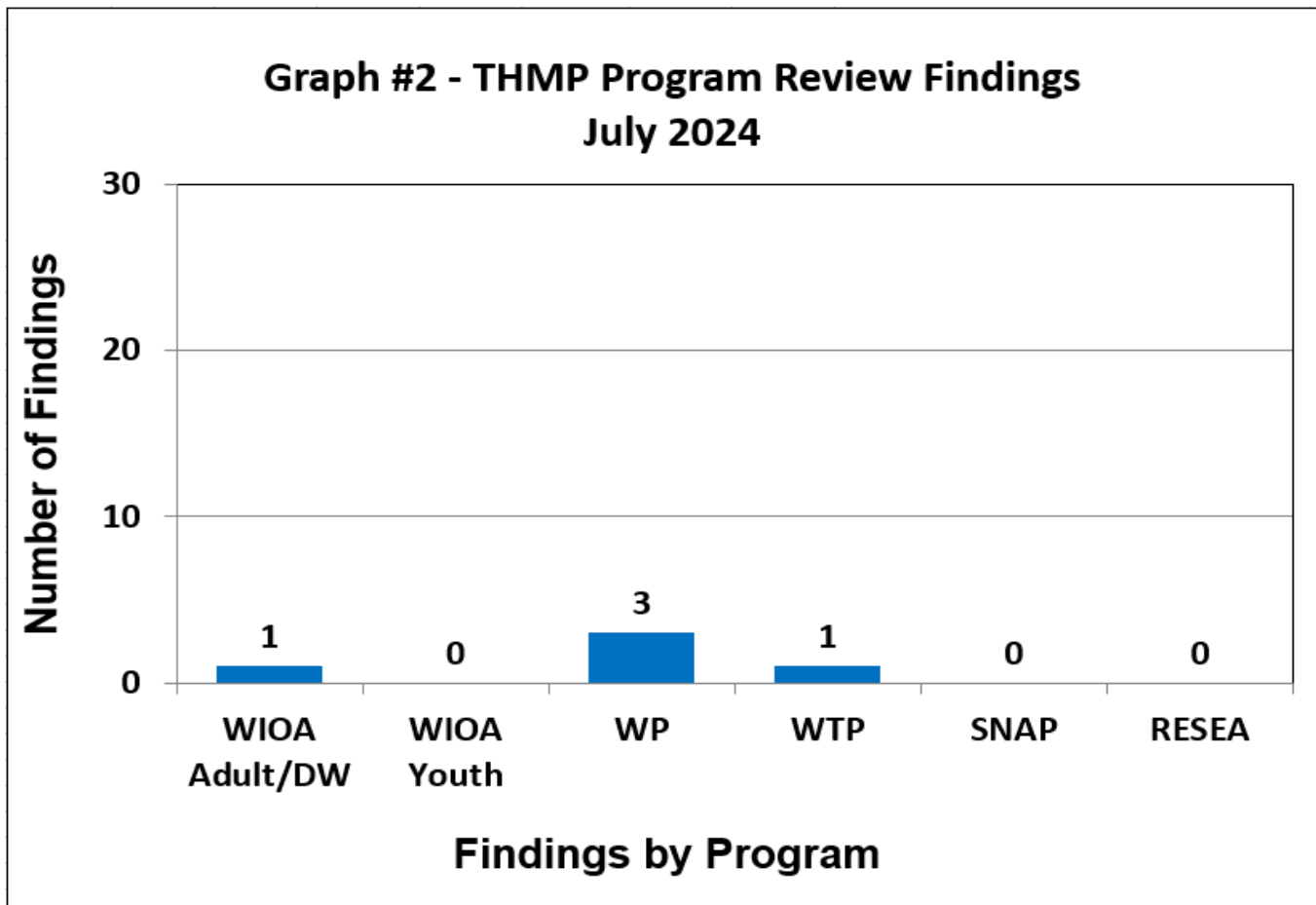
THMP identified 5 findings and 14 observations during their program monitoring visit. They reviewed a total of 177 files consisting of 6,998 elements. This equates to an error rate of .07%, or less than 1%. This monitoring covered the period 3/15/24 through 7/26/24.

