



Broward Workforce Development Board
**Combined Audit and
Executive Committee**

Monday February 13, 2023
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 861 4610 2753
Zoom Password: 009119
Zoom Call in: +1 646 876 9923

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.

PROTOCOL FOR TELEPHONE/ZOOM MEETING

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

The Committees 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.

MEETING AGENDA

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

SELF-INTRODUCTIONS

APPROVAL OF MINUTES

Approval of the Minutes of the 12/5 meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 11 – 22

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

MATTERS FROM THE AUDIT COMMITTEE CHAIR

MATTERS FROM THE PRESIDENT/CEO

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.

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

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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 meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBITS	Memo #07 – 22 (Exec) Qualifications

Pages 24 – 32

3. 2023 BWDB Legislative Agenda

Consideration to 1) approve the 2023 BWDB Legislative Agenda and 2) identify Committee members who can reach out to our local delegation to present our agenda. We also providing the 2023 session bills filed relating to workforce development. Approved at the 1/25 Strategic Planning Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBITS	2023 BWDB Legislative Agenda 2023 Broward County Legislative Directory 2023 Legislative Session Dates and Contact Tracker 2023 Bills Related to Workforce (Updated)

Pages 33 – 51

4. 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.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBITS	2023 Partner Positions related to Workforce Development: 2023 Broward County State and Executive Legislative Agenda 2023 United Way of Broward County Legislative Agenda 2023 Florida Economic Development Council Advocacy Agenda 2023 Florida Restaurant & Lodging Association Legislative Agenda

Pages 52 – 56

5. 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 meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

6. 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 meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #06 – 22 (FS)

Pages 57 – 62

7. 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 meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Memo #04 – 22 (CBR)

Pages 63 – 64

8. Additions to the Targeted Occupations List (TOL)

Consideration to approve adding 1) Home Health Aide (HHA) and 2) Nursing Assistant to our local TOL, which will allow training in those occupational areas for WIOA Adults and Dislocated Workers. 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 meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Memo #18 – 22 (OPS)

Pages 65 – 66

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

Consideration to award 1) TOA, a seaplane charter and scheduled service airline, an Incumbent Worker Training (IWT) grant in the amount of \$53,147 to train 82 employees to earn job-related certifications and 2) obligate funds from next program year's allocation for that portion of the training which will occur after 6/30. Pursuant to the WIOA requirements, TOA will contribute 25% to the cost of the training by paying the employee's wages while they are in training. In accordance with governing boards' policy, IWT grant applications of \$50,000 or more which have been recommended by the rating committee, go to the Employer Services and the Executive Committees for approval, with a report to the Board. Approved at the 1/23 Employer Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #05 – 22 (CBR)

Pages 67 – 68

10. Holiday Schedule

DEO requires us to align our holidays with a federal, state, or county authority. CareerSource Broward 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 meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

11. 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.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

REPORTS

1. 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.

ACTION None
EXHIBITS Memo #08 – 22 (QA)
Chart of Findings

Pages 69 – 70

2. 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.

ACTION None
EXHIBIT Memo #09 – 22 (QA)

Pages 71 – 75

3. 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 76 – 80

4. Welfare Transition Program (WTP) Participation Rate

WTP requires customers to participate in work activities. Customers in refugee status, who receive welfare benefits but do not have work permits, are exempt from work activities however, they count towards the federal performance participation measures. The number of refugee referrals has increased each month, negatively impacting our participation rate performance. CSBD raised the issue with DEO and requested that refugee participants be removed from our performance. They said that several regions raised the issue and they are looking into it. We will continue to follow up with DEO.

ACTION None
EXHIBIT None

5. 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 81 – 82

6. Board Member Recognition

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

ACTION None
EXHIBIT None

7. Presentation at the February Board Meeting

Based on interest expressed by board members, we have scheduled an informative presentation on affordable housing and the housing shortage in Broward County. Dr. Ned Murray is a leading expert on economic and housing market issues in South Florida. He has authored many of the landmark affordable housing needs studies, including the leading studies for Broward County. Dr. Murray 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.

ACTION	None
EXHIBIT	None

MATTERS FROM THE EXECUTIVE COMMITTEE

MATTERS FROM THE AUDIT COMMITTEE

MATTERS FROM THE FLOOR

ADJOURNMENT

<p>THE NEXT AUDIT COMMITTEE MEETING IS TBD. THE NEXT EXECUTIVE COMMITTEE WILL BE HELD ON APRIL 10, 2023.</p>



Broward Workforce Development Board
**Combined Executive
& Audit Committee**
Monday December 5, 2022
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 845 0435 6846
Zoom Password: 798781
Zoom Call in: +1 646 876 9923

MEETING MINUTES

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

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

ATTENDEES IN-PERSON: Zac Cassidy, Dr. Lisa Knowles, Jim Ryan, and Frank Horkey who chaired the meeting

ATTENDEES VIA ZOOM: Heiko Dobrikow, Rick Shawbell, Dr. Ben Chen, Pam Sands, Kevin Kornahrens, and Marjorie Walters

GUEST: Brian Liffick, Cherry Bekaert

STAFF: Carol Hylton, Ron Moffett, Rochelle Daniels, Christine Azor, and Amy Winer

APPROVAL OF MINUTES

Approval of the Audit Committee Minutes of the 8/15 meeting.

On a motion made by Dr. Ben Chen and seconded by Zac Cassidy, the combined Executive and Audit Committee unanimously approved 8/15 Audit Committee minutes.

Approval of the Executive Committee Minutes of the 10/10 meeting.

On a motion made by Heiko Dobrikow and seconded by Jim Ryan, the combined Executive and Audit Committee unanimously approved 10/10 Executive Committee minutes.

NEW BUSINESS

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

Considered approval of the 2023 slate of Officers for presentation to the Broward Workforce Development Board, Inc. (BWDB). 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 Committee meeting.

