

# AGENDA

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

**Meeting  
#265**

**Join Zoom Meeting Details:**

**Meeting ID:**  
838 1643 4385

**Passcode:**  
036389

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

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

**THURSDAY  
August 28, 2025  
12:00 P.M.**

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

## 2025 MEETING SCHEDULE

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

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

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

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

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

### Board Meetings

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

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## **A G E N D A**

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

**Partnership Meeting #265  
Thursday, August 28, 2025  
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/83816434385?pwd=izP7KqGYVMDTMBAgXwt2FdWvBi5YOi.1>

### **PROTOCOL FOR TELEPHONE/ZOOM MEETING**

1. Please state your name when making or seconding a motion. Such as “I move the item, and your name – “Jane Doe.” Please also identify yourself when asking a question.
2. Put your phone/microphone on mute when not speaking. Don’t forget to take it off when you wish to speak. Telephone users must press \*6 to mute or unmute yourself.
3. Votes in the affirmative should be “aye” and in opposition should be “no” (delays in responding sometimes make it difficult to determine the intent of the vote).
4. Please be in a quiet area free of background noise, so we may hear you clearly when you are speaking. When using Zoom, please make sure the background is appropriate or choose one of their virtual backgrounds.
5. If you are calling and must leave the call, please don’t put your phone on hold. In some cases, we will get music or recorded messages, and we will not be able to conduct business.
6. If you are using your phone for audio, please identify yourself on the screen and state the last 4 digits of the number you are calling from.
7. Please note the chat function has been disabled.

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

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**PLEDGE OF ALLEGIANCE**

**IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS**

**MISSION MOMENT**

**PRESENTATION**

Information Technology Career Pathways Video made possible through the generous support of Lan Infotech and the Levan Center of Innovation.

**APPROVAL OF MINUTES**

Approval of the 6/26 BWDB meeting minutes.

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

**Pages 12 – 18**

**CONSENT AGENDA**

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

**ACCEPTANCE OF CONSENT AGENDA**

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



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## 1. Monthly Performance Report

The current performance for the month of June is provided. The data reflects that within the Big 6 Regions, CSBD is in a three-way tie for 1<sup>st</sup> in WIOA Entered Employment Rate (EER), 1<sup>st</sup> in WTP All Family Participation Rate and 2-Parent Family Participation Rate, and 2<sup>nd</sup> in Wagner Peyser EER.

<b>ACTION</b>	None
<b>EXHIBIT</b>	Performance Report for June

**Pages 19 – 30**

## 2. Letters of Support

Letters of support were written for 1) Broward County Public Schools' application for the certified personal trainer program to remain on the Master Credentials List 2) OIC of South Florida's grant application to establish a Registered Electrician Apprenticeship Program 3) Broward State Attorney's Office grant application to connect survivors of violent crimes against women with career services 4) MVG Consulting LLC's grant application to promote long-term economic success to the community 5) Werne Enterprises LLC to establish AI Initiatives to assist manufacturers and Quick Response Training Grants for 6) The Pharmacy Hub, LLC 7) Tropic Ocean Airways, LLC 8) Complete Turbine Services, LLC 9) Jewel Toned, Inc. 10) Berkowitz Pollack Brant Advisors + CPAs, LLP 11) Xendoo, Inc. and 12) Gold Aviation Services, Inc.

<b>ACTION</b>	None
<b>EXHIBIT</b>	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.*

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## **NEW BUSINESS**

### **1. Contract Renewal for Audit Services with Anthony Brunson, P.A.**

Consideration to approve the renewal of the contract between CareerSource Broward (CSBD) and Anthony Brunson P.A., with Watson Rice serving as the engagement partner for conduct of the CSBD fiscal year 24/25 organization-wide audit in the amount of \$34,000, the same rate as last year. This is the 2<sup>nd</sup> of 4 one-year renewals under their contract. Approved at the 8/11 Audit and Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy.)*

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

### **2. Contract Renewal with Taylor Hall Miller Parker, P.A. (THMP) for Program Monitoring**

Consideration to approve the renewal of the contract with THMP for program monitoring for Program Year 25/26. The fee for each visit will be \$27,000, the same as last year, for a contract total of \$54,000. This is the 3<sup>rd</sup> of up to 4 one-year renewals under their contract. Approved at the 8/11 Audit and Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy.)*

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

### **3. Contract Renewal with Cherry Bekaert for Fiscal Monitoring**

Consideration to approve the renewal of the contract with Cherry Bekaert for fiscal monitoring for Program Year 25/26. The fee for each visit will be \$24,600, the same as last year, for a contract total of \$49,200. This is the 3<sup>rd</sup> of up to 4 one-year renewals under their contract. Approved at the 8/11 Audit and Executive meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy.)*

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

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#### 4. One-Stop Operator (OSO) Contract for PY 25/26

Consideration to award the contract for the OSO to Workforce Guidance Associates, LLC. (WGA) at a cost of up to \$114,000. The contract will be for 1 year with 2 one-year renewals for a total of 3 years. CSBD issued a Request for Quotes, which was published in 2 papers, posted on our website, and notified all entities registered in our procurement database. The Review Committee, made up of board members, reviewed the proposal and is recommending WGA our current provider. The OSO must meet a set of highly specialized requirements. CSBD is satisfied with WGA. Approved at the 8/5 One-Stop Services and 8/11 Executive Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, providing information and intelligence to stakeholders with feedback from the community.)*

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

#### 5. Region 22 Targeted Occupations List (TOL) for Program Year 25/26

Consideration to approve our local area's TOL for PY 25/26. Based upon our review and community input, CSBD is recommending to 1) add twelve (12) new occupations proposed by the State and 2) retain forty-one (41) occupations the State had slated for removal. As we always do, we researched the State's preliminary list and compared it to the Board-approved criteria. We sent the preliminary TOL to 1) members of the Education and Industry Consortium 2) local education and businesses and 3) community partners and invited them to a publicly noticed meeting held on 7/17. Approved at the 8/4 Employer Services and 8/11 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).)*

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBITS</b>	Memo #01 – 25 (BR) Exhibit A Region 22 PY 25/26 TOL

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## 6. Florida Storms Funds

Consideration to accept \$500,000 in National Emergency Grant – Florida Storms funds from Florida Commerce. Locally, this funding will be used to provide career services and training to WIOA eligible participants who are long-term unemployed and need services to return to work or whose employment was affected by the inclement weather. Approved at the 8/5 One-Stop Services and 8/11 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy.)*

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

## 7. Simply Healthcare Funds

Consideration to accept \$20,000 from Simply Healthcare. Simply Healthcare has created The Community Resource Link. The Link provides a platform of providers, including CSBD, for Simply Healthcare to utilize in referring its customers to employment and other services. CSBD will provide an opportunity for them to showcase their organization at three (3) of our events. Approved at the 8/5 One-Stop Services and 8/11 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy.)*

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

## REPORTS

### 1. Budget vs. Actual Expenditure

CSBD receives funds based on our program year 7/1 – 6/30, and also based on the federal fiscal year 10/1 – 9/30. 1) We have a small amount of allowable carry forward in the adult/dislocated worker and youth WIOA funds 2) in anticipation of the Central One-Stop Center move the state has allowed us to carry forward some Wagner Peyser funds and 3) we are on track to spend all other funds.

<b>ACTION</b>	None
<b>EXHIBIT</b>	Memo #02 – 25 (FS)

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## 2. General Fund Balance

As of 12/31/24 the General Fund balance was \$1,332,894. From 1/1/25 through 6/30/25, we realized revenues of \$145,804 and incurred expenditures of \$116,890. The General Fund balance as of 6/30/25 is \$1,361,808. Of this amount \$587,413 is held in reserve leaving a balance of \$774,395.

**ACTION** None  
**EXHIBIT** Memo #01 – 25 (FS)

**Pages 43 – 44**

## 3. Taylor Hall Miller Parker, (THMP) P.A. Program Monitoring - Report #1

THMP conducted program monitoring for the period August 2024 through November 2024. They reviewed a total of 175 files consisting of 6,844 elements. There were 3 findings and 18 observations. This equates to an error rate of .07%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

**ACTION** None  
**EXHIBIT** Memo #01 – 25 (QA)

**Pages 45 – 51**

## 4. Taylor Hall Miller Parker, (THMP) P.A. Program Monitoring - Report #2

THMP conducted program monitoring for the period November 2024 through March 2025. They reviewed a total of 184 files consisting of 6,536 elements. There were 13 findings and 14 observations. This equates to an error rate of .30%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

**ACTION** None  
**EXHIBIT** Memo #03 – 25 (QA)

**Pages 52 – 57**

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**5. Cherry Bekaert, LLP Fiscal Monitoring - Report #2**

Cherry Bekaert conducted fiscal monitoring for the period October 2024 through February 2025. Cherry Bekaert reviewed a total of 1,042 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

<b>ACTION</b>	None
<b>EXHIBIT</b>	Cherry Bekaert Monitoring Report #2 for PY 24/25

**Page 58**

**6. Chamber Contract Renewals**

CSBD has renewed its contracts with the 1) Greater Hollywood Chamber of Commerce for up to \$45,000 and 2) Greater Fort Lauderdale Chamber of Commerce for up to \$50,000, which serve as business intermediaries and promote our work-based training services to their members. The chamber staff will develop commitments for work-based training in OJTs, internships, and incumbent worker training contracts. CSBD has been pleased with the services provided. The contracts will be through 9/30/26. In accordance with board policy, we report single-item purchases of \$10,000 or more.

<b>ACTION</b>	None
<b>EXHIBIT</b>	None

**7. The Source Podcast**

CSBD released its fourth podcast episode, which addresses an area of focus approved by the Employer Services Committee. Rocio Vargas, Director of Product Line Management at Cleva Technologies, shared how partnering with CSBD for On-the-Job Training assisted in meeting their company's workforce needs. The podcast series supports CSBD's digital marketing strategy and is now available to stream on Spotify, making it even more accessible to the community. Coming up next, we're turning the mic toward our job seeker services, highlighting the tools, support, and guidance we offer to help individuals succeed.

<b>ACTION</b>	None
<b>EXHIBIT</b>	<a href="#">The Source Podcast Episode 4</a>

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## 8. Summer Youth Employment Program 2025

The Summer Youth Employment Program had a remarkable year, receiving over 3,000 applications and placing nearly 1,200 youth at more than 400 worksites across Broward County. These opportunities provided real-world career exploration in 1) Information Technology 2) skilled trades and 3) public service. From helping Broward County schools with software upgrades to contributing to the City of Tamarac's metaverse project to learning plumbing and electrical skills alongside journeymen, the youth made a lasting impact while gaining valuable experience. This year also marked the launch of CSBD's new electronic timesheet system—a true game changer that streamlined the program for both youth and employers.

<b>ACTION</b>	None
<b>EXHIBIT</b>	None

## 9. Paycheck For Patriots (P4P) Update

CSBD will host its annual Paychecks for Patriots Veterans Hiring Fair on 11/7 at the Tamarac Community Center. The first hour of the event will be reserved for veterans and family members of veterans. The event will be marketed to job seekers and employees through social media, radio advertisements, distribution of flyers to community partners, advertising in the career centers, and word of mouth. Please share with your network.

<b>ACTION</b>	None
<b>EXHIBIT</b>	<a href="#">Supporter Information and Commitment Form</a>

## 10. CSBD Infograph July 2024 – June 2025

CSBD's Job Seeker and Employer Services Infograph were created to convey information about the delivery of our services to employers and job seekers quickly and clearly through visual elements. The infograph is ideal for enhancing our storytelling and increasing the shareability of content across various platforms.

<b>ACTION</b>	None
<b>EXHIBIT</b>	CSBD Infograph

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### **11. Computer Server and Microphone System Replacement**

CSBD has purchased a new 1) server for \$12,244.36 and 2) microphone conferencing system for \$68,929.87 to replace the failing 15-year-old system, as the manufacturers no longer provide support or replacement parts. The server was purchased using the state contract list. We must replace the servers every so often based on their age and life cycles. We obtained 2 quotes in accordance with our procurement policy for the microphones. Both purchases required prior state approval which was granted. In accordance with board policy, all single-item purchases exceeding \$10,000 are reported to the Board.

<b>ACTION</b>	None
<b>EXHIBIT</b>	None

### **12. Board Member Recognition**

We would like to recognize Board Members 1) Keith Costello, Co-founder and CEO of Locality Bank, who has been sworn in as Chairman of the Florida Bankers Association, one of the state's oldest and most influential financial trade groups and 2) Dr. Ben Chen, of Chen Moore and Associates, whose firm has been honored with the South Florida Business Journal's 2025 Business of the Year award and named Engineering News-Record (ENR) 2025 Top 500 Design Firms. The ENR List is widely regarded as the benchmark in national recognition for growth, innovation, and a community-first approach in the industry. Congratulations, Keith and Ben!

<b>ACTION</b>	None
<b>EXHIBIT</b>	None

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

The unemployment rate in Broward County was 3.8 percent in July 2025. This rate was 0.2 percentage points higher than the region's year-ago rate. In July 2025, Broward County's unemployment rate was 0.3 percentage points lower than the State's rate. Out of a labor force of 1,094,935, up 3,122 (+0.3%) over the year, there were 41,650 unemployed Broward County residents. The dashboard is a value-added resource allowing businesses the ability to make data-informed decisions.

<b>ACTION</b>	None
<b>EXHIBIT</b>	Broward County Labor Market Information <a href="#">CareerSource Broward Dashboard</a>



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

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

**MATTERS FROM THE BOARD**

**MATTERS FROM THE FLOOR**

**MATTERS FROM THE PRESIDENT/CEO**

**ADJOURNMENT**

<p><b><i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS OCTOBER 23, 2025.</i></b></p>
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**CAREER SOURCE BROWARD COUNCIL OF ELECTED OFFICIALS**

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

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

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

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

**Jim Ryan, Chair**

**Kevin Kornahrens**  
*Vice Chair*

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

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

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

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

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

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

**Sandy-Michael McDonald**  
*Chair Strategic Planning Committee*

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

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

**Dawn Liberta**  
*Chair Youth Committee*

**Marjorie Walters**  
*Participant*

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

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

Rufus James  
Dr. Lisa Knowles  
Kevin Kornahrens  
Francois Leconte  
Dawn Liberta  
Sandy-Michael McDonald  
Felipe Pinzon  
Catherina Rozario  
Jim Ryan

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

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

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

**PUBLIC COMMENTS**

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

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

### **EXECUTIVE COMMITTEE**

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

**Jim Ryan, Board Chair**

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

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

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

**Kevin Kornahrens, Chair**

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

### **STRATEGIC PLANNING COMMITTEE**

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

**Sandy-Michael McDonald, Chair**

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

### **ONE STOP SERVICES COMMITTEE**

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

**Richard Shawbell, Chair**

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

### **EMPLOYER SERVICES COMMITTEE**

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

**Francois Leconte, Chair**

<b>Vanessa Cantave</b>	<b>Maribel Feliciano</b>
<b>Paul Farren</b>	Denise Jordan
<b>Michael Goldstein</b>	Marie Suarez
<b>Lori Wheeler</b>	

### **AUDIT COMMITTEE**

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

**Zac Cassidy, Chair**

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

### **YOUTH COMMITTEE**

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

**Dawn Liberta, Chair**

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

# Agenda Backup

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

**Meeting  
#265**

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

**THURSDAY  
August 28, 2025  
12:00 P.M.**

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

## **WHAT IS WIOA? (Federal)**

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

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

**Barriers to employment** for adults are:

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

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

## **WHAT IS FLORIDA WIA 2000? (State)**

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

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

### **Requires Work**

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

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

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

### **Requires Child Support**

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

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

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

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

### **Education and Training Requirements**

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

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## **MEETING MINUTES**

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

**Partnership Meeting #264  
Thursday, June 26, 2025  
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 Beam Furr, Mayor Josh Levy, Vanessa Cantave, Zac Cassidy, Keith Costello, Heiko Dobrikow, Paul Farren, Michael Goldstein, Dr. Howard Hepburn, Frank Horkey, Rufus James, Kevin Kornahrens, Dawn Liberta, Sandy-Michael McDonald, Felipe Pinzon, Catherina Rozario, Shane Strum, Dr. Stacy Volnick, Marjorie Walters, Lori Wheeler, and Jim Ryan, who chaired the meeting.

Guests: Clay Miller

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

### **MISSION MOMENT**

Board Chair Jim Ryan introduced Dr. Howard Hepburn, Superintendent of Broward County Public Schools (BCPS), who presented an overview of upcoming initiatives for the school district. Dr. Hepburn shared that BCPS is projected to maintain its status as an A-rated district, with no D or F schools for the first time since 1999. He credited the achievement to the collective efforts of teachers, staff, volunteers, and partners, including CareerSource Broward (CSBD).

He highlighted expanding career pathways through registered and pre-apprenticeship programs in HVAC, electrical, marine, advanced manufacturing, and healthcare, supported in part by CSBD through funding and on-the-job training. He emphasized a districtwide push toward AI integration, project-based learning, and soft skills development. Over 25,000 students earned industry certifications last school year, and BCPS is enhancing teacher training to keep pace with evolving instructional methods.

Dr. Hepburn spoke about the Out-of-School Youth and In-School Youth programs funded by CSBD, which have re-engaged thousands of students. BCPS is scaling these efforts for the coming year and will provide CSBD with a document highlighting student success stories.

He also addressed the district's broader "Redefining BCPS" initiative, which includes school consolidations due to declining enrollment and demographic shifts. In response, the district is reviewing all academic and magnet programs, strengthening regional articulation, and pursuing innovative public-private partnerships for workforce housing and community services.

