
AGENDA

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

**Partnership Meeting #257
Thursday, August 22, 2024
CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

**This meeting is being held in person.
This meeting is also accessible via Zoom video conference.**

<https://us02web.zoom.us/j/86338023645?pwd=lkeuaBZoml59eXE3KnFMCP2qC5kFoz.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 plaque to Board member Pam Sands.

MISSION MOMENT

APPROVAL OF MINUTES

Approval of the minutes of the 6/27 BWDB meeting #256.

RECOMM ACTION EXHIBIT	Approval Motion for Approval Minutes of the BWDB Meeting
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Pages 11 – 20

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 ACTION	Approval Motion for Approval
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1. Monthly Performance Report

The performance report for June is provided. The data reflects that within the Big 7 Regions, CSBD is in a four-way tie for 1st in WIOA Entered Employment Rate (EER), 1st in Welfare Transition (WT) All Family Participation Rate and Two-parent Participation Rate, and 3rd in WTP, Wagner Peyser and Veterans EER.

ACTION None
EXHIBIT Performance Report for June

Pages 21 – 32

2. Letters of Support

Letters of support were written for 1) Goodwill South Florida application to the US DOL for its Skill-building, Training, Empowerment, and a Pathway program 2) OIC of South Florida's Workforce Pathways for Youth proposal and the following Quick Response Training grant applications 3) Keith and Associates 4) 7 Air 5) Aerothrust MRO 6) Gold Aviation Service 7) Longhorn Gator 8) Xtreme Aviation 9) Mako Surgical and 10) West Marine.

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. Broward Workforce Development Board Appointment

Consideration to recommend the appointment of Ms. Catherina Rozario, the interim Director for Area 7 for Vocational Rehabilitation, who was referred to us by Mr. Armando Oliva, Chief, Bureau of Field Services, for the State Vocational Rehabilitation Division. Vocational Rehabilitation is a core partner and a mandatory member of the Broward Workforce Development Board, Inc. The CSBD Council of Elected Officials appoints board members following a recommendation from the BWDB. Approved at the 8/12 Executive Committee meeting. *(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.)*

RECOMM	BWDB to Recommend Approval
ACTION	Motion for Approval by CSBD Council of Elected Officials
EXHIBIT	None

2. Replacement of Air Conditioning System in Building “B” Main Office

Consideration to ratify a charge to the General Fund due to the emergency purchase of a new air conditioner for the B building at 2890 W. Cypress Creek Blvd. Following the failure of the air conditioning system in early August, making it extremely hot for staff to work, CSBD obtained quotes for a new air conditioner, which came in at \$19,950. The unit is considered a capital purchase (a useful life of more than 1 year and a cost greater than \$5,000), so we are required to request approval from the state, which was granted. Per the State's approval, the cost of the air conditioner had to be allocated, meaning a portion of the purchase had to be charged to indirect costs, could not be paid by the grants, and was charged to the General Fund. Under the emergency powers granted to the President/CEO by the governing boards, the charge was authorized so staff could return to their offices. The amount charged to the General Fund was \$4,363.40 and will be recouped over 5 years through depreciation, which can be charged to the grants. The depreciation collected will be used to repay the General Fund. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy.)*

RECOMM	Approval
ACTION	Motion for Approval by CSBD Council of Elected Officials
EXHIBIT	None

3. Central One Stop Lease

Consideration to approve entering into an open-ended lease for 2660 & 2680 W. Oakland Park Blvd. and if the State agrees include 1) an option to purchase and 2) a right of first refusal. Although the State has decided to sell the buildings in the plaza where our central one-stop is located, they agreed to retain the two buildings at the far west end of the plaza for CSBD to move under an open-ended lease or a purchase. The Audit and Executive Committees compared the cost of a mortgage to the cost of maintenance, which is what the State charges us, in making their recommendation. Approved at the 8/1 Audit and 8/12 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Memo #02 – 24 (LS) Revised

Pages 33 – 35

4. WTP Community Service Contract for Broward Education Foundation

Consideration to approve a non-financial Welfare Transition Program (WTP) community service worksite contract with the Broward Education Foundation, Inc. (BEF). WTP participants assigned to the BEF will obtain soft skills in a customer service setting. Because Board member Dr. Howard Hepburn is on the BEF Board of Directors 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 8/12 Executive Committee meeting. *(This is in alignment with the Board goal to encourage employers by engaging and identifying their needs, educating and connecting them to the workforce system to produce innovative workforce solutions.)*

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

5. Renewal of the Contract for Audit Services with Anthony Brunson, P.A.

Consideration to approve the renewal of the contract between CareerSource Broward and Anthony Brunson P.A. with Watson Rice serving as the engagement partner for conduct of the CSBD fiscal year 23/24 organization-wide audit in the amount of \$34,000, the same rate as last year. This is the 1st of 4 one-year renewals under their contract. Approved at the 8/1 Audit and 8/12 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

6. Renewal of Contract with Taylor Hall Miller Parker, P.A. (THMP) for Program Monitoring Services

Consideration to approve the renewal of the contract between CSBD and THMP for conduct of Program Year 24/25 program monitoring in the amount of \$81,000, or \$27,000 a visit for 3 visits at the same rate as last year. This is the 2nd of up to 4 one-year renewals under their contract. Approved at the 8/1 Audit and 8/12 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

7. Renewal of the Contract with Cherry Bekaert (CB) for Fiscal Monitoring Services

Consideration to approve the renewal of the contract between CSBD and CB for conduct of Program Year 24/25 fiscal monitoring in the amount of \$73,800, or \$24,600 per visit for 3 visits. This is an increase of \$300 over last year. This is the 2nd of up to 4 one-year renewals under their contract. Approved at the 8/1 Audit and 8/12 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

8. Region 22 Targeted Occupations List (TOL) for Program Year (PY) 24/25

Consideration to approve changes to our local area's TOL for PY 24/25. As we always do, we researched the State's preliminary list and compared it to the Board-approved criteria. To get input on the State's proposed list, we sent it to local education and business stakeholders, and community partners to invite them to a publicly noticed meeting on 7/8. Based upon our review and community input, CSBD recommends 1) adding forty-four (44) new occupations proposed by the State and 2) retaining thirty-one (31) occupations proposed by the State for removal. Throughout the year, the CSBD governing boards may approve changes and add new occupations to the TOL. Approved at the 8/5 Employer Services and 8/12 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers, and ex-offenders).)*

RECOMM Approval
ACTION Motion for Approval
EXHIBITS Memo #01 – 24 (BR)
 Exhibit A Region 22 PY 24/25 TOL

9. Continued Eligibility – Universal Technical Institute

Consideration to approve existing Eligible Training Provider (ETP) Universal Technical Institute with 1) continuing eligibility for the period 9/1/24 through 8/31/26 and 2) maintain their currently approved occupational training programs on our ITA list. Provider has 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 their application for completeness to ensure that CareerSource Florida requirements and Board-mandated criteria were met. Approved at the 8/6 One-Stop Services and 8/12 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers, and ex-offenders).)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

REPORTS

1. General Fund Balance

As of 4/30, we reported that the General Fund balance was \$1,197,452. From 5/1 through 6/30, we realized revenues of \$104,980 and incurred expenditures of \$23,527. The General Fund balance as of 6/30 is \$1,278,905. Of this amount \$544,601 is held in reserve leaving a balance of \$734,304.

ACTION	None
EXHIBIT	Memo #01 – 24 (FS)

Pages 44 – 45

2. Budget vs. Actual Expenditure Report

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

ACTION	None
EXHIBIT	Memo #02 – 24 (FS)

Pages 46 – 47

3. Taylor Hall Miller Parker, (THMP) P.A. Program Monitoring - Report #2 Issued 6/24

THMP conducted program monitoring for the period 11/17/23 through 3/14/24. They reviewed a total of 179 files consisting of 6,432 elements. There were 5 findings and 9 observations. This equates to an error rate of .08%, 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 #01 – 24 (QA)

Pages 48 – 55

4. Tobacco Free Florida Employer Outreach

CSBD is partnering with Nova Southeastern University to support the state’s efforts through the Tobacco Free Florida program to reduce tobacco use by Floridians. The program offers 1) individualized quit plans 2) 4-week supply of nicotine patches and gum. CSBD will receive \$50 for each individual referred to the program. We plan to share the information on social media and collaborate with the Chambers, industry associations, and community partners to inform the business community. CSBD has set up an online registration portal for interested individuals.

ACTION None
EXHIBIT TFF Flyer

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5. CSBD Infograph July 2023 – June 2024

CSBD’s Infograph was created to convey information quickly and clearly through visual elements about the delivery of our services to employers, community stakeholders and job seekers. The infograph is ideal for enhancing our storytelling and increasing the shareability of content across various platforms. During the period covered, the data reflects that CSBD hosted 110 recruitment events and job fairs, assisted Broward employers with nearly \$4.5 million in work-based training and provided over \$3.9 million in scholarships for training.

ACTION Review
EXHIBIT CSBD Infograph

Pages 57 – 58

6. Education and Industry Consortium (EIC) Second Quarter Report

The goal of the EIC is to align educational programming with industry needs at the local level. The EIC held its second meeting on 5/29. The Consortium 1) identified additional industries to consider for Worlds of Work Youth Career Exploration Event in 2025 and 2) decided to invite guest speakers from two industries at each meeting to discuss workforce challenges for businesses and job seekers and to identify strategies to overcome them.

ACTION None
EXHIBIT Quarterly Report

Pages 59 – 63

7. Walter G. “Skip” Campbell Lawyer Award

Commissioner Tim Ryan received the prestigious Walter G. “Skip” Campbell Lawyer Award at the Broward County Bar Association 2024 Annual Installation Gala. Named after the Honorable Walter G. “Skip” Campbell, this award honors individuals who exemplify Campbell’s dedication to community service and legal excellence. Congratulations Commissioner Ryan!

ACTION None
EXHIBIT None

8. Broward County Public Schools Earns an ‘A’ rating

The Florida Department of Education has released the latest school grades, and Broward County Public Schools have achieved an impressive 'A' rating! Additionally, the district celebrated the significant achievement of having no schools with a "D" or "F" rating for the first time since 1999. Congratulations Dr. Hepburn!

ACTION None
EXHIBIT None

9. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 3.6 percent in July 2024. This rate was 0.5 percentage points higher than the region’s year-ago rate. In July 2024, Broward County’s unemployment rate was 0.2 percent less than the State’s rate. Out of a labor force of 1,095,776, up 7,081 (+0.7 percent) over the year, there were 39,130 unemployed Broward County residents. The dashboard is a value-added resource allowing businesses the ability to make data-informed decisions.

ACTION EXHIBITS	None 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

THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS OCTOBER 31, 2024.

MEETING MINUTES

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**

The Board and Council are reminded of the conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Board 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting whether or not you are able to attend the meeting if you have a conflict with any agenda items.

Attendees: Mayor Josh Levy, Mayor Dean Trantalis, Zac Cassidy, Keith Costello, Paul Farren, Dr. Howard Hepburn, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Sandy-Michael McDonald, Felipe Pinzon, Jim Ryan, Mark Schaunaman, Cynthia Sheppard, Bob Swindell, Marjorie Walters, Lori Wheeler, Tara Williams, and Heiko Dobrikow, who chaired the meeting.

Guests: Dr. Peter Licata, Christy Bradford, Samantha Mares, Eugen Bold

Staff: Carol Hylton, Ron Moffett, Mark Klineciewicz, Rochelle Daniels, Kaminnie Kangal, Kim Bryant, and Samantha Vazquez.

PRESENTATION

Heiko Dobrikow recognized Dr. Peter Licata, former Board Member and former Superintendent of Broward County Public Schools, for his exceptional public service to the community. He highlighted how Dr. Licata quickly embraced his role as an active Board member upon joining in August 2023, leaving his mark by helping advance board goals and enhancing our roles as conveners of local workforce services.

Mr. Dobrikow emphasized that quality education is the most critical driver of the community. He noted Dr. Licata was instrumental in making our inaugural Worlds of Work (WOW) event a success.

Furthermore, Dr. Licata brought numerous graduating students to our inaugural State of the Workforce event, which included a job fair.

Mayor Josh Levy presented Dr. Licata with a plaque expressing appreciation for his work on the Board.

Dr. Peter Licata highlighted that while he has collaborated with similar organizations in the past, CareerSource Broward stands out for its unwavering dedication to youth and supportive collaboration with the school system. He noted that the organization recognizes that our community's whole potential hinges on actively enhancing youth education and career development. Lastly, he recognized his successor, Dr. Howard Hepburn, emphasizing that he is an outstanding leader.

Mr. Dobrikow then invited Dr. Howard Hepburn to address the Board.

Dr. Howard Hepburn shared with the Board that he is originally from Belle Glade, Florida, in Palm Beach County. He earned an academic scholarship to attend the University of Central Florida. He later served

as principal in various Orange County Public Schools before returning to Palm Beach County, where he worked closely with Dr. Licata.

Dr. Hepburn highlighted the significant gains made in the past year, noting that 86% of our schools saw substantial increases in student performance compared to the previous year despite the challenges of transitioning to new education standards.

MISSION MOMENT

Heiko Dobrikow welcomed Christy Bradford, Curriculum Supervisor for Career, Technical, Adult, and Community Education (CTACE) of Broward County Public Schools, and Samantha Mares, Intern with Atlanta Technical College, and invited them to share Ms. Mares' journey in the Out-of-School Youth (OSY) program in partnership with Broward County Public Schools.

Christy Bradford introduced herself and expressed her appreciation for the opportunity to have collaborated closely with CareerSource Broward (CSBD) for the past 10 years. She explained that Broward County Public Schools is the only district in Florida with a grant for both OSY and In-School-Youth (ISY).

Ms. Bradford highlighted that CSBD's programs are consistently recognized for their excellence, and she is frequently asked for advice on collaborating with Local Workforce Development Boards to achieve similar results. She attributed much of this success to CSBD's efforts and dedication to the youth, which led to her nominating us for a community partner award. This nomination was elevated at the district level, earning CSBD the District Partner of the Year title. Ms. Bradford introduced Samantha Mares OSY student, and asked her to share her experience with the program.

Samantha Mares shared that thanks to the OSY program, she graduated with a GED from Atlantic Technical College (ATC) in 2023. She is currently working as a clerical payroll intern at the college. Initially, it was challenging to adapt to being a student again. However, with the support of her counselors and fellow students, she persevered and felt truly seen and valued. She was recently hired at ATC. Samantha concluded by expressing her gratitude for the opportunities provided by the OSY program and ATC, acknowledging that she wouldn't be where she is today without the program's support. She thanked the Board for their time and the chance to share her story.

Heiko Dobrikow highlighted her remarkable presence and incredible energy, which he noted would be perfect for the hospitality industry should she ever be interested. He acknowledged how her hard work and dedication were evident in her achievements. Mr. Dobrikow congratulated Samantha on her impressive journey and thanked her for sharing such a rich and inspiring story.

APPROVAL OF MINUTES

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

On a motion made by Mayor Josh Levy and seconded by Paul Farren, the BWDB/CSBD Council of Elected Officials unanimously approved the minutes of the 5/23 meeting #255.

CONSENT AGENDA

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

ACCEPTANCE OF CONSENT AGENDA

1. Monthly Performance Report

The State 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.

2. Letter 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.

On a motion made by Mayor Josh Levy and seconded by Paul Farren, the BWDB/CSBD Council of Elected Officials unanimously approved the Consent Agenda of 6/27.

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

Considered the approval of 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.)*

Heiko Dobrikow presented the item on behalf of Zac Cassidy. 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 Francois Leconte and seconded by Lori Wheeler, the BWDB/CSBD Council of Elected Officials unanimously approved the WIOA Adult and Dislocated Worker WEX contract with Broward Health through 6/30/26.

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

Considered the approval of 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.)*

Heiko Dobrikow declared a conflict of interest as he is employed by the LOC, abstained from the vote and completed a conflict-of-interest form at the meeting and passed the conduct of the meeting to Jim Ryan who then introduced the item.

There was no further discussion.

On a motion made by Keith Costello and seconded by Paul Farren, the BWDB/CSBD Council of Elected Officials unanimously approved the WIOA Adult and Dislocated Worker WEX contract with the LOC through 9/30/26.

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

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

Considered approval to add 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.)*

Heiko Dobrikow presented the item. It was noted that Dr. Stacy Volnick has a conflict-of-interest for this item as she is employed by FAU. 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 Mayor Josh Levy and seconded by Lori Wheeler, the BWDB/CSBD Council of Elected Officials unanimously approved the addition of two (2) FAU training programs to the WIOA ITA list 1) CompTIA A+ Certification and 2) CompTIA A+, Network+, and Security+ Certification.

4. **Accept Summer Youth Employment Program Funds**

Considered the acceptance of \$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 (SYEP). 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.)*

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

On a motion made by Felipe Pinzon and seconded by Marjorie Walters, the BWDB/CSBD Council of Elected Officials unanimously approved the acceptance \$50,000 from the Community Foundation of Broward for the PY 24/25 SYEP.

5. Able Operations Contract Renewal

Considered renewing 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.)*

Heiko Dobrikow asked Ron Moffett to present the item, which he did. There was no further discussion.

On a motion made by Jim Ryan and seconded by Keith Costello, the BWDB/CSBD Council of Elected Officials unanimously approved renewing the contract with Able Operations at a cost up to \$15,000.

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.)*

Heiko Dobrikow asked Ron Moffett to present the budget. Mr. Moffett explained that formula allocations are based on local unemployment and poverty rates relative to other areas in Florida and other states.