Mr. Horkey introduced the item and stated the recommendations from the Organizational Resources Committee were as follows: 1) Heiko Dobrikow, Chair, 2) Jim Ryan, Vice-Chair; and 3) Zac Cassidy, Secretary/Treasurer. Mr. Horkey announced that he, as current BWDB Chair, had waived the term limit for Mr. Cassidy to serve for the next two-year term and that the Organizational Resources Committee was in agreement with that action.

On a motion made by Rick Shawbell and seconded by Dr. Ben Chen, the combined Executive and Audit Committee unanimously approved the slate of officers for 2023 for presentation to BWDB as follows: Heiko Dobrikow Chair, Jim Ryan Vice-Chair, and Zac Cassidy Secretary/Treasurer.

2. **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 Committee meeting.

Mr. Horkey introduced the item and reviewed the list of members recommended for renewal.

On a motion made by Dr. Lisa Knowles and seconded by Jim Ryan, the combined Executive and Audit Committee unanimously approved membership renewal for 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.

3. 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, 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 Committee meeting.

Ms. Hylton stated that she was advised that Mr. Strum was interested in joining the BWDB, but at this time, we have not been able to connect with him.

On a motion made by Zac Cassidy and seconded by Dr. Lisa Knowles, the combined Executive and Audit Committee unanimously approved the nominations of Rufus James, 2) Michael Goldstein, 3) Shane Strum, and 4) Felipe Pinzon to the BWDB.

4. 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) staff planning sessions and day-long staff training 3) employer forums 4) networking events such as chamber of commerce/industry association meetings 5) community meetings attended by the President/CEO, Executive Vice President, and management and 6) staff appreciation up to 3 times per year. Funds not expended remain in the General Fund.

Mr. Horkey introduced the item. He requested that we include ½ day staff training sessions. Ms. Hylton stated that we would include ½ day training sessions for the BWDB to consider at their next meeting.

On a motion made by Heiko Dobrikow and seconded by Jim Ryan, the combined Executive and Audit Committee unanimously approved a budget of up to \$27,000 from the General Fund for food and beverage expenses for 2023.

5. Broward Workforce Development Board Youth Committee

Considered approval of 1) a Youth Committee and 2) adopting an amendment to Article IV Section 4 paragraph 1 of the By-Laws to add a 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 Services Committee, there was 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 and 11/7 Ad Hoc Organizational Resources Committee meetings.

On a motion made by Zac Cassidy and seconded by Dr. Lisa Knowles, the combined Executive and Audit Committee unanimously approved 1) a Youth Committee and 2) adopting an amendment to Article IV Section 4 paragraph 1 of the By-Laws to add the Youth Committee to the list of standing committees.

6. President/CEO Evaluation

In accordance with the BWDB 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.

Ms. Hylton indicated she would step out of the room to allow for a free and open discussion. Mr. Horkey opened up the discussion 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 Ms. Hylton's current salary and benefits reminding the Committee that she receives an additional \$2,000 in her retirement and that her salary is \$225,000 of which \$22k comes out of the general fund. He then explained to the Committee that in speaking with her, Ms. Hylton had indicated that she would not accept more than a 4% increase, which is the same merit threshold for the staff. Mr. Horkey also reminded the Committee that the range for President/CEO in accordance with the recently performed salary study is \$202k - \$323K with the midpoint being \$263k and that Ms. Hylton was far from the midpoint. There was general agreement regarding Ms. Hylton's excellent job performance.

Mr. Jim Ryan inquired how many employees we have on a full-time basis. Mr. Horkey responded about 150. Mr. Ryan asked whether salary information had been collected from any of the other local boards or CareerSource Florida. Mr. Horkey stated that the President/CEO in Palm Beach was being paid \$225,000 and the Director in Dade was making \$224,000. We also provided the full board with comparison information in December of last year and as a part of the external salary study presented in April.

Ms. Sands was recognized and suggested consideration should be given to the current economy as she was aware of layoffs in her field. She asked whether information was available on raises to top officials employed by the Council member governments.

Ms. Daniels responded that in December of last year and again in April, 2022 as a part of the internal and external salary studies, the governing boards were provided 1) the percentages for merit increases for governmental, workforce, and other similar not-for-profit organizations, and the starting, midpoint, and top of the salary ranges for positions in CSBD and similar organizations. Ms. Daniels went on to explain that the governing boards approved a policy change to the merit (performance) increase maximum from 3% to 4% last December and that this does not require annual approval.

Mr. Dobrikow stated that 4% is appropriate.

A motion was made by Heiko Dobrikow and seconded by Dr. Lisa Knowles, to approve a 4% salary increase for Ms. Hylton.

Ms. Sands then asked the Committee to reconsider voting on the increase based on her prior comments and made a motion to table the motion on the floor which was seconded by Dr. Ben Chen. The motion failed with 2 votes in favor and 8 against tabling the motion on the floor.

A vote was then taken, on the original motion to increase Ms. Hylton's salary by 4%, which was approved.

Note: In contacting Dr. Chen, who attended the meeting via Zoom, for clarification, he stated that he felt a 4% increase was not sufficient and that Ms. Hylton's performance more than met expectations. He was not in agreement to delay awarding an increase.

7. Selection of a Bank for Banking Services

Considered approval 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 Century Bank proposal was the number one ranked proposal following an evaluation of the proposals by a review committee comprised of Board members.

On a motion made by Jim Ryan and seconded by Dr. Lisa Knowles, the combined Executive and Audit Committee unanimously approved U.S. Century Bank for Banking Services.

8. 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 Committee meeting.

Mr. Horkey explained the calendar includes our annual Board planning session in April.

On a motion made by Dr. Lisa Knowles and seconded by Jim Ryan, the combined Executive and Audit Committee unanimously approved the 2023 Executive Committee and BWDB meeting schedule.