**THMP Program Findings**

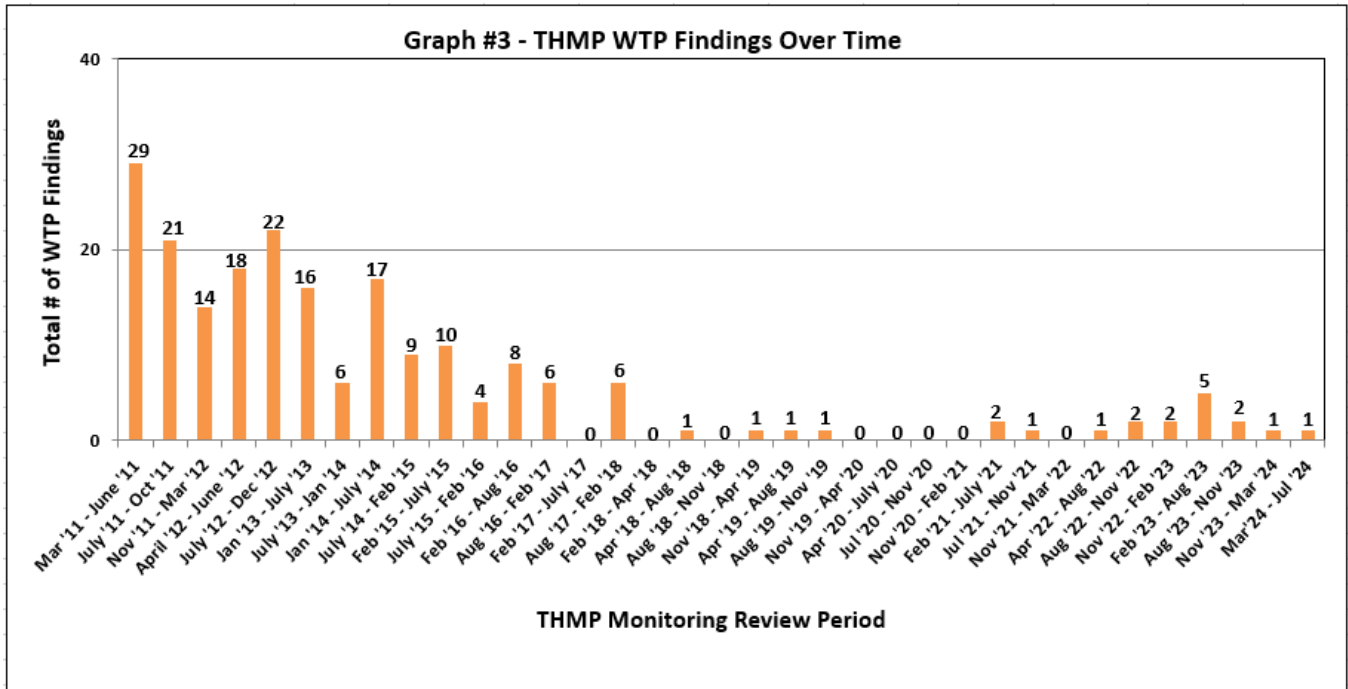
A trending chart for THMP program findings, per review period since March 2011, is represented in Graph #1, as follows:



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 March 2024 – July 2024

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.

### WIOA Adult/Dislocated Worker

- A. 30 WIOA Adult, Dislocated Worker and Special Project customers files from enrollments in Employ Florida (EF) were reviewed; 10 from each Center. There was one **(1)** finding and **(0)** observations.

<b>Finding</b> WIOA Adult/Dislocated Worker
The customer's Individual Employment Plan (IEP) was not updated to reflect the provision of supportive services while the customer attended training.
<b>Recommendation</b>
During the week of the monitoring, the customer's IEP was updated to reflect the provision of supportive services, and a signed copy was placed in the customer file; no further corrective action is necessary.
<b>Agree/Disagree</b>
Agree
<b>Resolution</b>
CSBD took 3 actions to address this finding: 1) The Success Coach (SC) was provided one-on-one training from her supervisor regarding the issue. 2) The WIOA supervisors reviewed the last several months of support services issued to ensure all IEPs were properly case noted and 3) the WIOA Program Manager conducted WIOA training on 10/29/24 that covered support services.

- B. 2 WIOA Incumbent Worker Training (IWT) customer files were reviewed. There were no **(0)** findings or observations.

### WIOA Youth

- A. 20 WIOA Youth files were reviewed: 5 CareerSource Broward (CSBD), 2 Center for Independent Living (CIL), 3 FLITE Center, 2 HANDY, 3 Junior Achievement and 5 School Board of Broward County (SBBC). There were no **(0)** findings and observations.

### Wagner-Peyser (WP)

- A. 30 WP accounts were reviewed; 10 from each Center. There was **(1)** finding and **(1)** observation.

<b>Finding</b> WP/Service Documentation Review
For a newly created staff-assisted customer registration, there was no case note documenting the customer's permission to create the account in EF.
<b>Recommendation</b>
For staff-assisted registrations, staff should ensure the customer's permission to create the EF account is documented in a case note.
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
The case has been corrected and the staff member was coached to add the case note in EF as required.

<b>Observation</b> WP/Service Documentation Review
A Veteran customer's Employability Development Plan (EDP) did not contain the work readiness case conference objective.
<b>Recommendation</b>
Staff should ensure that the EDP for Veteran customers lists the work readiness case conference objective.
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
This was an isolated incident. The EDP was updated to reflect the work readiness case conference objective.

B. 30 WP job orders were reviewed. There were **(2)** findings and **(0)** observations.

<b>Finding</b> WP Job Order (JO) Review
There were two job orders that did not comply with Equal Employment Opportunity (EEO) requirements according to the State's Job Order Desk Aid for EEO and Affirmative Action Compliance. <ul style="list-style-type: none"> <li>a) By having an inappropriate age requirement (i.e., at least 18 years of age) without an explanation.</li> <li>b) By having a "must pass" background clearance requirement rather than stating employer conducts background screening,</li> </ul>
<b>Recommendation</b>
Staff should ensure each job order is properly verified and reviewed for inappropriate requirements prior to posting the job order in EF.

<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
These were errors made by one staff member. The staff was counseled by his supervisor and was instructed to place questionable job orders on hold and contact the employer to get more information to substantiate EEO elements in the job order and then to update the job order, accordingly. The staff member was also coached to use the Florida Commerce Job Order Desk Aid for suitable job order language when completing the review/edit process.