Ron Moffett indicated that additional budget details are provided to the CSBD Council and Board Members may also request a copy. Formula reductions are not evenly spread across funding streams; we manage our vacancy fill rates throughout the year and only hire staff when the caseload necessitates it.

Facilities and related costs have been reduced, and marketing and outreach agreements will not be renewed, but rather we plan to create a vendor list for as-needed work.

Ron Moffett highlighted factors impacting the budget, such as the requirement to spend a minimum of 50% of WIOA adult and dislocated worker funds on training and 20% of youth expenditures on work experience.

He indicated we have a \$50,000 set aside for the State of the Workforce job fair and Worlds of Work career awareness signature events and that we plan to seek donations and partners to support the events next program year. He specified that dedicated grants, such as the Get There Faster grant for veterans, Hope Florida, and the Florida Healthcare Training Grant, will offset some of the reduction in our formula funds as they allow for training customers in in-demand occupations. Administration costs remain at 9%, in line with board direction.

Heiko Dobrikow congratulated the team on producing a balanced budget.

Felipe Pinzon inquired about the number of staff on the payroll and if merit increases had been factored into the budget. Mr. Moffett answered that we have about 120 staff on payroll and confirmed that merit increases are included.

Carol Hylton added that as the Board previously approved, we complete a compensation study every two years. The study is underway and is expected to be completed in the fall. We do not expect it to result in significant changes as over the past few years, the Board has approved salary adjustments for staff to stay competitive with the market.

Bob Swindell inquired about the reduction in outreach and marketing investments and stated that CSBD did a great job raising awareness within the employer community and he did not want to lose the momentum.

Carol Hylton agreed with continuing initiatives to keep our momentum and explained that last year's funding was obligated to two entities. This year, we plan to handle more marketing work internally and use a vendor list for specific needs when necessary. She further pointed out that contracts with major chambers and relationships with community partners would continue to support that goal and we will continue to utilize social media to spread the word about our resources.

Mayor Josh Levy commended the approach of managing media in-house and leveraging relationships for more efficient spending, aligning with the goal of making CareerSource Broward a well-known and proud entity in the County and shared that CareerSource Broward is no longer the best-kept secret.

Ms. Hylton indicated that our initiatives, such as tours of our centers for community partners and elected officials, also contributed to our success, many of whom are sharing our social media, which are cost-effective ways to increase visibility and engagement.

Heiko Dobrikow added that this year's marketing plan is more robust than previous years, reflecting lessons learned and successful strategies. He reiterated Mayor Levy's statement that the organization is certainly no longer "the best-kept secret."

On a motion made by Francois Leconte and seconded by Felipe Pinzon, the BWDB/CSBD Council of Elected Officials unanimously approved the acceptance of the PY 24/25 preliminary budget.

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

Considered the approval of 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.)*

Heiko Dobrikow asked Francois Leconte to present the item, which he did. There was no further discussion.

On a motion made by Francois Leconte and seconded by Jim Ryan, the BWDB/CSBD Council of Elected Officials unanimously approved CSBD's marketing plan for PY 24/25.

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

Considered the approval of 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.

Heiko Dobrikow asked Ron Moffett to present the item, which he did. Ron reminded the Board that per the Master Agreement, the Board has to approve this item annually.

Tara Williams inquired about the possibility of extending the hours of operation into the evening. Carol Hylton responded that in the past the centers were open until 6:30 p.m. but due to low customer traffic, we moved to our current schedule which has worked well.

On a motion made by Dawn Liberta and seconded by Mayor Josh Levy, the BWDB/CSBD Council of Elected Officials unanimously approved the one-stop centers' hours of operation and holiday schedule.

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.

Heiko Dobrikow asked Rochelle Daniels to present the item. Ms. Daniels reviewed the charts summarizing the approved funds, budget allocations, and revenue sources. She emphasized the importance of tracking these funds and expressed hope for further increases in the Ticket to Work program to generate additional funding.

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 two 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.

Heiko Dobrikow introduced the item and asked Carol Hylton to present it. Ms. Hylton provided an update on the potential acquisition or lease of buildings where the CSBD Central One-Stop Career Center is located. Currently, CSBD occupies space in three of the seven buildings in the complex. She explained that the State is considering selling the property. After recent discussions with the State, they are open to moving the CSBD staff to one side of the property and selling the rest of the buildings.

Carol Hylton informed the Board that during the recent Combined Executive and Audit Committee meeting, members recommended we ask the State for additional information on the condition of the building CSBD would move to and that we ask the Board for volunteers to assist the Audit Committee members in determining which option we choose.

Mayor Josh Levy inquired whether the State is actively marketing the properties for sale. He asked about the potential impact on the services currently offered.

Carol Hylton responded that the State has obtained a valuation for the property but has not started actively marketing it. The State is open to moving us to one side of the property so we can continue to be in the area. Our decision will be whether to buy or lease the buildings we move into. She indicated that there is also a third option that Rochelle Daniels suggested, which is to request the legislature transfer ownership of the property to CSBD. However, the State has asked us to hold off on this idea and suggested we negotiate with them first.

Heiko Dobrikow and Mayor Josh Levy suggested we ask the State if they would consider selling the rest of the property for a specific purpose, such as workforce housing. Carol Hylton responded that the State previously was interested only in selling the property at a fair price and as quickly as possible.

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.

Heiko Dobrikow asked Ron Moffett to present the item. Mr. Moffett reviewed the report and attributed these impressive results to the efforts of Kaminnie Kangal, our Chief Financial Officer, and her team.

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.

Heiko Dobrikow asked Ron Moffett to present the item. Mr. Moffett provided an overview of the report and attributed these impressive results to the efforts of Kim Bryant, Senior Vice President of Operations and her team.

Heiko Dobrikow congratulated the team for their exceptional fiscal and programmatic monitoring results.

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.

Heiko Dobrikow asked Rochelle Daniels to present the item. Ms. Daniels reported that the School Board is expected to achieve 100% performance for their in-school and out-of-school programs, with all participating youth receiving their GED or high school diploma. The navigator programs, which are smaller community-based organizations, are also performing well. All programs met their enrollment goals, and some have successfully assisted out-of-school youth in returning to post-secondary training or obtaining a GED. The chart provided outlines the performance outcomes for each contract.

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 by emailing, texting, and calling 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.

Heiko Dobrikow congratulated the team and expressed personal gratitude to Latema King for her exceptional program management.

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.

Heiko Dobrikow asked Mark Klincewicz to present the item. Mr. Klincewicz pointed out that a new tile was added for the business confidence report, and it links directly to Bob Swindell's page for the 2024 Broward Executive Leadership Survey.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

None.

MATTERS FROM THE BROWARD WORKFORCE DEVELOPMENT BOARD CHAIR

Heiko Dobrikow expressed his appreciation for CSBD and highlighted his personal journey with the organization since becoming Board Chair. Mr. Dobrikow shared successes such as our involvement in industry forums, particularly noting the hospitality forum and the positive impact CSBD has had in providing resources to professionals in that sector.

He highlighted the SYEP program's success, mentioning that his hotel hosts six to eight students each year, many of whom were hired afterward. Mr. Dobrikow cited examples of successful programs like SYEP, apprenticeships, and WEX programs, expressing gratitude to the Board for approving the WEX program at this meeting. He challenged the members to actively engage in CSBD's initiatives, urging them to support and participate in the programs themselves.

He congratulated the team on their achievements and expressed appreciation to the Council of Elected Officials for their support of CSBD's work.

MATTERS FROM THE BOARD

None.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton announced a recent visit from Venessa Thomas, State Women's Coordinator for the Department of Veteran Affairs, at the south office. She shared that Ms. Thomas praised the center as the best she has toured statewide, she was impressed by the layout and staff knowledge.

Regarding committee developments, Carol indicated that Joe Cox has joined the Youth Committee.

Carol Hylton reminded everyone to complete their financial disclosure forms by July 1st to avoid penalties, with an email forthcoming for those who have not complied.

Ms. Hylton informed the Board of her upcoming leave from 7/1 to 7/12, during which Ron Moffett will serve as the point of contact.

ADJOURNMENT 1:36 p.m.

<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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Performance Report

Performance Report July 2023 to June 2024

Entered Employment Rate for the Month June 2024 across all Big Seven Regions

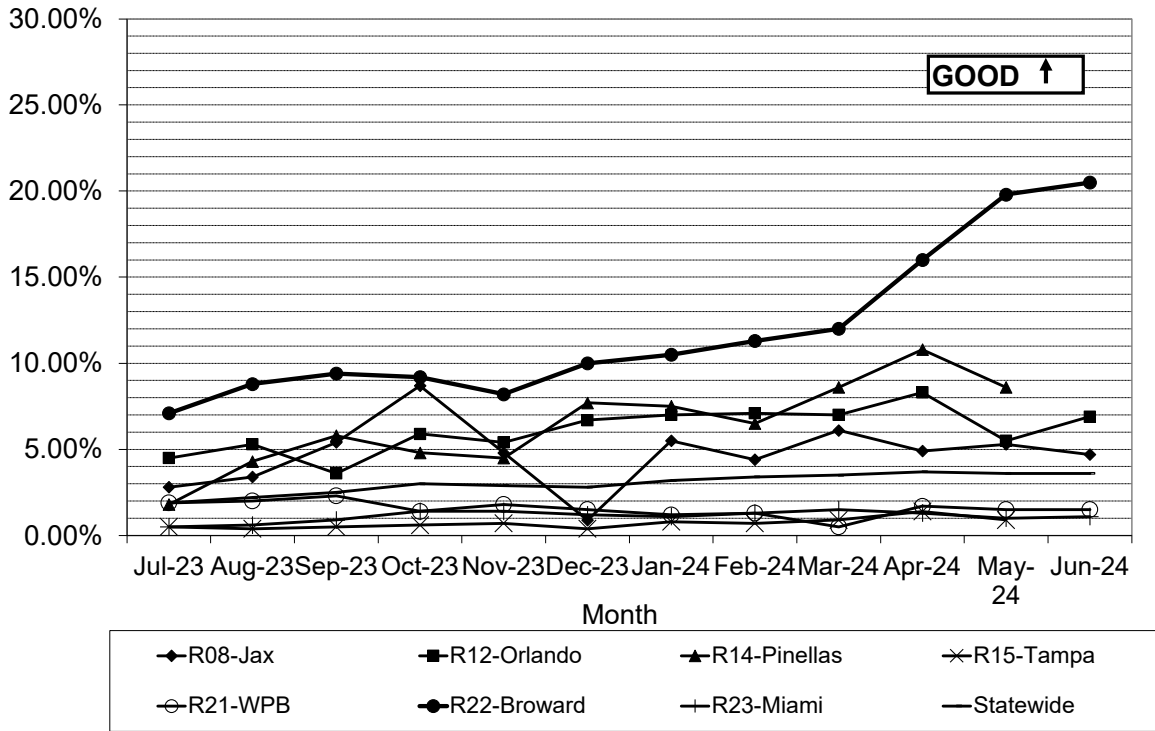
	WTP		Wagner-Peyser		Veterans		WIOA Adult/DW	
Region 8 - Jacksonville	22.40%	↓	28.60%	↑	13.50%	↓	92.30%	↓
Region 12 - Orlando	32.90%	↑	28.40%	↑	36.60%	↓	66.70%	↓
Region 14 - Pinellas	—		42.00%	↑	54.30%	↑	69.20%	↑
Region 15 - Tampa	—		26.80%	↓	46.70%	↑	100.00%	—
Region 21 - WPB	19.20%	↓	22.70%	↓	30.40%	↑	100.00%	—
Region 22 - Broward	31.70%	↓	36.10%	↓	50.00%	↓	100.00%	—
Region 23 - Miami	39.60%	↓	38.90%	↓	58.30%	↑	100.00%	—
Statewide	32.30%	↓	31.90%	↓	39.70%	↓	84.50%	↓

Note: Arrows indicate direction of change since previous month's figures. Flat line indicates no change.

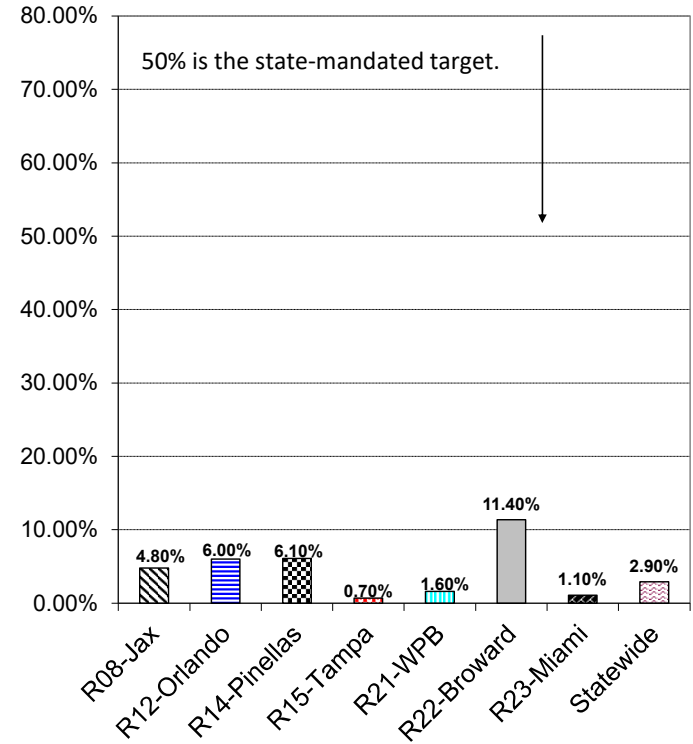
Legend / Abbreviation Key	WTP	Welfare-Transition Program	DW	Dislocated Worker
	WIOA	Workforce Innovation and Opportunity Act		

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

Month-to-Month Participation Rate from July 2023 to June 2024

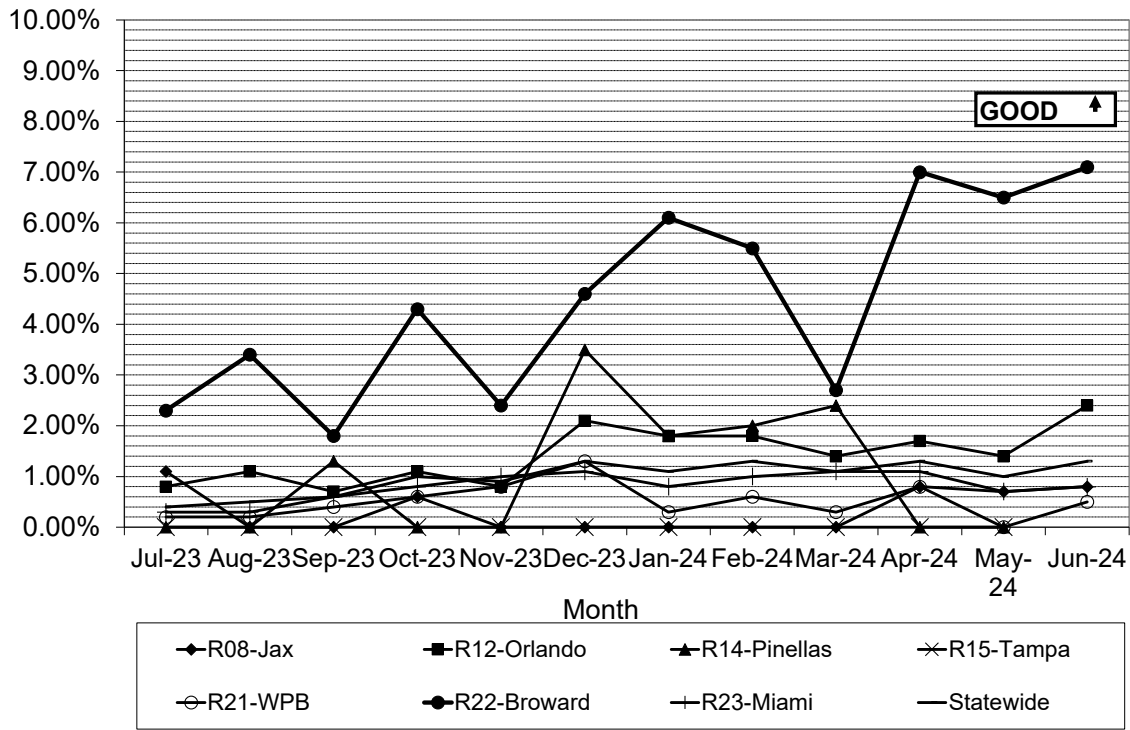


Program Year-to-Date (YTD) Participation Rate as of June 2024

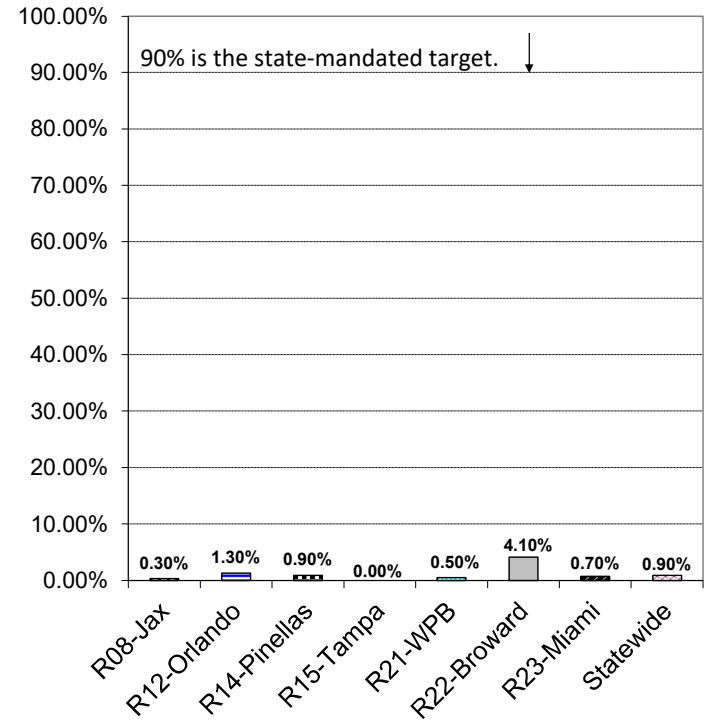


Welfare Transition Program (WTP) Two-Parent Family Participation Data for the Big 7 Regions

