



Broward Workforce Development Board  
**Combined Executive and Audit Committee**  
Monday, February 10, 2025  
12:00 p.m. – 1:30 p.m.

Zoom Meeting ID: 867 0877 3072  
Zoom Password: 438803  
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.**  
**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.**

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## MEETING AGENDA

### IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

### SELF-INTRODUCTIONS

### APPROVAL OF MINUTES

Approval of the Minutes of the 8/1/24 Audit Committee meeting.

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

**Pages 13 – 19**

Approval of the Minutes of the 12/2/24 Executive Committee meeting.

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

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**NEW BUSINESS**

**1. Anthony Brunson, P.A. Audit for FY 2023/2024 Presentation**

Anthony Brunson, P.A. has completed its Audit Report for the 2023/2024 CareerSource Broward fiscal year. The audit is clean and has an unqualified opinion with no findings and no material weaknesses. Mr. Brunson will present the audit report.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      23/24 Fiscal Year Audit Report (Copies available at the meeting.)

**2. Summer Youth Work Experience Contract with the School Board of Broward County**

Consideration to approve a SYEP contract with the School Board of Broward County (SBBC) through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board Member Dr. Howard Hepburn is employed by the SBBC, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 11/18 Youth Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      None

**3. Summer Youth Work Experience Contract with Broward County**

Consideration to approve a SYEP contract with Broward County through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board Members Sandy-Michael McDonald and Tara Williams are employed by Broward County, a 2/3 vote of the Board members present at a Board meeting with an established quorum is required. Approved at the 11/18 Youth Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      None

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**4. Accept City of Pompano Beach Career Pathways Funds**

Consideration to accept \$199,948 from the City of Pompano Beach to fund work experience opportunities for up to 18 Pompano Beach residents. The funds will be used to address skill gaps in the city's workforce by providing targeted work-based training and career development opportunities in high-demand trades such as 1) electrical 2) welding 3) carpentry 4) HVAC and 5) plumbing. In addition to paid internships, participants will receive financial assistance to purchase attire, tools, and other materials related to the internship. CSBD's outreach team will work with prime contractors to identify internship opportunities and facilitate job placement. Approved at the 1/13 Employer Services Committee meeting.

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

**5. Accept Supplemental Nutrition Assistance Program (SNAP) Funds**

Consideration to accept \$204,018 from FloridaCommerce to serve customers receiving food assistance. The goal of the SNAP is to help customers secure employment and/or training services. Participants are referred to us by the Department of Children and Families to participate in work activities as a condition to continue receiving benefits. Approved at the 11/5 One-Stop Services Committee meeting.

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

**6. Accept Welfare Transition Program (WTP) Funds**

Consideration to accept supplemental WTP award of \$200,000 from FloridaCommerce. These funds will be used to help Welfare Transition participants gain and/or retain employment through assistance with 1) job skills training 2) job search and 3) support services and 4) for youth at risk with summer youth employment.

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

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**7. Transfer of WIOA Dislocated Worker Funds to WIOA Adult Funds**

Consideration to approve the transfer of up to \$1,500,000 from the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funding stream to the WIOA Adult funding stream. WIOA allows local boards 100% transferability between the two funding streams. We are seeing more adult-eligible customers than dislocated workers. These funds will be used to provide adult customers with employment services that include 1) occupational skills training 2) work experience 3) Incumbent Worker Training and 4) On-the-Job Training. Approved at the 1/28 One Stop Services Committee meeting.

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

**8. Program Year (PY) 24/25 Revised Budget**

Consideration to approve the annual updated budget from the preliminary budget presented in June. This is the adjusted budget based on the final grant awards we received. The formula grants for PY 24/25 total \$16,152,373 an increase of \$24,754 from the planning numbers presented in June as we received slightly more formula funds than anticipated. Dedicated grants total \$12,885,002, an increase of \$1,525,634. Our total available budget is \$29,037,375 (\$16,152,373 + \$12,885,002) for PY 24/25. Approved at the 1/28 One Stop Services Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Memo #03 – 24 (FS) Revised

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**9. Set Aside in the General Fund for Capital Reserve**

Pursuant to Mayor Trantalis' request that the Audit Committee discuss budgeting funds for capital improvements to cover costs incurred in maintaining the 2890 West Cypress Creek Building, staff has reviewed the categories for the current set-asides. We are asking the committee to consider including capital expenditures as part of the \$250,000 Contingency Reserve set aside in the General Fund. Capital expenditures are returned to the General Fund through depreciation charged to the grants; therefore, this will not reduce the overall set-aside amount but allow us to use the funds if needed.

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

**REPORTS**

**1. Upcoming 2025 Board Planning Session**

The 2025 Board Planning Session is scheduled for 4/24 following a short board meeting as we have done in previous years. Workgroup thought questions will include topics covering 1) local labor market conditions 2) steps we should take based on the effect of AI on the labor force 3) the silver tsunami and 4) WIOA reauthorization.

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

**2. General Fund Balance**

As we reported to the governing boards, the General Fund balance was \$1,278,905 as of 6/30/24. From 7/1/24 through 12/31/24, we realized revenues of \$137,514 and incurred expenditures of \$83,525. The General Fund balance as of 12/31/24 is \$1,332,894. Of this amount \$566,681 is held in reserve leaving a balance of \$766,213.

<b>ACTION</b>	None
<b>EXHIBIT</b>	Memo #04 – 24 (FS)

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### 3. Budget vs. Actual Expenditure Report

Pursuant to Board request we report on Budget vs Actual expenditures. Each year we budget to spend 100% of our grants. CSBD receives some of its funds based on its program year which is 7/1 – 6/30 and some of its funds based on the federal fiscal year 10/1 – 9/30 which is also the CSBD fiscal year. While WIOA Youth, Wagner Peyser, and Veterans expenditures appear low, we have plans to expend the funds. For SNAP, we have adjusted the budget accordingly to bring it into alignment.

<b>ACTION</b>	None
<b>EXHIBIT</b>	Memo #05 – 24 (FS)

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### 4. Property & General Liability Insurance Report

This is to report on the 24/25 insurance coverage for CSBD. Each year we ask our agent to test the market for better rates. We received quotes from multiple carriers in each category but are remaining with our current carriers as they offered the lowest rates which are as follows: 1) Commercial general liability, Nautilus Insurance Company Inc., \$71,589 2) Commercial Property and Windstorm coverage for the Cypress Creek Office, Frontline Insurance Unlimited, \$61,774 3) Commercial Property and Windstorm coverage for the career center offices, Lloyds of London, \$11,688 4) Window coverage for the North Center as required by the lease, US Plate Glass Insurance Co., \$1,610 5) Electronic Data Processing, AGCS Marine Insurance Company, \$15,206 and 6) Umbrella coverage, Scottsdale Insurance Co., \$7,572. Please note that while our general liability insurance premium increased by \$13,857, our commercial property insurance premium decreased by \$26,377 this year. Each policy is under \$100,000.

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

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**5. Summer Youth Employment Program Update**

The Summer Youth application portal opened on 12/2 for Summer 2025. Youth can easily access the portal online via computer, tablet, or cell phone. To date, we have received nearly 3,000 applications. Approximately 1,200 youth will be enrolled and will receive an 8-week meaningful work experience earning \$14 per hour. The employer portal is also open, and we are looking for private employers, not-for-profit organizations, and municipalities to become worksites for the youth over the summer. The program offers employers an incredible opportunity to empower the next generation by shaping our youth for future careers today!

**ACTION** None  
**EXHIBIT** [SYEP Employer Flyer](#)

**6. CSBD Hosts Leadership Fort Lauderdale Class**

On 1/14, CSBD hosted the Greater Fort Lauderdale Chamber of Commerce's Leadership Fort Lauderdale class. This session provided these up-and-coming influential leaders an opportunity to learn about CSBD's mission, resources, and impact on the community, fostering valuable discussions about workforce development and local initiatives.

**ACTION** None  
**EXHIBIT** [Leadership Ft Lauderdale Tour](#)

**7. 2nd Annual State of the Workforce Breakfast and Job Fair**

On 1/29, CSBD, in partnership with the Fort Lauderdale, Hollywood, and Pompano Beach chambers of commerce, hosted the 2<sup>nd</sup> annual State of the Workforce Breakfast and Job Fair at the Broward County Convention Center. Nearly 200 employers discovered top-notch talent as over 2,200 job seekers attended. We partnered with 1) Visit Lauderdale for free parking and 2) Broward County Transit for complimentary transportation from economically distressed zip codes. This was the largest event that CSBD has brought to the community in our 52-year history. By all accounts, the job fair was an incredible success!

**ACTION** None  
**EXHIBITS** [State of the Workforce Job Fair](#)  
[State of the Workforce Breakfast](#)



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**8. Update on Worlds of Work (WOW) Youth Career Exploration Event**

CSBD, in partnership with the School Board, will host the 2025 Worlds of Work (WOW) on 3/11 at the Amerant Bank Arena. WOW is an immersive experiential learning event where youth in the 9th and 10th grades will learn about in-demand career pathways that align with their interests. New this year, we are adding 1) education 2) government and 3) professional services “worlds” that will include occupations in legal services, marketing and finance/banking.

**ACTION** None  
**EXHIBITS** [Save the Date](#)  
[Exhibitor Information](#)  
[Supporter Commitment](#)

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**9. CSBD Infograph January 2024 – December 2024**

CSBD’s Infograph was created to convey information quickly and clearly through visual elements about the delivery of our services to employers, community stakeholders and job seekers. The infograph is ideal for enhancing our storytelling and increasing the shareability of content across various platforms. During the period covered, the data reflects that CSBD hosted 177 recruitment events and job fairs, assisted Broward employers with nearly \$4.9 million in work-based training and provided over \$5 million in scholarships for training. The infograph has been distributed throughout Broward County including 1) our community partners 2) PIOs and 3) the Broward Legislative Delegation.

**ACTION** None  
**EXHIBIT** [CSBD Infograph](#)

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**10. The Children’s Services Council (CSC) Monitoring Report**

The Children’s Services Council of Broward County conducted an administrative and fiscal review of the CSBD 2024 summer program, and we were commended for having no findings.

**ACTION** None  
**EXHIBIT** CSC Financial and Administrative Review Letter

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

THMP conducted program monitoring for the period 3/15/24 through 7/26/24. They reviewed a total of 177 files consisting of 6,998 elements. There were 5 findings and 14 observations. This equates to an error rate of .07%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

**ACTION** None  
**EXHIBIT** Memo #03 – 24 (QA)

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**12. Cherry Bekaert LLP Financial Monitoring - Report #3 for PY 2024**

Cherry Bekaert conducted financial monitoring for the period 3/1 through 6/30. Cherry Bekaert reviewed a total of 809 elements during the review period. There were no findings or observations for a 0% error rate.

**ACTION** None  
**EXHIBIT** Cherry Bekaert Monitoring Report #3 for PY 2024

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**13. Cherry Bekaert LLP Financial Monitoring - Report #1 for PY 2025**

Cherry Bekaert conducted fiscal monitoring for the period 7/1/24 through 9/30/24. Cherry Bekaert reviewed a total of 1,047 elements during the review period. There were no findings or observations for a 0% error rate.

**ACTION** None  
**EXHIBIT** Cherry Bekaert Monitoring Report #1 for PY 2025

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#### **14. FloridaCommerce PY 22/23 Financial and Programmatic Monitoring Report**

FloridaCommerce conducted its annual fiscal and programmatic monitoring for the review period of 4/1/22 to 3/31/23 and issued its report on 8/15/24. They reviewed a total of 200 program files consisting of 4,637 elements. There were 1) zero (0) fiscal findings, observations, and technical assistance items, equating to a 0% error rate, and 2) seven (7) program findings and 2 other non-compliance issues, equating to an error rate of .15%, less than 1%. All findings and other non-compliance issues were corrected except where cases were closed, and no further action could be taken.

**ACTION**                      None  
**EXHIBIT**                      Memo #05 – 24 (QA)

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#### **15. FloridaCommerce Financial Monitoring Report**

FloridaCommerce conducted its annual fiscal monitoring for the review period of 10/1/22 to 9/30/23 and issued its report on 11/14/24. The scope of the financial review included an examination of CSBD’s internal controls, financial management systems, procurements, contract management processes, sub-recipient monitoring, cost allocations, payroll, disbursement testing, and reporting and reconciliation of financial data. In all areas, FloridaCommerce determined that CSBD has appropriate processes, procedures, and controls in place and that they are properly implemented. There were zero (0) findings, non-compliance issues, or observations.

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

**MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR**

**MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS**

**MATTERS FROM THE AUDIT COMMITTEE CHAIR**

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**MATTERS FROM THE AUDIT COMMITTEE MEMBERS**

**MATTERS FROM THE FLOOR**

**MATTERS FROM THE PRESIDENT/CEO**

**ADJOURNMENT**

**THE NEXT EXECUTIVE COMMITTEE MEETING IS APRIL 15, 2025**

**THE NEXT AUDIT COMMITTEE MEETING IS TBD**



Broward Workforce Development Board  
**Audit Committee**  
Thursday, August 1, 2024  
12:30 p.m. – 1:30 p.m.

Zoom Meeting ID: 872 4907 0013  
Zoom Password: 908598  
Zoom Call-In: 1 646 876 9923

## MEETING MINUTES

### CareerSource Broward Main Conference Room

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

The Committee is reminded of 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.