**Reemployment Services and Eligibility Assessment (RESEA)**

10 RESEA files were reviewed from Employ Florida (EF). There were no **(0)** findings or observations.

**Welfare Transition Program (WTP)**

A. 24 WTP mandatory files were reviewed (8 each from North, Central and South). There was **(1)** finding and **(11)** observations.

<b>Finding</b> WTP File/System Review
Transportation services were issued to a participant who should have been precluded from receiving support services as they were not receiving Temporary Cash Assistance.
<b>Recommendation</b>
Staff should ensure that support services are provided to recipients only during periods when they are eligible to receive the services.
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
The funds have been returned to the grant. CSBD took 5 actions to address this finding: 1) The Support Services Authorization Form has been modified so that verification of support service eligibility is done by both the <b>Supervisor and the Success Coach</b> . 2) To further prevent a reoccurrence, supervisor approval to verify and ensure customer eligibility will be required for all new staff during their first 6 months of employment. 3) The Success Coach involved took the THMP WTP online training classes and successfully passed the exams. 4) WTP supervisors reviewed the relevant policies with staff. 5) The WTP Supervisor reinforces required elements in weekly meetings with staff.

<b>Observations WTP File/System Review</b>
<ul style="list-style-type: none"> <li>a) Signed IRPs in case files were missing work activity assignment end dates.</li> <li>b) Support Services were open in OSST and provided to participants; however, the IRPs were not updated to reflect the open services.</li> <li>c) Case notes did not provide a clear picture of what was happening with the cases.</li> <li>d) A participant case was not closed in a timely manner.</li> <li>e) An incorrect pre-penalty termination date was entered in OSST for a participant, which upon determining good cause, the pre-penalty should have been terminated with the date of the supposed failure.</li> </ul>
<b>Recommendation</b>
<ul style="list-style-type: none"> <li>a) Staff should ensure an initial IRP is completed timely within 30 days of the participation referral.</li> <li>b) Staff should be required to verify that IRPs are current and accurately reflect all active services before finalizing support service provisions.</li> <li>c) Staff should ensure case notes provide a clear picture of what is happening with the case.</li> <li>d) Staff should ensure appropriate actions are taken timely and documented accurately.</li> <li>e) Staff should confirm the correct pre-penalty termination date before entering it into the system.</li> </ul>
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
<ul style="list-style-type: none"> <li>a. to d. 1) These cases were closed so corrections could not be made. 2) These observations were attributed to one new hire. The WTP Supervisor reviewed relevant policies and procedures with the new staff person. 3) The new staff person took the applicable THMP WTP online training classes and successfully passed the exams. 4) The WTP Supervisor reinforces the required elements during in weekly meetings with staff.</li> <li>e. The SC was coached by the WTP Supervisor and the issue was monitored during desk reviews with no reoccurrences found.</li> </ul>

B. 21 WTP transitional files were reviewed; 7 at North, South and Central. There were no **(0)** findings and **(1)** observation.

<b>Observations WTP File/System Review</b>
Transitional Services for a participant was opened and started prior to the case status being changed from Mandatory to Transitional.

<b>Recommendation</b>
Staff should ensure that cases are correctly processed when changing from Mandatory status to Transitional status and when opening and providing support services.

<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
This was an error by a new staff member. The WTP Supervisor reviewed relevant policies and procedures with the staff person who was also instructed to take the applicable online training classes.

**Supplemental Nutritional Assistance Program (SNAP)**

10 SNAP files were reviewed from South. There were **(0)** findings and **(1)** observation.

<b>Observation</b> SNAP File/System Review
A participant's case notes did not indicate timely follow-up on the appointment schedule.
<b>Recommendation</b>
Staff should ensure appropriate actions are taken and documented accurately.
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
This was an isolated incident. Follow up was conducted but it was not case noted timely. The SNAP Supervisor addressed the importance of case noting to the SC and subsequently monitored their case files for compliance.

**RECOMMENDATION**

None. For information purposes only.

**Cherry Bekaert Fiscal Findings - PY 23/24  
Monitoring Report #3  
A total of 809 elements were evaluated during the review period.**

<b>Procedure</b>	<b>Review Period</b> 03/1/24 - 06/30/24
Previous Year-end Audit Adjusting Journal Entries	0
Previous Year-end Single Audit Report	0
Insurance	0
Local Plan Controls Review	0
Cash Draw	0
Cancelled Checks	0
Cash Receipts	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
Participant Payroll	0
Staff Payroll	0
Integrative Staffing Payroll	0
Employee Separations	0
On the Job Training (OJT)	0
Incumbent Worker Training (IWT)	0
Subawarding/Subrecipient Monitoring	0
Procurement- Micro Purchase	0
Procurements – RFP/Bids	0
Non-Payroll Expenditures	0
Youth Support & WIOA (AD/DW) Payments	0
Customer-Related Expenditures - WIOA ITA & WTP	0
Property Management – Prepaid Cards	0
Property Management – Bus Passes	0
Mileage Reimbursements - Individuals	0
Grant Compliance Review	0
<b>TOTAL</b>	<b>0</b>

