
AGENDA

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

**Partnership Meeting #256
Thursday, June 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/88180134666?pwd=Xs4YmVUK1OdPOYzdGXcKoN3t62DsAZ.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.

PLEDGE OF ALLEGIANCE

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

PRESENTATION

Presentation of a plaque to Board Member Dr. Peter Licata.

MISSION MOMENT

APPROVAL OF MINUTES

Approval of the minutes of the 5/23 BWDB meeting #255.

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

Pages 10 – 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

RECOMM	Approval
ACTION	Motion for Approval

1. Monthly Performance Report

The State is delayed in providing the data we use for the Monthly Performance Report. Florida Commerce has informed us that they are working on a solution and as soon as there is a fix in place, they will notify us.

ACTION	None
EXHIBIT	None

2. **Letters of Support**

Letters of support were written for 1) Certiport’s examinations (industry credentials) placed on the Master Credential List 2) Kelly Kronenburg P.A.’s Quick Response Training grant application and 3) Broward College’s application to include three (3) industry certifications on the Master Credential and CAPE Funding Lists.

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. **WIOA Work Experience Contract Approval for Broward Health**

Consideration to approve a WIOA Adult and Dislocated Worker Work Experience (WEX) contract with Broward Health through 6/30/26. Healthcare is one of our targeted industries. WEX contracts are non-financial, as CSBD is the employer of record. Because Board Member Shane Strum is employed by Broward Health this recommendation will require a 2/3 vote of the Board members present once a quorum has been seated at a Board meeting. Approved at the 6/5 One-Stop Services Committee and 6/10 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 Motion for Approval**
EXHIBIT None

2. WIOA Adult Work Experience Contract Approval for the Las Olas Company, Inc.

Consideration to approve a WIOA Adult and Dislocated Worker WEX contract with the Las Olas Company, Inc. (LOC) through 9/30/26. Participants will be placed in positions such as front-of-house representatives, guest services associates, dining support, and maintenance engineers. WEX contracts are non-financial, as CSBD is the employer of record. Because Board Chair Heiko Dobrikow is employed by the LOC, this recommendation will require a 2/3 vote of the Board members present once a quorum has been seated at a Board meeting. Approved at the 6/5 One-Stop Services Committee and 6/10 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 Motion for Approval
EXHIBIT	None

3. Addition of New Courses for Existing Training Provider Florida Atlantic University

Consideration to approve the addition of two (2) training programs at Florida Atlantic University (FAU) to the WIOA Individual Training Account (ITA) list 1) CompTIA A+ Certification and 2) CompTIA A+, Network+, and Security+ Certification. CSBD reviewed the applications for completeness to ensure that Board mandated criteria are met for the training programs and related occupational title. Because Board Member Dr. Stacy Volnick is employed by FAU, this recommendation will require a 2/3 vote of the Board members present once a quorum has been seated at a Board meeting. Approved at the 6/5 One-Stop Services Committee and 6/10 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 Motion for Approval
EXHIBITS	Memo #21 23 (OPS) ITA Course Summary Spreadsheet

4. Accept Summer Youth Employment Program Funds

Consideration to accept \$50,000 from the Community Foundation of Broward to serve economically disadvantaged youth ages 16-18 years old in the PY 24/25 Summer Youth Employment Program. Each youth will receive three days of employability skills training and an eight-week meaningful summer work experience. Approved at the 6/10 combined Executive and Audit Committee meeting. *(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

5. Able Operations Contract Renewal

Consideration to renew the contract with Able Operations at a cost up to \$15,000, subject to negotiation, which is \$10,000 less than last year. Aaron Schmerbeck, PhD, will create and update LMI Tiles on the CSBD website. This is the second and last of two renewals under the current procurement. Approved at the 6/10 combined Executive and Audit Committee meeting. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, providing information and intelligence to stakeholders with feedback from the community.)*

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

6. PY 24/25 Preliminary Budget

The Program Year (PY) 24/25 preliminary budget reflects an overall decrease in the State allocation and carry forward of 17.4% for a total of (\$3,395,425). The total amount of PY 24/25 formula and carry forward is projected to be \$16,127,619 as compared to \$19,523,044 in PY 23/24. The budget continues to emphasize investments in customer training and getting the unemployed back to work and it aligns with WIOA and achieving Board strategic initiatives and key business results. CSBD recommends acceptance and approval of the preliminary PY 24/25 budget. Approved at the 6/5 One-Stop Services and 6/10 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 #06 23 (FS)

7. CareerSource Broward Marketing and Communications Plan for PY 24/25

Consideration to approve CSBD's marketing plan for PY 24/25. Each year, CSBD implements targeted outreach to job seekers, employers, and community stakeholders through the press, digital, print, and social media to increase awareness of our services. This year's strategies stem from the Planning Session and includes 1) maximizing the website to incorporate testimonials 2) building relationships with elected officials to enhance understanding of how our services benefit their constituents 3) focusing on "plain talk" messaging on the impact we have on an employers' bottom line and 4) supporting brand awareness through signature events like the State of the Workforce event, Worlds of Work, and Paychecks for Patriots. Approved at the 6/3 Employer Services and 6/10 combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	CSBD Marketing and Communications Plan for PY 24/25

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8. One-Stop Centers' Hours of Operation and Holiday Schedule

Consideration to approve the one-stop centers' hours of operation and holiday schedule. There are no changes to our hours of operation or our holidays for the upcoming year. The Florida Department of Commerce requires the governing boards' annual approval of the one-stop center hours of operation and holiday schedule at the start of each program year. The one stop centers' hours of operation are M-F 8:00 a.m. – 5:00 p.m. Our holidays are aligned with those of Broward County.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

REPORTS

1. General Fund Balance

As of 12/31/23, we reported that the General Fund balance was \$1,089,280. From 1/1/24 through 4/30/24, we realized revenues of \$201,802 and incurred expenditures of \$93,630. The General Fund balance as of 4/30/24 is \$1,197,452. Of this amount \$537,041 is held in reserve leaving a balance of \$660,411.

ACTION None
EXHIBIT Memo #07 – 23 (FS)

Pages 48 – 50

2. Central One Stop Career Center Located on Oakland Park Boulevard

The CSBD Central One-Stop Career Center is part of a complex of 7 state owned buildings. CSBD occupies 3 of the buildings. The State has recently informed us that they are exploring the sale of all the buildings and have received preliminary estimates on their sale price. The State has indicated a willingness to work with us on either 1) a purchase or a 2) long-term lease for the 2 buildings located on the west end of the property. CSBD is currently housed in the center of the property. The move would then leave a connected tract for the State to put on the open market for sale. Per the Executive Committee recommendation, CSBD has asked the State if they have any additional information on the condition of the buildings and has requested, we ask the board if any members would like to volunteer to attend the Audit Committee meetings to assist in determining which option CSBD should pursue.

ACTION None
EXHIBIT Memo #07 23 (LS)

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3. Cherry Bekaert LLP Fiscal Monitoring - Report #2 PY 23/24 Issued 5/15/24

Cherry Bekaert conducted fiscal monitoring for the period 10/1/23 through 2/29/24. Cherry Bekaert reviewed a total of 979 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

ACTION None
EXHIBITS Memo #17 – 23 (QA)
Chart of Findings

Pages 53 – 54

4. Taylor Hall Miller Parker (THMP), P.A. Program Monitoring Report Issued 11/23

THMP conducted program monitoring for the period 8/1/23 through 11/13/23. They reviewed a total of 178 files consisting of 7,115 elements. There were 3 findings and 6 observations. This equates to an error rate of .04%, 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 #12 – 23 (QA)

Pages 55 – 61

5. WIOA Youth Provider Performance PY 23/24

CareerSource Broward (CSBD), funds four (4) Out-of-School (OSY) and two (2) In-School Youth (ISY) programs. The youth receive case management, career pathway planning, occupational skills training, and job readiness preparation. This Youth Performance report provides the Youth Committee with provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act (WIOA). A final youth provider performance report for PY 23/24 will be brought to the Youth Committee during the 1st quarter of PY 24/25 after all outcomes and exits from the program have been entered into the Employ Florida system.

ACTION None
EXHIBIT Memo #24 23 (OPS)

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6. Summer Youth Employment Program (SYEP) Update

The SYEP kicked off on Wednesday, 6/12 with the first day of employability skills training held at four schools for about 1,300 youth. Due to the rain and flash flooding, Broward County Public Schools closed all of its facilities Thursday and Friday. CSBD staff proactively took action to email, text and call all of the youth, our worksite monitors and worksites. Due to our efforts all youth started their work assignments on time Monday morning as planned. We are currently working to reschedule the remaining two days of employability skills training.

ACTION None
EXHIBIT None

7. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 2.8 percent in May 2024. This rate was 0.1 percentage points higher than the region’s year-ago rate. In May 2024, Broward County’s unemployment rate was 0.2 percent less than the State’s rate. Out of a labor force of 1,091,105, up 7,662 (+0.7 percent) over the year, there were 31,039 unemployed Broward County residents. The dashboard is a value-added resource allowing businesses the ability to make data-informed decisions. A new tile was added, “Broward County Business Confidence Report” that links to the GFLA’s 2024 Broward Executive Leadership Survey.

ACTION	None
EXHIBITS	Broward County Labor Market Information 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

<p><i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS AUGUST 22, 2024.</i></p>
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MEETING MINUTES

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

**Partnership Meeting #255
Thursday, May 23, 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, Zac Cassidy, Dr. Ben Chen, Paul Farren, Michael Goldstein, Frank Horkey, Rufus James, Dr. Lisa Knowles, Kevin Kornahrens, Dawn Liberta, Sandy-Michael McDonald, Jim Ryan, Mark Schaubman, Cynthia Sheppard, Dr. Stacy Volnick, Marjorie Walters, Lori Wheeler, and Heiko Dobrikow, who chaired the meeting.

Guests: Mayor Nan Rich, Eugen Bold, Adrienne Johnston, and Jacklyn Washington.

Staff: Carol Hylton, Ron Moffett, Mark Klineciewicz, Rochelle Daniels, Tony Ash, and Samantha Vazquez.

Board Chair Heiko Dobrikow introduced the Honorable Nan Rich, Broward County Mayor and invited her to lead the pledge of allegiance.

MISSION MOMENT

Heiko Dobrikow commended Carol Hylton for surpassing expectations since spearheading the initiative set by Immediate Past Chair Frank Horkey to convene CareerSource Broward (CSBD) with as many organizations as possible. He noted the significant partnership established with Broward County government and credited her for making the organization stronger through fostering open communication and collaboration with Broward County government. He emphasized that the organization has proven its commitment to mutual support and collective efforts to enhance Broward County's prosperity. He also highlighted Ms. Hylton's collaboration with Monica Cepero and Tim Garling to include Broward Transit in the State of the Workforce job fair, where the County provided free transportation throughout the prosperity zip codes for job seekers.

Heiko Dobrikow acknowledged Commissioner Tim Ryan for his long-standing involvement with the Board, providing valuable insights and challenging questions. He also highlighted the transformative impact of Sandy-Michael McDonald's addition to the Board, bringing new perspectives and enhancing strategic planning efforts.

Heiko Dobrikow indicated that during his time on the Board, no other county mayor has attended our Board meetings. He welcomed Mayor Nan Rich and thanked her for attending and sharing her priorities for the coming year. The mayor discussed the continued need for affordable housing emphasizing that these issues are critical to economic sustainability and have long been her primary concern.

Mayor Rich highlighted that Broward County has the highest housing costs relative to wages in the United States and ranks last in Florida for affordable housing units per hundred families earning 60%

or less of the area median income. Last year, the median cost of a single-family home reached \$600,000, making homeownership affordable for only 5% of residents.

Mayor Rich also discussed the Broward County Affordable Housing Trust Fund created in 2018 which will be used for affordable housing. She informed the Board that the County has built over 5,000 new affordable renting units, with more on the way.

She indicated that the Broward County Commission recently passed a 10-year affordable housing master plan that can be viewed on Broward.org. The plan touches on transportation, economic development, land use, zoning, and climate change.

Heiko Dobrikow expressed agreement with the direction the County is taking to help resolve the affordable housing issue, sharing success stories of his own staff who have utilized assistance from these initiatives. Mayor Nan Rich commended and thanked Mr. Dobrikow for his presentation during the 25th Anniversary Celebration of the Broward Partnership for the Homeless.

Dr. Ben Chen thanked Mayor Nan Rich for her work, particularly achieving 100% funding of the Sadowski Act, which is unprecedented. However, he expressed concerns about the policy aspects of the funding, noting that most of it is allocated to single-family homes rather than affordable rental housing. He inquired whether the County has the ability to require rental developers to designate a certain percentage of units as affordable housing, or if there is funding the County can provide as an incentive for developers to offer affordable housing.

Mayor Nan Rich confirmed that the legislature has allocated a significant amount of funding for multifamily units this year, with more to come.

Heiko Dobrikow commended Adrienne Johnston's active presence on LinkedIn and her effective use of virtual communication on the platform. He appreciated her insightful, useful, and thought-provoking posts and invited her to address the Board.

Ms. Johnston thanked the Board for their hospitality and for including her as a guest at the meeting. She expressed her appreciation for the Board's engagement, noting that it aligns with her focus on ensuring board members across the state understand their roles and responsibilities. She emphasized the importance of using funds effectively to serve the community and achieve meaningful outcomes. Additionally, she mentioned that she regularly uses Broward as a prime example of engagement with its Board members and local elected officials. She highlighted that Broward is a leader in the network.

Adrienne Johnston informed the Board that after this meeting, she and Carol Hylton have a speaking engagement at the 2024 Florida Prosperity and Economic Opportunity Summit. She highlighted some of the initiatives they will be discussing, such as Hope Florida, a state-wide initiative through the Department of Children and Families. This initiative shares a similar focus with those mentioned by Mayor Nan Rich, aiming to identify individuals in critical need and providing them with comprehensive community support and resources. She informed the Board that the State Board of Directors has invested approximately \$5 million to ensure that there are Hope Florida navigators at each local workforce development board.