**ATTENDEES IN-PERSON:** Keith Costello, Bob Swindell, Frank Horkey and Zac Cassidy who chaired the meeting.

**ATTENDEES VIA ZOOM:** Heiko Dobrikow and Dr. Ben Chen.

**STAFF:** Carol Hylton, Rochelle Daniels, Mark Klincewicz, Kaminnie Kangal and Moya Brathwaite.

#### APPROVAL OF MINUTES

Approval of the Minutes of the 6/10 combined Executive and Audit Committee meeting.

**On a motion made by Heiko Dobrikow and seconded by Keith Costello the Audit Committee unanimously approved the minutes of the meeting.**

#### NEW BUSINESS

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

Considered approval of the renewal of the contract between CSBD and Anthony Brunson P.A. with Watson Rice serving as the engagement partner for conduct of the CSBD fiscal year 23/24 organization-wide audit in the amount of \$34,000, the same rate as last year. This is the 1<sup>st</sup> of 4 one-year renewals under their contract.

**On a motion made by Frank Horkey and seconded by Keith Costello the Audit Committee unanimously approved recommending renewal of the contract for Audit Services with Anthony Brunson, P.A.**

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

Considered approval of the renewal of the contract between CSBD and THMP for conduct of Program Year 24/25 program monitoring in the amount of \$81,000, or \$27,000 a visit for 3 visits at the same rate as last year. This is the 2<sup>nd</sup> of up to 4 one-year renewals under their contract.

**On a motion made by Heiko Dobrikow and seconded by Frank Horkey the Audit Committee unanimously approved recommending renewal of the contract with Taylor Hall Miller Parker, P.A. (THMP) for Program Monitoring Services.**

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

Considered approval of the renewal of the contract between CSBD and CB for conduct of Program Year 24/25 fiscal monitoring in the amount of \$73,800, or \$24,600 per visit for 3 visits. This is an increase of \$300 over last year. This is the 2<sup>nd</sup> of up to 4 one-year renewals under their contract.

**On a motion made by Frank Horkey and seconded by Heiko Dobrikow the Audit Committee unanimously approved renewal of the contract with Cherry Bekaert for Fiscal Monitoring Services.**

**4. Central One Stop Lease**

The CSBD Central One Stop Career Center is part of a complex of 7 state owned buildings. CSBD occupies 4 of the buildings. The State has recently informed us that they are exploring the sale of all the buildings and have received preliminary estimates on the sale price. The State has indicated a willingness to work with us on either a purchase or a long-term lease for the 2 buildings located on the west end of the property. CSBD is currently housed in the center of the property. The move would then leave a connected tract for the State to put on the open market for sale. Staff asked the committee to discuss options for moving forward.

Carol Hylton brought the Committee up to date reminding them that the State originally intended to sell the entire complex of 7 buildings on Oakland Park Blvd., which houses the Central One-Stop Career Center. After discussions with the State's representatives and consideration of the length of time CSBD has been located in that location, the State has indicated that they are amendable to CSBD moving to the two far west buildings; 2660 and 2680, Oakland Park Blvd., leaving the remainder of the complex available for sale.

Ms. Hylton summarized that the 2 issues facing the Committee are 1) whether we should purchase the 2 buildings or 2) continue with an open lease with the state. Under our lease we pay \$13.98 per square foot for rent. Ms. Hylton added that the State is in the process of replacing the roof on the 2660 building. They recently replaced the roof on the 2680 building. As a lessee, CSBD is not responsible for material property repairs, such as the HVAC, and the roof. The State pays repairs as needed. The State also does not increase the rent annually.

The memo provides additional information, such as the last AC Unit replacement, the age of the buildings, and the market value of the property. Ms. Hylton asked the Committee if there were any questions.

Frank Horkey asked if we would have the same type of lease going forward, whereby the landlord was responsible for any major building repairs.

Carol Hylton responded yes.

Mr. Horkey then asked if the open-ended lease means that CSBD can move out when desired, but the State could not evict us.

Rochelle Daniels replied that the State could say they no longer wish to maintain the buildings at any time, however at this time the state intends to house some State staff in the building, Ms. Daniels added that the Central One-Stop is located in one of the most distressed zip codes and the State has agreed to allow us to move to the two buildings on the west side of the property and have no desire to evict us.

Mr. Horkey asked if it would be possible to ask the State for the right of first refusal to purchase the property if the State decided to sell the buildings.

Ms. Daniels said we could ask.

Ms. Hylton then went on to say that we would have to retrofit the space to meet our needs.

Mr. Horkey wanted to know if the space reconfiguration would be a capital expense and whether the State would pay. Ms. Hylton answered that we could ask. He then asked if the buildings were two-story buildings.

Ms. Hylton replied that the smaller building is a single story. The second building is a two-story building. Ms. Hylton added that we first requested the use of both floors. State staff currently occupy the second floor of the two-story building, however if we can only get the first floor, we will make it work for us.

Keith Costello asked if the square footage of the two buildings under consideration is the same as that of our current occupied space.

Ms. Hylton replied, we currently have more square footage. We would move from approximately 32,359 sq. feet to 23,458 sq. feet

Mr. Horkey questioned if we would have enough space if State staff remained.

Ms. Hylton replied that we would as we now have in person and some virtual services. The state also indicated we could share the lunch room with them.

Ms. Daniels added that two substantial training rooms are on the second floor, which might be available to us when they are not being used by State staff.

Mr. Cassidy asked what the purpose was for the single-story building.

Ms. Hylton stated the building would be used as the one-stop resource room, and since the two buildings are attached, we could open a connecting space for overflow.

Ms. Daniels added that the west-end site offered better parking than what we have currently.

Mr. Horkey asked if we wanted to lease the buildings instead of purchasing and if we have the money for a space planner.

Heiko Dobrikow said added that based on the current interest rate it is not the best time to purchase. Mr. Dobrikow agreed with Mr. Horkey that leasing with a purchase option would be a good choice as building maintenance and capital investments would be the State's responsibility as the landlord.

Ms. Hylton informed Mr. Dobrikow that the square footage calculations on the appraisals are correct.

Dr. Ben Chen said that if we wanted to purchase, we would need a bank or mortgage company to help us. He added that we would also need to determine the amount to be mortgaged based on what we can afford. We might also want to get an equity loan on the Administrative Building. Dr. Chen stated that we should look at the long-term potential of the area especially if we can purchase the entire plot, we may be able to redevelop the area. Dr. Chen said he would like staff to further research purchase options for the entire property and come back to the committee for a more informed discussion.

Ms. Hylton asked Dr. Chen for clarification on whether he wanted additional information on the two buildings under discussion or the entire property of seven buildings.

Dr. Chen responded that he would like us to purchase the seven buildings and redevelop it, probably with affordable housing.

Ms. Hylton stated that at her meeting with the State it was clear. They are offering us the opportunity to relocate to the two west buildings, and they plan for the future sale of the rest of the property. Ms. Hylton added that the State indicated they would consider an investor's offer to purchase the property for other uses once the property is on the market.

Mr. Horkey asked the Chair if he could ask Dr. Chen a question.

Mr. Cassidy said he could.

Mr. Horkey asked Dr. Chen if he wanted us to evaluate the purchase of the entire property, and as a second step, include that option in our lease.

Dr. Chen responded that we should at least consider purchasing the two buildings the State is proposing we lease. He added that purchasing the entire property was beyond our financial capabilities, unless there was a developer or someone who wanted to partner with us.

Mr. Horkey stated that we should focus on leasing the two buildings first, including the right of first refusal if we wish to purchase in the future. He added that based on our reserves, we do not have the financial capability to buy at this time.

Ms. Daniels reminded the Committee that we have addressed the purchase of the property with the State several times and it is clear they want to put the property on the market for sale at their convenience. Ms. Daniels added that the State reconsidered asking us to leave the location and instead offered us the option to relocate to the two west buildings. She further stated that at this time we do not have the funds to purchase the buildings and if we did we could not use the grant funds for capital improvements to the property.

Ms. Hylton added that Rochelle reviewed current rates for a sixteen-year mortgage, which is the term we have on the Administrative Building's loan. Renting would cost \$327,000 annually, and purchasing the buildings would cost us \$535,000 annually if we could get a 16 year mortgage with only a \$700,000 down payment. Ms. Hylton also said that high unemployment rates result in higher funding,

Mr. Costello said he admired that we were considering all of the options and opportunities, but the focus should be on the mission of the organization and how to best utilize the space efficiently and effectively to serve the community long-term. He added that as Mr. Horkey suggested renting with the option to buy or with the right of first refusal would be a great position for us.



Ms. Daniels stated that renting the two buildings at a cost of \$327,000 is a lot less than the mortgage payment would be and we would not be responsible for building maintenance. Today the commercial real estate market is very different, we could not get the same terms now that we got for the Administrative building and we would not be able to justify the cost of purchasing the property at the expense of serving participants.

Mr. Horkey said a decision to purchase the buildings is a longer-term project than we need to handle now. Mr. Horkey said that we can negotiate with the State for an open-ended lease with the right of first refusal on the two buildings. Then, we can evaluate the purchase opportunity at a later date when we have enough money for a down payment.

Mr. Swindell asked whether we were moving from our current space regardless. Ms. Hylton replied yes, that the State wanted us to move from the middle buildings in the complex so they could sell the other buildings.

Mr. Swindell inquired if that was acceptable to staff.

Ms. Hylton confirmed that it was.

Mr. Swindell said if relocation to the end building was acceptable to staff and the State, we should consider the move. We can consider purchasing when rates come down. Mr. Swindell asked if the State was helping with the financial cost of the move and reconfiguration of the space.

Ms. Hylton responded that when a final decision is made, we would contact the State to negotiate the details of the relocation and that we could use some of our formula funds to prepare the space.

Mr. Horkey stated we should ask for whatever best protects us during the negotiation. He asked that we negotiate with the State for an open-ended lease with the option to purchase.

Mr. Dobrikow asked for the motion to be restated for clarification.

Mr. Cassidy stated that the motion was for was to 1) negotiate with the state for an open-ended lease 2) with an option to purchase and a right of first refusal, if possible.

**On the motion made by Frank Horkey and seconded by Heiko Dobrikow the Audit Committee unanimously approved moving forward and negotiate with the State for an open-ended lease, with an option to purchase and a right of first refusal, if possible.**

Mr. Dobrikow added, for the long-term plan to eventually purchase the buildings, we should begin to save the difference between the annual rental amount and the annual amount of the potential mortgage to build up our reserves.

Ms. Hylton said that the Ticket to Work program provides residual funds we could use, but there has been a decrease in these funds because of the low unemployment rates.

Mr. Horkey agreed with Mr. Dobrikow funds should be added to the reserves whenever we can.

Ms. Daniels explained that our current mortgage began in 2016 and is a 16-year mortgage. Once the mortgage is paid in full, we will have approximately \$1m in the General Fund from depreciation, which could go toward the purchase of the two buildings.

Mr. Horkey asked if there were funds available to hire a consultant space planner.

Ms. Hylton replied we currently have the funds to hire a space planner.

Mr. Cassidy said it is also possible that we may receive renovation assistance from the State or from the County.

Mr. Horkey asked when we anticipate moving.

Ms. Hylton responded that she informed Matt Swanson the COO at FloridaCommerce, we would contact him with our decision after our Committee and Board meetings. Ms. Hylton said she would like to complete the relocation before the end of program year, June 30, 2025.

Mr. Cassidy asked if there were any additional questions regard the Central One Stop.

There were none.

Mr. Horkey commended the staff for their work.

## **REPORTS**

### **1. General Fund Balance**

As of 4/30/2024, we reported that the General Fund balance was \$1,197,452. From 5/1/24 through 6/30/24, we realized revenues of \$104,980 and incurred expenditures of \$23,527. The General Fund balance as of 6/30/24 is \$1,278,905. Of this amount \$544,601 is held in reserve leaving a balance of \$734,304.

Mr. Cassidy presented the report, and asked if there were any questions or further discussion.

There were no further questions or discussion.

### **2. Budget vs. Actual Expenditure Report**

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

Mr. Cassidy presented the report, and asked if there were any questions.

Mr. Dobrikow asked if the unspent \$2.9 million across all the funding streams would be transferred to the next year.

Ms. Hylton responded that the WTP funds usually expire at the end of the program year. The State extended the period to the end of August and per Board direction we have spent 100% of those funds on the summer program. All of the WIOA Adult, DW, and Youth unspent funds can be carried forward. Wagner Peyser will expire in September, and we anticipate expending all the funds. The Veterans' funds, which are pass-through funds, have been approved for use toward Veteran job fair expenses. We anticipate expending all the SNAP funds.

Mr. Cassidy asked if there were any additional questions. There were none.

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

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

Mr. Cassidy presented the report, and asked if there were any questions.

Mr. Swindell asked how this audit compared to the same period last year.

Ms. Hylton said there is a chart with the memo that shows the audit results over time, back to 2011. Long ago there were sixty-seven findings and now are at less than 1%.

Mr. Horkey added that for the last two year we are at less than 1%, which is essentially perfect.

**MATTERS FROM THE AUDIT COMMITTEE CHAIR**

Mr. Cassidy thanked everyone for attending and for allowing him to chair the committee.

**MATTERS FROM THE FLOOR**

None

**MATTERS FROM THE PRESIDENT/CEO**

Ms. Hylton said she met with one of the CareerSource Florida board members who lives in Tallahassee and came down to tour our centers she was so impressed she offered to provide any assistance we may need.