9. 2023 Stop-Loss Coverage

Each year we bring you 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 2nd 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.

Mr. Horkey introduced the item and provided an overview.

On a motion made by Heiko Dobrikow and seconded by Zac Cassidy, the combined Executive and Audit Committee unanimously approved the 2023 Stop-Loss Coverage.

10. Staff Professional Development Day

Considered approving closing 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 Committee meeting.

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

On a motion made by Zac Cassidy and seconded by Jim Ryan, the combined Executive and Audit Committee unanimously approved closing the CSBD one-stop centers and administrative office to the general public for one day each year for a staff professional development day.

11. 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 Committee meeting.

Mr. Horkey introduced the item and briefed the members on the action being recommended.

On a motion made by Heiko Dobrikow and seconded by Zac Cassidy, the combined Executive and Audit Committee unanimously approved the addition of Broward College's Commercial Driver's License (CDL) Program to the Individual Training Account List.

12. 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 all three schools. Approved at the 11/1 One Stop Services Committee meeting.

On a motion made by Heiko Dobrikow and seconded by Pam Sands, the combined Executive and Audit Committee unanimously approved continuing eligibility for Florida Career College and Galen College of Nursing.

13. 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) 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 Committee meeting.

On a motion made by Dr. Lisa Knowles and seconded by Zac Cassidy, the combined Executive and Audit Committee unanimously approved \$983,715 in WIOA DW supplemental funds for PY 22/23.

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 19th 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 meeting.

Mr. Horkey stated that Children's Services Council raised the youths' wages last year to \$14 per hour which has assisted with recruitment.

On a motion made by Heiko Dobrikow and seconded by Marjorie Walters, the combined Executive and Audit Committee unanimously approved the acceptance of \$2,815,656 from the Children’s Services Council of Broward County.

15. Accept City of Ft Lauderdale Summer Youth Funds

Considered the acceptance of \$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 Committee meeting.

Ms. Hylton stated the \$301,543 for this year’s program is an increase of \$111k over last year. Ms. Hylton expressed her appreciation to Mayor Trantalis for his support.

On a motion made by Marjorie Walters and seconded by Zac Cassidy, the combined Executive and Audit Committee unanimously approved the acceptance of \$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 since the beginning of the program year, which started in July, enrollments had been a concern. We have been working in close partnership with each of the providers to implement additional strategies to increase enrollments. Since implementing these strategies, we have seen an uptick in enrollments.

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” it has also been provided to the state for their records. Fiscal now reconciles between funding streams on a monthly basis to avoid this situation from recurring in the future.

Mr. Horkey explained the due to due from and summarized the actions taken to bring resolution to the matter. Mr. Horkey stated that \$211k will remain in the general fund, and \$150k will be removed. Mr. Horkey informed the members that this does not need Board approval and that the state has also been made aware of our actions. He relayed that our Audit firm is also in agreement with the zeroing-out methodology.

Mr. Horkey asked if anyone had any questions for Brian Liffick, Cherry Bekaert, and if he (Brian) had anything further, he wanted to add. There were no questions and Mr. Liffick thanked everyone for their work on this process.

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 the 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 explained that \$250k was set aside for audit findings. He stated that \$21,300 is for the President's salary, which is included in the general fund. Lastly, he said that Tripp Scott, P.A., is not a reoccurring charge.

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 brand and the services we have available to assist employers and job seekers 2) scheduling ITA fairs 3) offering paid internships to youth who are graduating from our eligible training providers which includes the Technical Colleges and Broward College 4) expanding employer awareness of apprenticeship and 5) participating in joint community partner events.

Ms. Hylton reviewed the report and highlighted that we have 1) issued an RFP for a local firm to conduct social media, digital, and a multi-media campaign to increase enrollment and 2) implemented a new initiative with micro-purchase agreements that are under \$10,000 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. Lastly, Ms. Hylton stated that we anticipate the expenditures in our Veterans grants to increase as the year progresses.

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.

Mr. Horkey thanked the Fiscal team for a job well done.

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 thanked the staff for a job well done.

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 trained and qualified individuals to fill future vacancies in this industry. CSBD will be holding a Healthcare Career and Training Fair. Eligible training providers who offer training in the medical field will also be present. The purpose is to expand awareness of our 1) work-based training opportunities in the healthcare field 2) scholarships and 3) employment services. The event will be held on 12/8 at 10 am at CSBD's South Center in Hollywood.

Ms. Hylton stated the guest speakers at the fair are 1) Charles Felix, Owner of South Florida Hospital News & Healthcare Report 2) Stephanie Zeverino, Vice President of Market Development & Community Outreach, Senior Care Authority 3) Mark Adam, President of MASC Medical Recruitment Firm and 4) Evelyn Gonzalez, Director of Clinical Workforce Development, Memorial Healthcare Systems. Initial interest from job seekers has been high and we are looking forward to a great fair.

MATTERS FROM THE EXECUTIVE AND AUDIT COMMITTEE CHAIRS

Mr. Horkey said he attended the Paychecks for Patriots event with Mr. Dobrikow. There were approximately 75 employers and hundreds of job seekers. The employers were excited to be there. Tony and his staff did an excellent job.

Mr. Dobrikow indicated that the staff was very welcoming. There were many law enforcement agencies and private-sector employers. He said the setup was perfect, and the team did a great job.

Mr. Cassidy said it was a good turnout and was glad to be part of it. He stated it was a job well done.

MATTERS FROM THE EXECUTIVE COMMITTEE

Mr. Dobrikow thanked the staff for the dashboard. He said it was a dynamic dashboard and recognized the work put into it by staff. He said the 2023 employment demand surplus and job seeker supply deficit would be an uphill battle for years to come. He is hopeful that other employers will put the dashboard on their website and share it. He would like to see CCB, and GFLA put it on their website.

