
AGENDA

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

**Partnership Meeting #259
Thursday, December 12, 2024
CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

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

<https://us02web.zoom.us/j/86765257568?pwd=BAoOPsMGxxxCu6zJurCWUwoDd15k1R.1>

PROTOCOL FOR TELEPHONE/ZOOM MEETING

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

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

PLEDGE OF ALLEGIANCE

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

PRESENTATIONS

Presentation of recognitions to 1) Board member Cynthia Sheppard and 2) Council of Elected Officials Commissioner Tim Ryan.

MISSION MOMENT

Heiko Dobrikow to share highlights from his term as Board Chair.

APPROVAL OF MINUTES

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

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

Pages 12 – 22

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

RECOMM ACTION EXHIBIT	Approval Motion for Approval by CSBD Council of Elected Officials Minutes of the CSBD Council of Elected Officials Meeting
--------------------------------------	---

Pages 23 – 26

CONSENT AGENDA

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

ACCEPTANCE OF CONSENT AGENDA

RECOMM	Approval
ACTION	Motion for Approval

1. Monthly Performance Report

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

ACTION	None
EXHIBIT	None

2. Letters of Support

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

ACTION	None
EXHIBIT	None

REGULAR AGENDA

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

NEW BUSINESS

1. Election of CareerSource Broward Council of Elected Officials Officers for 2025

Officers for the CareerSource Broward (CSBD) Council of Elected Officials must be selected for the 2025 calendar year. There are no legal or By-Law requirements for the selection of officers. Current CSBD Council officers are Mayor Josh Levy, Chair, Mayor Dean Trantalis, Vice-Chair, and Commissioner Tim Ryan, Chair Pro Tem, who is retiring from public office. Mayor Beam Furr will be taking his place on the Council. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, providing information and intelligence to stakeholders with feedback from the community.)*

RECOMM	Selection of Chair, Vice-Chair, and Chair Pro Tem by CSBD Council
ACTION	CSBD Council Selects its Officers
EXHIBIT	None

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

Consideration to approve 1) the slate of officers for 2025 as all officers are completing the second year of their term and a waiver of the term limit for 2) Dr. Ben Chen, Vice-Chair for Legislative Affairs and 3) Zac Cassidy, Secretary/Treasurer as permitted by the By-Laws. On 10/15 requests for nominations of officers were sent to Board members for consideration by the Ad Hoc Nominations Committee. The CareerSource Broward Council of Elected Officials has final approval of the slate. Approved at the 11/20 Organizational Resources Nomination and 12/2 Executive Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

RECOMM	BWDB to Recommend Approval
ACTION	Motion for Approval by CSBD Council of Elected Officials
EXHIBIT	Memo #03 – 24 (Exec)

3. Membership Renewals

Consideration of the renewal of BWDB members whose terms will expire in January 2025 and who are eligible for renewal for an additional two years. The twelve (12) members recommended for renewal are 1) Zac Cassidy 2) Keith Costello 3) Heiko Dobrikow 4) Dr. Howard Hepburn 5) Frank Horkey 6) Francois Leconte 7) Sandy-Michael McDonald 8) Richard Shawbell 9) Robert Swindell 10) Dr. Stacy Volnick 11) Lori Wheeler and 12) Tara Williams. The CSBD Council of Elected Officials appoints board members following a recommendation from the Board. Approved at the 11/20 Organizational Resources Nominations and 12/2 Executive Committee meetings. *(This is in alignment with the Board's goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

RECOMM BWDB to Recommend Approval
ACTION **Motion for Approval by CSBD Council of Elected Officials**
EXHIBIT Memo #01 – 24 (Exec)

Pages 29 – 30

4. President/CEO Evaluation

In accordance with the Broward Workforce Development Board, Inc. and CSBD Council of Elected Officials' policy, the Executive Committee evaluates the President/CEO annually using an instrument developed by the Organizational Resources Committee. The Evaluation Form was distributed to the Executive Committee members by the Legal Department in November. The scores were averaged and presented to the Committee along with member comments. The Committee also considered the salaries of directors in the large areas. After discussion, the Committee unanimously recommended that the President, Ms. Hylton, be awarded a ten percent merit increase. Approved at the 12/2 Executive Committee meeting. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

RECOMM Review of President/CEO Evaluation
ACTION Discussion
EXHIBITS Memo #03 – 24 (LS)
President/CEO Evaluation Form

Pages 31 – 35

5. Broward Workforce Development Board (BWDB) Appointment

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

RECOMM	BWDB to Recommend Approval
ACTION	Motion for Approval by CSBD Council of Elected Officials
EXHIBITS	Memo #02 – 24 (Exec) Resume

Pages 36 – 39

6. Food and Beverage Purchases

Consideration to approve up to \$27,000 from the General Fund for food and beverage expenses for 2025. This is the same amount set aside last year. We use these funds for 1) board and committee meetings 2) staff planning sessions and day-long staff training 3) employer forums 4) networking events such as chamber of commerce/industry association meetings 5) community meetings attended by the President/CEO, Executive Vice Presidents, and management and 6) staff appreciation up to 3 times per year. Funds not expended remain in the General Fund. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

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

7. Request for Regional Planning Area Designation

Consideration to approve a request to CareerSource Florida to designate CareerSource Broward and CareerSource South Florida as a Regional Planning Area (RPA). In accordance with the REACH Act, all local workforce boards are required to be part of a planning region comprised of two or more contiguous local boards. The criteria to be an RPA is that the boards involved must have a shared labor market and common economic development area, along with relevant relationships in terms of training institutions, population centers, commuting patterns and labor market conditions. The purpose of the RPA is to align workforce strategies to address common needs of shared industry sectors, labor shortages, and worker skill gaps with united service strategies. Approved at the 12/2 Executive Committee meeting. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Memo #06 – 24 (QA)

Pages 40 – 41

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

Consideration to accept \$50,000 from the City of Dania Beach to serve 11 economically disadvantaged youth ages 16-18 years old who reside within the city. The City has funded the SYEP for the past three (3) years. The 2025 application portal opened on 12/2 at 9 a.m. We are requesting that the members share the youth and employer flyers with your networks. Approved at the 11/18 Youth and 12/2 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).*

RECOMM Approval
ACTION Motion for Approval
EXHIBITS [SYEP Youth Flyer](#)
 [SYEP Employer Flyer](#)

Pages 42 – 43

9. BWDB and Executive Committee 2025 Meeting Schedule

Consideration to approve the 2025 meeting schedule for the BWDB and Executive Committee meetings. Meetings are in person. On occasion, if necessary, a board member can attend via Zoom. Approved at the 12/2 Executive Committee meeting. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, providing information and intelligence to stakeholders with feedback from the community.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	BWDB and Executive Meeting Schedule

Page 44

10. 2025 Stop-Loss Coverage

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

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

REPORTS

1. International Medical Industries Incumbent Worker Training Grant Application

International Medical Industries applied for an Incumbent Worker Training (IWT) grant in the amount of up to \$130,604 to train 31 employees to earn certifications in Process Validations, Scientific Molding, Normality Testing, and Six Sigma Green belt. Pursuant to the Workforce Innovation and Opportunity Act requirements, CSBD will contribute 50% toward the total cost of the training. In accordance with governing boards' policy, IWT grant applications of \$50,000 or more and recommended by the rating committee go to the Employer Services and the Executive Committees for consideration, with a report to the Board at their next meeting. Approved at the 11/4 Employer Services and 12/2 Executive Committee meetings.

ACTION None
EXHIBIT Memo #09 – 24 (BR)

Pages 45 – 46

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

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

ACTION None
EXHIBIT Quarterly Report

Pages 47 – 53

3. State of the Workforce Breakfast and Job Fair

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

ACTION None
EXHIBIT [Save the Date Employer Flyer](#)

Page 54

4. Sandy-Michael McDonald Honored

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

ACTION None
EXHIBIT None

5. Broward County Unemployment and Economic Dashboard

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

ACTION None
EXHIBITS Broward County Labor Market Information
[CareerSource Broward Dashboard](#)

Pages 55 – 56

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

MATTERS FROM THE BROWARD WORKFORCE DEVELOPMENT BOARD CHAIR

MATTERS FROM THE BOARD

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

***THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE
BROWARD COUNCIL MEETING IS TBD.***

MEETING MINUTES

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

**Partnership Meeting #258
Thursday, October 31, 2024
CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

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

Attendees: Zac Cassidy, Dr. Ben Chen, Keith Costello, Paul Farren, Dr. Howard Hepburn, Rufus James, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Felipe Pinzon, Catherina Rozario, Jim Ryan, Mark Schaunaman, Rick Shawbell, Shane Strum, Bob Swindell, Marjorie Walters, and Heiko Dobrikow, who chaired the meeting.

Guests: Eugen Bold, Juan Saavedra, Daniel Harper, Yvette McCullough, Andy Winter, Kaitlyn Jensen, Jewelisia Thomas, Kristy Farina, Devin Silverman, Evelyn Gonzalez, Lorraine Andersson

Staff: Carol Hylton, Ron Moffett, Mark Klinecicz, Rochelle Daniels, Kaminnie Kangal, Kim Bryant, and Samantha Vazquez. Yushika Florence, Deborah Nunez, Johnie Beckford, Kasia Kossak, Maurice Gardner, Michael Bateman, and Rosamond Parker-Pickett.

MISSION MOMENT

Board Chair Heiko Dobrikow recognized Neena Rowe, CSBD's 2024 Workforce Professional Champion of the Year. As a Re-employment Service Eligibility Success Coach at the central office, stating that she embodies the essential qualities of a workforce professional, including dedication, compassion, knowledge, and community advocacy.

Ms. Rowe then thanked the Board and shared her appreciation for her role at CSBD, which she described as rooted in compassion and teamwork.

Mr. Dobrikow presented Ms. Rowe with a plaque honoring her as Workforce Professional of the Year.

Keith Costello added that, as an employer, he admires Ms. Rowe's dedication. He describes her as an engaged and passionate team member whose example brings great value to the organization, workforce, and community.