She also reported that we are finalizing the Board-approved Marine, Manufacturing, IT, and Healthcare videos, which we will share with our partners.

Ms. Hylton also told the Committee that with the assistance of Commissioner Ryan the Amerant Bank Arena has agreed to waive the rental fee for the WOW event.

Ms. Hylton said that the SYEP is ending. We placed 1,300 youth in jobs this program year. We were ready to start the employability skill training when we had the record-breaking floods which interfered with our ability to deliver the employability skills training. While Mark and the IT Team created a virtual platform for the youth to complete the training it was not as effective as the live training we usually deliver. We also partnered with the Museum of Discovery and Science, where we provided the wages for youth participating in a STEM Grant.

Mr. Cassidy asked if there were any questions for our President. There were none.

**ADJOURNMENT - 1:45 p.m.**

**THE NEXT AUDIT COMMITTEE MEETING IS TBD.**



Broward Workforce Development Board  
**Executive Committee**  
Monday, December 12, 2024  
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 889 8974 9904  
Zoom Password: 684505  
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 / VIA ZOOM:** Zac Cassidy, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Sandy McDonald, Jim Ryan, Rick Shawbell, Marjorie Walters, and Heiko Dobrikow, who chaired the meeting.

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

### APPROVAL OF MINUTES

Approval of the Minutes of the 10/14/24 Executive Committee meeting.

**On a motion made by Rick Shawbell and seconded by Francois Leconte, the Executive Committee unanimously approved the minutes of the meeting.**

### NEW BUSINESS

#### 1. **Broward Workforce Development Board (BWDB) Officers for 2025**

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

Mr. Dobrikow introduced the item and stated the recommendations from the Nominations Committee were as follows 1) Jim Ryan, Chair and 2) Kevin Kornahrens, Vice-Chair. Mr. Dobrikow announced that he, as current BWDB Chair, had waived the term limit for Dr. Ben Chen, Vice-Chair for Legislative Affairs and Mr. Cassidy, Secretary/Treasurer, to serve for the next two-year term.

**On a motion made by Francois Leconte and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved recommending the slate of officers for 2025 for presentation to BWDB as follows: Jim Ryan Chair, Kevin Kornahrens Vice-Chair, Dr. Ben Chen, Vice-Chair for Legislative Affairs and Zac Cassidy, Secretary/Treasurer.**

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## 2. Membership Renewals

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

Heiko Dobrikow presented the item and reviewed the list of members recommended to be presented to the BWDB for renewal.

**On a motion made by Jim Ryan and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved recommending membership renewal for presentation to BWDB as follows 1) Zac Cassidy, 2) Keith Costello, 3) Heiko Dobrikow, 4) Dr. Howard Hepburn, 5) Frank Horkey, 6) Francois Leconte, 7) Sandy-Michael McDonald, 8) Richard Shawbell, 9) Robert Swindell, 10) Dr. Stacy Volnick, 11) Lori Wheeler, and 12) Tara Williams.**

## 3. Broward Workforce Development Board (BWDB) Appointments

Considered the nomination of Ms. Vanessa Cantave, Owner/President of 2Lyons Aerospace, LLC, from the targeted industry of Global Logistics to fill the vacant slot in the private sector category on the Board. On 9/30, as is our custom, President/CEO Carol Hylton sent an email to the members seeking private sector nominations for individuals in the global logistics and life sciences industries. We will continue to solicit nominations from the life sciences targeted industry. Approved at the 11/20 Organizational Resources Nominations Committee meeting.

Heiko Dobrikow presented the item and reviewed Ms. Cantave's qualifications.

**On a motion made by Francois Leconte and seconded by Dawn Liberta, the Executive Committee unanimously approved recommending the appointment of Ms. Vanessa Cantave to the BWDB.**

## 4. President/CEO Evaluation

In accordance with the Board and CareerSource Broward Council of Elected Officials' 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 early November.

Heiko Dobrikow introduced the item and asked Rochelle Daniels, General Counsel, to present it.

Ms. Daniels reported that she distributed Evaluation forms and when they were returned, she averaged the scores in each category and then provided the totals in a summary Evaluation Form included in the Agenda. She stated that the evaluations, which were received from all

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Executive Committee members, reflected exceptional performance, with Ms. Hylton receiving scores above four, including some fives, from some of the members, resulting in an average of 4.03. Ms. Daniels highlighted Ms. Hylton's leadership accomplishments over the past year, which were instrumental in achieving high scores. She then turned the item back over to the Chair for discussion.

Heiko Dobrikow praised Ms. Hylton's leadership and growth, emphasizing her increasing prominence in the community and her elevation of the organization to new heights. He spoke of her successful transition from being behind the scenes to becoming a respected public speaker and advocate for workforce development.

Ms. Hylton thanked Mr. Dobrikow for his kind words and excused herself from the room.

Mr. Dobrikow invited committee members to share recommendations regarding compensation adjustments for rewarding Ms. Hylton's performance.

Jim Ryan, Board Vice Chair, suggested clarifying historical compensation adjustments and parameters for those new to the process. Ms. Daniels reviewed past practices, noting that Ms. Hylton received a 4% merit increase last year.

Mr. Ryan recommended including information on the salaries on individuals in similar positions when presenting future evaluations. Ms. Daniels responded that the information was already collected and available. Ms. Daniels said that the information would be provided to the members when they came in for the upcoming board meeting.

Francois Leconte, Employer Services Committee Chair, inquired about Ms. Hylton's level of compensation compared to her peers in the other large regions. Ms. Daniels stated that Ms. Hylton's current compensation was lower than that of her counterparts in Central Florida and Palm Beach.

Dr. Lisa Knowles advocated for maximizing Ms. Hylton's compensation, recognizing her exceptional contributions to the community. Mr. Dobrikow proposed a 10% salary increase, aligning her closer to Central Florida's salary scale.

**On a motion made by Rick Shawbell and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved recommending the governing boards approve a 10% salary increase for Ms. Hylton.**

Ms. Hylton rejoined the meeting and was informed of the Committee's recommendations. She expressed her gratitude. Mr. Dobrikow commended her, noting, "We are mighty proud of you."

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

Considered acceptance of \$50,000 from the City of Dania Beach to serve 11 economically disadvantaged youth ages 16-18 years old who reside within the city. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience. Dania Beach has funded the SYEP for the past three (3) years. Approved at the 11/18 Youth Committee meeting.

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Heiko Dobrikow introduced the item and asked Dawn Liberta, Youth Committee Chair, to present it. Ms. Liberta reviewed the item and its recommendation and expressed her appreciation to the City of Dania Beach for its longstanding support of the SYEP.

**On a motion made by Francois Leconte and seconded by Zac Cassidy, the Executive Committee unanimously approved the acceptance of \$50,000 from the City of Dania Beach to serve 11 economically disadvantaged youth ages 16-18 years old who reside within the city.**

## **6. Request for Regional Planning Area Designation**

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

Heiko Dobrikow introduced the item and asked Carol Hylton to present it.

Ms. Hylton explained that the State has recommended that CSBD and CareerSource South Florida (CSSF) formalize a regional planning area designation. Both organizations have been working on an application that outlines the shared labor market, common economic development areas, commuting patterns, and training institutions.

Ms. Hylton explained that once the application is completed and both boards approve it, it will be submitted to CareerSource Florida. Subsequent steps will involve developing collaboration strategies, such as joint job fairs and seamless services for employers operating across both regions. These efforts aim to enhance the efficiency and impact of workforce development services in the shared area.

Mr. Leconte suggested exploring marketing and advertising strategies aligned with the shared designated market area encompassing both Fort Lauderdale and Miami-Dade. He emphasized that leveraging this overlap could enhance outreach and efficiency.

Ms. Hylton agreed with Mr. Leconte and stated that such opportunities would be considered in future planning.

**On a motion made by Francois Leconte and seconded by Zac Cassidy, the Executive Committee unanimously approved the request to CareerSource Florida to designate CareerSource Broward and CareerSource South Florida as a Regional Planning Area (RPA).**

## **7. BWDB and Executive Committee 2025 Meeting Schedule**

Considered the approval of the 2025 meeting schedule for the BWDB and Executive Committee meetings. Meetings are in person. On occasion, if necessary, a board member can attend via Zoom.

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Heiko Dobrikow presented the item and suggested sending out meeting dates early to allow sufficient time for members to populate their calendars, noting that schedules tend to fill up quickly.

Carol Hylton agreed, confirming that once the board approves the schedule, virtual invitations will be shared promptly via Outlook.

**On a motion made by Jim Ryan and seconded by Dawn Liberta, the Executive Committee unanimously approved the 2025 meeting schedule for the BWDB and Executive Committee meetings.**

#### **8. International Medical Industries Incumbent Worker Training Grant Application**

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

Heiko Dobrikow introduced the item and asked Francois Leconte to present it. Mr. Leconte reviewed the item. Mr. Leconte reminded the committee members that if the application is approved at today's meeting no further ratification is required by the boards at their next meeting.

**On a motion made by Dawn Liberta and seconded by Zac Cassidy, the Executive Committee unanimously approved awarding International Medical Industries an IWT grant in the amount up to \$130,604, which is 50% of the total training costs, for 31 employees to earn certifications in Process Validations, Scientific Molding, Normality Testing, and Six Sigma Green belt.**

#### **9. 2025 Stop-Loss Coverage**

Considered the approval of the purchase of Stop-Loss coverage for the CSBD self-insurance health policy from Sirius Point America at an estimated cost of \$217,512 based on our current census. This amount is a slight increase (+ \$426) over last year. This insurance caps payouts in the event of claims, including pharmacy, in excess of \$75,000 per individual. This will be the first one-year renewal allowable under the procurement.

Heiko Dobrikow introduced the item and asked Carol Hylton to present it. Ms. Hylton explained that since we are self-insured, we have procured a stop-gap insurance policy to limit our exposure in the event we incur claims that exceed \$75,000.

**On a motion made by Dawn Liberta and seconded by Jim Ryan, the Executive Committee unanimously approved the purchase of Stop-Loss coverage from Sirius Point America at an estimated cost of \$217,512 based on our current census.**



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## REPORTS

### 1. Paychecks for Patriots Hiring Event

CSBD hosted its 12th annual Paychecks for Patriots Veterans Hiring Fair on 11/14 at the Tamarac Community Center. The first hour of the event was reserved for veterans and their family members. Adrienne Johnston, President/CEO of CareerSource Florida, Melanie Griffin, Secretary of the Florida Department of Business and Professional Regulation, and Major General James Hartsell, Executive Director of the Florida Department of Veterans Affairs, flew in from Tallahassee and Tampa, to be part of this special event. We had about 200 employers register for the event and broke our record for jobseekers from earlier this year with about 1,400 attending the event. We also had 2 barber shops donate their time to provide 100 free haircuts to those in need.

Mr. Dobrikow highlighted the success of the recent Paychecks for Patriots Hiring Event, calling it record-breaking. Ms. Hylton confirmed the milestone, reporting attendance of approximately 1,400 job seekers and 150 employers, making it the largest event in our history.

Ms. Hylton added that the event also featured prominent guests, including Major General James Hartzell, Executive Director of the Florida Department of Veterans Affairs, Melanie Griffiths, Secretary of the Florida Department of Business and Professional Regulation, and Adrienne Johnston, along with her deputy from CareerSource Florida. These dignitaries flew in from across the state, underscoring the event's significance as the largest of its kind statewide.

A slideshow was presented to showcase highlights from the event.

Dr. Lisa Knowles inquired about the event's history, to which Ms. Hylton responded that it was the 12th annual event and has grown significantly each year. She noted that thank-you letters were sent to participating employers, including an invitation to the upcoming State of the Workforce event, with the aim of setting another record.

Ms. Hylton praised the diligence of Executive VPs Mark Klinecicz and Ron Moffett, as well as program managers, for their efforts in ensuring the event ran like clockwork.

Mr. Dobrikow commended the team for their dedication and noted that events like these reflect the organization's mission of changing lives and he observed that several attendees were hired on the spot.

### 2. Aviation Industry Employer Forum

CSBD hosted an engaging employer forum with the Aviation Industry on 11/7. This in-person and virtual event was attended by twenty-three (23) individuals representing employers and education partners. During the forum we discussed 1) best practices, skill gaps, and training needs and 2) identified strategies to improve the talent pipeline and training needed for their career pathways. The strategies identified include posting open positions in Employ Florida so CSBD staff can recruit, and refer candidates that match the employer's requirements and increase the number of summer internships in the industry for youth.

Heiko Dobrikow introduced the item and congratulated the team on the success of the Aviation Business Forum, which saw participation from 23 aviation professionals and a packed room.

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He noted the shared challenges across industries and emphasized the value of conversations and insights gained during the forum. A photograph from the event was shared with the Committee.

Ms. Hylton elaborated on the dynamic within the forums, highlighting how initial hesitation among participants due to competitive concerns evolved into open collaboration. By mid-forum, attendees were actively sharing their experiences and discussing how addressing shared issues collectively could strengthen the industry in Broward County. She emphasized the importance of introducing attendees to tools and resources offered by CareerSource Broward to support their workforce needs.

Mr. Dobrikow commended the forum's ability to foster what he termed "cooper-tition" a blend of cooperation and competition. He stressed the importance of industries setting aside egos and working together for the greater good, advancing their respective fields and improving lives within those industries. Mr. Dobrikow praised the forum as a fantastic initiative that reflects the CSBD's commitment to driving collaboration and growth in critical sectors.

