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



**Save the Date  
Planning Session  
April 27, 2023  
11:30 A.M. – 4:00  
P.M.**

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

**Partnership Meeting #247  
Thursday, February 23, 2023  
CareerSource Broward Boardroom  
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

**This meeting is being held in person. Due to Covid-19, in the interest of keeping our board, staff, and public safe this meeting is also accessible via a Zoom video conference.**

<https://us02web.zoom.us/j/84523822661>

### **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.

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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**

## **MISSION MOMENT**

## **RECOGNITION OF BOARD MEMBERS**

Presentation of plaques for 1) past Chair, Frank Horkey 2) Mayor Frank Ortis and 3) Ismael Martinez.

## **PRESENTATION**

Dr. Ned Murray a leading expert on economic and housing market issues in South Florida, will be joined by Sandra Veszi Einhorn from the Coordinating Council of Broward and Vice Mayor Nan Rich to update the Board on the 10-Year Affordable Housing Plan that will be used to address the county's growing affordable housing crisis.

## **APPROVAL OF MINUTES**

Approval of the minutes of the 12/15 BWDB meeting #246.

**RECOMM  
ACTION  
EXHIBIT**

Approval  
Motion for Approval  
Minutes of the BWDB Meeting

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## **CONSENT AGENDA**

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

### **ACCEPTANCE OF CONSENT AGENDA**

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

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

The current performance for the month of December is provided. The data reflects that within the Big 7 Regions, CSBD is in a four-way tie for 1<sup>st</sup> in WIOA Entered Employment Rate (EER), ranks 1<sup>st</sup> in Veterans EER, and 2<sup>nd</sup> in Wagner Peyser EER and 1<sup>st</sup> in WTP All Family and Two Parent participation rate.

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

**Pages 28 – 39**

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

Letters of support were written for 1) Broward College's application to have CompTIA Data+ certifications added to the Master Credential List 2) Broward College's HealthPro Project proposal to provide nursing career pathways training for frontline healthcare professionals and 3) Goodwin Biotechnology, Inc.'s QRT grant to create 20 jobs with an average salary of \$74,000.

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

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### 3. Accept Non-Custodial Parent Employment Program Funding

Consideration to 1) accept \$950,742 from the Department of Economic Opportunity for a Non-Custodial Parent Employment Program and 2) increase the amount previously approved for OIC by \$241,185 to serve an additional 50 participants. These funds will be used to serve non-custodial parents who are unemployed or underemployed. The remaining funds will be allocated to participant services such as paid work experience, life skills, employability skills, parenting, financial literacy education, support services, training, and job placement. CSBD was 1 of 3 Boards selected for funding. Pursuant to a Board member's recommendation to identify staff for recognition Michael Bateman, Vice President of Quality Assurance, developed this grant application. Approved at the 1/24 One Stop Services Committee and 2/13 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders)).*

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

### 4. Additions to the Targeted Occupations List (TOL)

Consideration to approve adding 1) Home Health Aide (HHA) and 2) Nursing Assistant to our local TOL. All Board-mandated criteria have been met for these occupational titles to be added to the TOL for Program Year (PY) 22/23. Approved at the 1/24 One Stop Services Committee and 2/13 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders)).*

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Memo #18 – 22 (OPS)

**Pages 40 – 41**

## **REGULAR AGENDA**

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



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## **NEW BUSINESS**

### **1. Anthony Brunson, P.A. Audit for FY 21/22 Presentation**

Consideration to accept the Audit Report for the period ending 9/30/22. Anthony Brunson, PA, has completed its draft Audit Report for the 21/22 CareerSource Broward fiscal year. The audit is clean and has an unqualified opinion. There are no findings or management recommendations. Approved at the 2/13 Combined Executive and Audit Committee meeting. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy).*

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Memo #08 – 22 (LS) 21/22 Fiscal Year Audit Report (Copies will be available at the meeting.)

**Page 42**

### **2. Appointments to the Broward Workforce Development Board**

Consideration to recommend the appointment of 1) Mark Schaunaman, Business Manager, International Union of Operating Engineers Local 487, and President, AFL-CIO South Florida Building Trades Council and 2) Tara Williams, Director, Broward County Human Services Department to the Organized Labor and Community Based Organization Category. The appointees will fill open slots in this mandatory category of membership due to the resignation of Mayor Frank Ortis and the retirement of Ismael Martinez. Approved at the 2/6 Organizational Resources Committee and 2/13 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

<b>RECOMM</b>	Board to Recommend Approval
<b>ACTION</b>	<b>Motion for Approval by CSBD Council of Elected Officials</b>
<b>EXHIBITS</b>	Memo #07 – 22 (Exec) Qualifications

**Pages 43 – 51**

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### 3. U.S. Century Bank Resolution

Consideration to adopt resolutions required by U.S. Century Bank in order for CSBD to open accounts with them. They will be replacing Citibank which is no longer a public depository in Florida. These resolutions identify how we will do business with the bank and are almost identical to those signed with the previous bank. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy).*

**RECOMM  
ACTION  
EXHIBITS**

Approval of adopting resolutions required by U.S. Century Bank  
**Motion for Approval by CSBD Council of Elected Officials**  
U.S. Century Bank Resolutions

**Pages 52 – 66**

### 4. Program Year 22/23 Revised Budget

This is our annual update from the preliminary budget presented in May. It is the adjusted budget based upon the final grant awards received by CareerSource Broward (CSBD). The CSBD formula grants for Program Year (PY) 22/23 total \$21,066,829, an increase of \$1,156,661 or 6% from the planning numbers presented in May. Dedicated grants total \$6,453,572, an increase of \$1,718,414. Our total available budget is \$27,520,401 (\$21,066,829 + \$6,453,572) for PY 22/23. Approved at the 1/24 One Stop Services Committee and 2/13 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy).*

**RECOMM  
ACTION  
EXHIBIT**

Approval  
Motion for Approval  
Memo #06 – 22 (FS)

**Pages 67 – 72**

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## 5. Selection of Outreach/Marketing Firms

Consideration to approve up to \$250,000 to be divided between 1) Goodman Public Relations in the amount of up to \$200,000 and 2) Moore Communications Group for up to \$50,000 as recommended by the Review Committee which met on 1/9. The Review Committee was comprised of members of the Board and the Director of Communications and Community Engagement for the Children Services Council of Broward County. The firms will design social media and digital outreach campaigns directing job seekers and employers to CSBD for service. Each contract will be through the end of the program year and will be renewable for two (2) additional one-year periods. Approved at the 1/23 Employer Services Committee and 2/13 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders)).*

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Memo #04 – 22 (CBR)

**Pages 73 – 74**

## 6. 2023 BWDB Legislative Agenda

Consideration to approve the 2023 BWDB Legislative Agenda which addressed four (4) main issues with the priority being the realignment. We also provided the 2023 session bills filed relating to workforce development. Approved at the 1/25 Strategic Planning Committee and 2/13 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to develop and utilize a legislative agenda to improve employment services and opportunities in Florida.)*

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBITS</b>	BWDB Legislative Agenda Legislative Session Dates Bills Related to Workforce (Updated)

**Pages 75 – 82**

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## 7. 2023 Community Partner Legislative Agendas

Consideration to support legislative agendas from community partners that have items related to workforce development. At the 1/25 Strategic Planning Committee meeting Broward County and the United Way included workforce elements and were approved. Since then, we have added Florida Economic Development Council and Florida Restaurant & Lodging Association to the agendas we are supporting. Approved at the 2/13 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to develop and utilize a legislative agenda to improve employment services and opportunities in Florida.)*

**RECOMM  
ACTION  
EXHIBITS**

Approval  
Motion for Approval  
Broward County State and Executive Legislative Agenda  
United Way of Broward County Legislative Agenda  
Florida Economic Development Council Advocacy Agenda  
Florida Restaurant & Lodging Association Legislative Agenda

**Pages 83 – 87**

## 8. Holiday Schedule

DEO requires us to align our holidays with a federal, state, or county authority. CSBD customarily aligns our holidays to the County holiday schedule. The County recently added the Juneteenth holiday to its schedule. Consideration to approve adding the Juneteenth holiday to CSBD's holiday schedule to align with the County. Approved at the 2/6 Organizational Resources Committee and 2/13 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

**RECOMM  
ACTION  
EXHIBIT**

Approval  
Motion for Approval  
None

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## 9. Up Coming 2023 Board Planning Session

Consideration to approve the 2023 Board Planning Session scheduled for 4/27. The planning session will be in-person and will begin at 11:30 when members are invited to pick up their materials and network over lunch. This will be followed by a short board meeting leading directly into our planning session, as we have done in previous years. Workgroup thought questions will include topics covering inflation and the local economy as well as items recommended by our members throughout the year. Approved at the 2/13 Combined Executive and Audit Committee meeting. (*This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.*)

**RECOMM  
ACTION  
EXHIBIT**

Approval  
Motion for Approval  
None

## REPORTS

### 1. Tropic Ocean Airways (TOA) Incumbent Worker Training Grant Application

TOA applied for an Incumbent Worker Training (IWT) grant in the amount of \$53,147 to train 82 employees to earn job-related certifications. Funds will be obligated this year and from next program year's allocation for that portion of the training which will occur after 6/30. In accordance with governing boards' policy, the Employer Services Committee reviews and approves all IWT applications. Those in excess of \$50,000 are reported to the governing boards. Approved at the 1/23 Employers Services Committee and 2/13 Combined Executive and Audit Committee meetings.

**ACTION  
EXHIBIT**

None  
Memo #05 – 22 (CBR)

**Pages 88 – 89**

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2. **Cherry Bekaert LLP Fiscal Monitoring Report #1 PY 22/23 Issued 12/22**

Cherry Bekaert conducted fiscal monitoring for the period 7/1/22 through 9/30/22. Cherry Bekaert reviewed a total of 819 elements during the review period. There were no findings or observations. Based on the total elements reviewed, this was a 0% error rate.

<b>ACTION</b>	None
<b>EXHIBITS</b>	Memo #08 – 22 (QA) Chart of Findings

**Pages 90 – 91**

3. **Taylor Hall Miller Parker, PA, Program Monitoring Report #1 PY 22/23 Issued 12/22**

THMP conducted program monitoring for the period 8/19/22 through 11/17/22. They reviewed a total of 175 files consisting of 7,015 elements. There were 2 findings and 1 observation. This equates to an error rate of (.03%) less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

<b>ACTION</b>	None
<b>EXHIBIT</b>	Memo #09 – 22 (QA)

**Pages 92 – 96**

4. **Lori Wheeler Being Honored**

Board member, Lori Wheeler, Vice President, Marine Industries Association of South Florida is being honored by History Fort Lauderdale and Galleria Fort Lauderdale on 3/9 at their “Women Trailblazers: Champions of Change – Broward County” opening reception. Lori is being recognized as a trailblazer for her strength, courage, enthusiasm, and passion for giving back to the community. Congratulations Lori!

<b>ACTION</b>	None
<b>EXHIBIT</b>	Press Release

**Pages 97 – 98**

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**5. WIOA Youth Performance for Program Year 22/23**

Youth performance is reported while the new Youth Committee is being appointed. CSBD, currently contracts with four (4) Out-of-School Youth (OSY) providers and two (2) In-School Youth (ISY) providers. OSY providers' enrollments are on target and the ISY programs are now starting in accordance with their contracts.

**ACTION** None  
**EXHIBIT** Memo #19 – 22 (OPS)

**Pages 99 – 103**

**6. Welfare Transition Program (WTP) Participation Rate**

WTP refugees cannot participate in work activities because they lack work permits. However, the WTP refugees are counted in our performance and are impacting us negatively. The number of refugee referrals has increased over the past few months and now represents about 73% of our caseload. CSBD has raised the issue with DEO and requested that the refugees be removed from our performance measures. The state has advised us that several regions have also raised this issue and they are looking into it. We will continue to follow up with DEO.

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

**7. CareerSource Broward's Healthcare Industry Employer Forum**

CareerSource Broward held an employer virtual forum on 12/2 focused on the healthcare industry. During the forum, issues discussed included the identification of the industry's skill gaps and the current labor market conditions. The forum was attended by nineteen (19) individuals, in-person and virtually, representing employers, education, and workforce development. Based on the information shared at the forum, we developed strategies and action steps to assist employers in the industry.

**ACTION** None  
**EXHIBIT** Memo #07 – 22 (CBR)

**Pages 104 – 105**

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## 8. **Broward County Unemployment**

There is no report this month due to “benchmarking” which happens each year at this time when the previous year’s statistics are “trued up.” The January report will be issued on March 13<sup>th</sup>. February labor statistics for Florida will be released on March 24<sup>th</sup>.

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

## 9. **CSBD Broward County Economic & Workforce Dashboard**

The current Dashboard for the month of December is provided for review. The user-friendly dashboard on our website allows users to drill down on economic and workforce data to view trends and extrapolate information. The data shows that average wages are starting to stabilize, along with overall inflation. Broward is showing a supply deficit of 41.8% compared to the current employment demand. The housing market is still tight regarding supply, but inventory is 12% higher relative to the January 2022 low. Prices remain high, making it difficult for first-time homebuyers and middle-class families to secure housing.

<b>ACTION</b>	None
<b>EXHIBIT</b>	<a href="#">CareerSource Broward Dashboard</a>

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

## **MATTERS FROM THE CAREERSOURCE BROWARD BOARD CHAIR**

## **MATTERS FROM THE BOARD**

## **MATTERS FROM THE FLOOR**

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

## **ADJOURNMENT**

<b><i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING WILL BE HELD ON APRIL 27, 2023.</i></b>
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## **MEETING MINUTES**

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

**Partnership Meeting #246  
Thursday, December 15, 2022  
CareerSource Broward Boardroom  
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

**This meeting is being held in person. Due to Covid-19, in the interest of keeping our board, staff, and public safe this meeting is also accessible via a Zoom video conference.**

**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 via Zoom/in-person: Mayor Dean Trantalis, Commissioner Tim Ryan, Dr. Vickie Cartwright, Zac Cassidy, Dr. Ben Chen, Keith Costello, Heiko Dobrikow, Paul Farren, Cynthia Gaber, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Jim Ryan, Pam Sands, Rick Shawbell, Cynthia Sheppard, Marjorie Walters, Lori Wheeler, and Frank Horkey who Chaired the meeting

Guests: Dr. Jennifer O'Flannery Anderson, Community Foundation of Broward County, Lynn Goldman, Broward Technical Colleges & Technical High Schools, Jason Kruszka, Broward County Commissioners office, Michael Liquerman, Office of Congresswoman Debbie Wasserman Shultz, Kareen Torres, Broward College, Raphael Borrero, U.S. Century Bank, and Brian Liffick, Cherry Bekaert

Staff: Carol Hylton, Ron Moffett, Rochelle Daniels, Christine Azor, Tony Ash, Kim Bryant, Deborah Nunez, and Amy Winer

### **MISSION MOMENT**

Michael Liquerman, Office of Congresswoman Debbie Wasserman Shultz, provided the mission moment and shared how his office partnered with us for the P4P event to assist veterans in the community. Congresswoman Wasserman chairs the Veteran's Committee and is heavily involved in helping Veterans obtain needed services, including workforce development through training and job placement services.

Mr. Horkey thanked Mr. Liquerman and informed the board that in addition to himself, Heiko Dobrikow, Zac Cassidy, and Rick Shawbell attended the event, which he characterized as marvelous. He stated that there were 75 employers and over 200 job seekers. Mr. Dobrikow noted that it was well organized and appreciated that the first hour was dedicated to the veterans. He further stated that the location was fantastic. Mr. Shawbell stated that it was a world-class event put on by world-class staff.

Mrs. Deborah Nunez, WP/VETS/TAA Program Manager, was recognized for her contributions toward the success of the P4P event and was awarded the 2022 Leadership Award.

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## **APPROVAL OF MINUTES**

Approval of the minutes of the 10/27 BWDB meeting #245.

**On a motion made by Francois Leconte and seconded by Jim Ryan, the BWDB unanimously approved the minutes of the 10/27 Meeting #245.**

## **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**

**On a motion made by Keith Costello and seconded by Dr. Lisa Knowles, the BWDB/CSBD Council of Elected Officials unanimously approved the Consent Agenda of 12/15/22.**

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

The current performance for the month of October is provided. October's data reflects that within the Big 7 Regions, CSBD is in a four-way tie for 1<sup>st</sup> in WIOA Entered Employment Rate (EER) and ranks 1<sup>st</sup> in Wagner Peyser and WTP EER and 1<sup>st</sup> in WTP All Family and Two-Parent Participation Rate and 2<sup>nd</sup> in Veterans EER.

### **2. Letter of Support**

A letter of support was written for Bankers Healthcare Group's Quick Response Training grant application that will create 75 jobs over the next 12 months with an average yearly compensation of \$85,000.

### **3. Continuing Eligibility for Florida Career College and Galen College of Nursing**

Considered approving existing eligible training providers (ETP) 1) Florida Career College and 2) Galen College of Nursing with continuing eligibility for the period 12/15/22 thru 12/15/24 and 3) maintaining their currently approved occupational training programs on our ITA list. This is in accordance with WIOA which requires providers to be re-evaluated and approved for continuation on the ETP List after their initial year of eligibility. Both of these providers have met continued eligibility requirements that include, but are not limited to, licensure, accreditation, issuance of an industry-recognized credential and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness and to ensure that CareerSource Florida requirements and Board mandated criteria are met for both schools. Approved at the 11/1 One Stop Services and 12/5 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).*

### **4. Accept Supplemental WIOA Dislocated Worker (DW) Funding**

Considered the acceptance of \$983,715 in WIOA DW supplemental funds for PY 22/23. These funds will be used to 1) increase community outreach and expand marketing campaigns 2)

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provide scholarships for customers and 3) fund work-based training opportunities such as paid work experience, incumbent worker training, and on-the-job training. Approved at the 11/1 One Stop Services and 12/5 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).*

## **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. Slate of Broward Workforce Development Board, Inc. Officers for 2023**

Considered approval of the 2023 slate of Officers. Our Chair and Vice Chair are ineligible for re-election as they are completing their second term. On 9/30 Carol Hylton, President/CEO, asked BWDB members to submit nominations via e-mail for consideration by the Organizational Resources Committee. The CareerSource Broward Council of Elected Officials has final approval of the slate. Approved at the 11/7 Ad Hoc Organizational Resources and 12/5 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Mr. Horkey introduced the item and reviewed the nominations for the 2023 slate of officers.

**On a motion made by Rick Shawbell and seconded by Francois Leconte, the BWDB unanimously approved the 2023 slate of Officers as follows: Heiko Dobrikow, Chair; Jim Ryan, Vice Chair and Zac Cassidy, Secretary/Treasurer.**

**On a motion made by Mayor Dean Trantalis and seconded by Commissioner Tim Ryan, the CareerSource Broward Council of Elected Officials unanimously approved the 2023 slate of Officers as follows: Heiko Dobrikow, Chair, Jim Ryan, Vice Chair and Zac Cassidy, Secretary/Treasurer.**

#### **2. Election of CareerSource Broward Council of Elected Officials Officers for 2023**

Officers for the CareerSource Broward (CSBD) Council of Elected Officials must be selected for the 2023 calendar year. There are no legal or By-Law requirements for the selection of officers. Current CSBD Council officers are Mayor Dean Trantalis Chair, Commissioner Tim Ryan Vice-Chair, and Mayor Josh Levy Chair Pro Tem. *(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.)*

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Mr. Horkey introduced the item and turned it over to the Council for discussion and a motion.

**On a motion made by Mayor Dean Trantalis and seconded by Commissioner Tim Ryan, the CSBD Council of Elected Officials unanimously approved the 2023 Council of Elected Officials Officers as follows: Commissioner Tim Ryan Chair, Mayor Josh Levy Vice Chair, and Mayor Dean Trantalis Chair Pro Tem.**

### **3. Membership Renewals**

Considered the renewal of BWDB members whose terms will expire in January 2023 and who are eligible for renewal for an additional two years. The thirteen (13) members being recommended for renewal are 1) Bob Swindell 2) Francois Leconte 3) Frank Horkey 4) Heiko Dobrikow 5) Ismael Martinez 6) Keith Costello 7) Lori Wheeler 8) Pam Sands 9) Richard Shawbell 10) Sandy McDonald 11) Zac Cassidy 12) Dr. Mildred Coyne and 13) Dr. Vickie Cartwright who was appointed to the BWDB in October, to fill the remaining term of James Payne. The CSBD Council of Elected officials appoints board members by a vote of the Council following a recommendation from the Board. Approved at the 11/7 Ad Hoc Organizational Resources and 12/5 Combined Executive and Audit Committee meetings. *(This is in alignment with the board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Mr. Horkey introduced the item and provided an overview of the renewal criteria for BWDB members whose terms will expire in January 2023 and who are eligible for an additional two years.

**On a motion made by Heiko Dobrikow and seconded by Paul Farren, the BWDB unanimously approved recommending the membership renewals of 1) Bob Swindell, 2) Francois Leconte, 3) Frank Horkey, 4) Heiko Dobrikow, 5) Ismael Martinez, 6) Keith Costello 7) Lori Wheeler 8) Pam Sands 9) Richard Shawbell 10) Sandy McDonald 11) Zac Cassidy 12) Dr. Mildred Coyne and 13) Dr. Vickie Cartwright.**

**On a motion made by Commissioner Tim Ryan and seconded by Mayor Dean Trantalis, the CSBD Council of Elected Officials unanimously approved the membership renewals of 1) Bob Swindell, 2) Francois Leconte, 3) Frank Horkey, 4) Heiko Dobrikow, 5) Ismael Martinez, 6) Keith Costello 7) Lori Wheeler 8) Pam Sands 9) Richard Shawbell 10) Sandy McDonald 11) Zac Cassidy 12) Dr. Mildred Coyne and 13) Dr. Vickie Cartwright.**

### **4. Broward Workforce Development Board (BWDB) Appointments**

Considered the nominations of 1) Rufus James, Airport Director, Fort Lauderdale Executive Airport from the Aviation/Aerospace targeted industry 2) Michael Goldstein, President/CEO of Lan Infotech from the Information Technology/Environmental sector 3) Shane Strum, President/CEO, Broward Health from the Healthcare/Life Sciences industry to fill slots on the BWDB in the private sector category and from the roster we keep for future member consideration 4) Felipe Pinzon, President/CEO of Hispanic Unity of Florida in the Organized Labor and CBO category. Approved at the 11/7 Ad Hoc Organizational Resources and 12/5 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

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Mr. Horkey introduced the item and provided background information on each of the nominees.

**On a motion made by Lori Wheeler and seconded by Keith Costello, the BWDB unanimously approved recommending the appointments of 1) Rufus James, Airport Director, Fort Lauderdale Executive Airport 2) Michael Goldstein, President/CEO of Lan Infotech 3) Shane Strum, President/CEO, Broward Health and 4) Felipe Pinzon, President/CEO of Hispanic Unity of Florida.**

**On a motion made by Mayor Dean Trantalis and seconded by Commissioner Tim Ryan, the CSBD Council of Elected Officials unanimously approved the appointments of 1) Rufus James, Airport Director, Fort Lauderdale Executive Airport 2) Michael Goldstein, President/CEO of Lan Infotech 3) Shane Strum, President/CEO, Broward Health and 4) Felipe Pinzon, President/CEO of Hispanic Unity of Florida.**

## **5. Food and Beverage Purchases**

Considered approving up to \$27,000 from the General Fund for food and beverage expenses for 2023. This is a slight increase due to the rising cost of food from the \$23,500 set aside in previous years. We use these funds for 1) board and committee meetings 2) ½ day staff training and planning sessions 3) employer forums 4) networking events such as chamber of commerce/industry association meetings 5) community meetings attended by the President/CEO, Executive Vice President, and management and 6) staff appreciation up to 3 times per year. Funds not expended remain in the General Fund. Approved at the 12/5 Combined Executive and Audit Committee meeting. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Ms. Daniels stated that we are asking for a slight increase in the budget. Our costs have been higher due to the rising prices of food. It was requested that we look into sponsorships, but this can be covered under grant funds as an outreach activity when applicable.