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

**Cherry Bekaert Fiscal Findings - PY 24/25  
Monitoring Report #1  
A total of 1,047 elements were evaluated during the review period.**

<b>Procedure</b>	<b>Review Period 07/1/24 - 09/30/24</b>
Insurance	0
Youth Work Experience Expenditure Review	0
Local Plan Controls Review	0
Cash Draw	0
Cancelled Checks	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
Integrative Staffing Payroll	0
Employee Separations	0
On the Job Training (OJT)	0
Summer Youth Payroll	0
Welfare Transition Program (WTP) Community Work Experience	0
Cell Phone Expenditures	0
Subawarding/Subrecipient Monitoring	0
Procurements – Micro Purchase	0
Procurements – Small Purchases	0
Procurements – RFP/Bid	0
Procurements – Non-Competitive	0
Non-Payroll Expenditures	0
Youth Support & WIOA (AD/DW) Payments	0
P-Card Expenditures	0
Customer-Related Expenditures – WIOA ITA & WTP	0
Mileage Reimbursements (Individuals)	0
Unpredictability Testing - Disbursements	0
Mileage Reimbursements (Service Provider)	0
Forensic Testing – Journal Entry Review	0
<b>TOTAL</b>	<b>0</b>

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

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**Memorandum #05 – 24 (QA)**

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

**From:** Carol Hylton, President/CEO

**Subject:** FloridaCommerce PY 22/23 Financial and Programmatic Monitoring Report

**Date:** October 30, 2024

**SUMMARY**

FloridaCommerce conducted its annual fiscal and programmatic monitoring for the review period of 4/1/22 to 3/31/23 and issued its report on 8/15/24. There were 1) zero (0) fiscal findings, observations, and technical assistance items, equating to a 0% error rate, and 2) a total of 200 program files consisting of 4,637 elements were reviewed, with seven (7) program findings and two (2) other non-compliance issues identified, equating to an error rate of .15%, less than 1%. All findings and other non-compliance issues were corrected except where cases were closed, and no further action could be taken.

**BACKGROUND**

In June 2023, FloridaCommerce conducted its annual fiscal and program monitoring review covering program operations from 4/1/22 to 3/31/23 and fiscal operations from 4/1/22 through 9/30/22.

The following programs were reviewed:

1. Welfare Transition Program (WTP)
2. Supplemental Nutrition Assistance Program (SNAP)
3. Workforce Innovation and Opportunity Act (WIOA)
4. Trade Adjustment Assistance (TAA)
5. Wagner-Peyser (WP)
6. Jobs for Veterans State Grant (JVSG)
7. Migrant and Seasonal Farmworkers
8. Special projects
9. Financial management practices, record keeping, safeguards and reporting.

**DISCUSSION**

Fiscal Review: There were no (0) fiscal findings, non-compliance issues, observations, or technical assistance items identified during their financial monitoring review.

Program Review: 200 files were reviewed consisting of 4,637 elements. There were 7 program findings and 2 “other non-compliance issues” identified during their program monitoring review. The findings equate to an error rate of .15%, less than 1%. All program findings and other non-



compliance issues were corrected except where cases were closed, and no further action could be taken.

**The 7 Program Findings and 2 Non-compliance Issues:**

<b>Finding Number WT 22.23.01 – Sanction Process</b>
There were two WTP participant files where there was no documentation to support contact and counseling before issuing the sanction.
<b>Recommendation</b>
Staff should make an attempt to contact participants to explain adverse actions that may be taken for non-compliance and enter the counseling case notes in OSST (the state’s case management database).
<b>Agree/Disagree</b>
Agree
<b>Resolution</b>
<ul style="list-style-type: none"> <li>• Staff received training on September 22, 2023 and subsequent training, on how to document participant case notes if the participant is not complying with work requirements or failed to comply with his/her signed Individual responsibility Plan (IRP), and instructions on the importance of updating case notes, including reflecting the attempts made by staff to contact and counsel the participant in OSST prior to the sanction.</li> <li>• Staff regularly monitors random participant case files to assess the proper application of pre-penalty and sanction procedures, including timely case noting in OSST prior to sanctioning.</li> </ul>

<b>Finding Number WP 22.23.02 – Job Seeker Participation, Wagner-Peyser Services and Activities, and Soft Exits</b>
<p>A. There were 17 Wagner Peyser job seekers that had one or more service codes that were recorded in Employ Florida without appropriate documentation to support the service code entry.</p> <p>B. There were 6 job seekers that did not “soft exit” due to the entry of staff assisted service codes near their exit date, which extended participation, without appropriate supporting documentation.</p>
<b>Recommendation</b>
State staff in the centers should assure documentation verifying that appropriate services were provided by case noting the job seeker’s case file. State staff should also ensure that WP job seeker services provided and entered in Employ Florida fit the description of the service code(s) recorded and adequately document that participation was initiated/requested by the job seeker.
<b>Agree/Disagree</b>
Agree

<b>Resolution</b>
A. and B.: This finding was attributable to one staff member who is no longer employed. Staff regularly monitor customer engagement and provide services and activities to meet customer needs. Procedures identified in the finding were reviewed in a post-monitoring departmental meeting, along with training at subsequent WP weekly staff meetings. Training of staff was also provided in group sessions on 8/21/23, and 10/6/23, along with one-on-one professional development sessions.