PRESENTATIONS

Heiko Dobrikow introduced the new Healthcare Career Pathways video and expressed gratitude to the staff for scripting and creating the content, as well as to Broward Health and Memorial Healthcare System for contributing their facilities, staff, and resources to the project. He welcomed and thanked healthcare partners Devin Silverman, Executive Director of Talent Acquisition for Broward Health, Evelyn Gonzalez, Career Navigator at Broward Health, Lorraine Andersson, Workforce Development Manager at Memorial Healthcare System; and Board member Shane Strum, President and CEO of Broward Health and Interim CEO of Memorial Healthcare System.

Mr. Dobrikow presented certificates to the healthcare employer representatives in appreciation of their collaboration and contributions.

Mr. Dobrikow then introduced Daniel Harper, Senior Management Analyst Supervisor at Florida Commerce, and members of his team to present CSBD's financial and programmatic performance. They covered key funding expenditure requirements, highlighting that CSBD consistently exceeded financial benchmarks for direct client services and Individual Training Accounts (ITAs). Along with achieving high marks on WIOA's primary indicators of performance, CSBD notably earned a strong "A" letter grade, making it one of the top-performing workforce boards in the state.

After the presentation, Keith Costello inquired about the purpose of the funding from a national emergency grant listed in the budget. Daniel Harper clarified that this funding is provided through WIOA and is allocated when the state experiences a natural disaster, such as a hurricane.

In closing, Heiko Dobrikow requested the CSBD staff to stand and be recognized, applauding their dedication and high performance. He commended the team for their hard work and thanked Florida Commerce for the report.

APPROVAL OF MINUTES

Approval of the minutes of the 8/22 BWDB meeting #257.

On a motion made by Jim Ryan and seconded by Rick Shawbell, the BWDB unanimously approved the minutes of the 8/22 meeting #257.

CONSENT AGENDA

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

ACCEPTANCE OF CONSENT AGENDA

1. Monthly Performance Report

The State is delayed in providing the data we use for the Monthly Performance Report. We have contacted FloridaCommerce and they have informed us that they are working to update the information and as soon as it is available, we will be notified.

2. Letters of Support

Letters of support were written for 1) Wolfcreek Consulting Inc.'s Quick Response Training grant 2) Community Foundation of Broward's application for the Florida Children's Initiative and 3) Junior Achievement of South Florida's application for the U.S. Department of Labor's YouthBuild program.

On a motion made by Keith Costello and seconded by Bob Swindell, the BWDB unanimously approved the Consent Agenda of 10/31.

REGULAR AGENDA

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

NEW BUSINESS

1. Compensation Study

Considered approval of the 2024 Compensation Study recommendations which propose 1) a 3% adjustment to the salary ranges 2) an adjustment to the wages of twelve (12) CSBD and Integrative Staffing Group staff whose salaries are either below the starting salary for the range or per the study needed to be aligned to reflect the current market for the positions, at a cost of \$25,059 and 3) creation of an annual retirement benefit for senior management who have worked for CSBD or our staffing company for at least 7 years. Currently, 9 senior management staff will qualify at a cost of \$28,000. Based on an analysis of actual expenditures through the first quarter of this year sufficient budget in both program and administrative categories is available to fund the Study recommendations at a total of \$53,059. Approved at the 10/9 Organizational Resources and 10/14 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Heiko Dobrikow asked Kevin Kornahrens, Chair of the Organizational Resource Committee to present the item.

Mr. Kornahrens reviewed the item and the recommendations.

Francois Leconte inquired if inflation had been factored into the study. Ms. Hylton answered, "Yes," the consultant did consider the effects of inflation in developing her recommendations.

Tara Williams asked if the figures shown represented the total cost. Mr. Dobrikow confirmed that it is the total cost of the changes being recommended.

On a motion made by Francois Leconte and seconded by Dr. Lisa Knowles, the BWDB unanimously approved the 2024 Compensation Study recommendations which propose 1) a 3% adjustment to the salary ranges 2) an adjustment to the wages of twelve (12) CSBD and ISG staff whose salaries are either below the starting salary for the range or per the study needed to be aligned to reflect the current market for the positions, at a cost of \$25,059 and 3) creation of an annual retirement benefit for senior management who have worked for CSBD or our staffing company for at least 7 years at a cost of about \$28,000.

2. Accept Summer Youth Employment Program (SYEP) Funds for 2025

Considered the acceptance of 1) \$4,277,213 from the Children's Services Council to serve 913 youth and 2) \$385,000 from Broward County to serve 83 youth for a total of 996 youth and \$4,662,213. Youth are ages 16-18 years old and economically disadvantaged. Broward County funds will be targeted for youth who have had contact with the Juvenile Justice system and/or reside in one of the six distressed zip codes. As the County is awarding CSBD funds they have no conflict of interest. The SYEP will provide each youth with three days of

employability skills training and an eight-week meaningful summer work experience. The application portal for youth will go live on 12/2. Approved at the 9/23 Youth and 10/14 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).)*

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

Ms. Liberta reviewed the item and stated that it is a great program.

On a motion made by Zac Cassidy and seconded by Mark Schaunaman, the BWDB unanimously approved the acceptance of 1) \$4,277,213 from the Children's Services Council to serve 913 youth and 2) \$385,000 from Broward County to serve 83 youth for a total of 996 youth and \$4,662,213.

3. Accept Non-Custodial Parent Grant Funds

Considered the acceptance of \$785,000 from FloridaCommerce to serve 65 non-custodial parents who are unemployed or underemployed and have difficulty meeting child support obligations. The goal of the program is to provide job training and employment that leads to self-sufficiency. CSBD is renewing a Memorandum of Understanding with the Florida Department of Revenue to share contact information on parents who are in arrears with child support payments. Approved at the 10/1 One-Stop Services and 10/14 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).)*

Heiko Dobrikow asked Rick Shawbell, Chair of the One-Stop Services Committee, to present the item.

Mr. Shawbell reviewed the item and recommendations.

On a motion made by Keith Costello and seconded by Dr. Howard Hepburn, the BWDB unanimously approved the acceptance of \$785,000 from FloridaCommerce to serve 65 non-custodial parents.

4. Accept Disaster Recovery Funds

Considered the acceptance of \$500,000 in WIOA National Dislocated Worker Grant funds from FloridaCommerce. These funds provide temporary jobs to assist with humanitarian aid, and restoration activities to assist with disaster relief and can also be used to provide career services and training to eligible participants. The grant runs through 6/30/26. Approved at the 10/14 Executive Committee meeting. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Heiko Dobrikow asked Carol Hylton to present the item, which she did. Referring to Keith Costello's earlier inquiry, Ms. Hylton explained that the funds being accepted are an example of national emergency grant funds, which are typically received in response to natural disasters such as hurricanes or flooding. She noted that these funds are allocated to support various recovery efforts and reminded the Board of the flooding that occurred at the beginning of the summer, which prompted the award of these funds.

On a motion made by Rick Shawbell and seconded by Paul Farren, the BWDB unanimously approved the acceptance of \$500,000 in WIOA National Dislocated Worker Grant funds from FloridaCommerce.

5. CareerSource Broward (CSBD) WIOA Local Plan for Program Years 2025 – 2028

Considered the approval of CSBD's 2025 – 2028 4 Year Strategic Plan as required under the Workforce Innovation and Opportunity Act (WIOA). Every 4 years, local boards, together with their chief local elected officials, are required to submit a local Strategic Plan that describes how they will deploy workforce services and invest resources in their local areas. The Plan is required to be aligned with the State's Plan and must be available for a 30-day comment period. We advertised the opportunity for public review and comment in two local newspapers and on our website. Comments received will be brought to the Board. We also held a publicly noticed meeting on 9/27 to allow community input. Approved at the 10/1 One-Stop Services and 10/14 Executive Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Heiko Dobrikow asked Rick Shawbell to present the item.

Mr. Shawbell reviewed the item and the recommendations.

Mr. Dobrikow asked Rochelle Daniels if she wished to add anything further. Ms. Daniels added the plan describes the performance metrics CSBD aims to achieve, including state letter grades, federal benchmarks, and welfare transition program goals. She noted that the 30-day public comment period yielded no responses but remains open for ongoing feedback.

Francois Leconte inquired which newspapers were used to announce the public comment period. Carol Hylton responded that the advertisements were placed in the West Side Gazette and Sun Sentinel and also posted on our website. Mr. Dobrikow congratulated the team on the comprehensive and well-structured plan.

On a motion made by Rick Shawbell and seconded by Dawn Liberta, the BWDB unanimously approved CSBD's WIOA Local Plan for Program Years 2025 – 2028.

REPORTS

1. Paychecks for Patriots Hiring Event

CSBD will host its annual Paychecks for Patriots Veterans Hiring Fair on 11/14 at the Tamarac Community Center which is being provided free of charge by the City under the guidance of Mayor Michelle Gomez. The first hour of the event will be reserved for veterans and family members of veterans. The School Board will also be providing transportation for students who are nearing graduation from the Technical Colleges. The event is being marketed to job seekers and employers through social media, radio advertisements, flyer distribution to community partners, advertising in the career centers, and word of mouth.

Heiko Dobrikow asked Francois Leconte, Chair of the Employer Services Committee, to present the item. Mr. Leconte shared that, to date, approximately 650 job seekers have already registered for the event.

Mr. Dobrikow noted that the event had outgrown the previous event location and that it gets bigger each year. He added that it's encouraging to see over 650 job seekers already signed up for the upcoming event.

2. State of the Workforce Breakfast and Job Fair

CSBD, in partnership with the chambers of commerce of Fort Lauderdale, Hollywood, and Pompano Beach and the Port Everglades Association, is participating in the State of the Workforce event on 1/29/25 at the Broward County Convention Center (BCCC). The event includes a networking breakfast where attendees will learn about the latest workforce trends and a Job Fair hosted by CSBD. The BCCC is providing the venue free of charge and parking for attendees, including job seekers, is being provided courtesy of Visit Lauderdale. CSBD is also partnering with Broward County Transit to provide complimentary transportation to job seekers from economically distressed zip codes. Marketing to employers and job seekers for the event will be executed through 1) targeted digital advertisements through geofencing 2) social media and 3) e-blasts.