**On a motion made by Francois Leconte and seconded by Zac Cassidy, the BWDB unanimously recommended approval up to \$27,000 from the General Fund for food and beverage expenses for 2023.**

**On a motion made by Commissioner Tim Ryan and seconded by Mayor Dean Trantalis, the CSBD Council of Elected Officials unanimously approved up to \$27,000 from the General Fund for food and beverage expenses for 2023.**

## **6. BWDB Youth Committee**

Considered the 1) creation of a Youth Committee and 2) adoption of an amendment to Article IV Section 4 paragraph 1 of the By-Laws to add the Youth Committee to the list of standing committees. CSBD has received community feedback encouraging the reinstatement of the Youth Committee, which was merged into the One Stop Services Committee several years ago. The thought at the time was to combine committee engagement focused on job seeker services. However, the youth programs would benefit from a committee devoted to their unique needs and programs. During discussion at the One Stop Committee, there was

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unanimous consent for this action. The amendment to the By-Laws will require a 2/3 vote of the Board members present at a meeting with an established quorum. Approved at the 11/1 One Stop Services, 11/7 Ad Hoc Organizational Resources, and 12/5 Combined Executive and Audit Committee meetings. (*This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.*)

Ms. Hylton stated that recently, we have received feedback requesting that we separate the youth from the One Stop Services so that we can provide more focus on the youth and their needs.

**On a motion made by Heiko Dobrikow and seconded by Jim Ryan, the BWDB unanimously approved the creation of a standing Youth Committee and the adoption of an amendment to Article IV Section 4 paragraph 1 of the By-Laws.**

**On a motion made by Commissioner Tim Ryan and seconded by Mayor Dean Trantalis, the CSBD Council of Elected Officials unanimously approved the creation of a standing Youth Committee and the adoption of an amendment to Article IV Section 4 paragraph 1 of the By-Laws.**

## **7. President/CEO Evaluation**

In accordance with the Broward Workforce Development Board, Inc. and CareerSource Broward Council of Elected Official's policy, the Executive Committee evaluates the President/CEO using an instrument developed by the Organizational Resources Committee. The evaluation instrument was distributed to the Executive Committee members by the Legal Department in November. The scores have been tabulated and averaged. The BWDB Executive Committee reviewed the evaluation scores and is recommending to the governing boards that the President/CEO receive a 4% increase. Approved at the 12/5 Combined Executive and Audit Committee meeting. (*This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.*)

Ms. Hylton indicated she would step out of the room to allow for a free and open discussion.

Mr. Horkey opened the discussion by stating that her assessment was almost perfect, and from his vantage point as Chair, he felt she was doing "a fabulous job." Mr. Horkey reviewed a list of Ms. Hylton's accomplishments during the past year, including being appointed to the FWDA Executive Committee as the Member-At-Large representing the large boards, spearheading the Economic Study, navigating her staff through the COVID Pandemic and introducing new strategies to address workforce shortages. Ms. Hylton has met with community leaders, has had perfect monitoring reports, and successfully produced the first Apprenticeship Forum in the State. He stated his support for a merit increase and indicated that Ms. Hylton had informed him she would not accept a merit increase of more than 4% as that is the maximum merit increase that staff can receive.

Commissioner Ryan stated that Ms. Hylton's strategy to proactively approach the stakeholders with CareerSource Florida, the Governor's office, Legislative leaders, consultants, and lobbyists with regard to board realignment, has been very beneficial in supporting the re-designation of our area and conveying the reasons for not merging our board with another. Commissioner Ryan expressed his support for Ms. Hylton's 4% increase.

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Mayor Trantalis stated that Ms. Hylton had been a fantastic leader. She made many presentations and delivered convincing arguments as to why Ernest and Young should not recommend merging us with another region. Her leadership has stood out, and the board appreciates her.

Mr. Dobrikow agreed and stated that Ms. Hylton had brought a cultural change to CSBD over the past two years, and emphasized that it is not easy to change the culture; it takes a strong leader. She has made CareerSource Broward a better place to work.

Dr. Chen said he would like to give her more than a 4% increase. Mr. Horkey reiterated his conversation with Carol that she would not accept more than 4%.

**On a motion made by Dr. Ben Chen and seconded by Keith Costello, the BWDB/CSBD Council of Elected Officials unanimously approved the President/CEO to receive a 4% increase.**

#### **8. Addition of New Course for Existing Eligible Training Provider - Broward College**

Considered approving the addition of Broward College's Commercial Driver's License (CDL) Program to the Individual Training Account List. CDL is in high demand in Broward County and pays a good wage. The course is offered in person with road experience 1) on an 8-week schedule or 2) in a condensed 4-week program to meet students' needs. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational title. Because Board member, Dr. Mildred Coyne, is employed by Broward College this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 11/1 One Stop Services and 12/5 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders)).*

Mr. Moffett reviewed the course and the recommendation.

Dr. Mildred Coyne was not present at the meeting, but as she is employed by Broward College, she will be required to submit a conflict-of-interest form.

**On a motion made by Zac Cassidy and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved the addition of Broward College's Commercial Driver's License (CDL) Program to the WIOA Individual Training Account List by a 2/3 vote of the seated quorum.**

#### **9. Addition of New Course for Existing Training Provider – Florida Atlantic University**

Considered approving the addition of Florida Atlantic University's (FAU) Innovation and Business Development Training Program for Entrepreneurs and Innovators to the Individual Training Account (ITA) list. Through community outreach for the Veterans' *Get There Faster Grant*, CSBD was approached by FAU regarding its entrepreneurial program targeted at training Veterans to go into business for themselves following a 15-week course. This is an excellent opportunity for Veterans many of whom want to start their own businesses. The course has been operating successfully for some time. Initially, enrollment will be limited to Veterans eligible for the *Get There Faster Grant*. CSBD reviewed the application for

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completeness and to ensure that Board mandated criteria have been met for the training program and related occupational title. This recommendation was sent to the Executive and One-Stop Committee members, and any comments received will be brought to the governing boards.

Ms. Hylton said that this opportunity to assist Veterans came as a result of a discussion she had with Dr. Sandra D. Marin Ruiz, Regional Director, Florida SBDC at Florida Atlantic University, about our Veterans' Get There Faster Grant. FAU's program is a 15-week course for Veterans who want to become entrepreneurs. For this partnership, we will use a training room in our Central One Stop Center as an incubator.

Mr. Horkey stated that this is similar to our StartUp Now entrepreneurship program we had a couple of years ago; and that this is an excellent program.

**On a motion made by Keith Costello and seconded by Lori Wheeler, the BWDB/CSBD Council of Elected Officials unanimously approved the addition of Florida Atlantic University's Innovation and Business Development Training Program for Entrepreneurs and Innovators to the WIOA Individual Training Account list.**

#### **10. Executive Committee and BWDB 2023 Meeting Schedule**

Considered adopting the 2023 Executive Committee and BWDB meeting schedule. Last year we asked members to put a placeholder on the dates in the off months when we were not scheduled to meet in case a meeting was needed. In reviewing the schedule for next year, we have added an additional meeting for a total of 7 meetings. Members no longer need to reserve time in the off months. All members are encouraged to attend in person and we will also have a Zoom option. Approved at the 11/7 Ad Hoc Organizational Resources, and 12/5 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Mr. Moffett stated that in developing the schedule, we took into consideration major events such as the annual Fort Lauderdale International Boat Show, the National Association of Workforce Boards Forum, and holidays.

**On a motion made by Heiko Dobrikow and seconded by Francois Leconte, the BWDB/CSBD Council of Elected Officials unanimously approved the 2023 Executive Committee and BWDB meeting schedule.**

#### **11. 2023 Stop-Loss Coverage**

Each year we bring to the BWDB the Stop Loss coverage for our self-Insurance health policy. This insurance caps payout in the event of claims in excess of \$75,000 per individual. The 2021 procurement allowed for two renewals, this is the 2<sup>nd</sup> and final renewal. Our insurer is not increasing our premiums this year and we are recommending renewing the policy with our current company, American Fidelity Assurance at the same projected cost as last year \$273,968. Approved at the 12/5 Combined Executive and Audit Committee meeting. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*



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Ms. Daniels stated that we started purchasing Stop Loss Coverage when we adopted the self-insurance model in conjunction with the County. The cost of the premium this year is the same as last year \$273,968.

**On a motion made by Francois Leconte and seconded by Paul Farren, the BWDB/CSBD Council of Elected Officials unanimously approved renewing the policy with our current company, American Fidelity Assurance at the same cost as last year \$273,968 for the 2023 Stop-Loss Coverage.**

## **12. Selection of a Bank for Banking Services**

Considered recommending the selection of U.S. Century Bank to handle CSBD's banking services. CSBD was recently informed that Citibank would no longer qualify as a public depository in the State of Florida necessitating the selection of a new bank. CSBD issued a Request for Proposals for Banking Services distributing it to every qualified bank and received 3 responses. The U.S. Century Bank proposal was the number one ranked proposal following an evaluation of the proposals by a review committee comprised of Board members. Approved at the 12/5 Combined Executive and Audit Committee meeting. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Ms. Daniels stated that we distributed the RFP to every eligible bank that was on the State list.

Commissioner Ryan inquired why Citibank did not want to provide the service for us. Mr. Horkey explained that the State requires each bank that holds State money for local government to put up collateral into a pool that is proportionate to the amount of money it has in the total collection, and that way, if any bank fails, that collateral can be used to reimburse the local government that lost money. Mr. Horkey responded that perhaps Citibank management no longer wanted to participate in the pool arrangement and, therefore, no longer qualified as a public depository.

**On a motion made by Keith Costello and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved the selection of U.S. Century Bank to handle CSBD's banking services.**

## **13. Staff Professional Development Day**

Considered approving the closure of the CSBD one-stop centers and administrative office to the general public for one day each year for staff professional development training and team building. This is a great way to 1) enable employees to innovate 2) allow staff from different locations to connect and 3) provide a venue where staff and management can inspire and educate each other. If approved, we will notify the Department of Economic Opportunity accordingly. Approved at the 11/7 Ad Hoc Organizational Resources and 12/5 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Ms. Hylton stated that this is a best practice allowing us to inform, celebrate and unify the staff. We polled the big regions, and several told us they do this.

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Mr. Horkey stated that closing the office to the public requires board approval, and then we will advise the State.

Mayor Trantalis inquired if we have to allocate money for the training. Ms. Daniels responded no and explained that staff development and training are allowable grant expenditures.

**On a motion made by Dr. Vickie Cartwright and seconded by Lori Wheeler, the BWDB/CSBD Council of Elected Officials unanimously approved the closure of the CSBD one-stop centers and administrative office to the general public for one day each year for staff professional development training.**

#### **14. Accept Children's Services Council Summer Youth Funds**

Considered the acceptance of \$2,815,656 from the Children's Services Council of Broward County to serve up to 583 economically disadvantaged youth ages 16-18 for the PY 22/23 Summer Youth Employment Program. These funds will allow us to maintain the youth wage of \$14 per hour which was increased this past summer. The SYEP will continue to provide youth with three days of employability skills training and an eight-week meaningful summer work experience. The application for youth will open on December 19<sup>th</sup> and the program will begin on 6/12/23. We are in the process of recruiting work sites with an emphasis on private-sector employer sites to provide meaningful employment experiences that are aligned with the youth's career interests. Approved at the 11/1 One Stop Services Committee and 12/5 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders)).*

Ms. Hylton stated that this is an increase of \$43,000 in funding from last year. The funds from the Children's Services Council will allow us to service 583 youth in our SYEP program and to maintain wages of \$14 per hour for the youth.

**On a motion made by Mayor Dean Trantalis and seconded by Marjorie Walters, the BWDB/CSBD Council of Elected Officials unanimously approved the acceptance of \$2,815,656 from the Children's Services Council of Broward County for the PY 22/23 Summer Youth Employment Program.**

#### **15. Accept City of Ft Lauderdale Summer Youth Funds**

Considered accepting \$301,543 from the City of Fort Lauderdale to serve 63 economically disadvantaged youth ages 16-18 years old in the PY 22/23 Summer Youth Employment Program. The program will provide youth with three days of employability skills training and an eight-week meaningful summer work experience. Approved at the 11/1 One Stop Services and 12/5 Combined Executive and Audit Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders)).*

Ms. Hylton thanked Mayor Trantalis for the additional \$111,000 in funds.

Mayor Trantalis inquired if worksites located in the City of Ft. Lauderdale needed more than 63 youth would the City need to provide more funding? Ms. Hylton responded, no, as CSC's

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funding is also used to fund youth residing in Fort Lauderdale. The City's money allows an additional 63 youth residing in Fort Lauderdale to be served by the program.

Commissioner Ryan inquired if we have outreach based on demographics for each zip code so that youth who reside in those communities are aware of the need to complete the application. Ms. Hylton responded that recruitment of the youth is accomplished by working with School Board of Broward County BRACE advisers and community partners who know when the application portal opens. The youth can apply from their phones, the one-stop centers, the school libraries, their own tablets/computers, or from the computers located in our community partners' offices. We also work with the youth at FLITE to assist youth in foster care and group housing. Ms. Hylton went on to say that we also seek funding from cities to supplement the CSC allocation. Participating cities change yearly. We have received funds from the Town of Davie, the City of Pompano, Dania Beach, and Hallandale Beach, as well as from Broward County, depending upon the availability of funds.

Mr. Dobrikow stated the Las Olas Company had eight kids last summer and that one of the youth working for him last year kept in contact with his payroll department and is coming back during the Christmas holiday break to work. The power of SYEP is building relationships with the youth.

**On a motion made by Pam Sands and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved accepting \$301,543 from the City of Fort Lauderdale.**

## REPORTS

### 1. WIOA Youth Performance for Program Year 22/23

CSBD currently contracts with education partners and local organizations in Broward County to provide education and employment services to youth between the ages of 17 and 24. We have four (4) Out-of-School Youth and two (2) In-School Youth programs. As previously reported, since the pandemic our providers are struggling to meet their enrollment goals. We have been working with them on recruitment strategies, and we have seen an increase in enrollments as a result.

Mr. Moffett stated that enrollment has improved, and we are working with them now to increase the placement of youth into work experience.

### 2. Reconciliation Recommendation from External Monitors, Accounting and Audit Firm Cherry Bekaert, LLP

This is a summary of actions taken regarding a "due to due from" that appeared in our 2018/2019 Audit Report Financial Statements. To address the reconciliation of the "due to/due from" we sought guidance from our Sr. VP of Fiscal, our Audit Firm, our external fiscal monitors, who are CPAs and part of a multi-state Audit and Accounting Firm, as well as our Board Chair, who is a CPA and is also an auditor. This memo memorializes these actions and "zero's out" the "due to due from" and has been provided to the State for their records. Fiscal now reconciles between funding streams on a monthly basis.

Ms. Daniels, the CSBD General Counsel, summarized this matter for the governing boards stating that the board might recall that in 2018/2019, our financial statements reflected a \$1

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million “due to/due from”. We followed up with our Auditor, Mr. Brunson, who explained that it was not a compliance finding but simply a part of the fund accounting noting that funds would need to be reclassified from one funding stream to another. In researching the matter, we identified \$633k of the “due to/due from,” and reclassified the funds as appropriate. This was recognized in our 2019/2020 Audit Report leaving a balance of \$366,747 that still needed to be reclassified.

Last year, although we did extensive research, we could not track the funds back to any specific financial transaction, and after conferring with our auditor, we were told we could seek board approval to make a book adjustment to write off the “due to/due from”. We did so, and the governing boards approved the write off however, after approval had been granted, the CSBD Fiscal team recommended we make an additional effort to reconcile the “due to/due from”.

After conferring with Anthony Brunson, P.A., and Mr. Frank Horkey, our Board Chair, who is also an auditor, myself and our finance team, it was recommended to the President that this matter be referred to Cherry Bekaert, as they had familiarity with our books and records and would look at our SERA reports, (the official reports provided to the state and USDOL), our audited financial statements and our financial records. The group then met with Mr. Brian Liffick of Cherry Bekaert, who agreed to perform the analysis.

As a result of the analysis performed by Cherry, all agreed to the final disposition of the “due to due from”. The President directed that the Fiscal Department be instructed regarding appropriate procedures to prevent this from reoccurring. As a result, we will no longer see the “due to/due from” in the Audit and Financial Statements.

### **3. General Fund Balance**

On 6/30, the General Fund balance was \$1,010,934. As noted in Memo #05-22 (LS), which preceded the General Fund Report on this Agenda, CSBD has been able to reconcile the remaining “Due to/Due From” which we reported to you last year. Based upon the work performed by Cherry Bekaert of the \$366,747 remaining in the “Due to Due From” noted in our last Audit Report, \$236,364 remains in the General Fund and \$130,383 will be moved from the General Fund to the Grant Funds. Since June, we have also realized revenues of \$99,420 and incurred expenditures of \$78,260. The total of all revenues, expenditures and adjustments is an ending balance of \$901,711, including the reserves in the General Fund as of 10/31.

Mr. Horkey stated that we have approximately 1 million in the general fund, and of that, we set aside \$250k just in case we have any questioned costs.

Ms. Daniels stated that chart two (2) reflects the budget and not actual expenditures, while chart three (3) shows the actual expenditures and revenues.

Mayor Trantalis inquired if the money being set aside is for the purchase of the 2890 W. Cypress Creek Blvd building. Ms. Daniels responded that we purchased the 2890 building with non-federal funds as the down payment and a mortgage. We own the building and land. The grants allow us to pay the interest on the mortgage but not the principal. The grants also allow us to use grant funds to pay for depreciation which is deposited into the General Fund. We set the depreciation funds aside as those funds are used to pay for the principal portion of the monthly mortgage. Right now the depreciation is significantly more than the principal payment which allows us to accrue the extra funds. When the principal increases and the interest payment decreases toward the end of the mortgage, we have calculated that there will be more than sufficient funds to pay the principal.

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Ms. Daniels stated that at the April planning session, the board asked if we should consider buying the state-owned One Stop Center on Oakland Park Blvd. We have spoken to Sandra Einhorn from the CCB, and she recommended that we approach the State to buy the property. Ms. Hylton stated that Sandra is a member of a State housing committee and that when she spoke to the State, they responded that they are open to discussing using the space for housing and businesses.

Mr. Horkey said we would bring the next steps to the Audit Committee and put together a group to help us. We will return with renderings once we have further discussions with the Audit committee.

#### **4. Budget vs. Expenditure Report**

Detailed below is the Budget vs. Actual Expenditure Report. Some under expenditures in the WTP, WIOA adult/dislocated worker and youth, and Veteran's funding streams are noted. Since the onset of the pandemic, the workforce system has seen a reduction in traffic statewide and nationwide. While efforts to date have resulted in our youth providers meeting their enrollment goals we are still underspent in required work experience expenditures. To increase enrollments and spending in our formula funding streams, we have initiated a number of strategies as follows: 1) we have engaged Moore Communications and we released an RFP for marketing and outreach services to better promote our workforce brand and the services available to assist employers and job seekers 2) scheduled ITA fairs 3) we are offering paid internships to youth who are graduating from our eligible training providers which includes the Technical Colleges and Broward College 4) we are expanding employer awareness of apprenticeships and 5) we are participating in joint community partner events.

Ms. Hylton stated WTP funds for program year 21/22 were extended to 8/31. This means we did not start spending this year's allocation until 9/1, and this is why we are a little underspent. To increase spending, we have asked the State for permission to operate a year-round in-school program with TANF funds. As of today, we have not heard back from DEO, and we continue to follow up.

Ms. Hylton stated that to increase spending across the board, we are engaging Moore & Associates, the State's selected marketing firm. We have also issued an RFP for a local firm to conduct social media, digital, and multi-media campaigns to increase awareness of and demand for our services. We have entered into micro-purchase agreements with the Greater Fort Lauderdale Chamber of Commerce, the Greater Hollywood Chamber of Commerce, and the Broward County Black Chamber of Commerce, to attract employers to use our services and with Hispanic Unity of Florida, Inc. and the Urban League of Broward County Inc., to promote our programs to their customers.

Ms. Hylton stated that we worked with our youth providers to increase enrollments, which has shown improvement, and we are now seeing an uptick in youth placed into work experience, which will increase expenditures.

#### **5. Cherry Bekaert LLP Fiscal Monitoring Report #3 PY 21/22 Issued 8/22**

Cherry Bekaert conducted fiscal monitoring for the period 3/1/22 through 6/30/22. Cherry Bekaert reviewed a total of 1,076 elements during the review period. There were no findings or observations. Based on the total elements reviewed, this was a 0% error rate.

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Mr. Horkey thanked the fiscal staff for all their hard work.

**6. Taylor Hall Miller Parker, PA, Program Monitoring Report #3 PY 21/22 Issued 10/22**

THMP conducted program monitoring for the period 4/1/22 through 8/18/22. They reviewed a total of 175 files consisting of 6,736 elements. There were 3 findings and 6 observations. This equates to an error rate of (.045%) less than 1%. All findings and observations were corrected except where cases were closed, and no further action could be taken.

Mr. Horkey stated that we did an excellent job and thanked the staff for these outstanding results.

**7. CSBD Healthcare Career and Training Fair**

Our Broward County Economic and Labor Market Analysis indicates that occupations in the healthcare industry are expected to grow by 24.9% over the next 10 years. To increase the pipeline of talent CSBD held a Healthcare Career and Training Fair that featured dynamic guest speakers. Eleven of our eligible training providers were also present. The purpose was to expand awareness of our 1) work-based training opportunities in the healthcare field 2) scholarships and 3) employment services. The event was held on 12/8 at 10 a.m. at CSBD's South Center in Hollywood almost 40 customers attended and we already have 10 appointments scheduled for possible WIOA ITA enrollments.

Ms. Hylton added that we intend to hold more of these career and training fairs throughout the coming year.

**8. Broward County Unemployment**

The unemployment rate in Broward County was 2.6 percent in October 2022. This rate was 1.3 percentage points lower than the region's year-ago rate. In October 2022, Broward County's unemployment rate was 0.8 percentage points lower than the national rate (3.4 percent). Out of a labor force of 1,085,572 up 37,779 (+3.6 percent) there were 28,390 unemployed Broward County residents.

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

None

**MATTERS FROM THE CAREERSOURCE BROWARD BOARD CHAIR**

Mr. Horkey stated that this is his last meeting as the Chair. He said that it has been an honor to work with Carol and the governing boards. He thanked the BWDB and the Council for all their support over the last two years.

Mr. Dobrikow thanked Mr. Horkey for his service. He stated that he learned a lot from him and how he ran the board. He said he would leave a legacy and thanked him for his leadership.

**MATTERS FROM THE BOARD**

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None

## **MATTERS FROM THE FLOOR**

Dr. Jennifer O'Flannery Anderson expressed her appreciation for the invitation to today's BWDB meeting. She stated that she would be happy to attend anytime and bring items to the CareerSource Florida Board meetings.

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

Ms. Hylton stated that the incoming Board Chair has asked us to review the monthly economic dashboard at each of the committee meetings, so this will be added as a standing item to the agendas.

Ms. Hylton stated that CareerSource Florida is scheduled to announce the realignment recommendations from Ernst and Young at their next Board meeting, which will be held directly before our next meeting on February 23<sup>rd</sup>. We will bring an update on their meeting to the BWDB meeting.

Ms. Hylton told the board that we would be setting a training date in the first quarter for the Board per state requirements. We will record it for anyone that is unable to attend so they can participate in the training at a convenient time for them.

Ms. Hylton stated that the consultants who did the Management Study provided a draft of their final report. The report recommends 1) separating the functions of Business Services and Communications 2) hiring a Senior VP of Communications 3) creating a new Executive Vice President position to oversee several departments 4) removing facilities management from HR and aligning it with Operations and 5) purchasing several software solutions to automate manual functions and increase efficiency. We are currently reviewing the report and have already begun implementing some of these changes.