APPROVAL OF MINUTES

Approval of the minutes of the 4/25 BWDB meeting #254.

On a motion made by Frank Horkey and seconded by Dr. Stacy Volnick, the BWDB unanimously approved the minutes of the 4/25 meeting #254.

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

2. Letter of Support

Letters of support were written for 1) Broward College's submission of their Perkins V 24/25 grant application 2) Sfakia, LLC, D/B/A Good Greek Moving & Storage's Quick Response Training grant application and 3) Goodwill Industries of South Florida's application for DOL's Senior Community Service Employment Program grant.

On a motion made by Dr. Ben Chen and seconded by Dr. Stacy Volnick, the BWDB unanimously approved the Consent Agenda of 5/23.

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

Prior to the addressing the order of the agenda, the chair brought a non-agenda item up for consideration by the governing boards. Heiko Dobrikow explained that earlier in the week, CSBD was notified of an award of \$315,000 from the County for the Summer Youth Employment Program (SYEP). This is in addition to the \$385,000 in funds the Board previously accepted during the 2/22 Board Meeting for a total of \$700,000. Heiko Dobrikow asked Carol Hylton to further elaborate on the item.

Carol Hylton informed the Board that, upon hearing the SYEP had a waiting list, Commissioner Tim Ryan invited her to do a presentation at the Broward Commission meeting. Commissioner Ryan advocated for the program by requesting an additional \$315,000 be awarded to the SYEP. Ms. Hylton took a moment to thank Mayor Nan Rich, Commissioner Ryan, the other commissioners, and Monica Cepero.

Mayor Nan Rich emphasized that Carol Hylton's presentation, along with a remarkable video, effectively demonstrated the impact of the SYEP on Broward County's youth. The Commissioners were impressed with the program's growth and recognized the urgency of approving additional funds before June 1st, despite it being outside the usual process. Consequently, the Commissioners voted unanimously to approve the additional funding. Mayor

Rich emphasized that the funding was well-deserved and expressed excitement that more youth would be able to benefit from this incredible opportunity.

Sandy-Michael McDonald declared a conflict of interest as he is employed by Broward County, abstained from the vote and will complete a conflict-of-interest form. It was noted that Tara Williams has a conflict of interest for this item as she is also employed by the County. She was not in attendance but will be required to submit a conflict-of-interest form. There was no further discussion.

On a motion made by Frank Horkey and seconded by Mayor Josh Levy, the BWDB unanimously approved the acceptance of \$315,000 from Broward County for the Summer Youth Employment Program (SYEP).

1. Workforce Innovation and Opportunity Act (WIOA) Reauthorization

Considered approval for 1) CSBD Council Chair Mayor Levy to sign the United States Conference of Mayors (USCM) letter to the U.S. Senate addressing issues of concern in HR 6655, A Stronger Workforce for America Act, which passed the House on 4/10 and 2) sharing the concerns with our Washington delegation. If approved by the Senate, the Bill amends the WIOA of 2014. Approved at the 5/8 Strategic Planning and 5/13 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 introduced the item and asked Sandy-Michael McDonald to present it, which he did. Mr. Dobrikow then asked Rochelle Daniels if she, as our representative on the USCM Workforce Development Council and Chair of its Policy and Advocacy Committee, would like to comment.

Rochelle Daniels explained that the USCM's letter is being distributed nationally across all LWDBs and addresses three major issues 1) the requirement that 50% of WIOA Title I Adult and Dislocated Worker funds be spent on training, which is very narrowly defined in the bill 2) an increase in the state set aside from 15% to 25% so states can create a critical industry skills fund to incentivize innovation and 3) the ability for Governors to re-designate local area boundaries four (4) years after passage.

In regard to the first issue, she explained that the definition in the existing law for training allows workforce boards to include books, uniforms and staff salaries when working with customers in training. This broader definition of the requirement makes it easier to reach the 50% threshold.

The proposed narrow definition, on the other hand, would exclude support services and staff payroll costs and restrict our ability to adapt to changing economic conditions making it more difficult to reach the 50% threshold.

In regard to the second issue, of increasing the state set aside from 15% to 25%, Rochelle Daniels underscored that the state already receives 15% of funds so increasing that would mean less funding will go to the local boards for services.

Rochelle indicated that the third concern is the new legislation will give governors the ability to re-designate local area boundaries every four (4) years. While Florida recently went through a redesignation this would impact boards across the nation.

Mayor Josh Levy thanked Rochelle Daniels for her work with the USCM and indicated he would approve signing the letter.

Heiko Dobrikow provided additional clarification in assuring that there is not a problem with Board Members approaching federal law makers within their network to have these important conversations. Carol Hylton agreed.

On a motion made by Cynthia Sheppard and seconded by Marjorie Walters, the BWDB unanimously approved 1) CSBD Council Chair Mayor Levy to sign the USCM letter to the U.S. Senate addressing issues of concern in HR 6655, ASWA, which passed the House on 4/10 and 2) sharing the concerns with our Washington delegation.

2. 2024 Planning Session Report

Considered adoption of the strategic goals and objectives for program year 24/25 developed during the Broward Workforce Development Board (Board) annual planning session held on 4/25. During the session, the Board had a chance to review the year's highlights and hear from the FloridaCommerce Deputy Secretary, Ms. Lindsay Volpe. Then, the Board, Council members, and guests formed workgroups to discuss goals and objectives for the upcoming year. The planning session ended with each group reporting their recommendations. Approved at the 5/13 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 introduced the item and asked Carol Hylton to present it. She reviewed the Planning Session recommendations, highlighting some of the recommended strategies.

On a motion made by Dr. Ben Chen and seconded by Jim Ryan, the BWDB unanimously approved the strategic goals and objectives for program year 24/25 developed during the Board annual planning session held on 4/25.

3. Summer Youth Work Experience Contract with Broward County

Considered approval of the SYEP contract with Broward County for Summer 2024. 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, they will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a meeting with an established quorum is required. *(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.)*

Heiko Dobrikow introduced the item. Sandy-Michael McDonald declared a conflict of interest as he is employed by Broward County, abstained from the vote and completed a conflict-of-interest form at the meeting. It was noted that Tara Williams has a conflict of interest for this item as she is also employed by the County. She was not in attendance but will be required to submit a conflict-of-interest form. There was no further discussion.

On a motion made by Zac Cassidy and seconded by Frank Horkey, the BWDB unanimously approved the non-financial SYEP contract with Broward County for Summer 2024.

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

Considered approval of a SYEP contract with the School Board of Broward County (SBBC) through 9/30/24. 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 meeting with an established quorum is required. *(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.)*

Heiko Dobrikow introduced the item. It was noted that Dr. Howard Hepburn has a conflict of interest for this item as he is employed by the SBBC. He was not in attendance but will be required to submit a conflict-of-interest form. There was no further discussion.

On a motion made by Paul Farren and seconded by Mayor Josh Levy, the BWDB unanimously approved the non-financial SYEP contract with the SBBC through 9/30/24.

5. WIOA Work Experience Contract with Broward County

Considered approval to renew a non-financial WIOA Adult Work Experience contract with Broward County through 7/31/25 for their University Student Practicum Program. CSBD is the employer of record. The State's workers' compensation covers adult participants. Because Board Members Sandy-Michael McDonald and Tara Williams are employed by Broward County, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. This is the first of three renewals under the current agreement. Approved at the 5/7 One-Stop Services and 5/13 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, and ex-offenders.)*

Heiko Dobrikow introduced the item and asked Jim Ryan to present it, which he did. Sandy-Michael McDonald declared a conflict of interest as he is employed by Broward County, abstained from the vote and completed a conflict-of-interest form at the meeting. It was noted that Tara Williams has a conflict-of-interest for this item as she is also employed by the County. She was not in attendance but will be required to submit a conflict-of-interest form. There was no further discussion.

On a motion made by Dr. Stacy Volnick and seconded by Frank Horkey, the BWDB unanimously approved the renewal of a non-financial WIOA Adult Work Experience contract with Broward County through 7/31/25 for their University Student Practicum Program.

6. Summer Youth Work Experience Contract with OutPLEX

Considered approval of the SYEP contract with OutPLEX through 9/30/26. 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 Vice-Chair Jim Ryan is employed by OutPLEX, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a

meeting with an established quorum is required. *(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.)*

Heiko Dobrikow introduced the item. Jim Ryan declared a conflict of interest as he is employed by OutPLEX, abstained from the vote and completed a conflict-of-interest form at the meeting. There was no further discussion.

On a motion made by Mayor Josh Levy and seconded by Dr. Stacy Volnick, the BWDB unanimously approved the non-financial SYEP contract with OutPLEX through 9/30/26.

7. Summer Youth Work Experience Contract with Riverside Hotel

Considered approval of the SYEP contract with Las Olas Company dba Riverside Hotel through 9/30/26. 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 Chair Heiko Dobrikow is employed by the Riverside Hotel, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a meeting with an established quorum is required. *(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.)*

Heiko Dobrikow passed conduct of the meeting to Jim Ryan who then introduced and reviewed the item with the members. There was no further discussion.

Heiko Dobrikow declared a conflict of interest as he is employed by the Riverside Hotel, abstained from the vote and completed a conflict-of-interest form at the meeting.

On a motion made by Mayor Josh Levy and seconded by Dr. Stacy Volnick, the BWDB unanimously approved the non-financial SYEP contract with the Las Olas Company dba Riverside Hotel through 9/30/26.

Jim Ryan returned conduct of the meeting back to Heiko Dobrikow.

8. Summer Youth Work Experience Contract with Advanced Roofing

Considered approval of the SYEP contract with Advanced Roofing through 9/30/26. 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 Kevin Kornahrens is employed by Advanced Roofing, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a meeting with an established quorum is required. *(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.)*

Heiko Dobrikow introduced the item. Kevin Kornahrens declared a conflict of interest as he is employed by Advanced Roofing, abstained from the vote and will complete a conflict-of-interest form. There was no further discussion.

On a motion made by Mayor Josh Levy and seconded by Frank Horkey, the BWDB unanimously approved the non-financial SYEP contract with Advanced Roofing through 9/30/26.

9. Summer Youth Work Experience Contract with Broward Health

Considered approval of the SYEP contract with Broward Health through 9/30/26. 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 Shane Strum is employed by Broward Health, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a meeting with an established quorum is required. *(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.)*

Heiko Dobrikow introduced the item. It was noted that Shane Strum has a conflict of interest for this item as he is employed by Broward Health. He was not in attendance but will be required to submit a conflict-of-interest form. There was no further discussion.

On a motion made by Mayor Josh Levy and seconded by Sandy-Michael McDonald, the BWDB unanimously approved the non-financial SYEP contract with Broward Health through 9/30/26.

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

Considered the approval of current eligible training providers (ETPs) 1) Atlantic 2) McFatter and 3) Sheridan Technical College's continued eligibility status beginning 7/1/24 through 6/30/26. The State requires that ETPs be renewed every 2 years. Each provider has met continued eligibility requirements, including licensure, accreditation, issuance of an industry-recognized credential, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness and to ensure that CareerSource Florida requirements and board-mandated criteria are met for all three schools. Because Board Member Dr. Howard Hepburn is employed by the School Board of Broward County, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 5/7 One-Stop Services and 5/13 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 introduced the item and asked Jim Ryan to present it, which he did. There was no further discussion.

On a motion made by Zac Cassidy and seconded by Dr. Stacy Volnick, the BWDB unanimously approved current ETPs 1) Atlantic 2) McFatter and 3) Sheridan Technical College's continued eligibility status beginning 7/1/24 through 6/30/26.

11. Continued Eligibility for Florida Atlantic University

Considered approval of current ETP Florida Atlantic University's (FAU) continued eligibility status beginning 7/1/24 through 6/30/26. The State requires that ETPs be renewed every 2 years. FAU has met continued eligibility requirements that include, licensure, accreditation, issuance of an industry-recognized credential, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the application for completeness and to ensure that CareerSource Florida requirements and board-mandated criteria are met. Because Board Member Dr. Stacy Volnick is employed by FAU, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 5/7 One-Stop Services and 5/13 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 introduced the item and asked Jim Ryan to present it, which he did. Dr. Stacy Volnick declared a conflict of interest as she is employed by FAU, abstained from the vote and will complete a conflict-of-interest form. There was no further discussion.

On a motion made by Dr. Ben Chen and seconded by Rufus James, the BWDB unanimously approved current ETP FAU's continued eligibility status beginning 7/1/24 through 6/30/26.

12. PY 24/25 Integrative Staffing Group Contract Renewal

Considered approval to renew the contract with Integrative Staffing Group, Inc. (ISG) for PY 24/25. ISG staffs our one-stop career centers. They have provided excellent customer service and have been responsive to our needs. They are not requesting an increase to their current rate of \$85.00 per employee per pay period. Based on our current staffing level, the estimated annual cost is \$181,220. This is the second of three one-year renewals under the current procurement. Approved at the 5/7 One-Stop Services and 5/13 Executive Committee meetings. (*This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.*)

Heiko Dobrikow introduced the item and asked Jim Ryan to present it, which he did. There was no further discussion.

On a motion made by Jim Ryan and seconded by Zac Cassidy, the BWDB unanimously approved the renewal of our contract with ISG for PY 24/25 with an estimated annual cost of \$181,220.

13. One-Stop Operator (OSO) Contract Renewal

Considered approval to renew the contract with Workforce Guidance Associates, LLC. (WGA) in the amount of \$114,000 to cover the wages and benefits for Ms. Nadine Gregoire-Jackson, WGA's principal. This is a \$4,000 increase from last year. Ms. Jackson has been instrumental in our increased community outreach efforts. Ms. Jackson supervises the community liaison, assists with grant acquisition, oversees some dedicated grants, and is our OSO. This is the second and last of the renewals under the current procurement. Approved at the 5/7 One-Stop

Services and 5/13 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, providing information and intelligence to stakeholders with feedback from the community.)*

Heiko Dobrikow introduced the item and asked Jim Ryan to present it, which he did. There was no further discussion.