MATTERS FROM THE AUDIT COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton stated that there were about 200 job seekers at the Paychecks for Patriots event. The event had new employers such as Hard Rock, Miami Heat, and Pembroke Pines police. We captured video from the event so that we can create a promotional advertisement to showcase our services.

Ms. Hylton explained that Ernest and Young was to present their realignment findings in December at the CareerSource Florida Board meeting, but it has been pushed back to February. We will share the news once we have more information.

Per the request of our Chair Heiko Dobrikow, Ms. Hylton indicated that Committee Chairs will now introduce the board agenda items.

Ms. Hylton stated that we would be setting a date for Board training. We plan to record the training so that in the event you cannot attend you will still be able to participate. The training is required per the Master Agreement and covers nine topics.

Ms. Hylton informed the committee that the management study has provided us with a draft report for the CBR/HR departments. There are several recommendations. One of their recommendations is to separate Communications from Business Services. They also recommend that we hire an additional Executive Vice President to split up responsibility for operations and for administration. They made recommendations for new software programs for both departments to increase productivity, project tracking, and efficiency. Mr. Horkey added that the 2nd phase of the management study would start next year for Fiscal and SYEP.

Lastly, Ms. Hylton stated we received a Single Mothers grant for \$500k for two years. Ms. Hylton has met with organizations that assist single mothers, like the ELC, CSC and others. She stated that we already have interest from over 200 single mothers who are eager to learn more about the program's benefits and we are following up with them.

ADJOURNMENT 1:18 pm

THE NEXT AUDIT AND EXECUTIVE COMMITTEE MEETINGS ARE TO BE DETERMINED.

Memorandum #08 – 22 (LS)

To: Audit and Executive Committee

From: Carol Hylton, President/CEO

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

Date: February 7, 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.

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 combined Audit and Executive Committee accepts the annual Audit Report.

Memorandum #07 – 22 (Exec)

To: Executive Committee

From: Carol Hylton, President/CEO

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

Date: February 7, 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 meeting.

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 (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.

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 (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!

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 and 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.

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
M.Div., Divinity · (1995 - 1997)

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

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

BROWARD LEGISLATIVE DELEGATION

DIRECTORY

Broward Legislative Delegation
115 South Andrews Avenue, Room 429
Fort Lauderdale, Florida 33301

(954) 357-6555

DelegationInfo@broward.org

www.broward.org/legislative



BrowardLegislativeDelegation



BrowardLegDel

Rep. Patricia H. Williams
Chair

Senator Jason W. B. Pizzo
Vice Chair

Andrea Knowles Hill, MPA
Executive Director

Sydni B. Wilson
Administrative Coordinator

Louis Reinstein, Esq.
Delegation Counsel **35**

Chair

Representative Patricia H. Williams

pat.williams@myfloridahouse.gov

House District 98



District Office

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Tallahassee Office

407 House Office Building
402 South Monroe Street
Tallahassee, FL 32399
(850) 717-5098

Committee Assignments:

Education & Employment Committee, **Ranking Democrat**; Appropriations Committee; PreK-12 Appropriations Subcommittee, **Ranking Democrat**; Children, Families & Seniors Subcommittee; Rules Committee

Staff:

Nadlie Charles
Robert Moore

Vice Chair

Senator Jason W. B. Pizzo

pizzo.jason@flsenate.gov

Senate District 37



District Office

3475 Sheridan Street
Suite 210
Hollywood, FL 33021

Tallahassee Office

222 Senate Office Building
404 South Monroe Street
Tallahassee, FL 32399
(850) 487-5037

Committee Assignments:

Appropriations; Appropriations Committee on Criminal and Civil Justice; Community Affairs; Criminal Justice; Finance and Tax; Military and Veterans Affairs, space, and Domestic Security; Transportation; Select Committee on Resiliency; Joint Legislative Auditing Committee



Andrea Knowles Hill, MPA

Executive Director

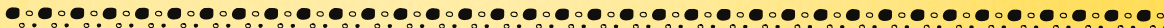
AKnowles@broward.org



Sydni B. Wilson

Administrative Coordinator

SBWilson@broward.org



Senate Staff emails: lastname.firstname@flsenate.gov

House Staff emails: firstname.lastname@myfloridahouse.gov

Senators

Senator Tina S. Polsky

polsky.tina@flsenate.gov

Senate District 30



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5301 N. Federal Highway Ste. 135
Boca Raton, FL 33487
(561) 443-8170

Tallahassee Office

220 Senate Office Building
404 South Monroe Street
Tallahassee, FL 32399
(850) 487-5030

Committee Assignments:

Governmental Oversight and Accountability, **Vice Chair**; Appropriations; Appropriations Committee on Agriculture, Environment, and General Government; Appropriations Committee on Transportation, Tourism, and Economic Development; Criminal Justice; Environment and Natural Resources; Ethics and Elections; Select Committee on Resiliency

Staff:

John "JJ" Piskaldo
Kariana Ingram
Robert Marriaga

Senator Rosalind Osgood

osgood.rosalind@flsenate.gov

Senate District 32

District Office

8491 West Commercial Blvd.
Tamarac, FL 33311
(954) 321-2705
Fax: TBD

Tallahassee Office

226 Senate Office Building
404 South Monroe Street
Tallahassee, FL 32399
(850) 487-5032

Committee Assignments:

Community Affairs, **Vice Chair**; Appropriations Committee on Agriculture, Environment, and General Government; Appropriations Committee on Health and Human Services; Education Pre K-12; Fiscal Policy; Health Policy; Regulated Industries; Rules; Joint Administrative Procedures Committee

Staff:

Julie Fishman
Dominique Ritchie



Senator Lauren Book

Minority (Democratic) Leader

book.lauren@flsenate.gov

Senate District 35

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Plantation, FL 33324
(954) 424-6674

Tallahassee Office

228 Senate Office Building
404 South Monroe Street
Tallahassee, FL 32399
(850) 487-5035

Committee Assignments:

Appropriations; Appropriations Committee on Education; Appropriations Committee on Health and Human Services; Children, Families, and Elder Affairs; Educations Postsecondary; Health Policy; Judiciary, Rules; Joint Legislative Budget Commission

Staff:

Zoraida Druckman
Sherese Gainous
Sean LeHockey
Leisa Wiseman



Senate Staff emails: lastname.firstname@flsenate.gov

House of Representatives

Representative Christine Hunschofsky

Minority (Democratic) Whip

christine.hunschofsky@myfloridahouse.gov

House District 95

District Office

4800 West Copans Road
Coconut Creek, FL 33063
(954) 956-5600
Fax: (954) 956-5602

Tallahassee Office

329 The Capitol
402 South Monroe Street
Tallahassee, FL 32399
(850) 717-5095

Committee Assignments:

Infrastructure Strategies Committee, **Ranking Democrat**; Agriculture, Conservation & Resiliency Subcommittee; Appropriations Committee; Insurance & Banking Subcommittee, **Ranking Democrat**; Health Care Regulation Subcommittee; Joint Legislative Budget Committee; Rules Committee



Staff:

Zion Gates-Norris
Linda Beauport

Representative Dan Daley

dan.daley@myfloridahouse.gov

House District 96

District Office

Building A
1601 NW 136th Avenue
Sunrise, FL 33323
(954) 845-6005

Tallahassee Office

1401 The Capitol
402 South Monroe Street
Tallahassee, FL 32399
(850) 717-5096

Committee Assignments:

Ways & Means Committee; Infrastructure & Tourism Subcommittee; PreK-12 Appropriations Subcommittee; Local, Federal Affairs & Special Districts Subcommittee, **Ranking Democrat**; Rules Committee



Staff:

Sarah Pariseau
Kim Schnitzius

Representative Lisa Dunkley

lisa.dunkley@myfloridahouse.gov

House District 97

District Office

7491 W. Oakland Park Blvd
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Lauderhill, FL 33319-4989
(954) 746-1762

Tallahassee Office

1401 The Capitol
402 South Monroe Street
Tallahassee, FL 32399
(850) 717-5097

Committee Assignments:

Health & Human Services Committee; Choice & Innovation Subcommittee; PreK-12 Appropriations Subcommittee; Local, Federal Affairs & Special Districts Subcommittee; Postsecondary Education & Workshop Subcommittee; Water Quality, Supply & Treatment Subcommittee



Staff:

Varrol Bailey
Debbie Afflick

House of Representatives

Representative Daryl Campbell

daryl.campbell@myfloridahouse.gov

House District 99

District Office

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Fort Lauderdale, FL 33311
(954) 467-4205

Tallahassee Office

1003 The Capitol
402 S. Monroe Street
Tallahassee, FL 32399
(850) 717-5099

Committee Assignments:

Ways & Means Committee; Civil Justice Subcommittee; Justice Appropriations Subcommittee; Energy, Communication & Cybersecurity Subcommittee; Health Care Appropriations Subcommittee; Joint Committee on Public Counsel Oversight

Staff:

Kyle Trotman
Athena Guice

Representative Chip LaMarca

chip.lamarca@myfloridahouse.gov

House District 100

District Office

1827 NE 24th Street
Lighthouse Point, FL 33064
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Tallahassee Office

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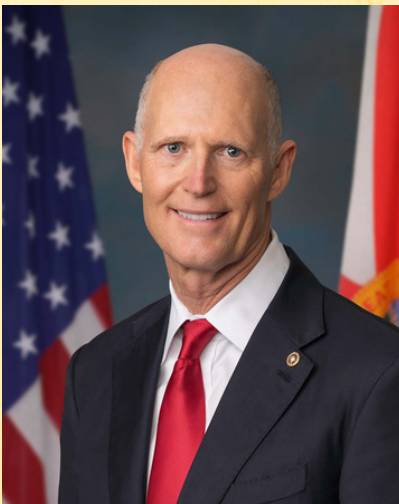
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2023 REGULAR SESSION DATES

- 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 50th day – last day for regularly scheduled committee meetings (Senate Rule 2.9(2))
- May 5, 2023 60th day – last day of Regular Session (Article III, section 3(d), State Constitution)

2023 Legislative Contact Tracker

LEGISLATOR - FL SENATOR	LEGISLATOR STAFF	TELEPHONE	EMAIL	BWDB CONTACT
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Sen. Lauren Book (Dist. #35)	Zoraida Druckman Sherese Gainous Sean LeHockey Leisa Wiseman	954-424-6674, 850-487-5035	book.lauren@flsenate.gov	Heiko Dobrikow
Sen. Rosalind Osgood (Dist. #32)	Julie Fishman Dominique Ritchie Cyntay Matthews	954-321-2705, 850-487-5032	osgood.rosalind@flsenate.gov	
Sen. Jason W. B. Pizzo (Dist. #37) VICE CHAIR <i>(New to Broward; previously Miami-Dade)</i>	Teri Cariota Kayla Francis Olivia Callari	District Office #: TBA (850) 487-5037	pizzo.jason@flsenate.gov	
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Rep. Hillary Cassel <i>(New)</i> (Dist. #101)	Noah Bennett Connie Furze	(954) 893-5030 (850) 717-5101	hillary.cassel@myfloridahouse.gov	
Rep. Daryl Campbell <i>(New)</i> (Dist. #99)	Athena Guice	954-467-4205, 850-717-5099	daryl.campbell@myfloridahouse.gov	