<b>Finding Number WP 22.23.03 – Manually Obtained Employments</b>
Of the 17 files reviewed there was one manually obtained employment that was duplicated.
<b>Recommendation</b>
State center staff should ensure no more than one manually obtained employment is recorded in Employ Florida for the same employer, position, and job start date.
<b>Agree/Disagree</b>
Not Determined
<b>Resolution</b>
This matter is not resolved. We submitted the appropriate documentation to the State during the 10-Day Response period in accordance with State policy by identifying and voiding the duplicate data entry and reflecting it as voided in the participant's file. While the state acknowledged receiving the documentation to support staff's action, they have not changed the report. We continue to follow up for resolution.

<b>Finding Number JVSG 22.23.04 – Veteran Priority of Service</b>
Two veteran case files did not have a Priority of Service code or a case note recorded in Employ Florida when participation began.
<b>Recommendation</b>
CSBD should ensure that the 189 service code, along with a proper case note, is recorded on the Wagner-Peyser application if no automated 089 code is present.
<b>Agree/Disagree</b>
Agree
<b>Resolution</b>
<ul style="list-style-type: none"> <li>• Both cases were closed so staff could not update them with the 189 service code.</li> <li>• The State Veterans Program provided staff training on 7/10 and 7/11/23.</li> <li>• The proper procedures for the following Administrative Policies 096, 102, and 111 were covered in training conducted on 8/17/23.</li> <li>• All cases assigned to this DVOP were reviewed for the proper entry of the 189 service code.</li> </ul>

<b>Finding Number JVSG 22.23.05 - Veteran Objective Assessment Wizard/Individual Employment Plan</b>
There were two case files that did not have documentation of completion of the Objective Assessment wizard in Employ Florida or did not follow the requirements set forth by the policy. Also, there was one IEP (Individual Employment Plan) that did not have goals or objectives that followed the S.M.A.R.T principles.
<b>Recommendation</b>
CSBD staff should document that they have attempted to complete the Objective Assessment wizard in Employ Florida for active participant cases and enter a case note affirming participant eligibility for DVOP services, including reflecting goals or objectives on their IEP that follow the S.M.A.R.T principles.
<b>Agree/Disagree</b>
Disagree – This Finding was resolved.
<b>Resolution</b>
<ul style="list-style-type: none"> <li>CSBD disagrees with both portions of the finding since the required sections of the OAS in Employ Florida were completed, and the IEP in question for one file did have the S.M.A.R.T. elements. These matters have been considered resolved by FloridaCommerce.</li> </ul>

<b>Finding Number JVSG 22.23.06 – Veterans Initial Intake Screening</b>
Of the 15 veteran cases that were reviewed, two did not have the veterans' intake service code 159 recorded in EF or the accompanied case note did not follow case note requirements.
<b>Recommendation</b>
Staff should initiate efforts to record the veteran intake information in EF using the 159 Veteran Intake service code, if the case is still open and active, according to a completed Veterans Intake Form regardless of the outcome at intake.
<b>Agree/Disagree</b>
Agree with 1 Case / Disagree with the 2nd Case
<b>Resolution</b>
<ul style="list-style-type: none"> <li>For the case that had the missing intake form, it could not be corrected due to case closure due to employment, but it was an isolated incident and the staff member involved is no longer employed with CSBD. The State Veterans Program later provided CSBD staff training on 7/10 and 7/11/23, which covered this issue.</li> <li>This matter is not resolved for the case involving the eligible veteran who was a co-enrolled Homeless Veteran Referral Program (HVRP) participant. Policy states, "...if the HVRP veteran meets the definition of an eligible veteran/person, he/she may be referred immediately to the DVOP for services, if desired." We submitted the appropriate documentation to the State during the 10-Day Response period in accordance with State policy. While the state acknowledged receiving the documentation to support staff's action, they have not changed the report. We continue to follow up for resolution.</li> </ul>

<b>Finding Number 22.23.07 - Service/Activity Code Use and Entry</b>
There were two case files that did not have documentation recorded in Employ Florida indicating consistent contact from a DVOP Specialist at least once every 30 days during the review period and seven case files did not utilize service codes in a correct manner or were not in compliance with the EF Service Code Guide.
<b>Recommendation</b>
CSBD DVOP Specialists should contact all veterans every 30 days and that the contact should be recorded using the correct service code in accordance to the Employ Florida Service Code Guide and documented in case notes in EF.
<b>Agree/Disagree</b>
Agree
<b>Resolution</b>
<ul style="list-style-type: none"> <li>• The State Veterans Program provided CSBD staff training on 7/10 and 7/11/23, which covered the requirement that both the IEP update V04 and consistent contact V09 must be completed and updated in Employ Florida every 30 days. CSBD staff then monitored the records of the involved DVOPs for two quarters.</li> <li>• The WP Program Manager also subsequently conducted spot checks to ensure compliance.</li> </ul>