### **3. State of the Workforce Breakfast and Job Fair**

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

Heiko Dobrikow introduced the item and asked Ron Moffett to present it.

Mr. Moffett provided an update on the preparations for the State of the Workforce Event, emphasizing that efforts are progressing as planned. He stated that internal planning meetings are being held bi-weekly and he also has a meeting with Broward County Transit is set for 12/5. Additionally, a walkthrough of the Convention Center is scheduled for 12/10. This walkthrough will incorporate lessons learned from the Paychecks for Patriots event. Mr. Moffett concluded by expressing the team's goal of exceeding the record-breaking attendance numbers achieved during the recent Paychecks for Patriots event.

Jim Ryan suggested that the event date and details be sent to board members via Outlook to help them secure the date on their calendars. He also recommended including a link to the event flyer for board members to share on their social networks.

Mr. Moffett and Ms. Hylton agreed, affirming that this would be implemented to enhance engagement and participation.

### **4. SYEP Portal**

The 2025 Summer Youth Employment Program application portal opens on 12/2 at 9 a.m. Youth can easily access the portal online via computer, tablet, or cell phone. Youth will receive an 8-week meaningful work experience earning \$14 per hour. We are requesting that the Committee share the youth and employer flyer with your networks.

Heiko Dobrikow presented the update on the SYEP and invited Carol Hylton to provide additional insights.

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Ms. Hylton shared that 275 youth had already applied to the program since applications opened earlier that morning at 9:00 a.m. She emphasized the transformative impact of connecting young people to employers early on in their lives, noting the program's ability to provide lasting opportunities, whether through ongoing employment, references for future jobs, or educational pursuits.

Ms. Liberta inquired whether the youth could reapply to the program each year.

Ms. Hylton confirmed that youth can reapply annually until they reach the age limit.

#### **MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR**

Mr. Dobrikow reminded the Committee of the last board meeting of the year on 12/12/24, which will also serve as the final day for the Toys for Tots drive. He encouraged members to attend, bring a toy, and support the team's efforts.

He also highlighted the annual Christmas on Las Olas event happening the following evening. He described the reception as a valuable networking opportunity with other business leaders in Broward County. Mr. Dobrikow concluded by sharing that he looks forward to expressing his appreciation for the Committee's hard work and contributions individually during the upcoming board meeting.

#### **MATTERS FROM THE EXECUTIVE COMMITTEE**

Mr. Leconte expressed gratitude to Mr. Dobrikow, acknowledging his exceptional leadership as the most engaged chair the board has had. He commended Mr. Dobrikow for challenging board members and staff to be more active and involved, which he believed had led to measurable results.

#### **MATTERS FROM THE FLOOR**

None.

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

Ms. Hylton shared that Commissioner Ryan's term has officially ended and that he will attend the upcoming board meeting for formal recognition. Vice Mayor Beam Furr will be replacing him and will also be attending.

To mark the occasion, Ms. Hylton suggested starting the meeting earlier, at 11:30 a.m. Mr. Dobrikow agreed with the suggestion, and the Committee was supportive. Ms. Liberta noted that she may still arrive at 12 noon due to other commitments.

**ADJOURNMENT** – 12:52 p.m.

<b>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON FEBRUARY 10, 2025</b>
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## Memorandum #03 - 24 (FS) Revised

**To:** Combined Executive and Audit Committee  
**From:** Carol Hylton, President/CEO  
**Subject:** Program Year 24/25 Revised Budget  
**Date:** February 3, 2025

### SUMMARY

This is our annual update from the preliminary budget presented in June. It is the adjusted budget based on the final grant awards received by CareerSource Broward (CSBD). The CSBD formula grants for Program Year (PY) 24/25 total \$16,152,373 an increase of \$24,754 from the planning numbers presented in June as we received slightly more formula funds than anticipated. Dedicated grants total \$12,885,002, an increase of \$1,525,634. Our total available budget is \$29,037,375 (\$16,152,373 + \$12,885,002) for PY 24/25. Approved at the 1/28 One Stop Services Committee meeting.<sup>1</sup>

### 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 on planning numbers received from the State prior to the beginning of the new program year. An adjusted budget based on 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 June 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 50% of the WIOA Adult and DW funds on training per State statute.
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 separately from our formula grants and are not included in the Budget Summary presented on the last page because we are unable to plan

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<sup>1</sup> Subsequent to the 1/28 One Stop Services Committee meeting, we received an additional \$200,000 in WTP funds, and we have updated the budget.

or predict whether they will be awarded each year. The Dedicated Grants Table has been updated to reflect actual grants received for PY 24/25.

**Table 1: Dedicated Grants – PY 24/25 Awards**

<b>Grant / Program</b>	<b>Description</b>	<b>Amount PY 24/25</b>
Children's Services Council (CSC)	Summer Youth Employment Program (SYEP)	\$ 4,215,656
Broward County	SYEP	700,000
City of Fort Lauderdale	SYEP	290,925
Community Foundation	SYEP	50,000
City of Dania Beach	SYEP	50,000
Joint Broadband Grant Broward Health will serve as Grant Recipient	For renovation of the Pompano Multipurpose Facility providing workforce and health services	3,000,000
Reemployment Services and Eligibility Assessment (RESEA)	Reemployment assistance and assessments	1,078,171
Non-Custodial Parent Employment	Assists Non-custodial parents with accessing employment services	940,947
WIOA National Dislocated Worker Grant Funds – Hurricane Ian	Temporary jobs for cleanup, humanitarian aid and training	723,927
WIOA National Dislocated Worker Grant Funds – North Florida Storms	Temporary jobs for cleanup, humanitarian aid and training	500,000
Florida Healthcare Training	Expand access to high-quality healthcare training programs	450,249
Get There Faster Veteran and Military Grant	Veterans Grant	354,037
Hope Florida – A Pathway to Promise	Assist in addressing poverty and promoting economic Mobility	215,519
City of Pompano Beach	To provide targeted work based training and career development opportunities in high demand trades	199,948
Apprenticeship Navigator	Navigator will identify and develop Registered Apprenticeship programs	96,000
Trade Adjustment Assistance (TAA)	Workers who become unemployed due to the impact of international trade	19,623 <sup>2</sup>
	<b>Total</b>	<b>\$ 12,885,002</b>

<sup>2</sup> USDOL has ended the TAA Program. Budget available is to allow customers enrolled to complete it.

Table 2 shows the preliminary PY 24/25 budget compared to the actual budget and includes all available formula funds and carry forward.

**Table 2: Preliminary vs. Actual Budget PY 24/25**

<b>Preliminary PY 24/25 Budget</b>	<b>Actual PY 24/25 Budget</b>	<b>Change from Preliminary to Actual Budget</b>
\$16,127,619	\$16,152,373	24,754

Table 3 depicts the variance in the separate funding streams from the preliminary budget to the PY 24/25 actual budget.

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

<b>Funding Stream</b>	<b>Preliminary PY 24/25 Budget</b>	<b>Actual PY 24/25 Budget</b>	<b>Variance</b>
<b>Wagner Peysers (WP)</b>	\$ 1,645,768	\$ 1,774,957	\$ 129,189
<b>Workforce Innovation and Opportunity Act (WIOA) Adult / Dislocated Worker</b>	6,956,085	6,786,869	(169,216) <sup>3</sup>
<b>WIOA – Youth</b>	2,751,545	2,734,745	(16,800) <sup>4</sup>
<b>Welfare Transition Program (WTP)</b>	4,252,905	4,365,001	112,096 <sup>5</sup>
<b>Supplemental Nutrition Assistance Program Employment and Training (SNAP ET)</b>	234,533	204,018	(30,515) <sup>6</sup>
<b>Veterans (DVOP/LVER)</b>	286,783	286,783	0
<b>Totals</b>	<b>\$ 16,127,619</b>	<b>\$ 16,152,373</b>	<b>\$24,754</b>

The adjustments to the PY 24/25 Budget categories are described below, followed by an overall budget summary.

<sup>3</sup> WIOA Adult, Dislocated Worker supplemental allocation was less than projected for PY 24/25.

<sup>4</sup> WIOA Youth carryforward was less than projected for PY 24/25.

<sup>5</sup> WTP variance shows less than \$200,000 as our carryforward was less than anticipated.

<sup>6</sup> SNAP allocation was less than projected for PY 24/25.

**Program Support Staff Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 24/25 Budget	% of Total Budget	PY 24/25 Budget	% of Total Budget		
\$4,749,116	29%	\$4,749,116	29%	\$0	0%

This category includes 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 25% for the staff.

**Facilities and Related Costs Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 24/25 Budget	% of Total Budget	PY 24/25 Budget	% of Total Budget		
\$2,981,825	18%	\$2,981,825	18%	\$0	0%

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.

**Contracts Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 24/25 Budget	% of Total Budget	PY 24/25 Budget	% of Total Budget		
\$1,583,061	10%	\$1,583,061	10%	\$0	0%

This category includes the following: WIOA out-of-school youth (OSY), WIOA in-school youth (ISY), One Stop Operator and Chamber 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. Harmony Development Center – OSY
7. One Stop Operator	8. Chamber of Commerce Contracts

**Training Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 24/25 Budget	% of Total Budget	PY 24/25 Budget	% of Total Budget		
\$4,782,979	30%	\$4,807,733	30%	\$24,754	<1%

This category includes OJT employer reimbursements, Work Experience, Individual Training Accounts, Customized and Incumbent Worker Training.

**Participant Support Services Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 24/25 Budget	% of Total Budget	PY 24/25 Budget	% of Total Budget		
\$549,462	3%	\$549,462	3%	\$0	0%

This category funds participant support costs for gas cards, clothing vouchers, bus passes, and participant performance incentives for WIOA Adult, DW and Youth, and WTP.

**Administrative Category**

Preliminary		Actual		Change from Preliminary to Actual Budget Available	% Change of Total Budget
PY 24/25 Budget	% of Total Budget	PY 24/25 Budget	% of Total Budget		
\$1,481,178	9%	\$1,481,178	9%	\$0	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 24/25 Budget	% of Total Budget	PY 24/25 Budget	% of Total Budget		
Program Support Staff	\$ 4,749,116	29%	\$ 4,749,116	29%	\$0	
Facilities and Related Costs	2,981,825	18%	2,981,825	18%	\$0	
Contracts	1,583,061	10%	1,583,061	10%	\$0	
Training	4,782,979	30%	4,807,733	30%	\$24,754	
Participant Support Services	549,462	3%	549,462	3%	\$0	
Administrative Costs	1,481,178	9%	1,481,178	9%	\$0	
<b>TOTAL*</b>	<b>\$16,127,619</b>	<b>100%</b>	<b>\$16,152,373</b>	<b>100%</b>	<b>\$24,754</b>	<b>&lt;1%</b>

\*rounding difference

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

The total available formula funding for PY 24/25 is \$16,152,373 with the addition of the \$12,885,002 in dedicated grants, our budget total is \$29,037,375.

**RECOMMENDATION**

That the changes as indicated in this memo from the preliminary to the actual PY 24/25 budget be approved.

## Memorandum #04 – 24 (FS)

**To:** Combined Executive and Audit Committee

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

**Subject:** General Fund Balance

**Date:** February 3, 2025

### SUMMARY

As we reported to the governing boards the General Fund balance was \$1,278,905 as of 6/30/24. From 7/1/24 through 12/31/24, we realized revenues of \$137,514 and incurred expenditures of \$83,525. The General Fund balance as of 12/31/24 is \$1,332,894. Of this amount \$566,681 is held in reserve leaving a balance of \$766,213.

### BACKGROUND

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

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

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

**Chart 1- General Fund Reserves**

Category	Dollar Amount
Contingency reserve	\$250,000
Depreciation collected to date:	\$1,003,844
Less Principle paid with Depreciation revenue since 1/1/2019	(\$687,163)
<b>Total</b>	<b>\$566,681</b>

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

**Chart 2- Board Approved Budgeted Items**

<b>Category</b>	<b>Dollar Amount</b>
Food (Calendar Year)	\$27,000
Ticket to Work staff salary, benefits & overhead	\$98,500
Application of our Indirect Cost Rate	\$19,600
President and Legal Counsel Salary Cap	\$29,829
<b>Total</b>	<b>\$174,929</b>

**DISCUSSION**

The General Fund balance as of 6/30/24 was \$1,278,905. Chart 3, below is a list of the revenues and expenditures from 7/1/24 through 12/31/24. During this period revenues totaling \$137,514 and expenditures totaling \$83,525 were incurred. The total of the General Fund balance including reserves minus expenditures is \$1,332,894.

**Chart 3- Revenues and Expenditures 7/1/24 – 12/31/24**

<b>Category</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Comments</b>
Investment Interest	14,227		
Reimbursement to CSBD	200		Restitution
Ticket to Work (TTW)	35,383	129	
Depreciation collected from grants	85,304		
Tobacco Free Florida	2,400		
FY 24/25 Building Principal		63,223	Paid to date \$899,955
Food expense		15,037	
Purchase of AC for 2890 West Cypress Creek Road		4,363	
Indirect Costs		773	
<b>Total</b>	<b>\$137,514</b>	<b>\$83,525</b>	

The General Fund balance as of 12/31/24 is \$1,332,894 of this amount \$566,681 is held in reserve leaving a balance of \$766,213.