Month-to-Month Participation Rate from July 2023 to June 2024

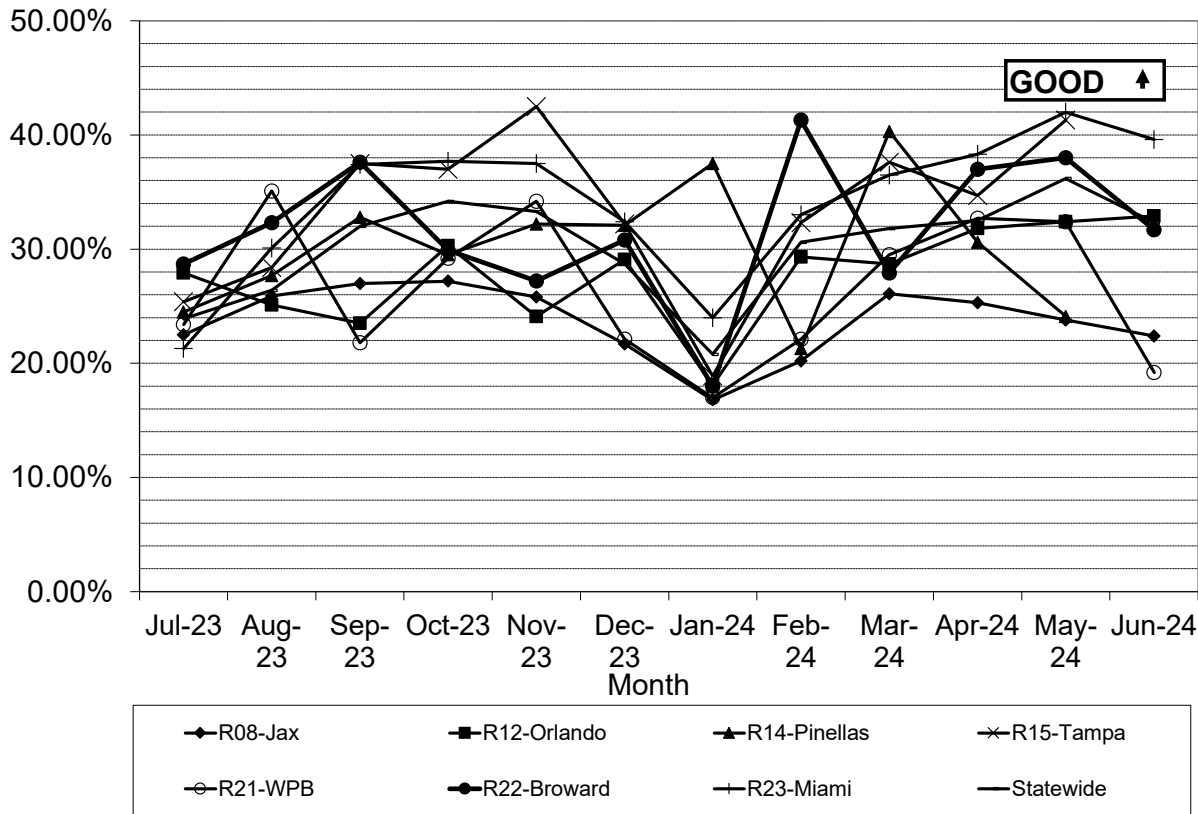


Program Year-to-Date (YTD) Participation Rate as of June 2024

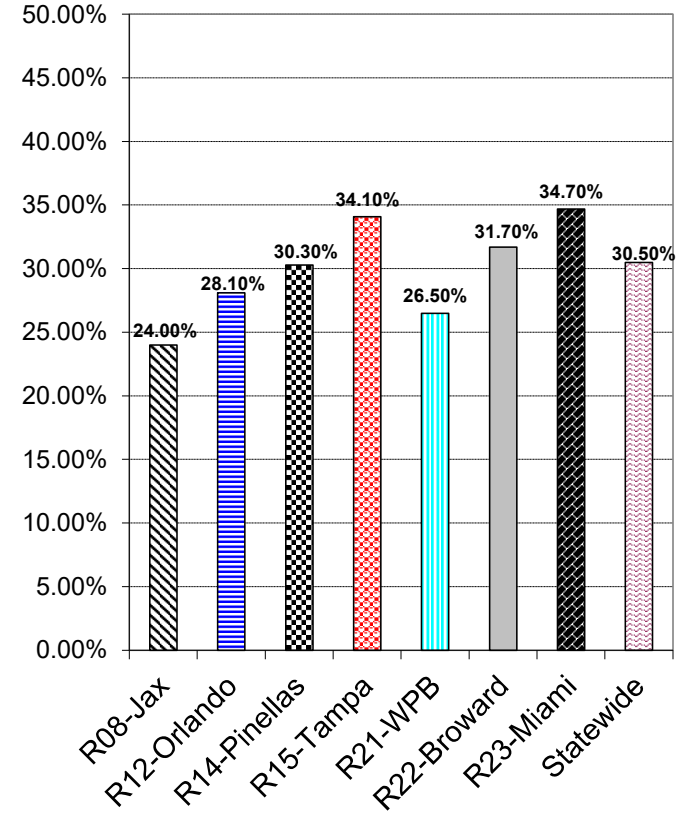


Welfare Transition Program (WTP) Entered Employment (EE) Data for the Big 7 Regions

Month-to-Month Entered Employment Rate from July 2023 to June 2024



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

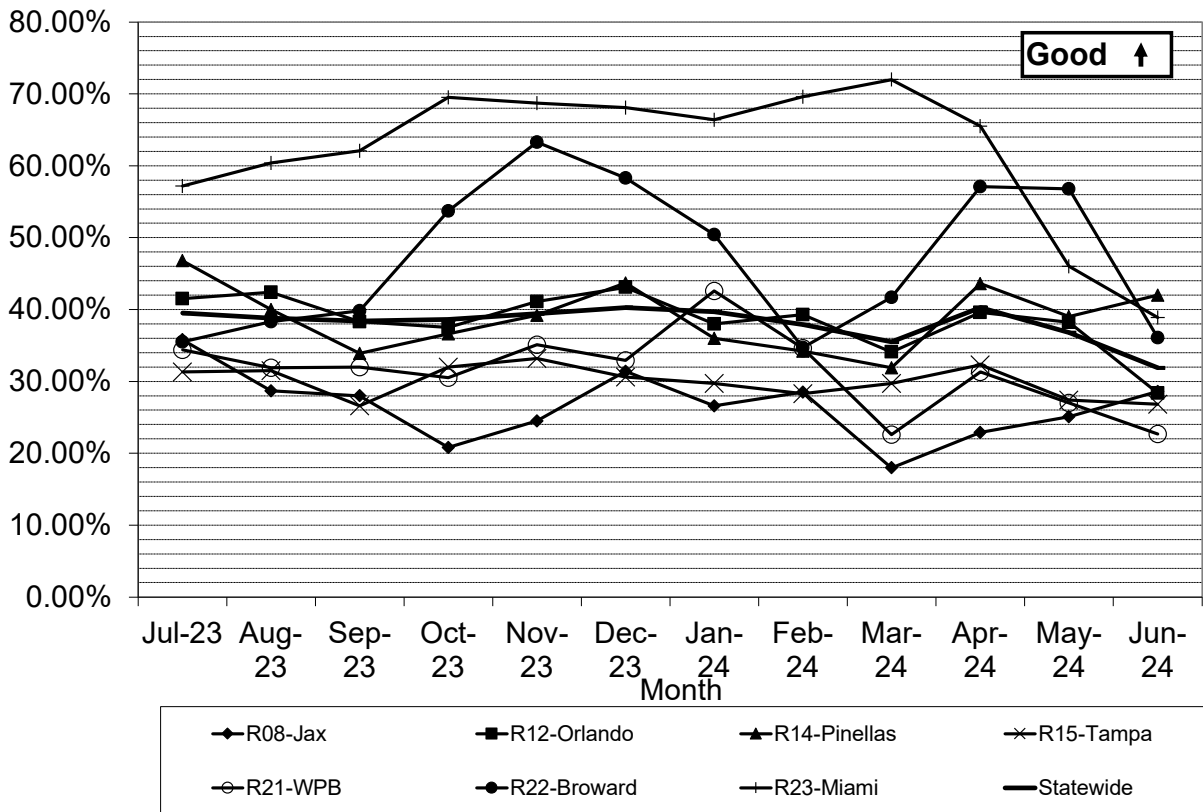


Analysis of Welfare Transition Program (WTP) Performance

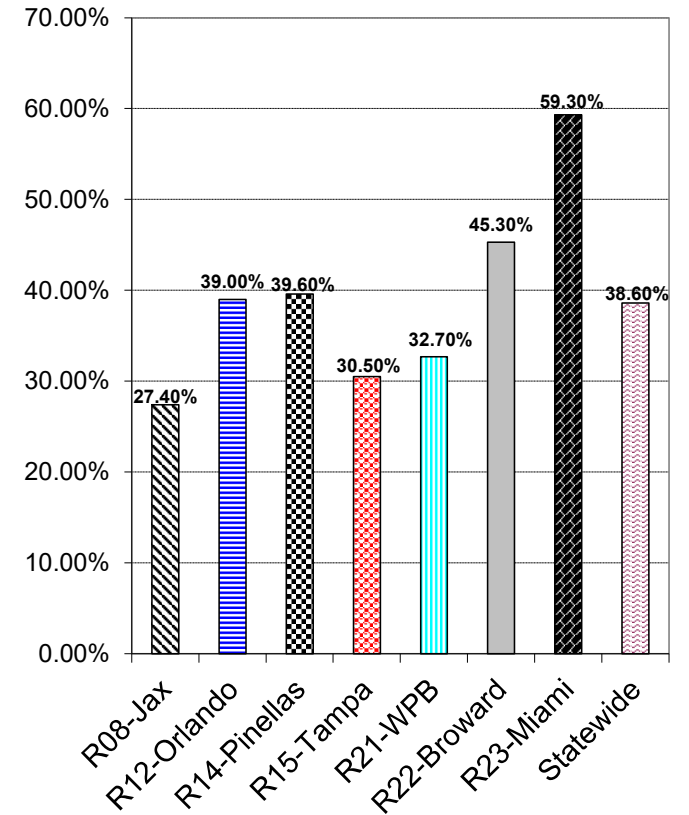
WTP Program Performance At-A-Glance	Measure	Goal	Month (June 2024)	PYTD
	All Family Participation	50%	20.5%	11.4%
	Two-Parent Family Participation	90%	7.1%	4.1%
	Entered Employment Rate (EER)	39%	31.7%	31.7%
Current Situation and Performance Summary	<p>In relation to the Big 7 Regions:</p> <p>All Family Participation Rate CSBD ranks 1st in performance for the month and ranks 1st for Program Year 23/24</p> <p>Two-Parent Participation Rate CSBD ranks 1st in performance for the month and ranks 1st for Program Year 23/24</p> <p>Entered Employment Rate CSBD ranks 3rd in performance for the month and ranks 3rd for Program Year 23/24.</p>			
Strategies and Action Steps	<p>To increase the entered employment rate, we are taking the following steps:</p> <ul style="list-style-type: none"> • We reinstated quarterly meetings with our partners at the Department of Children and Families (DCF) to streamline processes and address concerns directly impacting performance outcomes. This collaboration aims to reduce the influx of cases being referred for mandatory participation without proper work registration, ensuring that all participants receive the necessary guidance and support upon being referred. This will prevent sanctions which are negative exits that impact the entered employment rate. • We are implementing the new steps required by House Bill 1267. The additional assessments, mandatory budget planning, and additional focus on post-employment transitional case management services are designed to shorten the time it takes for a participant to gain employment and support stronger employment retention. Staff are being trained on these new processes which were implemented in late June statewide to increase performance. 			

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

Month-to-Month Entered Employment Rate from July 2023 to June 2024



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

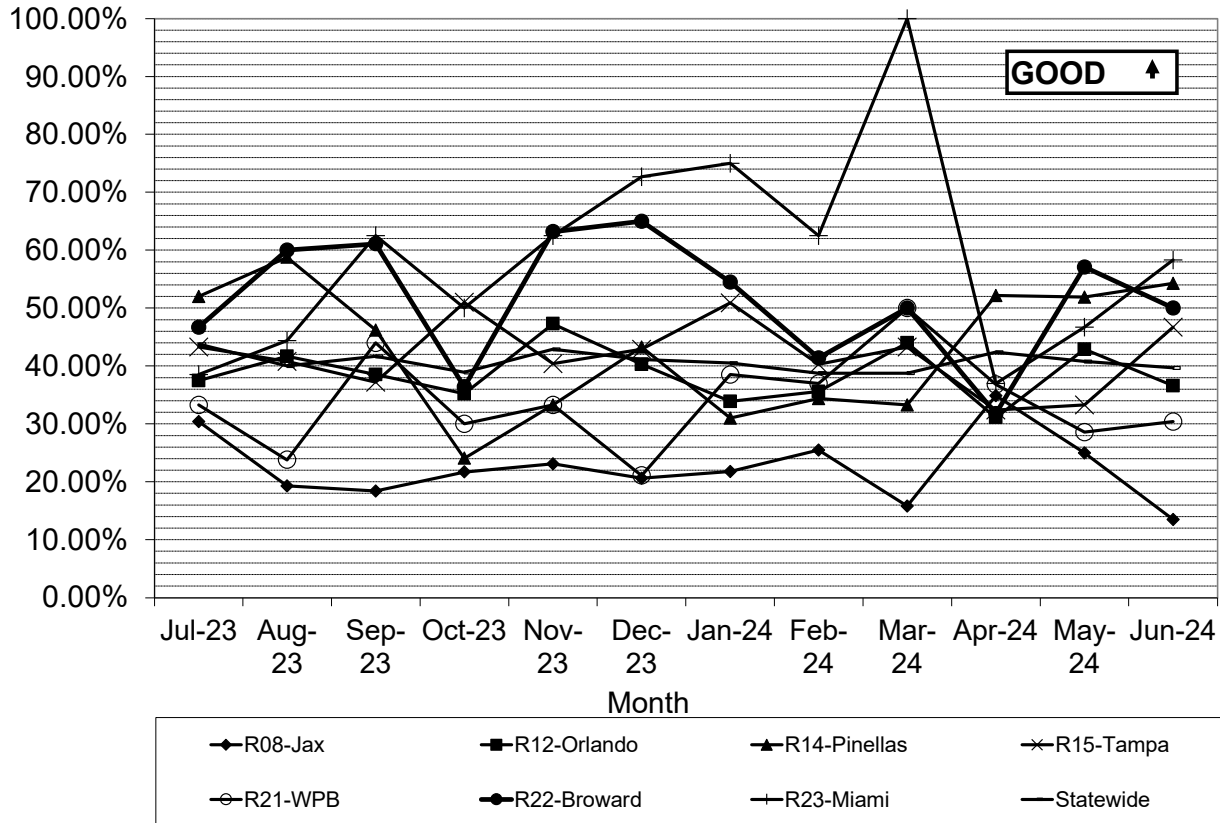


Analysis of Wagner-Peyser (WP) Performance

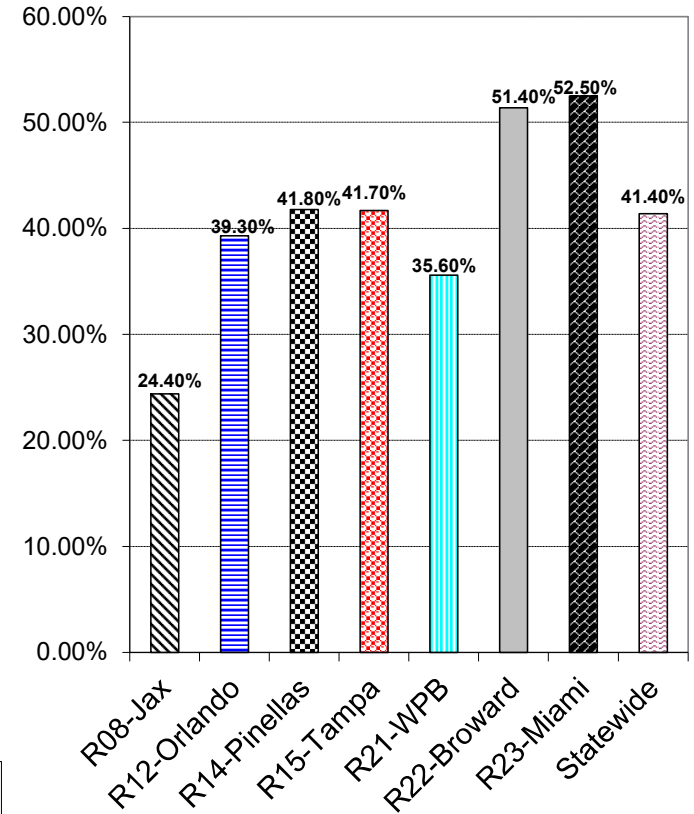
	<u>Measure</u>	Performance*	
		Month (June)	PYTD
WP Program Performance At-A-Glance	Entered Employment Rate (EER)	36.1%	45.3%
	<i>*Please note: The performance detail is based on the Monthly Management Report (MMR). Due to lagging data, our true YTD rate will adjust at the end of the program year.</i>		
Current Situation and Performance Summary	<p>In relation to the Big 7 Regions:</p> <p>CSBD ranks 2nd for the month and ranks 2nd year-to-date in Entered Employment Rate.</p>		
Strategies and Action Steps	<p>To improve our EER we have implemented the following strategies:</p> <ul style="list-style-type: none"> On 7/31, CSBD held the Neighborhood Job Fair at the Central One-Stop Center. To market the fair, we sent flyers to our community partner organizations, posted advertisements on social media, and sent email blasts to registrants of EmployFlorida. Nearly 300 job seekers had the opportunity to meet with 15 employers hiring new talent. Employers such as Broward County Schools, US Customs and Border Patrol, and FloridaCommerce attended the job fair. Staff will follow-up with attendees to determine the success of the event. 		