Heiko Dobrikow asked Ron Moffett to present the item. Mr. Moffett shared preparations are progressing well, with a project plan in place and interest already received from the school board and technical colleges, who last year brought buses with graduating youth to the event. He noted that the steering committee would be meeting tomorrow, 11/1, to ensure all arrangements remain on track. Mr. Moffett added that the team would also leverage connections made at the upcoming Paychecks for Patriots event to promote the job fair to both employers and job seekers.

3. U.S. Small Business Association

CSBD held a meeting with Edward Fears, Director of the U.S. Small Business Administration's (SBA) Office of Disaster Recovery & Resiliency Field Operations Center who flew in from his Atlanta-based office. The purpose was to discuss partnering to support small businesses during times of disaster. SBA agreed to 1) have exhibits at CSBD job fairs 2) conduct Zoom presentations to employers at future Workforce Wednesday events and 3) provide materials to CSBD regarding disaster loans and resources, which we added to our website on a landing page for employers.

Heiko Dobrikow asked Carol Hylton to present the item.

Ms. Hylton reviewed the item.

4. CSBD All Staff Training Day

On 9/6, CSBD held its annual All Staff Training Day. Heiko Dobrikow gave an inspired welcome that energized the team. Breakout sessions covered subjects such as 1) change management 2) leading from within 3) Predictive Index and 4) included a gamified experience developed by staff called "CSBD Feud" for in-depth training on WIOA. Guest speakers Sheri Brown Grosvenor, VP of Community Impact, Community Foundation, Ojetter Smalls, Director of Member Experience and Engagement, Greater Hollywood Chamber, and Evelyn Gonzalez, Career Navigator, Broward Health provided employer testimonials and Eugen Bold, representing Commissioner Tim Ryan, underscored the impact on our customers. Staff unanimously gave a "high five" rating for the event!

Heiko Dobrikow asked Carol Hylton to present the item and praised the team's efforts in organizing the CSBD All Staff Training Day and bringing together high-performing staff members

for a day of recognition and motivation. Ms. Hylton thanked Mr. Dobrikow for his kind words and shared a video showcasing the event and expressed that the day was a meaningful celebration of the staff's dedication.

5. CSBD Value Proposition Calculators

In response to a Board recommendation, CSBD created two calculators 1) On-the-Job Training and 2) Paid Internship/Work Experience. These web-based/mobile responsive tools enable employers to input information about their work-based training or internship requirements and instantly receive an estimate of the value added to their bottom line by engaging CSBD in these services. Employers can adjust the input data to explore various scenarios and calculate different return on investment possibilities.

Heiko Dobrikow asked Mark Klincewicz to present the item. Mr. Klincewicz explained that the development of these calculators was driven by the Board's directive to shift from a "no cost" or "free" messaging to a value proposition approach. He demonstrated the calculators on the website, highlighting how they help employers see the return on investment from partnering with CSBD.

Mr. Dobrikow shared that he recently presented the calculators at the Broward County Tourism Coalition Council meeting, which allowed about 60 hospitality and tourism professionals to see the direct impact on their bottom lines. He also mentioned that Tony Ash recently used the tool with David Coddington from Bob Swindell's team, effectively demonstrating the value of CSBD's services to an employer.

6. CSBD Letter to the Maritime Industry Leaders

At the 9/16 Education and Industry Consortium meeting, guest speaker Bert Fowles, VP Marketing and Sales of IGY Marinas and Chair of the US Superyacht Association, suggested CSBD pen a letter acknowledging the important contributions of the Marine industry to our local economy. We sent a draft of the letter to Board member Lori Wheeler who provided input. The letter is an important reminder that we welcome the opportunity to serve the employers in this industry and encourages them to engage CSBD and the Marine Industries Association of South Florida to access employment services to 1) address skill gaps and 2) improve the talent pipeline and training needed for career pathways. Approved at the 9/30 Employer Services Committee meeting.

Heiko Dobrikow introduced the item and asked Ron Moffett if he had anything else to add.

Mr. Moffett explained that the document serves as a strategic "handshake" with the industry. He noted that CSBD staff would be attending the Fort Lauderdale International Boat Show to distribute the letter and introduce CSBD's services to increase awareness within the industry.

7. Eligible Training Provider (ETP) Performance

CSBD conducted its semi-annual analysis of ETP performance and found that all training programs are in compliance with the Board-mandated 70% training-related placement rate.

Heiko Dobrikow asked Ron Moffett to present the item.

Mr. Moffett reviewed the item.

8. WIOA Youth Provider Performance for Program Year (PY) 23/24

For program year (PY) 23/24 that ended on 6/30, CSBD, funded four (4) Out-of-School (OSY) and two (2) In-School Youth (ISY) programs. During their time enrolled in the programs the youth received case management, career pathway planning, occupational skills training and job readiness preparation. This Youth Performance Report provides the Youth Committee with provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act (WIOA). Overall, the providers were successful during the year.

Heiko Dobrikow asked Dawn Liberta to present the item.

Ms. Liberta reviewed the item.

Rochelle Daniels added that CSBD is satisfied with the current provider performance, stating all providers have met both enrollment and performance goals, as reflected in the state reports.

9. Chamber Contract Renewals

CSBD has renewed its contracts with the 1) Greater Hollywood Chamber of Commerce for up to \$55,000 and 2) Greater Fort Lauderdale Chamber of Commerce for up to \$65,000 which serve as business intermediaries and promotes 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 9/30/25. In accordance with the governing boards' policy, we report single-item purchases of \$10,000 or more.

Heiko Dobrikow asked Carol Hylton to present the item. Ms. Hylton emphasized the value of the Chamber contracts, highlighting how beneficial they are due to the Chambers' extensive memberships and consistent promotion of CSBD's work-based training services. She stated that, with the addition of value proposition calculators, the Chambers are now equipped with enhanced resources to advocate for CSBD, frequently providing the organization with a platform at meetings and through their newsletters.

Mr. Dobrikow added that the partnership with the Chambers is vital for maintaining a strong connection to the business community, particularly small businesses, which often have the greatest need for CSBD's support. He commended the effectiveness of this collaboration in expanding awareness of CSBD's services across the local business landscape.

10. CSBD Panel Discussion at the State Workforce Professional Development Summit

As leaders in innovative workforce development, CSBD conducted a breakout panel discussion led by Carol Hylton, Barbara Cevieux, and Marie Suarez, President of the Greater Hollywood Chamber of Commerce, moderated by Mark Klinecicz at the annual State conference in Orlando. The topic focused on our successful partnership with Chambers of Commerce to further local workforce development. The session was jam packed with all levels of workforce professionals eager to learn how we coordinated the success of our Inaugural State of the Workforce Breakfast and Job Fair.

Heiko Dobrikow asked Carol Hylton to summarize the experience. Ms. Hylton shared that the Summit in Orlando gave CSBD the opportunity to showcase their successful partnerships with Chambers of Commerce in a panel discussion. Following the panel discussion, CSBD presented a video that highlighted the multifaceted collaboration with the Chambers.

11. **Workforce Professional Development Proclamation**

Mr. Eugene Bold from Commissioner Tim Ryan's office presented CSBD with a Proclamation signifying September 2024 as Workforce Development Month in recognition of the impact the professionals at CSBD have on job seekers and employers in Broward County. The presentation was made during the CSBD Hospitality and Tourism Industry Forum held on 9/18 hosted by Marie Suarez, CEO of the Greater Hollywood Chamber of Commerce, and the honorable Josh Levy, Mayor of the City of Hollywood who welcomed the attendees and spoke of CSBD's contributions to the business community and getting Broward back to work.

Heiko Dobrikow presented the item, acknowledging the Workforce Professional Development Proclamation. With Commissioner Ryan's upcoming retirement, Mr. Dobrikow highlighted the significance of his support and invited Eugen Bold to share remarks on his behalf.

Eugen Bold, representing Commissioner Ryan, expressed gratitude to Carol Hylton and the entire CSBD staff for their consistent dedication across all levels. He relayed Commissioner Ryan's commitment to CSBD and commended the organization's leadership and its role in advancing collaboration within the community.

Mr. Dobrikow thanked Mr. Bold and requested he convey CareerSource Broward's appreciation to Commissioner Ryan.

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

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

Heiko Dobrikow asked Carol Hylton to present the item. Ms. Hylton noted that approximately 50 career champions will be in attendance. She added that a similar initiative is being planned for BRACE advisors, that will take place at a different date and location.

13. **Florida Impact Honoree**

We are proud to announce that Heiko Dobrikow, our Board Chair, will be honored with the Florida Impact Award by the News Service of Florida on 12/10 in Tallahassee. This prestigious award recognizes Florida leaders who have made a significant difference in their communities and the state through corporate social responsibility. Mr. Dobrikow's dedication to servant leadership within his business and beyond has led to this well-deserved recognition. We are honored to celebrate this accomplishment with him!

Carol Hylton congratulated Heiko Dobrikow on his achievement. Mr. Dobrikow expressed his appreciation to the staff and Board.

14. **Board Member Recognition**

Cynthia Sheppard has notified CSBD that she is retiring after many years of service from the Board.

15. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 3.6 percent in July 2024. This rate was 0.5 percentage points higher than the region's year-ago rate. In July 2024, Broward County's unemployment rate was 0.2 percent less than the State's rate. Out of a labor force of 1,095,776, up 7,081 (+0.7 percent) over the year, there were 39,130 unemployed Broward County residents. The dashboard is a value-added resource allowing businesses the ability to make data-informed decisions. CSBD recently added a new economic indicator tile to the dashboard, Inflation Rate. The data presented for this tile tracks the annual inflation rate (change in general price levels) over the previous 12 months.

Heiko Dobrikow shared that he recently used the dashboard as a storytelling tool during an interview with Invest Greater Fort Lauderdale to convey insights into the local workforce. He pointed out features such as the 3.4% unemployment rate, a new inflation tile that can also assist with budget planning, and metrics showing job growth across sectors like trade, transportation, and health services.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

Eugen Bold shared that Commissioner Tim Ryan is planning to attend the December Board meeting. He also announced that Commissioner Ryan will be honored for his lifetime of public service on November 12th at 11:30 a.m. at the Broward County Commission meeting. Mr. Bold extended an open invitation for board members to attend this event.