Ms. Hylton reported that we received 500k for Single Mother's Grant. We already have over 300 women who have expressed interest, and staff is currently following up and enrolling eligible customers into the program. We are also enrolling into WIOA Adult, Dislocated Worker, and Youth to maximize the number served.

Ms. Hylton thanked the following Board members 1) Keith Costello for volunteering Locality Bank's services for Financial Literacy classes 2) Dawn Liberta for working with us to ensure cases referred by DCF are coded correctly so that they positively impact our performance and 3) Frank Horkey for his leadership over the past two years as Chair and for his support of CSBD over many years.

Lastly, Ms. Hylton stated that we would be making a slight change to our agenda and bringing Matters from the Council, Board Chair, and President/CEO closer to the beginning of the agenda.

**ADJOURNMENT: 1:31 p.m.**

<p><b><i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS FEBRUARY 23<sup>RD</sup>.</i></b></p>
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# **Performance Report**

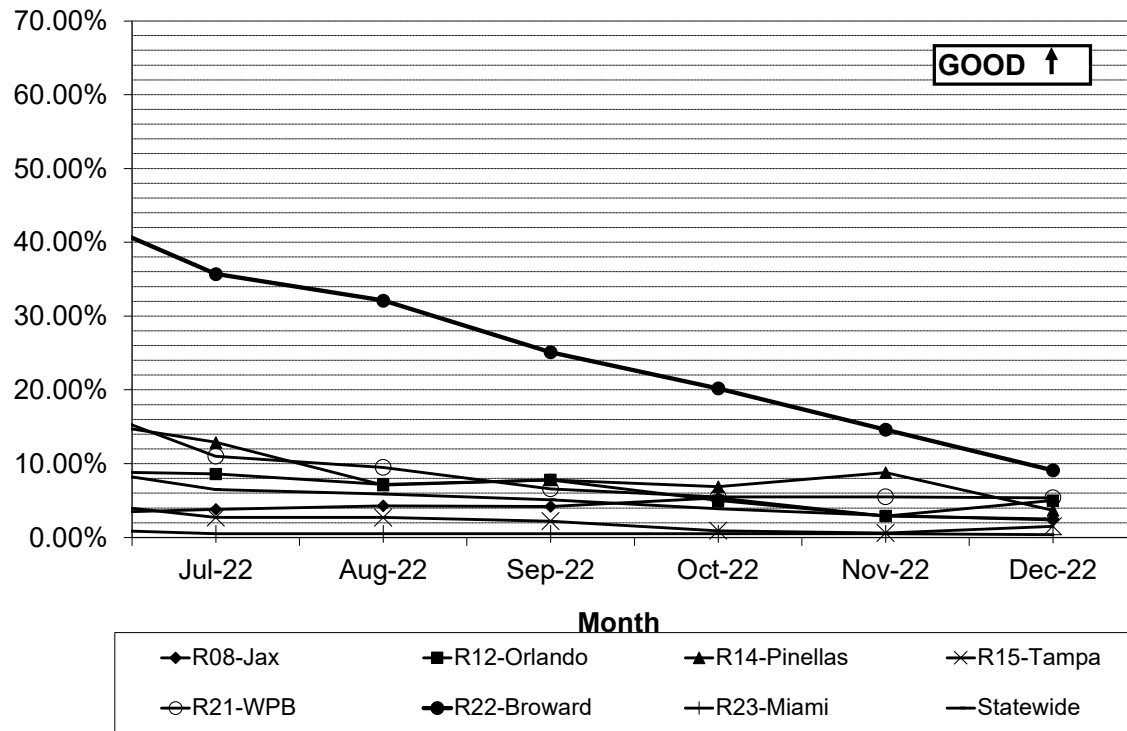
**Performance Report July – December 2022**



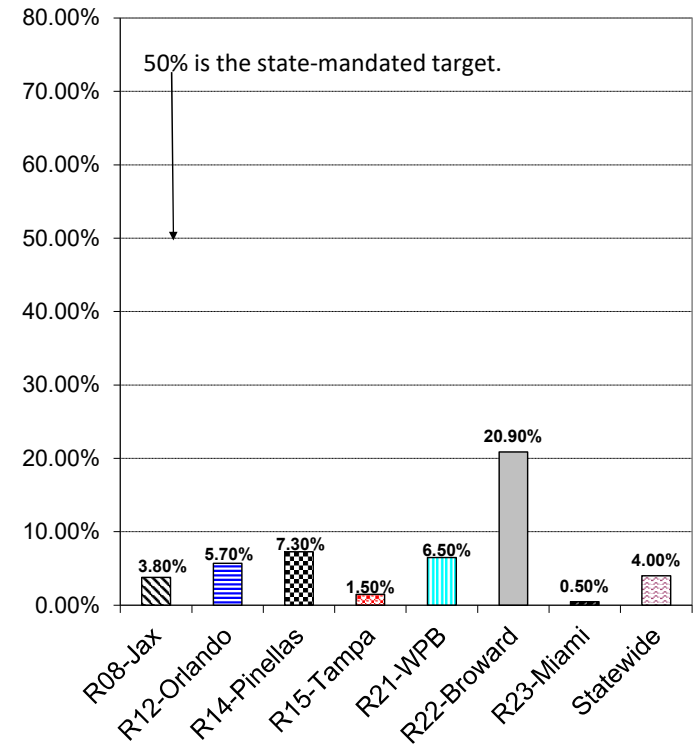
Entered Employment Rate for the Month December 2022 across all Big Seven Regions								
	WTP		Wagner-Peyser		Veterans		WIOA Adult/DW	
Region 8 - Jacksonville	26.30%	↑	31.10%	↑	21.90%	↑	100.00%	—
Region 12 - Orlando	24.50%	↓	43.60%	↑	48.80%	↓	84.20%	↑
Region 14 - Pinellas	32.40%	↓	39.40%	↓	52.90%	↓	25.00%	↓
Region 15 - Tampa	13.70%	↓	31.90%	↑	41.50%	↑	100.00%	—
Region 21 - WPB	18.30%	↓	41.00%	↑	37.50%	↑	100.00%	—
Region 22 - Broward	<b>23.30%</b>	↓	<b>69.40%</b>	↓	<b>85.00%</b>	↑	<b>100.00%</b>	—
Region 23 - Miami	9.10%	↓	76.20%	↓	66.70%	↑	0.00%	—
Statewide	18.90%	↓	43.60%	↑	44.10%	↑	85.10%	↓
Note: Arrows indicate direction of change since previous month's figures. Flat line indicates no change.								
<u>Legend / Abbreviation Key</u>		WTP	Welfare-Transition Program			DW	Dislocated Worker	
		WIOA	Workforce Innovation and Opportunity Act					

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

**Month-to-Month Participation Rate from July to December 2022**

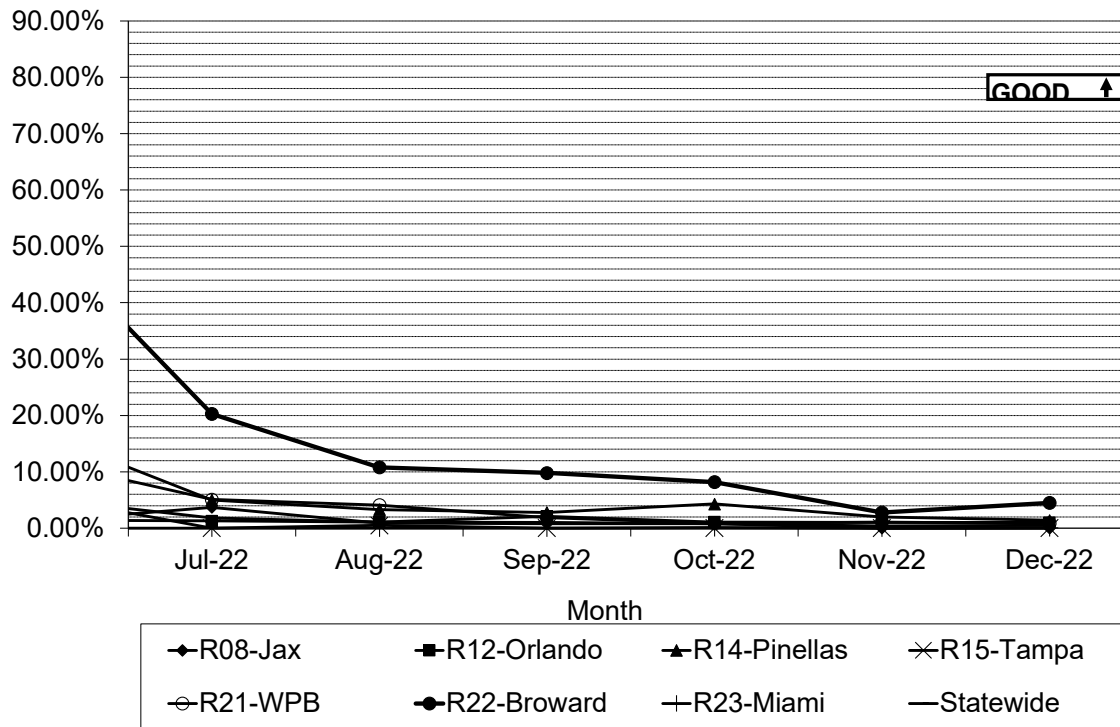


**Program Year-to-Date (YTD)  
Participation Rate as of December 2022**

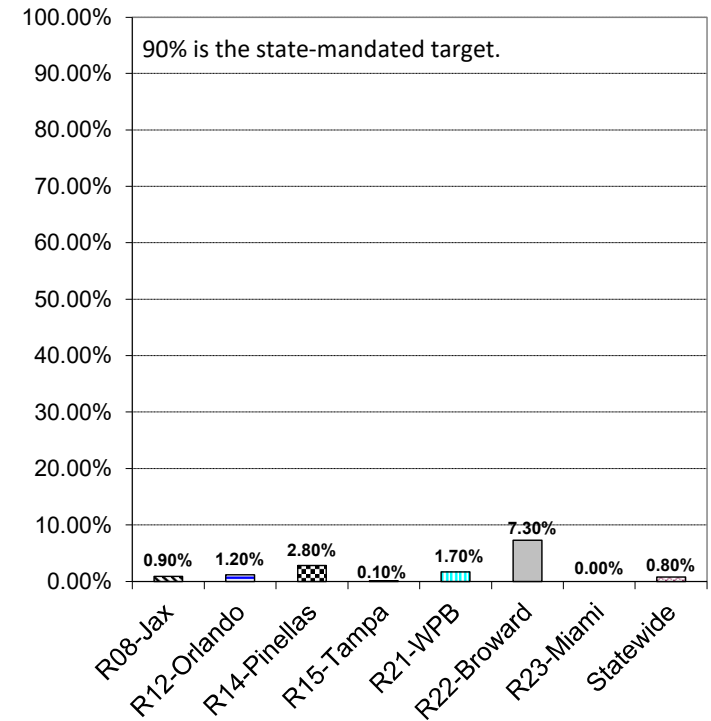


## Welfare Transition Program (WTP) Two-Parent Family Participation Data for the Big 7 Regions

Month-to-Month Participation Rate from July to December 2022

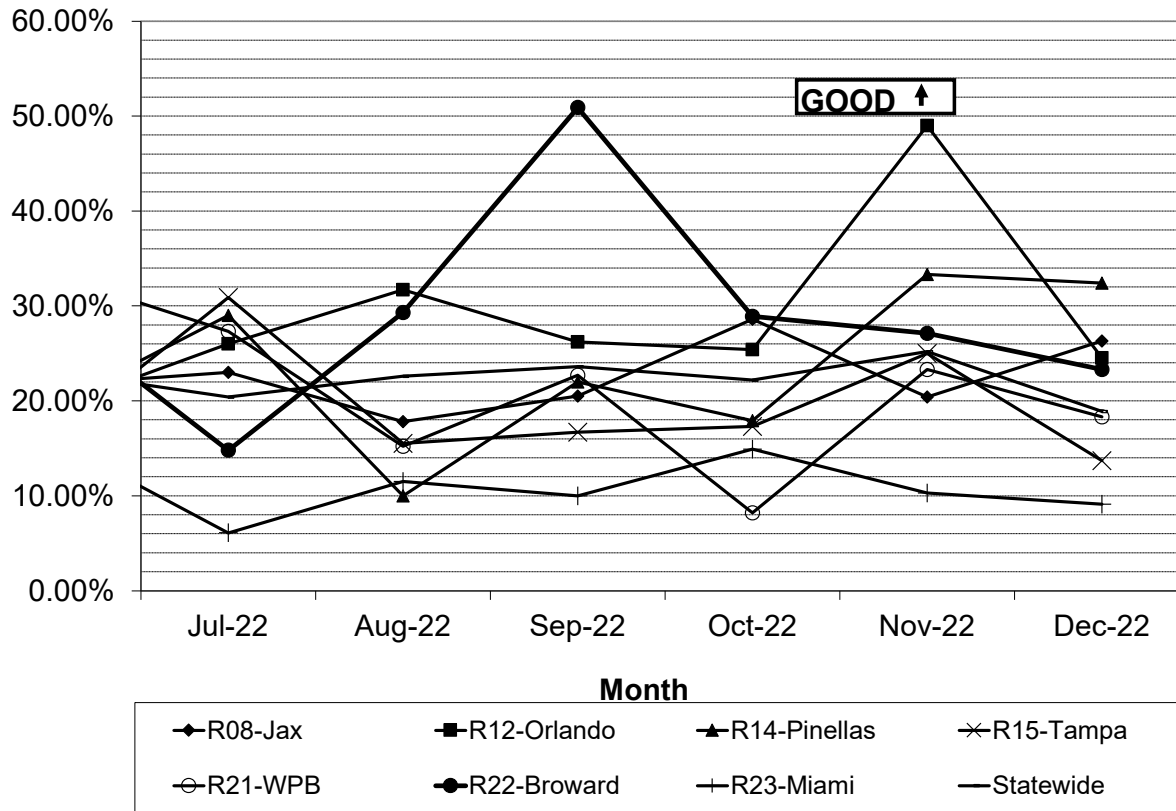


Program Year-to-Date (YTD) Participation Rate as of December 2022

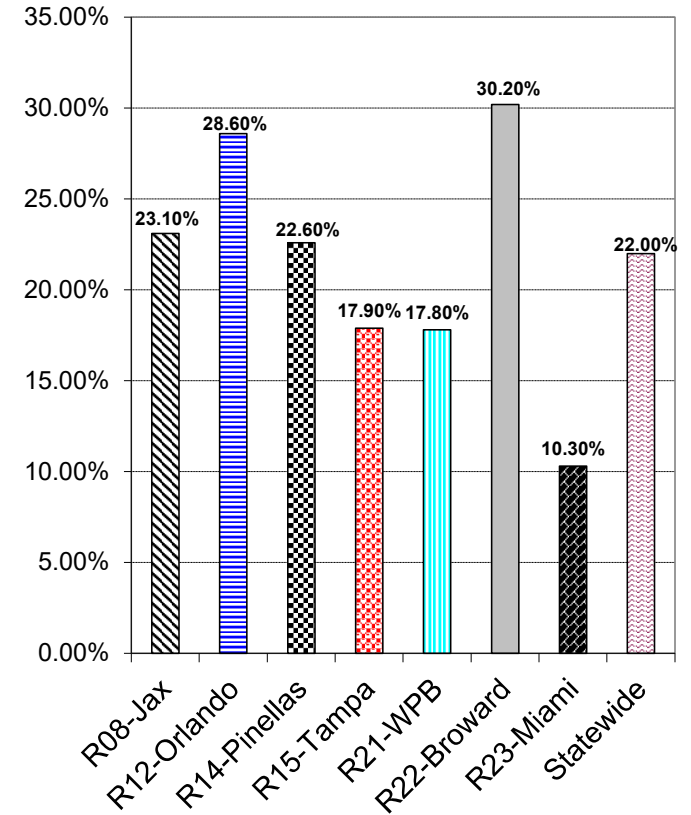


## Welfare Transition Program (WTP) Entered Employment (EE) Data for the Big 7 Regions

**Month-to-Month Entered Employment Rate from July to December 2022**



**Program Year-to-Date (YTD) EE Rate as of December 2022**

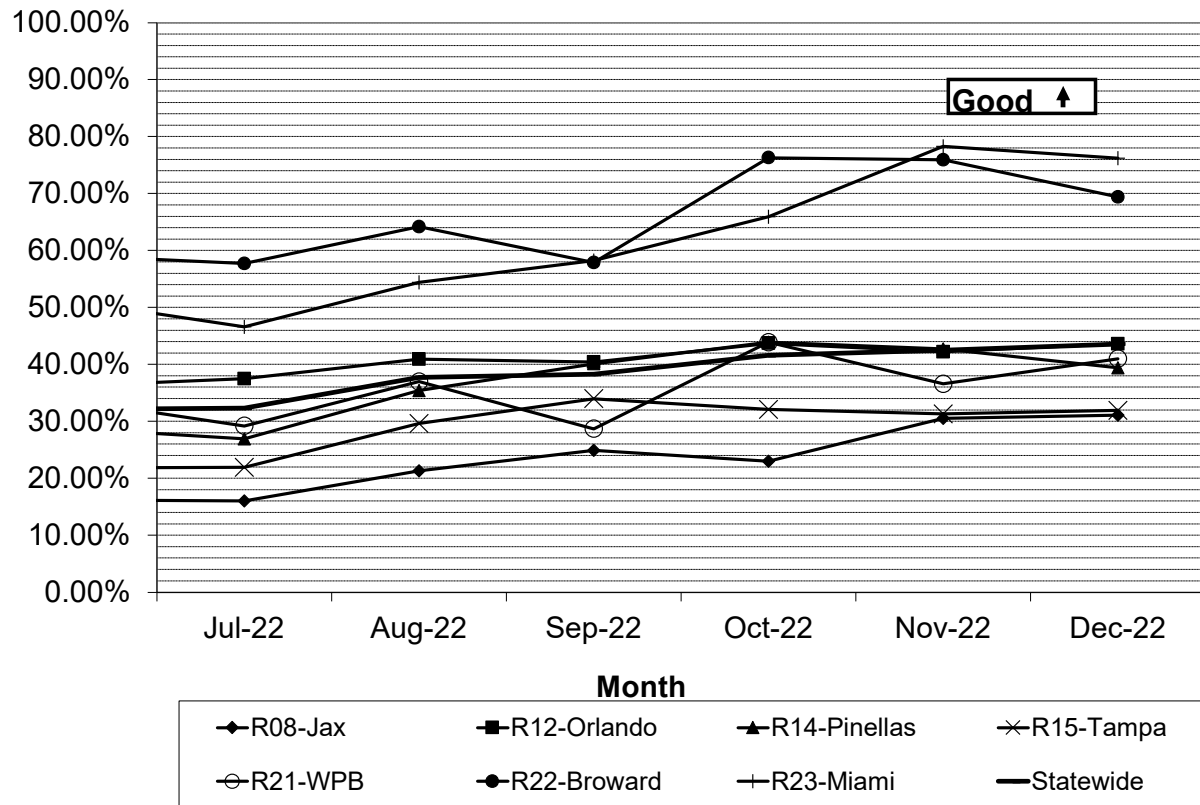


## Analysis of Welfare Transition Program (WTP) Performance

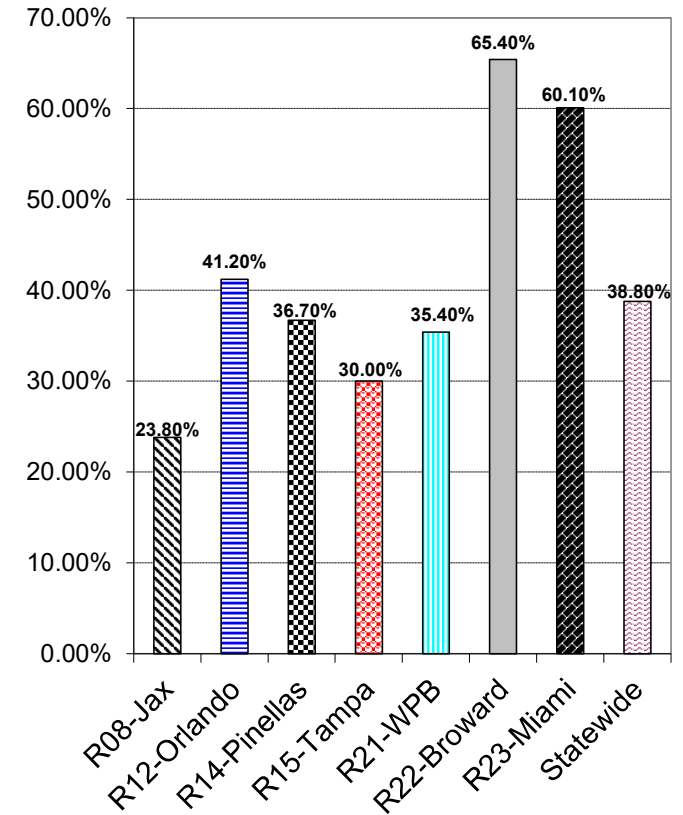
<b>WTP Program Performance At-A-Glance</b>	<b>Measure</b>	<b>Goal</b>	<b>Month (December)</b>	<b>PYTD</b>
	All Family Participation	50%	9.1%	20.9%
	Two-Parent Family Participation	90%	4.5%	7.3%
	Entered Employment Rate (EER)	39%	23.3%	30.20%
<b>Current Situation and Performance Summary</b>	<p>In relation to the Big 7 Regions:</p> <p>All Family Participation Rate CSBD ranks 1<sup>st</sup> in performance for the month and ranks 1<sup>st</sup> Program Year-To-Date.</p> <p>Two Parent Participation Rate CSBD ranks 1<sup>st</sup> in performance for the month and 1<sup>st</sup> Program Year-To-Date.</p> <p>Entered Employment Rate CSBD ranks 4<sup>th</sup> place in performance for the month and ranks 1<sup>st</sup> Program Year-To-Date.</p>			
<b>Strategies and Action Steps</b>	<p>To increase performance, we are taking the following steps:</p> <ul style="list-style-type: none"> <li>We have noticed our participation rates trending down due to an inflation in our denominator. The inflation is due to an increase in refugees, receiving cash assistance without work authorization. Although they are exempt from participating, they are still calculated in our denominator. We have requested that the state remove the exempt cases from our performance.</li> <li>In order to improve the entered employment rate, CSBD supervisors plan to conduct training on motivational techniques focused on encouraging customers to utilize the various work activities available to prepare them for employment.</li> </ul>			