**RECOMMENDATION**

None. For information purposes.

**Memorandum #05 – 24 (FS)**

**To:** Combined Executive and Audit Committee  
**From:** Carol Hylton, President/CEO  
**Subject:** Budget vs. Actual Expenditure Report  
**Date:** February 3, 2025

**SUMMARY**

Pursuant to Board request we report on Budget vs. Actual expenditures. Each year we budget to spend 100% of our grants. CSBD receives some of its funds based on its program year which is 7/1 – 6/30 and some of its funds based on the federal fiscal year 10/1 – 9/30 which is also the CSBD fiscal year. While WIOA Youth, Wagner Peyser, and Veterans expenditures appear low, we have plans to expend the funds. For SNAP, we have adjusted the budget accordingly to bring it into alignment.

**BACKGROUND**

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

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

**DISCUSSION**

Chart 1 depicts funds received on a program year basis 7/1/24 – 12/31/24 and represents expenditures at 50% of the program year.

**Chart 1: July 1, 2024 – Dec 31, 2024 Budget vs. Actual at 50% of the Year**

Notes	Funding Stream	PY 24-25 Budget	Actual Expenditures 7/1/24 – 12/31/24	% Expended
1	WTP	4,365,001	1,875,529	43%
2	WIOA Adult / Dislocated Worker	6,786,869	3,319,152	49%
3	WIOA Youth	2,734,745	923,362	34%
4	Wagner Peyser (WP)	1,774,957	465,368	26%

**Note 1: WTP**

Per Board approval if funds are available at the end of the program year we will use the funds for the summer program. It is expected that all WTP funds will be expended.

**Note 3: WIOA Youth**

Spending will increase as our two in-school programs begin work experience activities with the youth in their program during the last 2 quarters of the program year in accordance with their program design.

**Note 4: Wagner Peyser**

The state has extended the funding to 9/30. There are expenditures which have not yet come in we expect to expend all the funds.

Chart 2 depicts funding streams received on a federal fiscal year basis through 12/31/24 which represents 25% of the year.

**Chart 2: 10/ 1/24 – 12/31/24 Budget vs. Actual at 25% of the Year**

Notes	Funding Stream	PY 24-25 Budget	Actual Expenditures 10/1/24 – 12/31/24	% Expended
1	Veterans	286,783	56,077	20%
2	SNAP	204,018	66,882	33%

**Note 1: Veterans Program**

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

**Note 2: SNAP**

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

**RECOMMENDATION**

None. For information purposes only.



# SAVE THE DATE



**MARK YOUR CALENDARS**

**TUESDAY,  
MARCH 11, 2025**

**AMERANT BANK ARENA**

*Home of the Florida Panthers*

Careersource Broward, in partnership with the Broward County School Board, is proud to announce Worlds of Work (WOW) 2025, a transformative career exploration event designed exclusively for 9th and 10th-grade high school students. Youth will immerse themselves in hands-on learning experiences that will ignite their passion and inspire their career journey.

This annual event offers a unique opportunity for youth to explore a wide range of high-wage, in demand industries sure to captivate the interests of our future workforce. Youth will have the opportunity to step into the shoes of professionals in fields like robotics, aviation, healthcare, and more, and gain valuable insights into the world of work.

Join us for a day of discovery with industry professionals as youth explore careers waiting for them right in their own backyard.



# EXHIBITOR INFORMATION



**TUESDAY, MARCH 11, 2025**  
**8:30 A.M. – 12:30 P.M.**

**AMERANT BANK ARENA** | *Home of the Florida Panthers*

CareerSource Broward, in partnership with the Broward County School Board, is proud to announce the 2025 Worlds of Work (WOW) conference and expo. This amazing event allows our 9th and 10th-grade high school students to get a hands-on educational opportunity to become familiar with the wide range of career opportunities available to them. Youth will have the opportunity to participate in virtual reality work experiences in various high-wage-demand occupations. From robots to aircraft and healthcare simulations, career options will come alive for the teen!

Today's challenging economy means young people need to make the best career choice possible. However, many students do not know the details or educational requirements surrounding demand occupations within various industries. Worlds of Work focuses on introducing our students to the amazing career opportunities that are available to them. Youth from Broward County high schools will soon be gearing up to attend the 2025 Worlds of Work Expo. Universities and technical colleges will be on hand to advise youth on how to best prepare for their futures and showcase how youth can get the skills they will need to succeed.

At WOW, employers will collaborate within twelve world industry focus areas to create interactive and immersive experiences for the students. Each world will be responsible for showcasing exciting careers in high demand and providing opportunities for economic mobility. Local educators join their respective worlds to provide the most engaging opportunities for all participants.

1. Aviation
2. Construction, Energy and Utility
3. Manufacturing
4. Healthcare
5. Hospitality
6. Information Technology
7. Logistics, Transportation, and Automotive
8. Marine
9. Public Safety and Service
10. Professional Services
11. Education
12. Government

# EXHIBITOR LOGISTICS

Please see exhibitor logistical information below for your review. Please note exhibitors will be responsible for all costs associated with their booth and experience on site.

## ITEMS NEEDED FROM EXHIBITORS

1. Completed exhibitor registration form. If exhibiting in more than one world, please complete a different form for each world.
2. Company logo. Please provide as a .jpg, .png or .eps (as high resolution as possible). Your logo will appear in the WOW Student Book. To be included in the book, we must have your logo by February 7, 2025. Please email your logo to [WOW@careersourcebroward.com](mailto:WOW@careersourcebroward.com)
3. Proof of liability insurance. Please email a copy to [WOW@careersourcebroward.com](mailto:WOW@careersourcebroward.com) by February 21, 2025.

## EXHIBIT LOCATION

An industry liaison will be assigned to you and will let you know the exact location of your exhibit.

## WOW HUB

The WOW Hub serves as the entrance to the event. All participants will come to the WOW Hub to check-in.

## BOOTHS

*Note: Vehicles and other large pieces of equipment count as a booth.*

### Booths include:

- Designated space inside the expo: please request the ideal amount of space you will need in the exhibitor commitment form.
- Employer hospitality area.
- Exposure to over 1200 students in Broward County.

### Large Equipment:

- There is limited space for larger (outside-of-booth requests) so these requests will be reviewed by the event organizers, and you will be notified if your request is accepted.
- Vendors who will be bringing large vehicles or equipment will also be bound by a set-up schedule on Monday, March 10th.
- Stand-up banners are allowed but must fit within your booth space.
- Booths should be both engaging and memorable for students who want to know about various careers. Each booth must have a hands-on activity that will let students experience a new career option. Your interactions with the students should help them understand how they might fit in with your organization in the future.



**Security:**

- There will round the clock security on Monday, March 10th, and Tuesday, March 11th. On March 11th, security ends at 4:00 p.m.

**Power Strips/Extension Cords/Generators:**

- Exhibitors must provide their own power strips, extension cords, generators.

**Parking Pass and Parking:**

- Exhibitors will be given specific directions as to where to enter, unload, and park.

**Safety, Security, and First Aid:**

- Safety and security are top priorities. Exhibitors will be provided a safety and security plan.

**World Logistics Liaison:**

- Each world will have a logistics liaison who will be the exhibitor contact.
- Exhibitors should consult this person for all needs.

**Giveaways:**

- Each world may coordinate a giveaway that promotes the world.
- All promotional items to be handed out to students must be approved prior to the Expo.
- No tents, candy, stickers, pens or umbrellas are allowed.

**Identification:**

- Exhibitors are asked to have their company identification or driver's license while at the Expo and may be required to produce the identification upon request. If possible, exhibitors are asked to wear their company identification while at the Expo.

**Attire:**

- Exhibitors are asked to wear khakis, a shirt with company logo, and comfortable, closed-toe shoes. No jeans.

**Meals/Snacks:**

- There will be a hospitality room for all exhibitors and volunteers.
- Water and snacks will be available throughout the day.
- We ask exhibitors to go in shifts so exhibit coverage is ensured. Exhibitors should not eat in the exhibit area or while talking with students.

**Visitors:**

- Visitors are required to register before entering the Expo. Visitor check-in will be at the entrance of the event. Visitors are asked to have their company identification or driver's license while at the Expo and may be required to produce the identification upon request.

# STUDENT ROTATION INFORMATION

## TOUR GUIDES

- Tour guides will accompany each group. The tour guides, along with each school's chaperones, will lead the students through the Expo following a zone rotation.

## COLOR CODING

- For the Expo, we will be using a color-coding system to identify buses, students, and zone rotations. The goal is for students to identify with a specific color and use that color throughout the entire event.
- Each student will be given a backpack with a specific color.
- A tour guide will carry a specific-colored sign and will follow a zone rotation map based on that color.

## SCHEDULE OF EVENTS

MONDAY, MARCH 10, 2025	
9 a.m. – 5 p.m.	Exhibitor set-up
TUESDAY, MARCH 11, 2025	
7:30 a.m. – 8:15 a.m.	Exhibitor check-in, set-up, and registration
8:45 a.m.	All exhibitors are asked to be at their exhibit ready to begin.
8:45 a.m.	Opening remarks
9:00 a.m.	Group rotations begin
12:30 p.m.	Conclusion of exhibits
1:00 p.m. – 4:00 p.m.	Exhibitor breakdown

# EXHIBITOR COMMITMENT FORM

Please fill out the information below and return to [WOW@careersourcebroward.com](mailto:WOW@careersourcebroward.com).

Exhibitor space cannot be held without a signed and submitted interest form. All interested exhibitors will be reviewed by the CareerSource Broward team for approval. Exhibitors will be responsible for all costs associated with their booth and experience on site.

COMPANY: \_\_\_\_\_

MAIN CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDITIONAL EMAIL OF COMPANY REPRESENTATIVE: \_\_\_\_\_

INDUSTRY: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

PLEASE PROVIDE A FEW BRIEF DETAILS ABOUT WHAT YOUR BUSINESS WOULD LIKE TO EXHIBIT ON SITE AND THE STUDENT EXPERIENCE YOU WILL OFFER: \_\_\_\_\_

\_\_\_\_\_

WHAT SIZE SPACE DO YOU REQUIRE FOR YOUR EXHIBIT? \_\_\_\_\_

DO YOU REQUIRE OUTSIDE EXHIBIT SPACE? IF SO PLEASE PROVIDE DETAILS HERE: \_\_\_\_\_

\_\_\_\_\_

PLEASE SPECIFY THE EXACT NUMBER OF PERSONNEL YOU PLAN TO HAVE AT YOUR EXHIBIT: \_\_\_\_\_

AUTHORIZING FIRST AND LAST NAME: \_\_\_\_\_

AUTHORIZING SIGNATURE: \_\_\_\_\_





# THE 2025 WORLDS OF WORK CONFERENCE AND EXPO

**JOIN US BY BECOMING A SUPPORTER  
FOR THIS AMAZING EVENT**



**TUESDAY MARCH 11, 2025 | 8:30 A.M. – 12:30 P.M.**

**AMERANT BANK ARENA | *Home of the Florida Panthers***

CareerSource Broward, in partnership with the Broward County School Board, is proud to announce the 2025 Worlds of Work (WOW) conference and expo. This amazing event allows our 9th and 10th-grade high school students to get a hands-on educational opportunity to become familiar with the wide range of career opportunities available to them. Youth will have the opportunity to participate in virtual reality work experiences in various high-wage-demand occupations. From robots to aircraft and healthcare simulations, career options will come alive for the teen!

Today's challenging economy means young people need to make the best career choice possible. However, many students do not know the details or educational requirements surrounding demand occupations within various industries. Worlds of Work focuses on introducing our students to the amazing career opportunities that are available to them. Youth from Broward County high schools will soon be gearing up to attend the 2025 Worlds of Work Expo. Universities and technical colleges will be on hand to advise youth on how to best prepare for their futures and showcase how youth can get the skills they will need to succeed.

At WOW, employers will collaborate within twelve world industry focus areas to create interactive and immersive experiences for the students. Each world will be responsible for showcasing exciting careers in high demand and providing opportunities for economic mobility. Local educators join their respective worlds to provide the most engaging opportunities for all participants.

Supporter opportunities are available. Each supporter level provides your company with exposure and benefits electronically and in person. With your help and support, this annual event will send the message that the time is now for students to start their journey toward a career in diverse industries at work in their own backyards.

All funds received from supporters will go towards offsetting the cost of this and future WOW events.