<b>Other Noncompliant Issue (ONI) Number SNAP 22.23.01 – Initial Engagement Process</b>
Two participants did not have their initial appointment status (Code 590) selected within two-business days of completion of the appointment or have “No Show” recorded as required.
<b>Recommendation</b>
CSBD staff should ensure that the 590-status code is entered in OSST within two business days of completion of the appointment or no-show.
<b>Agree/Disagree</b>
Agree
<b>Resolution</b>
<ul style="list-style-type: none"> <li>• This was an isolated incident with one staff member, who is no longer working for CSBD.</li> <li>• Refresher training and job shadowing was conducted with remaining SNAP staff.</li> <li>• From 7/1/203 to 12/31/2023, over 80 SNAP files were reviewed by CSBD staff with no issues or reoccurrence.</li> </ul>

<b>ONI Number WP 22.23.02 – Staffing Private/Temporary Employment Agencies</b>
One job order offered by staffing (private/temporary employment) agencies did not include the phrase “Position offered by no-fee agency” in the job description.
<b>Recommendation</b>
Staff must ensure all job orders for private employment/staffing agencies must contain the phrase “Position offered by a no-fee agency.”
<b>Agree/Disagree</b>
Agree
<b>Resolution</b>
<ul style="list-style-type: none"> <li>• This was an isolated incident.</li> <li>• This job order was no longer open and could not be corrected.</li> <li>• The staff member responsible was counseled and documented, accordingly.</li> <li>• JOU staff were also trained on how to pull Staffing Agency Job Order Reports on a weekly basis and to cross-reference Staffing Agency Job Order Reports to check Job Orders for appropriate verbiage to ensure accuracy and compliance.</li> </ul>

**RECOMMENDATION**

None. For information purposes only.

**JAN 2024 - DEC 2024**

### EMPLOYER TESTIMONIALS



**Infinity Transportation – Miranda Sherman, Group & Events Manager–** *"CareerSource Broward has been a vital resource in helping my business grow and succeed. Their team provided essential support by handling job postings, applicant screening, and connecting us with cost-effective hiring solutions. They created a profile for us on Employ Florida, allowing us to reach qualified candidates efficiently. Additionally, we became a Paid Internship Worksite, which gave us access to talented interns at no cost, and we've participated in CareerSource Broward's job fairs, further expanding our hiring opportunities. We truly appreciate their dedication and highly recommend their support to other employers!"*

**12,043** EMPLOYERS  
SERVED



**39,795**

Business services provided to employers,  
such as: labor market information, candidate referrals, recruitment & job fairs

**44,775**

New Job Openings Posted  
in Employ Florida

**\$4,906,001**  
TRAINING REIMBURSEMENTS TO EMPLOYERS

On-the-Job Training (OJT) Program - **\$204,782**  
Skills Upgrade Incumbent Worker Training (IWT) - **\$226,219**  
Adult and Youth Paid Internships - **\$4,475,000**

**177** Job fairs and custom recruitment events conducted, connecting employers with job seekers throughout Broward County

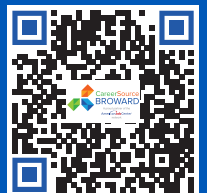
### EMPLOYER TESTIMONIAL

**Senior Helpers – Annette Wellington-Hall – Chief Financial Officer / Administrator –** *"CareerSource Broward has been an extremely cooperative partner in helping us find the right talent. Through their internship program, we brought on two interns for our Client Service Coordinator and Marketing Coordinator positions—at no cost, as their wages were covered. Their team made the process seamless, handling job postings, pre-screening resumes, and creating training plans based on our needs. This saved us time, money, and energy, allowing us to focus on our business. CareerSource Broward was instrumental in connecting us with qualified interns, and we highly recommend their services!"*



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# INFOGRAPH



## JOB SEEKER SERVICES

### SUCCESS STORIES



**Magnolia** – "After five years of unemployment, re-entering the workforce felt like a challenge. I was encouraged to visit CareerSource Broward, and it turned out to be the best decision I could have made. From the moment I arrived, I was impressed by their incredible resources. The WIOA program provided me with training and a paid internship, giving me the skills and experience I needed to regain confidence and find the right job. The support I received was exceptional. The staff, my trainer, and his supervisor treated me with professionalism and respect. Thanks to their guidance, I secured a job as a Tax Preparer—the opportunity I had been searching for! I am truly grateful for CareerSource Broward. Their mission of helping people find meaningful employment is life-changing, and I hope they continue making a difference for those in need. Thank you!"

**75,649**

**ONE-STOP CENTER VISITS**



**7,496** WORKSHOP PARTICIPANTS



**2,167**

**JOB SEEKERS PLACED IN JOBS**

**\$5,057,966**

**TRAINING FUNDS AWARDED**



### SUCCESS STORIES



**Devonie** - "After just a few weeks of collecting unemployment, I received a letter requiring me to go to CareerSource Broward for a re-employment assistance orientation. That orientation changed everything. A wonderful CareerSource Broward team member guided me through the process, clearly explaining

its purpose and the many resources available to support my job search. Following her advice, I attended a CareerSource Broward Workshop and the Paycheck for Patriots Job Fair—both proved invaluable. Thanks to these opportunities, I received multiple job offers and am now on the path to a successful career! I'm incredibly grateful for CareerSource Broward and their dedication to helping job seekers, like myself. Their support truly makes a difference!"