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

**Month-to-Month Entered Employment Rate from July to December 2022**



**Program Year-to-Date (YTD) EE Rate as of December 2022**

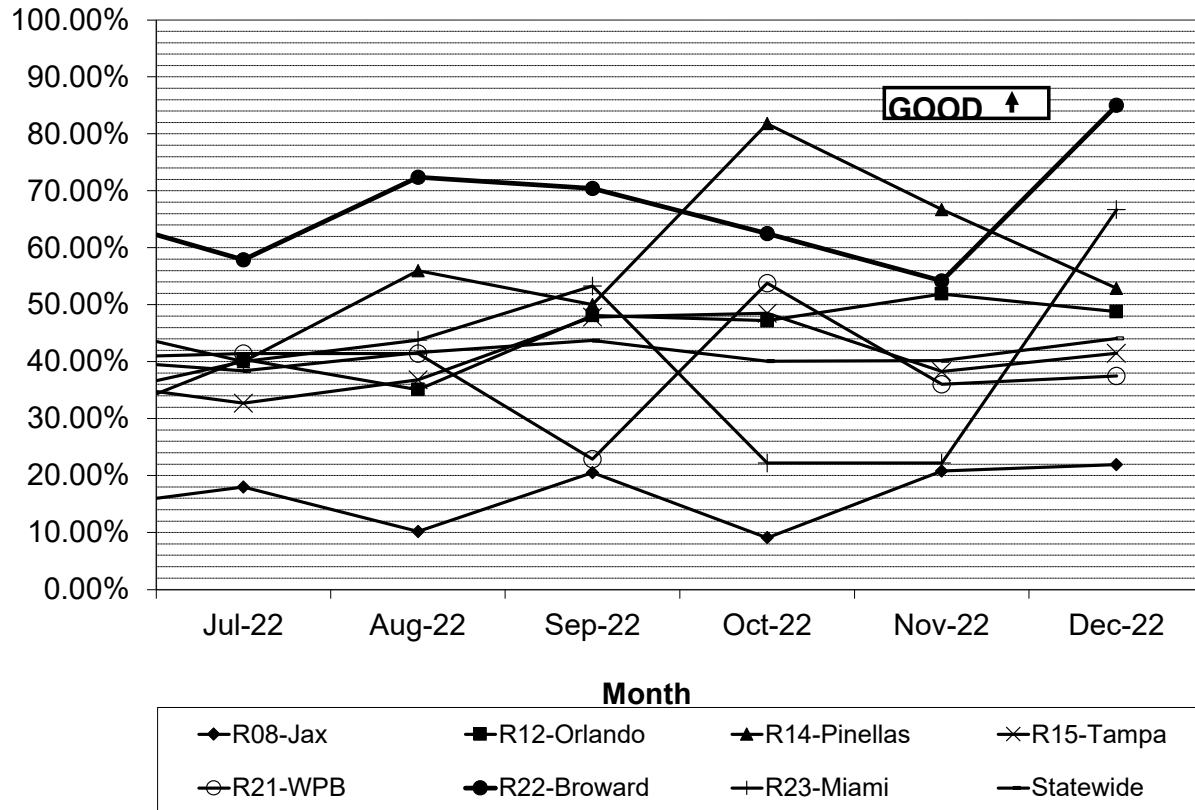


## Analysis of Wagner-Peyser (WP) Performance

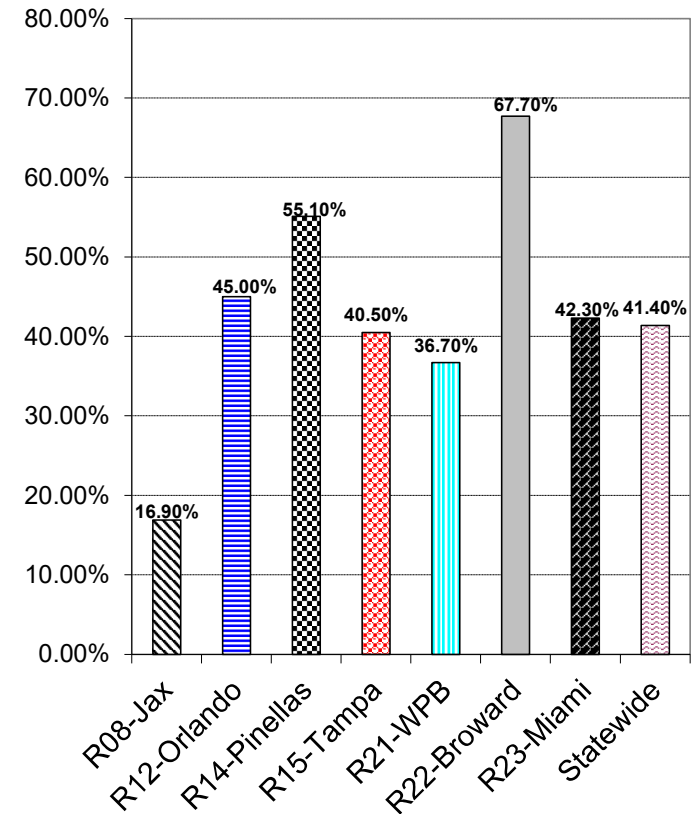
WP Program Performance At-A-Glance	<u>Measure</u>	Performance*	
		Month (December)	PYTD
	Entered Employment Rate (EER)	69.4%	65.4%
*Please note: The performance detail is based on the Monthly Management Report (MMR). Due to lagging data, our true YTD rate will adjust at the end of the program year.			
Current Situation and Performance Summary	<p>In relation to the Big 7 Regions:</p> <p>CSBD ranks 2<sup>nd</sup> for the month and ranks 1<sup>st</sup> year-to-date in Entered Employment Rate.</p>		
Strategies and Action Steps	<p>To increase services to job seekers and improve our Entered Employment Rate, we have implemented the following strategies:</p> <ul style="list-style-type: none"> <li>The Wagner Peyser team is focusing on conducting outreach to customers who are only utilizing virtual services in order to make sure they are aware of all of the services provided in the centers to improve their job search. Staff is providing career counseling services including updating resumes to targeted in-demand occupations to match their skill sets.</li> <li>We have conducted an analysis and for customers who have been in job search for over 90 days, we are contacting them to offer additional services such as paid work experience and short-term training that could boost job opportunities.</li> </ul>		

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

**Month-to-Month Entered Employment Rate from July to December 2022**



**Program Year-to-Date (YTD) EE Rate as of December 2022**



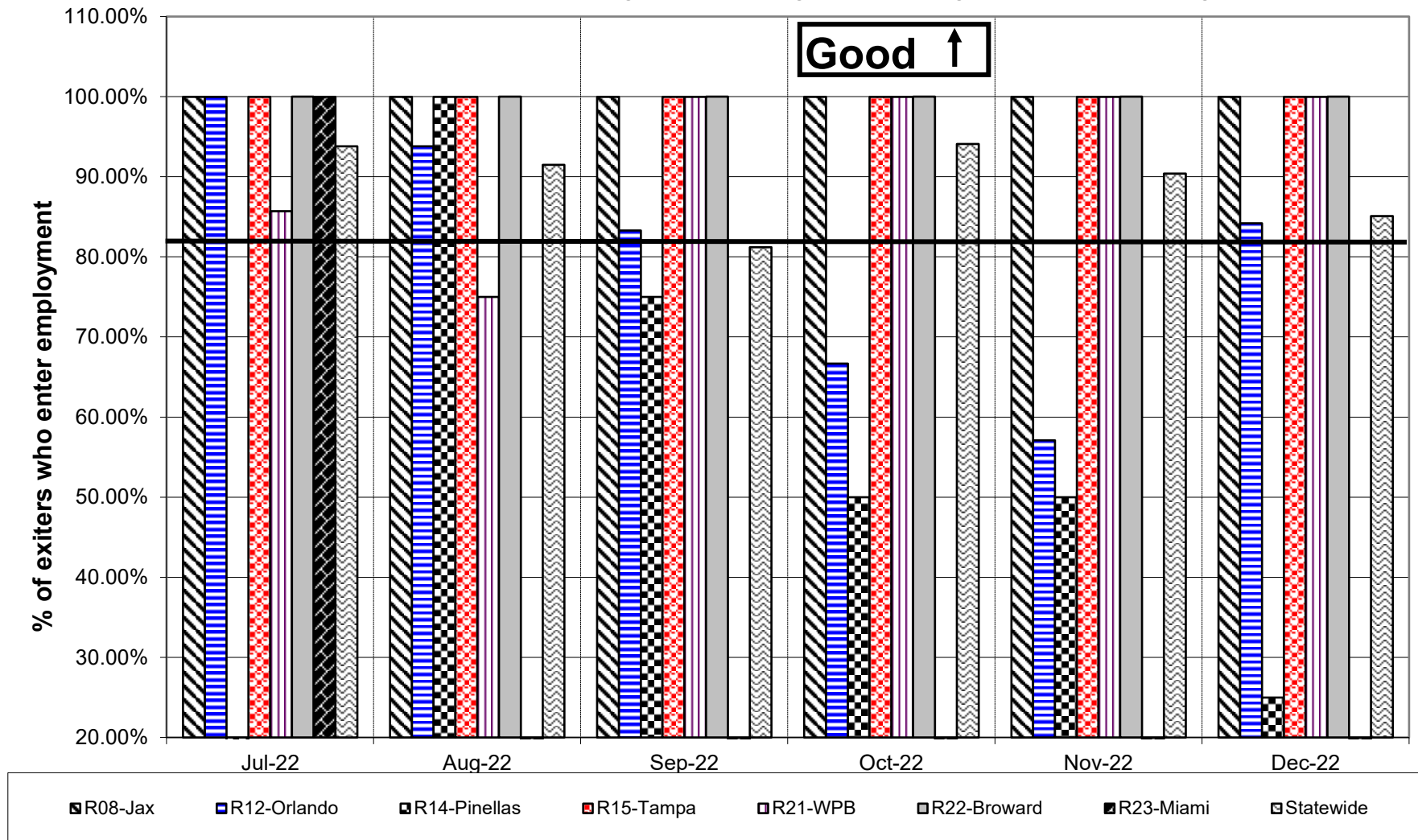


## Analysis of Veterans' Performance

Veterans Program Performance At-A Glance	<u>Measure</u>	Performance*	
		Month (December)	PYTD
	Entered Employment Rate (EER)	85.0%	67.7%
<i>*Please note: The performance detail is based on the Monthly Management Report (MMR).</i>			
Current Situation and Performance Summary	<p>In relation to the Big 7 Regions:</p> <p>CSBD ranks 2<sup>nd</sup> for the month and ranks 1<sup>st</sup> year-to-date in Veteran's Entered Employment Rate.</p>		
Strategies and Action Steps	<p>To increase our EER the following strategies were implemented:</p> <ul style="list-style-type: none"> <li>In collaboration with our Business Services and Communications Department a new marketing strategy through a Public Relations firm we are promoting our services to veterans in the community. As a result, there has been an uptick in the number of Veterans accessing services in our Career Centers. These new veterans mean increased opportunities for job placement services.</li> <li>We have partnered with FAU to market the new Entrepreneurial Incubator Program that will be held at our Central office. It's anticipated that the program will start at the end of February.</li> </ul>		

# Comparison of the Workforce Innovation and Opportunity Act (WIOA) Entered Employment Rate for Adult & Dislocated Workers across the 7 largest Regions in Florida from July to December 2022

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



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

WIOA Program Performance At- A- Glance	<u>Measure</u>	Performance	
		Month (December)	PYTD
	Entered Employment Rate	100%	94.4%
<b>Current Situation and Performance Summary</b>	<p>In this program year, CSBD assisted 245 Adult and Dislocated Worker (DW) customers in obtaining employment or accessing training opportunities. This includes traditional classroom training and work-based training via internships, apprenticeships, and On-the-Job Training.</p> <p>CSBD is #1 in the Big 7 The Entered Employment Rate year to date.</p>		
<b>Strategies and Action Steps</b>	<p>To increase WIOA training enrollments we implemented the following strategies:</p> <ul style="list-style-type: none"> <li>CSBD staff has met on several occasions with the ITA providers to develop strategies on how to increase student awareness of our scholarships. We are implementing co-branding marketing materials for each school and promoting paid work experience to their general student body who meet the eligibility criteria.</li> <li>Our Training and Career Fair in Healthcare held in December has resulted in an increase in the number of customers enrolling in the WIOA program. Additionally, the majority of enrollments were in the Healthcare field.</li> </ul>		

## Memorandum #18-22 (OPS)

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

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

**Subject:** Addition of Occupational Titles to Targeted Occupations List

**Date:** February 14, 2023

### SUMMARY

Consideration to approve adding 1) Home Health Aide (HHA) and 2) Nursing Assistant to our local Targeted Occupations List (TOL). All Board-mandated criteria have been met for these occupational titles to be added to the TOL for Program Year (PY) 22/23. Approved at the 1/24 One Stop Services Committee and 2/13 combined Executive and Audit Committee meetings.

### BACKGROUND

In compliance with the Workforce Innovation and Opportunity Act (WIOA), occupations need to be on the TOL in order for participants to receive training in those areas. The CSBD governing boards may approve changes and add new occupations to the TOL throughout the year. The occupation must meet all of the following criteria:

1. Have a minimum of twenty-five job openings in Broward County within the past ninety days
2. Have an entry wage equal to or greater than the Broward County wage rate of \$13.61
3. Require more than a high school diploma but less than a Master's degree,
4. Require occupational training that results in a postsecondary adult vocational training certificate, college credit certificate, applied technology diploma, Associate of Science degree, or Bachelor of Science degree.

CSBD evaluates the local TOL quarterly. CSBD receives input from our industry intermediaries, and uses tools such as Jobs EQ<sup>1</sup> and Career-OneStop to identify occupations that are rising in demand or are emerging or newly in-demand and meet the criteria to be added to the TOL.

### DISCUSSION

During a recent review, it was determined that HHA and Nursing Assistants now meet all board-mandated criteria. New state regulations require "Medicaid" providers to pay employees in these occupational areas at least \$15.00/hour. Employers such as Broward Health, Memorial Healthcare Systems, VITAS Healthcare, Kindred Healthcare, The Savoy at Fort Lauderdale Rehabilitation & Nursing Center, Clipboard Health, and Comfort Keepers TLC Adult Daycare have openings in these occupational areas.

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<sup>1</sup> JobsEQ is a software tool that provides labor market data on the local workforce and employers; including demographics, occupations, wages, and certifications.

The average starting wage for HHA and Nurses Assistants range from \$15.45 - \$16.35 an hour.

CSBD recommends approving the addition of these occupations to our local TOL for PY 22/23. If approved, we will update our TOL and notify the State.

### **RECOMMENDATIONS**

Approve adding 1) Home Health Aide and 2) Nursing Assistant to our WIOA Targeted Occupations List for PY 22/23.

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**Memorandum #08 – 22 (LS)**

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

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

**Subject:** Acceptance of the Audit Report for the Period Ending 9/30/22

**Date:** February 14, 2023

**SUMMARY**

Consideration to accept the Audit Report for the period ending 9/30/22. Anthony Brunson, PA, has completed the annual audit of CareerSource Broward (CSBD) for the fiscal year ending on 9/30/22. Mr. Brunson will present the audit report. There were no findings. Approved at the 2/13 combined Audit and Executive Committee meeting.

**BACKGROUND**

Each year CSBD is required to have an audit conducted of its financial statements and a compliance review with respect to grant requirements. CSBD has a contract with Anthony Brunson, PA to conduct the audit.

**DISCUSSION**

There were no findings or management recommendations in the Audit Report.

**RECOMMENDATION**

That the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials accepts the annual Audit Report.

**Memorandum #07 – 22 (Exec)**

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

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

**Subject:** Appointments to the Broward Workforce Development Board (BWDB)

**Date:** February 14, 2023

**SUMMARY**

Consideration to recommend the appointment of 1) Mark Schaunaman, Business Manager, International Union of Operating Engineers Local 487, and President, AFL-CIO South Florida Building Trades Council and 2) Tara Williams, Director, Broward County Human Services Department to the Organized Labor and Community Based Organization (Workforce) Category. The appointees will fill open slots in this mandatory Category of membership due to the resignation of Mayor Frank Ortis and the retirement of Ismael Martinez. Approved at the 2/6 Organizational Resources Committee and 2/13 combined Executive and Audit Committee meetings.

**BACKGROUND**

Carol Hylton, President/CEO, was recently notified by Mayor Frank Ortis that he was stepping away from the Board to devote more time to his business and by Ismael Martinez that he had retired from his employment at Broward County government and relocated out of state. Both served in the Workforce Category of membership.

WIOA sets forth four (4) Categories of membership for local boards. Both Mayor Ortis and Mr. Martinez were appointed to the Workforce Category. The Workforce Category must comprise 20% of the total BWDB membership. The Workforce Category of membership requires that 1) a minimum of two members must represent labor organizations in Broward County 2) one member must represent the Joint Apprenticeship Training Committee and 3) the balance of the members can represent various client groups including youth, the disabled and veterans who receive services through the programs.

**DISCUSSION**

To fill the slot vacated by Mayor Ortis, President/CEO Carol Hylton reached out to Board member, Mr. Zac Cassidy of the IBEW for a nomination from organized labor. Mr. Cassidy nominated Mr. Mark Schaunaman, Business Manager, International Union of

Operating Engineers Local 487, and President of the AFL-CIO South Florida Building Trades Council. To fill the balance of the Workforce Slots, Ms. Hylton reached out to Mr. Martinez's former supervisor, Ms. Tara Williams, Director, Broward County Human Services Department who represents Community Service Block Grant (a one-stop partner), the Low-Income Home Energy Assistance Program (LIHEAP), Family Success, and other County social service programs serving the community. Ms. Williams submitted her nomination to Ms. Hylton. Mr. Schaunaman and Ms. Williams are looking forward to joining the BWDB to address workforce policy issues in our workforce area.

If approved by the Council of Elected Officials, these appointments will satisfy the Workforce Category 20% requirement.

As per the BWDB By-Laws and the WIOA requirement for fixed and staggered terms, if appointed, the nominees will serve out the remaining terms of Mayor Ortis and Mr. Martinez.

Qualifications for each of the nominees are attached.

## **RECOMMENDATION**

Approve the nomination of 1) Mark Schaunaman, Business Manager, International Union of Operating Engineers Local 487, and President, AFL-CIO South Florida Building Trades Council and 2) Tara Williams, Director, Broward County Human Services Department to the Workforce Category.



## Contact

[www.linkedin.com/in/mark-schaunaman-2440a139](https://www.linkedin.com/in/mark-schaunaman-2440a139) (LinkedIn)

## Top Skills

Negotiation

Contract Negotiation

Contract Management

## Certifications

National Commission for the  
Certification of Crane Operators

# Mark Schaunaman

Business Manager at International Union of Operating Engineers  
Local 487

Miami, Florida, United States

## Experience

International Union of Operating Engineers Local 487

Business Manager

June 2011 - Present (11 years 8 months)

Run the day to day operating of our local union hall. Negotiate Collective Bargaining Agreements, Represent union members, Involved in political activities that benefit working families, Handle fiduciary responsibilities of our Locals Health & Welfare, Pension and Apprenticeship & Training Fund, Assist Organizers in helping workers form there own union.

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## Education

University of Massachusetts Amherst

Master's degree, Union Leadership & Administration · (2008 - 2010)

## Contact

[www.linkedin.com/in/tara-nicole-gaudin-williams-m-s-cpc-phr-shrm-cp-7728207](https://www.linkedin.com/in/tara-nicole-gaudin-williams-m-s-cpc-phr-shrm-cp-7728207) (LinkedIn)

## Top Skills

Ethics

Workshops

Strategic Planning

## Certifications

Professional in Human Resources® (PHR®)

Professional in Human Resources (PHR®)

Intercultural Development Inventory Qualified Administrator

## Honors-Awards

Featured Guest or Co-host

## Publications

To Whom Much Is Given, Much Is Required

Called to Leadership

"Effectively Helping Clients With Trauma Histories"

"Now This Is Loving You!"

"Strengthening Families Program - Philadelphia

# Tara Nicole (Gaudin) Williams M.S.,CPC,PHR,SHRM-CP

Director of Broward County's Department of Human Services at  
Broward County Government  
Fort Lauderdale, Florida, United States

## Summary

Tara Nicole Gaudin is founder of Trinity Transformations®, a leadership coaching, training and consulting business that provides individual and team coaching, workshops, retreats, and educational materials for organizational, professional, and personal skills development to individuals and organizations ready to be transformed into their best selves!

She has been conducting personal and professional development trainings, workshops, seminars, and retreats for over 20 years to social service workers, health care professionals, counselors, therapists, educators, administrators, parents, at-risk youth, mental and behavioral health consumers, as well as "everyday people" wanting to better their lives.

Tara's wide range of expertise has opened the doors for her to be a featured guest on the nationally-syndicated television talk show "It's Your Call With Lynn Doyle," and on numerous local radio programs.

Tara is strongly committed to sharing the wealth of knowledge and experience she has acquired throughout the years and has a passion for helping others to be all that they can and want to be!

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## Experience

Broward County Government

Director of Broward County's Department of Human Services  
November 2021 - Present (1 year 3 months)

Fort Lauderdale, Florida, United States

The mission of Broward County's Department of Human Services is to enhance the quality of life for Broward County residents through innovative and integrated health and human services programs that promote self-

sufficiency and well-being. We also coordinate and maintain quality accessible health and human services in collaboration with public and private partners.  
<https://www.broward.org/HumanServices/Pages/Default.aspx>

### Trinity Transformations

Founder, Executive Coach, Trainer & Consultant

January 2001 - Present (22 years 1 month)

Trinity Transformations® is a training and consulting business that provides workshops and educational materials for organizational development, professional skills development, and personal development to non-profit agencies, churches, and community-based organizations.

Trinity transformations...

\*helps clients discover who they are and who they can be by teaching them personal, professional, and organizational skills that promote excellence.

\*helps clients remember who they are and how to use their strengths and struggles to become all they were meant to be.

\*helps clients gain the necessary organizational and personal tools to succeed in accomplishing their goals

\*helps clients are reconnected to their meaning and purpose.

### Montgomery County, PA

Director, Montgomery County Department of Health and Human Services

October 2018 - October 2021 (3 years 1 month)

The Montgomery County Department of Health and Human Services collaboratively provides an accessible network of resources that fosters, supports, and enhances the health and well-being of Montgomery County residents.

Program offices include:

Aging & Adult Services

Early Learning Resource Center Region 17

Children & Youth

Community Connections

Drug & Alcohol

Health

Housing & Community Development

Mental Health/Developmental Disabilities/Early Intervention

Veteran's Affairs

Montgomery County residents are the focus of everything we do. Embracing a comprehensive approach, we treat each person with care and dignity.

City of Philadelphia

3 years 1 month

Chief Of Staff

January 2017 - October 2018 (1 year 10 months)

Greater Philadelphia Area

The City of Philadelphia Office of Homeless Services (formerly the Office of Supportive Housing) is the public entity charged with planning, coordinating, and implementing strategies to reduce and end homelessness, while providing support and services to persons experiencing homelessness. OHS conducts centralized intake into the City's emergency housing system; oversees emergency, transitional and permanent supportive housing inventory; and serves as the Collaborative Applicant for the HUD Continuum of Care Program. OHS works in partnership with other City departments, the Commonwealth of Pennsylvania, the Federal government, nonprofit organizations, advocacy groups, and people who are currently or have in the past experienced homelessness. OHS is located within the Office of Deputy Mayor for Health & Opportunity, which and includes the Departments of Behavioral Health and Intellectual disAbility Services (DBHIDS), Human Services (DHS), and Public Health (DPH).

As Chief of Staff, I manage the Office of the Director; provide high-level support and guidance on all internal operational issues for OHS's three divisions (Housing Services; Planning, Policy and Performance; and Administrative Services); and lead all organizational transformation initiatives. I also serve as the agency's appointed Integrity Officer and Diversity and Inclusion Officer.

Deputy Director

October 2015 - January 2017 (1 year 4 months)

Philadelphia, PA

The City of Philadelphia Office of Supportive Housing (OSH) is the public entity charged with planning, coordinating, and implementing strategies to reduce and end homelessness, while providing support and services to persons

experiencing homelessness. OSH conducts centralized intake into the City's emergency housing system; oversees emergency, transitional and permanent supportive housing inventory; and serves as the Collaborative Applicant for the HUD Continuum of Care Program. OSH works in partnership with other City departments, the Commonwealth of Pennsylvania, the Federal government, nonprofit organizations, advocacy groups, and people who are currently or have in the past experienced homelessness. OSH is located within the Office of Deputy Mayor for Health & Opportunity, which includes the Departments of Behavioral Health and Intellectual disAbility Services (DBHIDS), Human Services (DHS), and Public Health (DPH).

As the Deputy Director, Emergency Housing, I was responsible for all aspects of the Emergency Housing unit.