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Rep. Michael Gottlieb (Dist. #102) Minority (Democratic Floor Leader	Linda Segall Shannon Wilson	954-655-5498, 850-717-5102	michael.gottlieb@myfloridahouse.gov	Heiko Dobrikow
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Rep. Marie Woodson (Dist. #105)	Sophia Kabbej Luetisha Clark	954-965-3700, 850-717-5105	marie.woodson@myfloridahouse.gov	
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Rep. Robin Bartleman (Dist. #103)	Thomas Wilmouth S Perret Gentil	954-217-4833, 850-717-5103	robin.bartleman@myfloridahouse.gov	

2023 Legislative Contact Tracker

U.S. HOUSE REPRESENTATIVE	LEGISLATOR STAFF	TELEPHONE	EMAIL	BWDB CONTACT
US Congresswoman Sheila Cherfilus-McCormick (Dist. #20)		954-733-2800, 202-225-1313	cherfilus-mccormick.house.gov	In Sept 2022, Carol, Francois Leconte, and Zac Cassidy attended the summit and spoke to Rep. Sheila Cherfilus-McCormick, and provided her with our legislative packet.
US Congressman Jared Moskowitz (Dist. #23) <i>(New as US House Rep; previously a Florida House Rep from 2012 - 2019)</i>		District Office #: TBA 202-225-5974	jaredmoskowitz.house.gov	
US Congresswoman Debbie Wasserman Shultz (Dist. #25)		954-845-1179, 202-225-7931	wassermanschultz.house.gov	In Sept 2022, Carol, Francois Leconte, and Zac Cassidy attended the summit and spoke to Cong. Wasserman Schultz and provided her with our legislative packet.
US Congresswoman Frederica Wilson (Dist. #24)		305-690-5905 202-225-4506 (954) 921-3682 (954) 989-2688	wilson.house.gov	
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Senator Marco Rubio		305-596-4224, 202-224-3041	www.rubio.senate.gov/public Lea_Padron@rubio.senate.gov	

Workforce Related Bills

(Last Researched 2-6-2023)

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
- Filed 01/09/2023 by Nixon

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
- Filed 01/09/2023 by Woodson

HB 107 - Summer Youth Service Learning

General Bill by Jervonte "Tae" Edmonds

Summer Youth Service Learning: Creates summer youth service learning program; provides purpose of program; provides student eligibility; provides requirements for participating employers; requires specified entities to participate in program; provides requirements for employment opportunities through program; requires DOE to create statewide employment hub; provides requirements for statewide employment hub; requires school districts & public postsecondary institutions to provide certain information to students; authorizes participating employers to provide students with pass for public transportation during specified time period; requires participating employers to provide students with accurate letter of recommendation. Effective Date: July 1, 2023.

- Withdrawn prior to introduction 01/18/2023
- Filed 01/04/2023 by Edmonds

Cont. Florida House of Representatives:

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
- Filed 01/17/2023 by Cross

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 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.

- Filed, 01/25/2023

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: 07/01/2023.

- 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.

- Now on agenda for Community Affairs Committee for 2/8/23, 1/30/23
- Filed 1/26/2023 by Calatayud

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.

- Filed 2/1/23 by Gruters



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.



EDUCATE. ADVOCATE. CONNECT.

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.

Memorandum #06 – 22 (FS) Revised

To: Executive Committee
From: Carol Hylton, President/CEO
Subject: Program Year 22/23 Revised Budget
Date: January 30, 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 meeting.

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.¹
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 predict whether they will be awarded each year. The Dedicated Grants Table has been updated to reflect actual grants received for PY 22/23.

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

Table 1: Dedicated Grants – PY 22/23 Awards

Grant / Program	Description	Amount PY 22/23
Children’s Services Council (CSC)	Summer Youth Employment Program (SYEP)	\$ 2,815,656
City of Fort Lauderdale	SYEP	301,543
Bank of America ²	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
	Total	\$ 6,453,572

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

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

² 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

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

*rounding difference

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

Program Support Staff Category

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 22/23 Budget	% of Total Budget	PY 22/23 Budget	% of Total Budget		
\$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	
TOTAL*	\$ 19,910,168	100%	\$ 21,066,829	100%	\$1,156,661	6%

*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 actual PY 22/23 budget be approved.

Memorandum #04 – 22 (CBR)

To: Executive Committee

From: Carol Hylton, President/CEO

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

Date: January 24, 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 meeting.

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:

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

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.

Memorandum #18-22 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Addition of Occupational Titles to Targeted Occupations List

Date: February 7, 2023

SUMMARY

Consideration to approve adding 1) Home Health Aide (HHA) and 2) Nursing Assistant to our local Targeted Occupations List (TOL) which will allow training in those occupational areas for WIOA Adults and Dislocated Workers. 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 meeting.

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 EQ¹ 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 Assistant 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

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

Rehabilitation & Nursing Center, Clipboard Health, and Comfort Keepers TLC Adult Daycare have openings in these occupational areas.

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.

Memorandum #05-22 (CBR)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Tropic Ocean Airways LLC Incumbent Worker Training Grant Application

Date: January 24, 2023

SUMMARY

Consideration to 1) award Tropic Ocean Airways (TOA) an Incumbent Worker Training (IWT) grant in the amount of \$53,147 to train 82 employees to earn job-related certifications and 2) obligate funds from next program year's allocation for that portion of the training which will occur after 6/30. Pursuant to the Workforce Innovation and Opportunity Act (WIOA) requirements, TOA will contribute 25% to the cost of the training by paying the employee's wages while they are in training. In accordance with governing boards' policy, IWT grant applications of \$50,000 or more and recommended by the rating committee go to the Employer Services and the Executive Committees for approval, with a report to the BWDB/CSBD Council of Elected Officials at their next meeting. Approved at the 1/23 Employers Services Committee meeting.

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. Employees in occupations such as Commercial Pilots, Aircraft Mechanics, Accounting, Operations Management, and Maintenance will earn certifications in the areas including Project Management, Simulator Timing, Data Analytics, Business Theory Tactics, Advanced Leadership Communication, Six Sigma, and MS Excel as a result of the training. 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.