On a motion made by Jim Ryan and seconded by Dr. Stacy Volnick, the BWDB unanimously approved the renewal of our contract with WGA in the amount of \$114,000 to cover the wages and benefits for Ms. Nadine Gregoire-Jackson, WGA's principal.

14. Additional Welfare Transition Program (WTP) Funds

Considered acceptance of \$100,000 in WTP funds. These additional funds will be used to enroll additional youth into the Summer Youth Employment Program. With the addition of these funds, we will serve about 1,200 youth this summer. Approved at the 5/13 Executive Committee meeting. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Heiko Dobrikow introduced the item and asked Dawn Liberta to present it, which she did. There was no further discussion.

On a motion made by Zac Cassidy and seconded by Dr. Stacy Volnick, the BWDB unanimously approved the acceptance of \$100,000 in WTP funds.

15. Continued Eligibility for Eleven (11) Current ITA Providers

Considered the approval of current ETPs 1) Academy of South Florida 2) Broward College 3) Concorde Career Institute 4) Florida National University 5) Florida Vocational Institute 6) Jersey College 7) Miami-Dade College 8) PC Professor 9) Ruby's Academy for Health Occupations 10) South Florida Academy of Air Conditioning and 11) Southeastern Colleges' continued eligibility status beginning 7/1/24 through 6/30/26. This is in accordance with WIOA, which requires providers to be re-evaluated and approved for continuation on the ETP List after their initial year of eligibility. All of these providers have met continued eligibility requirements that include licensure, accreditation, issuance of industry-recognized credentials, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness to ensure that CareerSource Florida requirements and board-mandated criteria are met for all schools. Approved at the 5/7 One-Stop Services and 5/13 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 introduced the item and asked Jim Ryan to present it, which he did. There was no further discussion.

On a motion made by Jim Ryan and seconded by Rufus James, the BWDB unanimously approved the current ETPs 1) Academy of South Florida 2) Broward College 3) Concorde Career Institute 4) Florida National University 5) Florida Vocational Institute 6) Jersey

College 7) Miami-Dade College 8) PC Professor 9) Ruby's Academy for Health Occupations 10) South Florida Academy of Air Conditioning and 11) Southeastern Colleges' continued eligibility status beginning 7/1/24 through 6/30/26.

16. Transfer of WIOA Dislocated Worker Funds to WIOA Adult Funds

Considered approval to transfer up to \$1,000,000 from the WIOA Dislocated Worker funding stream to the WIOA Adult funding stream. WIOA allows local boards 100% transferability between the two funding streams. We monitor the demand for services and the expenditure rate of the funding streams and we request transfer authority as needed. 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 5/7 One-Stop Services and 5/13 Executive 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.)*

Heiko Dobrikow introduced the item and asked Jim Ryan to present it, which he did. There was no further discussion.

On a motion made by Jim Ryan and seconded by Dr. Lisa Knowles, the BWDB unanimously approved the transfer of up to \$1,000,000 from the WIOA Dislocated Worker funding stream to the WIOA Adult funding stream.

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

Considered approval to add two (2) occupations to our local TOL 1) Home Health Aide and 2) Personal Care Aide. Over the year, CSBD receives input from our industry intermediaries, eligible training providers, our economist, and employers in order to evaluate our local TOL. CSBD staff has been able to establish local demand for Home Health Aides and Personal Care Aides, and both occupations meet all board-mandated criteria to be added to the TOL for Program Year 23/24. Approved at the 5/7 One-Stop Services and 5/13 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 introduced the item and asked Jim Ryan to present it, which he did. There was no further discussion.

On a motion made by Zac Cassidy and seconded by Rufus James, the BWDB unanimously approved the addition of two (2) occupations to the TOL 1) Home Health Aide and 2) Personal Care Aide.

REPORTS

1. Education and Industry Consortium (EIC) First Quarter Report

Pursuant to the Reimagining Education and Career Help Act (REACH), all local workforce boards in Florida are required to create an EIC. The purpose of the EIC is to convene local leaders who can provide information about education and workforce opportunities to businesses and job seekers. The goal is to align educational programming with industry needs at the local level. The EIC held its first meeting on 3/5. The committee reviewed 1) local labor market information 2) the regional In-demand Occupations List and 3) the WIOA Individual Training Account list and addressed talent pipeline needs in Marine and Aviation. The exhibit is the required report.

Heiko Dobrikow introduced the item and asked Carol Hylton to present the report, which she did.

2. State Required Financial Disclosure

Each year elected officials and board members must file Financial Disclosure Form 1. The form is due 7/1/24. A \$25.00/day fine is imposed against filers for forms not filed by 9/3/24. New this year, Form 1 filers must file electronically using the [Electronic Financial Disclosure Management System](#) link (which will take you to the login page. Filers should click "I am a Filer" and follow the prompts. There is a "How to" video that can guide you through the process.

Heiko Dobrikow presented the item and reminded the members of the due date for submission.

3. Individual Training Account (ITA) Provider Performance

CSBD conducted its semi-annual analysis of ITA provider performance and found that 1) South Florida Academy of Air Conditioning's HVAC Maintenance Technician and 2) Sheridan Technical College - Commercial Vehicle Driving Class A programs did not achieve a 70% training-related employment rate. Per Board policy, we notified the schools and suspended referrals to these programs until such time as performance is met.

Heiko Dobrikow introduced the item and asked Carol Hylton to present it. Ms. Hylton explained the process for evaluating our training providers and their programs. She stated these two programs did not achieve the performance required by their contract and we therefore suspended referrals. There was no further discussion.

4. CSBD Spring Career Fair

CSBD held its annual Spring Career Fair on 5/16. The fair coincided with National Military Appreciation Month. The first hour of the event was reserved for veterans and their family members. 31 employers participated and over 225 job seekers attended. We heard from employers that they were impressed by the quality of the job seekers and over 40 on-the-spot job offers were made. As we customarily do, we are following up with the employers and job seekers to offer further employment services and referrals.

Heiko Dobrikow introduced the item and asked Tony Ash to present it, which he did.

Mr. Dobrikow recognized Rufus James and Keith Costello for their service in the military. There was no further discussion.

5. Board Member Recognition

Chen Moore and Associates was recently listed in the Sun-Sentinel's Top Workplaces 2024 in the small business category. Our own Dr. Ben Chen is the founder and Chairman of the Board of Chen Moore and Associates. Congratulations Dr. Chen!

Heiko Dobrikow presented the item congratulating Dr. Ben Chen.

Carol Hylton indicated she had to leave to attend the 2024 Florida Prosperity and Economic Opportunity Summit as she was a presenter with Adrienne Johnston, President of Florida Commerce. Ms. Hylton passed the President's remarks to Ron Moffett.

6. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 3.1 percent in April 2024. This rate was 0.7 percentage points higher than the region's year-ago rate. In April 2024, Broward County's unemployment rate was 0.1 percent less than the State's rate. Out of a labor force of 1,095,618, up 18,549 (+1.7 percent) over the year, there were 33,772 unemployed Broward County residents. The dashboard is a value-added resource, allowing businesses the ability to make data-informed decisions.

Heiko Dobrikow reviewed Broward County's unemployment report and the Economic Dashboard.

Dr. Ben Chen suggested researching the addition of an inflation tile to the dashboard, highlighting that South Florida has the highest inflation rate in the United States, primarily due to housing costs.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

None.

MATTERS FROM THE BROWARD WORKFORCE DEVELOPMENT BOARD CHAIR

Heiko Dobrikow highlighted FAU's Business Leader of the Year event he and Jim Ryan recently attended. Mr. Ryan thanked Dr. Volnick for the wonderful event that annually celebrates entrepreneurship by recognizing a business leader of the year.

Heiko Dobrikow indicated that while higher education and the Broward school system have faced significant drops in enrollment and school closures, FAU has remained a positive example. He then asked Dr. Stacy Volnick to discuss FAU's enrollment successes.

Dr. Volnick reported that the previous fall semester saw FAU's largest incoming and graduating classes in history. Typically, FAU holds six ceremonies for the spring semester, but this year they held eight. The quality of admitted students has also improved, with the average GPA rising from 3.85 to 3.95, and this increase does not include graduate students. FAU has been very intentional in maintaining and improving the quality of its students and the wrap-around services offered. For the first time in FAU's history, there is a waiting list, indicating that the university is a top choice for incoming students.

MATTERS FROM THE BOARD

None.

MATTERS FROM THE FLOOR

Eugen Bold, representing Commissioner Tim Ryan, acknowledged a positive development in the upcoming Premium Mobility Plan (PREMO), the County's effort to improve public transportation. He indicated that Commissioner Ryan, Mayor Nan Rich, and their colleagues proposed a surtax for transportation in 2016, which was passed in 2018 and is now coming to fruition.

MATTERS FROM THE PRESIDENT/CEO

Ron Moffett asked Sandy-Michael McDonald to comment on Broward and Beyond, a successful event with over 900 employers. He expressed that CSBD was privileged to receive significant exposure at the event.

Mr. McDonald thanked CSBD for their participation at the event. He underscored the County's dedication to sustaining these collaborations to ensure that all employers are fully aware of the invaluable opportunities afforded by working closely with CSBD. Mr. McDonald shared that the event featured two successful women business owners who have opened their fourth location since the start of their business and emphasized that it all started by working with CSBD.

Paul Farren commended the Broward and Beyond event, noting its quality of speakers and flawless program organization, as experienced from the perspective of a small business attendee.

Heiko Dobrikow expressed his agreement that it was a great event.

Ron Moffett informed the members that we are making progress on developing our employer chatbot and it is in the testing phase.

Ron stated on behalf of Carol Hylton and staff, we wish the Board a commemorative and safe Memorial Day weekend in honor of all the men and women who have given their lives in service to our country.

ADJOURNMENT 1:57 p.m.

<p><i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS JUNE 27, 2024.</i></p>
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Memorandum #21-23 (OPS)

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

From: Carol Hylton, President/CEO

Subject: Addition of New Courses for Existing Eligible Training Provider – Florida Atlantic University

Date: June 11, 2024

SUMMARY

Consideration to approve the addition of two (2) training programs at Florida Atlantic University (FAU) to the Workforce Innovation and Opportunity Act (WIOA) Individual Training Account list 1) CompTIA A+ Certification and 2) CompTIA A+, Network+, and Security+ Certification. CSBD reviewed the applications for completeness to ensure that Board mandated criteria are met for the training programs and related occupational title. Because Board member Dr. Stacy Volnick is employed by FAU, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 6/5 One Stop Services and 6/10 combined Executive and Audit Committee meetings.

BACKGROUND

WIOA requires classroom or online training to be provided through ITA's at schools and for courses approved by the local workforce board. Additionally, all occupational training must prepare students for in-demand occupations appearing on the Targeted Occupations List (TOL) and meet the Board-established minimum evaluation criteria. This includes but is not limited to licensure, accreditation, issuance of an industry-recognized credential, and reporting to the Florida Education and Training Placement Information Program (FETPIP). All of our current eligible training providers meet these criteria.

DISCUSSION

FAU, a current eligible training provider, is accredited by the Southern Association of Colleges and Schools, Commission on Colleges. FAU also submits data reports to FETPIP. CSBD received an application from the school to add two new programs 1) CompTIA A+ Certification and 2) CompTIA A+, Network+, Security+ Certification to our WIOA ITA list. These programs provide opportunities to train for careers and earn certificates in the IT industry as Computer Network Support Specialists.

Researching labor market analytics from Lightcast¹ and Employ Florida, CSBD was able to validate that within the past 90 days, there have been at least 25 job openings for Computer Network Support Specialists in Broward County. A CSBD review team comprised of staff from Operations, Quality Assurance, and Business Services evaluated the applications. This committee determined that all Board-mandated criteria have been met for the training programs and related occupational title.

Courses to be Added to the WIOA ITA List

Provider	Occupational Training Program	Demand Occupation on the TOL	Entry Wage Meets Standard? (\$13.97 per hour)	Job Openings
Florida Atlantic University	CompTIA A+ Certification	Computer Network Support Specialist	Yes	>25
	CompTIA A+, Network+, Security+ Certification			

As we customarily do, we will limit enrollment of customers to 10 in this program until performance is established.

Because Board Member Dr. Stacy Volnick is employed by FAU, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting.

RECOMMENDATION

Approve the addition of two (2) occupational training programs to the WIOA ITA list
 1) CompTIA A+ Certification and 2) CompTIA A+, Network+, and Security+ Certification.

¹ Lightcast is a database that is used to provide local labor market data on occupations and trends on industries.

**ITA Course Summary Spreadsheet
Attachment to Memo # 21-23 (OPS)**

School Name / Location	License / State Agency Approval	DOE Accreditation	Course Title	Type of Credential Offered	Program Length	Clock Hours	Entry Wage Meets Standard? (\$13.97 per hour)	Course Offering (Virtual/ Classroom/ Blended*)	Class Size (Max)	Prerequisites	Tuition and Fees	Other Costs (Books, Uniforms, Supplies, Cert./Lic. Exams)	Program Total Costs
<i>Florida Atlantic University</i>	YES	YES	CompTIA A+ Certification	Certificate	26 weeks	200	Yes	Virtual	10	None	\$1,995.00	\$0.00	\$1,995.00
			CompTIA A+, Network+, Security+ Certification	Certificate	52 weeks	390	Yes	Virtual	10		\$3,995.00	\$0.00	\$3,995.00

Memorandum #06 - 23 (FS)

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

From: Carol Hylton, President/CEO

Subject: Program Year (PY) 24/25 Preliminary Budget

Date: June 11, 2024

SUMMARY

The Program Year (PY) 24/25 preliminary budget reflects an overall decrease in the State allocation and carry forward of 17.4% for a total of (\$3,395,425). The total amount of PY 24/25 formula and carry forward is projected to be \$16,127,619 as compared to \$19,523,044 in PY 23/24 as shown in Table 1. Approved at the 6/5 One Stop Services and 6/10 combined Executive and Audit Committee meetings.