# JOIN US BY BECOMING A SUPPORTER FOR THIS AMAZING EVENT

## DIAMOND SUPPORTER - \$10,000

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- ▶ Top billing in all promotional collateral, including company logo (email, flyers, invitation, media alerts, website, etc.)
- ▶ Company logo with direct link on CareerSource Broward's Worlds of Work website
- ▶ Company logo on event invitation (only diamond supporter logos displayed)
- ▶ Full page, full color advertisement in student companion book
- ▶ Logo on welcome sign and other event signage (Due February 14, 2025).
- ▶ Sponsorship announcement via social media, company tagged in event promotions
- ▶ Company logo printed on student information bag (Due February 7, 2025)
- ▶ Opportunity to put company information (promo item, flyer, pamphlet, etc.) in student goody bag

## PLATINUM SUPPORTER - \$5,000

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- ▶ Company logo with direct link on CareerSource Broward's Worlds of Work website
- ▶ Full page, full color advertisement in student companion book
- ▶ Company name on event invitation
- ▶ Logo on event signage (Due February 14, 2025)
- ▶ Sponsorship announcement via social media, company tagged in event promotions
- ▶ Company logo printed on student information bag (Due February 7, 2025)

## GOLD SUPPORTER - \$2,000

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- ▶ Company logo with direct link on CareerSource Broward's Worlds of Work website
- ▶ Half page, full color advertisement in student companion book
- ▶ Logo on event signage (Due February 14, 2025)
- ▶ Sponsorship announcement via social media, company tagged in event promotions
- ▶ Company logo printed on student information bag (Due February 7, 2025)

## SILVER SUPPORTER - \$1,000

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- ▶ Company logo with direct link on CareerSource Broward's Worlds of Work website
- ▶ Quarter page, full color advertisement in student companion book
- ▶ Event signage (Due February 14, 2025)
- ▶ Sponsorship announcement via social media, company tagged in event promotions

## BRONZE SUPPORTER - \$500

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- ▶ Company logo with direct link on CareerSource Broward's Worlds of Work website
- ▶ Acknowledgement in student companion book
- ▶ Event signage (Due February 14, 2024)
- ▶ Sponsorship announcement via social media, company tagged in event promotions

<b>BENEFIT</b>	<b>DIAMOND SUPPORTER \$10,000</b>	<b>PLATINUM SUPPORTER \$5,000</b>	<b>GOLD SUPPORTER \$2,000</b>	<b>SILVER SUPPORTER \$1,000</b>	<b>BRONZE SUPPORTER \$500</b>
Supporter announcements via social media, company tagged in event promotions	✓	✓	✓	✓	✓
Company logo with direct link on CareerSource Broward's Worlds of Work website	✓	✓	✓	✓	✓
Acknowledgement in student companion book	✓	✓	✓	✓	✓
General event signage	✓	✓	✓	✓	✓
Full-page, full-color advertisement in student companion book	✓	✓			
Half-page, full-color advertisement in student companion book			✓		
Quarter page, full-color advertisement in student companion book				✓	
Company logo on student information bag	✓	✓	✓		
Company logo on event signage	✓	✓	✓	✓	✓
Logo on welcome signage	✓	✓	✓	✓	✓
Opportunity to put company info in student information bag	✓	✓			
Top billing in all promotional collateral, including company logo	✓	✓			

# SUPPORTER COMMITMENT FORM

Please fill out the information below, select your supporter commitment, sign, and return to [WOW@careersourcebroward.com](mailto:WOW@careersourcebroward.com).

Please note that all supporter commitment acceptances are offered on a first-come, first-served basis. Supporter commitments cannot be held without a signed and submitted commitment form.

Payment for a supporter commitment will be invoiced upon receipt of the signed commitment form.

COMPANY: \_\_\_\_\_

MAIN CONTACT: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

## SUPPORTER COMMITMENT:

DIAMOND (\$10,000)    PLATINUM (\$5,000)    GOLD (\$2,000)    SILVER (\$1,000)    BRONZE (\$500)

AUTHORIZING FIRST AND LAST NAME: \_\_\_\_\_

AUTHORIZING SIGNATURE: \_\_\_\_\_



**JAN 2024 - DEC 2024**

### EMPLOYER TESTIMONIALS



**Infinity Transportation – Miranda Sherman, Group & Events Manager–** *"CareerSource Broward has been a vital resource in helping my business grow and succeed. Their team provided essential support by handling job postings, applicant screening, and connecting us with cost-effective hiring solutions. They created a profile for us on Employ Florida, allowing us to reach qualified candidates efficiently. Additionally, we became a Paid Internship Worksite, which gave us access to talented interns at no cost, and we've participated in CareerSource Broward's job fairs, further expanding our hiring opportunities. We truly appreciate their dedication and highly recommend their support to other employers!"*

**12,043** EMPLOYERS SERVED



**39,795**

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

**44,775**

New Job Openings Posted in Employ Florida

**\$4,906,001**  
TRAINING REIMBURSEMENTS TO EMPLOYERS

On-the-Job Training (OJT) Program - **\$204,782**  
Skills Upgrade Incumbent Worker Training (IWT) - **\$226,219**  
Adult and Youth Paid Internships - **\$4,475,000**

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

### EMPLOYER TESTIMONIAL



**Senior Helpers – Annette Wellington-Hall – Chief Financial Officer / Administrator –** *"CareerSource Broward has been an extremely cooperative partner in helping us find the right talent. Through their internship program, we brought on two interns for our Client Service Coordinator and Marketing Coordinator positions—at no cost, as their wages were covered. Their team made the process seamless, handling job postings, pre-screening resumes, and creating training plans based on our needs. This saved us time, money, and energy, allowing us to focus on our business. CareerSource Broward was instrumental in connecting us with qualified interns, and we highly recommend their services!"*

### FOLLOW US ON SOCIAL MEDIA

 CareerSource Broward
  @CareerSourceBD
  @CareerSourceBD  
 CareerSource Broward
  CareerSourceBroward





# INFOGRAPH



## JOB SEEKER SERVICES

### SUCCESS STORIES



**Magnolia** – *"After five years of unemployment, re-entering the workforce felt like a challenge. I was encouraged to visit CareerSource Broward, and it turned out to be the best decision I could have made. From the moment I arrived, I was impressed by their incredible resources. The WIOA program provided me with training and a paid internship, giving me the skills and experience I needed to regain confidence and find the right job. The support I received was exceptional. The staff, my trainer, and his supervisor treated me with professionalism and respect. Thanks to their guidance, I secured a job as a Tax Preparer—the opportunity I had been searching for! I am truly grateful for CareerSource Broward. Their mission of helping people find meaningful employment is life-changing, and I hope they continue making a difference for those in need. Thank you!"*

**75,649**

**ONE-STOP CENTER VISITS**



**7,496** WORKSHOP PARTICIPANTS



**2,167**

**JOB SEEKERS PLACED IN JOBS**

**\$5,057,966**

**TRAINING FUNDS AWARDED**



### SUCCESS STORIES



**Devonie** - *"After just a few weeks of collecting unemployment, I received a letter requiring me to go to CareerSource Broward for a re-employment assistance orientation. That orientation changed everything. A wonderful CareerSource Broward team member guided me through the process, clearly explaining*

*its purpose and the many resources available to support my job search. Following her advice, I attended a CareerSource Broward Workshop and the Paycheck for Patriots Job Fair—both proved invaluable. Thanks to these opportunities, I received multiple job offers and am now on the path to a successful career! I'm incredibly grateful for CareerSource Broward and their dedication to helping job seekers, like myself. Their support truly makes a difference!"*



**312,109**

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



**SPECIAL POPULATIONS SERVED**

Including Veterans, individuals with a disability, returning citizens, and you **49**

**7,287** JOB SEEKERS



**CHILDREN'S SERVICES COUNCIL  
OF BROWARD COUNTY  
MEMBERS:**

*Jeffrey S. Wood, Chair  
Governor Appointee*

*Beam Furr, Vice Chair  
Broward County Commission*

*Dr. Christine Thompson, Secretary  
Governor Appointee*

*Alyssa Foganholi  
Governor Appointee*

*Debra Hixon  
Board Member  
Broward County Public Schools*

*Dr. Howard Hepburn  
Superintendent  
Broward County Public Schools*

*Julia Musella  
Governor Appointee*

*Robert Shea  
Child Protection Director,  
Southeast & Southern Regions  
Department of Children & Families*

*Dr. Paula Thaqi  
Director  
Broward County Health Dept.*

*Honorable Francis Viamontes  
Judicial Member*

*Vacant  
Governor Appointee*

**STAFF**

*Cindy J. Arenberg Seltzer  
President/CEO*

**LEGAL COUNSEL**

*John Milledge  
Garry Johnson*

August 28, 2024

Ms. Carol Hylton  
CEO, CareerSource Broward County  
2890 W. Cypress Creek Rd.  
Fort Lauderdale, FL 33309

**Financial and Administrative Review of CareerSource of Broward County, Program and Contract – SYEP #23-5016.**

Dear Ms. Hylton,

We are pleased to inform you that the Children's Services Council of Broward County (CSC) completed the financial and administrative review of CareerSource of Broward County program and contract SYEP #23-5016, funded by the CSC. The assessment tools are attached to this report.

In general, CareerSource of Broward County has sufficient controls in place to manage the program, and we are happy to report that no findings impacted its administration.

**SYEP #23-5016:**

- You are commended for a financial and administrative review with no findings.

A copy of this report has been retained in your file for future reference. If you plan to apply for future funding, the contents will be considered during the rating of your funding proposal.

Thank you for your cooperation during the review process. We hope that you find the administrative evaluation informative. Your agency can respond in writing with feedback to the financial and administrative review experience and report. If you have any questions, please contact me at (954) 377-1140 or [mrazavi@cscbroward.org](mailto:mrazavi@cscbroward.org).  
Sincerely,

*Mina Razavi*

Mina Razavi  
Assistant Director of Finance

## Memorandum #03 – 24 (QA)

**To:** Combined Executive and Audit Committee

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

**Subject:** Results of the Taylor Hall Miller Parker (THMP), P.A.  
Program Monitoring Report #3 – PY 23/24 – Issued 8/13/2024

**Date:** October 17, 2024

### SUMMARY

THMP conducted program monitoring for the period 3/15/24 through 7/26/24. They reviewed a total of 177 files consisting of 6,998 elements. There were 5 findings and 14 observations. This equates to an error rate of .07%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

### BACKGROUND

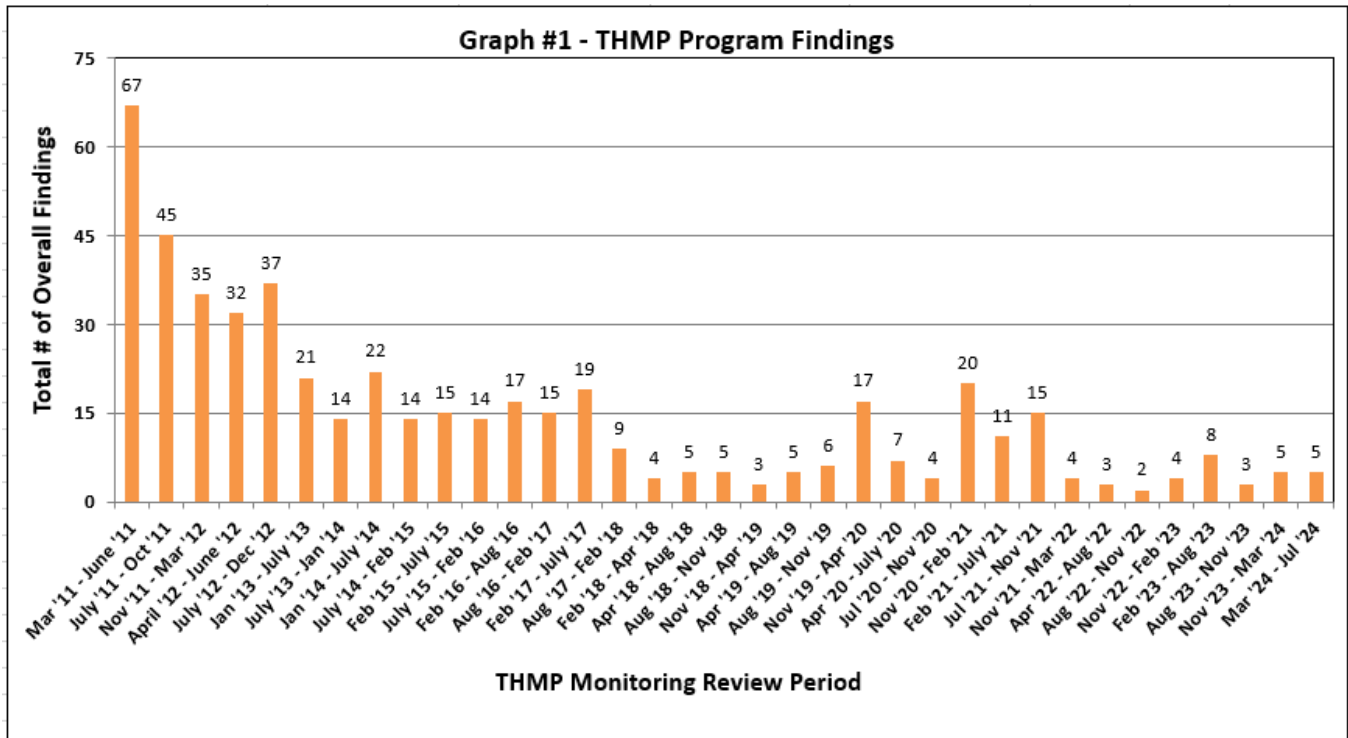
THMP monitors program activities three times a year. This was their third report for PY 23/24.