Following the presentation, board members thanked Dr. Hepburn for his partnership and raised questions on topics such as financial literacy, workforce development challenges, vocational rehabilitation, and community school funding. Dr. Hepburn noted that financial literacy is now embedded

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from elementary school through high school, and that BCPS remains open to new ideas and collaborations to expand student exposure and opportunity.

Mr. Ryan thanked Dr. Hepburn for his energy, commitment, and forward-thinking leadership in preparing students for a changing workforce landscape.

### **APPROVAL OF MINUTES**

Approval of the BWDB minutes of the 5/22 (#263) meeting.

**On a motion made by Keith Costello and seconded by Marjorie Walters, the BWDB/CSBD Council of Elected Officials unanimously approved the minutes of the 5/22 (#263) meeting.**

### **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**

#### **1. Monthly Performance Report**

The current performance for the month of April was provided. The data reflects that within the Big 6 Regions, CSBD is in a four-way tie for 1st in WIOA Entered Employment Rate (EER), 1st in Veterans EER, and Welfare Transition (WT) All Family participation Rate and 2nd in Two-parent participation Rate and in Wagner Peyser EER, and 3rd in WTP EER.

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

Letters of support were written for 1) the electrical training ALLIANCE in partnership with Florida East Coast Electrical Joint Apprenticeship and Training Committee (JATC) for their grant application to address workforce readiness 2) Broward College's programs that provide preparation for in-demand occupations in Broward County and 3) HANDY's development of Community Partnership Schools with Boyd Anderson High School and Lauderdale Lakes Middle School.

**On a motion made by Frank Horkey and seconded by Felipe Pinzon, the BWDB/CSBD Council of Elected Officials unanimously approved the Consent Agenda of 6/26.**

### **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.*

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## **NEW BUSINESS**

### **1. Fiscal and Program Monitoring**

Considered reducing the number of CSBD external contracted fiscal and program monitoring visits from 3 each to 2. Over the past several years fiscal monitoring reports continue to have no findings and program monitoring findings have been consistently low and are not systemic. CSBD's allocation is decreasing for the coming program year and we can realize cost savings. Approved at the 6/3 Audit and 6/9 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Jim Ryan reviewed the item and its recommendation.

**On a motion made by Keith Costello and seconded by Paul Farren, the BWDB/CSBD Council of Elected Officials unanimously approved to reduce the number of external contracted fiscal and program monitoring visits from 3 each to 2.**

### **2. Accept Funds for the Summer Youth Employment Program (SYEP)**

Considered accepting \$315,000 from Broward County. The funding will serve 55 economically disadvantaged youth from Broward County, aged 16-18 years old. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience. *(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.)*

Dawn Liberta, Chair of the Youth Committee, reviewed the item and its recommendation.

**On a motion made by Felipe Pinzon and seconded by Dr. Stacy Volnick, the BWDB/CSBD Council of Elected Officials unanimously approved accepting \$315,000 from Broward County for the SYEP.**

### **3. PY 25/26 Preliminary Budget**

Considered approving the PY 25/26 Preliminary Budget. The budget reflects an overall decrease of 15% or (\$2,422,771) in the State formula allocations and carry-forward funds. The total amount of formula and carry forward that we project to be available in PY 25/26 is \$13,729,601 as compared to the actual of \$16,152,372 in PY 24/25. The budget continues to emphasize investments in customer training and getting the unemployed back to work, and it aligns with WIOA and achieving the Board's strategic initiatives and key business results. Approved at the 6/5 One-Stop Services and 6/9 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward's services to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Carol Hylton, President/CEO, presented the preliminary budget for Program Year 25/26, stating we are projecting a 15% decrease in available formula and carryforward funds, which is approximately \$2.4 million less than the previous year. She explained that additional budget detail is provided to elected officials and is available to any Board member upon request. Ms. Hylton reviewed key budget drivers, including local unemployment levels, the distribution of funding streams, and expenditure compliance requirements. She noted that while formula funds



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had declined, CSBD expected to receive over \$12 million in dedicated grants, which will help offset some reductions, particularly in staff and training investments.

To address the reduction, Ms. Hylton outlined cost-saving strategies, including reducing staffing through attrition and cross-training, consolidating office space, and seeking to co-locate at community partner sites. She mentioned efforts to reduce expenses related to marketing, copiers, and cell phones, and shared that a cross-departmental team would explore AI-related efficiencies. She emphasized that even with budget constraints, CSBD has budgeted to ensure we meet the required WIOA training expenditure thresholds.

Keith Costello inquired about the status of facilities planning. Ms. Hylton explained that while CSBD had anticipated relocating within the Oakland Park state office complex, the State had not relocated their staff from the space we will be moving into. In the meantime, CSBD relinquished the second floor and conference room space at the central office.

Ms. Hylton reminded the members that a true-up budget would be brought to the Board in February to reflect any additional funding received during the year, as allocations and state-funded initiatives continue to evolve.

**On a motion made by Frank Horkey and seconded by Felipe Pinzon, the BWDB/CSBD Council of Elected Officials unanimously approved the PY 25/26 Preliminary Budget.**

#### **4. Continued Eligibility for Five (5) Current Training Providers**

Considered the approval of continued eligibility for the period 6/30/25 thru 6/30/27 and maintain their approved occupational training programs on our ITA list for 1) Dentrilogy Academy 2) Hollywood Career Institute 3) Dick Robinson Media Code School, LLC dba Connecticut School of Broadcasting 4) Dick Robinson Media Code School, LLC dba Palm Beach Code School and 5) Margate Medical Training Center. This is in accordance with WIOA, which requires providers to be re-evaluated and approved for continuation on the Eligible Training Providers List. Approved at the 6/5 One-Stop Services and 6/9 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

Ron Moffett, Executive Vice President, reviewed the item and its recommendations.

**On a motion made by Heiko Dobrikow and seconded by Dawn Liberta, the BWDB/CSBD Council of Elected Officials unanimously approved 1) continued eligibility for the period 6/30/25 through 6/30/27 for the five listed training providers and 2) to maintain each of their approved occupational training programs on our ITA list.**

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

Considered the annual 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's 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. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Carol Hylton reviewed the item and its recommendation.

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The Board also considered approving the closure of all CSBD offices, including the administrative office, on Thursday, 7/3/25, in observance of the Independence Day holiday. This action aligns with the Governor's order to close all state buildings on that date.

**On a motion made by Heiko Dobrikow and seconded by Frank Horkey, the BWDB/CSBD Council of Elected Officials unanimously approved the One-Stop centers' hours of operation and holiday schedule.**

**On a motion made by Keith Costello and seconded by Michael Goldstein, the BWDB/CSBD Council of Elected Officials unanimously approved the closure of all CSBD offices, including the administrative office, on Thursday, 7/3/25.**

## REPORTS

### 1. State Required Financial Disclosure

Each year, elected officials and board members must file the Financial Disclosure Form 1. The form is **due 7/1/25**. A \$25.00/day fine is imposed against filers for forms not filed by 9/3/25. Filers can no longer file locally at their Supervisor of Elections Office and must now file electronically using the statewide system at the link below. Filers should click "I am a Filer" and follow the prompts. There is a "How to" video that can guide you through the process.

Carol Hylton reminded members that the Financial Disclosure Form 1 must be filed electronically by July 1, 2025, and late filings will incur a \$25 per day fine. Mr. Ryan emphasized that the fines are enforced and shared his past experience with a delayed confirmation that could have led to a significant penalty. He urged members to file promptly to ensure timely compliance and to save proof of submission.

### 2. Individual Training Account (ITA) Provider Performance

CSBD conducted its semi-annual analysis of ITA provider performance and found that The Academy of South Florida's 1) Network Technician 2) Business Analyst and 3) Cyber Security Professional programs did not achieve a 70% training-related employment rate. Per Board policy, we suspended referrals to these programs until such time as performance is met and notified the school.

Ron Moffett reviewed the item and explained that staff continue to work with the school to verify outcomes and determine if the programs can be reinstated.

### 3. Education and Industry Consortium (EIC) 2025 First Quarter Report

The goal of the EIC is to align educational programming with industry needs at the local level. The EIC held its First Quarter meeting of 2025 on 2/25. Andrew Nicholson, Senior Talent Acquisition - Pilot Commuter Air (United Express), presented 1) the State of the Aviation industry, emerging trends, and recruitment challenges. He stated that South Florida is regarded as the mecca for aviation and that Broward has some of the best flight schools, indicating that people from all over the world come here to train 2) discussed initiatives CSBD should consider to assist employers and job seekers bridge AI gaps and 3) approved updates to their strategic planning matrix.

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Ron Moffett reviewed the item, stating the consortium’s February meeting featured a robust discussion on aviation, which included emerging sectors such as drone technology and advanced air mobility. Mr. Moffett relayed that EIC members also provided input on CSBD’s legislative agenda and the AI playbook. He stated that an invitation to the upcoming Targeted Occupations List public meeting in July will be sent to the EIC and that we will also send an invitation to the Board members.

#### **4. Board Member Recognition**

Board Member Michael Goldstein, CEO of LAN Infotech, is celebrating the release of his new book, *Cybersecurity: The Silent Battlefield*. The Greater Hollywood Chamber of Commerce hosted a Lunch & Learn event on 6/18 featuring Mr. Goldstein, who shared insights on building cyber resilience and navigating emerging threats, including those driven by AI. Congratulations to Michael on this exciting milestone!

Jim Ryan asked all the members to join him in congratulating Michael Goldstein on this accomplishment and invited him to share a few words. Mr. Goldstein thanked Mr. Ryan, CSBD, and the Board for the recognition. He relayed that it was an exciting experience and shared that he would bring copies of his book to the next Board meeting. He added that all proceeds from the book will go to charity. Mr. Ryan remarked that cybersecurity continues to be a major concern for CEOs across all industries and congratulated Mr. Goldstein again on the publication of his book.

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

The unemployment rate in Broward County was 3.3 percent in May 2025. This rate was 0.4 percentage points higher than the region’s year-ago rate. In May 2025, Broward County’s unemployment rate was 0.2 percentage points lower than the State’s rate. Out of a labor force of 1,086,514, up 3,441 (+0.3%) over the year, there were 35,534 unemployed Broward County residents. The dashboard is a value-added resource allowing businesses the ability to make data-informed decisions.

Mark Klinecicz, Executive Vice President, reviewed the updated dashboard, explaining that while unemployment in Broward is slightly higher than the same period last year, it remains lower than the state rate. He added that housing inventory continues to rise while median listing prices are beginning to decrease. Mr. Klinecicz stated that CSBD is awaiting updated economic data to complete the remaining dashboard tiles and closely monitors factors such as AI and immigration that may impact local employment trends.

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

None.

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

Jim Ryan stated there is no scheduled meeting in July and wished everyone a wonderful summer.

### **MATTERS FROM THE BOARD**

None.

### **MATTERS FROM THE FLOOR**

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None.

#### **MATTERS FROM THE PRESIDENT/CEO**

Ms. Hylton announced that the AI grant, previously set to expire at the end of June, has been extended, allowing employers more time to finalize training plans.

She closed by reminding members that the next Board meeting is scheduled for 8/28 and wished everyone a safe and enjoyable summer.

**ADJOURNMENT 1:06 p.m.**

<p><b><i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS AUGUST 28, 2025.</i></b></p>
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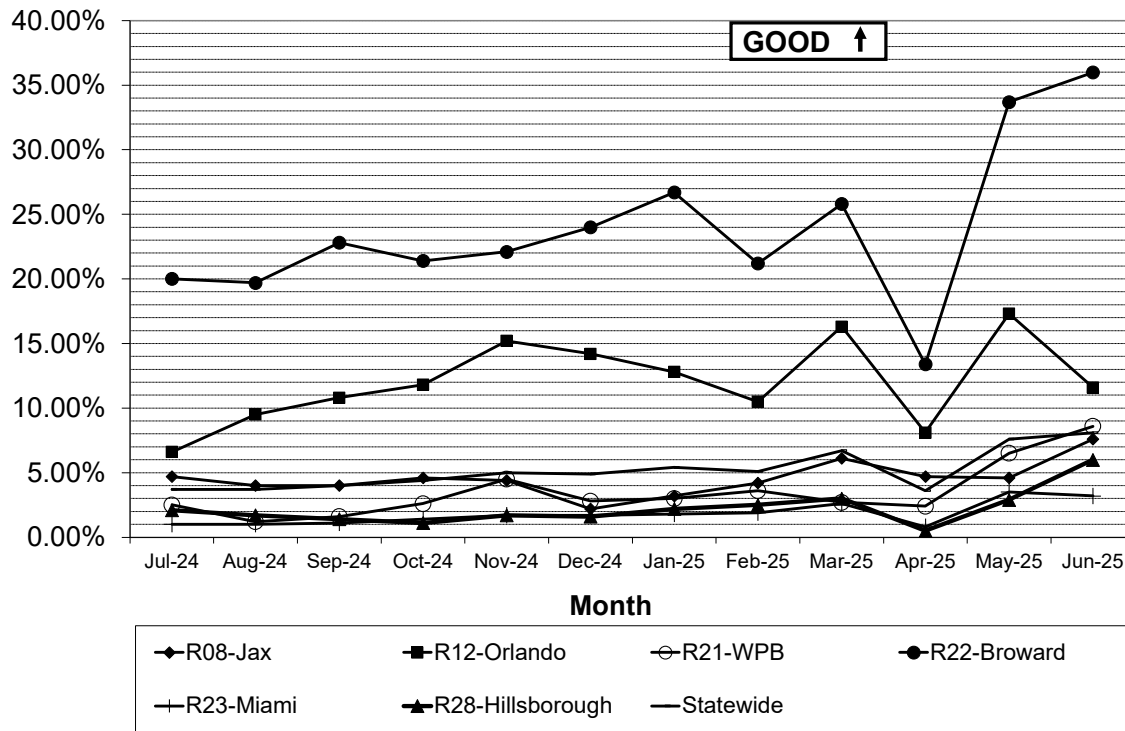
# **Performance Report**

**Performance Report July to June 2025**

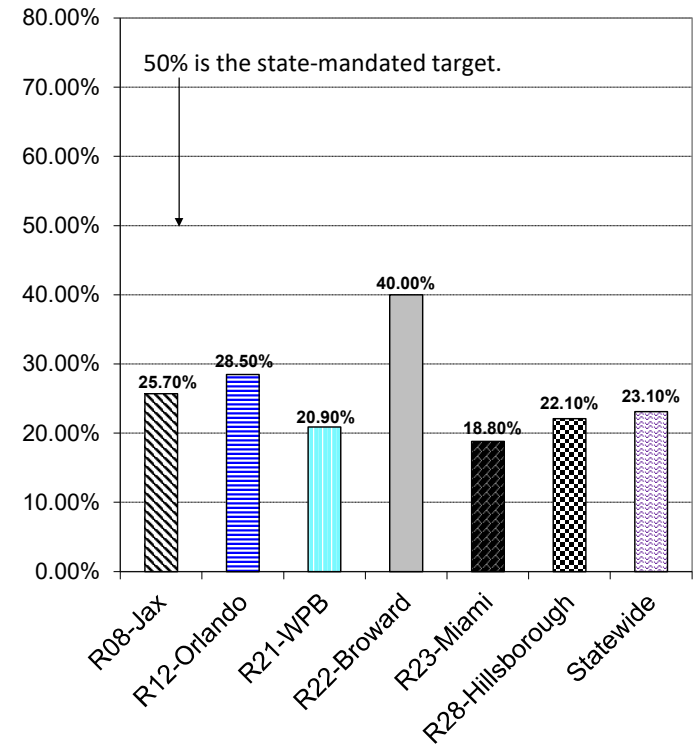
Entered Employment Rate for the Month June 2025 across all Big Six Regions								
	WTP		Wagner-Peyser		Veterans		WIOA Adult/DW	
Region 8 - Jacksonville	31.90%	↑	21.40%	↑	20.40%	↓	100.00%	↑
Region 12 - Orlando	20.50%	↓	26.20%	↓	24.40%	↓	92.30%	↓
Region 21 - WPB	36.70%	↑	23.10%	↑	28.60%	↑	100.00%	—
Region 22 - Broward	26.00%	↓	29.30%	↓	30.30%	↑	100.00%	—
Region 23 - Miami	44.20%	↑	35.70%	↑	32.70%	↑	93.30%	↓
Region 28 - Hillsborough Pinellas	25.00%	↑	25.80%	↓	32.10%	↑	70.60%	↓
Statewide	30.50%	↓	30.00%	↑	34.40%	↑	91.90%	↑
Note: Arrows indicate direction of change since previous month's figures. Flat line indicates no change.								
<b>Legend / Abbreviation Key</b>		<b>WTP</b>	<b>Welfare-Transition Program</b>			<b>DW</b>	<b>Dislocated Worker</b>	
		<b>WIOA</b>	<b>Workforce Innovation and Opportunity Act</b>					