Our dedicated grants for PY 24/25 totaling \$11,359,368 are not included in the total available funds because these grants may only be used for the specific purposes outlined in the grants. The dedicated grants decreased by 1% (\$60,601) as compared to \$11,419,969 in PY 23/24. Table 2 details the dedicated grants and projected amounts to present a full picture to the governing boards of the funds allocated for the upcoming program year.

The formula and dedicated funds total \$27,486,987 (\$16,127,619 + \$11,359,368) compared to PY 23/24 total funds of \$30,943,013. As usual, the above does not include unrestricted funds. CareerSource Broward (CSBD) recommends acceptance and approval of the PY 24/25 Preliminary Budget.

BACKGROUND

Each year CSBD brings its projected budget to the governing boards for approval.

The formula allocation is based on our local area's unemployment and poverty rates. The better a region is doing, the lower the local area's formula allocation.

The funds are allocated among the various activities and services to align with Board initiatives and key business results, the current labor market, and federal and state performance measures. The level of detail provided is in accordance with the CSBD governing boards' direction. We provide additional detail to the elected officials per their request. This detail is available to all upon request.

A budget true-up based on the actual allocations is presented to the Board at the mid-year mark.

Table 1 presents a comparison between PY 23/24 and PY 24/25 total allocation from the state and carry forward funds. The WIOA Adult and DW funding streams are combined because WIOA allows 100% transferability between these funding streams.

Table 1
Comparison of PY 23/24 to PY 24/25 Formula Funds Including Carry Forward*

Fund Name	PY 23/24 Total Funds Available	PY 24/25 Total Funds Available	\$ Change	% Change
WIOA (Adult/DW)				
Formula Funds	\$ 6,043,979	\$ 5,773,104	\$ (270,875)	-4.5%
Carryforward	2,480,415	1,182,981	(1,297,434)	-52.3%
Subtotal	8,524,394	6,956,085	(1,568,309)	-18.4%
WIOA (Youth)				
Formula Funds	2,324,084	2,124,775	(199,309)	-8.6%
Carryforward	2,013,000	626,771	(1,386,229)	-68.9%
Subtotal	4,337,084	2,751,545	(1,585,539)	-36.6%
WTP				
Formula Funds	3,775,387	3,482,799	(292,588)	-7.7%
Carryforward	674,856	770,106	95,250	14.1%
Subtotal	4,450,243	4,252,905	(197,338)	-4.4%
WP				
Formula Funds	1,273,356	1,179,810	(93,546)	-7.3%
Carryforward	416,651	465,957	49,306	11.8%
Subtotal	1,690,007	1,645,768	(44,239)	-2.6%
Veterans (DVOP/LVER)	286,783	286,783	-	-
Supplemental Nutritional Assistance Program (SNAP)	234,533	234,533	-	-
Totals	\$ 19,523,044	\$ 16,127,619	\$ (3,395,425)	-17.4%

*There are rounding differences in this table

Table 2 is our anticipated dedicated grant allocations for PY 24/25. They are not included in the preliminary budget as the funds are for the activities indicated in the chart.

Table 2: Comparison of Dedicated Grants

Grant / Program	Description	PY 23/24 Amount \$	PY 24/25 Anticipated Amount \$
Children's Services Council	Summer Youth Employment Program (SYEP)	\$ 4,215,656	\$ 4,215,656
Broward County	SYEP	-	700,000
City of Fort Lauderdale	SYEP	150,000	290,925
Community Foundation	SYEP	-	50,000
City of Dania Beach	SYEP	-	50,000
Bank of America	SYEP	10,000	Ended
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	3,000,000
Reemployment Services and Eligibility Assessment (RESEA)	Reemployment assistance and assessments	565,000	1,072,087
Flood NEG WIOA ¹	NEG	418,623	660,931
Florida Healthcare Training ²	Expand access to high-quality healthcare training programs	916,666	472,735
Non-Custodial Parent Employment ²	Employment services for non-custodial parents	772,447	298,055
Get There Faster Veteran and Military Grant ²	Veterans Grant	846,503	254,664
Hope Florida - A Pathway to Promise ²	To address poverty and promote economic mobility	217,815	212,815
Apprenticeship Navigator	Develops registered apprenticeships	62,500	62,500
Trade Adjustment Assistance (TAA)	For workers impacted by the Trade Acts	20,568	19,000
Single Mothers to Be Grant	Employment & training activities for single mothers	224,191	Ended
	Totals	\$11,419,969	\$11,359,368

¹ The state recently informed us of an additional Flood NEG WIOA award of \$500,000.

² This is the amount of the grants remaining for PY 24/25.

DISCUSSION

The following narrative indicates how funds will be spent for the three one-stop centers, employer services, and participant training for all non-dedicated funding streams. This includes apprenticeships, On-the-Job Training, Individual Training Accounts, Incumbent Worker Training, subsidized work experience and administrative support. Considerations we took into account in constructing the budget:

Considerations

1. The state requires that a minimum of 50% of the WIOA Adult and DW allocation be spent on training.³ To ensure compliance, we have budgeted 55% of our WIOA Adult and Dislocated Worker program funds for training.
2. We are required to spend a minimum of 20% of Youth expenditures on Work Experience, we have budgeted over 21% to ensure we meet the requirement.
3. Integrative Staffing Group (ISG) is the employer of record for the 3 One-Stop centers. The budget includes their fee of \$85.00 per employee, per pay period, which is the same as last year. The total cost is estimated at \$181,220. It does not include staff benefits or taxes, which are pass-thru funds.⁴
4. We are in the process of our bi-annual compensation study we will bring the results to the governing boards in the fall. Implementation of any recommendations will be based upon fund availability.
5. We have set aside \$50,000 for the State of the Workforce Job Fair and WOW Career Awareness Event. CSBD will be looking for donations and partners to support these events.
6. We have set aside \$174,800 for external program and fiscal monitoring services. This includes a small increase for our fiscal monitors. All other costs are the same as last year.
7. We have set aside \$34,000 for our annual audit.

Budget Strategies

1. WIOA AD and DW allocations, including carry forward for PY 24/25, is decreased by (\$1,568,309) for a total allocation of \$6,956,085. Where applicable we will cross train WIOA staff so their time can also be allocated to our dedicated grants reducing the burden on our formula grants. Some participants will be served through the dedicated grants, which also allow for training.
2. The WIOA Youth allocation, including carry forward for PY 24/25, is decreased by (\$1,585,539) for a total allocation of \$2,751,545. As most of the youth are PELL eligible, we have reduced the set aside for training and support. To the extent WTP funds are available some of the allowable in school youth program costs may be charged to WTP.

³ For PY 23/24, the State reduced the training requirement to 35%. They have not signaled their intent for PY 24/25.

⁴ Pass-thru means we are only responsible for the actual cost, there is no fee for handling.

3. Welfare Transition Program (WTP) allocation, including carry forward for PY 24/25, is decreased slightly by (\$197,338) for a total allocation of \$4,252,905. This year, the State is allowing us to carry forward funds for 2 months, which we are allowed to use for the summer program.
4. Wagner Peyser (WP) is decreased slightly by (\$44,239) in pass-thru for a total allocation of \$1,645,768. This does not include the salaries for state staff assigned to the career centers as they are paid by the State.
5. Veterans and Supplemental Nutritional Assistance Program (SNAP) funding will be level.
6. The strategies below are applicable to multiple funding streams and help to defray the impact of the reductions.
 - a. We plan to manage the vacancy fill rate both at the CSBD and Center levels.
 - b. We have set aside only a minimal amount for furnishings and technology refresh needs as these were addressed this past year.
 - c. We have reduced our Facilities and Related Costs. We are not renewing our outreach and marketing agreements and instead will create a vendor list for “as need” projects.

The recommended PY24/25 Preliminary Budget categories are described below followed by the budget summary.

PROGRAM SUPPORT STAFF - \$4,749,116
--

This category includes all staff salaries and benefits other than the administrative, State Wagner Peyser and Veterans’ staff.

Included in this category is:

1. The Integrative Staffing Group (ISG) contract for staffing the 3 One-Stop centers and serves as the “employer of record.” This contract includes salaries and mandatory benefits, insurance, 401K, and health costs for the staff.
2. The One-Stop Center Managers
3. The Management Information Systems staff
4. The Program Managers
5. The Quality Assurance staff
6. WTP and SNAP
7. WIOA Adult, DW and Youth

FACILITIES AND RELATED COSTS – \$2,981,825

This category includes the rent for the three career centers, including the annual increase for the north center. It also includes supplies, customer assessments, equipment rental (copiers), telephones, information technology, high-speed lines, monitoring, and costs associated with business outreach such as mileage, travel and membership dues.

This category includes certain fixed costs which do not lend themselves to reductions in cost, and we are not budgeting for upgrades to furnishings or technology refresh as we used the time over the last few years to refresh the centers.

CONTRACTS – \$1,631,896

This category includes 1) WIOA youth 2) the One-Stop Operator and the Chamber contracts.

Table 3: PY 24/25 Proposed Contract Amounts

Contractor	Service	Funding Stream	PY 24/25 Amount
FLITE Center	OSY ⁵	WIOA	240,000
HANDY	OSY	WIOA	152,000
Center for Independent Living (CIL)	OSY	WIOA	60,896
Harmony Development Center (New)	OSY	WIOA	60,000
School Board	OSY	WIOA	525,000
School Board	ISY ⁶	WTP	200,000
Junior Achievement of S. Florida	ISY	WTP	160,000
Greater Fort Lauderdale Chamber	Adult/DW	WIOA	65,000
Greater Hollywood Chamber	Adult/DW	WIOA	55,000
One-Stop Operator	All	All	114,000
Total			1,631,896

1. Navigators – FLITE, HANDY, CIL and Harmony. Youth currently in their caseloads who are ready to receive workforce services have access to all WIOA 14 elements⁷ as appropriate for each youth.
2. School Board of Broward County **OSY** Full-Service Provider – youth who have not completed high school and considered OSY under WIOA are enrolled in GED and receive case management, employability skills, and obtain their high school credential.
3. School Board of Broward County **ISY** Full-Service Provider – WIOA eligible seniors are recruited and enrolled in work experience to keep them attached to school through graduation.

⁵ OSY – Out of School Youth

⁶ ISY – In-School Youth

⁷ The WIOA 14 elements are the individual services allowed which help youth succeed such as tutoring, work experience, case management, employability skills, ITA's, etc.

4. Junior Achievement of South Florida ISY Full-Service Provider – WIOA eligible seniors are recruited and enrolled in work experience to keep them attached to school through graduation.
5. Chambers of Commerce - To assist with marketing, outreach and obligating OJT, IWT, and Internship funds, along with communicating our services to their membership.
6. One-Stop Operator – This is a required service under WIOA. Fosters cooperation among the one-stop partners so that participants can receive services in a coordinated and seamless fashion, assists with grant acquisition and implementation and the one-stop MOUs, and supervises the community liaison.

TRAINING - \$4,782,979

This category includes 1) Individual Training Account’s budgeted at up to \$12,000 per participant for tuition and education-related expenses 2) OJT reimbursements and other work-based training activities such as IWT, upgrade OJT, subsidized work experience and apprenticeships so our customers can earn while they learn.

This amount is for participants across all formula funding streams that allow training related expenditures. There is no change to the overall percentage of budget in the total projected in this category.

While this overall amount is reduced from last year, we can use some of the funds in the dedicated grants such as Get There Faster Grant, Hope Florida, and the Florida Healthcare Training to offset the reduction in this category.

PARTICIPANT SUPPORT SERVICES – \$549,462

This category funds participant support costs for 1) gas cards 2) clothing vouchers 3) bus passes, and 4) participant performance incentives for WIOA AD/DW, Youth, and WTP.

The percentage of funding budgeted for support services has decreased slightly from PY 23/24.

ADMINISTRATION – \$1,481,178

Administration includes personnel and non-personnel costs for administrative and oversight functions related to the grants. By law, we are allowed to budget up to 10% in administration; however, we have capped the budget at 9% as per the governing board’s directive.

Table 4 shows the detail of categories by funding streams with a comparison to last year’s budget.

RECOMMENDATION

That the governing boards accept and approve the preliminary PY 24/25 budget.

Table 4 – PY 24/25 Preliminary Budget Summary

TOTAL AVAILABLE FUNDING	WIOA Adult/DW		WIOA Youth		WTP		WP		DVOP/ LVER		SNAP		PY 24/25 TOTAL \$	PY 23/24 % of Total Budget	PY 24/25 % of Total Budget
PY 24/25 Allocation	4,988,808		2,020,287		3,482,799		1,179,810		286,783		234,533		12,193,020		
PY 24/25 Supplemental	784,296		104,488		-								888,784		
PY 23/24 Carryforward	1,182,981		626,771		770,106		465,957		0		0		3,045,815		
TOTAL	6,956,085		2,751,545		4,252,905		1,645,768		286,783		234,533		16,127,619		
TOTAL EXPENDITURES															
Program Support	2,200,006	32%	532,852	19%	1,686,843	40%	141,748	9%	22,027	8%	165,640	71%	4,749,116	29%	29%
Facilities & Related Costs	575,405	8%	115,727	4%	652,734	15%	1,353,402	82%	240,974	84%	43,583	19%	2,981,825	18%	18%
Training	3,144,314	45%	727,557	26%	911,108	21%	-	0%	-	0%	-	0%	4,782,979	30%	30%
Contracts	164,031	2%	1,037,896	38%	370,500	9%	7,486	0%	928	0%	2,221	1%	1,583,061 ¹	9%	10%
Participant Support Services	161,587	2%	143,029	5%	244,846	6%	-	0%	-	0%	-	0%	549,462	5%	3%
Administration	710,744	10%	194,484	7%	386,874	9%	143,132	9%	22,853	8%	23,091	10%	1,481,178	9%	9%
TOTAL	6,956,084	100%	2,751,545	100%	4,252,905	100%	1,645,768	100%	286,783	100%	234,533	100%	16,127,619	100%	100%

1. The total amount for Contracts is slightly reduced as a result of the One Stop Operator charging a portion of her time to the dedicated grants.