American Friends Service Committee  
Director of Diversity, Inclusion and Equality  
July 2014 - October 2015 (1 year 4 months)

I developed proactive, integrative strategies that lead to successful implementing of AFSC's five year Inclusion and Diversity Strategic goals. I worked across the organization to build a culture and base of knowledge in which genuine inclusiveness is reflected in the workplace, the programs we carried out, and the relationships and partnership we engaged. Reporting to the Chief Diversity Officer, I consulted and collaborated regularly in order to facilitate growth and change.

In consultation with the Director of Human Resources, I also ensured that AFSC's employment policies and practices comply with all relevant Federal, State and local AA/EEO requirements as an employer.

United Way of Greater Philadelphia and Southern New Jersey  
7 years 10 months

Director, Inclusion and Engagement  
July 2013 - July 2014 (1 year 1 month)  
Philadelphia, PA

I provided leadership and programmatic support to organization-wide activities that support the culture, staff engagement and diversity-inclusion objectives of United Way of Greater Philadelphia and Southern New Jersey.

Director, Community Impact and Training Advisor

October 2006 - July 2013 (6 years 10 months)

Philadelphia, PA

As Director, Community Impact, I:

- Oversaw investment relationships with over 100 health and human service agencies, which include fiduciary, programmatic, organizational, and resource development responsibilities.
- Created, implemented, and oversaw comprehensive investment process (totaling over \$20 million), which includes the creation of assessment tools; reviewer and staff training; grantee orientations; and contract management in the areas of Income, Health and Basic Needs.
- Led a variety of special, seasonal and annual fundraising projects and initiatives.
- Supervised, trained, and coached management-level and coordinator-level staff and volunteers in 3 separate units.
- Oversaw 2-1-1 SEPA Call Center Services and Online Portal.
- Served on organization and department-wide committees and workgroups, including Diversity and Inclusion; Relationship Management; Organizational Focus and Operational Effectiveness; and Professional Development and Performance Management.

As Training Advisor, I:

- Designed and implemented instructor-led and e-learning trainings and workshops to increase multi-level staff's technical skills and professional development.
- Led organization and department-wide team-building/development and cultural integration activities, including department leadership and staff retreats, on-going working groups, and new staff and volunteer orientations.
- Assisted in planning and implementing organizational learning activities and initiatives.
- Provide leadership development and performance improvement coaching to early careerists and seasoned staff and leaders throughout organization.

- Designed and implemented donor education activities.
- Facilitated small and large group meetings for both internal and external audiences.

Women Against Abuse, Inc  
 Director, Residential Programs and Services  
 2002 - 2006 (4 years)  
 Greater Philadelphia Area

- I led division through numerous highly successful programmatic audits and evaluations, earning consistently high ratings for the organization's clinical, educational, advocacy, and housing services provided through the emergency shelter, transitional housing program, and the 24-hour city-wide hotline.
- Working closely with the Executive Director, I increased the agency's operating budget by 250% and, in partnership with the City of Philadelphia, doubled the number of domestic violence shelter beds in Philadelphia.
- I greatly increased division and agency staff's professional competencies through a variety of created trainings, workshops, and retreats.

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## Education

Institute for Professional Excellence in Coaching  
 CPC and ELI-Master Practitioner, Executive and Leadership  
 Coaching · (2012 - 2013)

Villanova University  
 Certificate, Human Resources Management · (2013 - 2013)

La Crosse University  
 M.S., Psychology · (2000 - 2002)

Oral Roberts University  
 MDiv., Divinity · (1995 - 1997)

Indiana University of Pennsylvania  
 B.A., Clinical Sociology · (1990 - 1994)



## GOVERNMENTAL ENTITY NAME AND ADDRESS

CAREERSOURCE BROWARD  
AP SWEEP  
2890 NW 62ND ST  
FORT LAUDERDALE, FL 33309

**This Resolution supersedes all previous Resolutions, effective January 20, 2023.**

DATE OF RESOLUTION	ACCOUNT NUMBER	Tax Identification Number
January 20, 2023	DD 1092004000	XX-XXX3270

By signing below, I certify to US Century Bank ("Financial Institution") that: I am the Certifier of the above named Governmental Entity ("Entity"), validly chartered and operating under the laws of the State of Florida; the following is a true and complete copy of the Resolution, properly adopted at a duly called open legal meeting of the officers of the Entity held on January 20, 2023 in accordance with the charter of the Entity, if any; this Resolution is contained in the minutes of that meeting and that such Resolution is still in force and effect and has not been amended or rescinded, and was and still is in accordance with the charter of the Entity, if any; the Financial Institution has been provided a true and complete copy of the charter of the Entity, if any, as in effect as of the date of this Resolution; provided below are the correct names, titles, and genuine signatures of the persons authorized to exercise the powers provided in the Resolution ("Authorized Signers"); and the Financial Institution may rely upon my certification as to my authority to execute this Resolution and to make the representations in this Resolution.

## IT IS RESOLVED:

**The Authorized Signers shall possess the powers indicated as contained in this Resolution.**

**DEPOSITORY ACCOUNT.** Perform the following activities in regards to the depository account(s) indicated above in the name of the Entity, subject to any terms and conditions governing the account(s), including:

- **Account Opening and Maintenance.** Open and maintain the Entity account(s).  
Number of signers required: 01
- **Make Deposits.** Make deposits to the Entity account(s).  
Number of signers required: 01
- **Endorsements.** Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Entity, by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing.  
Number of signers required: 01
- **Make withdrawals.** Make withdrawals from the Entity account(s) in any manner permitted by the account(s) regardless whether such action will create or increase an overdraft of the involved account.  
Number of signers required: 01
- **Transfer Funds.** Transfer funds from the Entity account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Entity and execute any agreements related to such transfers.  
Number of signers required: 01
- **Approve, Endorse, Guarantee and Identify Payees.** Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft, or order for the payment of money whether drawn by the Entity or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money.  
Number of signers required: 01
- **Delegate Authority.** Delegate to others the authority to approve, endorse, guarantee, and identify the endorsement of any payee or endorser on any negotiable instrument, check, draft, or order for the payment of money and to guarantee the payment of any such negotiable instrument, check, draft, or order for the payment of money.  
Number of signers required: 01

## IT IS FURTHER RESOLVED THAT:





**DESIGNATED DEPOSITORY.** Financial Institution is designated as a depository for the funds of the Entity and to provide other financial accommodations indicated in this Resolution.

**AUTHORIZED SIGNER'S POWERS.** Authorized Signers are authorized to make any and all other contracts, agreements, stipulations, and orders which the Authorized Signers may deem advisable for the effective exercise of their powers.

**SIGNATURES.** The Financial Institution shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from the honoring of any signature, authorized by this Resolution, or refusing to honor any signature not so authorized, regardless of whether or not such signature was genuine, if such signature reasonably resembles the specimen provided to the Financial Institution. The Financial Institution shall also be permitted to rely upon non-signature security and verification codes which it provides to or receives from an Authorized Signer and shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from their use.

**IMPROPER ENDORSEMENT.** Any negotiable instrument, check, draft, or order for the payment of moneys not clearly endorsed by an Authorized Signer may be returned to the Entity by the Financial Institution. The Financial Institution, in its sole discretion, alternatively may endorse on behalf of the Entity any negotiable instrument, check, draft, or order for the payment of money not clearly endorsed in order to facilitate collection. Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument, check, draft, or order for the payment of money which is not properly endorsed.

**DISPOSITION OF FUNDS.** When withdrawal or transfer powers are granted to an Authorized Signer, the Financial Institution is directed and authorized to act upon and honor withdrawal or transfer instructions issued and to honor, pay, transfer from, and charge to any depository account(s) of the Entity, all negotiable instruments, checks, drafts, or orders for the payment of money so drawn when signed consistent with the Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the negotiable instrument, check, or order for the payment of money involved, whether such negotiable instruments, checks, drafts, or orders for the payment of money are payable to the order of, or endorsed or negotiated by any Authorized Signer signing them or any Authorized Signer in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation or account of any Authorized Signer signing them or of any other Authorized Signer.

**PRIOR ENDORSEMENTS.** All negotiable instruments, checks, drafts, or orders for the payment of money deposited with prior endorsements are guaranteed by the Entity.

**PRE-RESOLUTION TRANSACTIONS.** All actions by Authorized Signers in accordance with this Resolution but before the adoption of this Resolution are approved, ratified, adopted, and confirmed by the Entity.

**WARRANTY.** That the Financial Institution may rely upon the certification as to the Entity authority to execute this Resolution and make the representations in this Resolution.

**NOTIFICATION OF CHANGES.** The Entity shall notify Financial Institution in writing at its address shown above in advance of any changes which would affect the validity of any matter certified in this Resolution.

**REVOCATION AND MODIFICATION.** An act ("Act") to modify, terminate, amend or replace this Resolution will not immediately affect the ability of the Financial Institution to rely upon this Resolution. The Act shall not affect any action by the Financial Institution in reliance on this Resolution before the date the Act becomes effective as set forth in the next sentence. An Act will not become effective until all of the following occur: (a) Financial Institution receives written notification of the Act in a form and substance satisfactory to the Financial Institution and (b) the Financial Institution has had a reasonable period of time to act upon such notification. Until the Act is effective, this Resolution shall remain in full force and bind the Entity, its legal representatives, heirs, successors and assigns.

#### DESIGNATION OF AUTHORIZED SIGNERS

NAME/TITLE	SIGNATURE	AUTHORITY CODE/LIMITATIONS
HEIKO TW DOBRIKOW AUTHORIZED SIGNER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees; Delegate Authority
CAROL FAY HYLTON AUTHORIZED SIGNER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees; Delegate Authority



By signing this Resolution, I acknowledge reading, understanding, and agreeing to all of its provisions and certify, personally and on behalf of the Entity, that all statements made in this Resolution are true and correct.

CAROL FAY HYLTON  
Certifier

Date





## GOVERNMENTAL ENTITY NAME AND ADDRESS

CAREERSOURCE BROWARD  
GENERAL FUNDS  
2890 NW 62ND ST  
FORT LAUDERDALE, FL 33309

**This Resolution supersedes all previous Resolutions, effective January 20, 2023.**

DATE OF RESOLUTION	ACCOUNT NUMBER	Tax Identification Number
January 20, 2023	DD 1094003423	XX-XXX3270

By signing below, I certify to US Century Bank ("Financial Institution") that: I am the Certifier of the above named Governmental Entity ("Entity"), validly chartered and operating under the laws of the State of Florida; the following is a true and complete copy of the Resolution, properly adopted at a duly called open legal meeting of the officers of the Entity held on January 20, 2023 in accordance with the charter of the Entity, if any; this Resolution is contained in the minutes of that meeting and that such Resolution is still in force and effect and has not been amended or rescinded, and was and still is in accordance with the charter of the Entity, if any; the Financial Institution has been provided a true and complete copy of the charter of the Entity, if any, as in effect as of the date of this Resolution; provided below are the correct names, titles, and genuine signatures of the persons authorized to exercise the powers provided in the Resolution ("Authorized Signers"); and the Financial Institution may rely upon my certification as to my authority to execute this Resolution and to make the representations in this Resolution.

## IT IS RESOLVED:

**The Authorized Signers shall possess the powers indicated as contained in this Resolution.**

**DEPOSITORY ACCOUNT.** Perform the following activities in regards to the depository account(s) indicated above in the name of the Entity, subject to any terms and conditions governing the account(s), including:

- **Account Opening and Maintenance.** Open and maintain the Entity account(s).  
Number of signers required: 01
- **Make Deposits.** Make deposits to the Entity account(s).  
Number of signers required: 01
- **Endorsements.** Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Entity, by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing.  
Number of signers required: 01
- **Make withdrawals.** Make withdrawals from the Entity account(s) in any manner permitted by the account(s) regardless whether such action will create or increase an overdraft of the involved account.  
Number of signers required: 01
- **Transfer Funds.** Transfer funds from the Entity account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Entity and execute any agreements related to such transfers.  
Number of signers required: 01
- **Approve, Endorse, Guarantee and Identify Payees.** Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft, or order for the payment of money whether drawn by the Entity or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money.  
Number of signers required: 01
- **Delegate Authority.** Delegate to others the authority to approve, endorse, guarantee, and identify the endorsement of any payee or endorser on any negotiable instrument, check, draft, or order for the payment of money and to guarantee the payment of any such negotiable instrument, check, draft, or order for the payment of money.  
Number of signers required: 01

## IT IS FURTHER RESOLVED THAT:



**DESIGNATED DEPOSITORY.** Financial Institution is designated as a depository for the funds of the Entity and to provide other financial accommodations indicated in this Resolution.

**AUTHORIZED SIGNER'S POWERS.** Authorized Signers are authorized to make any and all other contracts, agreements, stipulations, and orders which the Authorized Signers may deem advisable for the effective exercise of their powers.

**SIGNATURES.** The Financial Institution shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from the honoring of any signature, authorized by this Resolution, or refusing to honor any signature not so authorized, regardless of whether or not such signature was genuine, if such signature reasonably resembles the specimen provided to the Financial Institution. The Financial Institution shall also be permitted to rely upon non-signature security and verification codes which it provides to or receives from an Authorized Signer and shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from their use.

**IMPROPER ENDORSEMENT.** Any negotiable instrument, check, draft, or order for the payment of moneys not clearly endorsed by an Authorized Signer may be returned to the Entity by the Financial Institution. The Financial Institution, in its sole discretion, alternatively may endorse on behalf of the Entity any negotiable instrument, check, draft, or order for the payment of money not clearly endorsed in order to facilitate collection. Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument, check, draft, or order for the payment of money which is not properly endorsed.

**DISPOSITION OF FUNDS.** When withdrawal or transfer powers are granted to an Authorized Signer, the Financial Institution is directed and authorized to act upon and honor withdrawal or transfer instructions issued and to honor, pay, transfer from, and charge to any depository account(s) of the Entity, all negotiable instruments, checks, drafts, or orders for the payment of money so drawn when signed consistent with the Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the negotiable instrument, check, or order for the payment of money involved, whether such negotiable instruments, checks, drafts, or orders for the payment of money are payable to the order of, or endorsed or negotiated by any Authorized Signer signing them or any Authorized Signer in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation or account of any Authorized Signer signing them or of any other Authorized Signer.

**PRIOR ENDORSEMENTS.** All negotiable instruments, checks, drafts, or orders for the payment of money deposited with prior endorsements are guaranteed by the Entity.

**PRE-RESOLUTION TRANSACTIONS.** All actions by Authorized Signers in accordance with this Resolution but before the adoption of this Resolution are approved, ratified, adopted, and confirmed by the Entity.

**WARRANTY.** That the Financial Institution may rely upon the certification as to the Entity authority to execute this Resolution and make the representations in this Resolution.

**NOTIFICATION OF CHANGES.** The Entity shall notify Financial Institution in writing at its address shown above in advance of any changes which would affect the validity of any matter certified in this Resolution.

**REVOCATION AND MODIFICATION.** An act ("Act") to modify, terminate, amend or replace this Resolution will not immediately affect the ability of the Financial Institution to rely upon this Resolution. The Act shall not affect any action by the Financial Institution in reliance on this Resolution before the date the Act becomes effective as set forth in the next sentence. An Act will not become effective until all of the following occur: (a) Financial Institution receives written notification of the Act in a form and substance satisfactory to the Financial Institution and (b) the Financial Institution has had a reasonable period of time to act upon such notification. Until the Act is effective, this Resolution shall remain in full force and bind the Entity, its legal representatives, heirs, successors and assigns.

#### DESIGNATION OF AUTHORIZED SIGNERS

NAME/TITLE	SIGNATURE	AUTHORITY CODE/LIMITATIONS
HEIKO TW DOBRIKOW AUTHORIZED SIGNER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees; Delegate Authority
CAROL FAY HYLTON AUTHORIZED SIGNER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees; Delegate Authority



By signing this Resolution, I acknowledge reading, understanding, and agreeing to all of its provisions and certify, personally and on behalf of the Entity, that all statements made in this Resolution are true and correct.

CAROL FAY HYLTONDate

Certifier





**GOVERNMENTAL ENTITY NAME AND ADDRESS**

CAREERSOURCE BROWARD  
OPERATING ACCOUNT  
2890 NW 62ND ST  
FORT LAUDERDALE, FL 33309

**This Resolution supersedes all previous Resolutions, effective January 20, 2023.**

DATE OF RESOLUTION	ACCOUNT NUMBER	Tax Identification Number
January 20, 2023	DD 1092003991	XX-XXX3270

By signing below, I certify to US Century Bank ("Financial Institution") that: I am the Certifier of the above named Governmental Entity ("Entity"), validly chartered and operating under the laws of the State of Florida; the following is a true and complete copy of the Resolution, properly adopted at a duly called open legal meeting of the officers of the Entity held on January 20, 2023 in accordance with the charter of the Entity, if any; this Resolution is contained in the minutes of that meeting and that such Resolution is still in force and effect and has not been amended or rescinded, and was and still is in accordance with the charter of the Entity, if any; the Financial Institution has been provided a true and complete copy of the charter of the Entity, if any, as in effect as of the date of this Resolution; provided below are the correct names, titles, and genuine signatures of the persons authorized to exercise the powers provided in the Resolution ("Authorized Signers"); and the Financial Institution may rely upon my certification as to my authority to execute this Resolution and to make the representations in this Resolution.

**IT IS RESOLVED:**

**The Authorized Signers shall possess the powers indicated as contained in this Resolution.**

**DEPOSITORY ACCOUNT.** Perform the following activities in regards to the depository account(s) indicated above in the name of the Entity, subject to any terms and conditions governing the account(s), including:

- **Account Opening and Maintenance.** Open and maintain the Entity account(s).  
Number of signers required: 01
- **Make Deposits.** Make deposits to the Entity account(s).  
Number of signers required: 01
- **Endorsements.** Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Entity, by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing.  
Number of signers required: 01
- **Make withdrawals.** Make withdrawals from the Entity account(s) in any manner permitted by the account(s) regardless whether such action will create or increase an overdraft of the involved account.  
Number of signers required: 01
- **Transfer Funds.** Transfer funds from the Entity account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Entity and execute any agreements related to such transfers.  
Number of signers required: 01
- **Approve, Endorse, Guarantee and Identify Payees.** Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft, or order for the payment of money whether drawn by the Entity or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money.  
Number of signers required: 01
- **Delegate Authority.** Delegate to others the authority to approve, endorse, guarantee, and identify the endorsement of any payee or endorser on any negotiable instrument, check, draft, or order for the payment of money and to guarantee the payment of any such negotiable instrument, check, draft, or order for the payment of money.  
Number of signers required: 01

**IT IS FURTHER RESOLVED THAT:**



**DESIGNATED DEPOSITORY.** Financial Institution is designated as a depository for the funds of the Entity and to provide other financial accommodations indicated in this Resolution.

**AUTHORIZED SIGNER'S POWERS.** Authorized Signers are authorized to make any and all other contracts, agreements, stipulations, and orders which the Authorized Signers may deem advisable for the effective exercise of their powers.

**SIGNATURES.** The Financial Institution shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from the honoring of any signature, authorized by this Resolution, or refusing to honor any signature not so authorized, regardless of whether or not such signature was genuine, if such signature reasonably resembles the specimen provided to the Financial Institution. The Financial Institution shall also be permitted to rely upon non-signature security and verification codes which it provides to or receives from an Authorized Signer and shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from their use.

**IMPROPER ENDORSEMENT.** Any negotiable instrument, check, draft, or order for the payment of moneys not clearly endorsed by an Authorized Signer may be returned to the Entity by the Financial Institution. The Financial Institution, in its sole discretion, alternatively may endorse on behalf of the Entity any negotiable instrument, check, draft, or order for the payment of money not clearly endorsed in order to facilitate collection. Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument, check, draft, or order for the payment of money which is not properly endorsed.

**DISPOSITION OF FUNDS.** When withdrawal or transfer powers are granted to an Authorized Signer, the Financial Institution is directed and authorized to act upon and honor withdrawal or transfer instructions issued and to honor, pay, transfer from, and charge to any depository account(s) of the Entity, all negotiable instruments, checks, drafts, or orders for the payment of money so drawn when signed consistent with the Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the negotiable instrument, check, or order for the payment of money involved, whether such negotiable instruments, checks, drafts, or orders for the payment of money are payable to the order of, or endorsed or negotiated by any Authorized Signer signing them or any Authorized Signer in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation or account of any Authorized Signer signing them or of any other Authorized Signer.

**PRIOR ENDORSEMENTS.** All negotiable instruments, checks, drafts, or orders for the payment of money deposited with prior endorsements are guaranteed by the Entity.

**PRE-RESOLUTION TRANSACTIONS.** All actions by Authorized Signers in accordance with this Resolution but before the adoption of this Resolution are approved, ratified, adopted, and confirmed by the Entity.

**WARRANTY.** That the Financial Institution may rely upon the certification as to the Entity authority to execute this Resolution and make the representations in this Resolution.

**NOTIFICATION OF CHANGES.** The Entity shall notify Financial Institution in writing at its address shown above in advance of any changes which would affect the validity of any matter certified in this Resolution.

**REVOCATION AND MODIFICATION.** An act ("Act") to modify, terminate, amend or replace this Resolution will not immediately affect the ability of the Financial Institution to rely upon this Resolution. The Act shall not affect any action by the Financial Institution in reliance on this Resolution before the date the Act becomes effective as set forth in the next sentence. An Act will not become effective until all of the following occur: (a) Financial Institution receives written notification of the Act in a form and substance satisfactory to the Financial Institution and (b) the Financial Institution has had a reasonable period of time to act upon such notification. Until the Act is effective, this Resolution shall remain in full force and bind the Entity, its legal representatives, heirs, successors and assigns.

#### DESIGNATION OF AUTHORIZED SIGNERS

NAME/TITLE	SIGNATURE	AUTHORITY CODE/LIMITATIONS
HEIKO TW DOBRIKOW AUTHORIZED SIGNER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees; Delegate Authority
CAROL FAY HYLTON AUTHORIZED SIGNER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees; Delegate Authority



By signing this Resolution, I acknowledge reading, understanding, and agreeing to all of its provisions and certify, personally and on behalf of the Entity, that all statements made in this Resolution are true and correct.

CAROL FAY HYLTON

Date

Certifier







2301 NW 87th Ave  
Miami FL 33172  
"Member FDIC"

#### GOVERNMENTAL ENTITY NAME AND ADDRESS

CAREERSOURCE BROWARD  
PARTICIPANT PAYROLL SWEEP  
2890 NW 62ND ST  
FORT LAUDERDALE, FL 33309

**This Resolution supersedes all previous Resolutions, effective January 20, 2023.**

DATE OF RESOLUTION	ACCOUNT NUMBER	Tax Identification Number
January 20, 2023	DD 1092004013	XX-XXX3270

By signing below, I certify to US Century Bank ("Financial Institution") that: I am the Certifier of the above named Governmental Entity ("Entity"), validly chartered and operating under the laws of the State of Florida; the following is a true and complete copy of the Resolution, properly adopted at a duly called open legal meeting of the officers of the Entity held on January 20, 2023 in accordance with the charter of the Entity, if any; this Resolution is contained in the minutes of that meeting and that such Resolution is still in force and effect and has not been amended or rescinded, and was and still is in accordance with the charter of the Entity, if any; the Financial Institution has been provided a true and complete copy of the charter of the Entity, if any, as in effect as of the date of this Resolution; provided below are the correct names, titles, and genuine signatures of the persons authorized to exercise the powers provided in the Resolution ("Authorized Signers"); and the Financial Institution may rely upon my certification as to my authority to execute this Resolution and to make the representations in this Resolution.