**312,109**

**Job seeker services provided, such as: job referrals, résumé and career search assistance, referrals to training**



**SPECIAL POPULATIONS SERVED**

Including Veterans, individuals with a disability, returning citizens, and youth <sup>65</sup>

**7,287** JOB SEEKERS

## Guide to Workforce Acronyms

**ADA:** Americans with Disabilities Act  
**CSBD:** CareerSource Broward  
**CSF:** CareerSource Florida and Board of Directors  
**CBO:** Community Based Organization  
**CEO:** Chief Elected Official  
**DCF:** Department of Children and Families  
**DJJ:** Department of Juvenile Justice  
**DOC:** Department of Corrections  
**DOE:** Department of Education  
**DOEA:** Department of Elder Affairs  
**DOLETA:** Department of Labor  
**DMS:** Department of Management Services  
**DVOP:** Disabled Veterans Outreach Program, at One Stop  
**EER:** Entered Employment Rate  
**EFI:** Enterprise Florida, Inc., the state economic development entity.  
**EF:** Employ Florida. Florida's automated job marketing and matching system  
**EITC:** Earned Income Tax Credit  
**EN:** Employment Network; the designated organization involved in Ticket to Work (TTW) program  
**ES:** Employment Service, now more commonly referred to as the Job Service  
**ETA:** Employment and Training Administration (of the United States Department of Labor).  
**EWT:** Employed Worker Training program  
**FEMA:** Federal Emergency Management Agency  
**FETPIP:** Florida Education and Training Placement Information Program  
**FFY:** Federal Fiscal Year  
**FloridaCommerce:** State of Florida Department of Commerce  
**FUTA:** Federal Unemployment Tax Act – funding source for Wagner-Peyser & UC administration  
**GED:** General Education Development (testing for high School equivalency)  
**HHS:** Health and Human Services; federal agency responsible for public assistance and similar services for low-income individuals.  
**IDA:** Individual Development Accounts. Matched savings account that lets the person withdraw for education, starting a business or buying a home.  
**ISY:** In School Youth  
**ITA:** Individual Training Accounts, Program for individuals with income qualifications that allows them to receive training and other services offered through the One-Stop Career Centers  
**IWT:** Incumbent Worker Training – skills upgrade training grant program administered by CareerSource Florida.  
**LMI:** Labor Market Information  
**LVER:** Local Veterans Employment Representative at a Career Center. State employee  
**LWDB:** Local Workforce Development Board  
**MIS:** Management Information System - used both generically and in reference to a specific system.  
**NAFTA:** North American Free Trade Agreement, which includes provisions for the Transitional Adjustment Assistance Program to assist workers in firms impacted by imports from Canada or Mexico or by shifts in production to those countries. Provides for training services

and income maintenance (Replaced as a separate program by TAA).  
**NASWA:** National Association of State Workforce Agencies (Replaced ICESA)  
**NAWB:** National Association of Workforce Boards  
**NAWDP:** National Association of Workforce Development Professionals  
**NEG:** National Emergency Grant – special funding from USDOL for disaster response  
**NGA:** National Governors Association  
**OJT:** On-the-Job Training  
**OSST:** One Stop Service Tracking – interim IT system used for TANF – WT  
**OSY:** Out of School Youth  
**PY:** Program Year, July 1-June 30  
**QRT:** Quick Response Training - customized training grant program for new hires administered by CareerSource Florida  
**REACT:** Reemployment and Emergency Assistance Coordination Team, DEO unit for responding to Dislocated Worker events.  
**RESEA:** The Reemployment Services and Eligibility Assessment (RESEA) Program is funded by the U.S. Department of Labor to help unemployment insurance claimants return to work faster.  
**SFY:** State of Florida Fiscal Year, July 1 – June 30  
**SNAP:** Supplemental Nutritional Assistance Program (formerly Food Stamp, Employment and Training (FSET) – portion of Food Stamp program where recipients can volunteer to search for jobs at the One Stop Center  
**TAA:** Trade Adjustment Assistance, federal programs to provide for retraining and reemployment services for individuals who become unemployed as a result of increased imports from anywhere in the world, including NAFTA countries  
**TANF:** Temporary Aid to Needy Families, temporary cash assistance, formerly referred to as AFDC (Aid for Dependent Children).  
**TAT:** Technical Assistance and Training  
**TJTC:** Targeted Jobs Tax Credit, a tax credit for businesses who hire persons from specific target groups such as welfare recipients, economically disadvantaged youth, Vietnam-era veterans, etc.  
**TOL:** The Targeted Occupation List (TOL) governs the provision of training programs being offered to individuals needing training assistance within the workforce system in compliance with federal law.  
**TORQ:** Transferable Occupation Relationship Quotient – skills, skill gaps and transferrable skills analysis  
**TTW:** Ticket to Work; Social Security Program to pay programs which help place people drawing social security disability  
**UC:** Unemployment Compensation  
**UI:** Unemployment Insurance; the federal program which helps insure workers who have paid into the program against periods of unemployment  
**USCM:** U.S. Conference of Mayors  
**USDOL:** United States Department of Labor  
**VET:** Veteran Employment and Training program