Carol Hylton indicated that Vice Mayor Beam Furr will be replacing Commissioner Ryan on the Council. Commissioner Ryan will be recognized at December's meeting and Vice Mayor Furr will also be in attendance.

MATTERS FROM THE BROWARD WORKFORCE DEVELOPMENT BOARD CHAIR

Heiko Dobrikow reminded the Board of the ongoing toy drive, encouraging members to bring a toy to any of the one-stop centers or to the next Board meeting on December 12th.

He also announced that Board members would receive a personal invitation from him to attend "Christmas on Las Olas" on December 3rd at the rooftop terrace of the 788 building. He encouraged everyone to join, along with a guest, to celebrate the year's accomplishments and connect with other community leaders.

MATTERS FROM THE BOARD

Dr. Lisa Knowles commended Carol Hylton and the team, highlighting the significance of receiving an "A" letter grade and emphasizing the achievement that CSBD is among the leaders in performance.

Ms. Hylton thanked Dr. Knowles for her acknowledgment and indicated she would pass on the accolades to the entire team.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton shared that Bob Swindell invited her, along with Tara Williams and Sandra Einhorn, to have a panel discussing the "benefits cliff" and ways to address it. She noted that the conversation was so engaging that it went off schedule due to the panelists' passion for the topic. Afterward, they continued discussions with stakeholders, including the Federal Reserve, which is exploring policy changes to mitigate the impact of the benefits cliff.

Mr. Swindell added that their partnership with the Federal Reserve Bank of Atlanta began with the Prosperity Broward initiative, aimed at enhancing economic mobility. Swindell highlighted that Raphael Bostic, President of the Atlanta Federal Reserve Bank, regards Broward County as a national benchmark in tackling economic mobility and benefits cliff issues

Ms. Hylton added that an aviation industry forum will be held on November 7th.

ADJOURNMENT 1:44 p.m.

<p><i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS DECEMBER 12, 2024.</i></p>
--



Zoom Meeting ID: 830 8432 3660
 Zoom Password: 382476
 Zoom Call-In: +1 646 876 9923

MEETING MINUTES

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

The Council was reminded of the conflict-of-interest provisions.

ATTENDEES IN-PERSON: Mayor Dean Trantalis, Commissioner Tim Ryan, and Mayor Josh Levy, who chaired the meeting.

STAFF: Carol Hylton, Ron Moffett, Rochelle Daniels, and Samantha Vazquez.

OLD BUSINESS

1. Compensation Study

Considered approval of the 2024 Compensation Study recommendations which propose 1) a 3% adjustment to the salary ranges 2) an adjustment to the wages of twelve (12) CSBD and Integrative Staffing Group (ISG) staff whose salaries are either below the starting salary for the range or per the study needed to be aligned to reflect the current market for the positions, at a cost of \$25,059 and 3) creation of an annual retirement benefit for senior management who have worked for CSBD or our staffing company for at least 7 years. Currently, 9 senior management staff will qualify at a cost of \$28,000. Based on an analysis of actual expenditures through the first quarter of this year sufficient budget in both program and administrative categories is available to fund the Study recommendations at a total of \$53,059. Approved at the 10/9 Organizational Resources and 10/14 Executive Committee meetings and the 10/31 Broward Workforce Development Board meeting. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Mayor Josh Levy asked Carol Hylton to present the item, which she did.

Mayor Dean Trantalis asked if the 3% adjustment is an annual cost-of-living increase or an adjustment to the salary ranges. Ms. Hylton indicated that the adjustment is to the ranges, increasing the minimum and maximum by 3%. Mayor Trantalis also inquired if funds are available in the budget, and Ms. Hylton confirmed there is sufficient budget available.

On a motion made by Mayor Dean Trantalis and seconded by Mayor Josh Levy, the CareerSource Broward Council of Elected Officials unanimously approved the 2024 Compensation Study recommendations which propose 1) a 3% adjustment to the salary ranges 2) an adjustment to the wages of twelve (12) CSBD and ISG staff whose salaries are either below the starting salary for the range or per the study needed to be aligned

to reflect the current market for the positions, at a cost of \$25,059 and 3) creation of an annual retirement benefit for senior management who have worked for CSBD or our staffing company for at least 7 years. Currently, 9 senior management staff will qualify at a cost of about \$28,000.

2. Accept Summer Youth Employment Program (SYEP) Funds for 2025

Considered the acceptance of 1) \$4,277,213 from the Children's Services Council to serve 913 youth and 2) \$385,000 from Broward County to serve 83 youth for a total of 996 youth and \$4,662,213. Youth are ages 16-18 years old and economically disadvantaged. Broward County funds will be targeted for youth who have had contact with the Juvenile Justice system and/or reside in one of the six distressed zip codes. As the County is awarding CSBD funds they have no conflict of interest. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience. The application portal for youth will go live on 12/2. Approved at the 9/23 Youth and 10/14 Executive Committee meetings and the 10/31 Broward Workforce Development Board meeting. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).)*

Mayor Josh Levy asked Carol Hylton to present the item, which she did.

On a motion made by Mayor Dean Trantalis and seconded by Mayor Josh Levy, the CareerSource Broward Council of Elected Officials unanimously approved the acceptance of 1) \$4,277,213 from the Children's Services Council to serve 913 youth and 2) \$385,000 from Broward County to serve 83 youth for a total of 996 youth and \$4,662,213.

3. Accept Non-Custodial Parent Grant Funds

Considered the acceptance of \$785,000 from FloridaCommerce to serve 65 non-custodial parents who are unemployed or underemployed and have difficulty meeting child support obligations. The goal of the program is to provide job training and employment that leads to self-sufficiency. CSBD is renewing a Memorandum of Understanding with the Florida Department of Revenue to share contact information on parents that are in arrears with child support payments. Approved at the 10/1 One-Stop Services and 10/14 Executive Committee meetings and the 10/31 Broward Workforce Development Board meeting. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).)*

Mayor Josh Levy asked Carol Hylton to present the item, which she did.

On a motion made by Mayor Dean Trantalis and seconded by Mayor Josh Levy, the CareerSource Broward Council of Elected Officials unanimously approved the acceptance of \$785,000 from FloridaCommerce to serve 65 non-custodial parents.

4. Accept Disaster Recovery Funds

Considered the acceptance of \$500,000 in WIOA National Dislocated Worker Grant funds from FloridaCommerce. These funds provide temporary jobs to assist with humanitarian aid, and restoration activities to assist with disaster relief and can also be used to provide career services and training to eligible participants. The grant runs through 6/30/26. Approved at the 10/14 Executive Committee and the 10/31 Broward Workforce Development Board meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Mayor Josh Levy asked Carol Hylton to present the item, which she did.

On a motion made by Mayor Dean Trantalis and seconded by Mayor Josh Levy, the CareerSource Broward Council of Elected Officials unanimously approved the acceptance of \$500,000 in WIOA National Dislocated Worker Grant funds from FloridaCommerce.

5. CareerSource Broward (CSBD) WIOA Local Plan for Program Years 2025 – 2028

Considered approval of CSBD's 2025 – 2028 4 Year Strategic Plan as required under the Workforce Innovation and Opportunity Act (WIOA). Every 4 years, local boards, together with their chief local elected officials, are required to submit a local Strategic Plan that describes how they will deploy workforce services and invest resources in their local areas. The Plan is required to be aligned with the State's Plan and must be available for a 30-day comment period. We advertised the opportunity for public review and comment in two local newspapers and on our website. Comments received will be brought to the Board. We also held a publicly noticed meeting on 9/27 to allow community input. Approved at the 10/1 One-Stop Services and 10/14 Executive Committee meetings and the 10/31 Broward Workforce Development Board meeting. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Mayor Josh Levy asked Rochelle Daniels to present the item, which she did. Ms. Daniels added that the plan closely follows previous plans but has been updated to incorporate current initiatives approved at our annual Planning Session. Carol Hylton added that no public comments were received.

On a motion made by Mayor Dean Trantalis and seconded by Mayor Josh Levy, the CareerSource Broward Council of Elected Officials unanimously approved CSBD's WIOA Local Plan for Program Years 2025 – 2028.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

None.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton provided an overview of the reports.

Ms. Hylton informed the elected officials that our annual performance was presented at yesterday's Board meeting and our region earned an 'A' letter grade.

Ms. Hylton also shared that Vice Mayor Beam Furr will be replacing Commissioner Tim Ryan on the Council.

ADJOURNMENT 11:24 a.m.

***THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/
CAREERSOURCE BROWARD COUNCIL MEETING IS DECEMBER 12, 2024.***

Memorandum #03 – 24 (Exec)

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

From: Carol Hylton, President/CEO

Subject: The Broward Workforce Development Board Slate of Officers for 2025

Date: December 2, 2024

SUMMARY

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

BACKGROUND

The BWDB's By-Laws state that the Ad Hoc Nominations Committee is tasked with presenting a slate of officers to the Executive Committee for presentation to the BWDB and the Council at the annual meeting in December. The Council ultimately selects the officers.

The officers of the BWDB consist of the Chair, Vice-Chair, Vice-Chair for Legislative Affairs, and Secretary/Treasurer. The term of office is for two (2) years and officers may serve an additional non-consecutive 2-year term for a total of four (4) years. However, other than the position of Chair, the BWDB Chair can waive the term limits for the other officers. The BWDB officers will all have served their two-year term at the end of this calendar year. The current officers are:

- Heiko Dobrikow, Chair
- Jim Ryan, Vice-Chair
- Zac Cassidy, Secretary/Treasurer
- Dr. Ben Chen, Vice-Chair for Legislative Affairs

On 10/15 Carol Hylton, President/CEO, sent a request for the nomination of officers to BWDB members for consideration by the Nominations Committee with a response date of 11/1. The members were informed that they could nominate themselves.

DISCUSSION

WIOA requires that the Chair be from the private sector. As the Vice-Chair steps in for the Chair in the Chair's absence and often succeeds the Chair, we have traditionally selected the Vice-Chair from among our private sector members.