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

**Month-to-Month Participation Rate from July 2024 to June 2025**

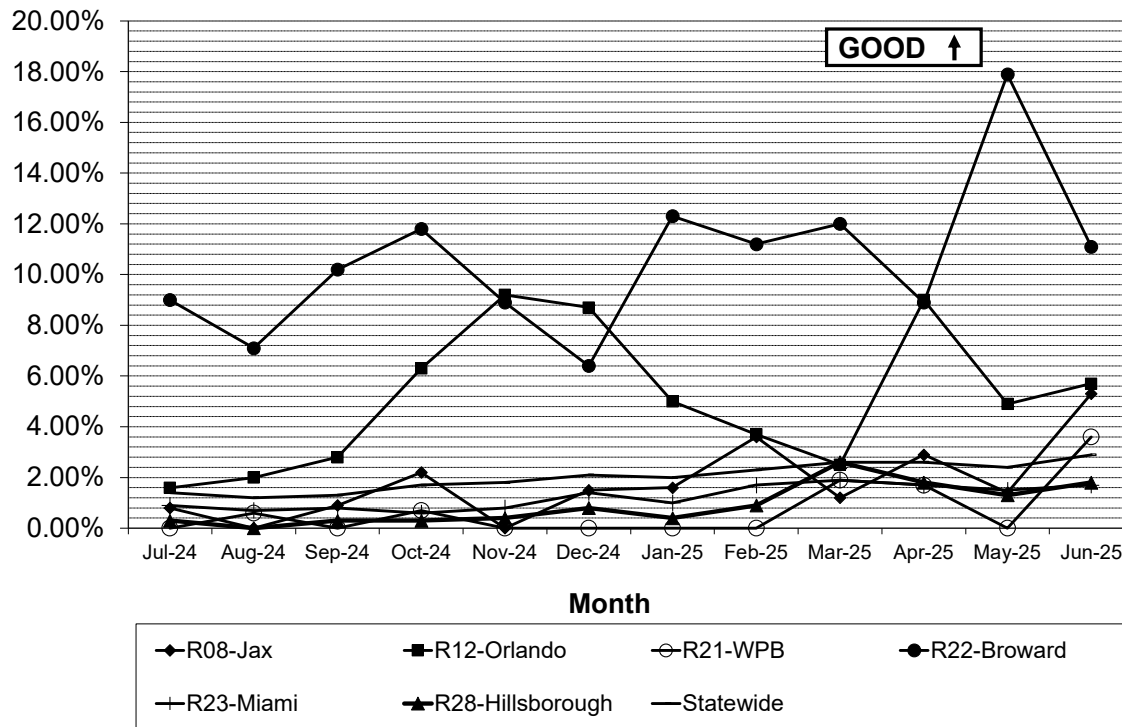


**Program Year-to-Date (YTD)  
Participation Rate as of June 2025**

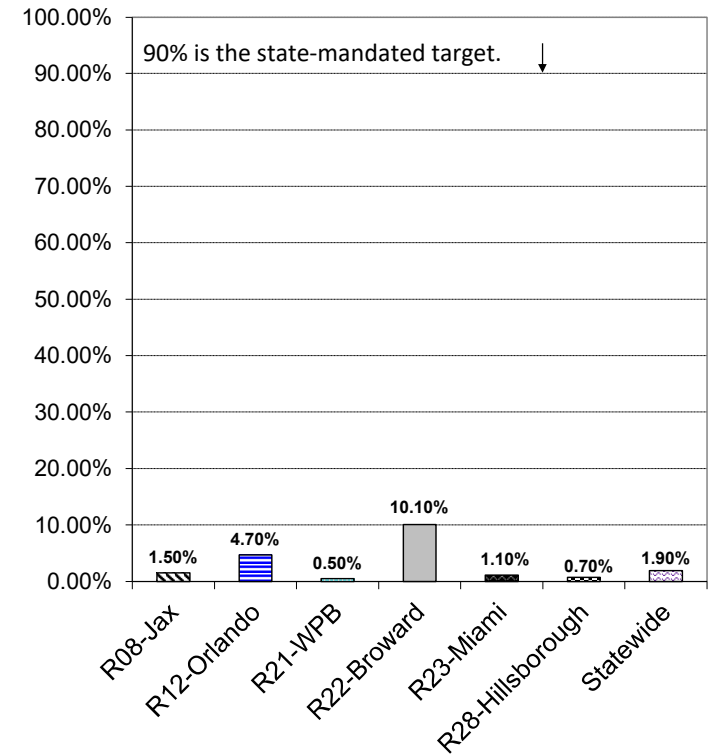


## Welfare Transition Program (WTP) Two-Parent Family Participation Data for the Big 6 Regions

Month-to-Month Participation Rate from July 2024 to June 2025



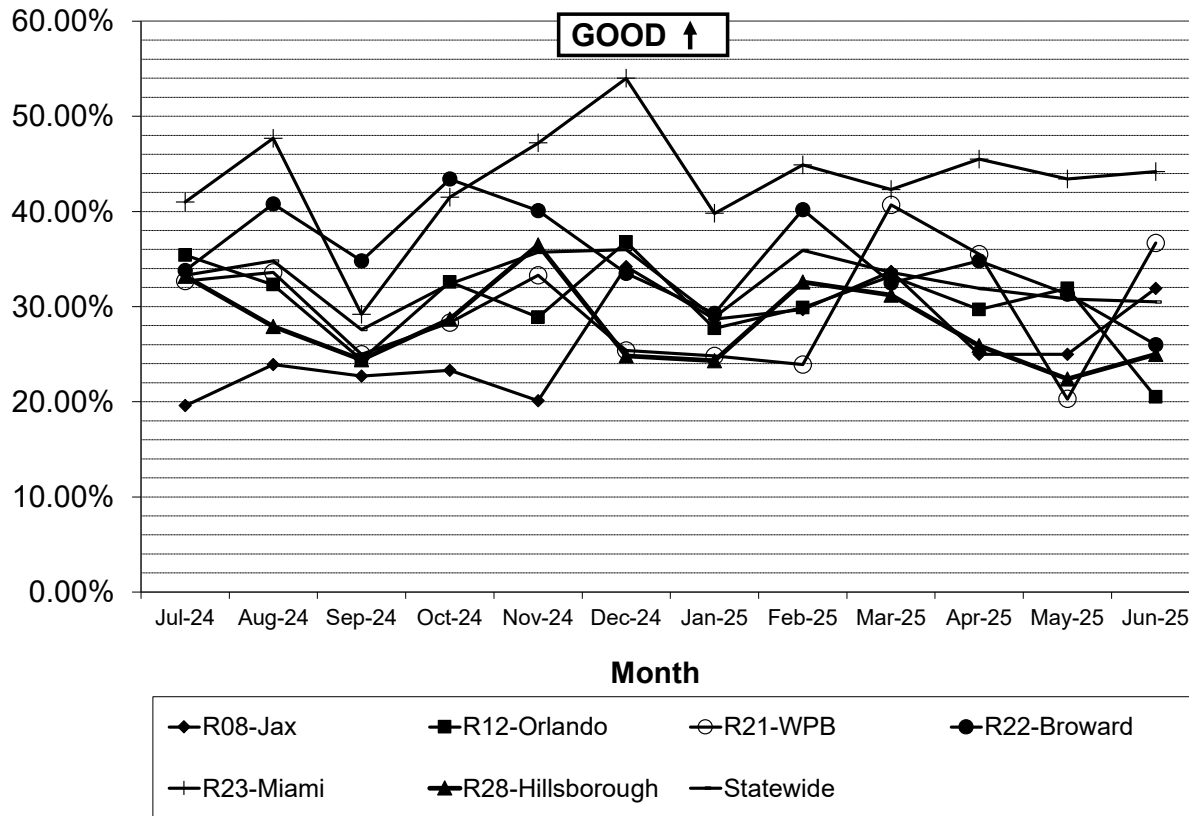
Program Year-to-Date (YTD) Participation Rate as of June 2025



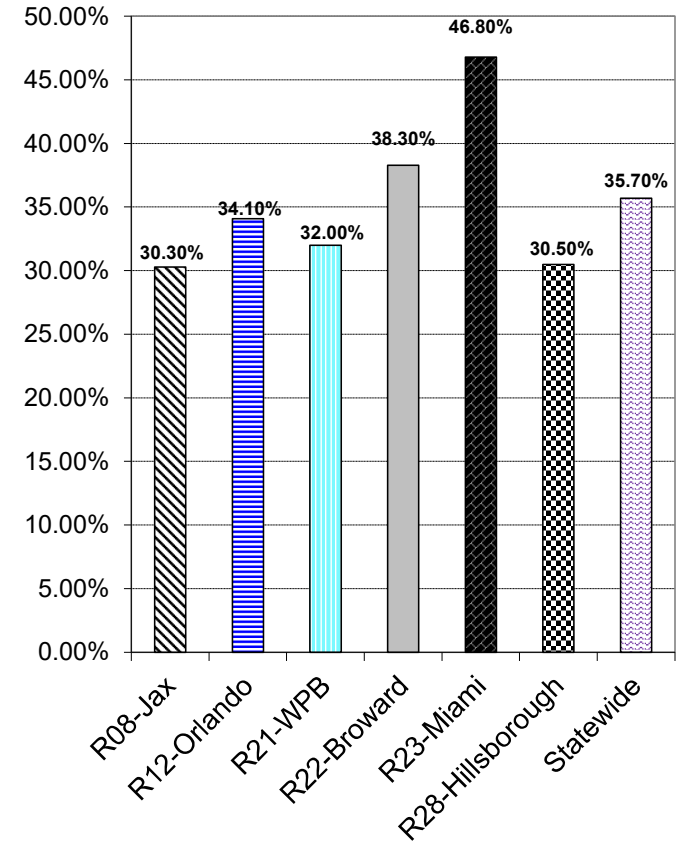


## Welfare Transition Program (WTP) Entered Employment (EE) Data for the Big 6 Regions

**Month-to-Month Entered Employment Rate from July 2024 to June 2025**



**Program Year-to-Date (YTD) EE Rate as of June 2025**

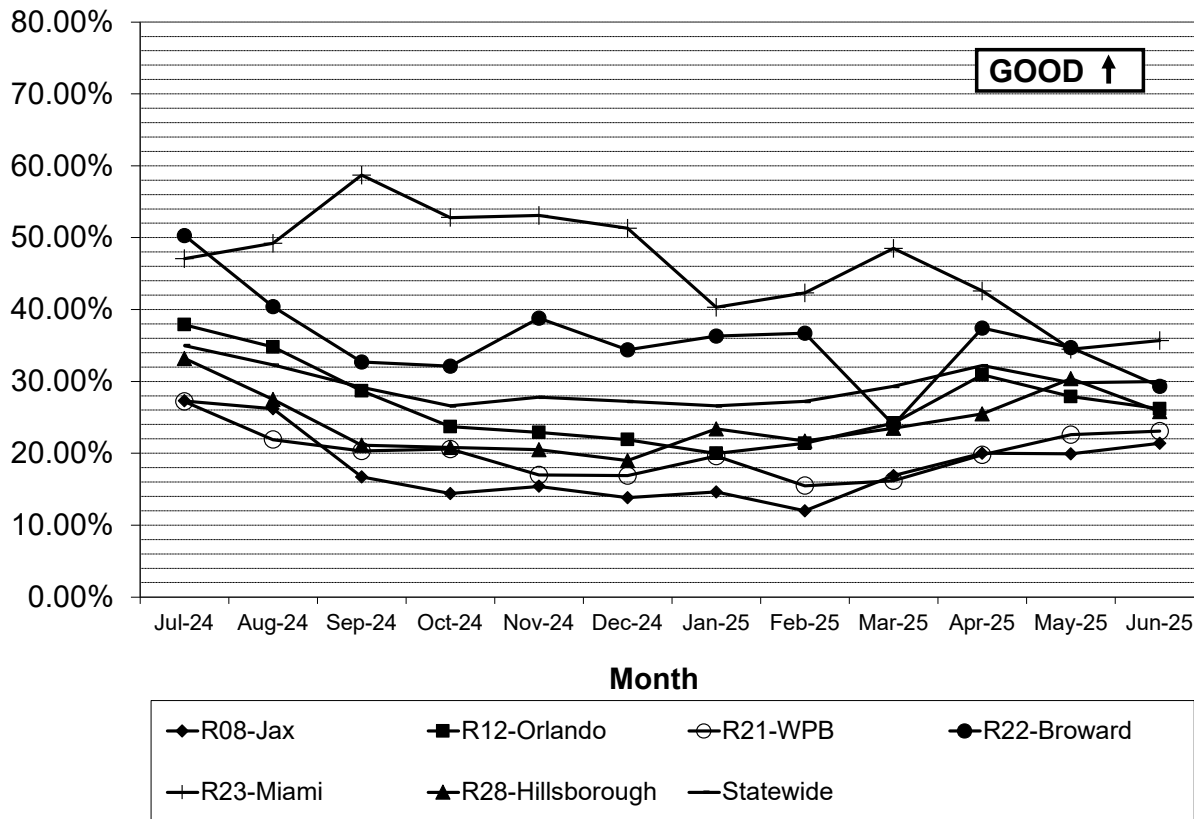


## Analysis of Welfare Transition Program (WTP) Performance

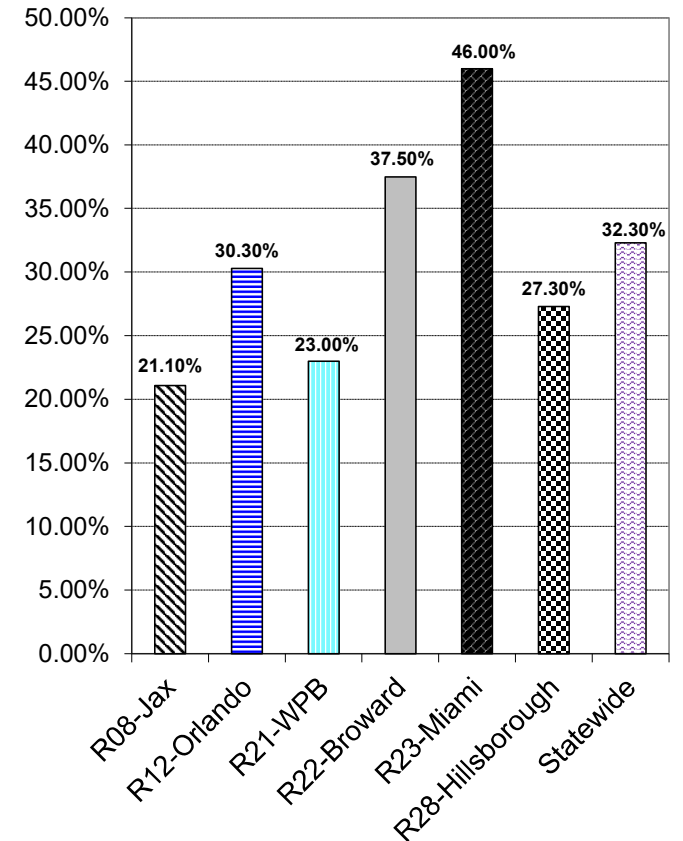
<b>WTP Program Performance At-A-Glance</b>	<b><u>Measure</u></b>	<b><u>Goal</u></b>	<b><u>Month (June)</u></b>	<b><u>PYTD</u></b>
	All Family Participation	50%	36.0%	40.0%
	Two-Parent Family Participation	90%	11.0%	10.1%
	Entered Employment Rate (EER)	39%	26.0%	38.3%
<b>Current Situation and Performance Summary</b>	<p>In relation to the Big 6 Regions:</p> <p>All Family Participation Rate CSBD ranks 1st in performance for the month and ranks 1<sup>st</sup> for Program Year 24/25</p> <p>Two-Parent Participation Rate CSBD ranks 1st in performance for the month and ranks 1<sup>st</sup> for Program Year 24/25</p> <p>Entered Employment Rate CSBD ranks 4th in performance for the month and ranks 2<sup>nd</sup> for Program Year 24/25</p>			
<b>Strategies and Action Steps</b>	<p>To improve performance, we are implementing the following:</p> <ul style="list-style-type: none"> <li>To enhance job readiness and increase successful placements, we will introduce Pre-Employment Bootcamps prior to recruitment events for WTP customers. These intensive, short-format workshops will cover core soft skills, resume development, and interview preparation. Bootcamps aim to boost confidence, professionalism, and readiness among participants ahead of employer interactions.</li> <li>This year, CSBD implemented mini job fairs, which have proven to be an effective strategy for WTP customers to gain. These events are designed to align employer job openings with customers' specific employment history. The WTP Program Manager and Business Services team are actively engaging high-volume employers in retail, logistics, and healthcare with entry-level openings. Events will be scheduled monthly at each center.</li> <li>To boost our Two-Parent Family participation rate, we are currently reviewing and updating the initial assessment process so that they can better understand the benefits of both parents participating in the program. We are also surveying the Big Six regions in Florida for best practices in serving this group.</li> </ul>			