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

Month-to-Month Entered Employment Rate from July 2023 to June 2024



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

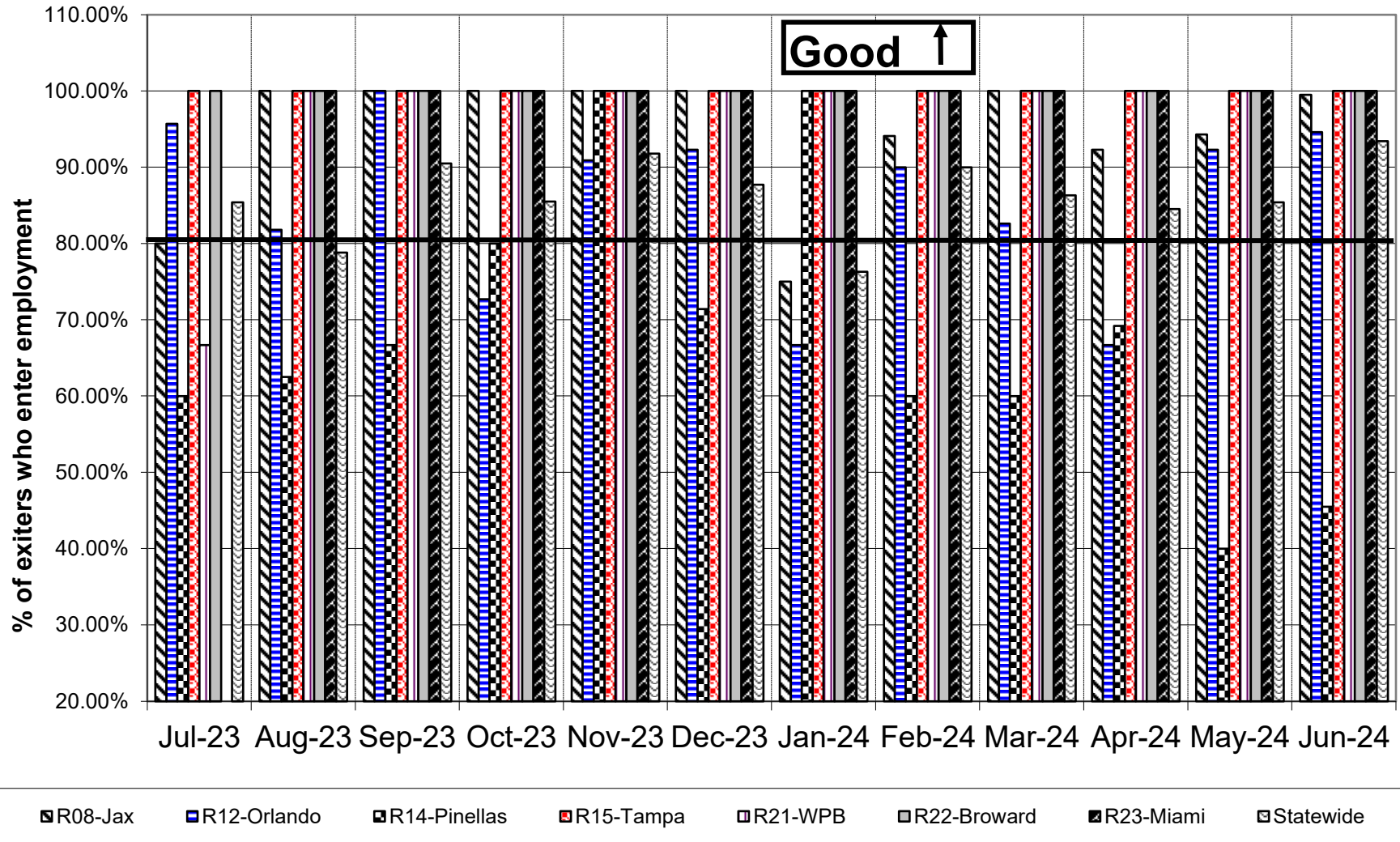


Analysis of Veterans' Performance

Veterans Program Performance At-A-Glance	Measure	Performance*	
		Month(June)	PYTD
	Entered Employment Rate (EER)	50.0%	51.4%
<i>*Please note: The performance detail is based on the Monthly Management Report (MMR).</i>			
Current Situation and Performance Summary	<p>In relation to the Big 7 Regions:</p> <p>CSBD ranks 3rd for the month and 2nd for Program Year 23/24 in Veteran's Entered Employment Rate.</p>		
Strategies and Action Steps	<p>To increase our EER, the following strategies were implemented:</p> <ul style="list-style-type: none"> • Many times, veterans present with several challenges outside of needing stable employment. Staff rely on community resources to be able to meet all of their needs so that they are able to retain employment. CSBD is currently scheduling a cross-training with Broward County Veterans Services Officers so that both organization's staff are aware of each other's services and how to access them in order to support veterans. • To expand and increase our outreach to veteran-friendly employers and veteran job seekers, we have hired 3 additional staff members. These new team members are veterans and can relate to veteran customers as they transition from their military careers to civilian careers. The new team members are excited about working with veterans and bring with them many years of experience in outreach, case management, employer engagement, etc. The additional staff will expand CSBD's reach in the community by identifying veteran-friendly employers. 		

Comparison of the Workforce Innovation and Opportunity Act (WIOA) Entered Employment Rate for Adult & Dislocated Workers across the 7 largest Regions in Florida from July 2023 to June 2024

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



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

WIOA Program Performance At-A-Glance	<u>Measure</u>	Performance	
		Month (June)	PYTD
	Entered Employment Rate	100%	94.4%
Current Situation and Performance Summary	<p>CSBD is in a 4-way tie for 1st in Entered Employment Rate.</p> <p>Since July 2023, CSBD has assisted 877 Adult and Dislocated Worker customers in obtaining employment or accessing training opportunities. This includes traditional classroom training and work-based training via internships, apprenticeships, and On-the-Job Training.</p>		
Strategies and Action Steps	<p>To increase customer awareness and enrollments:</p> <ul style="list-style-type: none"> • CSBD applied for and received approval to extend the Noncustodial Parent Program into PY 24/25. The additional \$785,000 will be used to assist parents with attaining self-sufficiency and subsequently contributing financially to their child through enhanced services. Once enrolled, parents will have a myriad of services available to them, such as paid work experience, occupational skills training, expanded support services, and more. • We have received state approval to apply unused funding originally approved for individuals affected by Hurricane Ian in 2022 to general WIOA Dislocated Worker customers. This additional funding will allow CSBD to expand outreach and advertising to individuals who have been affected by a layoff in Broward County. These services can help individuals increase their skills and get back to work quickly. 		

Memorandum #02 – 24 (LS) Revised

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

From: Carol Hylton, President/CEO

Subject: The CareerSource Broward (CSBD) Central One-Stop Center

Date: August 13, 2024

SUMMARY

Consideration to approve entering into an open-ended lease for 2660 & 2680 W. Oakland Park Blvd. and if the state agrees include 1) an option to purchase and 2) a right of first refusal. Although the state has decided to sell the buildings in the plaza where our central one-stop is located, they have agreed to retain the 2660 & 2860 W. Oakland Park buildings at the far west end of the plaza and allow us to move into that space under an open-ended lease or a purchase. The Audit and Executive Committees compared the cost of a mortgage to the cost of maintenance, which is what the state charges us, in making their recommendation. Approved at the 8/1 Audit and 8/12 Executive Committee meetings.

BACKGROUND

The CSBD Central One-Stop occupies 4 buildings in the center of a state owned 7 buildings complex. The buildings were purchased with federal Reed Act funds. The state only charges us for maintenance, which includes utilities and common area maintenance (CAM). We do not pay rent. The state recently informed us that they wish to sell all the buildings. However, following discussions with us they are committed to allowing us to remain in the complex. There are some state staff currently assigned to the building we would like to occupy. The State is evaluating whether their staff need to remain or may work remotely. With good space planning we have determined that we can fit into the allotted space even if the state staff remain.

DISCUSSION

Per board direction we contacted the state and spoke to Ramone Smith, Chief of General Services for FloridaCommerce who updated us regarding the condition of the buildings and provided us with the official appraisals. We also met with him on 7/30, immediately prior to the Audit Committee Meeting and walked through the space together.

After re-visiting the space with Mr. Smith, it does not appear that extensive renovations will be needed, because the space is large and open which will be easy to reconfigure.

Below is what we found out about the condition of the buildings. Because of slight discrepancies in the square footage between the information initially provided by the state and the official appraisals, we have used the square footage found in the tax rolls and adjusted the numbers accordingly. The result is some immaterial differences in the numbers from the earlier memo.

Building Conditions- 2660 & 2680 Buildings

Bldg.	Value	Sq. Ft	Built	Quality	Condition	Function	Roof	HVAC	Slab
2660	\$4.7m	21,735	1976	Average	Average	Average	Being Replaced	6 Yrs. Old	Okay
2680	\$480k	2,046	1978	Average	Average	Average	2023	8 Yrs. Old	Being Repaired

- There is a new roof on the smaller building and the state is getting quotes for a new roof on the larger building as they have the funds allocated to replace the roof.
- The HVAC units are less than 8 years old.
- The state is initiating some needed repairs to the foundation in the smaller building.

Per Executive Committee request staff researched interest rates and prepared a side-by-side cost analysis of the lease vs. purchase:

Lease vs. Purchase - 2660 & 2680 Buildings

Total Sq. Feet	Annual Lease		Annual Mortgage Payment		
23,781	\$13.98/Ft.	\$332,458	8¾%	16 years	\$535,134

NOTES

1. This assumes a purchase price of \$5,200,000.
2. The mortgage estimate assumes a deposit of \$700,000 resulting in a mortgage of \$4,500,000. The Bank is more likely to request a 20% - 25% down payment which would be at least \$1m.
3. The cost of the mortgage will be at least \$200,000 more annually than we pay in lease costs per the chart above.
4. The chart above does not include maintenance in addition to the cost of the mortgage.
5. Average office rentals near the buildings range from \$18.00 - \$23.00 sq. ft. however there is no large space available on the market to accommodate us at this time.

Moving forward there are 2 options for consideration:

Option 1 - Enter into an open-ended lease with the state.

- Under this arrangement the state only charges us for the maintenance costs associated with the buildings. By moving from the 4 buildings to 2 buildings CSBD will realize a cost savings of \$119,920.
- The state will continue to own the buildings and as such they pay for all major repairs.

Option 2 - Purchase the 2 buildings (2660 & 2680 Buildings) at a cost of \$5.2 million.

- CSBD would own the buildings, however the down payment would deplete the General Fund.
- A mortgage at today's interest rates is estimated at 8.75%.
- In addition to the mortgage payments, CSBD would be responsible for all utilities and repairs.

The Audit Committee considered and discussed the options for lease vs. purchase of the buildings. Because CSBD is only paying maintenance and there is no additional lease cost, they determined that selecting the open-ended lease is the best course of action.

The Audit and Executive Committees unanimously approved a motion recommending that we enter into an open-ended lease and if the state agrees include 1) an option to purchase and 2) a right of first refusal.

RECOMMENDATION

Approve entering into an open-ended lease for 2660 & 2680 W. Oakland Park Blvd. and if the state agrees include 1) an option to purchase and 2) a right of first refusal.

Memorandum #01 – 24 (BR) Revised

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

From: Carol Hylton, President/CEO

Subject: Targeted Occupations List (TOL) for Program Year (PY) 24/25

Date: August 13, 2024

SUMMARY

Consideration to approve changes to our local area's TOL for PY 24/25. As we always do, we researched the State's preliminary list and compared it to the Board-approved criteria. To get input and gather additional relevant labor market data on the State's proposed list, we sent it to local education and business stakeholders, community partners, business leaders, and industry intermediaries and invited them to a publicly noticed meeting held on 7/8. We provided an overview of the PY 24/25 TOL and the governing board's criteria for updating the TOL. Based upon our review and community input, CSBD recommends 1) adding forty-four (44) new occupations proposed by the State and 2) retaining thirty-one (31) occupations proposed by the State for removal. Throughout the year, the CSBD governing boards may approve changes and add new occupations to the TOL. Approved at the 8/5 Employer Services and 8/12 Executive Committee meetings.

BACKGROUND

In compliance with federal law, the TOL governs the provision of the Workforce Innovation and Opportunity Act-funded training programs being offered to individuals needing training assistance within the workforce system. Annually, the State evaluates each local area's TOL and sends a preliminary list of the in-demand occupations to the workforce boards. CSBD received its preliminary TOL from the State on 5/29/24, which proposed 1) removing some occupations that were on the list last program year and 2) adding new ones.

Once the TOL is approved by the Board, it becomes final and requires no further ratification by the CareerSource Florida (CSF), Inc. Board of Directors. The CSBD governing boards may approve changes and add new occupations to the TOL throughout the year.

DISCUSSION

For the PY 24/25 TOL, the State proposes to 1) add 44 new occupational titles and 2) remove 45 occupational titles that were on the list last year.¹ In addition, based on the Florida Price Level Index, the CSF Board of Directors proposed an increase in the minimum entry wage rate from \$13.97 per hour to \$14.63 per hour.

The State proposed adding 44 occupations to this year's list that were not on the TOL last year. CSBD recommends that they be added since the TOL presents local labor market information that may be useful to others for research. Prior to adding any new training provider to the Eligible

¹ Of the 45 occupational titles the State was to remove we are recommending to retain 31.

Training Provider (ETP) List or occupational training course to the Individual Training Account (ITA) list, CSBD re-confirms that occupations meet all Board criteria. Table 1 is a list of the 44 occupations proposed by the State that CSBD is recommending be added.

Table 1: The Addition of 44 New Occupations Proposed by the State

1. Administrative Services Managers	23. Mental Health and Substance Abuse Social Workers
2. Facilities Managers	24. Social Workers, All Other
3. Purchasing Managers	25. Health Education Specialists
4. Natural Sciences Managers	26. Social and Human Service Assistants
5. Social and Community Service Managers	27. Community Health Workers
6. Fundraisers	28. Directors, Religious Activities and Education
7. Property Appraisers and Assessors	29. Religious Workers, All Other
8. Financial Examiners	30. Health Specialties Teachers, Postsecondary
9. Financial Specialists, All Other	31. Career/Technical Education Teachers, Secondary School
10. Web and Digital Interface Designers	32. Special Education Teachers, Secondary School
11. Operations Research Analysts	33. Art Directors
12. Architects, Except Landscape and Naval	34. Musicians and Singers
13. Industrial Engineering Technologists and Technicians	35. Writers and Authors
14. Engineering Technologists and Technicians, Except Drafters, All Other	36. Ophthalmic Medical Technicians
15. Medical Scientists, Except Epidemiologists	37. Health Information Technologists and Medical Registrars
16. Chemists	38. First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services
17. Environmental Scientists and Specialists, Including Health	39. Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel
18. Chemical Technicians	40. Real Estate Brokers
19. Life, Physical, and Social Science Technicians, All Other	41. Court, Municipal, and License Clerks
20. Occupational Health and Safety Specialists	42. Production, Planning, and Expediting Clerks
21. Substance Abuse, Behavioral Disorder, and Mental Health Counselors	43. Electrical Power-Line Installers and Repairers
22. Child, Family, and School Social Workers	44. Inspectors, Testers, Sorters, Samplers, and Weighers

For an occupation to be included on CSBD's TOL for PY 24/25, the occupation must meet all of the following criteria:

1. Have a minimum of twenty-five job openings in Broward County in the past ninety days,
2. Have an entry wage rate equal to or greater than the established Broward County wage rate of \$14.63,
3. Require more than a high school diploma but less than a Master's degree,
4. Require occupational training at a minimum that results in a postsecondary adult vocational training certificate, college credit certificate, applied technology diploma, Associate of Science degree, or Bachelor of Science degree.

To get input and feedback on the State's proposed list and gather additional relevant labor market data, CSBD sent the preliminary TOL to local education and business stakeholders, community partners, business leaders, and industry intermediaries and invited them to a publicly noticed meeting held on 7/8. We provided an overview of the PY 24/25 TOL and the governing board's criteria for updating the TOL.

Based on feedback we received during the meeting and from members of the Education and Industry Consortium and our own research using tools such as LightCast, ONET, and Employ Florida, supporting evidence as indicated above was established to **retain** 31 occupational titles that were proposed by the State for removal.² Table 2 is a list of the 31 occupations to be retained on the TOL for PY 24/25.