The table following lists the current officers and nominations made by BWDB members.

BWDB Current Officers and 2025 Nominations

Current	Position	Nomination	Representing
Heiko Dobrikow	Chair	Jim Ryan	Private Sector
Jim Ryan	Vice Chair	Kevin Kornahrens	Private Sector
Dr. Ben Chen	Vice-Chair for Legislative Affairs	Dr. Ben Chen	Private Sector
Zac Cassidy	Secretary/Treasurer	Zac Cassidy	Organized Labor

As Dr. Ben Chen and Zac Cassidy were the only nominations received for Vice-Chair for Legislative Affairs and Secretary/Treasurer, the current BWDB Chair waived the term limits for these positions, and they, therefore, may serve in these officer positions for the next two-year term.

RECOMMENDATION

It is recommended the Board and CareerSource Broward Council of Elected officials approve the slate of officers as described below:

- Jim Ryan, Chair
- Kevin Kornahrens, Vice-Chair
- Dr. Ben Chen, Vice-Chair for Legislative Affairs
- Zac Cassidy, Secretary/Treasurer

Memorandum #01 – 24 (Exec)

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

From: Carol Hylton, President/CEO

Subject: Membership Renewals

Date: December 2, 2024

SUMMARY

Consideration of the renewal of BWDB members whose terms will expire in January 2025 and who are eligible for renewal for an additional two years. The twelve (12) members recommended for renewal are 1) Zac Cassidy 2) Keith Costello 3) Heiko Dobrikow 4) Dr. Howard Hepburn 5) Frank Horkey 6) Francois Leconte 7) Sandy-Michael McDonald 8) Richard Shawbell 9) Robert Swindell 10) Dr. Stacy Volnick 11) Lori Wheeler and 12) Tara Williams. The CSBD Council of Elected Officials appoints board members following a recommendation from the Board. Approved at the 11/20 Organizational Resources Nominations and 12/2 Executive Committee meetings.

BACKGROUND

WIOA requires fixed and staggered terms of appointment for the members of the local workforce development boards.

The By-Laws call for the reappointment of all members beginning in January 2022 with a new assignment of fixed and staggered terms.

The rotation schedule whereby 25% of the BWDB members are rotated off beginning in January 2024 has been satisfied through attrition from resignations and retirements from the Board over the past two years. Members who joined the Board after January are appointed to fill the remaining term of the incumbent to maintain the fixed and staggered structure.

DISCUSSION

The By-Laws allow for members to be removed from the Board after three consecutive unexcused absences. Since being appointed, none of the members recommended for reappointment have had three consecutive unexcused absences.

The table below provides additional information and attendance information regarding the Board members recommended for reappointment.

TERMS EXPIRING AS OF JANUARY 2025

	NAME	Attendance 1/23 – 10/24					Committee(s)	Category
		BWDB Meetings			Planning Sessions			
		P	E	U	'23	'24		
1	Zac Cassidy	10	2	0	N	N	Executive Audit Org Resources Ad Hoc Nominating	WOLO
2	Keith Costello	10	2	0	Y	Y	Audit	BU
3	Heiko Dobrikow	12	0	0	Y	Y	Executive Org Resources Ad Hoc Nominating Strategic Planning	BU
4	Dr. Howard Hepburn (Appointed 4/24)	3	1	0	N/A	N/A	One-Stop Services	ETPA
5	Frank Horkey	9	3	0	Y	N	Executive Audit Org Resources Ad Hoc Nominating One-Stop	BU
6	Francois Leconte	11	1	0	Y	Y	Executive Employer Services Strategic Planning	BU
7	Sandy-Michael McDonald	8	4	0	N	Y	Executive Strategic Planning	GRED
8	Richard Shawbell	8	4	0	Y	Y	Executive One-Stop Services	WOJ
9	Robert Swindell	7	5	0	Y	N	Audit	BU
10	Dr. Stacy Volnick (Appointed 4/23)	3	7	0	N/A	N	Strategic Planning	ETPC
11	Lori Wheeler	8	4	0	Y	Y	Employer Services	BU
12	Tara Williams (Appointed 2/23)	9	2	0	Y	N	One-Stop Services	WOY

The Legend for the chart above is as follows:

P	Present	Y	Yes
E	Excused Absence	N	No
U	Unexcused Absence	N/A	Not Applicable
BU	Business, Private Sector Member	PS	Attended BWDB Planning Session
ETPA	Education and Training Provider – Adult Education and Literacy	WOJ	Workforce – Joint labor-mgmt. Apprenticeship Program
ETPC	Education and Training Provider – Higher Education	WOLO	Workforce – Labor organization
GRED	Government Representative – Economic Development	WOY	Workforce – Community-based organizations representing youth

RECOMMENDATION

The Board recommends membership renewals for the twelve (12) members listed above whose terms expire in January 2025. Their terms will be renewed for two years. The CSBD Council of Elected Officials appoints Board members following a recommendation from the Board.

Memorandum #03 - 24 (LS) Revised

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

From: Rochelle J. Daniels, General Counsel

Subject: President/CEO Evaluation

Date: December 5, 2024

SUMMARY

In accordance with the Broward Workforce Development Board, Inc. (BWDB) and CareerSource Broward Council of Elected Officials' (Council) policy, the Executive Committee evaluates the President/CEO annually using an instrument developed by the Organizational Resources Committee. The Evaluation Form was distributed to the Executive Committee members by the Legal Department in November. The scores were averaged and presented to the Committee along with member comments. The Committee also considered the salaries of directors in the large areas. After discussion, the Committee unanimously recommended that the President, Ms. Hylton, be awarded a ten percent merit increase. Approved at the 12/2 Executive Committee meeting.

BACKGROUND

Each year the President/CEO is evaluated by the Executive Committee, which makes a recommendation regarding a merit increase to the Board and Council. The evaluations were sent to all the Executive Committee members in November. Members were provided with a synopsis of some of the most memorable CSBD activities and the PowerPoint from our annual planning session, summarizing the previous year's highlights. As the Executive Committee members completed the evaluations they were returned to the Legal Department for review and tally.

DISCUSSION

A completed evaluation was received from all 12 Executive Committee members. Scores were averaged for each rating criteria with 4 being the top of the scale. In one instance a member rated the President above a 4.0. The combined overall rating totaled 4.03.

The Executive Committee is charged with making recommendations regarding the President/CEO's merit increase. The President is currently paid \$243,360.

At the Executive Committee meeting the members talked about President Hylton's accomplishments over the past year noting that CSBD is no longer a best-kept secret, the CSBD staff is inculcated into the community and works as a team in support of CSBD initiatives, how Carol's response is always "yes" even before a request is made and how she has moved to now also have a national presence as a member of the board of directors of the National Association of Workforce Boards.

The Committee also considered the salaries of the other directors of large areas. After discussion a motion was made to recommend awarding Ms. Hylton a ten percent merit increase which will be an annual salary of \$267,696.

RECOMMENDATION

That the BWDB and Council approve the Executive Committee recommendation.

RJD/
Attachment



**PRESIDENT/CHIEF EXECUTIVE OFFICER
EVALUATION FORM 2024**

PRESIDENT/CEO: CAROL HYLTON

RATING	DESCRIPTION	POINTS
OUTSTANDING	Exceptional in all areas, superior	4
EXCELLENT	Exceeds position requirements, high quality, consistent	3
MEETS EXPECTATIONS	Competent level of performance, meets standards	2
NEEDS IMPROVEMENT	Deficient in some areas, room for improvement	1
UNSATISFACTORY	Unacceptable, needs immediate improvement	0

Directions: Please review the performance of the President/CEO over the course of the past year. Keep in mind the essentials of the job. Review work product, projects, or programs in which the President/CEO may have been involved. We have attached the Highlights PowerPoint from our Planning Session which includes many of the projects and programs delivered this year.

Be as objective as possible. If there is a category for which you do not feel comfortable placing a rating, insert "N/A" next to that category. This will in no way reflect the overall rating.

INTERPERSONAL RELATIONSHIPS

Appearance; attitude; business sense; cooperation; motivation; achieves appropriate balance among public service objectives, organizational objectives, and employee interests.

Rating: 4.08

LEADERSHIP

Formulates and articulates a vision for the organization; inspires teamwork and effectiveness; demonstrates a positive and exemplary approach to work; involves and encourages employees; maintains high professional standards.

Rating: 4.0

JUDGEMENT

Exercises discretion and diplomacy; handles difficult situations in a professional and proactive manner.

Rating: 4

INTERGOVERNMENTAL RELATIONS

Aggressive advocate for the organization; maintains communications with elected and non-elected officials of local, state, and federal governments.

Rating: 4

BROWARD WORKFORCE DEVELOPMENT BOARD RELATIONS

Responds in a prompt, professional, and efficient manner; keeps the Board informed; submits comprehensive, concise and understandable agenda items; provides assistance and support in carrying out Board decisions.

Rating: 4.08

MEETS OVERALL BWDB OBJECTIVES

Includes overall financial management and effective management of public risk and financial needs. Ensures CareerSource Broward delivery of services in a cost effective and customer-oriented manner; meets performance standards, and achieves BWDB priorities.

Rating: 4

DIVERSITY

Hires and/or promotes employees in numbers that reflect the diverse makeup of the community (women and minorities); meets or exceeds organization goals in awarding acceptable number of contracts and services to minority and/or women-owned businesses.

Rating: 4.08

OVERALL RATING: 4.03

Comments:

It truly has been an honor and privilege to have worked with Carol ...Carol has grown into a powerful community leader and has embraced the concept of servant leadership. Carol ...has become the voice of all Workforce Related matters for our community...Carol created a wonderful company culture of care with the help of her

team...Carol was challenged to educate our local, state and federal lawmakers on the good work that CareerSource Broward is doing ... Carol's open-door policy working with these important decision makers has given our CareerSource Broward the collaborative spirit of getting things done expeditiously...She methodically built bridges to all key industries ...and used their membership-based organizations to be a voice for CareerSource Broward's programs and Services...CareerSource Broward had flawless Audits and high scoring metric outcomes...Carol is the shining star of a successful leader... she made it easy for our Workforce Development Board to help do their part in providing resources for such success.