#### IT IS RESOLVED:

**The Authorized Signers shall possess the powers indicated as contained in this Resolution.**

**DEPOSITORY ACCOUNT.** Perform the following activities in regards to the depository account(s) indicated above in the name of the Entity, subject to any terms and conditions governing the account(s), including:

- **Account Opening and Maintenance.** Open and maintain the Entity account(s).  
Number of signers required: 01
- **Make Deposits.** Make deposits to the Entity account(s).  
Number of signers required: 01
- **Endorsements.** Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Entity, by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing.  
Number of signers required: 01
- **Make withdrawals.** Make withdrawals from the Entity account(s) in any manner permitted by the account(s) regardless whether such action will create or increase an overdraft of the involved account.  
Number of signers required: 01
- **Transfer Funds.** Transfer funds from the Entity account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Entity and execute any agreements related to such transfers.  
Number of signers required: 01
- **Approve, Endorse, Guarantee and Identify Payees.** Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft, or order for the payment of money whether drawn by the Entity or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money.  
Number of signers required: 01
- **Delegate Authority.** Delegate to others the authority to approve, endorse, guarantee, and identify the endorsement of any payee or endorser on any negotiable instrument, check, draft, or order for the payment of money and to guarantee the payment of any such negotiable instrument, check, draft, or order for the payment of money.  
Number of signers required: 01

#### IT IS FURTHER RESOLVED THAT:



**DESIGNATED DEPOSITORY.** Financial Institution is designated as a depository for the funds of the Entity and to provide other financial accommodations indicated in this Resolution.

**AUTHORIZED SIGNER'S POWERS.** Authorized Signers are authorized to make any and all other contracts, agreements, stipulations, and orders which the Authorized Signers may deem advisable for the effective exercise of their powers.

**SIGNATURES.** The Financial Institution shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from the honoring of any signature, authorized by this Resolution, or refusing to honor any signature not so authorized, regardless of whether or not such signature was genuine, if such signature reasonably resembles the specimen provided to the Financial Institution. The Financial Institution shall also be permitted to rely upon non-signature security and verification codes which it provides to or receives from an Authorized Signer and shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from their use.

**IMPROPER ENDORSEMENT.** Any negotiable instrument, check, draft, or order for the payment of moneys not clearly endorsed by an Authorized Signer may be returned to the Entity by the Financial Institution. The Financial Institution, in its sole discretion, alternatively may endorse on behalf of the Entity any negotiable instrument, check, draft, or order for the payment of money not clearly endorsed in order to facilitate collection. Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument, check, draft, or order for the payment of money which is not properly endorsed.

**DISPOSITION OF FUNDS.** When withdrawal or transfer powers are granted to an Authorized Signer, the Financial Institution is directed and authorized to act upon and honor withdrawal or transfer instructions issued and to honor, pay, transfer from, and charge to any depository account(s) of the Entity, all negotiable instruments, checks, drafts, or orders for the payment of money so drawn when signed consistent with the Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the negotiable instrument, check, or order for the payment of money involved, whether such negotiable instruments, checks, drafts, or orders for the payment of money are payable to the order of, or endorsed or negotiated by any Authorized Signer signing them or any Authorized Signer in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation or account of any Authorized Signer signing them or of any other Authorized Signer.

**PRIOR ENDORSEMENTS.** All negotiable instruments, checks, drafts, or orders for the payment of money deposited with prior endorsements are guaranteed by the Entity.

**PRE-RESOLUTION TRANSACTIONS.** All actions by Authorized Signers in accordance with this Resolution but before the adoption of this Resolution are approved, ratified, adopted, and confirmed by the Entity.

**WARRANTY.** That the Financial Institution may rely upon the certification as to the Entity authority to execute this Resolution and make the representations in this Resolution.

**NOTIFICATION OF CHANGES.** The Entity shall notify Financial Institution in writing at its address shown above in advance of any changes which would affect the validity of any matter certified in this Resolution.

**REVOCATION AND MODIFICATION.** An act ("Act") to modify, terminate, amend or replace this Resolution will not immediately affect the ability of the Financial Institution to rely upon this Resolution. The Act shall not affect any action by the Financial Institution in reliance on this Resolution before the date the Act becomes effective as set forth in the next sentence. An Act will not become effective until all of the following occur: (a) Financial Institution receives written notification of the Act in a form and substance satisfactory to the Financial Institution and (b) the Financial Institution has had a reasonable period of time to act upon such notification. Until the Act is effective, this Resolution shall remain in full force and bind the Entity, its legal representatives, heirs, successors and assigns.

#### DESIGNATION OF AUTHORIZED SIGNERS

NAME/TITLE	SIGNATURE	AUTHORITY CODE/LIMITATIONS
HEIKO TW DOBRIKOW AUTHORIZED SIGNER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees; Delegate Authority
CAROL FAY HYLTON AUTHORIZED SIGNER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees; Delegate Authority



By signing this Resolution, I acknowledge reading, understanding, and agreeing to all of its provisions and certify, personally and on behalf of the Entity, that all statements made in this Resolution are true and correct.

CAROL FAY HYLTONDate

Certifier





**GOVERNMENTAL ENTITY NAME AND ADDRESS**

CAREERSOURCE BROWARD  
STAFF PAYROLL SWEEP  
2890 NW 62ND ST  
FORT LAUDERDALE, FL 33309

**This Resolution supersedes all previous Resolutions, effective January 20, 2023.**

DATE OF RESOLUTION	ACCOUNT NUMBER	Tax Identification Number
January 20, 2023	DD 1092004026	XX-XXX3270

By signing below, I certify to US Century Bank ("Financial Institution") that: I am the Certifier of the above named Governmental Entity ("Entity"), validly chartered and operating under the laws of the State of Florida; the following is a true and complete copy of the Resolution, properly adopted at a duly called open legal meeting of the officers of the Entity held on January 20, 2023 in accordance with the charter of the Entity, if any; this Resolution is contained in the minutes of that meeting and that such Resolution is still in force and effect and has not been amended or rescinded, and was and still is in accordance with the charter of the Entity, if any; the Financial Institution has been provided a true and complete copy of the charter of the Entity, if any, as in effect as of the date of this Resolution; provided below are the correct names, titles, and genuine signatures of the persons authorized to exercise the powers provided in the Resolution ("Authorized Signers"); and the Financial Institution may rely upon my certification as to my authority to execute this Resolution and to make the representations in this Resolution.

**IT IS RESOLVED:**

**The Authorized Signers shall possess the powers indicated as contained in this Resolution.**

**DEPOSITORY ACCOUNT.** Perform the following activities in regards to the depository account(s) indicated above in the name of the Entity, subject to any terms and conditions governing the account(s), including:

- **Account Opening and Maintenance.** Open and maintain the Entity account(s).  
Number of signers required: 01
- **Make Deposits.** Make deposits to the Entity account(s).  
Number of signers required: 01
- **Endorsements.** Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Entity, by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing.  
Number of signers required: 01
- **Make withdrawals.** Make withdrawals from the Entity account(s) in any manner permitted by the account(s) regardless whether such action will create or increase an overdraft of the involved account.  
Number of signers required: 01
- **Transfer Funds.** Transfer funds from the Entity account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Entity and execute any agreements related to such transfers.  
Number of signers required: 01
- **Approve, Endorse, Guarantee and Identify Payees.** Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft, or order for the payment of money whether drawn by the Entity or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money.  
Number of signers required: 01
- **Delegate Authority.** Delegate to others the authority to approve, endorse, guarantee, and identify the endorsement of any payee or endorser on any negotiable instrument, check, draft, or order for the payment of money and to guarantee the payment of any such negotiable instrument, check, draft, or order for the payment of money.  
Number of signers required: 01

**IT IS FURTHER RESOLVED THAT:**



**DESIGNATED DEPOSITORY.** Financial Institution is designated as a depository for the funds of the Entity and to provide other financial accommodations indicated in this Resolution.

**AUTHORIZED SIGNER'S POWERS.** Authorized Signers are authorized to make any and all other contracts, agreements, stipulations, and orders which the Authorized Signers may deem advisable for the effective exercise of their powers.

**SIGNATURES.** The Financial Institution shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from the honoring of any signature, authorized by this Resolution, or refusing to honor any signature not so authorized, regardless of whether or not such signature was genuine, if such signature reasonably resembles the specimen provided to the Financial Institution. The Financial Institution shall also be permitted to rely upon non-signature security and verification codes which it provides to or receives from an Authorized Signer and shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from their use.

**IMPROPER ENDORSEMENT.** Any negotiable instrument, check, draft, or order for the payment of moneys not clearly endorsed by an Authorized Signer may be returned to the Entity by the Financial Institution. The Financial Institution, in its sole discretion, alternatively may endorse on behalf of the Entity any negotiable instrument, check, draft, or order for the payment of money not clearly endorsed in order to facilitate collection. Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument, check, draft, or order for the payment of money which is not properly endorsed.

**DISPOSITION OF FUNDS.** When withdrawal or transfer powers are granted to an Authorized Signer, the Financial Institution is directed and authorized to act upon and honor withdrawal or transfer instructions issued and to honor, pay, transfer from, and charge to any depository account(s) of the Entity, all negotiable instruments, checks, drafts, or orders for the payment of money so drawn when signed consistent with the Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the negotiable instrument, check, or order for the payment of money involved, whether such negotiable instruments, checks, drafts, or orders for the payment of money are payable to the order of, or endorsed or negotiated by any Authorized Signer signing them or any Authorized Signer in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation or account of any Authorized Signer signing them or of any other Authorized Signer.

**PRIOR ENDORSEMENTS.** All negotiable instruments, checks, drafts, or orders for the payment of money deposited with prior endorsements are guaranteed by the Entity.

**PRE-RESOLUTION TRANSACTIONS.** All actions by Authorized Signers in accordance with this Resolution but before the adoption of this Resolution are approved, ratified, adopted, and confirmed by the Entity.

**WARRANTY.** That the Financial Institution may rely upon the certification as to the Entity authority to execute this Resolution and make the representations in this Resolution.

**NOTIFICATION OF CHANGES.** The Entity shall notify Financial Institution in writing at its address shown above in advance of any changes which would affect the validity of any matter certified in this Resolution.

**REVOCATION AND MODIFICATION.** An act ("Act") to modify, terminate, amend or replace this Resolution will not immediately affect the ability of the Financial Institution to rely upon this Resolution. The Act shall not affect any action by the Financial Institution in reliance on this Resolution before the date the Act becomes effective as set forth in the next sentence. An Act will not become effective until all of the following occur: (a) Financial Institution receives written notification of the Act in a form and substance satisfactory to the Financial Institution and (b) the Financial Institution has had a reasonable period of time to act upon such notification. Until the Act is effective, this Resolution shall remain in full force and bind the Entity, its legal representatives, heirs, successors and assigns.

#### DESIGNATION OF AUTHORIZED SIGNERS

NAME/TITLE	SIGNATURE	AUTHORITY CODE/LIMITATIONS
HEIKO TW DOBRIKOW AUTHORIZED SIGNER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees; Delegate Authority
CAROL FAY HYLTON AUTHORIZED SIGNER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees; Delegate Authority



By signing this Resolution, I acknowledge reading, understanding, and agreeing to all of its provisions and certify, personally and on behalf of the Entity, that all statements made in this Resolution are true and correct.

CAROL FAY HYLTONDate

Certifier



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**Memorandum #06 – 22 (FS) Revised**

**To:** Broward Workforce Development Board, Inc./CareerSource Broward Council  
of Elected Officials  
**From:** Carol Hylton, President/CEO  
**Subject:** Program Year 22/23 Revised Budget  
**Date:** February 14, 2023

**SUMMARY**

This is our annual update from the preliminary budget presented in May. It is the adjusted budget based upon the final grant awards received by CareerSource Broward (CSBD). The CSBD formula grants for Program Year (PY) 22/23 total \$21,066,829, an increase of \$1,156,661 or 6% from the planning numbers presented in May. Dedicated grants total \$6,453,572, an increase of \$1,718,414. Our total available budget is \$27,520,401 (\$21,066,829 + \$6,453,572) for PY 22/23. Approved at the 1/25 One Stop Services Committee and 2/13 combined Executive and Audit Committee meetings.

**BACKGROUND**

We present our annual budget to the Broward Workforce Development Board, Inc. (BWDB) and the CSBD Council of Elected Officials (Council) in the spring based upon planning numbers received from the state prior to the beginning of the new program year. An adjusted budget based upon the actual grant awards is brought back to the CSBD governing boards in mid-year for final approval.

The budget presentation does not include the General Fund which is reported separately. The Budget Summary presented on the last page does not include dedicated grants in the total of funds available because those grants may only be spent for the specific purposes outlined in those grants. Table 1 details the dedicated grants.

This update follows the same format used when the budget was presented in May as developed and approved by the CSBD governing boards over the course of many years.

CSBD adheres to the guiding principles below in creating the budget:

1. Maintaining the administrative cap at 9%. The statutory limit for administration is 10%.
2. Spending at least 30% of the WIOA Adult and DW funds on training per State statute.<sup>1</sup>
3. Assuring consistent Success Coach to participant ratios.

**DISCUSSION**

Table 1 lists our dedicated grants to present a full picture to the governing boards of the funds allocated or awarded to CSBD. They are presented separate from our formula grants and are not included in the Budget Summary presented on the last page because we are unable to plan or

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<sup>1</sup> In June 2022 CareerSource Florida granted us an unsolicited sliding scale waiver from 50% to 30% for PY 22/23.

predict whether they will be awarded each year. The Dedicated Grants Table has been updated to reflect actual grants received for PY 22/23.

**Table 1: Dedicated Grants – PY 22/23 Awards**

<b>Grant / Program</b>	<b>Description</b>	<b>Amount PY 22/23</b>
Children's Services Council (CSC)	Summer Youth Employment Program (SYEP)	\$ 2,815,656
City of Fort Lauderdale	SYEP	301,543
Bank of America <sup>2</sup>	SYEP	TBD
Get There Faster Veteran and Military Grant	Veterans Grant	1,058,098
Non-Custodial Parent Employment	Assists Non-custodial parents with accessing employment services	950,742
Reemployment Services and Eligibility Assessment (RESEA)	Reemployment assistance and assessments	708,438
Single Mothers to Be Grant	Assists single mothers with accessing employment and training opportunities	500,000
Apprenticeship Navigator	Navigator will identify and develop Registered Apprenticeship programs	62,500
Trade Adjustment Assistance (TAA)	Workers who become unemployed due to the impact of international trade	56,595
	<b>Total</b>	<b>\$ 6,453,572</b>

Table 2 shows the preliminary PY 22/23 budget compared to the actual budget and includes all available formula funds and carry forward.

**Table 2: Preliminary vs. Actual Budget PY 22/23**

<b>Preliminary PY 22/23 Budget</b>	<b>Actual PY 22/23 Budget</b>	<b>Change from Preliminary to Actual Budget</b>
\$19,910,168	\$21,066,829	\$1,156,661

<sup>2</sup> We expect to be awarded funds from Bank of America but have not been informed of the amount that will be available for the Summer Youth Employment Program for 2023.



Table 3 depicts the variance in the separate funding streams from the preliminary budget to the PY 22/23 actual budget.

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

<b>Funding Stream</b>	<b>Preliminary PY 22/23 Budget</b>	<b>Actual PY 22/23 Budget</b>	<b>Variance</b>
<b>Wagner Peyser (WP)</b>	\$ 1,296,748	\$ 1,174,757	\$ (121,991)
<b>Workforce Innovation and Opportunity Act (WIOA Adult / Dislocated Worker</b>	8,596,300	9,686,500	1,090,200
<b>WIOA - Youth</b>	5,098,911	5,288,158	189,247
<b>Welfare Transition Program (WTP)</b>	4,287,931	4,287,931	0
<b>Supplemental Nutrition Assistance Program Employment and Training (SNAP ET)</b>	343,495	342,700	(795)
<b>Veterans (DVOP/LVER)</b>	286,783	286,783	0
<b>Totals*</b>	<b>\$ 19,910,168</b>	<b>\$ 21,066,829</b>	<b>\$1,156,661</b>

\*rounding difference

The adjustments to the PY 22/23 Budget categories are described below followed by an overall budget summary.

**Program Support Staff Category**

<b>Preliminary</b>		<b>Actual</b>		<b>Change from Preliminary to Actual Budget Available</b>	<b>% Change of of Total Budget</b>
<b>PY 22/23 Budget</b>	<b>% of Total Budget</b>	<b>PY 22/23 Budget</b>	<b>% of Total Budget</b>		
\$6,269,969	32%	\$6,398,914	30%	\$128,945	(2%)

This category includes all staff salaries and benefits other than the CSBD administrative and state Wagner-Peyser staff as follows:

1. CSBD Program Managers, Management Information Systems and Quality Assurance staff.
2. The Integrative Staffing Group (ISG) contract for the three one-stop centers. The contract includes salaries, mandatory benefits, insurance, 401K and health costs at 24% for the staff.

### **Facilities and Related Costs Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of of Total Budget
PY 22/22 Budget	% of Total Budget	PY 22/23 Budget	% of Total Budget		
\$2,890,512	15%	\$3,868,032	18%	\$977,520	3%

This category is for rent of the three one stop centers, supplies, assessments, equipment rental (copiers), telephones and information technology, high-speed lines, monitoring fees, employer/customer outreach and various insurance to cover the agency and boards.

Media advertising agency and additional outreach campaigns have been included to reach out to youth and participants in need of training, work experience, and OJTs. We also budgeted new vendor contracts with organizations that will assist with job seeker and employer outreach.

### **Contracts Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of of Total Budget
PY 22/23 Budget	% of Total Budget	PY 22/23 Budget	% of Total Budget		
\$1,479,745	7%	\$1,417,577	7%	(\$62,168)	0%

This category includes the following: WIOA out of school youth (OSY), WIOA in school youth (ISY), WTP and One Stop Operator contracted services:

1. The School Board of Broward County – OSY & ISY
2. HANDY Navigator - OSY
3. FLITE Navigator - OSY
4. Center for Independent Living - OSY
5. Junior Achievement of South Florida - ISY
6. OIC of South Florida - WTP
7. One Stop Operator

There is no change to the overall percentage of budget in the total projected in this category. The slight variance in budget allocation is due to the actual negotiated contract amounts.

### **Training Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of of Total Budget
PY 22/23 Budget	% of Total Budget	PY 22/23 Budget	% of Total Budget		
\$6,663,273	33%	\$6,373,484	31%	(\$289,789)	(2%)

This category includes OJT employer reimbursements, Work Experience, Individual Training Accounts, Customized and Incumbent Worker Training. We slightly decreased budget in this

category due to dedicated grants that provide occupational training such as Get There Faster and Single Mothers grant funds which cannot be carried forward.

### **Participant Support Services Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of of Total Budget
PY 22/23 Budget	% of Total Budget	PY 22/23 Budget	% of Total Budget		
\$727,233	4%	\$1,041,225	5%	\$313,992	1%

This category funds participant support costs for gas cards, youth ride share, clothing vouchers, bus passes, and participant performance incentives for WIOA Adult, DW and Youth, and WTP. This year we are also offering laptops to qualifying participants to assist with their school work.

### **Administrative Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of of Total Budget
PY 22/23 Budget	% of Total Budget	PY 22/23 Budget	% of Total Budget		
\$1,879,435	9%	\$1,967,597	9%	\$88,162	0%

Our administrative costs are at the 9% allowed per the governing boards. Administration includes both personnel and non-personnel costs for administrative and oversight functions related to the grants. The law allows us to spend 10% of the grants on administration.

### **Budget Summary**

Budget Category	Preliminary		Actual		Change in Actual Funds Available from the Preliminary Budget	
	PY 22/23 Budget	% of Total Budget	PY 22/23 Budget	% of Total Budget		
Program Support Staff	\$ 6,269,969	32%	\$ 6,398,914	30%	\$ 128,945	
Facilities and Related Costs	2,890,512	15%	3,868,032	18%	977,520	
Contracts	1,479,745	7%	1,417,577	7%	(62,168)	
Training	6,663,273	33%	6,373,484	31%	(289,789)	
Participant Support Services	727,233	4%	1,041,225	5%	313,992	
Administrative Costs	1,879,435	9%	1,967,597	9%	88,162	
<b>TOTAL *</b>	<b>\$ 19,910,168</b>	<b>100%</b>	<b>\$ 21,066,829</b>	<b>100%</b>	<b>\$1,156,661</b>	<b>6%</b>

\*rounding difference

The budget is in alignment with the current conditions of the local labor market and supports the Board's goal to maximize employment and training opportunities for targeted populations.

The total available formula funding for PY 22/23 is \$21,066,829 with the addition of the \$6,453,572 in dedicated grants, our budget total is \$27,520,401.

**RECOMMENDATION**

That the changes as indicated in this memo from the preliminary to the actual PY 22/23 budget be approved.

**Memorandum #04 – 22 (CBR)**

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

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

**Subject:** Selection of Goodman Public Relations and Moore Communications Group to Provide Marketing and Outreach

**Date:** February 14, 2023

**SUMMARY**

Consideration to approve up to \$250,000 to be divided between 1) Goodman Public Relations in the amount of up to \$200,000 and 2) Moore Communications Group for up to \$50,000 as recommended by the Review Committee which met on 1/9. The Review Committee was comprised of members of the Board and the Director of Communications and Community Engagement for the Children Services Council of Broward County. The firms will design social media and digital outreach campaigns directing job seekers and employers to CSBD for service. Each contract will be through the end of the program year and will be renewable for two (2) additional one-year periods. Approved at the 1/23 Employer Services Committee and 2/13 Combined Executive and Audit Committee meetings.

**BACKGROUND**

To date, traffic in the three career centers has not returned to pre-pandemic levels, and as a result enrollments in CSBD-sponsored training programs is also lower than pre-pandemic levels. To enhance our outreach efforts, we released a Request for Quotes (RFQ) for up to \$250,000 on 11/9. CSBD is seeking firms able to increase our reach to prospective participants through social media and digital campaigns targeted at job seekers, and employers, encouraging them to access CSBD services.

CSBD posted a public notice for an RFQ on its website and advertised in the Sun Sentinel, Westside Gazette, and Daily Business Review. It was also emailed to over 25 marketing firms. The RFQ was open for four (4) weeks ending on 12/8. The RFQ provided an overview of the expectations and deliverables for marketing services and requested interested parties to respond by addressing how they planned to meet those deliverables along with a price quote.

**DISCUSSION**

CSBD received three proposals as follows:

1. Goodman Public Relations
2. Moore Communications Group a
3. Green Cardigan Marketing.

Staff reviewed the proposals for responsiveness and added comments to the evaluation form used by the Review Committee to rate and rank the proposals in relation to our specifications. The comments were also provided to the responders.

The RFQ Review Committee met on 1/9 to review and rank the proposals. The Committee members were:

1. Mr. Jim Ryan, BWDB Vice-Chair who Chaired the Review Committee,
2. Mr. Francois Leconte, BWDB member and Chair of the Employer Services Committee,
3. Ms. Lori Wheeler, BWDB member,
4. Mr. Andrew Leone, Director of Communications and Community Engagement, Children Services Council of Broward County.

The three proposers were invited to make a presentation to the Committee, and the Review Committee was able to ask them questions.

The proposals were rated and then ranked. The results were as follows:

	<b>Goodman Public Relations</b>	<b>Moore Communications Group</b>	<b>Green Cardigan Marketing</b>
<b>Rank</b>	<b>1</b>	<b>2</b>	<b>3</b>

The top 2 ranked proposals were recommended for funding:

1. Goodman Public Relations, a local firm, well positioned to reach the Broward market and to participate in local events be awarded a contract for up to \$200,000.
2. Moore Communications, which is a Tallahassee-based firm and has worked with all the local workforce areas with a wealth of workforce experience be awarded a contract for up to \$50,000.

## **RECOMMENDATION**

Approve entering into a contract with 1) Goodman Public Relations for up to \$200,000 and with 2) Moore Communications Group for up to \$50,000. Each contract will be through the end of the program year and will be renewable for two (2) additional one-year periods.



## **Broward Workforce Development Board (BWDB)**

### **Draft 2023 Legislative Agenda**

#### **1. Maintain Our Current Workforce Development Area Boundaries**

The 2021 REACH Act (HB 1507) charged CareerSource Florida (CSF) to determine whether the number of local workforce boards should be reduced and the workforce area boundaries be realigned. Ernst and Young was engaged to conduct a study. Our elected officials engaged Tripp Scott to advocate on maintaining our local boundaries. We prepared talking points to educate our legislators and board members on the issues. We expect to hear from CSF in February. Discussion regarding additional efforts to support our position.