Table 2: The Retention of 31 Occupations

1. Chief Executives	17. Personal Care Aides
2. Education Administrators, Kindergarten through Secondary	18. Nursing Assistants
3. Education Administrators, Postsecondary	19. Veterinary Assistants and Laboratory Animal Caretakers
4. Personal Service Managers, All Other	20. First-Line Supervisors of Housekeeping and Janitorial Workers
5. Purchasing Agents, Except Wholesale, Retail & Farm Products	21. Pest Control Workers
6. Database Architects	22. First-Line Supervisors of Retail Sales Workers
7. Computer Programmers	23. Cargo and Freight Agents
8. Electrical and Electronic Engineering Technologists and Technicians	24. Executive Secretaries and Executive Administrative Assistants
9. Clergy	25. Operating Engineers and Other Construction Equipment Operators
10. Postsecondary Teachers, All Other	26. Glaziers
11. Physician Assistants	27. Painters, Construction and Maintenance
12. Cardiovascular Technologists and Technicians	28. Roofers
13. Emergency Medical Technician	29. Automotive Body and Related Repairers
14. Paramedics	30. Maintenance & Repair Workers, General
15. Psychiatric Technicians	31. Industrial Truck and Tractor Operators
16. Home Health Aides	

² LightCast is a software tool that provides local demographic, industry, occupation, and employment data.

Table 3 is a list of 14 occupations the State removed due to insufficient entry wage or demand.³

Table 3: The 14 Occupations removed by the State

1. Buyers and Purchasing Agents, Farm Products	8. Tile and Stone Setters
2. Business Teachers, Postsecondary	9. Cement Masons and Concrete Finishers
3. Career/Technical Education Teachers, Postsecondary	10. Drywall and Ceiling Tile Installers
4. Special Education Teachers, Kindergarten and Elementary School	11. Sheet Metal Workers
5. Transportation Security Screeners	12. Avionics Technicians
6. First-Line Supervisors of Food Preparation and Serving Workers	13. Bus Drivers, Transit and Intercity
7. Legal Secretaries and Administrative Assistants	14. Captains, Mates, and Pilots of Water Vessels

Exhibit A is the PY 24/25 TOL per the State that includes the **addition** of 44 new occupations.

The final TOL will be posted to our website upon Board approval.

RECOMMENDATION

Approve the PY 24/25 TOL with the following changes from the preliminary TOL provided by the State 1) **add** 44 new occupations and 2) **retain** 31 occupations proposed by the State for removal.

³ As shown in Table 2, CSBD found supporting evidence to retain 31 occupations.

BR #01 - 24 Exhibit A

2024-25 Regional Demand Occupations List

Sorted by Occupational Title

Workforce Development Area 22 - Broward County

Selection Criteria:

- 1 LMEC Educational Requirements: 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree)
- 2 80 annual openings and positive growth
- 3 Mean Wage of \$18.00/hour and Entry Wage of \$14.63/hour
- 4 High Skill/High Wage (HSHW) Occupations:
Mean Wage of \$28.19/hour and Entry Wage of \$18.00/hour

SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC Training Code	In Targeted Industry?	Qualifying Level***
			Annual % Growth	Annual Openings	2022 Hourly Wage		Annual % Growth	Annual Openings	2022 Hourly Wage				
					Mean	Entry			Mean	Entry			
132011	HSHW	Accountants and Auditors	1.13	1,055	39.75	24.31	1.24	9,923	38.56	22.98	6	Yes	R
113012	HSHW	Administrative Services Managers	0.79	138	52.38	28.16	1.17	1,219	51.93	27.36	6	Yes	R
493011	HSHW	Aircraft Mechanics and Service Technicians	N/A	N/A	33.85	19.33	0.63	1,421	33.70	21.70	5	Yes	S
532011	HSHW	Airline Pilots, Copilots, and Flight Engineers	N/A	N/A	N/A	N/A	0.65	1,102	130.16	62.00	6	Yes	N
171011	HSHW	Architects, Except Landscape and Naval	N/A	N/A	35.69	16.74	1.62	603	43.25	22.19	6	Yes	S
173011	HSHW	Architectural and Civil Drafters	N/A	N/A	27.92	20.69	1.21	1,027	28.20	20.24	5	Yes	S
119041	HSHW	Architectural and Engineering Managers	0.79	31	78.89	52.31	1.22	647	75.05	50.13	6	Yes	S
271011	HSHW	Art Directors	N/A	N/A	41.53	25.59	1.11	719	42.68	25.77	6	No	S
274011	HSHW	Audio and Video Technicians	N/A	N/A	22.86	12.50	1.37	638	24.06	14.65	5	No	S
493021	HSHW	Automotive Body and Related Repairers	5.00	1,006	24.75	16.77					3	No	R
493023	HSHW	Automotive Service Technicians and Mechanics	0.50	553	24.66	15.07	0.85	6,099	22.74	14.70	4	No	R
194021	HSHW	Biological Technicians	N/A	N/A	19.72	14.56	1.60	345	20.83	15.04	6	Yes	N
433031	HSHW	Bookkeeping, Accounting, and Auditing Clerks	-0.11	1,419	21.97	15.07	0.21	14,342	21.82	15.24	3	Yes	S
493031	HSHW	Bus and Truck Mechanics and Diesel Engine Specialists	0.51	127	27.26	19.84	0.85	1,517	26.57	19.01	4	Yes	R
131199	HSHW	Business Operations Specialists, All Other	1.23	716	33.15	19.72	1.28	9,267	34.51	19.10	6	Yes	R
292031	HSHW	Cardiovascular Technologists and Technicians	0.00	289	22.42	16.76	1.547	517	24.33	14.2	3	No	S
252032	HSHW	Career/Technical Education Teachers, Secondary School	N/A	N/A	N/A	N/A	1.11	683	30.12	22.94	6	No	S
435011	HSHW	Cargo and Freight Agents	8.00	1,024	25.67	18.31	1.385412	1118	22.67	15.36	3	Yes	S
472031	HSHW	Carpenters	0.46	650	22.92	17.68	0.78	7,191	22.18	16.66	4	No	R
351011	HSHW	Chefs and Head Cooks	0.77	196	27.94	15.73	1.38	2,259	28.30	17.01	5	No	R
194031	HSHW	Chemical Technicians	N/A	N/A	22.38	16.04	1.15	231	24.68	16.53	5	Yes	N
192031	HSHW	Chemists	N/A	N/A	34.58	21.54	1.37	225	35.72	22.03	6	Yes	N
111011	HSHW	Chief Executives	6.00	2,512	79.20	24.43					5	No	R
211021	HSHW	Child, Family, and School Social Workers	2.12	160	23.51	17.74	1.49	1,557	23.99	16.89	6	No	R
172051	HSHW	Civil Engineers	N/A	N/A	46.16	26.66	1.69	1,587	48.51	28.23	6	Yes	S
131031	HSHW	Claims Adjusters, Examiners, and Investigators	N/A	N/A	32.46	22.00	0.70	2,600	32.82	21.85	3	Yes	S
212011	HSHW	Clergy	3.00	1,093	26.37	17.13	1.02695	1825	24.58	15.27	5	No	R
292010	HSHW	Clinical Laboratory Technologists and Technicians	0.92	282	27.96	16.73	1.03	2,173	26.67	16.45	5	No	R
532012	HSHW	Commercial Pilots	N/A	N/A	78.60	44.82	0.42	906	63.28	29.02	4	Yes	N
211099	HSHW	Community and Social Service Specialists, All Other	1.13	46	35.89	15.99	1.15	560	27.33	13.97	6	No	N
211094	HSHW	Community Health Workers	N/A	N/A	24.98	16.71	2.24	244	22.94	15.64	6	No	N
131141	HSHW	Compensation, Benefits, and Job Analysis Specialists	N/A	N/A	33.01	22.11	1.17	507	33.73	21.07	6	Yes	S
131041	HSHW	Compliance Officers	1.09	275	34.99	20.23	1.06	2,645	33.80	19.60	6	Yes	R
113021	HSHW	Computer and Information Systems Managers	N/A	N/A	78.72	51.12	2.32	2,739	75.87	48.84	6	Yes	S
151241	HSHW	Computer Network Architects	N/A	N/A	56.31	33.92	0.82	519	55.54	34.59	6	Yes	N
151231	HSHW	Computer Network Support Specialists	1.60	160	36.79	23.02	1.36	1,158	35.91	22.33	5	Yes	R
151299	HSHW	Computer Occupations, All Other	N/A	N/A	39.27	16.50	1.70	1,243	44.13	21.42	6	Yes	S
151251	HSHW	Computer Programmers	-10.00	466	42.63	16.64					5	Yes	R
151211	HSHW	Computer Systems Analysts	1.57	219	48.12	29.43	1.53	2,514	48.53	29.35	6	Yes	R
151232	HSHW	Computer User Support Specialists	1.59	519	27.64	17.75	1.36	4,681	27.28	17.44	4	Yes	R
474011	HSHW	Construction and Building Inspectors	-0.24	135	33.12	22.24	0.62	1,426	30.31	21.06	4	Yes	S
119021	HSHW	Construction Managers	0.92	277	59.33	33.71	1.16	3,581	56.93	31.37	6	No	R
131051	HSHW	Cost Estimators	N/A	N/A	34.00	20.24	0.50	1,382	32.49	19.41	6	Yes	S
434031	HSHW	Court, Municipal, and License Clerks	0.36	115	21.92	17.44	0.51	958	20.51	16.19	3	No	R
152051	HSHW	Data Scientists	N/A	N/A	52.60	32.64	4.23	692	48.45	29.07	6	Yes	S
151243	HSHW	Database Architects	-4.00	193	56.88	27.15					4	Yes	R
319091	HSHW	Dental Assistants	1.51	446	19.66	16.47	1.96	4,112	20.51	16.93	4	No	R
291292	HSHW	Dental Hygienists	1.55	70	35.77	28.72	1.98	1,114	36.59	30.68	5	No	S
292032	HSHW	Diagnostic Medical Sonographers	N/A	N/A	36.69	29.76	2.08	519	35.63	28.81	5	No	S
212021	HSHW	Directors, Religious Activities and Education	N/A	N/A	24.70	15.36	1.05	1,309	25.93	14.86	6	No	S

119032	HSHW	Education Administrators, Kindergarten through Secondary	2.00	1,119	47.01	28.49	N/A	N/A	N/A	N/A	5	No	R
119033	HSHW	Education Administrators, Postsecondary	7.00	675	45.55	28.95	1.417712	1111	46.05	33.25	5	No	S
173023	HSHW	Electrical and Electronic Engineering Technologists and Technicians	-14.00	261	30.91	21.70	1.415662	782	29.33	19.14	4	Yes	S
172071	HSHW	Electrical Engineers	N/A	N/A	48.14	28.18	1.29	611	48.39	30.84	6	Yes	S
499051	HSHW	Electrical Power-Line Installers and Repairers	N/A	N/A	34.34	21.85	0.75	750	34.56	21.66	4	Yes	N
472111		Electricians	0.20	461	24.98	18.83	1.27	5,775	24.38	18.36	4	No	R
172072	HSHW	Electronics Engineers, Except Computer	N/A	N/A	52.27	37.29	1.33	476	51.14	36.71	6	Yes	N
252021	HSHW	Elementary School Teachers, Except Special Education	2.10	591	28.94	21.94	1.14	5,605	28.48	21.46	6	No	R
292042		Emergency Medical Technician	-3.00	515	18.82	15.02					3	No	R
173029	HSHW	Engineering Technologists and Technicians, Except Drafters, All Other	N/A	N/A	27.39	17.73	0.86	306	32.92	18.59	5	Yes	N
172199	HSHW	Engineers, All Other	N/A	N/A	41.49	24.58	0.88	782	47.34	26.68	6	Yes	N
192041	HSHW	Environmental Scientists and Specialists, Including Health	1.30	37	37.32	21.90	0.84	569	30.49	18.41	6	Yes	N
436011	HSHW	Executive Secretaries and Executive Administrative Assistants	-6.00	1,990	29.80	18.33					3	No	R
113013	HSHW	Facilities Managers	0.89	50	48.45	28.51	1.08	578	46.93	26.81	6	No	S
119013	HSHW	Farmers, Ranchers, and Other Agricultural Managers	N/A	N/A	N/A	N/A	0.33	5,386	42.70	18.40	6	No	S
132051	HSHW	Financial and Investment Analysts	N/A	N/A	44.07	27.07	1.32	1,438	43.85	27.03	6	Yes	S
132061	HSHW	Financial Examiners	N/A	N/A	42.39	24.48	2.79	322	37.75	22.68	6	No	N
113031	HSHW	Financial Managers	2.15	385	79.27	41.87	2.26	4,186	75.86	39.24	6	Yes	R
132099	HSHW	Financial Specialists, All Other	1.07	77	31.03	18.74	1.25	1,036	31.28	18.00	6	Yes	S
332011	HSHW	Firefighters	0.38	200	32.07	24.04	0.54	1,882	27.19	17.40	4	No	R
471011	HSHW	First-Line Supervisors of Construction Trades and Extraction Workers	0.54	561	34.97	23.76	1.05	6,574	33.36	22.57	3	No	R
391014		First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services	N/A	N/A	26.61	16.24	1.11	1,563	25.01	15.54	3	No	S
371011		First-Line Supervisors of Housekeeping and Janitorial Workers	8.00	1,938	20.71	15.90	1.830225	2885	19.74	13.88	3	No	S
371012		First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	0.78	175	25.35	17.62	1.04	2,142	25.27	17.26	3	No	R
491011	HSHW	First-Line Supervisors of Mechanics, Installers, and Repairers	0.51	376	33.97	22.73	0.97	4,137	32.98	21.77	3	No	R
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	0.36	470	45.45	24.51	0.43	4,018	46.01	24.61	3	Yes	R
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	0.15	1,420	31.58	20.16	0.43	13,271	30.64	19.69	3	Yes	R
391022		First-Line Supervisors of Personal Service Workers	N/A	N/A	24.20	14.98	1.22	1,380	23.15	14.90	3	No	S
331012	HSHW	First-Line Supervisors of Police and Detectives	N/A	N/A	54.38	40.59	0.38	659	46.78	31.21	6	No	N
511011	HSHW	First-Line Supervisors of Production and Operating Workers	0.52	249	32.04	20.00	0.75	2,969	31.50	19.74	3	Yes	R
411011		First-Line Supervisors of Retail Sales Workers	3.00	8,765	23.03	15.16	0.024562	10845	22.39	14.19	3	No	S
531047	HSHW	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	0.59	462	28.68	18.86	1.05	4,749	28.14	18.39	3	Yes	R
119051	HSHW	Food Service Managers	0.83	452	38.80	21.39	0.78	4,029	35.34	20.18	3	No	R
131131		Fundraisers	N/A	N/A	30.39	18.25	1.38	581	29.07	17.09	6	No	S
111021	HSHW	General and Operations Managers	1.00	2,023	55.95	23.61	1.16	19,782	54.50	23.02	6	Yes	R
472121		Glaziers	2.00	486	23.77	14.73	2.241837	869	20.39	15.29	3	No	S
271024		Graphic Designers	N/A	N/A	28.90	18.69	1.09	1,843	27.34	17.78	6	Yes	S
211091	HSHW	Health Education Specialists	N/A	N/A	32.81	17.82	0.59	582	28.65	16.47	6	No	N
299021		Health Information Technologists and Medical Registrars	N/A	N/A	26.60	17.58	2.32	547	30.19	17.40	4	Yes	S
251071	HSHW	Health Specialties Teachers, Postsecondary	N/A	N/A	N/A	N/A	2.63	873	45.15	25.60	6	No	S
292099		Health Technologists and Technicians, All Other	N/A	N/A	20.97	16.03	0.89	832	20.99	15.62	4	No	N
499021		Heating, Air Conditioning, and Refrigeration Mechanics and Installers	0.14	339	24.61	17.16	1.33	3,986	23.74	16.99	4	No	R
533032		Heavy and Tractor-Trailer Truck Drivers	0.65	899	24.48	17.67	1.00	14,319	23.89	16.81	4	Yes	R
311121		Home Health Aides	4.00	10,262	15.08	15.00					3	No	R
113121	HSHW	Human Resources Managers	1.16	94	63.93	39.00	1.20	905	61.58	37.41	6	Yes	R
131071	HSHW	Human Resources Specialists	0.80	678	37.63	20.62	0.98	6,058	33.06	19.68	6	Yes	R
173026		Industrial Engineering Technologists and Technicians	N/A	N/A	28.27	18.65	1.22	180	28.96	20.97	5	Yes	N
172112	HSHW	Industrial Engineers	N/A	N/A	49.30	31.96	2.02	1,020	47.28	32.51	6	Yes	S
499041		Industrial Machinery Mechanics	1.93	107	26.87	17.73	2.43	1,629	26.66	18.43	4	Yes	R
537051		Industrial Truck and Tractor Operators	-3.00	2,310	20.38	16.71	1.826062	4759	19.3	14.88	3	Yes	R
151212	HSHW	Information Security Analysts	N/A	N/A	55.15	34.54	3.87	1,326	53.78	34.11	6	Yes	S
519061		Inspectors, Testers, Sorters, Samplers, and Weighers	-0.14	264	24.54	14.53	0.22	2,639	22.08	14.31	4	Yes	S
413021		Insurance Sales Agents	N/A	N/A	33.74	14.64	1.54	6,763	33.53	16.21	4	Yes	S
271025		Interior Designers	N/A	N/A	31.13	18.71	1.28	1,111	30.41	17.40	6	Yes	S
273091		Interpreters and Translators	N/A	N/A	26.16	16.19	0.88	537	25.98	15.35	6	Yes	N
252012	HSHW	Kindergarten Teachers, Except Special Education	N/A	N/A	N/A	N/A	1.09	1,007	28.36	20.92	6	No	S
292061		Licensed Practical and Licensed Vocational Nurses	0.10	253	26.61	20.98	0.97	3,657	25.85	20.69	4	No	R