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

Approve 1) Tropic Ocean Airways (TOA) application for an Incumbent Worker Training (IWT) grant in the amount of \$53,147 to train 82 employees to earn job-related certifications and 2) obligate funds from next program year's allocation for that portion of the training which will occur after 6/30.

Memorandum #08 – 22 (QA)

To: Audit and Executive Committee

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

Procedure	Report #1 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
TOTAL	0

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

Memorandum #09 – 22 (QA)

To: Audit and Executive Committee

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

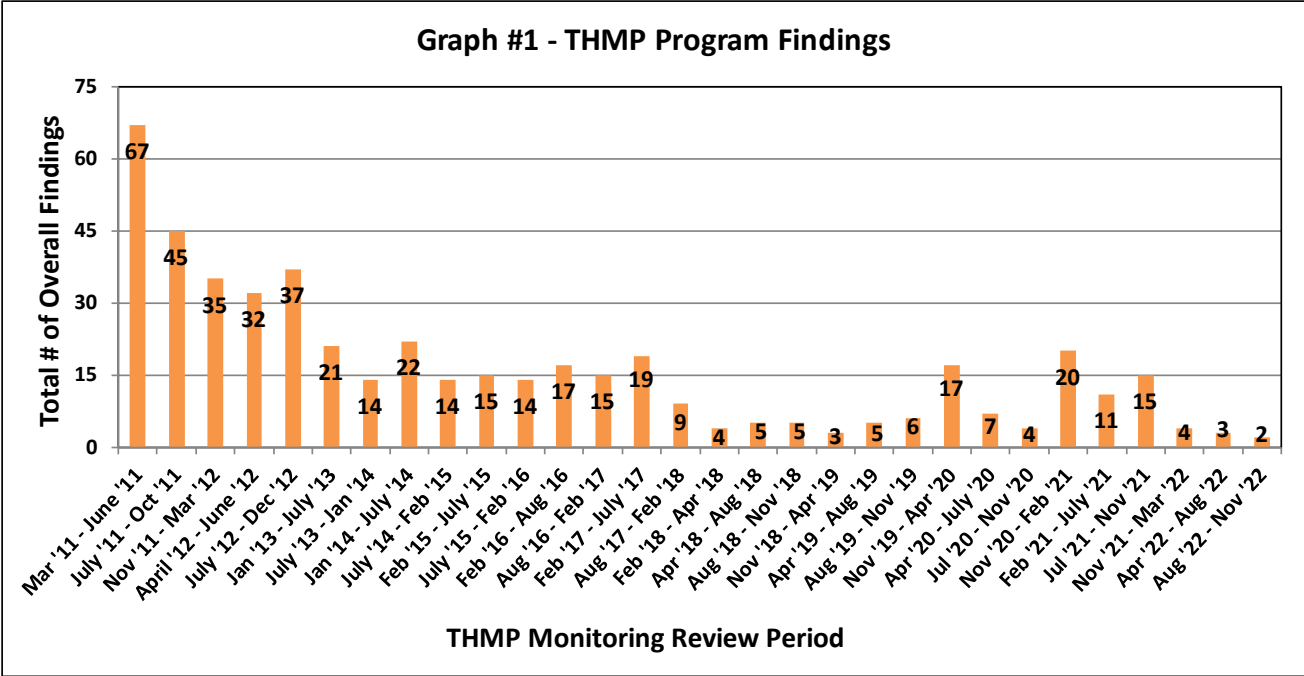
THMP monitors program activities three times a year. This was their first report for PY 22/23.

DISCUSSION

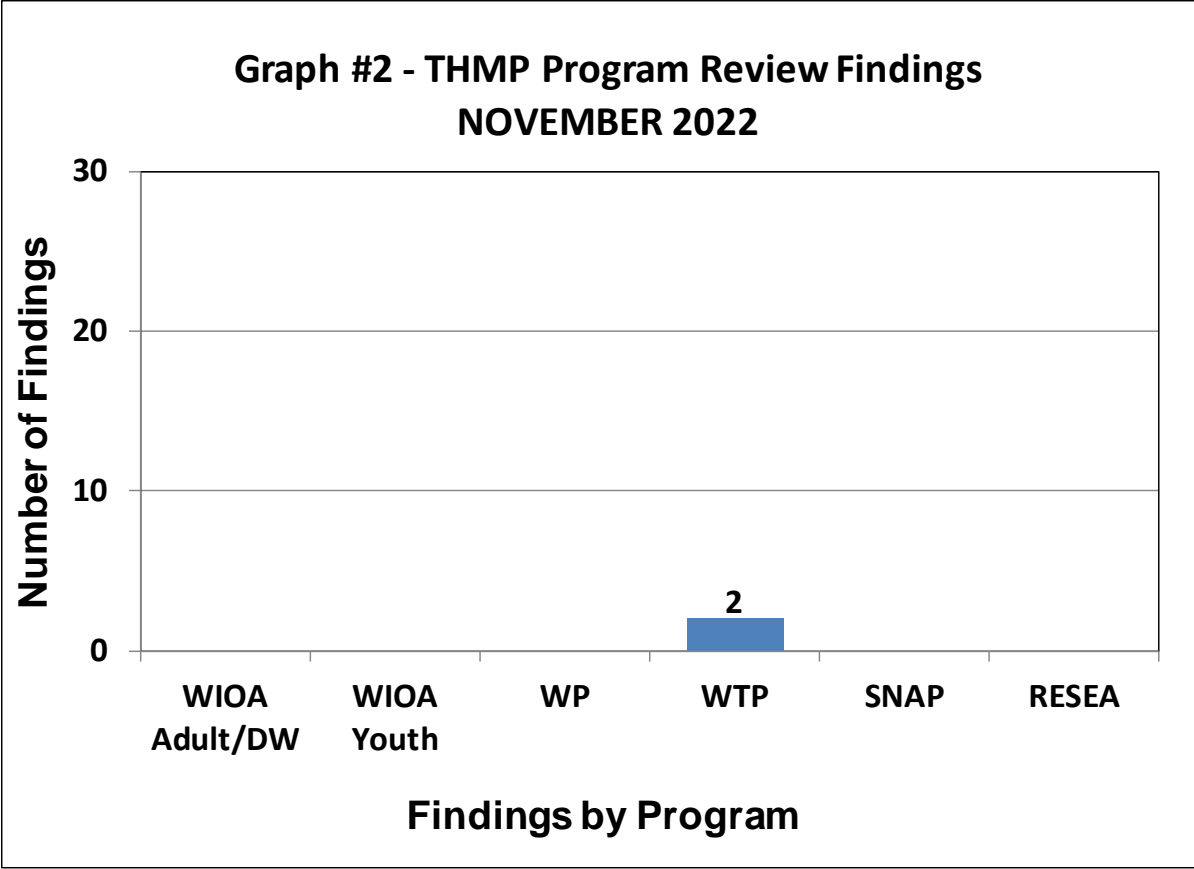
THMP identified 2 findings and 1 observation during their program monitoring visit. They reviewed a total of 175 files consisting of 7,015 elements. This equates to an error rate of .03%, or less than 1%. This monitoring covered the period 8/19/22 through 11/17/22.