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

**Month-to-Month Entered Employment Rate from July 2024 to June 2025**



**Program Year-to-Date (YTD) EE Rate as of June 2025**

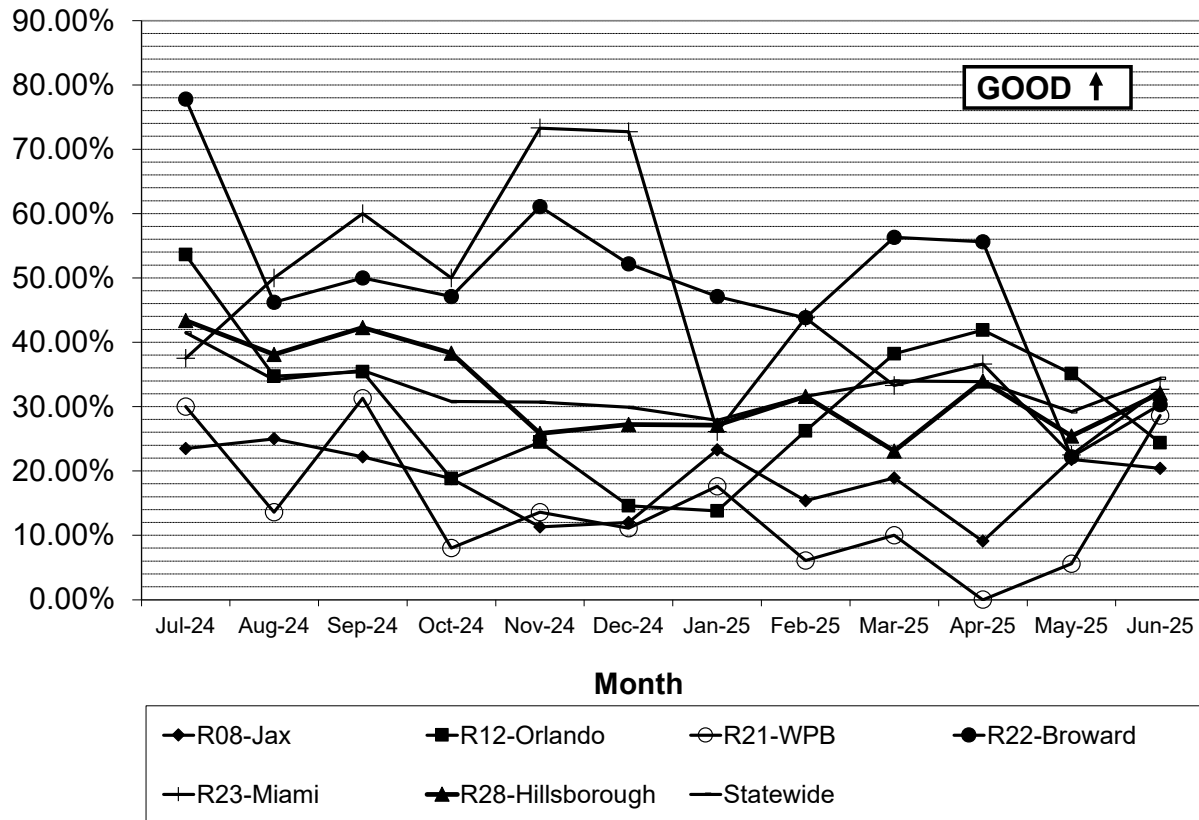


## Analysis of Wagner-Peyser (WP) Performance

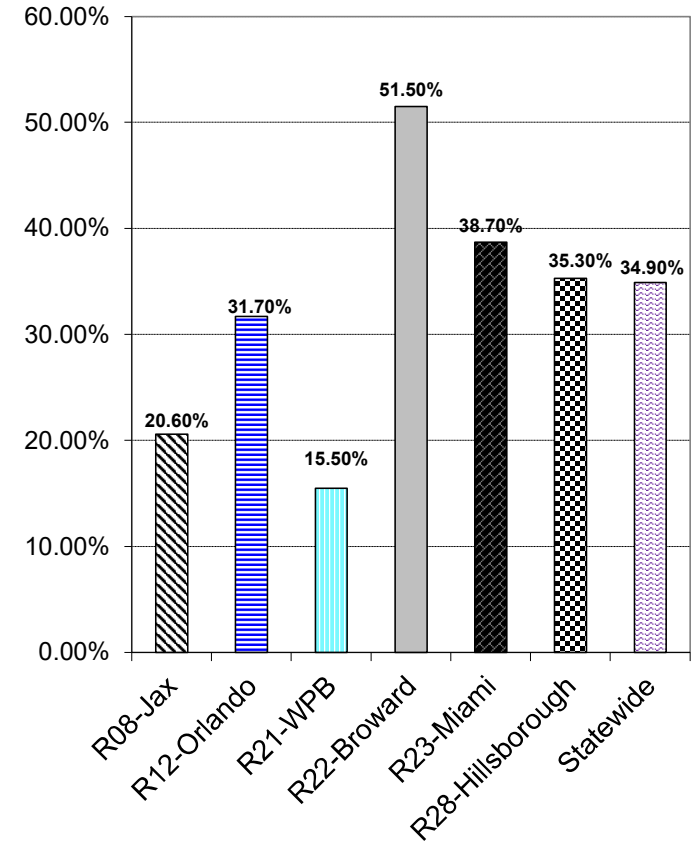
WP Program Performance At-A-Glance	<u>Measure</u>	Performance*	
		Month(June)	PYTD
	Entered Employment Rate (EER)	29.30%	37.5%
	<i>*Please note: The performance detail is based on the Monthly Management Report (MMR). Due to lagging data, our true YTD rate will adjust at the end of the program year.</i>		
<b>Current Situation and Performance Summary</b>	<p>In relation to the Big 6 Regions:</p> <p>CSBD ranks 2<sup>nd</sup> for the month and ranks 2nd year-to-date in Entered Employment Rate.</p>		
<b>Strategies and Action Steps</b>	<p>To improve our EER, we have implemented the following:</p> <ul style="list-style-type: none"> <li>Wagner-Peyser staff hold weekly cross-departmental meetings with the Business Services team to analyze labor market trends and coordinate on-site recruitment efforts. These sessions guide targeted outreach, employer engagement strategies, and specialized events hosted by CSBD. As a result, employers gain data-driven support and access to tailored talent recruitment, while job seekers benefit from more impactful workforce solutions.</li> <li>To better engage our virtual audience, we are exploring an email-to-text solution that enables staff to send targeted messages to customers based on their job interests. This tool will help deliver timely reminders about on-site events, job fairs, and specialized workshops.</li> </ul>		

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

**Month-to-Month Entered Employment Rate from July 2024 to June 2025**



**Program Year-to-Date (YTD) EE Rate as of June 2025**

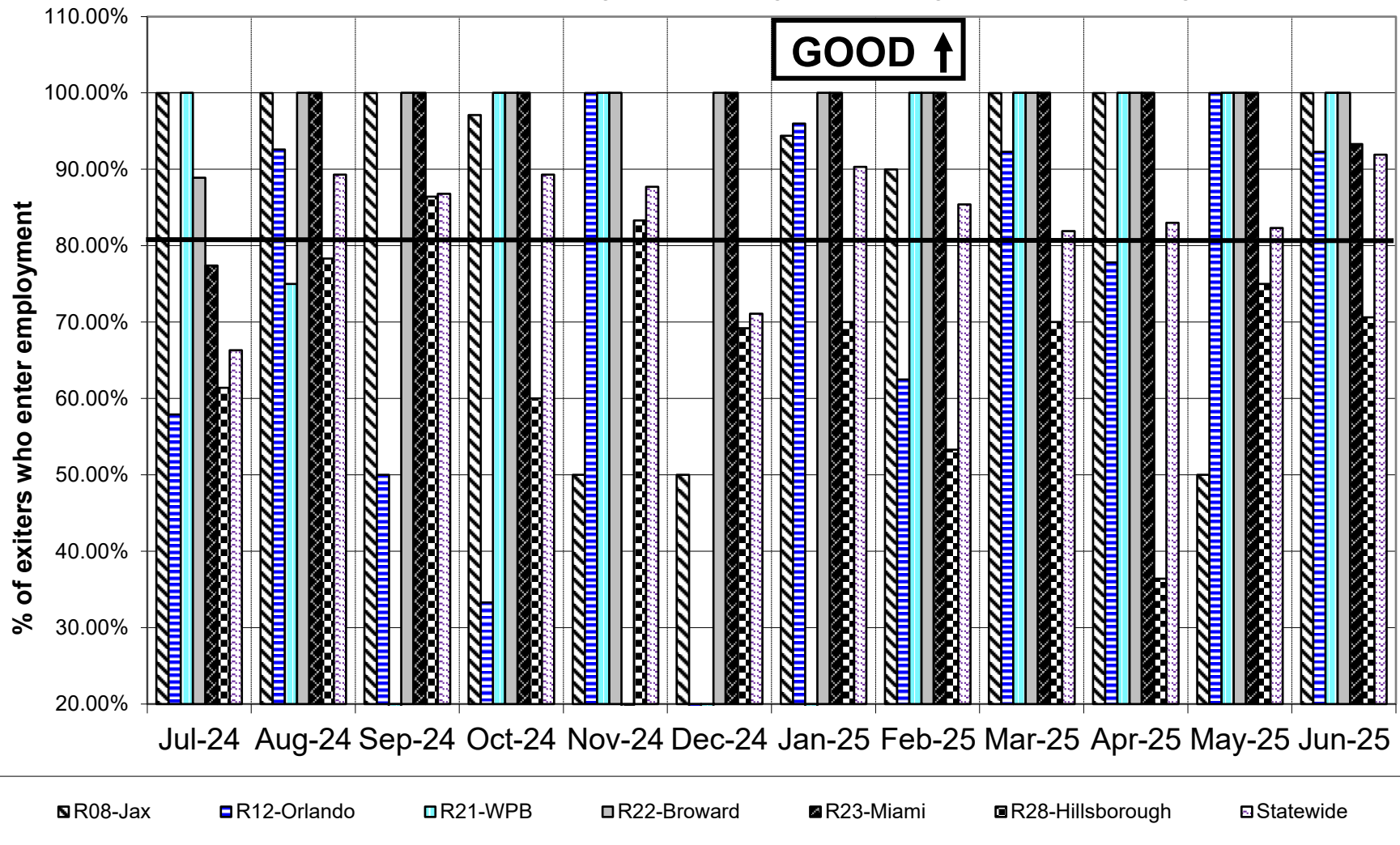


## Analysis of Veterans' Performance

Veterans Program Performance At-A- Glance	<u>Measure</u>	Performance*	
		Month(June)	PYTD
	Entered Employment Rate (EER)	30.30%	51.50%
<i>*Please note: The performance detail is based on the Monthly Management Report (MMR).</i>			
Current Situation and Performance Summary	<p>The veteran entered employment rate has risen by 8.5% over the last month, positioning our region at the top among the big six regions.</p> <p>In relation to the Big 6 Regions:</p> <p>CSBD ranks 3<sup>rd</sup> for the month and 1<sup>st</sup> for the Program Year in Veterans' 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"> <li>Veteran employer outreach staff have begun using EconoVue to identify labor market trends and connect veterans with high-demand job opportunities. This data-driven approach and stronger collaboration through employer engagement efforts have helped align outreach efforts to employers who match the veterans' skills. As a result of the outreach, we're able to connect veterans with employers better.</li> <li>The state requires that staff conduct follow-ups on a monthly basis. The veteran team holds weekly meetings with job-ready veterans to focus on building stronger partnerships with employers. The goal is to create customized on-the-job training and direct placement opportunities that match veterans' skills and support their transition from the military. This approach is helping veterans get into careers faster and with better long-term success.</li> </ul>		

# Comparison of the Workforce Innovation and Opportunity Act (WIOA) Entered Employment Rate for Adult & Dislocated Workers across the 6 largest Regions in Florida from July 2024 to June 2025

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%	89.1%
<b>Current Situation and Performance Summary</b>	<p>In program year 24/25, CSBD assisted 781 Adult and Dislocated Worker (DW) customers in obtaining employment or accessing training opportunities. This includes traditional classroom training and work-based training via internships, apprenticeships, and On-the-Job Training.</p> <p>CSBD is in a three-way tie for 1<sup>st</sup> place in Adult and DW Entered Employment Rate for June and is in 2<sup>nd</sup> place year-to-date.</p>		
<b>Strategies and Action Steps</b>	<p>To increase WIOA performance, we implemented the following strategies:</p> <ul style="list-style-type: none"> <li>• CSBD conducted an analysis of the long-term unemployed customer employment needs and is launching the “Back to Work, Back to School” Fair in September 2025, which is a recruitment and employment fair tailored to the needs of this population. <ul style="list-style-type: none"> <li>○ The event will feature employers actively recruiting for both entry-level and mid-level job openings across a range of industries. These employers have been selected based on their alignment with the skill sets and career goals of the long-term unemployed population. By offering a mix of accessible roles and growth-oriented positions, the fair aims to meet job seekers where they are.</li> <li>○ Training providers will also attend the event and discuss opportunities for short-term training that would allow job seekers to complete their education and start working within 12 months. This approach is tailored to reduce training fatigue, prevent dropouts, and ensure fewer people remain stuck in long-term programs without results.</li> </ul> </li> </ul>		



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**Memorandum #01 – 25 (BR)**

**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) 25/26

**Date:** August 12, 2025

**SUMMARY**

Consideration to approve our local area's TOL for PY 25/26. Based upon our review and community input, CSBD is recommending to 1) add twelve (12) new occupations proposed by the State and 2) retain forty-one (41) occupations the State had slated for removal. As we always do, we researched the State's preliminary list and compared it to the Board-approved criteria. To get input and feedback on the State's proposed list and gather additional relevant labor market data we sent the preliminary TOL to 1) members of the Education and Industry Consortium 2) local partners in education and business and 3) community partners and invited them to a publicly noticed meeting held on 7/17. At the meeting, we provided an overview of the PY 25/26 TOL and our governing board's criteria for updating the TOL. Approved at the 8/4 Employer Services and 8/11 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 6/27, 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.

For an occupation to be included on CSBD's TOL for PY 25/26, 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 \$15.88,
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.

## DISCUSSION

For the PY 25/26 TOL, the State proposes to 1) **add** 12 new occupational titles and 2) **remove** 60 occupational titles that were on the list last year, of which we recommend retaining 41 occupations. In addition, based on the Florida Price Level Index, the CSF Board of Directors proposed an increase in the minimum entry wage rate from \$14.63 per hour to \$15.88 per hour.

To get input and feedback on the State's proposed list and gather additional relevant labor market data, CSBD sent the preliminary TOL to members of the Education and Industry Consortium, local education and business stakeholders, community partners, business leaders, and industry intermediaries, and invited them to a publicly noticed meeting held on 7/17/25. We provided an overview of the PY 25/26 TOL and the governing board's criteria for updating the TOL. Based on feedback we received during the meeting and our own research using tools such as 1) Lightcast<sup>1</sup> 2) O\*NET<sup>2</sup> and 3) Employ Florida, supporting evidence was established to **retain** 41 occupational titles that were proposed by the State for removal.

The State proposed **adding** 12 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 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 12 occupations proposed by the State that CSBD is recommending be added.

**Table 1: The Addition of 12 New Occupations Proposed by the State**

1. Actors	7. Insurance Underwriters
2. Buyers and Purchasing Agents	8. Legal Secretaries and Administrative Assistants
3. Captains, Mates, and Pilots of Water Vessels	9. Office and Administrative Support Workers, All Other
4. Computer, Automated Teller, and Office Machine Repairers	10. Payroll and Timekeeping Clerks
5. First-Line Supervisors of Firefighting and Prevention Workers	11. Special Education Teachers, Kindergarten and Elementary School
6. Human Resources Assistants, Except Payroll and Timekeeping	12. Travel Agents

<sup>1</sup> Lightcast is a software tool that provides local demographic, industry, occupation, and employment data.

<sup>2</sup> O\*NET is a database of occupational information that provides labor market data on employment trends.

Table 2 is a list of the 41 occupations to be retained on the TOL for PY 25/26.

**Table 2: The Retention of 41 Occupations**

1. Architectural and Engineering Managers	15. Diagnostic Medical Sonographers	29. Engineers, All Other
2. Industrial Truck and Tractor Operators	16. Nursing Assistants	30. Purchasing Agents, Except Wholesale, Retail & Farm Products
3. Audio and Video Technicians	17. Education Administrators, Kindergarten through Secondary	31. Environmental Scientists and Specialists, Including Health
4. Kindergarten Teachers, Except Special Education	18. Operating Engineers and Other Construction Equipment Operators	32. Purchasing Managers
5. Cardiovascular Technologists and Technicians	19. Education Administrators, Postsecondary	33. Facilities Managers
6. Life, Physical, and Social Science Technicians, All Other	20. Painters, Construction and Maintenance	34. Radiologic Technologists and Technicians
7. Cargo and Freight Agents	21. Electrical Engineers	35. First-Line Supervisors of Housekeeping and Janitorial Workers
8. Lodging Managers	22. Personal Service Managers, All Other	36. Roofers
9. Chemists	23. Electrical Power-Line Installers and Repairers	37. Glaziers
10. Maintenance & Repair Workers, General	24. Pest Control Workers	38. Surgical Technologists
11. Chief Executives	25. Electronics Engineers, Except Computer	39. Health Education Specialists
12. Mobile Heavy Equipment Mechanics, Except Engines	26. Physician Assistants	40. Veterinary Assistants and Laboratory Animal Caretakers
13. Database Architects	27. Engineering Technologists and Technicians, Except Drafters, All Other	41. Industrial Engineering Technologists and Technicians

14. Natural Sciences Managers	28. Postsecondary Teachers, All Other	
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Table 3 is a list of 19 occupations the State removed due to insufficient entry wage or demand.<sup>3</sup>

**Table 3: The 19 Occupations Removed by the State**

1. Airline Pilots, Copilots, and Flight Engineers	11. Financial Examiners
2. Architects, Except Landscape and Naval	12. Fundraisers
3. Biological Technicians	13. Health Information Technologists and Medical Registrars
4. Career/Technical Education Teachers, Secondary School	14. Home Health Aides
5. Chemical Technicians	15. Interpreters and Translators
6. Clergy	16. Paramedics
7. Commercial Pilots	17. Personal Care Aides
8. Directors, Religious Activities and Education	18. Religious Workers, All Other
9. Electrical and Electronic Engineering Technologists and Technicians	19. Social Workers, All Other
10. Farmers, Ranchers, and Other Agricultural Managers	

Exhibit A is the PY 25/26 TOL per the State, that includes the **addition** of 12 new occupations.