194099		Life, Physical, and Social Science Technicians, All Other	N/A	N/A	21.85	12.44	0.97	297	23.80	13.89	6	Yes	N
132072		Loan Officers	1.25	202	34.10	15.67	0.95	2,573	34.51	16.94	6	Yes	R
119081	HSHW	Lodging Managers	N/A	N/A	48.47	25.84	1.92	726	41.52	20.30	6	No	S
131081	HSHW	Logisticians	3.41	126	29.97	19.66	2.52	1,336	33.71	20.25	6	Yes	R
514041		Machinists	N/A	N/A	23.68	17.08	0.91	973	23.14	16.53	4	Yes	N
499071		Maintenance & Repair Workers, General	3.00	10,053	19.51	14.71					3	No	R
131111	HSHW	Management Analysts	1.69	696	45.83	20.53	1.55	8,744	43.15	22.10	6	Yes	R
119199	HSHW	Managers, All Other	0.98	499	63.79	35.50	0.80	4,947	60.50	32.68	6	No	R
131161	HSHW	Market Research Analysts and Marketing Specialists	2.28	681	47.51	21.87	2.14	6,455	38.37	19.54	6	Yes	R
112021	HSHW	Marketing Managers	N/A	N/A	75.03	38.96	1.35	1,641	72.61	38.26	6	Yes	S
319011		Massage Therapists	N/A	N/A	25.05	17.89	2.10	2,356	24.31	16.20	4	No	S
172141	HSHW	Mechanical Engineers	0.84	41	45.23	28.98	1.99	718	45.56	29.88	6	Yes	S
119111	HSHW	Medical and Health Services Managers	2.50	350	57.85	33.17	3.18	4,300	57.46	31.27	6	No	R
319092		Medical Assistants	1.21	832	18.79	15.82	2.55	11,110	18.21	15.29	4	No	R
499062		Medical Equipment Repairers	N/A	N/A	26.57	17.34	2.02	699	25.65	16.52	5	Yes	S
292072		Medical Records Specialists	0.76	108	23.96	16.16	1.58	1,578	22.75	15.72	4	No	R
191042	HSHW	Medical Scientists, Except Epidemiologists	N/A	N/A	51.01	30.08	N/A	N/A	47.67	27.31	6	Yes	N
436013		Medical Secretaries and Administrative Assistants	0.60	692	18.81	15.30	1.53	8,346	18.04	14.57	3	No	R
131121		Meeting, Convention, and Event Planners	N/A	N/A	26.96	16.44	1.97	1,318	26.60	16.74	6	No	S
211023		Mental Health and Substance Abuse Social Workers	N/A	N/A	23.84	16.39	1.42	475	22.85	15.66	6	No	N
252022		Middle School Teachers, Except Special and Career/Technical Education	2.06	278	27.69	22.47	1.14	2,891	28.22	21.36	6	No	R
493042		Mobile Heavy Equipment Mechanics, Except Engines	0.91	55	26.42	19.29	1.42	870	27.11	18.98	4	Yes	S
493051		Motorboat Mechanics and Service Technicians	N/A	N/A	26.52	19.18	1.24	559	24.82	17.26	4	Yes	S
272042	HSHW	Musicians and Singers	N/A	N/A	N/A	N/A	0.72	1,481	52.18	18.35	3	No	S
119121	HSHW	Natural Sciences Managers	N/A	N/A	53.64	25.50	0.97	339	51.24	26.29	6	Yes	N
151244	HSHW	Network and Computer Systems Administrators	1.03	168	45.64	29.78	1.06	1,878	44.05	27.85	6	Yes	R
311131		Nursing Assistants	4.00	6,574	17.80	14.70					4	No	R
195011	HSHW	Occupational Health and Safety Specialists	N/A	N/A	34.26	21.78	1.77	570	33.82	21.13	6	Yes	S
312011	HSHW	Occupational Therapy Assistants	N/A	N/A	32.01	26.65	2.91	562	32.30	26.39	5	No	S
472073		Operating Engineers and Other Construction Equipment Operators	2.00	2,414	27.60	18.00	0.959725	2869	21.27	15.72	3	No	R
152031	HSHW	Operations Research Analysts	N/A	N/A	40.62	23.78	2.69	668	38.73	21.01	6	Yes	S
292057		Ophthalmic Medical Technicians	N/A	N/A	20.31	14.94	2.58	772	20.72	15.03	4	No	S
472141		Painters, Construction and Maintenance	3.00	2,826	18.70	16.05	0.952862	3163	18.62	14.28	3	No	S
232011	HSHW	Paralegals and Legal Assistants	2.77	510	28.56	19.17	1.66	4,273	27.24	19.12	5	Yes	R
292043		Paramedics	11.00	432	23.28	18.48					3	No	R
311122		Personal Care Aides	4.00	10,262	15.08	15.00					3	No	R
132052	HSHW	Personal Financial Advisors	N/A	N/A	67.01	26.92	2.05	2,973	58.06	22.36	6	No	S
119179	HSHW	Personal Service Managers, All Other	26.00	235	27.68	14.90					5	No	R
372021		Pest Control Workers	6.00	1,069	21.88	17.13	1.357662	1557	18.6	13.66	3	No	S
292052		Pharmacy Technicians	1.12	348	19.15	15.88	0.66	3,604	18.40	15.33	4	No	R
319097		Phlebotomists	N/A	N/A	18.88	15.87	1.91	1,498	18.07	15.29	4	No	S
312021	HSHW	Physical Therapist Assistants	N/A	N/A	31.78	24.30	3.18	1,444	31.83	24.26	5	No	S
291071	HSHW	Physician Assistants	9.00	718	66.85	27.12	3.987412	837	50.39	28.97	5	No	S
472152		Plumbers, Pipefitters, and Steamfitters	-0.20	256	24.60	18.62	0.93	3,212	23.48	17.31	4	No	S
333051	HSHW	Police and Sheriff's Patrol Officers	N/A	N/A	37.24	27.45	0.45	4,137	35.26	22.98	5	No	S
251199	HSHW	Postsecondary Teachers, All Other	11.00	4,763	32.63	19.30	1.46945	2167	33.81	19.75	4	No	S
272012	HSHW	Producers and Directors	N/A	N/A	40.12	20.34	0.89	890	38.96	19.74	6	Yes	N
435061		Production, Planning, and Expediting Clerks	0.69	174	24.51	16.55	1.08	2,074	24.90	16.74	3	Yes	R
131082	HSHW	Project Management Specialists	0.95	500	47.80	27.43	1.33	5,530	45.73	26.96	6	Yes	R
132020	HSHW	Property Appraisers and Assessors	1.21	42	31.34	21.41	1.03	661	35.89	20.15	6	No	S
119141	HSHW	Property, Real Estate, and Community Association Managers	0.94	493	34.07	18.62	1.14	4,085	34.37	18.51	6	No	R
292053		Psychiatric Technicians	5.00	1,478	18.80	14.65					4	No	R
273031		Public Relations Specialists	1.04	258	31.94	17.21	1.27	2,181	31.61	18.17	6	Yes	R
131023		Purchasing Agents, Except Wholesale, Retail & Farm Products	N/A	N/A	32.87	19.70					5	No	R
113061	HSHW	Purchasing Managers	N/A	N/A	65.10	41.18	1.03	336	64.74	39.86	6	Yes	N
292034	HSHW	Radiologic Technologists and Technicians	0.38	70	30.39	22.59	1.06	1,012	29.94	22.40	5	No	S
419021	HSHW	Real Estate Brokers	N/A	N/A	55.30	19.19	0.92	1,510	N/A	N/A	4	No	N
419022		Real Estate Sales Agents	N/A	N/A	26.17	14.73	0.90	6,718	27.20	14.69	4	No	S
291141	HSHW	Registered Nurses	0.35	1,218	40.06	29.88	0.85	13,934	38.42	28.87	6	No	R
212099		Religious Workers, All Other	N/A	N/A	N/A	N/A	1.12	595	23.29	14.62	6	No	S
291126	HSHW	Respiratory Therapists	N/A	N/A	33.33	26.19	1.48	651	33.04	26.99	5	No	S
472181		Roofers	2.00	2,674	25.36	18.38	2.35465	3616	19.63	14.17	3	No	S
112022	HSHW	Sales Managers	N/A	N/A	67.66	33.56	1.03	2,679	67.28	33.51	6	Yes	S
413091		Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1.09	1,508	33.66	17.98	1.24	13,053	32.15	16.86	6	Yes	R
414012	HSHW	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	N/A	N/A	35.67	17.82	0.84	9,540	34.40	17.53	3	Yes	S

414011	HSHW	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	N/A	N/A	50.40	22.94	1.00	2,544	49.76	23.68	6	Yes	S
252031	HSHW	Secondary School Teachers, Except Special and Career/Technical Education	1.86	459	30.19	22.74	1.12	4,201	30.51	22.80	6	No	R
413031	HSHW	Securities, Commodities, and Financial Services Sales Agents	1.46	384	39.27	20.75	1.51	4,322	38.88	20.22	6	No	R
492098		Security and Fire Alarm Systems Installers	N/A	N/A	23.10	16.26	1.49	962	22.67	16.11	4	No	S
119151	HSHW	Social and Community Service Managers	1.53	81	38.06	23.24	1.57	952	35.73	22.14	6	No	R
211093		Social and Human Service Assistants	1.09	273	21.72	14.75	1.22	2,809	19.18	13.67	3	No	R
211029		Social Workers, All Other	N/A	N/A	27.54	21.57	0.19	398	26.92	18.18	6	No	N
151252	HSHW	Software Developers	N/A	N/A	56.19	33.36	3.29	7,653	54.47	33.20	6	Yes	S
151253	HSHW	Software Quality Assurance Analysts and Testers	N/A	N/A	44.94	26.05	2.76	1,353	43.14	25.38	6	Yes	S
252058	HSHW	Special Education Teachers, Secondary School	N/A	N/A	32.70	24.94	1.07	732	31.84	22.73	6	No	S
271014	HSHW	Special Effects Artists and Animators	N/A	N/A	33.51	23.98	1.52	477	31.86	23.20	6	Yes	N
211018		Substance Abuse, Behavioral Disorder, and Mental Health Counselors	2.24	229	25.37	16.96	2.35	1,897	25.15	16.89	6	No	R
292055		Surgical Technologists	N/A	N/A	25.26	19.68	0.80	636	25.11	19.67	4	No	N
173031		Surveying and Mapping Technicians	1.03	44	22.38	16.21	1.67	818	22.10	15.65	5	Yes	S
253099		Teachers and Instructors, All Other	N/A	N/A	22.66	12.45	N/A	N/A	N/A	N/A	6	No	N
492022		Telecommunications Equipment Installers and Repairers, Except Line Installers	N/A	N/A	27.23	17.12	0.61	1,980	26.33	16.40	4	No	S
499052		Telecommunications Line Installers and Repairers	N/A	N/A	25.49	19.57	0.80	729	24.41	17.80	4	No	N
131151	HSHW	Training and Development Specialists	1.26	268	31.54	18.70	1.60	2,834	32.04	18.30	6	Yes	R
113071	HSHW	Transportation, Storage, and Distribution Managers	0.89	94	52.42	26.79	1.19	989	52.70	27.89	6	Yes	R
319096		Veterinary Assistants and Laboratory Animal Caretakers	4.00	650	17.93	15.02					4	No	R
292056		Veterinary Technologists and Technicians	N/A	N/A	19.69	15.51	2.43	1,387	18.30	14.21	5	Yes	S
151255	HSHW	Web and Digital Interface Designers	N/A	N/A	42.29	24.64	2.30	480	41.03	23.48	5	Yes	N
151254	HSHW	Web Developers	N/A	N/A	33.73	26.52	2.47	602	39.00	24.91	5	Yes	S
514121		Welders, Cutters, Solderers, and Brazers	0.07	140	23.03	16.48	0.79	1,975	22.45	16.64	4	Yes	R
273043	HSHW	Writers and Authors	N/A	N/A	31.09	19.15	0.89	601	30.28	18.05	6	No	N

*SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.

**HSHW = High Skill/High Wage.

***Qualifying Level:

R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data.

S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data.

N = Meets national wage and openings criteria based on national Labor Market Statistics employer survey data.

N/A = Not available/releasable.

LMEC = Labor Market Estimating Conference

Memorandum #01 – 24 (FS)

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

From: Carol Hylton, President/CEO

Subject: General Fund Balance

Date: July 23, 2024

SUMMARY

We reported to the Board that as of 4/30/24 the General Fund balance was \$1,197,452. From 5/1/24 through 6/30/24, we realized revenues of \$104,980 and incurred expenditures of \$23,527. The General Fund balance as of 6/30/24 is \$1,278,905. Of this amount \$544,601 is held in reserve leaving a balance of \$734,304.

BACKGROUND

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

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

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

Chart 1- General Fund Reserves

Category	Dollar Amount
Contingency reserve	\$250,000
Depreciation collected to date: \$918,540	\$294,601
Less Principle paid with Depreciation revenue since 1/1/2019 (\$623,939)	
Total	\$544,601

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 4/30/24 was \$1,197,452. Chart 3, below is a list of the revenues and expenditures from 5/1/24 through 6/30/24. During this period revenues totaling \$104,980 and expenditures totaling \$23,527 were incurred. The total of the General Fund balance including reserves minus expenditures is \$1,278,905.

Chart 3- Revenues and Expenditures 5/1/24 – 6/30/24

Category	Revenues	Expenditures	Comments
Investment Interest	7,100		
Reimbursement to CSBD	100		Restitution
Ticket to Work (TTW)	69,106	129	
Depreciation collected from grants	28,374		
Tobacco Free Florida	300		
FY 23/24 Building Principal		20,814	Paid to date \$836,732
Food expense		2,293	
Indirect Costs		291	
Total	\$104,980	\$23,527	

The General Fund balance as of 6/30/24 is \$1,278,905 of this amount \$544,601 is held in reserve leaving a balance of \$734,304.

RECOMMENDATION

None. For information purposes.

Memorandum #02 – 24 (FS)

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

From: Carol Hylton, President/CEO

Subject: Budget vs. Actual Expenditure Report

Date: July 26, 2024

SUMMARY

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

BACKGROUND

Pursuant to Board request we provide reports on Budget vs Actual expenditures. CSBD receives some of its funds based on its program year which is 7/1 – 6/30 and some of its funds based on the federal fiscal year 10/1 – 9/30 which is also the CSBD fiscal year. Each year we budget to spend 100% of our grants.

As the committees are aware WIOA funds are available for 2 years and we may carry forward 20% of our formula allocation to avoid a cliff effect due to a fluctuation in allocations. Dedicated grants have a shorter shelf life, and we purposefully spend dedicated funds before expending our formula funds.

DISCUSSION

Chart 1 depicts funding streams received on a program year basis through 6/30/24 and represents expenditures at 100% of the program year.

Chart 1: July 1, 2023 – June 30, 2024 Budget vs. Actual at 100% of the Year

Notes	Funding Stream	PY 23-24 Budget	Actual Expenditures 7/1/23 – 6/30/24	% Expended
1	WTP	4,350,244	3,768,040	87%
2	WIOA Adult / Dislocated Worker	8,524,394	7,191,111	84%
3	WIOA Youth	4,337,084	3,948,564	91%
4	Wagner Peyser (WP)	1,690,007	1,188,393	70%

Note 1: WTP

The state has extended the grant to 8/31. Per Board approval we have applied unused fund to the summer program per board direction. It is expected that all WTP will be expended.

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

Whenever possible, we used our dedicated grants first as they have a shorter shelf life enabling us to take advantage of the WIOA 20% carry forward flexibility.

Note 4: Wagner Peyser

The state has extended the funding to 9/30, which will allow us to cover additional allocated costs during the extended period. This will result in the expenditure of the grant.

Chart 2 depicts funding streams received on a federal fiscal year basis through 09/30/24 which represents 75% of the year.

Chart 2: October 1, 2023 – September 30, 2024 Budget vs. Actual at 75% of the Year

Notes	Funding Stream	PY 23-24 Budget	Actual Expenditures 10/1/23 - 6/30/24	% Expended
1	Veterans	286,783	95,094	33%
2	SNAP	234,533	188,589	80%

Note 1: Veterans Program

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

Note 2: SNAP

We anticipate SNAP expenditure to be on target by 9/30.

RECOMMENDATION

None. For information purposes only.