### DISCUSSION

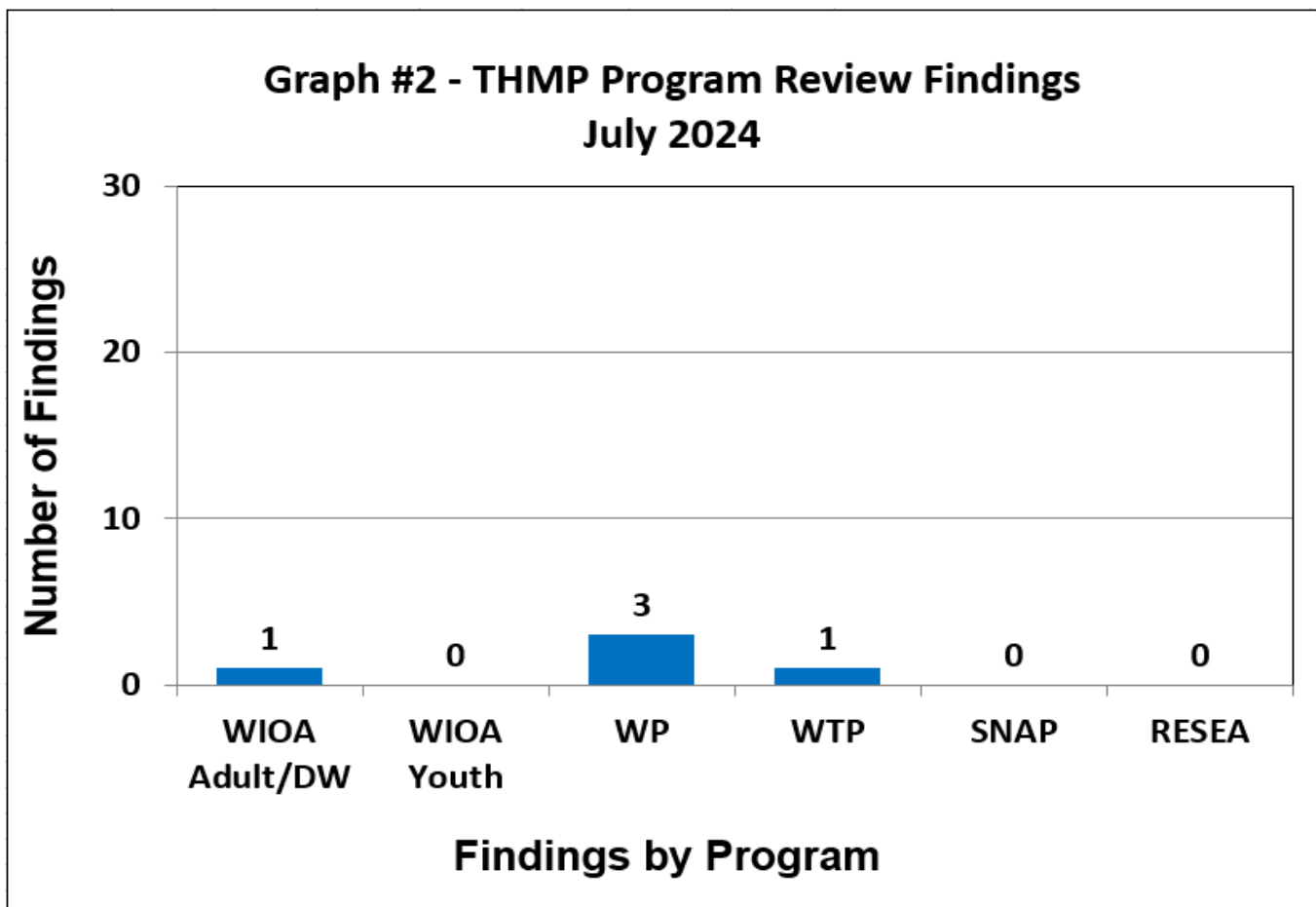
THMP identified 5 findings and 14 observations during their program monitoring visit. They reviewed a total of 177 files consisting of 6,998 elements. This equates to an error rate of .07%, or less than 1%. This monitoring covered the period 3/15/24 through 7/26/24.

### THMP Program Findings

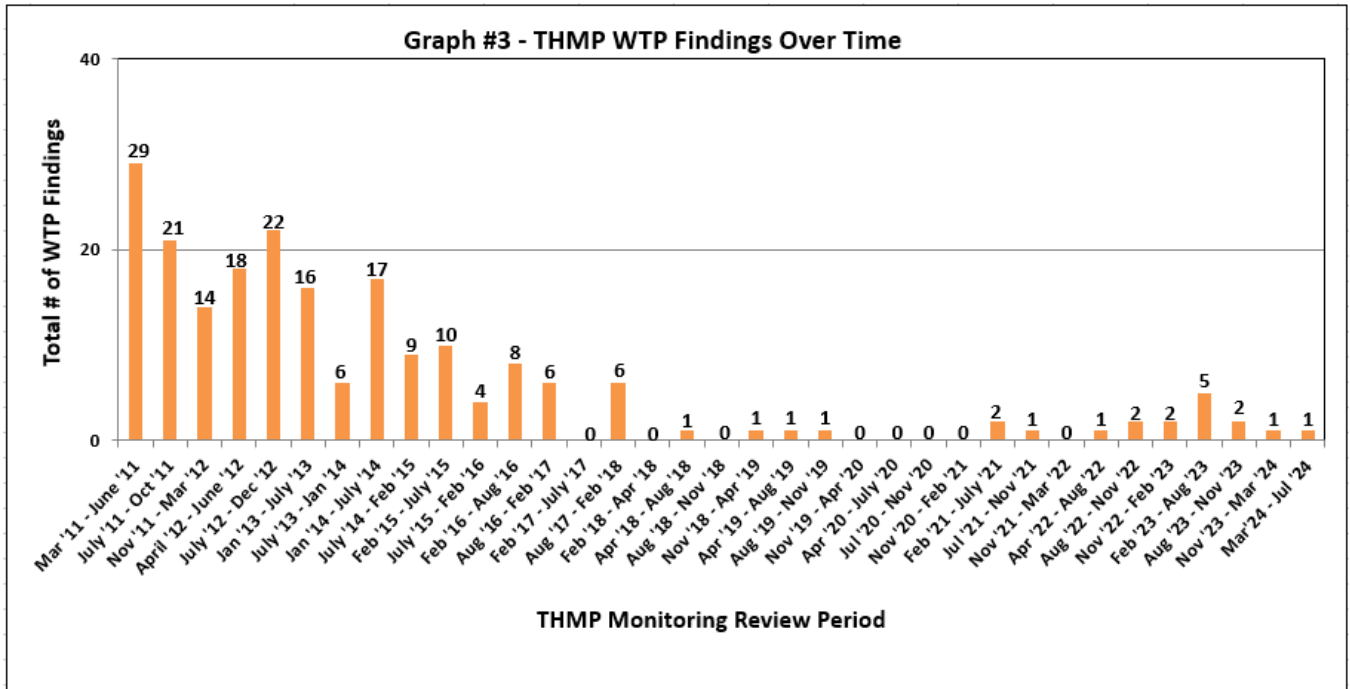
A trending chart for THMP program findings, per review period since March 2011, is represented in Graph #1, as follows:



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



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



## THMP Program Findings for the period of March 2024 – July 2024

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

### WIOA Adult/Dislocated Worker

- A. 30 WIOA Adult, Dislocated Worker and Special Project customers files from enrollments in Employ Florida (EF) were reviewed; 10 from each Center. There was one **(1)** finding and **(0)** observations.

<b>Finding</b> WIOA Adult/Dislocated Worker
The customer's Individual Employment Plan (IEP) was not updated to reflect the provision of supportive services while the customer attended training.
<b>Recommendation</b>
During the week of the monitoring, the customer's IEP was updated to reflect the provision of supportive services, and a signed copy was placed in the customer file; no further corrective action is necessary.
<b>Agree/Disagree</b>
Agree
<b>Resolution</b>
CSBD took 3 actions to address this finding: The Success Coach (SC) was provided one-on-one training from her supervisor regarding the issue. 2) The WIOA supervisors reviewed the last several months of support services issued to ensure all IEPs were properly case noted and 3) the WIOA Program Manager conducted WIOA training on 10/29/24 that covered support services.

- B. 2 WIOA Incumbent Worker Training (IWT) customer files were reviewed. There were no **(0)** findings or observations.

### WIOA Youth

- A. 20 WIOA Youth files were reviewed: 5 CareerSource Broward (CSBD), 2 Center for Independent Living (CIL), 3 FLITE Center, 2 HANDY, 3 Junior Achievement and 5 School Board of Broward County (SBBC). There were no **(0)** findings and observations.

### Wagner-Peyser (WP)

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

<b>Finding</b> WP/Service Documentation Review
For a newly created staff-assisted customer registration, there was no case note documenting the customer's permission to create the account in EF.
<b>Recommendation</b>
For staff-assisted registrations, staff should ensure the customer's permission to create the EF account is documented in a case note.
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
The case has been corrected and the staff member was coached to add the case note in EF as required.

<b>Observation</b> WP/Service Documentation Review
A Veteran customer's Employability Development Plan (EDP) did not contain the work readiness case conference objective.
<b>Recommendation</b>
Staff should ensure that the EDP for Veteran customers lists the work readiness case conference objective.
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
This was an isolated incident. The EDP was updated to reflect the work readiness case conference objective.

B. 30 WP job orders were reviewed. There were **(2)** findings and **(0)** observations.

<b>Finding</b> WP Job Order (JO) Review
There were two job orders that did not comply with Equal Employment Opportunity (EEO) requirements according to the State's Job Order Desk Aid for EEO and Affirmative Action Compliance. <ul style="list-style-type: none"> <li>a) By having an inappropriate age requirement (i.e., at least 18 years of age) without an explanation.</li> <li>b) By having a "must pass" background clearance requirement rather than stating employer conducts background screening,</li> </ul>
<b>Recommendation</b>
Staff should ensure each job order is properly verified and reviewed for inappropriate requirements prior to posting the job order in EF.

<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
These were errors made by one staff member. The staff was counseled by his supervisor and was instructed to place questionable job orders on hold and contact the employer to get more information to substantiate EEO elements in the job order and then to update the job order, accordingly. The staff member was also coached to use the Florida Commerce Job Order Desk Aid for suitable job order language when completing the review/edit process.

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

10 RESEA files were reviewed from Employ Florida (EF). There were no **(0)** findings or observations.

**Welfare Transition Program (WTP)**

A. 24 WTP mandatory files were reviewed (8 each from North, Central and South). There was **(1)** finding and **(11)** observations.

<b>Finding</b> WTP File/System Review
Transportation services were issued to a participant who should have been precluded from receiving support services as they were not receiving Temporary Cash Assistance.
<b>Recommendation</b>
Staff should ensure that support services are provided to recipients only during periods when they are eligible to receive the services.
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
The funds have been returned to the grant. CSBD took 5 actions to address this finding: 1) The Support Services Authorization Form has been modified so that verification of support service eligibility is done by both the <b>Supervisor and the Success Coach</b> . 2) To further prevent a reoccurrence, supervisor approval to verify and ensure customer eligibility will be required for all new staff during their first 6 months of employment. 3) The Success Coach involved took the THMP WTP online training classes and successfully passed the exams. 4) WTP supervisors reviewed the relevant policies with staff. 5) The WTP Supervisor reinforces required elements in weekly meetings with staff.



<b>Observations WTP File/System Review</b>
<ul style="list-style-type: none"> <li>a) Signed IRPs in case files were missing work activity assignment end dates.</li> <li>b) Support Services were open in OSST and provided to participants; however, the IRPs were not updated to reflect the open services.</li> <li>c) Case notes did not provide a clear picture of what was happening with the cases.</li> <li>d) A participant case was not closed in a timely manner.</li> <li>e) An incorrect pre-penalty termination date was entered in OSST for a participant, which upon determining good cause, the pre-penalty should have been terminated with the date of the supposed failure.</li> </ul>
<b>Recommendation</b>
<ul style="list-style-type: none"> <li>a) Staff should ensure an initial IRP is completed timely within 30 days of the participation referral.</li> <li>b) Staff should be required to verify that IRPs are current and accurately reflect all active services before finalizing support service provisions.</li> <li>c) Staff should ensure case notes provide a clear picture of what is happening with the case.</li> <li>d) Staff should ensure appropriate actions are taken timely and documented accurately.</li> <li>e) Staff should confirm the correct pre-penalty termination date before entering it into the system.</li> </ul>
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
<ul style="list-style-type: none"> <li>a. to d. 1) These cases were closed so corrections could not be made. 2) These observations were attributed to one new hire. The WTP Supervisor reviewed relevant policies and procedures with the new staff person. 3) The new staff person took the applicable THMP WTP online training classes and successfully passed the exams. 4) The WTP Supervisor reinforces the required elements during in weekly meetings with staff.</li> <li>e. The SC was coached by the WTP Supervisor and the issue was monitored during desk reviews with no reoccurrences found.</li> </ul>

B. 21 WTP transitional files were reviewed; 7 at North, South and Central. There were no **(0)** findings and **(1)** observation.

<b>Observations WTP File/System Review</b>
Transitional Services for a participant was opened and started prior to the case status being changed from Mandatory to Transitional.

<b>Recommendation</b>
Staff should ensure that cases are correctly processed when changing from Mandatory status to Transitional status and when opening and providing support services.

<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
This was an error by a new staff member. The WTP Supervisor reviewed relevant policies and procedures with the staff person who was also instructed to take the applicable online training classes.

**Supplemental Nutritional Assistance Program (SNAP)**

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

<b>Observation</b> SNAP File/System Review
A participant's case notes did not indicate timely follow-up on the appointment schedule.
<b>Recommendation</b>
Staff should ensure appropriate actions are taken and documented accurately.
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
This was an isolated incident. Follow up was conducted but it was not case noted timely. The SNAP Supervisor addressed the importance of case noting to the SC and subsequently monitored their case files for compliance.

**RECOMMENDATION**

None. For information purposes only.