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

## **RECOMMENDATION**

Approve the PY 25/26 TOL with the 1) **addition** of twelve (12) new occupations proposed by the State and 2) **retention of** 41 occupations slated for removal by the State.

<sup>3</sup> As shown in Table 2, CSBD found supporting evidence to retain 41 occupations.

BR #01-25 Exhibit A  
2025-2026 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 \$19.54/hour and Entry Wage of \$15.88/hour
- 4 High Skill/High Wage (HSHW) Occupations:  
Mean Wage of \$30.61/hour and Entry Wage of \$19.54/hour

			Regional				Statewide				LMEC	In	
			Annual	Annual	2024 Hourly Wage		Annual	Annual	2024 Hourly Wage		Training	Targeted	Qualifying
SOC Code*	HSHW**	Occupation Title*	% Growth	Openings	Mean	Entry	% Growth	Openings	Mean	Entry	Code	Industry?	Level***
132011	HSHW	Accountants and Auditors	0.81	969	42.38	26.46	0.70	9,113	42.00	25.92	6	Yes	R
272011		Actors	N/A	N/A	N/A	N/A	0.79	1,702	25.03	16.16	3	No	S
113012	HSHW	Administrative Services Managers	0.75	112	50.83	27.55	0.66	1,021	49.49	25.68	6	Yes	R
493011	HSHW	Aircraft Mechanics and Service Technicians	0.31	106	40.54	23.43	0.43	1,101	38.11	23.99	5	Yes	R
173011	HSHW	Architectural and Civil Drafters	0.86	59	31.25	21.52	1.15	904	30.12	20.33	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	1.04	63	51.62	28.67	0.53	507	47.65	26.29	6	Yes	N
274011		Audio and Video Technicians	N/A	N/A	22.86	12.50	1.37	638	24.06	14.65	5	No	S
493021		Automotive Body and Related Repairers	0.11	87	27.27	20.44	0.65	865	28.07	19.09	4	No	R
493023		Automotive Service Technicians and Mechanics	0.65	501	26.75	16.30	0.63	5,620	25.53	16.25	4	No	R
433031		Bookkeeping, Accounting, and Auditing Clerks	-0.16	1,477	24.63	17.66	0.73	15,667	24.42	17.26	3	Yes	S
493031		Bus and Truck Mechanics and Diesel Engine Specialists	0.26	116	30.05	21.72	0.59	1,272	30.01	21.21	4	Yes	R
131199	HSHW	Business Operations Specialists, All Other	0.94	513	46.65	23.85	0.80	6,273	44.42	23.16	6	Yes	R
131020	HSHW	Buyers and Purchasing Agents	-0.44	254	37.14	23.65	0.55	3,074	37.40	22.92	6	Yes	S
535021		Captains, Mates, and Pilots of Water Vessels	0.88	139	36.15	18.40	-0.22	614	36.49	19.11	4	No	R
292031		Cardiovascular Technologists and Technicians	0.00	289	22.42	16.76	1.547	517	24.33	14.2	3	No	S
435011		Cargo and Freight Agents	8.00	1,024	25.67	18.31	1.38541	1118	22.67	15.36	3	Yes	S
472031		Carpenters	0.28	486	24.16	18.85	0.76	6,387	24.13	18.09	4	No	R
351011		Chefs and Head Cooks	0.53	216	27.36	15.04	0.73	2,101	30.07	16.58	5	No	S
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		Child, Family, and School Social Workers	0.86	151	27.54	20.86	0.89	1,350	27.28	19.68	6	No	R
172051	HSHW	Civil Engineers	1.16	128	47.08	26.52	0.94	1,234	50.88	30.17	6	Yes	R
131031	HSHW	Claims Adjusters, Examiners, and Investigators	0.31	288	37.57	24.42	0.90	2,512	35.67	23.51	3	Yes	R
292010		Clinical Laboratory Technologists and Technicians	0.69	215	30.10	18.76	0.38	1,978	29.29	18.07	5	No	R
211099		Community and Social Service Specialists, All Other	0.61	73	29.72	21.05	0.69	775	28.09	19.25	6	No	N
211094		Community Health Workers	1.84	24	27.67	20.83	1.08	265	24.20	17.28	6	No	N
131141	HSHW	Compensation, Benefits, and Job Analysis Specialists	1.38	75	35.17	21.63	0.94	607	34.18	21.50	6	Yes	S
131041	HSHW	Compliance Officers	0.63	244	37.74	22.78	0.63	2,882	38.27	22.20	6	Yes	R
113021	HSHW	Computer and Information Systems Managers	2.30	262	84.47	53.31	1.23	1,978	82.23	52.56	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	1.37	50	65.21	42.06	1.34	554	63.74	42.43	6	35 Yes	S

SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC	In	Qualifying
			Annual % Growth	Annual Openings	2024 Hourly Wage Mean	2024 Hourly Wage Entry	Annual % Growth	Annual Openings	2024 Hourly Wage Mean	2024 Hourly Wage Entry	Training Code	Targeted Industry?	
151231	HSHW	Computer Network Support Specialists	1.32	111	43.86	27.76	1.11	1,037	36.99	24.37	5	Yes	R
151299	HSHW	Computer Occupations, All Other	1.47	119	51.62	27.74	1.23	1,497	49.66	24.79	6	Yes	R
151251	HSHW	Computer Programmers	-0.25	26	48.49	33.79	1.41	552	49.30	29.19	6	Yes	S
151211	HSHW	Computer Systems Analysts	1.83	216	53.04	33.46	1.31	2,544	51.27	32.30	6	Yes	R
151232	HSHW	Computer User Support Specialists	1.37	403	31.99	20.26	1.28	4,078	30.00	19.66	4	Yes	R
492011		Computer, Automated Teller, and Office Machine Repairers	0.44	82	21.82	16.97	0.83	654	22.69	17.38	4	Yes	R
474011	HSHW	Construction and Building Inspectors	0.19	185	38.31	25.05	0.89	1,931	33.80	23.00	4	Yes	R
119021	HSHW	Construction Managers	0.43	278	58.83	37.14	0.55	3,437	55.55	31.16	6	No	R
131051	HSHW	Cost Estimators	-0.18	105	39.48	24.00	0.75	1,477	36.97	22.06	6	Yes	S
434031		Court, Municipal, and License Clerks	0.20	164	25.88	19.35	0.28	1,227	23.55	17.87	3	No	R
152051	HSHW	Data Scientists	5.41	123	57.40	34.92	1.46	694	56.57	32.51	6	Yes	R
151243	HSHW	Database Architects	-4.00	193	56.88	27.15					4	Yes	R
319091		Dental Assistants	1.39	408	22.44	18.75	1.00	3,747	22.44	18.18	4	No	R
291292	HSHW	Dental Hygienists	1.47	101	39.28	35.32	1.00	1,101	40.03	34.09	5	No	R
292032	HSHW	Diagnostic Medical Sonographers	N/A	N/A	36.69	29.76	2.08	519	35.63	28.81	5	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	1.41771	1111	46.05	33.25	5	No	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	0.53	431	27.42	20.91	0.57	4,701	26.68	20.02	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		Elementary School Teachers, Except Special Education	1.01	528	29.15	22.68	0.73	5,262	28.30	22.05	6	No	R
292042		Emergency Medical Technicians	0.28	43	21.37	17.22	0.95	540	20.86	16.43	4	No	S
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	-1.74	203	32.63	19.81	0.63	2,969	33.54	21.47	3	Yes	S
113013	HSHW	Facilities Managers	0.89	50	48.45	28.51	1.08	578	46.93	26.81	6	No	S
132051	HSHW	Financial and Investment Analysts	0.84	90	52.18	30.24	0.57	1,196	48.38	29.39	6	Yes	R
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
113031	HSHW	Financial Managers	1.73	322	82.17	42.78	0.64	2,964	80.69	42.15	6	Yes	R
132099	HSHW	Financial Specialists, All Other	0.88	44	34.79	21.89	0.55	680	35.25	21.82	6	Yes	N
332011	HSHW	Firefighters	0.26	191	36.25	25.29	0.32	1,810	30.58	19.77	4	No	R
471011	HSHW	First-Line Supervisors of Construction Trades and Extraction Workers	0.17	487	37.84	24.73	0.62	5,875	36.62	24.26	3	No	R
391014		First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services	0.60	123	28.30	17.80	0.60	1,090	26.16	17.47	3	No	R
331021	HSHW	First-Line Supervisors of Firefighting and Prevention Workers	0.25	86	54.05	42.88	0.32	538	49.72	32.93	5	No	R
371011		First-Line Supervisors of Housekeeping and Janitorial Workers	8.00	1,938	20.71	15.90	1.83023	2885	19.74	13.88	3	No	S

SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC	In	Qualifying
			Annual % Growth	Annual Openings	2024 Hourly Wage Mean	2024 Hourly Wage Entry	Annual % Growth	Annual Openings	2024 Hourly Wage Mean	2024 Hourly Wage Entry	Training Code	Targeted Industry?	
371012		First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	0.91	200	27.22	19.15	0.83	2,445	26.59	18.59	3	No	R
491011	HSHW	First-Line Supervisors of Mechanics, Installers, and Repairers	0.64	323	37.65	25.03	0.62	3,429	36.60	24.05	3	No	R
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	0.42	377	47.35	27.29	0.69	3,210	46.21	26.05	3	Yes	R
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	-0.18	1,040	33.88	22.21	0.74	11,148	32.90	21.48	3	Yes	S
391022		First-Line Supervisors of Personal Service Workers	0.89	89	24.61	16.79	0.55	1,162	23.82	15.81	3	No	R
331012	HSHW	First-Line Supervisors of Police and Detectives	0.22	89	57.39	39.92	0.25	606	52.01	34.32	6	No	R
511011	HSHW	First-Line Supervisors of Production and Operating Workers	0.43	223	32.78	21.37	0.36	2,480	33.02	21.21	3	Yes	R
411011		First-Line Supervisors of Retail Sales Workers	-0.10	782	25.93	17.04	0.47	9,789	24.83	16.46	3	No	S
531047	HSHW	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	0.98	413	31.39	20.76	0.83	4,052	30.63	20.55	3	Yes	R
119051	HSHW	Food Service Managers	0.14	281	37.93	24.06	0.71	3,453	34.25	20.67	3	No	R
111021	HSHW	General and Operations Managers	0.83	1,778	64.37	27.14	0.80	17,467	61.83	25.80	6	Yes	R
472121		Glaziers	2.00	486	23.77	14.73	2.24184	869	20.39	15.29	3	No	S
271024	HSHW	Graphic Designers	0.93	181	31.05	20.92	0.59	1,601	30.17	19.77	6	Yes	R
211091	HSHW	Health Education Specialists	N/A	N/A	32.81	17.82	0.59	582	28.65	16.47	6	No	N
251071	HSHW	Health Specialties Teachers, Postsecondary	N/A	N/A	N/A	N/A	0.12	714	66.17	29.42	6	No	N
292099		Health Technologists and Technicians, All Other	0.48	112	24.82	18.20	0.87	1,117	23.82	17.82	4	No	R
499021		Heating, Air Conditioning, and Refrigeration Mechanics and Installers	0.49	372	27.99	20.54	0.50	3,559	26.49	19.64	4	No	R
533032		Heavy and Tractor-Trailer Truck Drivers	1.35	999	26.52	19.56	1.06	13,527	26.13	19.15	4	Yes	R
434161		Human Resources Assistants, Except Payroll and Timekeeping	0.07	56	23.32	17.87	0.83	683	23.38	17.88	5	Yes	S
113121	HSHW	Human Resources Managers	0.97	79	70.91	41.33	0.76	816	66.85	39.61	6	Yes	S
131071	HSHW	Human Resources Specialists	1.21	633	35.15	22.00	0.95	5,414	35.25	21.62	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	1.75	87	54.32	35.44	0.72	853	54.82	34.84	6	Yes	R
499041		Industrial Machinery Mechanics	1.48	148	30.21	21.09	0.27	1,380	30.19	21.69	4	Yes	R
537051		Industrial Truck and Tractor Operators	-3.00	2,310	20.38	16.71	1.82606	4759	19.3	14.88	3	Yes	R
151212	HSHW	Information Security Analysts	4.08	91	56.92	38.79	1.41	888	56.49	36.39	6	Yes	R
519061		Inspectors, Testers, Sorters, Samplers, and Weighers	0.02	228	24.06	16.59	0.55	2,410	24.00	16.65	4	Yes	R
413021	HSHW	Insurance Sales Agents	1.03	551	37.38	20.33	0.83	5,254	38.60	19.70	4	Yes	R
132053	HSHW	Insurance Underwriters	0.05	53	45.27	28.37	0.85	557	43.13	27.16	6	Yes	S
271025		Interior Designers	1.17	70	30.74	18.50	0.89	813	31.36	18.27	6	Yes	S
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
436012		Legal Secretaries and Administrative Assistants	-1.28	166	27.98	17.56	0.78	1,582	27.93	17.55	3	Yes	S
292061		Licensed Practical and Licensed Vocational Nurses	0.59	260	30.17	24.38	0.68	3,440	29.00	24.00	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

SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC	In	
			Annual % Growth	Annual Openings	2024 Hourly Wage		Annual % Growth	Annual Openings	2024 Hourly Wage		Training Code	Targeted Industry?	Qualifying Level***
132072	HSHW	Loan Officers	-0.39	123	40.06	18.56	0.23	1,889	39.54	19.63	6	Yes	S
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	2.86	156	33.25	22.26	0.84	1,210	36.54	22.98	6	Yes	R
514041		Machinists	0.92	73	27.51	20.11	0.59	878	25.63	18.77	4	Yes	N
499071		Maintenance & Repair Workers, General	3.00	10,053	19.51	14.71					3	No	R
131111	HSHW	Management Analysts	1.40	713	51.19	28.57	0.91	7,131	47.42	26.12	6	Yes	R
119199	HSHW	Managers, All Other	0.68	370	57.87	27.50	0.57	4,150	56.32	26.57	6	No	R
131161	HSHW	Market Research Analysts and Marketing Specialists	1.95	804	42.03	24.16	0.95	6,289	39.74	22.69	6	Yes	R
112021	HSHW	Marketing Managers	1.15	174	70.42	39.37	0.89	1,539	71.21	37.40	6	Yes	R
319011		Massage Therapists	1.66	184	24.14	15.58	1.02	1,938	24.33	15.64	4	No	S
172141	HSHW	Mechanical Engineers	1.56	41	46.74	30.11	0.68	547	48.98	32.38	6	Yes	N
119111	HSHW	Medical and Health Services Managers	2.62	326	65.58	37.12	0.58	2,902	61.82	33.95	6	No	R
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	1.60	792	21.51	17.51	1.14	9,234	20.66	17.01	4	No	R
499062	HSHW	Medical Equipment Repairers	2.11	68	27.49	19.09	0.49	556	28.82	18.33	5	Yes	N
292072		Medical Records Specialists	0.99	95	25.12	15.66	0.77	1,261	24.19	16.71	4	Yes	S
191042	HSHW	Medical Scientists, Except Epidemiologists	1.18	20	60.41	35.17	0.70	227	60.94	33.11	6	Yes	N
436013		Medical Secretaries and Administrative Assistants	0.51	863	21.30	17.41	0.92	8,918	20.37	16.60	3	No	R
131121	HSHW	Meeting, Convention, and Event Planners	1.07	108	30.70	19.54	0.66	977	30.12	17.99	6	No	R
211023	HSHW	Mental Health and Substance Abuse Social Workers	1.06	44	27.39	19.58	0.99	477	26.98	19.37	6	No	N
252022		Middle School Teachers, Except Special and Career/Technical Education	1.02	285	29.21	23.39	0.74	2,699	27.99	22.74	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	1.24	111	28.20	19.62	0.96	567	27.05	19.09	4	Yes	R
272042	HSHW	Musicians and Singers	N/A	N/A	N/A	N/A	0.16	1,226	69.32	25.01	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	1.05	148	47.04	31.33	1.19	1,592	46.19	30.48	6	Yes	R
311131		Nursing Assistants	4.00	6,574	17.80	14.70					4	No	R
195011	HSHW	Occupational Health and Safety Specialists	1.54	59	41.56	25.00	0.73	700	40.11	24.72	6	Yes	S
312011	HSHW	Occupational Therapy Assistants	2.69	52	35.13	27.97	1.42	614	34.07	28.48	5	No	S
439199		Office and Administrative Support Workers, All Other	-0.53	59	27.24	18.48	0.69	3,034	23.25	16.61	3	No	S
472073		Operating Engineers and Other Construction Equipment Operators	2.00	2,414	27.60	18.00	0.95973	2869	21.27	15.72	3	No	R
152031	HSHW	Operations Research Analysts	2.39	74	40.04	24.84	0.81	585	40.59	24.08	6	Yes	S
292057		Ophthalmic Medical Technicians	1.44	37	22.27	18.92	1.43	644	21.49	17.09	4	No	S
472141		Painters, Construction and Maintenance	3.00	2,826	18.70	16.05	0.95286	3163	18.62	14.28	3	No	S
232011	HSHW	Paralegals and Legal Assistants	1.23	462	31.15	20.50	0.73	4,242	29.40	19.73	5	Yes	R
433051		Payroll and Timekeeping Clerks	-0.81	91	24.77	16.11	0.86	1,210	24.33	16.36	3	Yes	S
132052	HSHW	Personal Financial Advisors	0.67	171	73.98	25.97	0.17	2,004	75.80	25.49	6	No	R
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	1.35766	1557	18.6	13.66	3	No	S
292052		Pharmacy Technicians	0.93	395	21.13	17.26	0.38	3,890	20.58	16.95	4	No	R
319097		Phlebotomists	1.35	111	19.10	15.47	1.11	1,341	19.50	16.80	4	No	S
312021	HSHW	Physical Therapist Assistants	2.69	106	34.19	26.12	1.45	1,293	32.92	26.38	5	No	R



SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC	In	Qualifying
			Annual % Growth	Annual Openings	2024 Hourly Wage Mean	2024 Hourly Wage Entry	Annual % Growth	Annual Openings	2024 Hourly Wage Mean	2024 Hourly Wage Entry	Training Code	Targeted Industry?	
291071	HSHW	Physician Assistants	9.00	718	66.85	27.12	3.98741	837	50.39	28.97	5	No	S
472152		Plumbers, Pipefitters, and Steamfitters	0.13	250	26.84	20.56	0.55	3,007	25.79	19.31	4	No	R
333051	HSHW	Police and Sheriff's Patrol Officers	0.22	513	41.10	31.79	0.28	4,001	40.31	26.70	5	No	R
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	1.08	68	50.34	24.94	0.47	737	46.84	24.08	6	Yes	N
435061		Production, Planning, and Expediting Clerks	0.78	197	26.42	18.39	0.64	2,177	26.25	18.20	3	Yes	R
131082	HSHW	Project Management Specialists	0.70	554	50.67	31.54	0.89	5,501	49.64	30.39	6	Yes	R
132020	HSHW	Property Appraisers and Assessors	0.90	33	36.70	25.51	0.73	558	40.25	22.87	6	No	S
119141	HSHW	Property, Real Estate, and Community Association Managers	0.88	410	40.15	21.73	0.85	3,777	38.25	21.42	6	No	R
292053		Psychiatric Technicians	1.40	146	21.71	16.73	1.22	1,151	21.08	16.65	4	No	R
273031	HSHW	Public Relations Specialists	1.12	230	33.79	19.96	0.76	1,999	33.11	19.59	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		Real Estate Brokers	0.66	49	51.63	20.58	0.76	708	41.45	17.45	4	No	S
419022		Real Estate Sales Agents	0.64	787	35.33	16.88	0.76	7,129	35.25	16.84	4	No	R
291141	HSHW	Registered Nurses	0.20	1,214	43.14	33.40	0.20	12,683	42.40	33.19	6	No	R
291126	HSHW	Respiratory Therapists	0.70	61	39.58	28.45	0.10	499	39.09	30.83	5	No	N
472181		Roofers	2.00	2,674	25.36	18.38	2.35465	3616	19.63	14.17	3	No	S
112022	HSHW	Sales Managers	0.99	306	71.00	36.26	0.72	2,491	70.26	33.97	6	Yes	R
413091		Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1.27	1,134	33.71	18.73	1.11	10,671	34.78	18.33	6	Yes	R
414012		Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	0.78	1,091	35.82	18.22	0.54	8,691	35.57	18.25	3	Yes	R
414011	HSHW	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	1.12	350	71.04	30.15	0.81	2,533	61.13	28.44	6	Yes	R
252031	HSHW	Secondary School Teachers, Except Special and Career/Technical Education	0.92	344	30.94	23.33	0.73	3,621	29.75	22.68	6	No	R
413031	HSHW	Securities, Commodities, and Financial Services Sales Agents	0.13	290	46.19	22.77	0.43	3,376	43.12	22.09	6	No	R
492098		Security and Fire Alarm Systems Installers	1.07	132	28.10	21.24	0.79	926	27.49	20.81	4	No	R
119151	HSHW	Social and Community Service Managers	0.80	70	40.39	23.45	0.63	732	37.76	22.93	6	No	N
211093		Social and Human Service Assistants	0.50	236	22.57	16.35	0.64	2,332	21.36	16.14	3	No	R
151252	HSHW	Software Developers	3.62	799	66.84	40.77	1.67	5,834	61.68	38.59	6	Yes	R
151253	HSHW	Software Quality Assurance Analysts and Testers	3.14	128	51.13	32.11	1.88	1,025	47.69	31.59	6	Yes	R
252052		Special Education Teachers, Kindergarten and Elementary School	N/A	N/A	N/A	N/A	0.71	549	28.36	23.57	6	No	S
252058	HSHW	Special Education Teachers, Secondary School	0.95	55	32.61	24.92	0.71	678	30.39	23.07	6	No	S
271014	HSHW	Special Effects Artists and Animators	1.41	21	47.60	34.96	0.92	406	39.49	27.25	6	No	N
211018		Substance Abuse, Behavioral Disorder, and Mental Health Counselors	2.18	256	28.90	20.97	1.35	1,877	29.08	20.09	6	No	R
292055		Surgical Technologists	N/A	N/A	25.26	19.68	0.80	636	25.11	19.67	4	No	N

SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC	In	Qualifying
			Annual % Growth	Annual Openings	2024 Hourly Wage		Annual % Growth	Annual Openings	2024 Hourly Wage		Training Code	Targeted Industry?	
173031		Surveying and Mapping Technicians	1.14	43	25.74	19.21	0.94	740	24.53	18.00	5	Yes	S
253099		Teachers and Instructors, All Other	N/A	N/A	N/A	N/A	N/A	N/A	29.31	16.44	6	No	N
492022	HSHW	Telecommunications Equipment Installers and Repairers, Except Line Installers	2.50	232	31.45	23.45	1.13	1,612	31.50	22.84	4	No	R
499052		Telecommunications Line Installers and Repairers	2.36	108	30.34	21.54	1.03	822	27.48	18.96	4	No	R
131151	HSHW	Training and Development Specialists	0.97	240	35.60	20.65	0.83	2,547	34.92	18.93	6	Yes	R
113071	HSHW	Transportation, Storage, and Distribution Managers	0.88	93	50.83	28.09	0.59	857	50.12	27.10	6	Yes	R
413041		Travel Agents	0.67	209	26.95	20.09	0.85	1,703	23.90	16.73	3	No	R
319096		Veterinary Assistants and Laboratory Animal Caretakers	4.00	650	17.93	15.02					4	No	R
292056		Veterinary Technologists and Technicians	3.11	113	21.44	16.89	2.05	1,285	20.79	16.58	5	Yes	R
151255	HSHW	Web and Digital Interface Designers	2.30	100	47.49	26.62	1.19	498	41.22	22.39	5	Yes	R
151254	HSHW	Web Developers	3.06	112	44.82	25.96	1.49	452	43.39	24.13	5	Yes	R
514121		Welders, Cutters, Solderers, and Brazers	0.37	136	26.75	20.56	0.47	1,655	25.27	19.55	4	Yes	R
273043	HSHW	Writers and Authors	0.80	88	32.78	21.97	0.42	746	38.38	21.85	6	No	R

\*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 #02 – 25 (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 30, 2025

**SUMMARY**

CSBD receives funds based on our program year (PY) 7/1 – 6/30, and also based on the federal fiscal year (FY) 10/1 – 9/30. 1) We have a small amount of allowable carry forward in the adult/dislocated worker and youth WIOA funds 2) in anticipation of the Central One-Stop Center move the state has allowed us to carry forward some Wagner Peyser funds and 3) we are on track to spend all other funds.

**BACKGROUND**

CSBD receives funds based on our PY 7/1 – 6/30, and also based on the FY 10/1 – 9/30. WIOA allows for a 20% carry forward.

**DISCUSSION**

Chart 1 depicts funds allocated to us on a PY basis from 7/1/24 to 6/30/25 and represents expenditures at 100% of the program year (ended in June).

**Chart 1: 7/1/24 – 6/30/25 Budget vs. Actual at 100% of the Year**

Notes	Funding Stream	PY 24/25 Budget	Actual Expenditures 7/1/24 – 6/30/25	% Expended
1	WTP	4,365,001	3,800,339	87%
2	WIOA Adult/Dislocated Worker	7,011,031	6,431,199	92%
3	WIOA Youth	2,510,583	2,264,912	90%

**Note 1: WTP**

Florida Commerce extended the end date for this grant to 8/31/25. Per Board policy, we use funds available to serve additional youth in our summer youth employment program. We anticipate the funds will be 100% expended.

**Notes 2 and 3: WIOA AD/DW and Youth**

We have carried forward the unexpended funds as allowed by WIOA.

Chart 2 depicts funds allocated to us on a federal FY basis from 10/1/24 to 9/30/25 and represents expenditures through 6/30/25, which represents 75% of the fiscal year (ends in September).

**Chart 2: 10/1/24 – 9/30/25 Budget vs. Actual at 75% of the Year**

Notes	Funding Stream	PY 24/25 Budget	Actual Expenditures 10/1/24 – 6/30/25	% Expended
1	Veterans	286,783	149,435	52%
2	Wagner Peyser (WP)	1,774,957	1,091,979	62%
3	SNAP	204,018	182,426	89%

**Note 1: Veterans Program**

There was a delay in receiving the approvals necessary from the state to fill vacancies. As a result funds budgeted for fair share costs were not expended at the rate projected. As all vacancies are now filled we anticipate being able to spend the funds.

**Note 2: Wagner Peyser**

We are on track to spend the majority of our WP funds. The state is allowing us to carry forward any unspent funds to be utilized for the Central One-Stop Center move.

**Note 3: SNAP**

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

**RECOMMENDATION**

None. For information purposes only.

## Memorandum #01 – 25 (FS)

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

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

**Subject:** General Fund Balance

**Date:** July 30, 2025

### SUMMARY

As of 12/31/24 the General Fund balance was \$1,332,894. From 1/1/25 through 6/30/25, we realized revenues of \$145,804 and incurred expenditures of \$116,890. The General Fund balance as of 6/30/25 is \$1,361,808. Of this amount \$587,413 is held in reserve leaving a balance of \$774,395.

### 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, 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: \$1,089,184	
Less Principle paid with Depreciation revenue since 1/1/2019 (\$751,771)	\$337,413
<b>Total</b>	<b>\$587,413</b>

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

**Chart 2- Board Approved Budgeted Items**

<b>Category</b>	<b>Dollar Amount</b>
Food (Calendar Year)	\$27,000
Ticket to Work staff salary, benefits & overhead	\$98,500
Application of our Indirect Cost Rate	\$19,600
President and General Counsel Salary Cap	\$40,000
<b>Total</b>	<b>\$185,100</b>

## **DISCUSSION**

The General Fund balance as of 12/31/24 was \$1,332,894. Chart 3, below is a list of the revenues and expenditures from 1/1/25 through 6/30/25. During this period revenues totaling \$145,804 and expenditures totaling \$116,890 were incurred. The total of the General Fund balance including reserves minus expenditures is \$1,361,808.

**Chart 3- Revenues and Expenditures 1/1/25 – 6/30/25**

<b>Category</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Comments</b>
Investment Interest	20,880		SBA & Truist
Reimbursement to CSBD	400		Restitution
Ticket to Work (TTW)	34,484	233	
Depreciation collected from grants	85,340		
Tobacco Free Florida	4,700		
FY 24/25 Building Principal		64,608	Paid to date \$964,563
President & General Counsel Salary Cap		39,261	
Food expense		7,185	
Indirect Costs		5,603	
<b>Total</b>	<b>\$145,804</b>	<b>\$116,890</b>	

The General Fund balance as of 6/30/25 is \$1,361,808 of this amount \$587,413 is held in reserve leaving a balance of \$774,395.

## **RECOMMENDATION**

None. For information purposes.

**Memorandum #01 – 25 (QA)**

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

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

**Subject:** Results of the Taylor Hall Miller Parker (THMP), P.A.  
Program Monitoring Report #1 – PY 24/25

**Date:** March 14, 2025

**SUMMARY**

THMP conducted program monitoring for the period August 2024 through November 2024. They reviewed a total of 175 files consisting of 6,844 elements. There were 3 findings and 18 observations. This equates to an error rate of .07%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

**BACKGROUND**

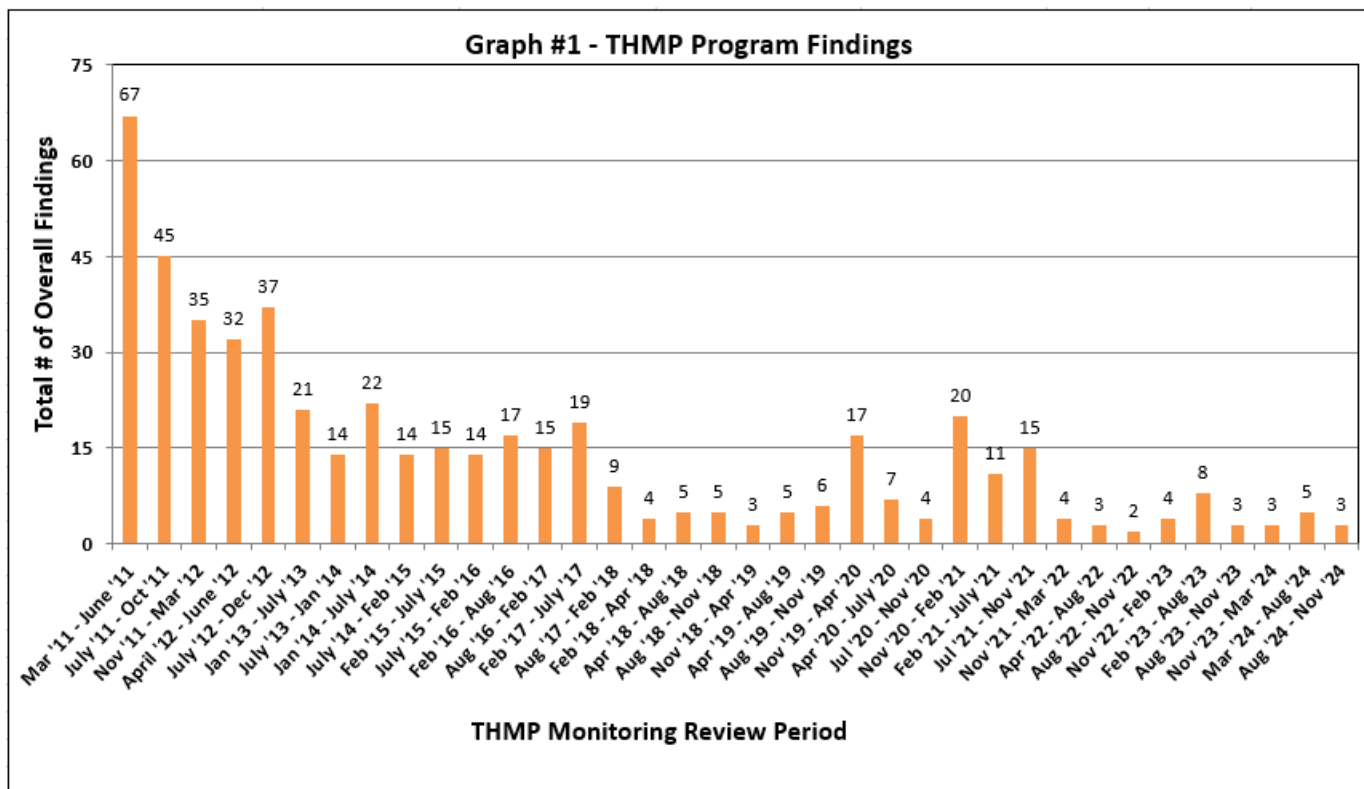
THMP monitors program activities three times a year. This was the first report for Program Year 24/25. This monitoring covered the period August 2024 through November 2024.

**DISCUSSION**

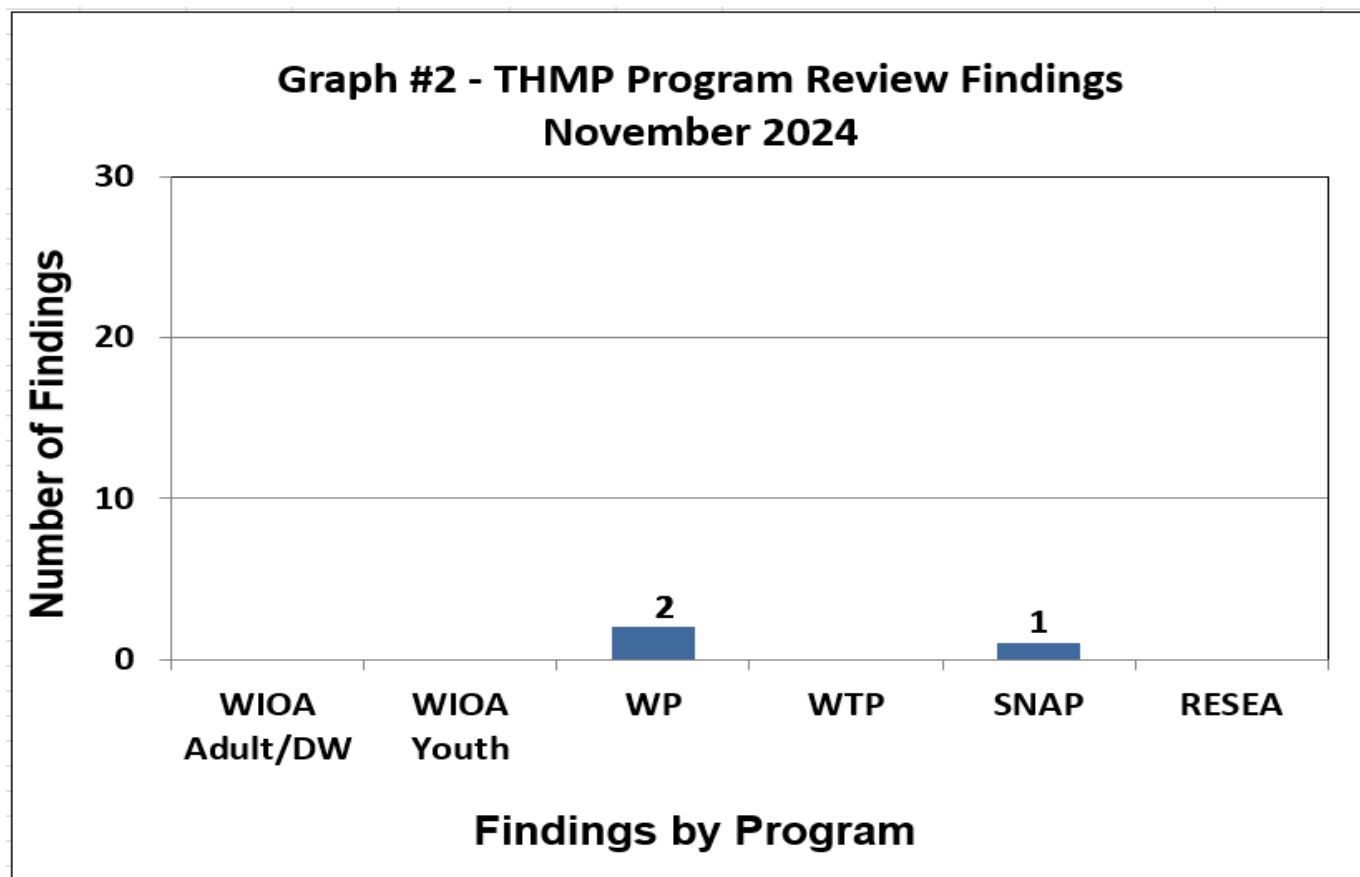
THMP identified 3 findings and 18 observations during their program monitoring visit. They reviewed a total of 175 files consisting of 6,844 elements. This equates to an error rate of .07%, or less than 1%.