* Currently our in-direct cost rate is 12% it includes administration costs along with program costs.

* There may be rounding differences in this table.



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Marketing & Communications Strategic Plan

Program Year 24/25

CONNECTING • REIMAGINING • INNOVATING

Transformative Partnerships For Tomorrow's Workforce

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Executive Summary

CareerSource Broward (CSBD), the administrative entity of the Broward Workforce Development Board, is committed to adapting its services to changing economic climates, identifying and capitalizing on business trends, and perhaps, most importantly, serving as a successful business model for regional partners and the community as a whole.

The agency's Marketing & Communications Strategic Plan for PY 24/25 focuses on specific efforts that support public information and outreach strategies that inform and educate the general public about CSBD's role in moving Broward County's labor force and economy forward. This includes highlighting ongoing success stories achieved with employers, job seekers, and others we serve.

Strategies include enhanced community outreach and educational campaigns, targeted marketing to distressed communities, and collaboration with core partners such as industry associations, chambers of commerce, local municipalities, and additional key stakeholder groups.

Messaging centered on available workforce services for employers and job seekers will be delivered through established media relations, print marketing, production videos, social media, live and prerecorded podcasts, and various speaking engagements. These strategic and effective forms of communication allow CSBD to increase its brand awareness throughout the region, ultimately achieving the organization's vision and mission while improving performance. We also maintain our role as a convener by holding forums and roundtable events throughout the year, mobilizing our partners and stakeholders to address opportunities and challenges in the workforce.

CSBD will enhance our brand awareness in the community through impactful signature events like the State of the Workforce Business Breakfast and Job Fair, Worlds of Work Youth Expo, and Paychecks for Patriots Career Fair. By organizing and hosting these high-visibility events, CSBD provides valuable opportunities for job seekers and employers to connect and showcases its commitment to workforce development and community engagement. These events serve as platforms to highlight our resources, support for veterans, youth career education, and business partnerships. Through strategic marketing, partnerships, and media coverage of these events, CSBD aims to enhance its reputation as a leader in fostering economic growth and job creation in the region.

This year, CSBD will continue to focus our marketing efforts on messaging designed to build awareness of our value proposition. We will speak more directly about how our services impact employers' bottom line.

Additionally, we will continue coordinating our career center tours with elected officials. During these tours, elected officials gain firsthand insight into the services and programs offered at the career centers, enhancing their understanding of how these resources benefit their constituents. Tours also provide an opportunity to showcase success stories and positive outcomes, illustrating the tangible benefits of workforce programs and services.

Lastly, we will leverage our Workforce Wednesdays Employer Seminars to increase brand awareness in the business community by providing valuable insights and information that address current workforce challenges. By hosting these informative sessions, we will position ourselves as a trusted partner for local businesses, enhancing our visibility and reputation as a leader in workforce development.

Vision

To be the premier workforce agency facilitating better jobs and providing quality workers that enhance the quality of life and build a sustainable economy for Broward County.

Mission

To provide innovative solutions through the professional delivery of quality services, which consistently and effectively meet workforce needs.

Broward Workforce Development Board Goals

The organizational goals identified for CSBD by our governing boards are:

1. Improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.
2. 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.
3. Encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.
4. Encourage job seekers to choose CSBD for comprehensive employment, education, and training services and connect them to the workforce system using the state's job bank.
5. 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).
6. Develop and utilize a legislative agenda to improve employment services and opportunities in Florida.
7. To anticipate legislative, environmental, and economic changes and prepare for those changes in the near and long term.

Communications Strategy

1. Be responsive to changing communication trends.
2. Ensure all marketing and communication material is in compliance with the guidelines defined in the CSBD Brand Standards Manual. This includes a refresh to the employer outreach marketing packets.
3. Identify opportunities for increased exposure through earned media through TV interviews, opinion editorials, featured news stories, press releases, human interest stories, public service announcements, etc.
4. Responsibly incorporate social media by posting consistent, relevant, and just-in-time information and updates on CSBD services and highlights such as customer testimonials.
5. Maximize the website as CSBD's electronic storefront, incorporating testimonials to tell the story of what the organization stands for and offers its key stakeholders and the general public.
6. Maintain a presence on relevant industry and community-related committees and at community events, serving as the subject matter expert in the area of workforce development. Take advantage of appropriate opportunities to co-brand events with community partners.
7. When feasible, work with firms that specialize in outreach and marketing to ensure CSBD is utilizing the most effective strategies and techniques for building an indelible brand in the community.

Target Audiences

1. CEOs and Business Owners
2. Human Resources Professionals
3. Job Seekers, including residents in the Distressed Communities
4. Broward Workforce Development Board Members
5. CSBD Employees
6. Elected officials and the legislative delegation
7. Out-of-School Youth ages 18 to 23 and their parents/influencers

8. In-School Youth ages 14 to 16 and their parents/influencers
9. Trade and Industry Representatives
10. Media
11. Chambers of Commerce members
12. WIOA Core Partners
13. Municipalities
14. Veterans Groups
15. Community and education partners

Key Messages

The key messages we want CSBD's target audiences to hear as a result of the activities in this plan are:

1. CSBD is Broward County's premier workforce agency, committed to developing the talent pipeline by showcasing success stories, leveraging social media, and engaging in community outreach. Through targeted campaigns, partnerships with local businesses and educational institutions, and participation in community events, we will highlight our comprehensive career services, training programs, and job placement successes to demonstrate our impact on workforce development and economic growth in the region. Our diverse talent pipeline includes veterans, white-collar professionals, blue-collar workers, and more.
2. Through CSBD, employers' benefit from streamlined recruitment processes, access to top talent, and tailored workforce development programs, which all lead to increased productivity, reduced turnover, and, ultimately, a significant boost to their bottom line.
3. CSBD is the organization of choice for individuals in career transition and job search. We have trained professionals eager to assist job seekers in finding their first job or next best job.
4. CSBD's role as a strategic leader and convener of local partners, stakeholders, and businesses extends to embracing the transformative potential of AI, integrating it into our efforts to develop innovative initiatives and strategies for building Broward's diverse economy.

5. Success stories experienced between CSBD and Employers/Job Seekers/Community Partners.
6. CSBD is an invaluable resource to Broward County, helping people meet their educational and career goals and assisting employers find and train the talent they need to remain competitive. Communicate this to the local legislative delegation as they determine how to invest public resources.
7. Highlight how CSBD is evolving and continuously improving its processes and services to more effectively and efficiently meet and exceed the needs of employers and job seekers.
8. CSBD is committed to enhancing public awareness of the Economic Dashboard, ensuring that its invaluable insights into economic trends and opportunities are effectively communicated and utilized for the benefit of our community.
9. CSBD plans to amplify awareness and engagement for the Summer Youth Employment Program through targeted outreach initiatives. By leveraging various marketing channels and community partnerships, we aim to highlight the program's benefits and opportunities, ultimately empowering local youth to participate in skill-building and meaningful employment experiences during the summer months

Communications Tactics

1. Media Relations: Establishing a presence with local media outlets is crucial for helping to brand and promote our organization. News releases and media alerts will be distributed through CSBD's communications office. This tactic also allows CSBD to pitch newsworthy stories to members of the media and the general public – giving more positive exposure related to the service and resources CSBD provides.
2. Social Media: Social media continues to be a major focus and growing Internet component, with more users signing up for social accounts daily. CSBD can use its existing social media outlets (Facebook, Twitter, Instagram, YouTube, and LinkedIn) as an opportunity to reach its stakeholders and target audience to promote news, events, programs, and other resources, as part of a larger communications effort.
3. Digital / Online Marketing Initiatives: Digital marketing is a cost-effective method for reaching a wide audience. For example, an email or social media campaign can transmit a marketing message to consumers for a small fraction of the cost of a TV ad or print campaign, potentially reaching a wider audience. Through the use of electronic eBlasts, Google Ads, social media ads, digital invitations, videos, geofencing/location-based services, and more, CSBD will be able to position itself for success, as it relates to spreading the word.

4. Website: In today's ever-changing business climate, it is imperative that organizations have a user-friendly website in order to distribute, post, and make public information that will benefit their stakeholders and target audience. CSBD's website (careersourcebroward.com) will be the main source of general information about the organization's programs, services, and initiatives. The website will be relevant and SEO-friendly, making CSBD easier to find in online search results. CSBD is dedicated to implementing a chatbot search assistant, available on every page of the site, to help visitors easily find information.
5. Electronic Newsletter: Newsletters are a staple in any high-performing email marketing strategy. It is a cost-effective medium used to reach a targeted audience, keeping them informed of important news and other significant information. CSBD will distribute a dynamic electronic newsletter on a routine and consistent basis.
6. Print Marketing Materials: Along with a solid online presence, print design will be essential to CSBD's success. Print is still an effective, widely used form of marketing and will continue to be so for years to come. CSBD will continue to create visually pleasing marketing materials (flyers, brochures, invitations, infographics, outdoor/exterior advertising, etc.) to help tell the organization's value to stakeholders and the community.
7. Photography/Video: Good-quality and high-resolution photos give CSBD the tools it needs to showcase events, staff, and other important subjects related to ongoing services in the community. We plan to incorporate more photography, video testimonials, signature event and program overview videos, as well as industry-specific informational videos in our digital marketing initiatives.
8. Staff as brand ambassadors: CSBD staff are positioned to be the organization's most effective asset in expanding brand awareness. Because they know the organization, each employee truly becomes part of the outreach team—in addition to their day-to-day job. For example, they can spread the word about new initiatives and programs through their professional and personal networks. Additionally, staff are encouraged to volunteer and support community events, further enhancing the organization's visibility and impact. All staff should work toward the overarching goal of winning stakeholders and customers.
9. BWDB members as brand ambassadors: Whether it is speaking publicly to community and employer groups, adding new contacts to the CSBD newsletter list, or posting/sharing CSBD information on social media, BWDB members are in a prime position to serve as effective brand ambassadors. BWDB members will be provided the information and tools necessary to assist in expanding the awareness of CSBD services in the community.

Key Focus Areas and Objectives

- A. Media Relations:** Strengthening relationships with the media.
- Proactive and interactive media relations initiatives that result in increased exposure to CSBD programs and services.
 - Maintain timely response to media inquiries.
- B. Marketing Campaigns:** Execute timely marketing campaigns through print, radio, digital and social media platforms.
- Create and implement marketing campaigns that reach CSBD's targeted audience promoting CSBD's various programs and/or services. In addition to marketing our standard services, campaigns will be developed:
 - targeting customers in the distressed communities.
 - to employers about the benefits of serving as a worksite for the Summer Youth Employment Program and the Out-of-School Youth Program.
 - to help local municipalities recognize the opportunity to partner with us to assist their unemployed and underemployed residents with employment and occupational training.
- C. Electronic Newsletter:** Utilize an electronic newsletter to keep the public informed of CSBD updates, highlights, and other workforce-relevant information on a consistent basis.
- Distribute the newsletter bi-monthly to employers, job seekers, elected officials, and other community stakeholders.
- D. Social Media:** Intentional and consistent use of social media platforms to expand awareness.
- Use Twitter, Facebook, Instagram, and LinkedIn for distributing relevant and timely information.
 - Continue to increase the number of Twitter and Instagram followers and Facebook "Likes."
 - Use YouTube/Vimeo for video distribution of information about our programs, services and industry-specific career pathways.
- E. Staff Engagement:** Keep all CSBD staff informed and engaged in organizational priorities.
- Disseminating and sharing information, stories, and material with CSBD employees.

F. Partnerships: Leveraging community and private sector partnerships to expand CSBD exposure.

- Increase awareness through marketing with our partners in public education, local chambers of commerce, industry associations, and other community-based organizations.

G. Create/Incorporate More Video Content: Produce additional short videos that can highlight and explain the array of services offered by CSBD and the value that they bring to customers.

- Research other organizations and agencies that use short video segments to feature information about programs, resources, and customer success stories.

A. Media Relations: Strengthening relationships with the media.

Objective 1: A proactive and interactive media relations program that results in increased exposure to CSBD programs and services		
	Action Item	Timeframe
1	Disseminate monthly press releases, media alerts, or human-interest stories related to CSBD to local, state, and national media outlets while securing at least 10 positive media coverage clips.	July 2024 through June 2025
2	Maintain an online press room on the CSBD website that includes a media kit, links to press releases, fact sheets, and positive story ideas.	Ongoing
3	Cultivate positive relationships with media contacts that cover areas of workforce development, while also making targeted follow-up calls to media on news releases of particular interest.	Ongoing
4	Expand awareness outreach to include national and state organizations, professional associations and business groups.	Ongoing
Objective 2: Maintain timely response to media inquiries		
	Action Item	Timeframe
1	Make ongoing comprehensive presentations at the career center meetings about the agency’s procedures for handling media requests.	August 2024 through June 2025

B. Marketing Campaigns: Execute timely marketing campaigns through print, radio, electronic, and social media platforms and brand ambassadors.

Objective: Create and implement marketing campaigns that reach CSBD’s targeted audience promoting CSBD’s various programs and/or services.