It is an honor to serve on the Career Source Broward Board of Directors with a leader like Carol Hylton.

Carol's leadership continues to be exemplary. I was thrilled to see her active participation and success in Leadership Broward and nomination to NAWB. We are lucky to have Carol as our President.

Great leader and great team. Keep up the good work. Thank you for your leadership.

Carol...meets all expectations...and exceeds expectations. She is truly a leader.

Carol continues to excel in her performance, advancing career opportunities for so many in the county. A great servant leader.

Evaluators Name: _____ **Date:** _____

Memorandum #02 – 24 (Exec) Revised

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

From: Carol Hylton, President/CEO

Subject: Nomination to the Broward Workforce Development Board (BWDB)

Date: December 2, 2024

SUMMARY

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

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) establishes 4 categories of membership for local workforce development boards. They are:

1. Private Sector
2. Labor/Apprenticeship or “Workforce”
3. Education
4. Government/Economic/Community Development

DISCUSSION

As is our custom, President/CEO Ms. Hylton emailed the BWDB members on 9/30 to seek private sector nominations from the targeted industries of Global Logistics and Life Sciences. While we did receive a number of nominations, not all met the criteria for private sector appointment.

After reviewing several candidates, the Ad Hoc Nominations Committee unanimously approved nominating Vanessa Cantave from the Global Logistics targeted industry sector, to fill the vacant slot in the private sector category on the Board.

Ms. Vanessa Cantave is the Owner/President, 2Lyons Aerospace, LLC a global distributor of spare aircraft parts serving Africa, Asia, and Latin America. Ms. Cantave is looking forward to joining the BWDB to address workforce policy issues in our workforce area.

As per the BWDB By-Laws and the WIOA requirement for fixed and staggered terms, if appointed, Ms. Cantave will serve Cynthia Sheppard's remaining term.

We will maintain a list of the other individuals on a roster for future consideration and will continue to solicit nominations for the life sciences targeted industry.

RECOMMENDATION

Approve the nomination of Vanessa Cantave, Owner/President of 2Lyons Aerospace, LLC, from the targeted industry of Global Logistics to fill the vacant slot in the private sector category on the BWDB.

Contact

www.linkedin.com/in/vanessa-roc-cantave-0a677a180 (LinkedIn)

Vanessa Roc-Cantave

President of 2Lyons Aerospace LLC an (SBA Certified Hubzone, WOSB, Minority Owned, Small Business)
Fort Lauderdale, Florida, United States

Summary

Vanessa Cantave is a versatile professional known for her achievements across diverse industries. As President and Co-Founder of 2Lyons Aerospace LLC in Fort Lauderdale, she excels in leadership, government contracts, and military bid strategies. Vanessa also boasts over 11 years as an entrepreneur of a successful event planning business and a strong background in banking. She has worked for Fortune 500 banks like Morgan Stanley, Bank of America, HSBC, and PNC Bank as a top-ranking NMLS licensed loan officer.

Her event planning expertise complements her corporate skills, including negotiation, vendor management, and creative problem-solving.

Vanessa holds a bachelor's degree in social sciences from McGill University, a Finance Certificate from NYU, and certifications in event planning and travel.

She is driven by excellence, exceptional leadership, and an entrepreneurial spirit, consistently seeking opportunities for growth and innovation across her diverse career.

Experience

2Lyons Aerospace
President
July 2020 - Present (4 years 5 months)
Miami-Fort Lauderdale Area

Varoca Weddings and Events
Certified Event Planner
August 2012 - October 2023 (11 years 3 months)
Palm Beach FL

PNC

Mortgage Loan Officer

October 2008 - August 2012 (3 years 11 months)

Boynton Beach, Florida, United States

Morgan Stanley

Mortgage Loan Auditor

February 2007 - September 2008 (1 year 8 months)

Boca Raton, Florida, United States

Bank of America

Mortgage Dept Team Leader

June 2003 - January 2006 (2 years 8 months)

Sunrise, Florida, United States

HSBC

Mortgage Account Executive

October 2000 - June 2003 (2 years 9 months)

Pembroke Pines, Florida, United States

Education

New York University

Certificate, Portfolio Management · (January 1999 - December 1999)

McGill University

Bachelor's degree, Liberal Arts and Sciences, General Studies and Humanities · (August 1994 - December 1998)

Marianopolis College

DEC, Social Sciences · (August 1992 - May 1994)

Memorandum #06 – 24 (QA)

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

From: Carol Hylton, President/CEO

Subject: Request For Regional Planning Area Designation

Date: December 2, 2024

SUMMARY

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

BACKGROUND

In compliance with the REACH Act, CSF developed the Florida Workforce System Transformation Plan. This three-pillar plan directs the CareerSource network to modernize the local workforce development structure to align, coordinate, and improve efficiency in Florida's workforce development system and enhance opportunities for regional growth. One aspect of this strategy is the creation and designation of RPAs.

DISCUSSION

The requirements for RPAs are established by WIOA, Florida law, and CSF and must include, at minimum, two contiguous local workforce development areas within Florida. All local boards in the state are required to be part of a planning region.

The criteria required to be an RPA is that the local boards involved must have a shared labor market and common economic development area, along with relevant relationships in terms of training institutions, population centers, commuting patterns, industrial composition and location quotients, labor force conditions and geographic boundaries.

Since we have a border in common with CareerSource South Florida (CSSF) and meet the above RPA requirements staff from both regions have been working collaboratively to develop a report containing data to support our Designation Request. The signatures of each local workforce board's Chief Local Elected Official and President/CEO is required on the RPA designation request. If approved, our planning region will be known as the Southeast Florida Regional Planning Area.

CareerSource Palm Beach has already been approved by CSF to be an RPA with CareerSource Research Coast.

Together with CSSF we will develop a Regional Plan, which will be an addendum of each of our local WIOA 4-Year Plans. The addendum will outline strategies for providing regional workforce and economic development services, sector strategies for in-demand sectors or occupations, an analysis of regional labor market data, and other possible areas for collaboration. CSBD will bring the addendum to our local WIOA 4-Year Plan back to the BWDB for approval.

RECOMMENDATION

Approve the CSBD and CSSF Regional Planning Area Designation Request for submission to CSF.



Summer Youth Employment Program

Application Opens
Dec. 2, 2024 at 9 a.m.

Earn \$14 Per Hour

If You Are Ages 16 - 18 Years Old
A Broward County Resident

Don't Miss This Opportunity To Launch Your Future!
Get Paid, Gain Skills, And Build Connections!

Limited Slots, Apply Here!
www.CareerSourceBroward.com/SYEP

Find Us On:

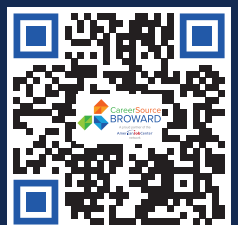


PRESENTED
BY:



42

SCAN ME





BROWARD EMPLOYERS

Invest in the future of our youth by serving as a host worksite for youth interns. Give a youth, 16-18 years of age, an invaluable 8-week summer work experience. CareerSource Broward pays 100% of the youth's wages and insurance and provides job coaching to assure a good experience for you, the employer, and the youth.

Join hundreds of Broward County employers who have already committed.

HERE IS WHAT OTHER BUSINESSES HAVE TO SAY:

- “The Summer Youth Employment Program is an amazing program. It allowed us to connect with and mentor young people, helping them to develop new skills. Thank you again for allowing us to be partners with you.”

Denise Jordan

Senior VP for Fort Lauderdale Chamber of Commerce

- “It’s been a tremendous success. The youth employees working with us were very engaged. They’ve learned a lot about the business. It’s been a beneficial program for all concerned and we’re very much looking forward to next year.”

Joe Schumacker

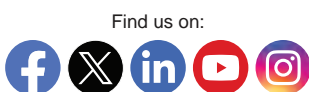
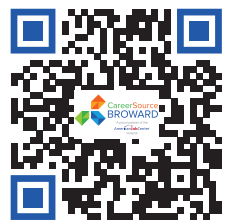
Owner of Sparez Bowling Center

SIGN UP TO HOST A SUMMER INTERN AT :

careersourcebroward.com/syep-emp

or email Latema King, Summer Youth Employment Program Manager at:
LKing@CareerSourceBroward.com

Scan QR Code



Children's Services Council
of Broward County
Our Focus is Our Children.



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*

Meetings are in person. On occasion, if necessary, for accessibility, a member can attend via Zoom.

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

Memorandum #09-24 (BR) Revised

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

From: Carol Hylton, President/CEO

Subject: International Medical Industries Incumbent Worker Training Grant
Application

Date: December 2, 2024

SUMMARY

International Medical Industries applied for an Incumbent Worker Training (IWT) grant in the amount of up to \$130,604 to train 31 employees to earn certifications in Process Validations, Scientific Molding, Normality Testing, and Six Sigma Green belt. Pursuant to the Workforce Innovation and Opportunity Act requirements, CSBD will contribute 50% toward the total cost of the training. In accordance with governing boards' policy, IWT grant applications of \$50,000 or more and recommended by the rating committee go to the Employer Services and the Executive Committees for consideration, with a report to the Board at their next meeting. Approved at the 11/4 Employer Services and 12/2 Executive Committee meetings.

BACKGROUND

IWT is a work-based training option under WIOA to assist companies in remaining competitive by upgrading existing employees' skills. The employer must 1) have employed the majority of employees for at least six (6) months and 2) contribute to the cost of the training based on the number of their employees.

DISCUSSION

International Medical Industries (IMI) is an advanced manufacturer that delivers high-quality products for pharmacy operations. They have submitted an IWT Application to train thirty-one (31) employees up to a cost of \$130,604, which is 50% of the total training costs. Employees in occupations such as Technicians, Analysts, Associate Engineers, Engineers, and Managers will earn certifications in the following areas 1) Process Validations 2) Scientific Molding 3) Solidworks 4) Normality Testing and 5) Six Sigma Green Belt.