#### **2. Support Legislation/Initiatives to Address the Labor Shortage**

Employers across the state and the country are asking for help to address labor shortages. In Broward, we have significant shortages in Healthcare, Information Technology, Hospitality, and Construction impacting our local economy. Over the next 10 years the local Hospitality industry is projected to have a shortage of almost 3,000 workers, the Construction industry over 2,000 workers and Healthcare over 1,500 professional workers. This issue is so critical it is recommended that responsive initiatives be included as a thought question at our upcoming planning session. Considerations can include earlier career awareness, high school/college advance placement, stronger foundational instruction in STEM subjects, and better and sooner engagement of legal immigrants that are waiting up to a year for processing their work visa so they can go to work.

#### **3. Support Workforce Housing Legislation/Initiatives**

The BWDB supports full use of the dedicated revenues under the **Sadowski Affordable Housing Act** for Broward's housing programs and projects. The BWDB further supports modifying the current requirements for home ownership and for multifamily rental housing to recognize the demand in both the housing and rental markets.

#### **4. Support Legislation That Expands Workforce Development and Apprenticeship Programs**

Apprenticeship programs help recruit and develop a highly-skilled workforce, while improving an employer's productivity, profitability, and bottom line. Continue to support legislation and funding to support this work-based training option. Also, support connecting apprentices through the workforce system.



## **2023 REGULAR SESSION DATES**

- August 1, 2022    Deadline for filing claim bills (Senate Rule 4.81(2))
- March 7, 2023    Regular Session convenes (Article III, section 3(b), State Constitution)  
12:00 noon, deadline for filing bills for introduction (Senate Rule 3.7(1))
- April 22, 2023    Motion to reconsider made and considered the same day (Senate Rule 6.4(4))  
All bills are immediately certified (Senate Rule 6.8)
- April 25, 2023    50<sup>th</sup> day – last day for regularly scheduled committee meetings (Senate Rule 2.9(2))
- May 5, 2023    60<sup>th</sup> day – last day of Regular Session (Article III, section 3(d), State Constitution)

## ***Workforce Related Bills***

***(Last Researched 2-15-2023)***

### **Florida House of Representatives:**

#### HB 137 - Department of Labor

General Bill by Angela "Angie" Nixon

Department of Labor: Creates Department of Labor; provides structure & purpose of department; designates department as state Agency for Workforce Innovation for purposes of implementing s. 24, Art. X of State Constitution; revises provisions relating to state minimum wage including, protected rights, rebuttable presumption & burden of proof, prohibition on certain contracts, process for filing complaint for violation of protected rights, review of actions issued by department, statute of limitations during investigation, liability, & recordkeeping; creates the DOL Community Advisory Board; requires annual report. Effective Date: July 1, 2023.

- Now in Constitutional Rights, Rule of Law & Government Operations Subcommittee, 01/17/2023

#### HB 139 - Benefits, Training, and Employment for Veterans and Their Spouses

General Bill by Marie Paule Woodson

Benefits, Training, and Employment for Veterans and Their Spouses: Requires analysis of VETS Program; revises duties of DVA & Florida Is For Veterans, Inc., to include assistance to veterans' spouses; requires DVA to create grant program for veterans' nursing degree programs; revises purpose & duties of VETS Program to include assistance to veterans' spouses & apply solely to target industry & supplemental industry businesses; requires Florida Is For Veterans, Inc., to assist veterans or their spouses in accessing employment in health care professions; requires appropriate board or DOH to expedite health care licensure applications submitted by veterans; establishes Office of Veteran Licensure Services; provides duties; requires report to Governor & Legislature. Effective Date: July 1, 2023.

- Now in Healthcare Regulation Subcommittee, 01/17/2023

#### HB 229 - Taxation of Affordable Housing

General Bill by Lindsay Michelle Cross

Taxation of Affordable Housing: Authorizes counties & municipalities to adopt ordinances to grant partial ad valorem tax exemptions to property owners whose properties are used to provide affordable housing; specifies duties of boards of county commissioners & municipal governing bodies adopting ordinances granting such exemptions; requires owners of property that is improperly granted such exemptions to pay owed taxes, penalties, & interest. Effective Date: July 1, 2023.

- Now in Ways & Means Committee, 1/25/2023

## **Cont. Florida House of Representatives:**

### HB 251 (2023) - Entertainment Industry Tax Credit Program

General Bill by Dana Trabulsy (CO-SPONSORS) Barnaby; Dean Black; Mike Caruso; Linda Chaney; Alina Garcia; Peggy Gossett-Seidman; Sam Killebrew; Vicki Lopez; T. Patterson Maney; Susan Plasencia; Joel Rudman; Michelle Salzman; David Smith; Paula Stark; Katherine Waldron

Entertainment Industry Tax Credit Program: Creates Florida First Production Partnership Program within DEO; provides tax credit award for entertainment industry projects; provides eligibility & application requirements; provides for liability & penalties on applicant that submits fraudulent information; authorizes transfer of tax credits; authorizes certified project to relinquish tax credits to DOR in exchange for certain payments; provides for expiration of program on specified date. Effective Date: upon becoming a law.

- Now in Regulatory Reform & Economic Development Subcommittee, 01/25/2023

### HB 455 – Career-Themed Courses

General Bill by Dunkley

Requires DOE to identify career-themed courses that are appropriate for middle school students; & encourages school districts to offer such courses at middle schools within district. Effective Date: July 1, 2023.

- Now in Choice & Innovation Subcommittee, 2/1/2023

### HB 459: Education

General Bill by Giallombardo

Requires high schools to offer certain computer science courses; provides requirements for such courses; revises requirements for a certain notification relating to Florida Bright Futures Scholarship Program; authorizes certain students to use Bright Futures Scholarship for certain certificate programs & apprenticeship programs; authorizes DOE to approve certain assessments for specified program eligibility requirements & revises provisions relating to work and service requirements for program. Effective Date: July 1, 2023.

- Now in Postsecondary Education & Workforce Subcommittee, 2/1/2023

### HB 461: Apprenticeship and Pre-apprenticeship Direct Funding Grant Program

General Bill by Giallombardo

Apprenticeship and Pre-apprenticeship Direct Funding Grant Program; Creates Apprenticeship and Pre-apprenticeship Direct Funding Grant Program for specified purposes; requires DOE to administer program; provides requirements for such program. Effective Date: July 1, 2023.

- Now in Higher Education Appropriations Subcommittee, 2/1/2023

## **Cont. Florida House of Representatives:**

### HB 465 (2023) - Workforce Education

General Bill by Tiffany Esposito

Workforce Education: Requires Commissioner of Education to approve or disapprove final Master Credential List; requires Credentials Review Committee to submit new list to commissioner & within specified timeframe; & increases amount DOE may reimburse institution through Open Door Grant Program for completed workforce training program. Effective Date: upon becoming a law.

- Now in Postsecondary Education & Workforce Subcommittee, 02/01/2023

### HB 527 (2023) - Office of the Blue Economy

General Bill by Kelly Skidmore

Office of the Blue Economy: Establishes Office of the Blue Economy within DEO; provides duties of office; requires EDR to conduct biennial evaluation of blue economy for inclusion in certain assessment. Effective Date: July 1, 2023.

- Now in Regulatory Reform & Economic Development Subcommittee, 2/7/2023

### HB 627 – Housing

General Bill by Busatta Cabrera and Lopez, V.

Removes authority of local governments to adopt or maintain laws, ordinances, or rules that have effect of imposing controls on rents; provides exemption from ad valorem taxation for land that meets certain criteria; authorizes local governments to adopt ordinances to provide an ad valorem tax exemption for portions of property used to provide affordable housing meeting certain requirements; suspends, for a specified period, General Revenue Fund service charge on documentary stamp tax collections; authorizes Governor, under the Florida Job Growth Grant Fund, to approve state or local public infrastructure projects to facilitate the development or construction of affordable housing, etc. Effective Date: July 1, 2023.

- Now in State Affairs Committee, 2/14/2023

### HB 665 – Workforce Housing Communities

General Bill by Roth

Authorizes governmental entities to create workforce housing communities by creating HOAs & entering into contracts with infrastructure services companies; provides requirements for governing documents, monthly assessments, certain logs & disclosures & residents; provides for procurement, installation, & maintenance of major components of workforce housing units; requires remaining construction costs be paid for with resident provided capital; requires that certain major components be excluded from purchase transaction; authorizes certain costs to be deducted from gross proceeds of sale. Effective Date: July 1, 2023.

- Now in Local Administration, Federal Affairs & Special Districts Subcommittee, 2/14/2023

## **Cont. Florida House of Representatives:**

### HB 749 – Youth Housing and Employment

General Bill by Woodson

Provides a tax credit to certain businesses that hire homeless youths; provides tax credit to landlords who lease or sell dwelling units under specified conditions recent college graduates; requires Shimberg Center for Affordable Housing to determine certain affordable housing rental needs for certain purposes; requires the State Officer on Homelessness to coordinate with certain entities; requires school districts to allow specified persons access to certain programs. Effective Date: July 1, 2023.

- Filed on 2/10/2023

## **Florida Senate:**

### SB 220 (2023) - Taxation of Affordable Housing

General Bill by Rodriguez

Taxation of Affordable Housing: Authorizing counties and municipalities to adopt ordinances to grant ad valorem tax exemptions to property owners whose properties are used to provide affordable housing; specifying limits on the amount of such exemptions; specifying requirements for ordinances granting such exemptions; specifying duties of boards of county commissioners and municipal governing bodies adopting ordinances granting such exemptions or repealing such ordinances, etc. Effective Date: July 1, 2023.

- Withdrawn prior to introduction, 01/18/2023

### SB 102 - Housing

General Bill by Alexis Calatayud

Housing: Citing this act as the "Live Local Act"; deleting the authority of local governments to adopt or maintain laws, ordinances, rules, or other measures that would have the effect of imposing controls on rents; providing an exemption from ad valorem taxation for land that meets certain criteria; authorizing local governments to adopt ordinances to provide an ad valorem tax exemption for portions of property used to provide affordable housing meeting certain requirements; suspending, for a specified period, the General Revenue Fund service charge on documentary stamp tax collections; authorizing the Governor, under the Florida Job Growth Grant Fund, to approve state or local public infrastructure projects to facilitate the development or construction of affordable housing, etc. Except as otherwise expressly provided in this act and except for this section, which shall take effect upon becoming a law, this act shall take effect July 1, 2023.

- On Committee agenda-- Appropriations, 02/22/23

## **Cont. Florida Senate:**

SB 476 (2023) - Florida First Production Partnership Pilot Program  
General Bill by Joe Gruters (CO-SPONSORS) Ed Hooper

Florida First Production Partnership Pilot Program: Creating the program within the Department of Economic Opportunity; requiring that film, television, and digital media projects being produced in this state meet specified criteria to be eligible for rebates; requiring the Commissioner of Film and Entertainment to set application windows; requiring the Florida Film and Entertainment Advisory Council to determine a score for each qualified project using specified criteria; requiring certified projects to allow certain persons to visit the production site upon request of the commissioner and after providing the commissioner with reasonable notice; providing for liability and imposing civil penalties for an applicant that submits fraudulent information, etc. Effective Date: Upon becoming a law.

- Referred to Commerce and Tourism; Appropriations Committee on Transportation, Tourism, and Economic Development, 2/9/2023



# **STATE LEGISLATIVE AND EXECUTIVE PROGRAM**

**2023 LEGISLATIVE SESSION**

**ADOPTED DECEMBER 6, 2022**

## **EXCERPTS**

## II. COMMISSION PRIORITY ISSUES

### JUVENILE JUSTICE

**SUPPORT** continued funding for organizations providing pre-apprenticeship, apprenticeship, or internship programs for disadvantaged youth and for organizations providing re-entry programs.

### SMALL BUSINESSES

**SUPPORT** policies and legislation that assist small and disadvantaged businesses through such capacity building components as access to banking and financing, insurance and bonding, business development, technical assistance trainings, workforce development, and mentor-protégé programming. Also, **SUPPORT** the creation of small business loan programs targeted to small and emerging businesses in Broward County.

### APPRENTICESHIP PROGRAMS

**SUPPORT** policy proposals and funding for workforce development, apprenticeship, and pre-apprenticeship programs.

### MINORITY-OWNED BUSINESS

**SUPPORT** continued funding for the Black Business Loan Fund and Hispanic Business Investment Grant Fund. Also, **SUPPORT** legislation that would increase funding for economic development programs in low-income/high poverty communities and create programs, which would stimulate economic development within Broward County.

### OPPORTUNITY ZONES

**SUPPORT** legislation providing guidelines and incentives for investors that provide employment and contracting opportunities for those living in all Florida Designated Opportunity Zones.

### FILM, TELEVISION AND DIGITAL MEDIA INCENTIVES

**SUPPORT** film, television and digital media production, and other entertainment grant opportunities that would focus on local talent and businesses, in turn increasing local revenue and tourism. Support initiatives for the film, television and entertainment production industries that will promote tourism, foster economic development, and create high-wage, high-skilled jobs for Floridians.

## IV. COMMISSION POLICY POSITIONS

### LOCAL HIRE AND LOCAL PREFERENCE PROGRAMS

**SUPPORT** policies and measures that allow local hire and local preference programs to be utilized on state-funded transportation and infrastructure projects.

## VI. STATEWIDE APPROPRIATIONS REQUESTS

### EARLY LEARNING FUNDING

**SUPPORT** increased funding for children in early learning and school age care to ensure access to educational and enrichment programs that support low-income working families and children's readiness for and success in school. Further, **SUPPORT** investments in early learning infrastructure through stabilization grants to providers and additional funding to families for childcare.

### FLORIDA JOB GROWTH FUND

**SUPPORT** \$85 million in funding for the Florida Job Growth Fund. The fund is a flexible, transparent economic development program used to promote public infrastructure and individual job training, which will encourage more businesses to choose Florida as a destination for business.



# EXCERPTS:

## 2023 CONSENSUS LEGISLATIVE AGENDA



### UNITED WAY OF BROWARD COUNTY | PUBLIC POLICY PRIORITIES



#### AFFORDABLE HOUSING

**INCREASE** overall funding for statewide affordable housing programs, such as the State Housing Initiatives Partnership program (SHIP) and State Apartment Incentive Loan program (SAIL).

**SUPPORT** local government initiatives to increase the availability of developable land to be used for affordable housing, improve upon existing lands, and preserve existing units.

**EXPAND** access and build pathways to housing stability and homeownership.



#### FINANCIAL STABILITY

**SUPPORT** solutions that mitigate the benefits cliffs that act as barriers for families to reach self-sufficiency. Mitigate the impact of minimum wage on program providers.

**STRENGTHEN** workforce development programs that lead to livable wages, and support workforce transitions.



#### SUPPORTING VETERANS

**EXPAND** access to professional opportunities and health care services that allows Veterans and their families further aid in transitioning into civilian life.

**SUPPORT** legislation that allows for accurate data gathering and the creation of biennial analysis reports to help fill in gaps in serving Florida's Veterans.



## 2023 Advocacy Agenda Excerpts

### **Affordable Housing**

- Preserve and fully fund the Sadowski Act Housing Trust Fund to provide affordable housing.
- Support State efforts to develop creative incentives and policies promoting the construction of affordable, workforce, and attainable housing.
- Create flexibility in growth management policies to incentivize construction of workforce housing in proximity to employment centers.
- Utilize innovative approaches to funding, partnerships, and construction to achieve a steady supply of units across the State.

### **Workforce Training**

- Increase funding for Incumbent Worker Training (IWT) and Quick Response Training (QRT) grants to help more companies expand their operations.
- Modify QRT average wage thresholds to address rising wages and direct training to those who could benefit the most; thereby, increasing economic mobility for workers and the talent pipeline for companies creating new to Florida jobs.



# FLORIDA RESTAURANT & LODGING ASSOCIATION

## 2023 Legislative Agenda Excerpt

### Workforce Housing

FRLA supports full funding for the Sadowski Fund.

Our industry has a specific and dire need for reliable and affordable rental housing. In addition to existing State Apartment Incentive Loan dollars (usually known as SAIL), FRLA would like to see the legislature increase the percentage of State Housing Incentive Partnership dollars (usually known as SHIP) that can be used for rental housing.

FRLA would also encourage the Legislature to consider creating incentives to encourage innovative approaches to affordable housing development. For example: incentives for development of high-quality rental properties in key areas or incentives and tax credits for hoteliers and restaurateurs to create housing for their own staff.

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**Memorandum #05-22 (CBR) Revised**

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

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

**Subject:** Tropic Ocean Airways LLC Incumbent Worker Training Grant Application

**Date:** February 14, 2023

**SUMMARY**

Tropic Ocean Airways (TOA) applied for an Incumbent Worker Training (IWT) grant in the amount of \$53,147 to train 82 employees to earn job-related certifications. Funds will be obligated this year and from next program year's allocation for that portion of the training which will occur after 6/30. In accordance with governing boards' policy, the Employer Services Committee reviews and approves all IWT applications. Those in excess of \$50,000 are reported to the governing boards. Approved at the 1/23 Employers Services Committee and 2/13 Combined Executive and Audit 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 have employed the majority of employees for at least six (6) months, and employers must contribute to the cost of the training based on the number of their employees.

**DISCUSSION**

TOA is a seaplane charter and scheduled service airline based in Fort Lauderdale. They have been in business since 2009. They have submitted an IWT Application to train 82 employees at a cost of \$53,147. TOA will contribute 25% to the cost of the training by paying the employee's wages while they are in training. TOA has obtained quotes for the training and selected Coursera, Broward College, and Miami- Dade College – Eig-Watson School of Aviation as their course offerings best suit each employee's distinct training needs and were the lowest quotes received.

Employees are in occupations such as 1) Commercial Pilots 2) Aircraft Mechanics 3) Accounting 4) Operations Management and 5) Maintenance. As a result of the training they will earn certifications in the areas including:

- Project Management
- Simulator Training
- Data Analytics
- Business Theory Tactics
- Advanced Leadership Communication
- Six Sigma and,
- MS Excel

The occupations to be trained in are on the Targeted Occupations List for Broward County. Employees will earn an average of \$30 an hour upon completion of the training. The training is projected to start in February or March 2023 and be completed by December 2023. In accordance with governing boards' policy, IWT grant applications are reviewed by staff members who were not involved in assisting with the application. A CSBD rating committee reviewed the application and recommended this IWT application for funding.

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

Due to the training's projected completion date of December 2023, approximately \$26,573 in training costs will be obligated from PY 22/23's allocation, and about \$26,574 in training costs will be obligated from PY 23/24's allocation.

## **RECOMMENDATION**

None. For information only.

## **Memorandum #08 – 22 (QA)**

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

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

**Subject:** Results of the Cherry Bekaert, LLP Fiscal Monitoring – Report #1  
PY 22/23 Issued 12/22

**Date:** January 13, 2023

### **SUMMARY**

Cherry Bekaert conducted fiscal monitoring for the period 7/1/22 through 9/30/22. Cherry Bekaert reviewed a total of 819 elements during the review period. There were no findings or observations.

### **BACKGROUND**

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

### **DISCUSSION**

Cherry Bekaert conducted fiscal monitoring for the period 7/1/22 through 9/30/22. They reviewed a total of 819 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, there was a 0% error rate.

### **RECOMMENDATION**

None. For information purposes only.

**QA #08-22 ATTACHMENT A**  
**Cherry Bekaert Fiscal Findings - PY 22-23**  
**Monitoring Report #1**

<b>Procedure</b>	<b>Report #1</b> 7/1/22 - 9/30/22
Bank Reconciliation – Accounts Payable Master Account	0
Bank Reconciliation - General Fund Account	0
Bank Reconciliation - Operating Master Account	0
Bank Reconciliation - Participant Payroll Account	0
Bank Reconciliation - Staff Payroll Account	0
Cash Draw	0
Cash Receipts	0
Cell Phone Expenditures	0
Cost Allocation Statistics	0
Customer-Related Expenditures - WIOA ITA & WTP	0
EmpHire Payroll	0
Employee Separations	0
Insurance	0
Internal Control Website Review	0
Local Plan Controls Review	0
Non-Payroll Expenditures	0
On the Job Training (OJT)	0
Participant Payroll	0
P-Card Expenditures	0
Procurement- Micro Purchase	0
Procurements - Small Purchases	0
Staff Payroll	0
Subawarding/Subrecipient Monitoring	0
Sub-Recipient Enterprise Resource Application (S.E.R.A) Financial Reporting	0
Welfare Transition Program (WTP) Community Work Experience	0
Youth Support & WIOA (AD/DW) Payments	0
<b>TOTAL</b>	<b>0</b>

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

## Memorandum #09 – 22 (QA)

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

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

**Subject:** Results of the Taylor Hall Miller Parker (THMP), P.A.  
Program Monitoring Report #1 – PY 22/23 – Issued 12/22

**Date:** December 20, 2022

### SUMMARY

THMP conducted program monitoring for the period 8/19/22 through 11/17/22. They reviewed a total of 175 files consisting of 7,015 elements. There were 2 findings and 1 observation. This equates to an error rate of (.03%), or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

### BACKGROUND

THMP monitors program activities three times a year. This was their first report for PY 22/23.

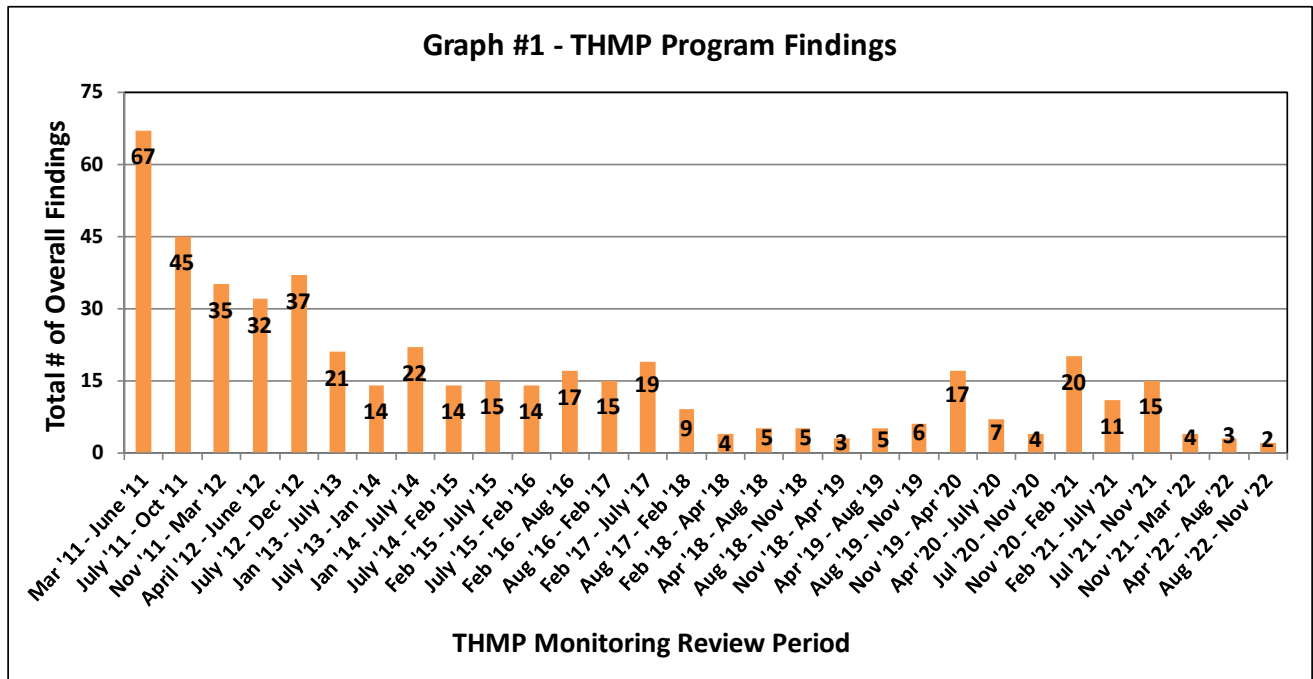
### DISCUSSION

THMP identified 2 findings and 1 observation during their program monitoring visit. They reviewed a total of 175 files consisting of 7,015 elements. This equates to an error rate of .03%, or less than 1%. This monitoring covered the period 8/19/22 through 11/17/22.