**THMP Program Findings**

A chart trending 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:





## THMP Program Findings for the period of August 2024 – November 2024

The findings and observations in this report were forwarded to the Career Centers 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

30 WIOA Adult, Dislocated Worker and Special Project customers files from enrollments in Employ Florida (EF) were reviewed; 10 from each Center. There were **(0)** findings and **(1)** observation.

<b>Observation</b> WIOA Adult/Dislocated Worker
The customer's annualized family income (AFI) documented on the customer's WIOA application in EF was calculated using net pay rather than gross pay; the error did not affect the WIOA low-income determination for priority of service.
<b>Recommendation</b>
The AFI calculation documented in the customer file and the WIOA application in EF should be updated as appropriate for this customer.
<b>Agree/Disagree</b>
Agree
<b>Resolution</b>
This was an isolated incident, and the case file was updated in EF. Success Coaches have been advised to highlight key income information on paystubs, to prevent a reoccurrence of this issue.

### WIOA Youth

20 WIOA Youth files were reviewed: 5 CareerSource Broward, 2 Center for Independent Living (CIL), 4 FLITE Center, 2 HANDY, and 7 School Board of Broward County (SBBC). There were no **(0)** findings and **(0)** observations.

### Wagner-Peyser (WP)

A. 30 WP accounts were reviewed; 10 from each Center. There were **(2)** findings and **(2)** observations.

<b>Findings</b> WP/Service Documentation Review
For two newly created staff-assisted customer registrations, there was no case note documenting the customer's permission to create the account in EF.
<b>Recommendation</b>
For staff-assisted registrations, staff should ensure the customer's permission to create the EF account is documented in a case note.

<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
The staff was trained on 12/3/24 by the supervisor on proper case noting regarding customer registration and how to properly document the customer's authorization to register.

<b>Observations</b> WP/Service Documentation Review
For two customers for whom a job development service was recorded, information required to be documented in a case note was missing in EF.
<b>Recommendation</b>
When job development services are provided to customers, staff should record the following information in EF: employer's name, phone number, address; date of contact; and position/title of job.
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
The staff member corrected the file to include the above information. The requirement was reviewed with new staff to ensure they are aware of the requirement. The Program Manager provided staff with a sample case note for future reference.

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

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

10 RESEA files were reviewed. There were **(0)** findings and **(0)** observations.

### **Welfare Transition Program (WTP)**

- A. 23 WTP files were reviewed (8 each from North and Central, and 7 from South). There were **(0)** findings and **(9)** observations.

<b>Observations WTP File/System Review</b>
<ul style="list-style-type: none"><li>a) IRPs for 2 participants, were not created within 30 days of referral.</li><li>b) A signed IRP in case files was missing work activity assignment end dates.</li><li>c) IRPs were not updated to reflect support services entered in OSST</li><li>d) A participant failed to submit participation documentation &amp; no action was taken</li><li>e) Case notes did not provide the detail regarding a participant's progress</li><li>f) A pre-penalty for a participant was not initiated in a timely manner</li><li>g) A participant's case notes were not updated over a long period of time</li><li>h) An incorrect pre-penalty termination date was entered in OSST which upon determining good cause, the pre-penalty should have been terminated with the date of the supposed failure.</li></ul>
<b>Recommendation</b>
<ul style="list-style-type: none"><li>a) Staff should ensure an initial IRP is completed within 30 days of referral.</li><li>b) Work activity assignment end dates should be reflected on signed IRPs.</li><li>c) All support services, opened in OSST, must also be reflected in the IRP.</li><li>d) All required documentation should be collected timely entered in OSST timely.</li><li>e) Case notes should provide a clear picture of all activity with the case.</li><li>f) Staff should ensure pre-penalty are initiated in a timely manner.</li><li>g) Staff should timely engage participants and document those attempts in OSST.</li><li>h) Staff should lift pre-penalties with the same date as the exact failure date upon determining good cause.</li></ul>
<b>Agree / Disagree</b>
Agree

<b>Resolution</b>
<ul style="list-style-type: none"><li>a) - f) The observations were related to a single new WTP Success Coach. She was provided refresher training and taught to utilize OSST case management tips. Monthly desk reviews assure that the required corrections are taking place.</li><li>g) An unforeseen extended absence by the Success Coach resulted in the delays in the case note entries. To prevent similar occurrences in the future, staff have been cross-trained to assist with case loads in the event of extended absences.</li><li>h) Staff have been instructed regarding OSST tips to improve case management.</li></ul>

- B. 1 WTP Upfront Diversion file was reviewed; There were no **(0)** findings and **(0)** observations.
- C. 21 WTP transitional files were reviewed; 7 at North, South and Central. There were no **(0)** findings and **(0)** observations

## **Supplemental Nutritional Assistance Program (SNAP)**

10 SNAP files were reviewed. There was **(1)** finding and **(6)** observations.

<b>Finding</b> SNAP File/System Review - Sanctions
A compliance activity was not completed by a participant but the pending sanction was lifted/ended without a valid penalty lift reason. Instead, the pending sanction was ended with Entered In Error when the participant submitted an offer of employment,
<b>Recommendation</b>
Employment offer letters are insufficient to lift/end a penalty. Employment verification, such as pay stubs, are needed to end or lift a penalty.
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
The file could not be corrected as the case is closed. The requirement to obtain employment verification was reviewed with the SNAP Success Coach. The SNAP Program Manager reviewed 5 SNAP customer files, and all of them were verified and documented correctly.

<b>Observation</b> SNAP File/System Review
<ul style="list-style-type: none"><li>a) OSST reflects less than the required 80 hours per month were assigned because although Education (41 hours) and Supervised Job Search (39 hours) were originally assigned for 80/hrs per month employment was recorded in OSST, The activity were changed to zero.</li><li>b) Employment was recorded in OSST based on an offer letter instead of without documented employer verification of employment although the documentation was subsequently obtained</li><li>c) The appointment date on the Monthly Participation Agreement (MPA) provided to two participants was different than the appointment date documented in case notes and used for the penalty request.</li><li>d) A participant case was closed based on an exemption; However, the closure alert related to a sanction that was lifted with compliance prior to closing the case</li><li>e) The conciliation for failure to complete Notice of Mandatory Participation (NOMP) requirements was not lifted in a timely manner subsequent to compliance.</li></ul>

<b>Recommendation</b>
<ul style="list-style-type: none"> <li>a) Staff should not amend activity hours when there is employment. They should close the current activity and open a new activity reflecting updated hours.</li> <li>b) Staff should not use offer letters to enter employment in OSST they need an employment verification form or pay stub</li> <li>c) Dates on the MPA and the dates documented in the case notes are the same.</li> <li>d) Cases should not be close prior to obtaining support for an exemption or before a sanction is lifted with compliance.</li> <li>e) Staff should lift the conciliation failure for NOMP requirements in a timely manner.</li> </ul>
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
<ul style="list-style-type: none"> <li>a) The SNAP Program Manager reviewed correct protocol for entry of participation hours with the success Coach to assure activity hours are properly entered</li> <li>b) Staff was instructed regarding the requirement for employment verification forms or pay stubs prior to entering employment into OSST. The Program Manager has reviewed SNAP files to ensure compliance with this requirement</li> <li>c) This was a scrivener's error. The Monthly Participation Agreement was dated and assigned 9/25/24, although the case note was dated 9/26.</li> <li>d) The file could not be corrected as the case is closed. The SNAP Program Manager reviewed the requirement to obtain proper employment verification with the SNAP Supervisor/Success Coach. 5 SNAP customer files, were reviewed and all employment was correctly verified.</li> <li>e) The SNAP Program Manager reviewed lifting conciliation failures for NOMP within the required time limit with staff. The SNAP Program Manager conducted random weekly desk reviews to check on compliance with NOMP requirements.</li> </ul>

## **RECOMMENDATION**

None. For information purposes only.

**Memorandum #03 – 25 (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 24/25

**Date:** July 9, 2025

**SUMMARY**

THMP conducted program monitoring for the period November 2024 through March 2025. They reviewed a total of 184 files consisting of 6,536 elements. There were 13 findings and 14 observations. This equates to an error rate of .30%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

**BACKGROUND**

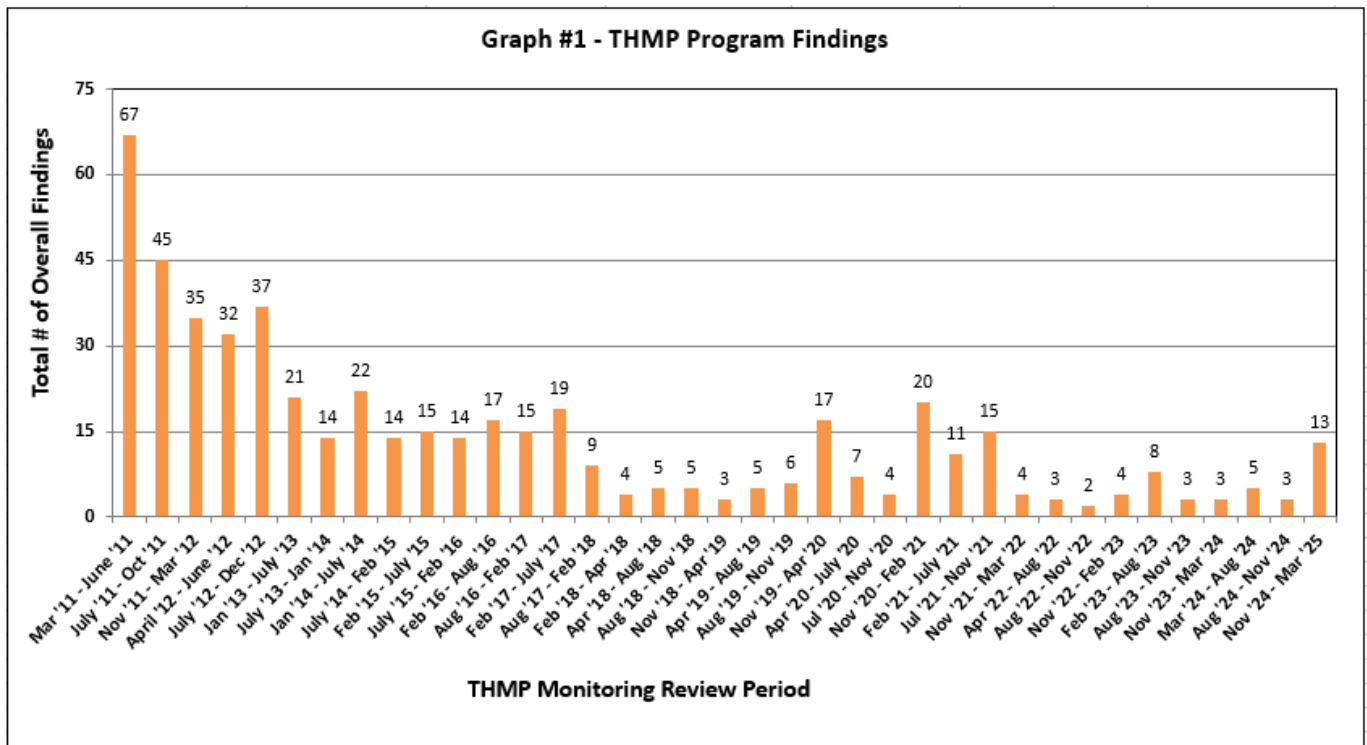
THMP monitors program activities three times a year. This was the second report for PY 24/25. This monitoring covered the period November 2024 through March 2025.

**DISCUSSION**

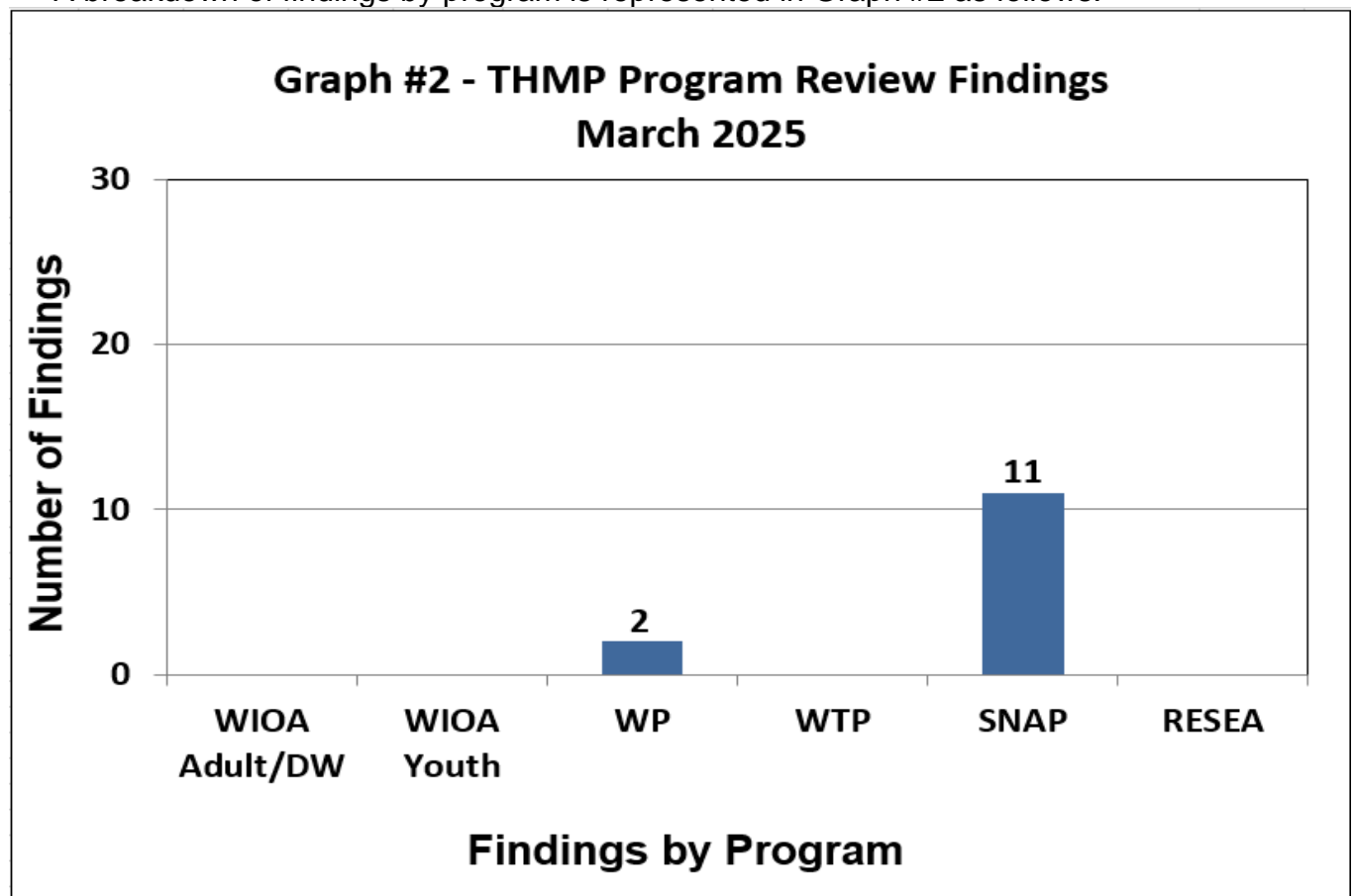
THMP identified 13 findings and 14 observations during their program monitoring visit. They reviewed a total of 184 files consisting of 6,536 elements. This equates to an error rate of .30%, or less than 1%.