THMP Program Findings

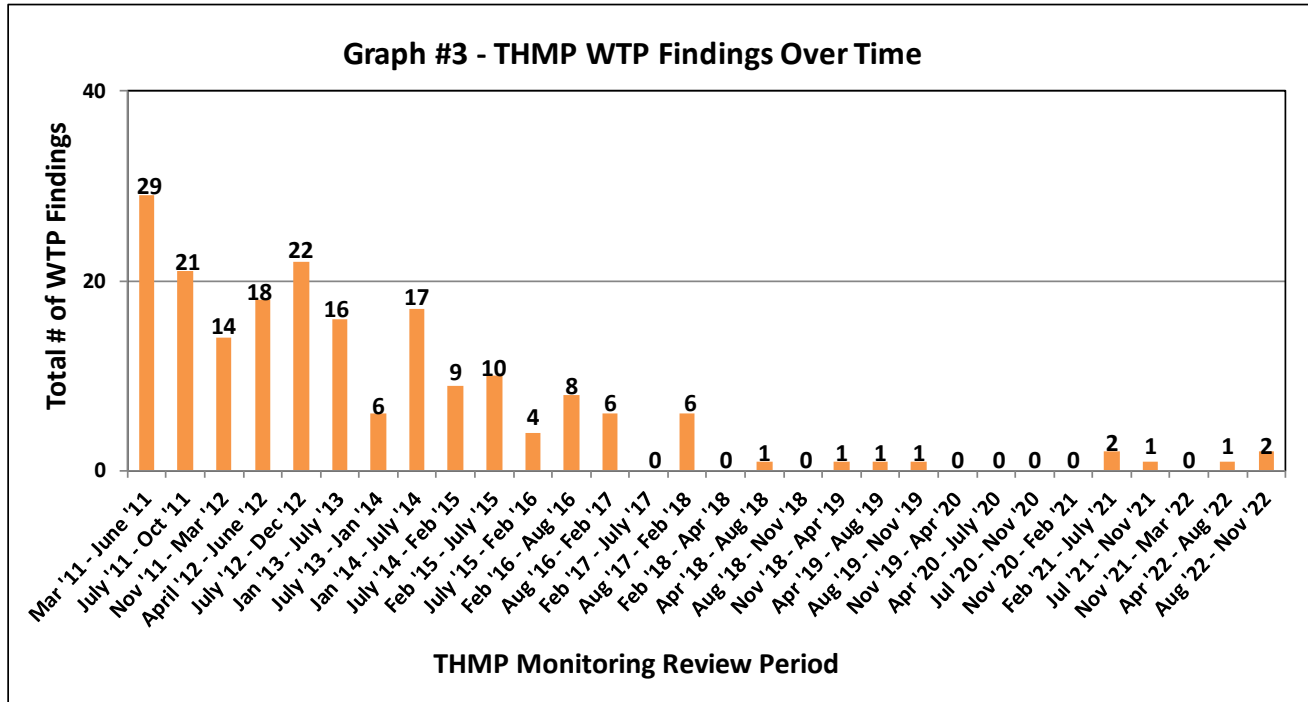
A trending chart for THMP program findings, per review period since March 2011, is represented in Graph #1, as follows:



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.

Observations 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)
Recommendation
Staff should ensure they document the start date in the verification case note for placement services recorded in Employ Florida.
Agree/ Disagree
Agree
Resolution
<ul style="list-style-type: none">• 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.• 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.

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.

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

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.

Memorandum #19 – 22 (OPS)

To: Executive Committee
From: Carol Hylton, President/CEO
Subject: WIOA Youth Performance for Program Year 22/23
Date: January 25, 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 One Stop Services committee 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 are seeing 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 12/31/22.

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

The School Board of Broward County OSY GED PROGRAM (HS DROP OUTS)			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 135 youth into the OSY GED program.	3/31/23	105 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	50 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	21 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.

HANDY – THE LIFE PROGRAM			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
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.

THE FLITE CENTER			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 36 youth into the program.	3/31/23	36 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	
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	14 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	6 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 One Stop Services Committee.

RECOMMENDATION

None – information only

Memorandum # 07– 22 (CBR)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Report on Healthcare Industry Employer Forum

Date: January 24, 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. – <i>In process.</i></p> <p>The CSBD Healthcare Intermediary is working to develop IWT grants for interested employers.</p>
2.	<p>CSBD to collaborate with the educational partners to explore strategies to increase the number of HHAs – <i>In process.</i></p> <p>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.</p> <p>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.</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.