	Action Item	Timeframe
1	Develop an internal marketing and communications calendar for Program Year 24/25, to include marketing campaigns aimed at: a) Job seekers and those interested in transitioning into a new career, b) Targeted employers in high-demand industry sectors, c) Local municipalities to inform them about CSBD services available to their residents, d) General population of job seekers and employers to promote CSBD signature events such as the State of the Workforce, Worlds of Work, and Paychecks for Patriots.	July 2024
2	Continue to deploy marketing campaigns in Spanish and Haitian Creole when applicable to the targeted audience.	Ongoing

C. Electronic Newsletter: Utilize an electronic newsletter to keep the public informed of CSBD updates, highlights, and other workforce-relevant information on a consistent basis.

Objective: Distribute the newsletter bi-monthly to employers, job seekers, elected officials, and other community stakeholders.

	Action Item	Timeframe
1	Distribute the newsletter, via email, bi-monthly.	July 2024 September 2024 November 2024 January 2025 March 2025 May 2025

D. Social Media: Intentional and consistent use of social media platforms to expand awareness.

Objective 1: Use Twitter, Facebook, Instagram, and LinkedIn for the distribution of information about our programs and services		
	Action Item	Timeframe
1	Use CSBD’s Twitter, Facebook, Instagram, and LinkedIn platforms during marketing campaigns to disseminate CSBD announcements and updates.	Ongoing
Objective 2: Increase the number of followers on Twitter, Facebook, and Instagram.		
	Action Item	Timeframe
1	Increase the number of Twitter followers by 10 percent. Currently, CSBD has 2,188 followers.	June 2025
2	Increase the number of Facebook followers by 10 percent. Currently, CSBD has 5,326 followers.	June 2025
3	Increase the number of Instagram followers by 10 percent. Currently, CSBD has 5,739 followers.	June 2025
4	Increase the number of LinkedIn followers by 10 percent. Currently, CSBD has 4,857 followers.	June 2025
Objective 3: Use YouTube, Vimeo or other mass media tools for the distribution of information about our programs and services via quarterly podcasts.		
	Action Item	Timeframe
1	Record and post at least four (4) podcasts and/or videos that can be posted on CSBD’s YouTube channel and social media.	June 2025
2	Establish themes/discussion points for each scheduled quarterly podcast segment (training programs, hiring needs, workforce trends, etc.).	September 2024

E. Staff Engagement: Keep all CSBD staff informed and engaged in organizational priorities.

Objective: Disseminating and sharing information, stories, and material with CSBD employees.		
	Action Item	Timeframe
1	Continue to gather, store and disseminate relevant news clippings related to CSBD’s vision and mission.	Ongoing
2	Continue to include CSBD staff in the distribution list of all press releases, media alerts, general communications, and relevant information.	Ongoing
3	Host an all-employee contest to encourage CSBD staff to follow the organization’s current social media platforms (Facebook, Twitter, Instagram, LinkedIn, YouTube).	July 2024 through January 2025

F. Partnerships: Leveraging community and private sector partnerships to expand CSBD exposure.

Objective: Increase awareness through marketing with our partners in public education, local chambers of commerce, industry associations, and other community-based organizations.		
	Action Item	Timeframe
1	Expand our partnership with Broward libraries to provide information about CSBD services to customers of the libraries.	Ongoing
2	Continue to provide workforce-related content and editorials for industry association newsletters (SFHHA, SFMA, GFLA, NAWIC, and Chambers).	Ongoing

G. Create / Incorporate More Consistent Video Content: Produce additional short videos that can highlight and explain the array of services offered by CareerSource Broward and the value that they bring to customers.

Objective: Research other organizations and agencies that use short video segments to feature information about programs, resources, and customer success stories.		
	Action Item	Timeframe
1	Identify local, state, and national organizations and agencies that use video content effectively to relay public information about resources, programs, and customers' success stories.	October 2024
2	Develop a plan for creating and disseminating more consistent short video segments and clippings that can be featured on CSBD's social media platforms, quarterly newsletters, outreach presentations, employer forums, and more.	June 2025

Memorandum #07 – 23 (FS)

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

From: Carol Hylton, President/CEO

Subject: General Fund Balance

Date: June 5, 2024

SUMMARY

We reported to the Board that as of 12/31/23 the General Fund balance was \$1,089,280. From 1/1/24 through 4/30/24, we realized revenues of \$201,802 and incurred expenditures of \$93,630. The General Fund balance as of 4/30/24 is \$1,197,452. Of this amount \$537,041 is held in reserve leaving a balance of \$660,411.

BACKGROUND

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

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

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

Chart 1- General Fund Reserves

Category	Dollar Amount
Contingency reserve	\$250,000
Depreciation collected to date: \$890,166	
Less Principle paid with Depreciation revenue since 1/1/2019 (\$603,125)	\$287,041
Total	\$537,041

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

Chart 2- Board Approved Budgeted Items

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

DISCUSSION

The General Fund balance as of 12/31/23 was \$1,089,280. Chart 3, below is a list of the revenues and expenditures from 1/1/24 through 4/30/24. During this period revenues totaling \$201,802 and expenditures totaling \$93,630 were incurred. The total of the General Fund balance including reserves minus expenditures is \$1,197,452.

Chart 3- Revenues and Expenditures 1/1/24 – 4/30/24

Category	Revenues	Expenditures	Comments
Investment Interest	14,781		
Reimbursement to CSBD	200		Restitution
Ticket to Work (TTW)	129,973	7,708	
Depreciation collected from grants	56,748		
Tobacco Free Florida	100		
FY 23/24 Building Principal		41,238	Paid to date \$815,918
President and Legal Counsel Salary Cap		29,829	
Food expense		9,432	
Indirect Costs		5,423	
Total	\$201,802	\$93,630	

The General Fund balance as of 4/30/24 is \$1,197,452 of this amount \$537,041 is held in reserve leaving a balance of \$660,411.

RECOMMENDATION

None. For information purposes.

Attachment: General Fund Spreadsheet

CSBD General Fund Revenues and Available Funds			
1/1/24 - 4/30/24			
BALANCE 1/1/24		\$	1,089,280
REVENUES			
Depreciation Collected		56,748	
Ticket to Work		129,973	
Tobacco Free Florida		100	
Interest		14,781	
Other Reimbursements/Credits		200	
Total Revenue			201,802
EXPENDITURES			
Mortgage Principal		(41,238)	
Salary Cap		(29,829)	
Ticket to Work		(7,708)	
Food		(9,432)	
Indirect Costs		(5,423)	
Total Expenditures			(93,630)
Net Revenue over Expenditures			108,172
Total General Funds as of 4/30/24			1,197,452
Less Reserves			
Contingency Funds		(250,000)	
Funds Collected for Depreciation		(890,166)	
Less: Principle Paid		603,125	
			(537,041)
Unobligated General Fund Balance			\$660,411

Memorandum #07 – 23 (LS)

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

From: Carol Hylton, President/CEO

Subject: Central One-Stop Career Center located on Oakland Park Boulevard

Date: June 12, 2024

SUMMARY

The CareerSource Broward (CSBD) Central One-Stop Career Center is part of a complex of 7 state owned buildings. CSBD occupies 3 of the buildings. The State has recently informed us that they are exploring the sale of all the buildings and have received preliminary estimates on their sale price. The State has indicated a willingness to work with us on either 1) a purchase or a 2) long-term lease for the 2 buildings located on the west end of the property. CSBD is currently housed in the center of the property. The move would then leave a connected tract for the State to put on the open market for sale. Per the Executive Committee recommendation, CSBD has asked the State if they have any additional information on the condition of the buildings and has requested, we ask the board if any members would like to volunteer to attend the Audit Committee meetings to assist in determining which option CSBD should pursue.

BACKGROUND

The CSBD Central One-Stop Career Center is located in the most distressed zip code (33311 / 33313) in the county. It is part of a complex of 7 state owned buildings that are over 40 years old. The buildings were purchased with federal Reed Act funds and CSBD occupies 3 of the buildings. The State charges us for maintenance, which is significantly less than renting from a commercial lessor.

CSBD has occupied the buildings for over 50 years. Some time ago when we asked the State about the possibility of purchasing the buildings, they indicated they would need to obtain a valuation of the property.

DISCUSSION

The State recently informed us that they did an appraisal to determine the value of all 7 buildings. CSBD is currently leasing space in 4 of the 7 buildings¹. The cost of the 4 buildings, occupied by CSBD, would be \$12.3M. However, because we are situated in the center of the complex, we know from our discussions with the State that, if we can stay in the complex, we will have to move to the two buildings on the west end of the property. We have determined that

¹ CSBD does not occupy 100% of the space in all of the buildings. We only pay for the space we occupy.

this could be a feasible option for us and there is sufficient parking on the west end of the property for our purposes. Currently, most of that space is unoccupied and would need some renovation. The cost for 2 buildings would be significantly less than the above price.

The CSBD Central One-Stop Career Center is located in the most distressed zip code (33311 / 33313) in the county. CSBD advised the State that we would like to continue operating at this location because:

- We are well known to the community as we have been there since 1973.
- The buildings are located in proximity to the population that most needs our services.
- The buildings are on a bus route and in close proximity to I-95.

The State has indicated that they are open to allowing CSBD to 1) enter into a long-term lease or 2) purchase the 2 buildings on the west end of the property numbered 2660 and 2680. CSBD is currently housed in the center of the property. The move would then leave a connected tract for the State to put on the open market for sale.

Per the Executive Committee recommendation, CSBD has asked the State if they have any additional information on the condition of the buildings and has requested, we ask the board if any members would like to volunteer to attend the Audit Committee meetings to assist in determining which option CSBD should pursue.

Considerations:

1. If the State agrees, enter into a long-term lease. We would need funds to renovate and reconfigure the space so it is suitable for a career center. We estimate a renovation to cost between \$2 – \$3 million based upon the cost of the renovation to the Cypress Creek Building, which was 8 years ago.
2. Purchase 2 of the 7 buildings so that we can continue to provide services from that location. We have not discussed whether a discount would be available to us. The cost of the buildings is listed below:
 - i. \$4.75M for the 2660 West Oakland Park Blvd. building; and
 - ii. \$480K for the 2680 West Oakland Park Blvd. Building

The cost of the two buildings would total of \$5.23M. We would also need money to renovate. CSBD would need to seek funding to be able to purchase and renovate the buildings. Based on the quoted sale price, we estimate a total of \$7 - \$8 million would be needed.

3. We could ask the legislature to give us the space. We mentioned this to the State and they asked that we put that idea on hold while they work through this with us.

Board members that would like to volunteer to participate with the Audit Committee on these decisions should inform Ms. Williams the Executive Office secretary via email or call.

RECOMMENDATION

To follow up on the Executive Committee directions.

Memorandum #17 – 23 (QA)

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

From: Carol Hylton, President/CEO

Subject: Results of the Cherry Bekaert, LLP Fiscal Monitoring – Report #2 PY 23/24
for the Period 10/1/23 through 2/29/24

Date: June 3, 2024

SUMMARY

Cherry Bekaert conducted fiscal monitoring for the period 10/1/23 through 2/29/24. Cherry Bekaert reviewed a total of 979 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

BACKGROUND

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

DISCUSSION

Cherry Bekaert conducted fiscal monitoring for the period 10/1/23 through 2/29/24. Cherry Bekaert reviewed a total of 979 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

RECOMMENDATION

None. For information purposes only.

**QA #17-23 ATTACHMENT A
Cherry Bekaert Fiscal Findings - PY 23-24
Monitoring Report #2**

Procedure	Report #2 10/1/23 - 2/29/24
Insurance	0
Budget vs Actual Grants/Programs	0
Local Plan Controls Review	0
Internal Control Website Review	0
Cash Draw	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
Walkthrough - Cash Draw	0
Participant Payroll	0
Staff Payroll	0
Integrative Staffing Payroll	0
Employee Separations	0
Welfare Transition Program (WTP) Community Work Experience	0
ETA Salary and Bonus Cap Calculation	0
Cell Phone Expenditures	0
Subawarding/Subrecipient Monitoring	0
Procurement- Micro Purchase	0
Procurements - Small Purchases	0
Non-Payroll Expenditures	0
Youth Support & WIOA (AD/DW) Payments	0
P-Card Expenditures	0
Customer-Related Expenditures - WIOA ITA & WTP	0
Property Management - PPE	0
Travel Reimbursement	0
Mileage Reimbursements (Individuals)	0
Unpredictability Testing - Disbursements	0
Mileage Reimbursements (Service Provider)	0
TOTAL	0

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

Memorandum #12 – 23 (QA)

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

From: Carol Hylton, President/CEO

Subject: Results of the Taylor Hall Miller Parker (THMP), P.A.
Program Monitoring Report #1 for the Period 8/1/23 to 11/13/23

Date: May 23, 2024

SUMMARY

THMP conducted program monitoring for the period 8/1/23 through 11/13/23. They reviewed a total of 178 files consisting of 7,115 elements. There were 3 findings and 6 observations. This equates to an error rate of .04%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