**THMP Program Findings**

A chart trending 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:



## THMP Program Findings for the Period of November 2024 – March 2025

The findings and observations in this report were forwarded to the Career Centers 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 (EF) were reviewed; 8 from each Center. There were **(0)** findings and **(0)** observations.
- B. 2 WIOA Incumbent Worker Training (IWT) customers from enrollments in Employ Florida (EF) were reviewed. There were **(0)** findings and **(0)** observations.
- C. 3 NDWG Hurricane Ian customers from enrollments in Employ Florida (EF) were reviewed. There were **(0)** findings and **(0)** observations.
- D. 6 WIOA Adult, Dislocated Worker, and Special Project customer files from Employ Florida who exited the program within the last 12 months; 2 from each Center. There were **(0)** findings and **(0)** observations.

### WIOA Youth

- A. 16 WIOA Youth files were reviewed: 3 CareerSource Broward (CSBD), 1 Center for Independent Living (CIL), 3 FLITE Center, 1 Harmony Development Center, 3 Junior Achievement (JA), and 5 School Board of Broward County (SBBC). There were **(0)** findings and **(3)** observations.

Observations File/System Review
<ul style="list-style-type: none"><li>a) The Annualized Family Income (AFI) for one participant was incorrectly calculated although the error did not affect the WIOA low-income eligibility determination.</li><li>b) 2 youth from Haitian households with an English Language Learner barrier, was not documented. Instead the provider used the 5% exception. While eligible the provider should have used the correct barrier</li></ul>
Recommendation
<ul style="list-style-type: none"><li>a) The customer's AFI should be recalculated and corrected and the WIOA and EF entry should be corrected.</li><li>b) CSBD staff should instruct service provide staff regarding the barriers.</li></ul>
Agree / Disagree
Agree
Resolution
<ul style="list-style-type: none"><li>a) The customer's AFI was recalculated and corrected in EF and in the DMS Income calculation was reviewed with the Success Coach. The relevant youth policy was updated to include a step-by-step income calculation worksheet.</li><li>b) All Junior Achievement youth cases were reviewed and youth's barriers were updated as needed. The relevant youth policy was updated to include a revision to eliminate the 5% exception. Youth provider staff was coached on eligibility.</li></ul>



- B. 6 WIOA Youth customers who exited the program within the last 12 months were reviewed: 1 CSBD, 1 CIL, 2 FLITE, 1 JA, and 1 SBBC. There were **(0)** findings and **(0)** observations.

### **Wagner-Peyser (WP)**

- A. 30 WP accounts were reviewed; 10 from each Center. There were **(2)** findings and **(0)** observations.

<b>Findings</b> WP/Service Documentation Review
Case notes were missing in EF for 2 customers receiving a job development service
<b>Recommendation</b>
When job development services are provided to customers, the case note recorded in EF must include: Employer's name, phone number, address, date of contact, and position/title or job.
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
The customer files were updated to include case notes with the required information. The employee involved was provided additional training and a case note template on 3/24/2025, and their caseload files were monitored for compliance and there was no reoccurrence of this issue. Further, a reporting process requiring weekly updating and case review has been put into place to sustain compliance.

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

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

- 10 RESEA files were reviewed from Employ Florida (EF). There were **(0)** findings and **(0)** observations.

### **Welfare Transition Program (WTP)**

- A. 21 WTP mandatory files were reviewed (7 from North, 8 from Central, and 6 from South). There were **(0)** findings and **(2)** observations.

<b>Observations WTP File/System Review</b>
a) A pre-penalty for a participant was not terminated timely. b) A sanction for a participant was not requested in a timely manner.
<b>Recommendation</b>
Staff should ensure appropriate actions are taken timely and documented accurately.
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
Both observations involved the same Success Coach who was counseled. The WTP Supervisor has increased desk reviews for this Success Coach to ensure compliance.

- B. 2 WTP Domestic Violence files were reviewed; There were **(0)** findings and **(0)** observations.
- C. 3 WTP Upfront Diversion files were reviewed; There were **(0)** findings and **(0)** observations.
- D. 21 WTP transitional files were reviewed; 7 from North, South and Central. There were **(0)** findings and **(0)** observations.

### **Supplemental Nutritional Assistance Program (SNAP)**

- 10 SNAP files were reviewed. There were **(11)** findings and **(9)** observations.

<b>Finding SNAP File/System Review - Sanctions</b>
a) An employment JPR entry for one month did not agree with documentation in the case file for one participant. b) Employment & Education in excess of the 120 hours/month limit was assigned to a participant per the OSST Skill Development & Job Participation Rate screens. c) A SNAP E&T Self-Attestation Form reported in OSST had no amount in it and therefore did not support the amount of the FSR requested/issued; Documentation supporting FSRs must specify the amount of actual expenses incurred by the participant directly related to participation in the E&T. d) Penalties for 8 participants were not requested within two business days of the failure to attend the initial appointment or submit requisite hours of participation.
<b>Recommendation</b>
CSBD staff should ensure that assigned activities and JPRs are correctly recorded into OSST, required documents are obtained and maintained in the case file, and penalties are properly processed.
<b>Agree / Disagree</b>
Agree

<b>Resolution</b>
<p>a) &amp; b) These cases are closed and could not be corrected. The SNAP Program Manager reviewed the issues with the Success Coach. CSBD will review customers assigned participation, actual hours, and JPR entered hours for accuracy, &amp; related case notes. The SNAP QA monitoring tool has been updated to include a review of these program elements. This case was updated to reflect the correct amount on the FSR form.</p> <p>c) The penalty entry delays were due to an unexpected extended leave taken by a SNAP Success Coach.</p>

<b>Observation</b> SNAP File/System Review
<p>a) The appointment status for an initial appointment (590) was not selected within two business days of the initial appointment date.</p> <p>b) There were SNAP Monthly Participation Agreements (MPA) for 3 participants that specified an incorrect month.</p> <p>c) An assignment for 3 participants changed from Education to Education &amp; Job Search but the change was not recorded in OSST.</p> <p>d) Case management was not always timely manner for 2 participants.</p>
<b>Recommendation</b>
<p>a) Staff should ensure appointment statuses are updated in OSST within two business days through internal tracking and staff reminders.</p> <p>b) Staff should ensure the dates on the MPA and the dates documented in the case notes are the same.</p> <p>c) Staff should ensure assigned activities/hours are properly recorded and updated in OSST.</p> <p>d) Staff should reinforce timely case management through clear expectations, regular file reviews, and use of scheduling tools.</p>
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
<p>a) &amp; b) The SNAP Program Manager reviewed the issues with the Success Coach. SNAP internal monitoring has been increased to ensure compliance.</p> <p>c) These cases are closed and cannot be corrected. The SNAP Program Manager reviewed the issue with the Success Coach. In the future all customers assigned participation, actual hours, case notes and JPR entered hours will be verified for accuracy. The SNAP QA monitoring tool has been updated to include the review of these program elements.</p> <p>d) SNAP internal monitoring has been increased to monitor compliance.</p>

## RECOMMENDATION

None. For information purposes only.

**Cherry Bekaert PY 24/25 Fiscal Monitoring Report #2**  
**Review Period October 2024 – February 2025**

<b>Areas Reviewed</b>	<b>Findings / Observations</b>
Previous Year-end Audit Adjusting Journal Entries	0
Previous Year-end Single Audit Report	0
Insurance	0
Local Plan Controls Review	0
Cash Draw	0
Internal Control Website Review	0
Property Management - PPE	0
ETA Salary and Bonus Cap Calculation	0
Cash Receipts	0
Cancelled Checks	0
Bank Reconciliation – Operating Account	0
Bank Reconciliation – Staff Payroll Account	0
Bank Reconciliation – Participant Payroll Account	0
Bank Reconciliation – Money Market General Fund Account	0
Bank Reconciliation – AP	0
Participant Payroll	0
Integrative Staffing Payroll	0
On the Job Training (OJT) Disbursements	0
Staff Payroll	0
WTP Community Work Experience Agreements	0
Budget vs Actual Grants/Programs	0
Cell Phone Expenditures	0
Youth Support & WIOA (AD/DW) Payments	0
Non-Payroll Expenditures	0
Procurements – Micro Purchase	0
Procurements – Small Purchases	0
Procurements – RFP/Bid	0
P-Card Expenditures	0
Customer-Related Expenditures – WIOA ITA & WTP	0
Mileage Reimbursements (staff)	0
Mileage Reimbursements (service providers)	0
NDWG (Hurricane Ian) Testing - Disbursements	0
Subawarding/Subrecipient Monitoring	0
<b>TOTAL</b>	<b>0</b>



**JUL 2024 - JUN 2025**

### EMPLOYER TESTIMONIAL



**TESS Electrical LLC – Tammy Howell, HR Manager** – *"Partnering with CareerSource Broward for a recent job fair was a fantastic experience. We were actively hiring and seeking to connect with a strong pool of qualified candidates, and CareerSource Broward delivered. The turnout exceeded our expectations, and the support we received throughout the process was outstanding. CareerSource Broward played a key role in our hiring efforts."*

**10,210** EMPLOYERS  
SERVED

**32,130**

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

**19,214**

New Job Openings Posted  
in Employ Florida



**\$4,735,223**  
WORK-BASED TRAINING INVESTMENTS

On-the-Job Training (OJT) Program - **\$183,923**  
Skills Upgrade Incumbent Worker Training (IWT) - **\$75,477**  
Adult and Youth Paid Internships - **\$4,475,823**

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

### EMPLOYER TESTIMONIAL



**Yakol Inc. – Nadine Robinson, President/CEO** – *"I'm incredibly grateful for the opportunity to participate in CareerSource Broward's Internship Program. As a nonprofit, Yakol Inc. greatly benefited from the support, both in the process and the placement. The CareerSource Broward team guided us through every step, from navigating Employ Florida to getting approved as a worksite. Thanks to the program, we were matched with a talented and dedicated intern who has provided outstanding administrative support. The program helped us save time, stay organized, and focus more on our mission to serve families in our community."*

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JUL 2024 - JUN 2025

# INFOGRAPH



## JOB SEEKER SERVICES

### SUCCESS STORY



**Jacqueline** – "Before coming to CareerSource Broward, I was feeling discouraged and didn't know where to begin. From the start, the team made me feel supported and seen. With their guidance, I stayed motivated and focused, and I was recently hired as a Lead Retrieval Clerk. I'm so grateful to CareerSource Broward for giving me the tools and confidence to make it happen."

74,595

ONE-STOP  
CENTER VISITS



8,921 WORKSHOP PARTICIPANTS



2,574

JOB SEEKERS  
PLACED IN JOBS

\$2,260,736

TRAINING SCHOLARSHIPS



### SUCCESS STORY



**Katelyn** – "I want to express my deepest gratitude for the exceptional support I received from CareerSource Broward. The team stayed in close contact, offering consistent guidance and truly paying attention to the details that mattered most in my search for employment. Thanks to their support, during one of the most difficult times in my life, I've started a new career with better pay and a renewed sense of hope."

222,338

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



SPECIAL POPULATIONS SERVED

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

7,187 JOB SEEKERS

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**Overview of the CareerSource Broward Region**  
**Not Seasonally Adjusted**  
**August 15, 2025**

- The unemployment rate in the CareerSource Broward region (Broward County) was 3.8 percent in July 2025. This rate was 0.2 percentage point greater than the region's year ago rate of 3.6 percent. The region's July 2025 unemployment rate was 0.3 percentage point lower than the state rate of 4.1 percent. The labor force was 1,094,935, up 3,122 (+0.3 percent) over the year. There were 41,650 unemployed residents in the region.

**Fort Lauderdale-Pompano Beach-Sunrise Metro Division**

- In July 2025, nonagricultural employment in the Fort Lauderdale-Pompano Beach-Sunrise MD was 924,600, an increase of 10,600 jobs (+1.2 percent) over the year.
- The Other Services (+4.3 percent); Leisure and Hospitality (+2.8 percent); Professional and Business Services (+1.6 percent); Financial Activities (+1.5 percent); and Government (+1.5 percent) industries grew faster in the metro area than statewide over the year.
- The Fort Lauderdale-Pompano Beach-Sunrise MD had the highest annual job growth compared to all the metro areas in the state in the Professional and Business Services (+2,700 jobs) and Other Services (+1,600 jobs) industries.
- The Fort Lauderdale-Pompano Beach-Sunrise MD had the fastest annual job growth rate compared to all the metro areas in the state in the Other Services (+4.3 percent) industry.
- The Fort Lauderdale-Pompano Beach-Sunrise MD had the second highest annual job growth compared to all the metro areas in the state in the Leisure and Hospitality (+2,700 jobs) and Government (+1,500 jobs) industries.
- The Fort Lauderdale-Pompano Beach-Sunrise MD had the third fastest annual job growth rate compared to all the metro areas in the state in the Professional and Business Services (+1.6 percent) industry.
- The industries gaining jobs over the year were Professional and Business Services (+2,700 jobs); Leisure and Hospitality (+2,700 jobs); Trade, Transportation, and Utilities (+1,600 jobs); Other Services (+1,600 jobs); Government (+1,500 jobs); Education and Health Services (+1,400 jobs); and Financial Activities (+1,100 jobs).
- The industries losing jobs over the year were Construction (-1,400 jobs) and Information (-600 jobs).
- The Manufacturing industry was unchanged in jobs over the year.

Unemployment Rates			
(not seasonally adjusted)	Jul-25	Jun-25	Jul-24
CareerSource Broward (Broward County)	3.8%	3.7%	3.6%
Florida	4.1%	3.9%	3.8%
United States	4.6%	4.4%	4.5%

Nonagricultural Employment by Industry (not seasonally adjusted)	Ft Lauderdale-Pompano Beach-Deerfield Beach Metropolitan Division				Florida				Annualized Avg. Wages Broward County, Q4 2024
	Jul-25	Jul-24	change	percent change	Jul-25	Jul-24	change	percent change	
Total Employment	924,600	914,000	10,600	1.2	9,947,300	9,803,900	143,400	1.5	\$72,470.20
Mining and Logging	#N/A	#N/A	#N/A	#N/A	5,600	5,700	-100	-1.8	\$84,420.64
Construction	54,400	55,800	-1,400	-2.5	659,700	654,500	5,200	0.8	\$82,779.12
Manufacturing	32,100	32,100	0	0.0	431,500	429,800	1,700	0.4	\$103,430.60
Trade, Transportation, and Utilities	204,700	203,100	1,600	0.8	2,003,200	1,974,500	28,700	1.5	\$67,925.86
Wholesale Trade	55,500	54,100	1,400	2.6	402,000	396,200	5,800	1.5	\$102,216.60
Retail Trade	108,800	107,100	1,700	1.6	1,159,200	1,147,500	11,700	1.0	\$47,752.60
Transportation, Warehousing, and Utilities	40,400	41,900	-1,500	-3.6	442,000	430,800	11,200	2.6	\$81,048.36
Information	19,400	20,000	-600	-3.0	157,600	156,600	1,000	0.6	\$125,078.68
Financial Activities	74,500	73,400	1,100	1.5	696,800	689,400	7,400	1.1	\$122,043.44
Professional and Business Services	173,900	171,200	2,700	1.6	1,633,800	1,619,100	14,700	0.9	\$91,748.78
Education and Health Services	122,700	121,300	1,400	1.2	1,556,500	1,510,400	46,100	3.1	\$67,221.68
Leisure and Hospitality	100,400	97,700	2,700	2.8	1,321,400	1,304,800	16,600	1.3	\$39,881.02
Other Services	38,400	36,800	1,600	4.3	386,300	378,500	7,800	2.1	\$53,179.05
Government	104,000	102,500	1,500	1.5	1,094,900	1,080,600	14,300	1.3	\$90,796.79

Population	2024	2023	change	percent change
CareerSource Broward (Broward County)	2,037,472	2,002,786	34,686	1.7
Florida	23,372,215	22,904,868	467,347	2.0
Average Annual Wage	2024	2023	change	percent change
CareerSource Broward (Broward County)	\$71,492	\$69,239	\$2,253	3.3
Florida	\$69,492	\$66,447	\$3,045	4.6



## Guide to Workforce Acronyms

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

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

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

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

## **CAREER AND JOB INFORMATION SOURCES**

Broward Workforce Development Board

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

Broward Intern

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

CareerSource Florida

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

Employ Florida

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

## **EMPLOYMENT AND TRAINING**

My Next Move

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

Unemployment Claims

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

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

USDOL, Employment and Training Administration

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

O\*Net

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

National Association of Workforce Boards (NAWB)

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

U.S. Conference of Mayors

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

WorkforceGPS

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

## **WELFARE TO WORK**

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

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

Joint Center on Poverty Research

<https://jointcenter.org/>

## **LABOR MARKET INFORMATION**

Bureau of Labor Statistics

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

Bureau of Economic Analysis (Dept. of Commerce)

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

Minimum Wage

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

Florida Labor Market Information

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

Labor law/Wage and Hour

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

Federal Reserve Bank of Atlanta

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

## **GENERAL**

Florida State Legislature (Online Sunshine)

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

U.S. Congress

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

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

Work Opportunity Tax Credit

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

Federal Bonding Program

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

Opportunity Zones

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

## **YOUTH WORKFORCE DEVELOPMENT**

Florida Dept. of Education

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

Youth Promising and Effective Practices Network

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

National Youth Employment Coalition

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

Employ Florida

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

## **DISABILITY**

Social Security/Work Incentives

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

Americans with Disabilities

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

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

Ticket to Work

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

## **WOMEN'S EMPLOYMENT**

U.S. Department of Labor

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

## **SENIORS**

AARP

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

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

Florida Department of Elder Affairs

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

Employ Florida Marketplace Silver Edition

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

## **VETS**

Dept. of Veteran Affairs

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

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

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

Employ Florida Vets

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