IMI has obtained quotes for the training and secured the following training providers:

- 1) Taylor Associates - (Process Validation, Screening Experiments, Normality Testing)
- 2) Rinco Ultrasonics USA (Ultrasonic)
- 3) FANUC (FANUC Usage & Maintenance)
- 4) HR Vision Consulting (Team Building Supply Chain, Team Building Quality, Leadership Training)
- 5) AAMI (Ethylene Oxide Sterilization)
- 6) ASME (Drawing)
- 7) RJG (Scientific Molding)
- 8) Premier Quality Consultants (cGMP Documentation& Record Keeping)
- 9) Arburg (Arburg Machine Maintenance)
- 10)Routsis (Routsis Online Course)
- 11)Lowell (Plastic Part Design for Injection Molding)
- 12)The Solid Experts (Solidworks)
- 13)Continuous Improvement Institute (Six Sigma Greenbelt, Six Sigma Greenbelt Mentoring)
- 14)American Society for Quality (Certified Quality Engineer)
- 15)Huthwaite International (SPIN Selling)

The occupations to be trained are on the Targeted Occupations List for Broward County. Employees will earn an average of \$30.17 an hour upon completion of the training. The training is projected to start in December 2024 and be completed by September 2025. A CSBD rating committee reviewed the application and recommended this grant for funding.

IWT grant applications of \$50,000 or more go to the Employer Services and the Executive Committees for consideration, with a report to the BWDB and CSBD Council of Elected Officials at their next meeting.

RECOMMENDATION

None. For information only.

Quarterly Report – Meeting #3**ATTENDEES****Education & Industry Consortium (EIC) Members**

Maria Formoso, Kathleen Hagan, Richard Haughton, Rozeta Mahboubi, Marcy Mills-Matthews, Dr. Steven Tinsley, and Matthew Rocco, who chaired the meeting.

CareerSource Broward Staff

Carol Hylton, Ron Moffett, Rochelle Daniels, and Samantha Vazquez.

Guest(s)

Bert Fowles, Vice President of Marketing and Sales, Island Global Yachting

PRESENTATIONS**1. State of the Marine Industry**

Bert Fowles, VP of IGY Marinas and Chairman of the US Superyacht Association (USSA) presented on emerging trends and recruitment challenges. Mr. Fowles emphasized the importance of a unified industry approach to marketing Broward County, which is currently recognized as the 'Yachting Capital.' He suggested expanding the branding to position the region as a broader 'maritime hub' or 'superyacht hub' to enhance its appeal and prominence within the global maritime industry.

The Consortium members expressed appreciation for Mr. Fowles' comprehensive and insightful presentation. Bert Fowles and the Consortium discussed the following workforce development strategies for the marine industry:

1. Create four (4) one-page case studies, each taking the form of a timeline for a specific job within the industry. These case studies will illustrate the journey from initial exposure to the industry's workforce to becoming a high-performing employee in that role. Kathleen Hagan and Bert Fowles volunteered to lead the development of these case studies.
2. CSBD to pen a letter acknowledging the important contributions of the marine industry to our local economy and to remind the industry's employers (including small businesses) that we welcome the opportunity to serve the maritime employers and encourage them to engage CSBD and the Marine Industries Association of South Florida to access employment services to 1) address skill gaps and 2) improve the talent pipeline and training needed for career pathways. Ms. Hylton indicated CSBD would draft the letter and share it with Mr. Fowles, Ms. Hagen and Board member Lori Wheeler to get their input prior to presenting it to the Employer Services Committee for their approval.

-
3. Development of an industry-specific infograph to 1) strengthen employer engagement, 2) outline CSBD's services, and 3) incorporate value proposition data to enhance understanding. Ms. Hylton stated that the staff would ask the state for assistance and look at the feasibility and, if possible, bring an industry-specific infograph to the Consortium's next meeting.
 4. Marketing to recently graduated high school seniors who are unemployed and have no plans to pursue further education. Ms. Hylton indicated that the marine industries video will be 1) featured on our website and social media 2) sent to about 3,000 summer youth applicants to share with their parents and 3) shared with our youth providers who serve out-of-school youth.
 5. Seek out opportunities to engage with the Broward County Public Schools Career Champions and BRACE Advisors. Consortium member Maria "Loli" Formoso stated that Broward County has 29 Career Champions, one assigned to each high school. Each Champion oversees a pool of 200 to 300 students. Additionally, there are 29 BRACE Advisors, one per high school, who serve as full-time college and career advisors. Ms. Hylton stated that she would send information regarding job fairs and other CSBD events targeted to youth to Ms. Formoso to ensure that Career Champions and BRACE Advisors are kept informed. Ms. Hylton also offered to host the Career Champions at the south office. It was suggested that Career Champions and BRACE Advisors be connected with the Marine Industries Association of South Florida (MIASF) and its available programs. To facilitate this, Bert Fowles offered to host the Career Champions and BRACE Advisors at the USSA VIP Sky Lounge during the Fort Lauderdale International Boat Show. However, it was noted that entry fees for the Boat Show would still need to be addressed for this to come to fruition. Mr. Fowles indicated he would look into the matter and, if feasible, get back to CSBD with the details.

2. Marine Career Pathways Video

Showcasing the various opportunities available in the marine industry, it highlights the yacht service technician apprenticeship program as one avenue through which job seekers can connect with these opportunities.

The Consortium viewed the video and afterward expressed enthusiasm for the video and discussed the following ongoing efforts and next steps for the video's marketing campaign:

1. CSBD has distributed and will continue to distribute the video to technical colleges and community partners such as Hispanic Unity, United Way, Mission United, etc.
2. CSBD has presented the video and will continue to promote the video at community events.
3. CSBD will provide Bert Fowles with the hyperlink to the video so that he may post it on the USSA website.
4. Maria Formoso will distribute the hyperlinks to both the video and WOW book and website to Career Champions and BRACE Advisors.

NEW BUSINESS

1. The 5/29 Meeting Quarterly Report

Approval of the 3rd Quarter Report of 2024 from the 5/29 Consortium meeting.

On a motion made by Richard Haughton and seconded by Marcy Mills-Matthews, the EIC unanimously approved the 3rd Quarter Report.

2. Education and Industry Consortium Strategic Goals and Objectives for PY 24/25

Considered adoption of strategic goals and objectives to align educational programming with industry needs to provide a framework for the business of the Consortium using the CSBD Planning Matrix for program year 24/25. The Matrix will identify 1) objectives 2) next steps 3) benchmarks and performance measures 4) due dates and 5) status updates.

Consortium Chair Matthew Rocco expressed his support and requested that staff bring updates back to the committee at the next meeting.

On a motion made by Maria Formoso and seconded by Kathleen Hagan, the EIC unanimously approved 1) the use of the Matrix template and 2) to initiate its development by incorporating key points from the meeting's discussion as outlined in this report.

3. Industry Employer Forums

Considered the inclusion of Consortium representation at the CSBD Employer Forums. CSBD holds industry employer forums that bring together education and business leaders. This past year, forums were held encompassing the following sectors 1) information technology 2) manufacturing 3) healthcare 4) construction and 5) financial services. Discussions focus on trends, skill gaps, and training needs in each industry. Based on the insights shared at the forums, strategies are proposed to assist employers in building their talent pipeline.

On a motion made by Marcy Mills-Matthews and seconded by Maria Formoso, the EIC unanimously approved including Consortium representation at the CSBD Employer Forums.

4. CSBD Infograph July 2023 – June 2024

Considered the inclusion of industry-specific information for regional use on the CSBD Infograph. The CSBD Infograph provides an overview of our metrics at a glance. As can be seen from the latest infograph, CSBD hosted 110 recruitment events and job fairs, assisted Broward employers with nearly \$4.5 million in work-based training, and provided over \$3.9 million in occupational training scholarships for eligible participants. We use the infograph to inform the public, local elected officials, the State, and congressional delegations about our activities. Consortium input is requested regarding suggestions for additions or improvements.

The members reviewed the infograph and after discussion agreed that the current format and the information provided was exactly what was needed. They complimented Ms. Hylton and the staff on the current design. Ms. Hylton thanked the members and encouraged them to reach out to either herself or Ron Moffett at any time with ideas for additional uses or distribution methods for the infograph.

On a motion made by Richard Haughton and seconded by Marcy Mills-Matthews, the EIC unanimously approved the CSBD Infograph.

5. Speakers Template

Considered approval of a template for speakers to use when presenting at Consortium meetings. The template provides guidance on the types of topics to be addressed by speakers invited to the meetings. Consortium input is requested for 1) suggestions on additions or improvements and 2) recommendations for the industry discussion at our next meeting.

CSBD will send Nikki Cabus the template to provide to her selected industry speaker for the next meeting.

On a motion made by Marcy Mills-Matthews and seconded by Richard Haughton, the EIC unanimously approved the template for speakers to use when presenting at Consortium meetings.

REPORTS

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

Every Region has an approved TOL. Individuals seeking CSBD-funded training are limited to occupations on the TOL. CSBD reviewed the State's preliminary list and compared it to the Board-approved criteria. The State list was sent to local education and businesses, the Education and Industry Consortium members, and community partners who were also invited to the publicly noticed meetings held 7/8 and 7/31. Based upon responses received, CSBD added forty-four (44) new occupations proposed by the State to the TOL and retained thirty-one (31) occupations that would have otherwise been removed. Changes to our local area's TOL for PY 24/25 were approved by the BWDB and Council of Elected Officials at their meeting on 8/22. The CSBD governing boards are able to add and remove occupations on the list at any time to keep the list current.

The Consortium members were encouraged to review the TOL and not hesitate to contact Carol Hylton or Ron Moffett with suggestions for any changes, including emerging occupations. Upon submission of the recommendations, CSBD will conduct research and present findings to the Board for their approval.

2. Employer Services Committee Strategic Planning Matrix PY 24/25

On 6/3, the Employer Services Committee approved their strategic goals and objectives for PY 24/25. The committee tracks progress on achieving the deliverables in the form of a

strategic planning matrix which is updated and reported on by CSBD staff throughout the year. This is the updated Matrix presented to the Employer Services Committee at their meeting on 8/5.