BACKGROUND

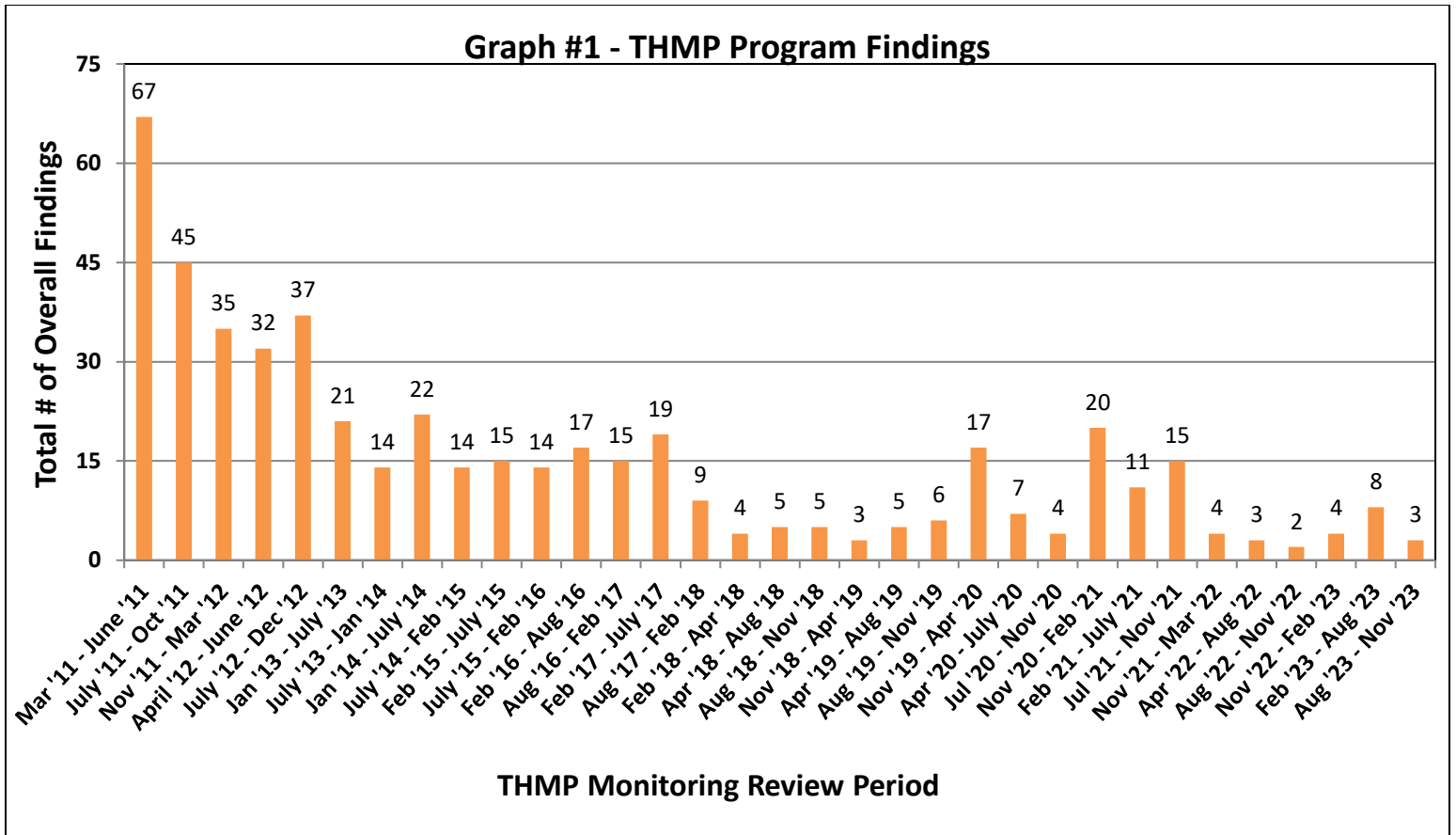
THMP monitors program activities three times a year. This was their first report for PY 23/24 and covered the period 8/1/23 through 11/13/23.

DISCUSSION

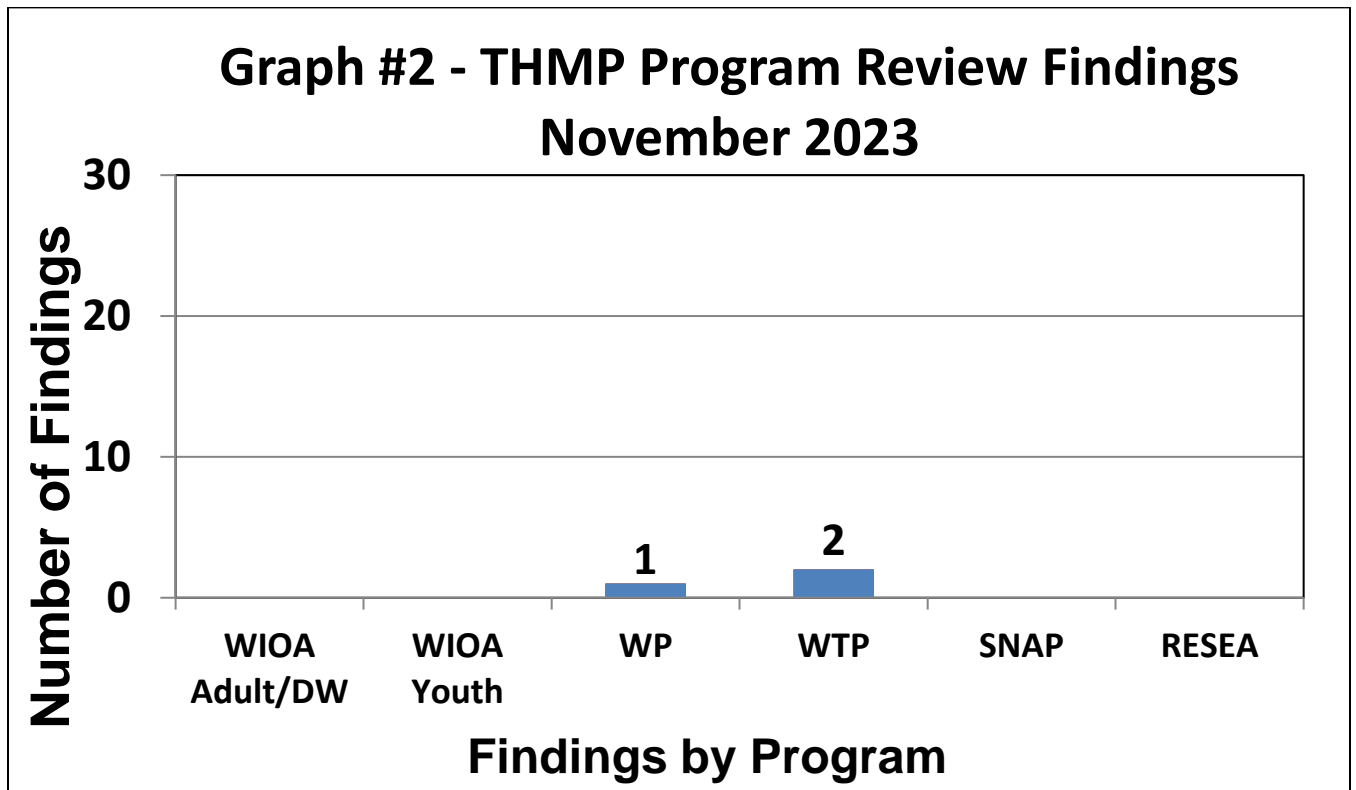
THMP identified 3 findings and 6 observations during their program monitoring visit. They reviewed a total of 178 files consisting of 7,115 elements. This equates to an error rate of .04%, or less than 1%.

THMP Program Findings

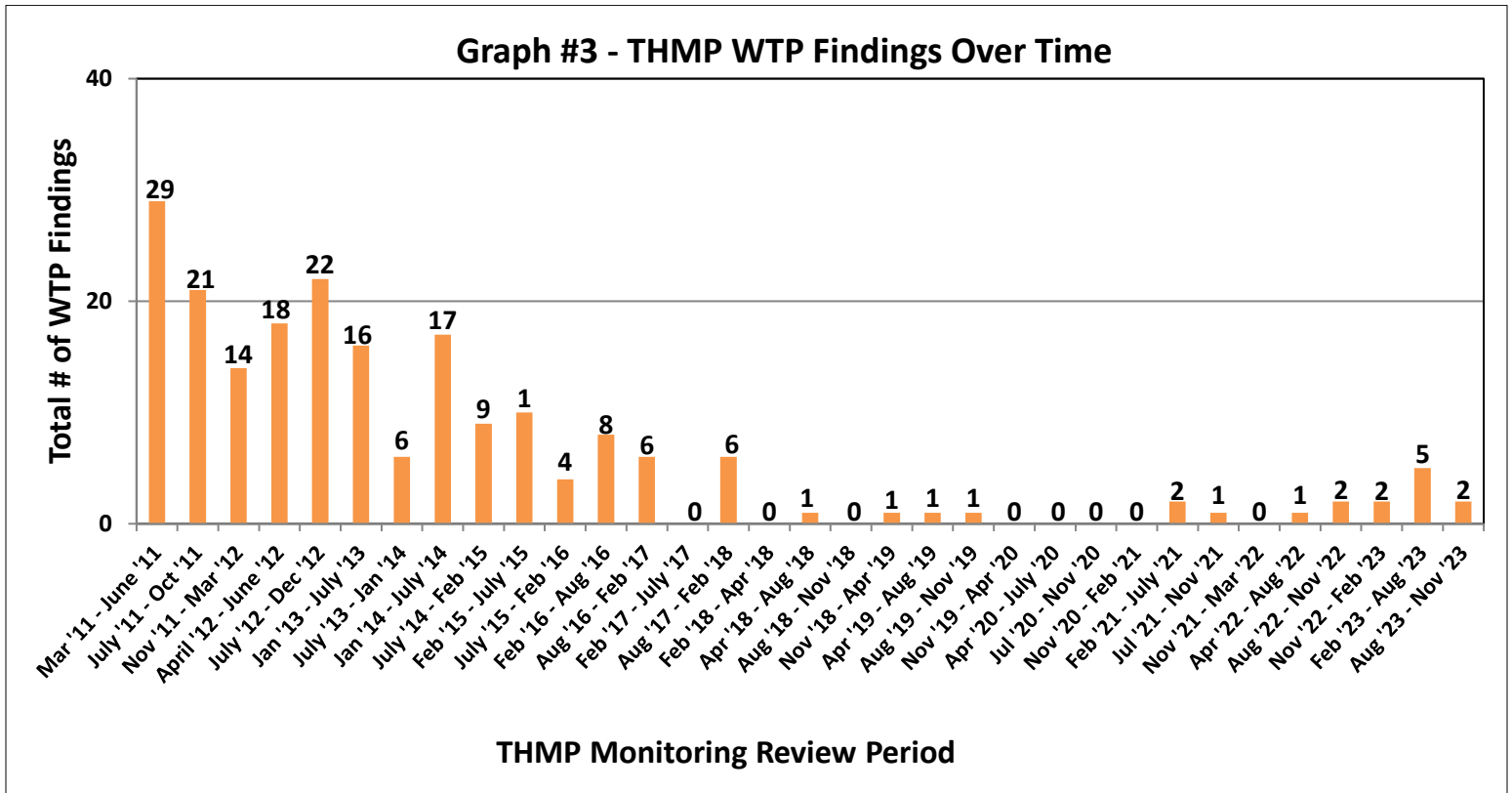
A trending chart for THMP program findings, per review period since March 2011, is represented in Graph #1, as follows:



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 Monitoring Report for the period 8/1/23 through 11/13/23

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

I. WIOA Adult, Dislocated Worker, and National Dislocated Worker Grant

- A. 30 WIOA Adult, Dislocated Worker and Special Project customers files were reviewed, 10 from each Center. There were no findings or observations.
- B. 2 WIOA Incumbent Worker Training customers enrolled in Employ Florida (EF) during PY 23/24 were reviewed. There were no findings or observations.
- C. 2 NDWG customers enrolled in EF during PY 23/24 were reviewed. There were no findings or observations.

II. WIOA Youth

- A. 20 WIOA Youth files were reviewed: 5 CareerSource Broward (CSBD), 2 Center for Independent Living, 5 FLITE Center, 2 HANDY and 6 School Board of Broward County. There were no findings or observations.

III. Wagner-Peyser (WP)

- A. 30 WP accounts were reviewed; 10 from each Center. There was 1 finding and no observations.

Finding WP/Service Documentation Review
For a Veteran customer, an Employability Development Plan (EDP) update was not recorded in EF within 30 days of the initial creation of the EDP.
Recommendation
When an EDP is created for a customer, staff should ensure that it is updated within 30 days and at a minimum of every 30 days thereafter.
Agree/Disagree
Agree
Resolution
The staff member was counseled and additional specialized training was conducted by the FloridaCommerce's VET Coordinator, covering appropriate documentation of EDP meetings, case management timelines and follow up. All the DVOP's cases have since been reviewed for appropriate documentation.

- B. 30 WP job orders were reviewed. There were no findings and 1 observation.

Observation WTP File/System Review
For a job order, "position offered by a no-fee agency" was not listed on the job order.
Recommendation
For private employment agency job orders, the phrase, "position offered by a no-fee agency" should be listed on the job order as required by FloridaCommerce.
Agree/Disagree
Agree
Resolution
On 12/6/23, the staff member was coached by the Vice President of Business Services on how to cross-reference Staffing Agency Job Order Reports to check Job Orders for appropriate verbiage. Moving forward, the staff member will pull Staffing Agency Job Order Reports on a weekly basis to review the verbiage. The Job Order Unit will then cross-reference these reports against the known staffing agency list of employers to ensure accuracy and compliance.

IV. Reemployment Services and Eligibility Assessment (RESEA)

10 RESEA files were reviewed from Central. There were no findings or observations.

V. Welfare Transition Program (WTP)

A. 24 WTP mandatory files were reviewed (8 each from North, Central, and South). There were 2 findings and 6 observations.

Findings WTP File/System Review
a) Initial Assessment for one (1) case was not completed in OSST within 30 days of the most recent referral. b) There was no documented attempt to verbally contact participant in OSST for pre-penalty counseling within the 10-day conciliation period.
Recommendation
a) Staff should ensure an initial assessment is completed timely within 30 days of the participation referral. b) Staff should ensure to timely document attempted contacts with customers.
Agree/Disagree
Agree
Resolution
a) The staff member received training by the WTP Supervisor and THMP in December 2023, covering past findings, observations, and common mistakes and how to prevent them. The file is closed and could not be updated. b) WTP Supervisor provided training to staff at a center program meeting. THMP training was also conducted for WTP staff in December 2023, covering past findings, observations, and common mistakes and how to prevent them. The file is closed and could not be updated.