Memorandum #01 – 24 (QA)

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

From: Carol Hylton, President/CEO

Subject: Results of the Taylor Hall Miller Parker (THMP), P.A.
Program Monitoring Report #2 – PY 23/24 – Issued 6/13/24

Date: July 16, 2024

SUMMARY

THMP conducted program monitoring for the period 11/17/23 through 3/14/24. They reviewed a total of 179 files consisting of 6,432 elements. There were 5 findings and 9 observations. This equates to an error rate of .08%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

BACKGROUND

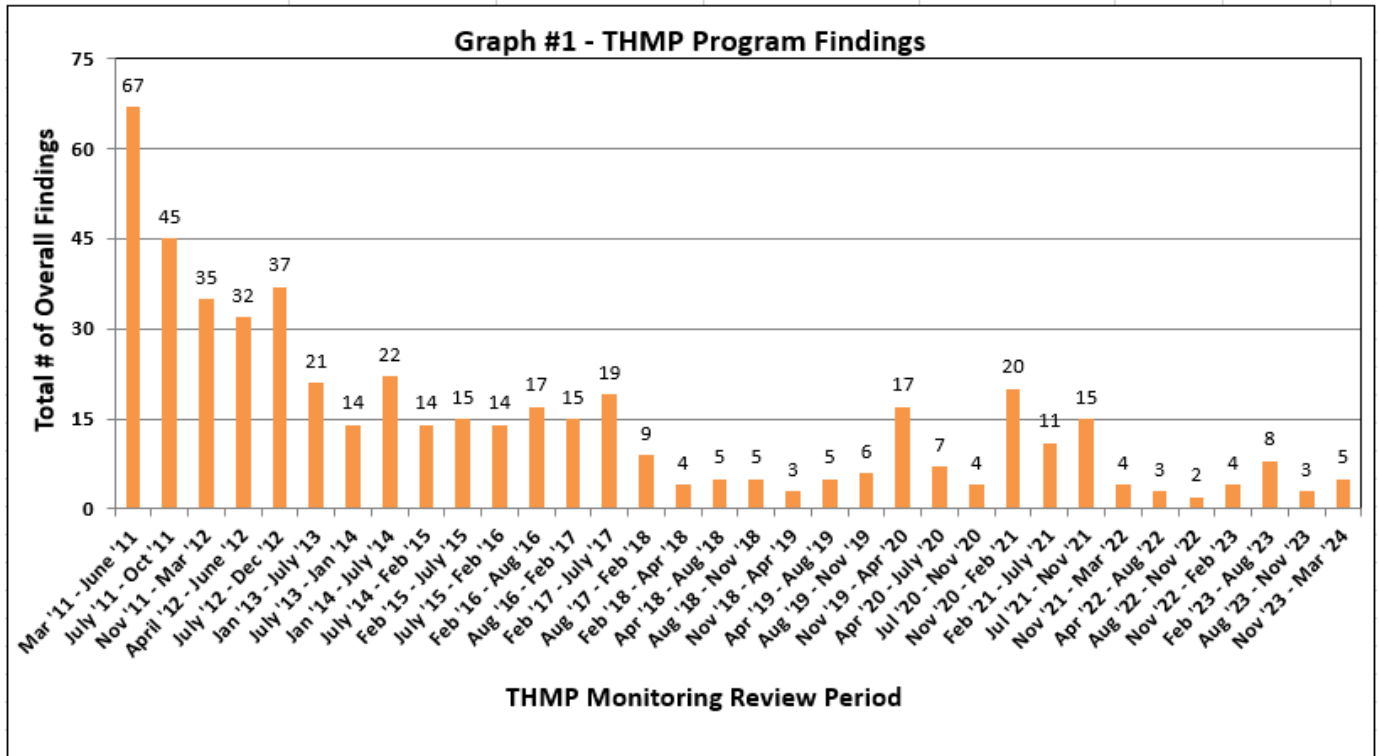
THMP monitors program activities three times a year. This was their second report for PY 23/24.

DISCUSSION

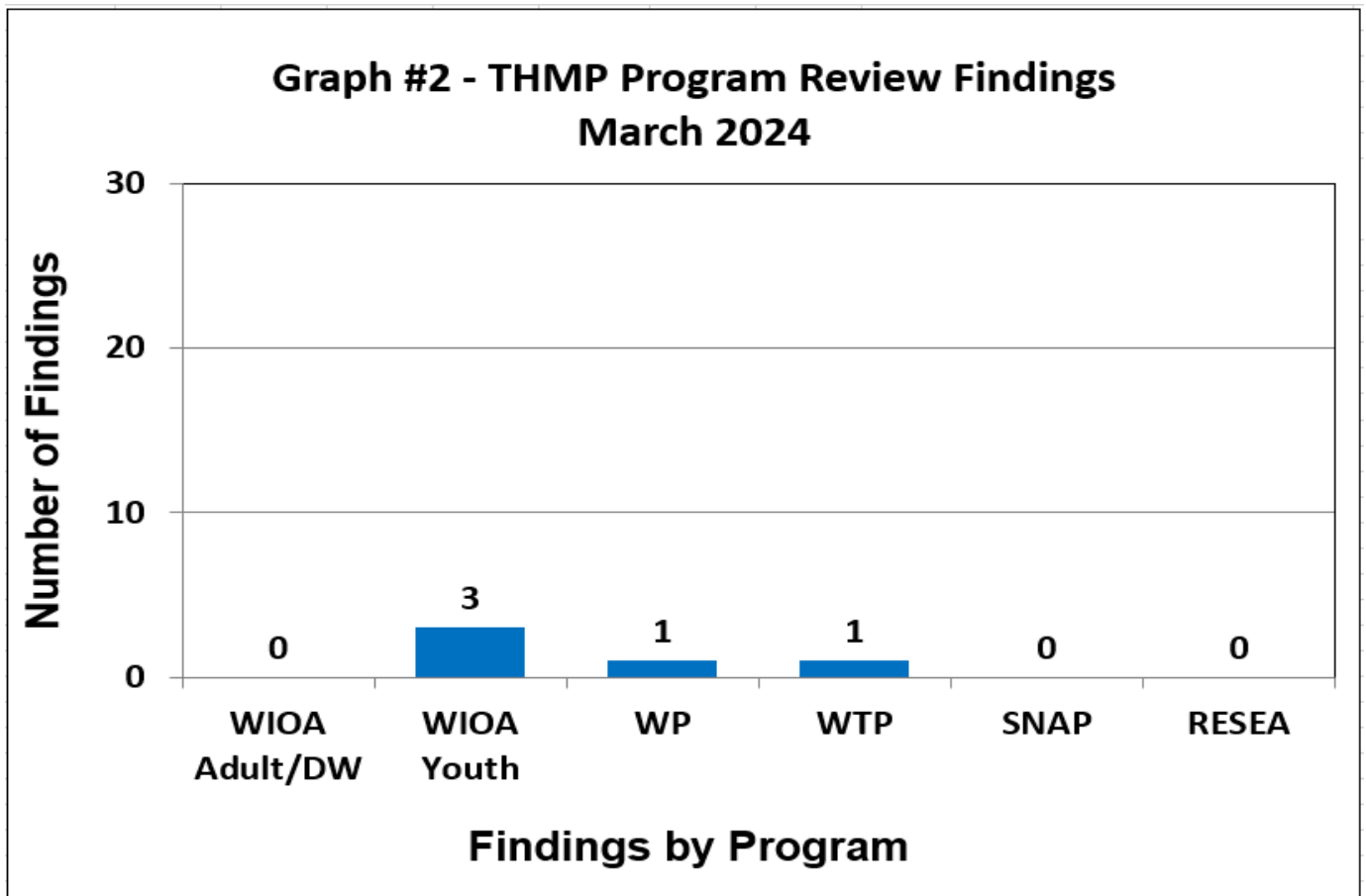
THMP identified 5 findings and 9 observations during their program monitoring visit. They reviewed a total of 179 files consisting of 6,432 elements. This equates to an error rate of .08%, or less than 1%. This monitoring covered the period 11/17/23 through 03/14/24.

THMP Program Findings

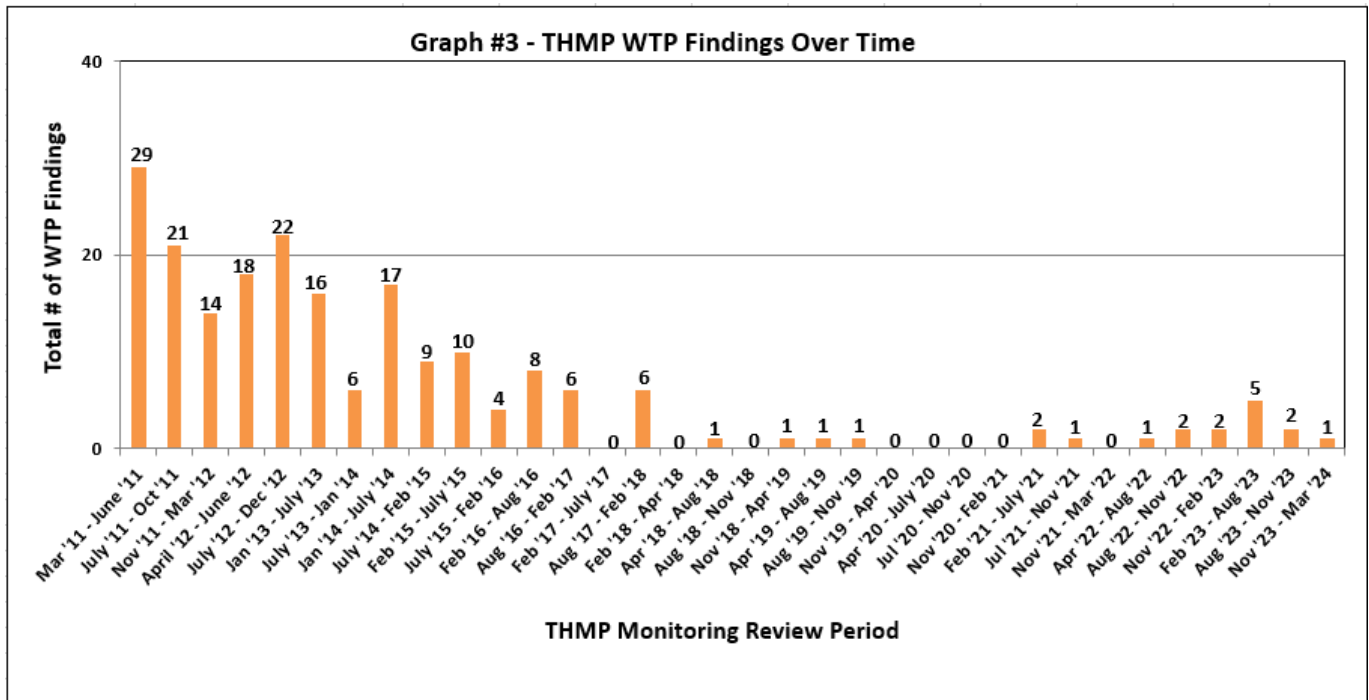
A trending chart for THMP program findings, per review period since March 2011, is represented in Graph #1, as follows:



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



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



THMP Program Findings for the period of November 2023 – March 2024

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

WIOA Adult/Dislocated Worker

- A. 24 WIOA Adult, Dislocated Worker and Special Project customers files from enrollments in Employ Florida were reviewed, 8 from each Center. There were no **(0)** findings and observations.
- B. 2 WIOA Incumbent Worker Training (IWT) customers enrolled in Employ Florida (EF) during PY 23-24 were reviewed. There were no **(0)** findings or observations.
- C. 6 WIOA Adult and Dislocated Worker customers who exited the program within the last 12 months, 2 from each Center. There were no **(0)** findings and observations.

WIOA Youth

- A. 16 WIOA Youth and Special Project files were reviewed: 5 CareerSource Broward (CSBD), 2 Center for Independent Living (CIL), 4 FLITE Center, 1 HANDY, and 4 School Board of Broward County (SBBC). There were no **(0)** findings and **(2)** observations.

Observations WIOA Youth
The Individual Service Strategy (ISS) for youth was not updated to reflect attainment of a GED. (SBBC-2)
Recommendation
During fieldwork, staff updated the ISS for each youth; no further corrective is necessary.
Agree / Disagree
Agree
Resolution
This was remedied during the monitoring. However, youth provider staff were instructed to conduct a review of the entire caseload to ensure all credential attainments are reflected in the ISS.

B. 6 WIOA Youth files who exited the program within the last 12 months were reviewed: 1 CSBD, 1 CIL, 1 FLITE Center, 1 HANDY, and 2 SBBC. There were **(3)** findings and **(1)** observation.

Finding WIOA Youth - Exited Cases
There was no documentation indicating that youth were made aware of or offered the various follow-up services available under WIOA. (CIL-1) (SBBC-2)
Recommendation
During fieldwork, case notes in EF were updated to reflect that these youth were made aware of the follow-up services available. No further corrective action is necessary.
Agree / Disagree
Agree
Resolution
This was remedied during the monitoring. However, caseloads for both providers were reviewed to ensure follow-up related case notes were in EF. The Youth Program Manager (PM) also provided them a verbal review of our case note policy, followed by an email, highlighting specific case note templates to address this matter.

Observation WIOA Youth - Exited Cases
The employment start date and wage rate recorded in EF during follow-up did not agree with supporting documentation in a customer file. (CIL-1)
Recommendation
During fieldwork, employment information was corrected in EF for this youth; no further corrective action is necessary.
Agree / Disagree
Agree
Resolution
This was remedied during the monitoring. However, since the review, the Youth PM has conducted periodic spot checks of correct data entry in EF relating to employment and there has been no reoccurrence.

Wagner-Peyser (WP)

- A. 30 WP accounts were reviewed; 10 from each Center. There was **(0)** findings and **(1)** observation.

Observation WP/Service Documentation Review
A staff job referral did not have the documentation in EF to adequately support that the customer met the minimum job order requirements. (North-1)
Recommendation
Staff should ensure customers meet the minimum job order requirements based on information documented in EF (e.g., résumé, background data) prior to the referral.
Agree / Disagree
Agree
Resolution
This was an isolated incident where the staff member failed to document the conversation with the employer regarding changes to the requirements for an entry-level position. The staff member was instructed to reread internal policies #551 WP Job Referral Services and #571 WP Job Seeker Case Noting. Supervisors have reviewed and applied both policies to ensure compliance.

B. 30 WP job orders were reviewed. There was **(1)** finding and **(0)** observations.

Finding WP Job Order (JO) Review
A job order did not comply with EEO laws by having an inappropriate requirement (i.e., at least 18 years of age) without an explanation.
Recommendation
Staff should ensure each job order is properly verified and reviewed for inappropriate requirements prior to posting the job order in EF.
Agree / Disagree
Agree
Resolution
This was an isolated incident. JO Unit did conduct the 24-hour review and edit, but incidentally over looked this element in the JO. Applicable Job Order Unit staff received coaching from the supervisor on appropriate EEO requirements in JOs.

Reemployment Services and Eligibility Assessment (RESEA)

10 RESEA files were reviewed; 5 from Central and 5 from South. There were no **(0)** findings or observations.

Welfare Transition Program (WTP)

A. 23 WTP mandatory files were reviewed (8 each from North and Central, and 7 from South). There was **(1)** finding and **(4)** observations

Finding WTP File/System Review
A participant was not allowed three full working days to provide good cause for the second failure. (North-1)
Recommendation
Staff should clearly define the timeline and process for notifying participants of failures and the subsequent steps they must take in explaining their rights and the process for providing good cause.
Agree / Disagree
Agree
Resolution
This was an isolated incident. This case was closed and could not be corrected. In a regional WTP meeting, center staff received training on the sanction process, including the need to wait three full working days to provide good cause for a second failure.

Observations WTP File/System Review
<ul style="list-style-type: none"> a) The Highest Grade Completed was missing from the Education Details page in OSST. (North-1) b) An IRP contained unclear steps to self-sufficiency and another one missing the date of the participant's signature. (North-2) c) Case notes did not provide a clear picture of what was happening with the case. (North-1)
Recommendation
<ul style="list-style-type: none"> a) Staff should ensure all forms are completed correctly when entered into OSST. b) Staff should ensure steps to self-sufficiency are properly recorded on the IRP for customers and that all dates and signatures on IRPs are complete and accurate. c) Staff should ensure case notes provide a clear picture of what is happening with the case.
Agree / Disagree
Agree
Resolution
a), b), & c) These case files have been corrected. North center WTP staff were trained on WTP Orientation, Assessment, IRP, and case management expectations. Similar WTP training has been conducted on a monthly basis nationwide.

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

C. 1 Upfront Diversion service file was reviewed (at South). There were no **(0)** findings or observations.

Supplemental Nutritional Assistance Program (SNAP)

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

Observation SNAP File/System Review
The Education activity was originally assigned for 80 hours in OSST for a participant, but at the time the activity was closed the hours were changed to 40 in OSST, resulting less than the requisite 80 hours assigned for two months.

Recommendation
Staff should implement a standardized process for documenting and assigning hours in OSST and that all staff are thoroughly trained on this process to prevent discrepancies in recorded hours.
Agree / Disagree
Agree
Resolution
This case has been corrected in OSST to reflect the proper activity hours that were originally assigned. SNAP staff were trained on when assigning training hours as an activity to also include a case note to explain that study hours make up the difference.

One-Stop Operator

The contract scope of work responsibilities and two MOU/IFA agreements were inspected, including applying the applicable FloridaCommerce monitoring tool section. There were no **(0)** findings or observations.

RECOMMENDATION

None. For information purposes only.

QUITTING TOBACCO
ISN'T EASY.

FINDING HELP SHOULD BE.

CareerSource Broward, in partnership with Tobacco Free Florida and Nova Southeastern University, are working together to promote a healthier workforce and put you on the path to a tobacco free future!



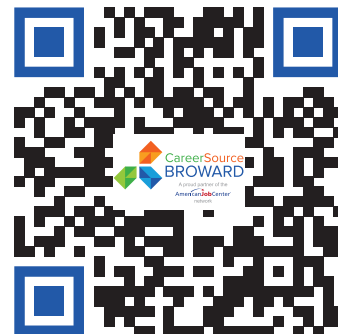
Take advantage now of the tools and services available at no cost to help you on your quit journey!