**Cherry Bekaert Fiscal Findings - PY 23/24  
Monitoring Report #3**

<b>Procedure</b>	<b>Review Period</b> 03/1/24 - 06/30/24
Previous Year-end Audit Adjusting Journal Entries	0
Previous Year-end Single Audit Report	0
Insurance	0
Local Plan Controls Review	0
Cash Draw	0
Cancelled Checks	0
Cash Receipts	0
Bank Reconciliation - Operating Account	0
Bank Reconciliation - Staff Payroll Account	0
Bank Reconciliation - Participant Payroll Account	0
Bank Reconciliation - Money Market General Fund Account	0
Bank Reconciliation - AP	0
Participant Payroll	0
Staff Payroll	0
Integrative Staffing Payroll	0
Employee Separations	0
On the Job Training (OJT)	0
Incumbent Worker Training (IWT)	0
Subawarding/Subrecipient Monitoring	0
Procurement- Micro Purchase	0
Procurements – RFP/Bids	0
Non-Payroll Expenditures	0
Youth Support & WIOA (AD/DW) Payments	0
Customer-Related Expenditures - WIOA ITA & WTP	0
Property Management – Prepaid Cards	0
Property Management – Bus Passes	0
Mileage Reimbursements - Individuals	0
Grant Compliance Review	0
<b>TOTAL</b>	<b>0</b>

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

**Cherry Bekaert Fiscal Findings - PY 24/25  
Monitoring Report #1**

<b>Procedure</b>	<b>Review Period 07/1/24 - 09/30/24</b>
Insurance	0
Youth Work Experience Expenditure Review	0
Local Plan Controls Review	0
Cash Draw	0
Cancelled Checks	0
Cost Allocation Statistics	0
Sub-Recipient Enterprise Resource Application (S.E.R.A) Financial Reporting	0
Bank Reconciliation – Operating Account	0
Bank Reconciliation – Staff Payroll Account	0
Bank Reconciliation – Participant Payroll Account	0
Bank Reconciliation – Money Market General Fund Account	0
Bank Reconciliation – AP	0
Cash Receipts	0
Participant Payroll	0
Staff Payroll	0
Integrative Staffing Payroll	0
Employee Separations	0
On the Job Training (OJT)	0
Summer Youth Payroll	0
Welfare Transition Program (WTP) Community Work Experience	0
Cell Phone Expenditures	0
Subawarding/Subrecipient Monitoring	0
Procurements – Micro Purchase	0
Procurements – Small Purchases	0
Procurements – RFP/Bid	0
Procurements – Non-Competitive	0
Non-Payroll Expenditures	0
Youth Support & WIOA (AD/DW) Payments	0
P-Card Expenditures	0
Customer-Related Expenditures – WIOA ITA & WTP	0
Mileage Reimbursements (Individuals)	0
Unpredictability Testing - Disbursements	0
Mileage Reimbursements (Service Provider)	0
Forensic Testing – Journal Entry Review	0
<b>TOTAL</b>	<b>0</b>

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

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**Memorandum #05 – 24 (QA)**

**To:** Combined Executive and Audit Committee

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

**Subject:** FloridaCommerce PY 22/23 Financial and Programmatic Monitoring Report

**Date:** October 30, 2024

**SUMMARY**

FloridaCommerce conducted its annual fiscal and programmatic monitoring for the review period of 4/1/22 to 3/31/23 and issued its report on 8/15/24. They reviewed a total of 200 program files consisting of 4,637 elements. There were 1) zero (0) fiscal findings, observations, and technical assistance items, equating to a 0% error rate, and 2) seven (7) program findings and 2 other non-compliance issues, equating to an error rate of .15%, less than 1%. All findings and other non-compliance issues were corrected except where cases were closed, and no further action could be taken.

**BACKGROUND**

In June 2023, FloridaCommerce conducted its annual fiscal and program monitoring review covering program operations from 4/1/22 to 3/31/23 and fiscal operations from 4/1/22 through 9/30/22.

The following programs were reviewed:

1. Welfare Transition Program (WTP)
2. Supplemental Nutrition Assistance Program (SNAP)
3. Workforce Innovation and Opportunity Act (WIOA)
4. Trade Adjustment Assistance (TAA)
5. Wagner-Peyser (WP)
6. Jobs for Veterans State Grant (JVSG)
7. Migrant and Seasonal Farmworkers
8. Special projects
9. Financial management practices, record keeping, safeguards and reporting.

**DISCUSSION**

Fiscal Review: There were no (0) fiscal findings, non-compliance issues, observations, or technical assistance items identified during their financial monitoring review.

Program Review: 200 files were reviewed consisting of 4,637 elements. There were 7 program findings and 2 “other non-compliance issues” identified during their program monitoring review. The findings equate to an error rate of .15%, less than 1%. All program findings and other non-compliance issues were corrected except where cases were closed, and no further action could be taken.

**The 7 Program Findings and 2 Non-compliance Issues:**

<b>Finding Number WT 22.23.01 – Sanction Process</b>
There were two WTP participant files where there was no documentation to support contact and counseling before issuing the sanction.
<b>Recommendation</b>
Staff should make an attempt to contact participants to explain adverse actions that may be taken for non-compliance and enter the counseling case notes in OSST (the state’s case management database).
<b>Agree/Disagree</b>
Agree
<b>Resolution</b>
<ul style="list-style-type: none"> <li>• Staff received training on September 22, 2023 and subsequent training, on how to document participant case notes if the participant is not complying with work requirements or failed to comply with his/her signed Individual responsibility Plan (IRP), and instructions on the importance of updating case notes, including reflecting the attempts made by staff to contact and counsel the participant in OSST prior to the sanction.</li> <li>• Staff regularly monitors random participant case files to assess the proper application of pre-penalty and sanction procedures, including timely case noting in OSST prior to sanctioning.</li> </ul>

<b>Finding Number WP 22.23.02 – Job Seeker Participation, Wagner-Peyser Services and Activities, and Soft Exits</b>
<p>A. There were 17 Wagner Peyser job seekers that had one or more service codes that were recorded in Employ Florida without appropriate documentation to support the service code entry.</p> <p>B. There were 6 job seekers that did not “soft exit” due to the entry of staff assisted service codes near their exit date, which extended participation, without appropriate supporting documentation.</p>
<b>Recommendation</b>
State staff in the centers should assure documentation verifying that appropriate services were provided by case noting the job seeker’s case file. State staff should also ensure that WP job seeker services provided and entered in Employ Florida fit the description of the service code(s) recorded and adequately document that participation was initiated/requested by the job seeker.
<b>Agree/Disagree</b>
Agree

<b>Resolution</b>
A. and B.: This finding was attributable to one staff member who is no longer employed. Staff regularly monitor customer engagement and provide services and activities to meet customer needs. Procedures identified in the finding were reviewed in a post-monitoring departmental meeting, along with training at subsequent WP weekly staff meetings. Training of staff was also provided in group sessions on 8/21/23, and 10/6/23, along with one-on-one professional development sessions.

<b>Finding Number WP 22.23.03 – Manually Obtained Employments</b>
Of the 17 files reviewed there was one manually obtained employment that was duplicated.
<b>Recommendation</b>
State center staff should ensure no more than one manually obtained employment is recorded in Employ Florida for the same employer, position, and job start date.
<b>Agree/Disagree</b>
Not Determined
<b>Resolution</b>
This matter is not resolved. We submitted the appropriate documentation to the State during the 10-Day Response period in accordance with State policy by identifying and voiding the duplicate data entry and reflecting it as voided in the participant's file. While the state acknowledged receiving the documentation to support staff's action, they have not changed the report. We continue to follow up for resolution.

<b>Finding Number JVSG 22.23.04 – Veteran Priority of Service</b>
Two veteran case files did not have a Priority of Service code or a case note recorded in Employ Florida when participation began.
<b>Recommendation</b>
CSBD should ensure that the 189 service code, along with a proper case note, is recorded on the Wagner-Peyser application if no automated 089 code is present.
<b>Agree/Disagree</b>
Agree
<b>Resolution</b>
<ul style="list-style-type: none"> <li>• Both cases were closed so staff could not update them with the 189 service code.</li> <li>• The State Veterans Program provided staff training on 7/10 and 7/11/23.</li> <li>• The proper procedures for the following Administrative Policies 096, 102, and 111 were covered in training conducted on 8/17/23.</li> <li>• All cases assigned to this DVOP were reviewed for the proper entry of the 189 service code.</li> </ul>

<b>Finding Number JVSG 22.23.05 - Veteran Objective Assessment Wizard/Individual Employment Plan</b>
There were two case files that did not have documentation of completion of the Objective Assessment wizard in Employ Florida or did not follow the requirements set forth by the policy. Also, there was one IEP (Individual Employment Plan) that did not have goals or objectives that followed the S.M.A.R.T principles.
<b>Recommendation</b>
CSBD staff should document that they have attempted to complete the Objective Assessment wizard in Employ Florida for active participant cases and enter a case note affirming participant eligibility for DVOP services, including reflecting goals or objectives on their IEP that follow the S.M.A.R.T principles.
<b>Agree/Disagree</b>
Disagree – This Finding was resolved.
<b>Resolution</b>
<ul style="list-style-type: none"> <li>CSBD disagrees with both portions of the finding since the required sections of the OAS in Employ Florida were completed, and the IEP in question for one file did have the S.M.A.R.T. elements. These matters have been considered resolved by FloridaCommerce.</li> </ul>

<b>Finding Number JVSG 22.23.06 – Veterans Initial Intake Screening</b>
Of the 15 veteran cases that were reviewed, two did not have the veterans' intake service code 159 recorded in EF or the accompanied case note did not follow case note requirements.
<b>Recommendation</b>
Staff should initiate efforts to record the veteran intake information in EF using the 159 Veteran Intake service code, if the case is still open and active, according to a completed Veterans Intake Form regardless of the outcome at intake.
<b>Agree/Disagree</b>
Agree with 1 Case / Disagree with the 2nd Case
<b>Resolution</b>
<ul style="list-style-type: none"> <li>For the case that had the missing intake form, it could not be corrected due to case closure due to employment, but it was an isolated incident and the staff member involved is no longer employed with CSBD. The State Veterans Program later provided CSBD staff training on 7/10 and 7/11/23, which covered this issue.</li> <li>This matter is not resolved for the case involving the eligible veteran who was a co-enrolled Homeless Veteran Referral Program (HVRP) participant. Policy states, "...if the HVRP veteran meets the definition of an eligible veteran/person, he/she may be referred immediately to the DVOP for services, if desired." We submitted the appropriate documentation to the State during the 10-Day Response period in accordance with State policy. While the state acknowledged receiving the documentation to support staff's action, they have not changed the report. We continue to follow up for resolution.</li> </ul>



<b>Finding Number 22.23.07 - Service/Activity Code Use and Entry</b>
There were two case files that did not have documentation recorded in Employ Florida indicating consistent contact from a DVOP Specialist at least once every 30 days during the review period and seven case files did not utilize service codes in a correct manner or were not in compliance with the EF Service Code Guide.
<b>Recommendation</b>
CSBD DVOP Specialists should contact all veterans every 30 days and that the contact should be recorded using the correct service code in accordance to the Employ Florida Service Code Guide and documented in case notes in EF.
<b>Agree/Disagree</b>
Agree
<b>Resolution</b>
<ul style="list-style-type: none"> <li>• The State Veterans Program provided CSBD staff training on 7/10 and 7/11/23, which covered the requirement that both the IEP update V04 and consistent contact V09 must be completed and updated in Employ Florida every 30 days. CSBD staff then monitored the records of the involved DVOPs for two quarters.</li> <li>• The WP Program Manager also subsequently conducted spot checks to ensure compliance.</li> </ul>

<b>Other Noncompliant Issue (ONI) Number SNAP 22.23.01 – Initial Engagement Process</b>
Two participants did not have their initial appointment status (Code 590) selected within two-business days of completion of the appointment or have “No Show” recorded as required.
<b>Recommendation</b>
CSBD staff should ensure that the 590-status code is entered in OSST within two business days of completion of the appointment or no-show.
<b>Agree/Disagree</b>
Agree
<b>Resolution</b>
<ul style="list-style-type: none"> <li>• This was an isolated incident with one staff member, who is no longer working for CSBD.</li> <li>• Refresher training and job shadowing was conducted with remaining SNAP staff.</li> <li>• From 7/1/203 to 12/31/2023, over 80 SNAP files were reviewed by CSBD staff with no issues or reoccurrence.</li> </ul>

<b>ONI Number WP 22.23.02 – Staffing Private/Temporary Employment Agencies</b>
One job order offered by staffing (private/temporary employment) agencies did not include the phrase “Position offered by no-fee agency” in the job description.
<b>Recommendation</b>
Staff must ensure all job orders for private employment/staffing agencies must contain the phrase “Position offered by a no-fee agency.”
<b>Agree/Disagree</b>
Agree
<b>Resolution</b>
<ul style="list-style-type: none"> <li>• This was an isolated incident.</li> <li>• This job order was no longer open and could not be corrected.</li> <li>• The staff member responsible was counseled and documented, accordingly.</li> <li>• JOU staff were also trained on how to pull Staffing Agency Job Order Reports on a weekly basis and to cross-reference Staffing Agency Job Order Reports to check Job Orders for appropriate verbiage to ensure accuracy and compliance.</li> </ul>

**RECOMMENDATION**

None. For information purposes only.