Ron Moffett provided an overview of the planning matrices used by the various committees to track progress on the objectives approved by the Board that stemmed from the annual planning session. He encouraged the members to review the Employer Services Committee Strategic Planning Matrix and not hesitate to reach out to himself or Carol Hylton with their thoughts and suggestions for the Education and Industry Consortium matrix. Additionally, Ron stated that the One-Stop Services Committee Strategic Planning Matrix will be brought to the Consortium at the next quarterly meeting.

3. Tobacco Free Florida Employer Outreach

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

Ms. Hylton elaborated that the members could distribute the flyer with their employees, emphasizing they would only need to scan the QR code on the flyer and register to begin the process and benefit from this support service at no cost to employer or employee.

4. Broward County Unemployment and Economic Dashboard

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

Bert Fowles expressed recognition of the usefulness of this data and indicated he would share it within his circles.

Richard Haughton informed everyone that data may be available from the Fort Lauderdale executive airport that may be of interest. Ms. Hylton agreed and stated that staff would research acquiring data from the Fort Lauderdale Executive Airport and incorporating it into the dashboard.

MATTERS FROM THE CONSORTIUM CHAIR

None.

MATTERS FROM THE CONSORTIUM

The following upcoming event information was provided:

- **FHG Marine Engineering Grand Opening & MIA SF Member Mingle**
 - **Consortium Contact:** Kathleen Hagan
 - **When:** Thursday, Sept. 19, 2024 – 5:30 pm to 7:30 pm
 - **Where:** 2004 NW 25th Ave. Pompano Beach, FL 33069
 - **Registration and more information:** <https://www.miasf.org/event-rsvp/15039>

- **CTACE Meeting with Career Champions**
 - **Consortium Contact:** Maria Formoso
 - **When:** Fall, 2024 (additional details pending)

- **SFMA Women in MFG Speaker Series**
 - **Consortium Contact:** Matthew Rocco
 - **When:** Thursday, Sept. 26, 2024 – 5 pm to 7:30 pm
 - **Where:** Location – Lauderdale Yacht Club – 1725 SE 12th St, Ft. Lauderdale, FL 33316
 - **Registration and more information:** <https://sfma.org/events/wim-lutoff/>

- **Fort Lauderdale International Boat Show**
 - **Consortium Contact:** Kathleen Hagan
 - **When:** Thursday, Oct. 30 to Nov. 3, 2024
 - **Where:** Bahia Mar Yachting Center – 801 Seabreeze Boulevard, Fort Lauderdale, FL, USA, 33316
 - **Registration and more information:** <https://www.flibs.com/en/home.html>

- **Aviation Event**
 - **Consortium Contact:** Richard Haughton
 - **When:** December 2024 (additional details pending)

- **Career Fair for High School Seniors**
 - **Consortium Contact:** Maria Formoso
 - **When:** May 2025 (additional details pending)

MATTERS FROM THE PUBLIC

None.

MATTERS FROM THE CSBD PRESIDENT

- Development of Additional Career Pathways Videos – Ms. Hylton stated the Marine video is the first of four, with the development of Healthcare, Information Technology, and Manufacturing underway. An additional video targeted toward veterans is also planned. CSBD will distribute each video to the consortium members as it is completed.

-
- CSBD Signature Events – Planning for Worlds of Work (WOW) (March 2025) and the State of the Workforce Breakfast and Job Fair (January 2025) is underway. The Consortium’s participation and attendance are strongly encouraged, even if just for an hour, to see the significant impact these events have on the community, particularly on the youth at the WOW.
 - CSBD Podcasts – Efforts toward incorporating podcasting into our marketing strategies are underway.
 - CSBD Website’s Chatbot – The CSBD website has recently launched a new chatbot named Sam. It can be found in the bottom right-hand corner of all pages on the website.



CareerSource
BROWARD A proud partner of the
AmericanJobCenter
network

ANNUAL STATE OF THE WORKFORCE JOB FAIR*

Secure The Talent You Need.
Find Your Quality Workforce.



**SAVE THE
DATE**



Wednesday, January 29, 2025 • 10AM - 1PM
Broward County Convention Center

1950 Eisenhower Blvd, Fort Lauderdale, FL 33316

**There is a charge of \$25 for employers to cover the incidentals of the event.*

WHAT EMPLOYERS AND BUSINESSES SAID ABOUT LAST YEAR'S JOB FAIR:

- ***"The exposure to new employees has been unbelievable"***
Greg Farley – General Manager – Fort Lauderdale Water Taxi
- ***"This is a 'do-not-miss' opportunity for employers and employees"***
Dan Lindblade – President & CEO – Greater Fort Lauderdale Chamber of Commerce
- ***"This was by far the best event for our company to attend"***
Jim Ryan – CEO, OutPLEX



**SPACE IS LIMITED.
REGISTER TODAY AND
RESERVE YOUR SPOT!**

bit.ly/csbdstotwe

54

The initiative referenced by this flyer is paid for by 100% federal funds through a grant totaling \$2,128,992.
An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.



Overview of the CareerSource Broward Region
Not Seasonally Adjusted
November 15, 2024

- The unemployment rate in the CareerSource Broward region (Broward County) was 3.3 percent in October 2024. This rate was 0.2 percentage point greater than the region's year ago rate of 3.1 percent. The region's October 2024 unemployment rate was 0.2 percentage point lower than the state rate of 3.5 percent. The labor force was 1,093,498, down 5,178 (-0.5 percent) over the year. There were 36,572 unemployed residents in the region.

Fort Lauderdale-Pompano Beach-Deerfield Beach Metro Division

- In October 2024, nonagricultural employment in the Fort Lauderdale-Pompano Beach-Deerfield Beach MD was 937,200, an increase of 15,500 jobs (+1.7 percent) over the year.
- The Other Services (+11.3 percent); Construction (+4.7 percent); Government (+4.1 percent); Trade, Transportation, and Utilities (+1.1 percent); Leisure and Hospitality (+1.0 percent); and Professional and Business Services (+0.5 percent) industries grew as fast or faster in the metro area than statewide over the year.
- The Fort Lauderdale-Pompano Beach-Deerfield Beach MD had the highest annual job growth compared to all the metro areas in the state in the Government (+4,400 jobs) and Other Services (+4,100 jobs) industries.
- The Fort Lauderdale-Pompano Beach-Deerfield Beach MD was tied for the highest annual job growth compared to all the metro areas in the state in the Trade, Transportation, and Utilities (+2,300 jobs) industry.
- The Fort Lauderdale-Pompano Beach-Deerfield Beach MD had the fastest annual job growth rate compared to all the metro areas in the state in the Other Services (+11.3 percent) industry.
- The Fort Lauderdale-Pompano Beach-Deerfield Beach MD had the second fastest annual job growth rate compared to all the metro areas in the state in the Government (+4.1 percent) industry.
- The Fort Lauderdale-Pompano Beach-Deerfield Beach MD was tied for the second fastest annual job growth rate compared to all the metro areas in the state in the Construction (+4.7 percent) industry.
- The industries gaining jobs over the year were Government (+4,400 jobs); Other Services (+4,100 jobs); Construction (+2,500 jobs); Trade, Transportation, and Utilities (+2,300 jobs); Education and Health Services (+2,300 jobs); Leisure and Hospitality (+1,000 jobs); and Professional and Business Services (+800 jobs).

- The industries losing jobs over the year were Manufacturing (-900 jobs); Financial Activities (-800 jobs); and Information (-200 jobs).

Unemployment Rates (not seasonally adjusted)	Oct-24	Sep-24	Oct-23
CareerSource Broward (Broward County)	3.3%	3.4%	3.1%
Florida	3.5%	3.4%	3.1%
United States	3.9%	3.9%	3.6%

Nonagricultural Employment by Industry (not seasonally adjusted)	Ft. Lauderdale-Pompano Beach-Deerfield Beach Metropolitan Division				Florida				Annualized Avg. Wages Broward County, Q1 2024
	Oct-24	Oct-23	change	percent change	Oct-24	Oct-23	change	percent change	
Total Employment	937,200	921,700	15,500	1.7	9,971,800	9,847,200	124,600	1.3	\$72,245.36
Mining and Logging	#N/A	#N/A	#N/A	#N/A	6,000	5,900	100	1.7	\$85,664.29
Construction	56,000	53,500	2,500	4.7	665,700	638,100	27,600	4.3	\$75,962.84
Manufacturing	29,800	30,700	-900	-2.9	421,300	425,100	-3,800	-0.9	\$74,574.55
Trade, Transportation, and Utilities	212,100	209,800	2,300	1.1	2,011,500	1,990,400	21,100	1.1	\$68,819.93
Wholesale Trade	57,100	55,100	2,000	3.6	408,100	396,800	11,300	2.8	\$104,888.89
Retail Trade	109,600	111,100	-1,500	-1.4	1,159,800	1,161,900	-2,100	-0.2	\$47,475.27
Transportation, Warehousing, and Utilities	45,400	43,600	1,800	4.1	443,600	431,700	11,900	2.8	\$81,936.61
Information	19,900	20,100	-200	-1.0	157,400	156,300	1,100	0.7	\$139,956.18
Financial Activities	72,500	73,300	-800	-1.1	681,200	686,800	-5,600	-0.8	\$145,593.39
Professional and Business Services	173,500	172,700	800	0.5	1,632,800	1,628,500	4,300	0.3	\$90,435.19
Education and Health Services	123,900	121,600	2,300	1.9	1,546,600	1,504,200	42,400	2.8	\$66,598.34
Leisure and Hospitality	97,000	96,000	1,000	1.0	1,286,000	1,287,800	-1,800	-0.1	\$38,476.88
Other Services	40,500	36,400	4,100	11.3	383,800	370,000	13,800	3.7	\$50,530.21
Government	111,900	107,500	4,400	4.1	1,179,500	1,154,100	25,400	2.2	\$85,013.22

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

Average Annual Wage	2023	2022	change	percent change
CareerSource Broward (Broward County)	\$69,252	\$66,754	\$2,499	3.7
Florida	\$66,444	\$63,781	\$2,663	4.2