**VOC-ED:** Vocational Education; now called career technical and adult education  
**VR:** Vocational Rehabilitation (Voc-Rehab) Part of WIOA that serves people with disabilities  
**WP:** Wagner-Peyser Act - Establishes the public employment service (under DEO) and provides for its funding.  
**WARN:** Worker Adjustment and Retraining Notification Act  
**WEX:** Work Experience  
**WEC:** Workforce Estimating Conference  
**WIOA:** Workforce Innovation and Opportunity Act of 2014. Federal legislation authorizing adult, dislocated worker and youth programs. WIOA recognizes the significant role of employers in any workforce strategy.  
**WT:** Welfare Transition (WT), Florida's welfare reform program since 2000  
**WTP:** Welfare Transition Program  
**W-t-W:** Welfare-to-Work both a generic term referring to current welfare reform activities and a specific program funded through U.S. Department of Labor Grants to states, localities and provides to provide special assistance (expired 2004).  
**WOTC:** Work Opportunity Tax Credit, a federal incentive to employers for hiring welfare recipients, Vets and disaffected youth

For more information on Florida's workforce system and programs visit:  
<http://careersourceflorida.com>



## **CAREER AND JOB INFORMATION SOURCES**

Broward Workforce Development Board

[www.careersourcebroward.com](http://www.careersourcebroward.com)

Broward Intern

[www.browardintern.com](http://www.browardintern.com)

CareerSource Florida

[www.careersourceflorida.com](http://www.careersourceflorida.com)

Employ Florida

[www.employflorida.com](http://www.employflorida.com)

## **EMPLOYMENT AND TRAINING**

My Next Move

[www.mynextmove.org](http://www.mynextmove.org)

Unemployment Claims

[www.fluidnow.com](http://www.fluidnow.com)

[www.floridajobs.org](http://www.floridajobs.org)

USDOL, Employment and Training Administration

[www.doleta.gov](http://www.doleta.gov)

O\*Net

[www.doleta.gov/programs/onet](http://www.doleta.gov/programs/onet)

National Association of Workforce Boards (NAWB)

[www.nawb.org](http://www.nawb.org)

U.S. Conference of Mayors

[www.usmayors.org](http://www.usmayors.org)

WorkforceGPS

[www.workforcegps.org](http://www.workforcegps.org)

## **WELFARE TO WORK**

Dept. of Health & Human Services/Admin. For Children & Families

<https://www.acf.hhs.gov/>

Joint Center on Poverty Research

<https://jointcenter.org/>

## **LABOR MARKET INFORMATION**

Bureau of Labor Statistics

[www.bls.gov](http://www.bls.gov)

Bureau of Economic Analysis (Dept. of Commerce)

[www.bea.gov](http://www.bea.gov)

Minimum Wage

[www.dol.gov/dol/topic/wages/minimumwage.htm](http://www.dol.gov/dol/topic/wages/minimumwage.htm)

Florida Labor Market Information

[www.floridajobs.com/](http://www.floridajobs.com/)

Labor law/Wage and Hour

[www.dol.gov/whd/](http://www.dol.gov/whd/)

Federal Reserve Bank of Atlanta

<https://www.frbatlanta.org/chcs/human-capital-data-and-tools>

## **GENERAL**

Florida State Legislature (Online Sunshine)

[www.leg.state.fl.us](http://www.leg.state.fl.us)

U.S. Congress

[www.house.gov](http://www.house.gov)

[www.senate.gov](http://www.senate.gov)

Work Opportunity Tax Credit

<https://www.doleta.gov/business/incentives/opptax/>

Federal Bonding Program

[www.bonds4jobs.com](http://www.bonds4jobs.com)

Opportunity Zones

<https://www.floridajobs.org/business-growth-and-partnerships-for-businesses-and-entrepreneurs/business-resource/opportunity-zones-program>

## **YOUTH WORKFORCE DEVELOPMENT**

Florida Dept. of Education

[www.fldoe.org](http://www.fldoe.org)

Youth Promising and Effective Practices Network

[www.nyec.org/pepnet/](http://www.nyec.org/pepnet/)

National Youth Employment Coalition

[www.nyec.org](http://www.nyec.org)

Employ Florida

[www.employflorida.com](http://www.employflorida.com)

## **DISABILITY**

Social Security/Work Incentives

[www.ssa.gov/disability/](http://www.ssa.gov/disability/)

Americans with Disabilities

[www.ada.gov](http://www.ada.gov)

[www.dol.gov/dol/topic/disability/ada.htm](http://www.dol.gov/dol/topic/disability/ada.htm)

Ticket to Work

<https://choosework.ssa.gov/>

## **WOMEN'S EMPLOYMENT**

U.S. Department of Labor

<http://www.dol.gov/wb/>

## **SENIORS**

AARP

[www.aarp.org](http://www.aarp.org)

[www.aarp.org/about-aarp/careers/](http://www.aarp.org/about-aarp/careers/)

Florida Department of Elder Affairs

<http://elderaffairs.state.fl.us>

Employ Florida Marketplace Silver Edition

<https://silver.employflorida.com/vosnet/default.aspx>

## **VETS**

Dept. of Veteran Affairs

[www.va.gov](http://www.va.gov)

[www.vacareers.va.gov](http://www.vacareers.va.gov)

[www.careeronestop.org/militarytransition/](http://www.careeronestop.org/militarytransition/)

Employ Florida Vets

<https://veteran.employflorida.com/vosnet/Default.aspx>