- ✓ FREE – Nicotine replacement patches, gum, or lozenges* mailed directly to you. *(if medically appropriate for those 18 years of age or older)
- ✓ FREE – expert-led sessions
- ✓ More than DOUBLE your chance of success!

To Get Started, Visit:

bit.ly/csbdtffr

SCAN QR CODE



Find us on:



INFOGRAPH



JOB SEEKER SERVICES

JULY 2023 - JUNE 2024

SUCCESS STORIES

JOB SEEKER:



Jessica B., Workforce Innovation and Opportunity Act Program Customer – *“Accomplishing a dream can seem challenging at times, especially when you’re looking to establish a professional career. The services and programs provided by CareerSource Broward were absolutely incredible. Not only did they help pay for my education and industry training, I was also able to completely elevate my workplace skills. Now, I can proudly say that the dream I had of becoming a nurse has been fulfilled, and I am now working in a field where I can give back and help others.”*

66,648 ONE-STOP CENTER VISITS



6,271 WORKSHOP PARTICIPANTS



2,380 JOB SEEKERS PLACED IN JOBS

\$ 3,925,929

TRAINING SCHOLARSHIPS & SUPPORT SERVICES



SUCCESS STORIES

JOB SEEKER:

Mark W., Central Career Center Customer – *“After previously being incarcerated, it became very clear during my job search that my resume needed some work. At one point, I even started to get to a point where I felt all hope was lost. However, I made the best decision by stopping CareerSource Broward’s career center in Oakland Park. I was absolutely amazed at how personable the staff was but more importantly, how eager they were to assist me. Their team helped polish my resume and gave me some tips on how to go about finding employment. I’m forever grateful for the assistance I received.”*



294,143

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



SPECIAL POPULATIONS SERVED

Including Veterans, individuals with a disability, returning citizens, and youth₅₇

NEARLY 6,355 JOB SEEKERS

JULY 2023 - JUNE 2024

EMPLOYER TESTIMONIAL



ANTHONY MOTEN, DIRECTOR STEP-UP APPRENTICESHIP PROGRAM, HOUSING AUTHORITY CITY OF FORT LAUDERDALE – *“CareerSource Broward is an agency that will come in and help you find the right person for the right job and provide the funding to train and develop them.”*



ALFONSO AREVALO, HR DIRECTOR, MARGARITAVILLE HOLLYWOOD BEACH RESORT – *“CareerSource Broward has made a huge impact on our business. If you are not connecting with CareerSource Broward, you are missing out on a lot of qualified applicants.”*

8,153 EMPLOYERS SERVED



37,894

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

11,544

New Job Openings Posted in Employ Florida

\$4,477,754
TRAINING REIMBURSEMENTS TO EMPLOYERS

OJT - **\$135,039**
Skills Upgrade (IWT) - **\$234,357**
Adult and Youth Paid Internships - **\$4,108,358**

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

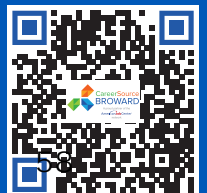
EMPLOYER TESTIMONIAL



CYNTHIA CHRUPCALA, HR DIRECTOR, PROFI CONSTRUCTION & MAINTENANCE – *“As an HR Director you are always looking for good hires. One of my favorite resources is a Career Fair. Some of my best hires came from CareerSource Broward. I strongly recommend them to anyone involved in hiring.”*

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ATTENDEES**EIC Members**

Matthew Rocco, South Florida Manufacturers Association (Manufacturing) Chair of the EIC
Nikki Cabus, South Florida Tech Hub (Information Technology)
Maria Formoso, School Board of Broward County (Career and Technical Education)
Kathleen Hagan, FHG Marine Engineering (Marine)
Richard Haughton, Haughton Media Management (Aviation)
Rozeta Mahboubi, Florida Restaurant Lodging Association, Broward Chapter (Hospitality)
Marcy Mills-Matthews, Broward Health (Healthcare)

CareerSource Broward Staff

Carol Hylton, President/CEO
Ron Moffett, Executive Vice President,
Rochelle Daniels, General Counsel
Samantha Vazquez, Executive Secretary

NEW BUSINESS**1. High-Growth Industries**

To ensure Broward County employers have a pipeline of trained and skilled employees, the Consortium was asked to review and discuss the list of industries and prioritize how we should organize the meetings in the future to hear from all the industries. The consortium members developed the plan below:

- a) Analyze two industries at each meeting and address the gaps between the needs of the industry, the available education programs, and available talent to fill the jobs.

Kathleen Hagan suggested reviewing the industries based on their alignment with the greatest demand for workers.

Maria Formoso stated that she plans to share the analysis with the appropriate School Board staff so they may better advise high school students on the skills needed and for consideration when making curriculum changes.

The importance of considering supply chains was discussed, noting that no single industry operates in isolation. The need to promptly monitor emerging trends to update college curriculums and CSBD's training services was acknowledged.

The group selected the Marine and Technology industries for discussion at the next EIC meeting.

-
- b) Invite industry experts as guest speakers on topical areas.

Prior to each quarterly EIC meeting, CSBD will reach out to the EIC members representing the industries selected for discussion to identify possible speakers. A template will be provided to the speakers so they can target their remarks and cover the state of their industry, emerging trends, and recruitment challenges.

- c) Review education statistics and emerging occupational training programs.

Matt Rocco cited to CSBD's Industry Employer Forums as a resource to identify industry needs and guest speakers. He also talked about the challenge of analyzing industries like manufacturing and technology, which encompass multiple sectors each with distinct needs.

Rozeta Mahboubi shared the Florida Restaurant Lodging Association's initiatives, including high school programs like HTMP and ProStart, and an "adopt a school" initiative where industry professionals regularly engage with students, providing comprehensive knowledge and mentorship. Upon graduation, students are offered internships, mentorships, and scholarships, preparing them for their careers. She suggested that similar partnerships between local industries and educational institutions could ensure a steady pipeline of skilled employees.

Richard Haughton noted that the aviation industry hosts one of the world's largest trade shows, 'Sun and Fun,' in Lakeland, Florida, held annually in April. He proposed that organizing a school district field trip to this event would expose students to the aviation industry. Mr. Haughton also discussed Haughton Media Management's aviation initiatives aimed at exposing youth to the aviation industry and emphasized the importance of sparking early interest. Initiatives now include involvement starting in middle school, with demonstrations reaching out to elementary school students.

Marcy Mills-Matthews added that the Healthcare industry similarly needs to engage youth early on.

2. Broward County Labor Supply and Demand

As can be seen by the Dashboard's *Labor Supply and Demand* Tile the demand for workers is trending down. The news reports job listings on job boards such as *Indeed* are down by 1/3 as compared to the same time last year. The Federal Reserve is still refraining from lowering the interest rates in order to slow inflation and cool the economy. AI is quickly replacing many entry-level workers. Given these indicators, what information and assistance would be important to employers and job seekers in our local area?

Ron Moffett shared that while the supply of workers remains steady, demand has decreased from April 2023 to April 2024, with job postings falling from 44,000 to 38,000.

Rochelle Daniels noted that technology is replacing many entry-level workers, making mid-skilling and up-skilling crucial. Businesses are reducing labor to cut costs and increase profits.

Carol Hylton pointed out that the hospitality industry has begun to utilize robots for tasks traditionally done by people. The post-COVID hiring frenzy has stabilized, leading to a return to normalcy with an unemployment rate of around 3.1%.

Kathleen Hagan expressed concerns about retention, noting that employees frequently move between competitors without upskilling, which is unsustainable for small businesses.

Nikki Cabus stated that while technical skills are increasing, salaries remain stagnant, leading talent to move to higher-paying regions.

Richard Haughton mentioned that training in the aviation industry takes a long time, and despite the high demand for pilots and mechanics, the training process cannot be expedited.

Nikki Cabus pointed out the rapid pace of technological advancement and the challenge educational institutions face to keep up. She stressed the value of boot camps for quick, hands-on training and acknowledged that traditional degree programs are often outdated when students graduate. Yet, employers still prefer the traditional 4-year degree. There is a gap between what is taught and emerging technologies like AI and data science.

Marcy Mills-Matthews highlighted a shortage of imaging technicians, specifically radiology, cardiovascular, and ultrasound technicians, with few local training programs available. Carol Hylton indicated that we can also review our Targeted Occupations List (TOL) to ensure these occupations are on it.

Nikki Cabus stressed the growing need for healthcare tech professionals and the challenge of finding individuals with both tech and medical backgrounds. She shared that many leaders in health tech fell into their roles by chance rather than through planned career paths.

Matt Rocco reiterated the importance of discussing these issues in quarterly presentations to better inform employers and develop solutions.

3. Worlds of Work (WOW) Youth Career Exploration Event

CSBD, in partnership with the School Board of Broward County, hosted the 2024 WOW at the Amerant Bank Arena. WOW was an immersive experiential learning event where over 1,100 youth in the 9th and 10th grades engaged in hands-on career exploration in nine industry clusters 1) aviation 2) healthcare 3) information technology 4) manufacturing 5) construction, energy and utility 6) hospitality 7) logistics, transportation and automotive 8) marine and 9) public safety and service. The event allowed students to explore different career paths and gain practical field experience. The committee considered and discussed what additional industry sectors should be recommended to the Board for inclusion next year?

Maria Formoso highlighted the event's unique appeal due to its hands-on approach, remarking that students desired more time at each station. Carol Hylton concurred and stated that, if possible, we want to involve parents in future events to enhance the experience.

Nikki Cabus suggested educating parents about a broader range of career pathways, moving beyond the limited options they traditionally consider acceptable, to guide their children's career choices better.

Matt Rocco mentioned the trend of trade schools becoming more popular than 4-year colleges. Rochelle Daniels highlighted wage data showing young people making just as much with tech college credentials as those with four-year degrees.

Maria Formoso and Nikki Cabus suggested adding 1) Education 2) Government 3) Banking and 4) Finance to the next WOW event and the members concurred.

4. 2024 Planning Session Report

At their annual strategic planning session in April the Broward Workforce Development Board developed the strategic goals and objectives for program year 24/25 listed in the attached exhibit which were subsequently approved by the governing Boards. The goals and objectives are incorporated into the matrices of the various board standing committees to work on during the year. The committee is asked to review and discuss the goals and objectives so that we can bring suggestions to the committees.

Carol Hylton provided an overview of the goals and objectives. Matt Rocco, indicated that this is a real opportunity for the Consortium to collectively brainstorm and strategize, not only from the perspective of what we discussed at the last meeting, but also the ideas that came out of the Board planning session. Mr. Rocco indicated that he saw a lot of great strategies and initiatives that came out of the planning session and so he put together a PowerPoint for the members to go through. He shared the presentation to guide the discussion. Themes included:

- Educating youth early on about career pathways and the interconnectivity between industries and interests.
- Assisting employers and job seekers with 1) upskilling and 2) reskilling to create upward mobility and new opportunities.
- CSBD's value proposition. Consortium members were requested to think of methods to promote CSBD and expose employers and industries to its services and financial incentives. He provided examples such as reposting on social media, capturing and sharing testimonials, and including CSBD segments on the members' existing podcasts.

Mr. Rocco requested that Ms. Hylton share the presentation with the group, which we did. Ms. Hylton pointed out that we plan to conduct podcasts in the coming year as well.

Nikki Cabus recommended including students' input in the podcasts to give them a voice and create an opportunity to reach more youth. Richard Haughton agreed and suggested we invite youth to also be on a podcast.

The Consortium members discussed a current successful partnership with NOVA Southeastern University and an interest in developing additional partnerships with entities such as Rotary Clubs, Toast Masters, and the Civil Air Patrol.

5. Create a Schedule for Quarterly Meetings

The Consortium discussed establishing set dates and times for the quarterly meetings.

The Consortium members agreed to hold the next meeting at 12 p.m. on August 27th and the last meeting of the year on Tuesday, November 19th.

REPORTS

1. Follow-up to the Quarterly Report for Meeting on 3/5

Per Consortium direction, staff connected with the State to follow up on Drone Pilots, Electromechanical, and Mechatronics Technologists and Technicians to 1) identify the availability of training programs and 2) determine local demand. We found that a drone pilot training program, Master Your Drone, is located in Coral Springs. We were unable to identify any drone repair training programs in Broward. Upon Richard Haughton's clarification, we have identified the need to develop add-on drone piloting credentials as skill job seekers can use when applying for other occupations.

Staff reviewed both Lightcast and EmployFlorida databases and was able to confirm marine and diesel engine mechanics are currently in demand. There are two (2) marine programs on our ITA List 1) Broward College and 2) McFatter Technical College to address the demand.

Concerning lagging wage information on the TOL the State indicated they are working to update the wage information. We expect to receive our TOL for program year 24/25 in a few weeks and will share it with the Consortium members. The Consortium members will be invited to attend a Regional Targeted Occupations List (TOL) meeting and provide input to inform the recommendation the Board will consider in approving the TOL for PY 24/25.

2. Broward County Unemployment

The members reviewed the latest unemployment report. 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. Also 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, which is an increase of 18,549 workers or 1.7% over last year. Currently 33,772 individuals are unemployed. This information is updated on our dashboard to enable our workforce area businesses to make data-informed decisions.

<p>THE NEXT CONSORTIUM MEETING IS AUGUST 27, 2024</p>
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**Overview of the CareerSource Broward Region
Not Seasonally Adjusted
August 16, 2024**

- The unemployment rate in the CareerSource Broward region (Broward County) was 3.6 percent in July 2024. This rate was 0.5 percentage point greater than the region's year ago rate of 3.1 percent. The region's July 2024 unemployment rate was 0.2 percentage point lower than the state rate of 3.8 percent. The labor force was 1,095,776, up 7,081 (+0.7 percent) over the year. There were 39,130 unemployed residents in the region.

Fort Lauderdale-Pompano Beach-Deerfield Beach Metro Division

- In July 2024, nonagricultural employment in the Fort Lauderdale-Pompano Beach-Deerfield Beach MD was 924,600, an increase of 24,200 jobs (+2.7 percent) over the year.
- The Other Services (+9.8 percent); Construction (+6.7 percent); Government (+4.3 percent); Education and Health Services (+3.8 percent); and Leisure and Hospitality (+3.5 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 (+5,200 jobs); Government (+4,300 jobs); and Other Services (+3,500 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 (+9.8 percent) industry.
- The Fort Lauderdale-Pompano Beach-Deerfield Beach MD was tied for the second fastest annual job growth rate compared to all the metro areas in the state in the Government (+4.3 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 Construction (+6.7 percent) industry.
- The industries gaining jobs over the year were Trade, Transportation, and Utilities (+5,200 jobs); Education and Health Services (+4,500 jobs); Government (+4,300 jobs); Construction (+3,500 jobs); Other Services (+3,500 jobs); Leisure and Hospitality (+3,400 jobs); and Professional and Business Services (+1,100 jobs).
- The industries losing jobs over the year were Manufacturing (-600 jobs); Financial Activities (-500 jobs); and Information (-200 jobs).

Unemployment Rates (not seasonally adjusted)	Jul-24	Jun-24	Jul-23
CareerSource Broward (Broward County)	3.6%	3.4%	3.1%
Florida	3.8%	3.5%	3.1%
United States	4.5%	4.3%	3.8%

Nonagricultural Employment by Industry (not seasonally adjusted)	Ft. Lauderdale-Pompano Beach-Deerfield Beach Metropolitan Division				Florida				Annualized Avg. Wages Broward County, Q4 2023
	Jul-24	Jul-23	change	percent change	Jul-24	Jul-23	change	percent change	
Total Employment	924,600	900,400	24,200	2.7	9,869,700	9,635,500	234,200	2.4	\$67,537.81
Mining and Logging	#N/A	#N/A	#N/A	#N/A	6,000	5,800	200	3.4	\$77,184.22
Construction	55,600	52,100	3,500	6.7	667,500	629,000	38,500	6.1	\$78,501.54
Manufacturing	30,000	30,600	-600	-2.0	427,200	423,500	3,700	0.9	\$75,266.20
Trade, Transportation, and Utilities	209,600	204,400	5,200	2.5	2,002,800	1,950,800	52,000	2.7	\$65,956.52
Wholesale Trade	56,300	54,100	2,200	4.1	402,500	390,200	12,300	3.2	\$99,941.79
Retail Trade	108,100	108,100	0	0.0	1,162,100	1,138,600	23,500	2.1	\$46,858.84
Transportation, Warehousing, and Utilities	45,200	42,200	3,000	7.1	438,200	422,000	16,200	3.8	\$75,944.93
Information	20,000	20,200	-200	-1.0	159,400	158,400	1,000	0.6	\$120,543.29
Financial Activities	72,200	72,700	-500	-0.7	685,100	684,700	400	0.1	\$107,816.33
Professional and Business Services	172,200	171,100	1,100	0.6	1,637,200	1,624,100	13,100	0.8	\$88,263.14
Education and Health Services	122,100	117,600	4,500	3.8	1,503,500	1,454,800	48,700	3.3	\$65,806.30
Leisure and Hospitality	99,800	96,400	3,400	3.5	1,319,800	1,286,700	33,100	2.6	\$37,887.46
Other Services	39,200	35,700	3,500	9.8	383,100	366,400	16,700	4.6	\$52,478.51
Government	103,800	99,500	4,300	4.3	1,078,100	1,051,300	26,800	2.5	\$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	2023	2022	change	percent change
CareerSource Broward (Broward County)	\$69,252	\$66,754	\$2,499	3.7
Florida	\$66,444	\$63,781	\$2,663	4.2