B. There were 6 observations.

Observations WTP File/System Review
<ul style="list-style-type: none">a) Steps to self-sufficiency on the IRPs for participants did not include work activity assignment end dates for two cases.b) An IRP contained an expired Step to Self-Sufficiency.c) Case notes did not provide a clear picture of the cases.d) An incorrect pre-penalty termination date was entered into OSST for a participant, as the pre-penalty should have been terminated with the date the participant agreed to comply.e) A pre-penalty was not terminated in a timely manner.
Recommendation
<ul style="list-style-type: none">a & b) Staff should ensure steps to sufficiency are properly recorded on the IRP for customers and that all dates for signed IRPs are completed and accurate.c) Staff should ensure case notes provide a clear picture of what is happening with the case.d) Staff should ensure pre-penalty date entries are correctly entered into OSST.e) Staff should ensure pre-penalty actions are initiated and terminated for a customer's failure to submit participation documentation and/or attend appointments.
Agree/Disagree
Agree
Resolution
<ul style="list-style-type: none">a & b) Training was provided by the WTP Supervisor and THMP in December 2023, covering past findings, observations, and common mistakes and how to prevent them.c) The WTP Program Manager and the supervisor conducted bi-weekly case reviews on the case load to ensure proper compliance and the Success Coach attended THMP training in December 2023.d & e) The WTP Supervisor conducted a one-on-one coaching with the Success Coach, provided training to staff at a center program meeting and WTP staff also attended the THMP training in December 2023. The file is closed and can not be corrected.

C. 20 WTP transitional files were reviewed, 7 North, 7 South, and 6 Central.

There were no findings or observations.

VI. Supplemental Nutritional Assistance Program (SNAP)

10 SNAP files were reviewed from Central. There were no findings or observations.

RECOMMENDATION

None. For information purposes only.

Memorandum #24-23 (OPS)

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

From: Carol Hylton, President/CEO

Subject: WIOA Youth Performance for Program Year (PY) 23/24

Date: June 20, 2024

SUMMARY

CareerSource Broward (CSBD), funds four (4) Out-of-School (OSY) and two (2) In-School Youth (ISY) programs. The youth receive case management, career pathway planning, occupational skills training, and job readiness preparation. This Youth Performance report provides the Youth Committee with provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act (WIOA). A final youth provider performance report for PY 23/24 will be brought to the Youth Committee during the 1st quarter of PY 24/25 after all outcomes and exits from the program have been entered into the Employ Florida system.

BACKGROUND

For Program Year 23/24, CSBD funded four (4) OSY program contracts for the delivery of WIOA youth services as follows:

- The School Board of Broward County (SBBC) – Career, Technical Adult, and Community Education (CTACE),
- The Fort Lauderdale Independent Training and Education (FLITE) – Let’s Get To Work Program,
- Helping Advance and Nurture the Development of Youth (HANDY) – The LIFE Program; and,
- Center for Independent Living (CILB) – Jobs for Youth.

Each OSY program serves youth between ages 17-24 through case management, referrals to WIOA-funded services, career pathway and planning, employability skills training, and paid work experience as well as access to the WIOA 14 elements as appropriate to the youth.¹

CSBD also funded two (2) ISY program contracts for the delivery of WIOA youth services. They are:

- SBBC
- Junior Achievement of South Florida (JASF)

¹ The WIOA 14 elements are the individual services allowed which help youth succeed such as tutoring, work experience, case management, employability skills, ITA’s, counseling, follow up, citizenship, financial literacy, etc.

DISCUSSION

This Youth Performance report provides the Youth Committee with provider performance as required under their agreements and in accordance with WIOA. As reported previously, the providers implemented strategic recruitment plans and were successful. All of our providers have met their enrollment contract deliverables. The charts below provide an overview of each provider's performance from 7/1/23 to 6/17/24.

OSY Programs

SBBC GED Program			
The program provides youth with assistance in obtaining their GED. Individual career pathway plans are developed with each youth. Youth receive employability skills training and a subsidized internship when appropriate for the youth.			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 135 youth into the OSY GED program.	3/31/24	136 youth were enrolled. 29 youth were carried forward from PY 22/23.	
90% of youth enrolled must achieve a Measurable Skills Gain (MSG).	6/30/24	As of 6/17, 119 youth (88%) received a MSG.	
Of the 94 youth that must exit prior to June 30 each year 80 youth, which is 85%, must complete their GED and obtain a High School credential by 6/30/24.	6/30/24	79 youth (99%) have obtained their GED.	
Of the 94 youth that must exit prior to June 30, 80 youth must enter the military, post-secondary education or unsubsidized employment during the 2 nd quarter after exit.	6/30/24	60 youth have exited, 51 (64%) have been placed.	We have confirmed with the School Board that they are in the process of entering data into Employ Florida and 94 youth will be exited by 6/30.

HANDY – THE LIFE PROGRAM

This program serves youth with barriers to employment and education through case management; referral to WIOA-funded services, career pathway planning, job placement and follow-up services.

CSBD Comments	Due Date	Current Performance	CSBD Comments
Enroll 30 OSY.	3/31/24	30 youth were enrolled. 13 youth were carried forward from PY 22/23.	
100% of youth enrolled in training must achieve a measurable skills gain (MSG).	6/30/24	1 youth was enrolled in training, and earned a MSG (100%).	
100% of youth enrolled in a GED or post-secondary training must attain their GED or post-secondary credential in the program year in which they exit.	6/30/24	The youth in training obtained their credential (100%).	
Of the 15 youth that must exit prior to 6/30/24, 13 youth must enter the military, post-secondary education or unsubsidized employment upon exit.	6/30/24	5 youth have been placed.	HANDY is projecting to exit 7 youth by 6/30/24.

THE FLITE CENTER

The Let's Get to Work program serves foster care youth transitioning to independent living with on-site GED preparation, employability skills training, and WEX.

Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 36 - 45 youth into the program.	3/31/24	44 youth were enrolled. 7 youth were carried forward from PY 22/23.	
100% of youth enrolled in training must achieve a measurable skills gain.	6/30/24	N/A - No youth are enrolled in training.	
100% of youth enrolled in training must obtain their GED or post-secondary credential in the year that they exit.	6/30/24	N/A - No youth are enrolled in training.	
Of the 18 youth that must exit prior to 6/30/24; 15 youth or 85% must enter the military, post-secondary education or unsubsidized employment at exit.	6/30/24	19 youth have exited and have been placed.	

CENTER FOR INDEPENDENT LIVING BROWARD

CILB's Jobs for Youth program helps youth with disabilities achieve their career and occupational goals through help with peer counseling, WEX and employability skills training.

Contract Deliverables	Due Date	Current Performance	CSBD Comment
Enroll 12 - 15 youth into the program.	3/31/24	15 youth were enrolled.	
Of the 6 youth that must exit prior to 6/30/24; 5 youth or 85% of the 6 youth shall enter the military, post-secondary education, or be in unsubsidized employment upon exit.	6/30/24	1 youth has been placed.	CILB is projecting to exit 4 youth by 6/30/24.

ISY Programs

These programs provide youth with assistance in obtaining their GED. Individual career pathway plans are developed with each youth. Youth receive employability skills training and a subsidized internship when appropriate for the youth.

SBBC ISY Program			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 100 youth into the ISY program.	6/30/24	100 youth were enrolled.	
100% of youth enrolled in GED must achieve a Measurable Skills Gain (MSG).	6/30/24	100 youth (100%) have received a MSG.	
Of the 100 youth that must exit prior to June 30 each year 90 youth, which is 90%, must obtain a High School credential by 6/30/24.	6/30/24	96 Youth have obtained their High School credential.	
Of the 100 youth that must exit prior to June 30, 90 youth must enter the military, post-secondary education or unsubsidized employment during the 2 nd quarter after exit from the program.	6/30/24	45 youth have exited positively.	We have confirmed with the School Board that they are in the process of entering data into Employ Florida and at least 90 youth will be exited by 6/30.

JASF ISY Program			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll up to 35 youth into the ISY program.	6/30/24	30 youth were enrolled.	
100% of youth enrolled in GED must achieve a Measurable Skills Gain (MSG).	6/30/24	30 youth (100%) have earned a MSG.	
Of the 30 youth that must exit prior to June 30 each year 27 youth, which is 90% must obtain a High School credential by 6/30/24.	6/30/24	28 youth (93%) have obtained their high school credential.	
Of the youth that must exit prior to June 30, 90% of them must enter the military, post-secondary education or unsubsidized employment during the 2 nd quarter after exit from the program.	6/30/24	No youth have exited as of yet.	JASF has confirmed 26 youth will be exited into post-secondary and 2 youth into employment.

A final youth provider performance report for PY 23/24 will be brought to the Youth Committee during the 1st quarter of PY 24/25 after all outcomes and exits from the program have been entered into the Employ Florida system.

RECOMMENDATION

None – information only.

Overview of the CareerSource Broward Region
Not Seasonally Adjusted
June 21, 2024

- The unemployment rate in the CareerSource Broward region (Broward County) was 2.8 percent in May 2024. This rate was 0.1 percentage point greater than the region's year ago rate of 2.7 percent. The region's May 2024 unemployment rate was 0.2 percentage point lower than the state rate of 3.0 percent. The labor force was 1,091,105, up 7,662 (+0.7 percent) over the year. There were 31,039 unemployed residents in the region.

Fort Lauderdale-Pompano Beach-Deerfield Beach Metro Division

- In May 2024, nonagricultural employment in the Fort Lauderdale-Pompano Beach-Deerfield Beach MD was 932,200, an increase of 21,100 jobs (+2.3 percent) over the year.
- The Other Services (+11.0 percent); Education and Health Services (+4.2 percent); Government (+4.2 percent); Leisure and Hospitality (+3.5 percent); and Trade, Transportation, and Utilities (+3.2 percent) industries grew faster in the metro area than statewide over the year.
- The Fort Lauderdale-Pompano Beach-Deerfield Beach MD had the highest annual job growth compared to all the metro areas in the state in the Trade, Transportation, and Utilities (+6,500 jobs); Government (+4,500 jobs); and Other Services (+3,900 jobs) industries.
- The Fort Lauderdale-Pompano Beach-Deerfield Beach MD had the fastest annual job growth rate compared to all the metro areas in the state in the Other Services (+11.0 percent) industry.
- The Fort Lauderdale-Pompano Beach-Deerfield Beach MD had the third fastest annual job growth rate compared to all the metro areas in the state in the Government (+4.2 percent) and Trade, Transportation, and Utilities (+3.2 percent) industries.
- The industries gaining jobs over the year were Trade, Transportation, and Utilities (+6,500 jobs); Education and Health Services (+5,000 jobs); Government (+4,500 jobs); Other Services (+3,900 jobs); Leisure and Hospitality (+3,400 jobs); and Construction (+1,700 jobs).
- The industries losing jobs over the year were Professional and Business Services (-1,500 jobs); Manufacturing (-1,100 jobs); Financial Activities (-800 jobs); and Information (-500 jobs).

Unemployment Rates			
(not seasonally adjusted)	May-24	Apr-24	May-23
CareerSource Broward (Broward County)	2.8%	3.1%	2.7%
Florida	3.0%	3.1%	2.7%
United States	3.7%	3.5%	3.4%

Nonagricultural Employment by Industry (not seasonally adjusted)	Ft. Lauderdale-Pompano Beach-Deerfield Beach Metropolitan Division				Florida				Annualized Avg. Wages Broward County, Q4 2023
	May-24	May-23	change	percent change	May-24	May-23	change	percent change	
Total Employment	932,200	911,100	21,100	2.3	9,947,000	9,747,500	199,500	2.0	\$67,549.86
Mining and Logging	#N/A	#N/A	#N/A	#N/A	6,000	5,700	300	5.3	\$77,184.22
Construction	53,200	51,500	1,700	3.3	652,700	626,400	26,300	4.2	\$78,495.75
Manufacturing	29,900	31,000	-1,100	-3.5	427,900	420,400	7,500	1.8	\$75,556.61
Trade, Transportation, and Utilities	209,900	203,400	6,500	3.2	2,003,800	1,951,700	52,100	2.7	\$65,953.81
Wholesale Trade	56,500	54,000	2,500	4.6	403,500	389,000	14,500	3.7	\$99,941.79
Retail Trade	108,400	107,300	1,100	1.0	1,166,300	1,138,400	27,900	2.5	\$46,855.87
Transportation, Warehousing, and Utilities	45,000	42,100	2,900	6.9	434,000	424,300	9,700	2.3	\$75,945.15
Information	20,100	20,600	-500	-2.4	157,600	159,000	-1,400	-0.9	\$120,543.29
Financial Activities	72,000	72,800	-800	-1.1	677,000	681,900	-4,900	-0.7	\$107,816.33
Professional and Business Services	170,200	171,700	-1,500	-0.9	1,621,700	1,622,800	-1,100	-0.1	\$88,260.44
Education and Health Services	125,400	120,400	5,000	4.2	1,514,000	1,471,700	42,300	2.9	\$65,716.39
Leisure and Hospitality	101,400	98,000	3,400	3.5	1,347,500	1,313,300	34,200	2.6	\$37,891.23
Other Services	39,500	35,600	3,900	11.0	379,100	366,000	13,100	3.6	\$52,480.99
Government	110,500	106,000	4,500	4.2	1,159,700	1,128,600	31,100	2.8	\$88,155.94

Population	2023	2022	change	percent change
CareerSource Broward (Broward County)	1,962,531	1,946,889	15,642	0.8
Florida	22,610,726	22,245,521	365,205	1.6

Average Annual Wage	2022	2021	change	percent change
CareerSource Broward (Broward County)	\$66,754	\$63,542	\$3,212	5.1
Florida	\$63,781	\$60,313	\$3,469	5.8