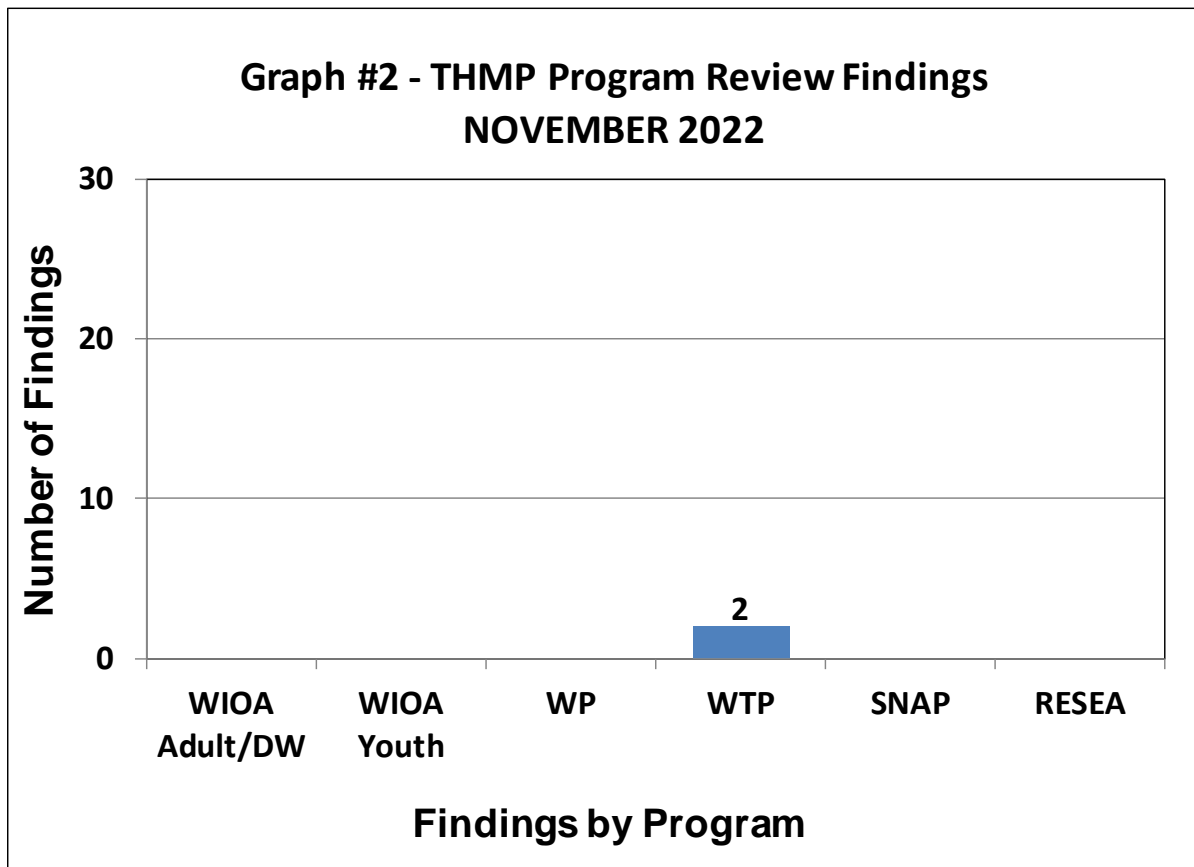
### THMP Program Findings

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

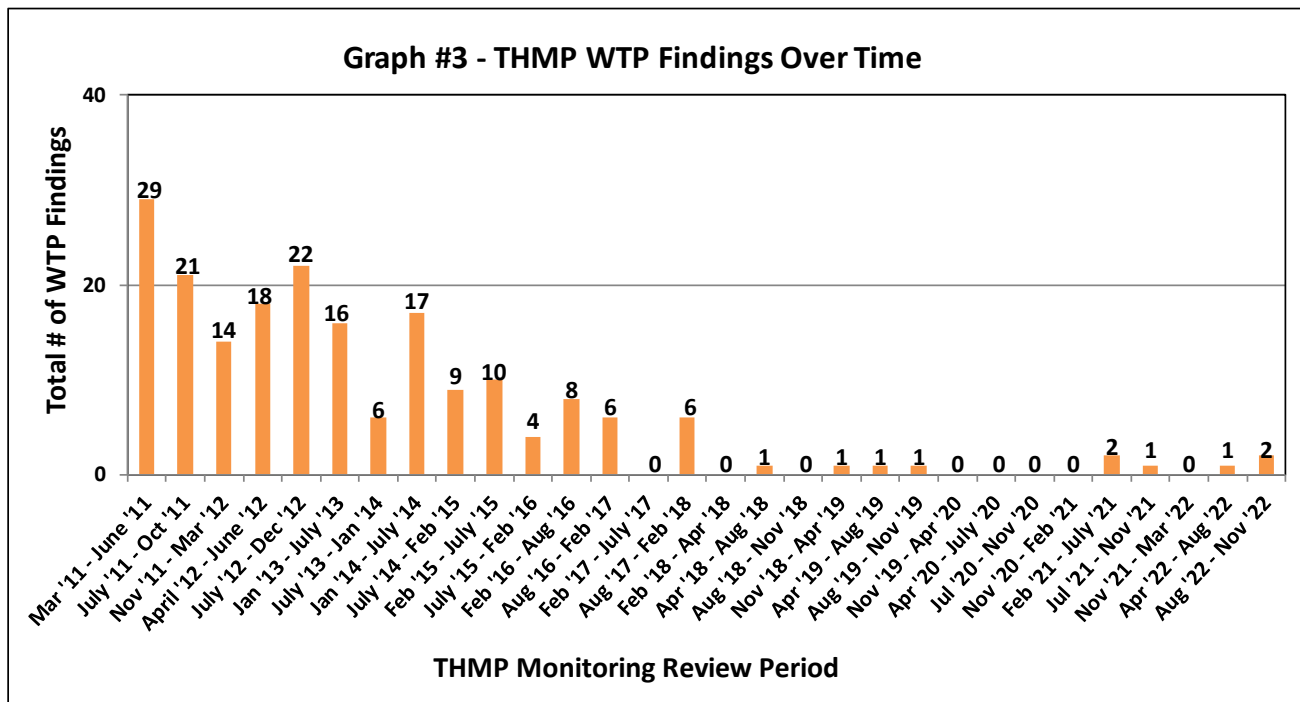




A breakdown of findings by Program is represented in Graph #2, as follows:



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



### **THMP Program Findings for the period of August 2022 – November 2022**

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

#### **I. WIOA Adult/Dislocated Worker**

30 WIOA Adult and Dislocated Worker files were reviewed, 10 from each center. There were no findings or observations.

#### **II. WIOA Youth**

20 WIOA Youth files were reviewed: 3 CareerSource Broward (CSBD), 7 FLITE Center, 3 HANDY, and 7 School Board of Broward County. There were no findings or observations.

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

A. 30 WP accounts were reviewed, 10 from each center. There were no findings.

There was 1 WP job seeker observation.

<b>Observations</b> WP Service Documentation Review
The hire date rather than the start date was recorded in Employ Florida to document the placement for one customer. (North -1)
<b>Recommendation</b>
Staff should ensure they document the start date in the verification case note for placement services recorded in Employ Florida.
<b>Agree/ Disagree</b>
Agree
<b>Resolution</b>
<ul style="list-style-type: none"><li>• This was reviewed on 12/8/22 at the weekly department meeting staff was advised of the difference between the hire and start dates and the importance of accurate case noting.</li><li>• The DEO Supervisor provided updated training on 12/15/22 at the bi-weekly department meeting. A sample casenote page was created to assist staff in case noting the start date. The "Proper Processing of Documentation of Obtained Employment Placements" procedure was also reviewed.</li></ul>

B. 30 WP job orders were reviewed. There were no findings or observations.

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

10 RESEA files were reviewed, 5 from Central and 5 from South. There were no findings or observations.

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

A. 22 WTP mandatory files were reviewed (7 each from North and South, and 8 from Central). There were **2** findings.

<b>Finding WTP – Work Activities</b>
Two participants were assigned to complete more participation hours than the maximum allowed per the monthly benefit calculation. (North-1, South-1)
<b>Recommendation</b>
Staff should ensure assigned hours do not exceed the maximum allowed.
<b>Agree/ Disagree</b>
Agree
<b>Resolution</b>
<ul style="list-style-type: none"> <li>• The North case was corrected.</li> <li>• The South case was closed and could not be corrected.</li> <li>• On 12/8/22, the WTP Program Manager provided one-on-one training with the involved Success Coaches.</li> </ul>

There were no WTP observations.

- B. 21 WTP transitional files were reviewed, 7 from each Center. There were no findings or observations.
- C. 2 WTP Upfront Diversion files, one from Central and one from South, were reviewed. There were no findings or observations.

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

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

#### **RECOMMENDATION**

None. For information purposes only.

## **MIASF vice president, Lori Wheeler, to be honored as Fort Lauderdale's "Women Trailblazer"**

Jan 11, 2023

History Fort Lauderdale and Galleria Fort Lauderdale will honor six new impactful women who lead our community during "Women Trailblazers: Champions of Change – Broward County" presented by UKG, set for March 9 – 31. This year's honorees are Lori Wheeler, vice president of Marine Industries Association of South Florida, Barbara Sharief, former Broward County commissioner and founder and CEO of South Florida Pediatric Homecare, Inc., Heather Geronemus, senior director, social equity, opportunity and impact at UKG, Stephanie Toothaker, Esq., chairwoman and chief strategist of Toothaker.org, Joy Satterlee, executive director of Art and Culture Center/Hollywood, and Ramola Motwani, chairwoman, Merrimac Ventures.

Today's modern champions, along with their historical female predecessors who helped to pave the way for our community, will be honored during a ticketed preview and recognition ceremony benefiting History Fort Lauderdale on Thursday, March 9, from 5:30 – 7:30 p.m., at Galleria Fort Lauderdale (2414 East Sunrise Blvd). The photography exhibition celebrating their achievements will be on display through March 31.

"History Fort Lauderdale is thrilled to celebrate Women's History Month by recognizing this year's new wave of leaders who embody strength, courage, enthusiasm, and a passion for giving back to the community," said Patricia Zeiler, executive director of History Fort Lauderdale. "From growing our marine industry to creating opportunities for economic prosperity to developing land and even inspiring a new generation of artists, these fearless women are committed to making Broward County a premiere location to live, work and play."

Past pioneering women counterparts to be highlighted in the exhibit include Angeline Weir (1924 – 2007), Broward's first woman distaff solicitor and secretary to Broward State Attorney's office as well as the first woman to be appointed Municipal Court Judge in Hallandale; Sylvia Alridge (1884 -1962), creator of the first woman-owned employment agency in Fort Lauderdale plus a cab company and fundraiser/champion of desegregating healthcare; Elsie Bellamy Blackwell (1896 – 2001), business partner/owner of Blackwell pharmacy and restaurants Rockery Tea Room and Stranahan House's Pioneer House, which was one of only three restaurants in the area in 1940; Jane Wray (1882-1969), preservationist who established Floyd L. Wray Foundation in 1969 to preserve 60 acres of land which would later become Flamingo Gardens, secretary and treasurer of Board of Flamingo Groves, and Hollywood School of Fine Arts teacher in 1926; Sadye Katz (1902-1986), co-owner of the first women's dress shop with her husband (Mack's Lady Shop), fundraiser for the first area synagogue, Temple Emanu-El (founding member), Holy Cross Hospital and War

Memorial, and founder of Service Men's Center (1942); and Mary Brickell (1836 – 1922), regional pioneer and land owner who helped shape Miami, Fort Lauderdale, and Colee Hammock and in 1917, was instrumental in developing Las Olas Boulevard and building a bridge over the New River Sound which connected the mainland to the beach.

"Galleria Fort Lauderdale is proud to support History Fort Lauderdale's Women Trailblazers ongoing effort to spotlight the industrious women who move our great city forward," said Melissa Milroy, senior marketing manager of Galleria Fort Lauderdale. "These passionate historical and modern leaders paved the way for progress and continue to inspire us all. We invite the community to join us in celebrating their significant achievements and learn more about their personal and professional journeys through this engaging photography exhibit."

As part of the special event, Dillard's will host a pop-up shop with 10% of its sales benefiting History Fort Lauderdale.

History Fort Lauderdale's "Women Trailblazers: Champions of Change – Broward County" presented by UKG is now in its third year. Past honorees that have become part of History Fort Lauderdale's permanent exhibition space devoted to telling our stories have included Sebrina María Alfonso, music director for South Florida Symphony Orchestra, Alexandra Anagnostis-Irons, founder and owner of Total Marine Solutions, Kathleen Cannon, president and CEO of United Way Broward County, Melanie Dickinson, president and publisher of South Florida Business Journal, Bertha Henry, county administrator for Broward County, Carolyn Michaels, executive vice president of the Greater Fort Lauderdale Chamber of Commerce, Kareen Boutros, executive director of Broward Workshop; Lori Chevy, market president of Bank of America; Heather Havericak, CEO of Broward Health Medical Center and Salah Foundation Children's Hospital; Jennifer O'Flannery Anderson, Ph.D., president and CEO of Broward Community Foundation; Stacy Ritter, president and CEO of Visit Lauderdale, and Burnadette Norris-Weeks, Esq. of Austin Pamies Norris Weeks Powell, PLLC and founder of the Women of Color Empowerment Institute.

History Fort Lauderdale and Galleria Fort Lauderdale's "Women Trailblazers: Champions of Change – Broward County" is presented by UKG and sponsored by Memorial Healthcare System, Total Marine Solutions, GPR | Goodman Public Relations, City & Shore PRIME magazine, Dillard's, and Cooper's Hawk Winery & Restaurants.

Tickets for the special March 9 recognition ceremony preview honoring the six local women of today are \$50 and are available at [bit.ly/HFLWomenTrailblazers2023](https://bit.ly/HFLWomenTrailblazers2023).

For more information about "Women Trailblazers: Champions of Change – Broward County 2023," call (954) 463-4431 or visit [historyfortlauderdale.org](https://historyfortlauderdale.org). Additional information about Galleria Fort Lauderdale is available at [facebook.com/GalleriaFtLauderdale](https://facebook.com/GalleriaFtLauderdale) or [www.galleriamall-fl.com](https://www.galleriamall-fl.com).

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**Memorandum #19 – 22 (OPS) Revised**

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

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

**Subject:** WIOA Youth Performance for Program Year 22/23

**Date:** February 16, 2023

**SUMMARY**

CareerSource Broward (CSBD) contracts with education and local organizations to provide services to youth between the ages of 17 and 24. We have four (4) Out-of-School Youth (OSY) and two (2) In-School Youth (ISY) programs. The youth receive case management, career pathway planning, occupational skills training and job readiness preparation. This Youth Performance report provides the provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act (WIOA).

**BACKGROUND**

CSBD funds 6 youth services contracts - 4 OSY and 2 ISY as listed below:

**OSY Providers**

The OSY providers are:

1. The School Board of Broward County (SBBC) Career, Technical, Adult and Community Education
2. The Fort Lauderdale Independent Training and Education (FLITE) Center, “Let’s Get To Work” program
3. Helping Advance and Nurture the Development of Youth (HANDY), The LIFE Program
4. Center for Independent Living (CIL), Jobs for Youth Program

**ISY Providers**

The ISY providers serve high school seniors. They are:

1. SBBC
2. Junior Achievement of South Florida (JA)

## DISCUSSION

As previously reported, enrollment was not optimal during the beginning of the program year. Efforts have been made to help increase enrollment and we have seen better enrollment numbers. Some of these initiatives include:

1. Targeted advertising and community outreach: CSBD collaborated with SBBC to distribute WIOA Youth program flyers in underserved communities. SBBC staff went door-to-door giving residents more information about CSBD services to help boost WIOA Youth program enrollment and to re-engage high school students who dropped out during the pandemic.
2. Youth outreach referral payments: Current program participants have been offered \$50 if they refer a customer who attends orientation; and \$75 if the customer enrolls in a WIOA Youth program.
3. The hourly wage for Work Experience (WEX) participants was increased from \$14 to \$15 to be in alignment with wages offered to entry-level workers. We have seen a notable increase in WEX enrollments from just 2 youth in WEX in November 2022 to 46 as of January 2023.
4. The WIOA Youth One Stop OSY team is now fully staffed. At the end of PY 21/22, there were 3 youth enrolled. As of the date of this memo, 25 new youth have been enrolled. With the addition of the newly hired Recruiter/Success Coach, program enrollment will continue to increase.

The charts below provide an overview of each provider's performance for 7/1/22 to 2/15/23.



SBBC CTACE OSY provides youth with assistance towards obtaining their high school credentials together with individual pathway plans and employability skills training.

<b>The School Board of Broward County OSY GED PROGRAM (HS DROP OUTS)</b>			
<b>Contract Deliverables</b>	<b>Due Date</b>	<b>Current Performance</b>	<b>CSBD Comments</b>
Enroll 135 youth into the OSY GED program.	3/31/23	114 youth enrolled this program year. 23 of these youth were carried forward from PY 21-22.	
90% of youth enrolled in GED must achieve a Measurable Skills Gain (MSG).	6/30/23	94 youth (89.5%) received a measurable skills gain.	
Of the 94 youth that must exit prior to June 30 each year 80 youth, which is 85%, must complete their GED and obtain a High School credential by 6/30/23.	6/30/23	55 youth obtained their GED.	
Of the 94 youth that must exit prior to June 30 each year 80 youth or 85% of the 94 youth shall enter the military, post-secondary education or be in unsubsidized employment at the time of their exit from the WIOA program and through the second (2nd) quarter after exit from the program so as to be considered as having met the "employment measure."	6/30/23	24 youth have exited and have been placed.	

*HANDY's The Life Program* serves youth with barriers to employment and education through case management; referral to WIOA funded services, career pathway planning, job placement and follow up services.

<b>HANDY – THE LIFE PROGRAM</b>			
<b>Contract Deliverables</b>	<b>Due Date</b>	<b>Current Performance</b>	<b>CSBD Comments</b>
Enroll 30 OSY into the program.	3/31/23	23 youth. 11 youth were carried forward from PY 21-22.	
100% of youth enrolled into training must achieve a measurable skills gain (MSG).	6/30/23	3 youth are in training.	
100% of youth enrolled in a GED or post-secondary training must attain their GED or post-secondary credential in the program year in which they exit.	6/30/23	2 youth have obtained their credential.	5 youth enrolled in training this program year. 2 completed training and earned their credential.
Of the 15 youth that must exit prior to 6/30/23; 13 youth or 85% of the 15 youth shall enter the military, post- secondary education or be in unsubsidized employment at the time of their exit from the WIOA program and through the second (2nd) quarter after exit from the program so as to be considered as having met the "employment measure."	6/30/23	4 youth have exited – 3 placed in employment, 1 in post-secondary	

FLITE's Let's Get to Work program serves foster care youth with on-site GED preparation, employability skills training, and WEX to ensure the successful transition into adulthood.

<b>THE FLITE CENTER</b>			
<b>Contract Deliverables</b>	<b>Due Date</b>	<b>Current Performance</b>	<b>CSBD Comments</b>
Enroll 36 youth into the program.	3/31/23	37 youth. 16 youth were carried forward from PY 21-22.	
100% of youth enrolled in training must achieve a measurable skills gain.	6/30/23	0	There are no youth in training at this time.
100% of youth enrolled in training must obtain their GED or post-secondary credential in the year that they exit.	6/30/23	0	

THE FLITE CENTER			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Of the 18 youth that must exit prior to 6/30/23; 15 youth or 85% of the total youth that exit shall enter the military, post-secondary education or be in unsubsidized employment at the time of their exit from the WIOA program and through the second (2nd) quarter after exit from the program so as to be considered as having met the "employment measure."	6/30/23	16 youth have been placed.	

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

CENTER FOR INDEPENDENT LIVING BROWARD (CILB) - JOBS FOR YOUTH PROGRAM			
Contract Deliverables	Due Date	Current Performance	CSBD Comment
Enroll 12 youth into the program.	3/31/23	7 youth enrolled this program year.	Additional enrollments are expected this quarter.
Of the 6 youth that must exit prior to 6/30/23; 5 youth or 85% of the 6 youth shall enter the military, post-secondary education or be in unsubsidized employment at the time of their exit from the WIOA program and through the second (2nd) quarter after exit from the program so as to be considered as having met the "employment measure."	6/30/23	1 youth has exited and seeking employment.	

CSBD will continue to monitor progress and provide updates to the Youth Committee and BWDB.

## RECOMMENDATION

None – information only

**Memorandum # 07– 22 (CBR)**

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

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

**Subject:** Report on Healthcare Industry Employer Forum

**Date:** February 14, 2023

**SUMMARY**

CareerSource Broward (CSBD) held an employer virtual forum on 12/2 focused on the healthcare industry. During the forum, issues discussed included the identification of the industry's skill gaps and the current labor market conditions. The forum was attended by nineteen (19) individuals, in-person and virtually, representing employers, education, and workforce development.

**BACKGROUND**

On 12/2, CSBD held an employer forum for the healthcare industry to convene industry stakeholders to learn the industry's pain points regarding workforce development.

The objectives of the forum were to:

- 1) Discuss skill gaps, talent shortages, and training needs
- 2) Identify strategies to address the skill gaps, and improve the talent pipeline and training needed for jobs in the industry.

**DISCUSSION**

The forum was attended by nineteen (19) individuals representing employers, educational institutions, community partners, and training consultants. A diverse group of employer representatives from Broward Health, Memorial Hospital, physician's offices, and healthcare retailers were in attendance.

Bonni Smith, CSBD's healthcare intermediary, opened the forum with a presentation about the local labor market conditions. After the presentation, a roundtable discussion about the industry pain points was led by CSBD President/CEO Carol Hylton and Tony Ash, CSBD Vice President of Communications and Business Relations.

The following table provides a summary of the identified skill gaps, training needs, and strategies:

Skill Gaps/Training Needs
Computer skills, including how to upload documents
Resume Development – applicants have incomplete/disjointed work histories listed
Virtual Interview Skills using Zoom and other meeting software
Lack of soft skills
Due to the increase in retirees, more Home Health Aides (HHA) are needed

Strategies	
1.	<p>CSBD to develop partnerships with employers to provide Incumbent Worker Training (IWT) to upgrade the computer skills and soft skills of their employees. – <b><i>In process.</i></b></p> <p><b>The CSBD Healthcare Intermediary is working to develop IWT grants for interested employers.</b></p>
2.	<p>CSBD to collaborate with the educational partners to explore strategies to increase the number of HHAs – <b><i>In process.</i></b></p> <p><b>Based on labor market data, CSBD will be recommending to the governing boards to expand ITA scholarship availability to WIOA Adult and Dislocated Workers for those WIOA-eligible participants seeking training as an HHA and Nursing Assistant. Previously, ITA training was not available to WIOA-eligible customers.</b></p> <p><b>CSBD will work with educational partners to increase the marketing of HHA training programs to enroll more customers to increase the talent pipeline for these in-demand occupations.</b></p>

CSBD is following up with the employers in attendance to match a work-based training solution to their specific training needs. Feedback from the participants was that the forum was productive and recommended that it be held quarterly. The next forum is scheduled for 3/2/23.

## RECOMMENDATION

None. For information purposes only.