



**Broward Workforce Development Board
Employer Services Committee**
Monday, September 14, 2026
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID: 837 4171 3890
Zoom Password: 694718
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 Committee is reminded of the conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Board, 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.

MEETING AGENDA

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

APPROVAL OF MINUTES

Approval of the Minutes of the 8/3 Employer Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the 8/3 meeting

Pages 7 - 15

NEW BUSINESS

1. Region 22 Targeted Occupations List (TOL) for Program Year 26/27

Consideration to approve changes to our local area's TOL for PY 26/27. Based upon our review and community input, CSBD is recommending to 1) add seventy-one (71) new occupations proposed by the State and 2) retain fifteen (15) occupations the State had slated for removal. As we always do, we researched the State's preliminary list and compared it to the Board-approved criteria. To get input and feedback on the State's proposed list and gather additional relevant labor market data, we sent the preliminary TOL to 1) members of the Education and Industry Consortium 2) local education and business partners and 3) community partners. They were also invited to a publicly noticed meeting held on 9/1. At the meeting, we provided an overview of the PY 26/27 TOL and the governing board's criteria for updating the TOL.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBITS	Memo #07 – 26 (BR) Exhibit A Region 22 PY 26/27 TOL

Pages 16 - 28

2. Apprenticeship Summit

CSBD plans to host an Apprenticeship Summit in January 2027 to educate and engage employers, job seekers, and workforce partners about the opportunities available through registered apprenticeships. We are requesting the Committee's approval of 1) the proposed planning strategies and 2) additional recommendations to strengthen the event.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #06 – 26 (BR)

Pages 29 - 30

3. Employer Services Committee (ESC) Strategic Planning Matrix PY 26/27

Consideration to review and approve updates to the ESC Committee Strategic Planning Matrix.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	ESC Strategic Planning Matrix

Pages 31 - 46

4. 2026 Paychecks for Patriots Veterans Hiring Fair

CSBD will host our annual Paychecks for Patriots Veterans Hiring Fair on 11/17 at the Tamarac Community Center. This year, CSBD will implement several strategic changes to improve traffic and job-seeker flow, including 1) strategically reducing the number of job seekers by modifying the marketing period 2) separating employer and job-seeker entrances 3) organizing employers by industry sector and 4) introducing new event technology to streamline the check-in process. The Committee is asked to review and approve the proposed strategies and provide input on additional strategies for this year's event.

RECOMM	Dependent on Discussion
ACTION	Motion for Approval
EXHIBIT	Memo #08 – 26 (BR)

Pages 47 - 48

REPORTS

1. CSBD Paid Internship Program Guide

Pursuant to a recommendation received at this year's Board Planning Session, CSBD developed a how-to guide to assist small and mid-sized employers with utilizing the Paid Internship Program. The guide provides a practical roadmap outlining program requirements, processes, employer responsibilities, and tips for successfully hosting and managing interns. It will be shared with employers to promote our Paid Internship Program as a resource for developing their talent pipelines.

ACTION	None
EXHIBIT	CSBD Paid Internship Program Guide

Pages 49 - 56

2. Apprenticeship Fair in October

CSBD is hosting an Apprenticeship Fair on 10/28 at the Central One-Stop Center to connect job seekers with established registered apprenticeship programs with openings in high-demand fields such as construction, manufacturing, and more. Our Apprenticeship Navigator will be on-site to help employers and job seekers understand just how accessible and impactful registered apprenticeship programs can be. The event will be promoted through targeted email campaigns, social media outreach, and community partner networks to ensure strong attendance and engagement.

ACTION	None
EXHIBIT	None

3. AI Playbook Updates and Expansion

CSBD is advancing several recommendations from the Board planning session to keep the AI Playbook current and expand its use. Staff 1) identified three AI tools to add to the Playbook 2) created a process to update the Playbook biannually 3) developed quizzes for each of its four pillars to reinforce comprehension that will be implemented by October 4) engaged Broward College to explore certifying the Playbook for integration into its AI curriculum and 5) is planning an AI Summit for February 2027 to provide employers with practical insights, demonstrations, and tools for applying AI in the workplace.

ACTION	None
EXHIBIT	None

4. Hospitality Industry Employer Forum

CSBD, in partnership with the Greater Hollywood Chamber of Commerce, held a Hospitality Industry Employer Forum on 8/5, attended by hospitality employers and education partners. The forum focused on registered apprenticeships, which aligned with the Employer Services Committee's recommendation. Attendees developed strategies focused on 1) launching a hospitality career awareness initiative 2) leveraging CSBD's Apprenticeship Navigator to assist employers with registered apprenticeship programs and 3) hosting an apprenticeship event for hospitality employers.

ACTION None
EXHIBIT Memo #09 – 26 (BR)

Pages 57 - 58

5. National Emergency Grant – Spirit Airlines Funds

CSBD received \$2,004,217 in National Emergency Grant funding to assist workers impacted by the Spirit Airlines closure. The funding will enable CSBD to provide employment and training services, including training scholarships and support services. Subsequently, CSBD held a job fair on 8/25 at the South One-Stop Center, with 73 former Spirit employees in attendance. Contour Airlines conducted onsite interviews and identified several potential candidates for hire. Feedback from the event was positive, and staff are following up with participating employers to capture hiring outcomes.

ACTION None
EXHIBIT None

6. USDOL / SBA Manufacturing Workforce Expo

CSBD participated in a Manufacturing Workforce Expo at Atlantic Technical College, which brought together manufacturers, students, workforce partners, and education leaders to highlight registered apprenticeships, workforce resources, and the growing role of AI in manufacturing. Keith Sonderling, Acting U.S. Secretary of Labor, and Dr. Henry Mack, Florida Commissioner of Education, were featured speakers. CSBD President/CEO Carol Hylton and BWDB Chair Jim Ryan attended with other BWDB members. CSBD assisted in bringing manufacturing employers to the Expo to engage with students and strengthen connections to Broward County's manufacturing talent pipeline.

ACTION None
EXHIBIT [Event Pictures](#)

7. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 4.6 percent in July 2026. This rate was 0.7 percentage points higher than the region's year-ago rate. In July 2026, Broward County's unemployment rate was equal to the State's rate. Out of a labor force of 1,067,539, down 8,491 (-0.8 percent) over the year, there were 49,140 unemployed Broward County residents. The dashboard is a value-added resource that allows businesses to make data-informed decisions.

**ACTION
EXHIBITS**

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

Pages 59 - 60

MATTERS FROM THE EMPLOYER SERVICES COMMITTEE CHAIR

MATTERS FROM THE EMPLOYER SERVICES COMMITTEE

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

THE NEXT EMPLOYER SERVICES COMMITTEE MEETING IS NOVEMBER 9, 2026



**Broward Workforce Development Board
Employer Services Committee**
Monday, August 3, 2026
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID: 886 6480 8895
Zoom Password: 517311
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 provision

ATTENDEES IN-PERSON / VIA ZOOM: Michael Goldstein, Denise Jordan, Marie Suarez, Maribel Feliciano, Paul Farren and Francois Leconte, who chaired the meeting.

STAFF: Carol Hylton, Kimberly Bryant, Tony Ash, and Sonia Harriott.

PRESENTATION

Charlene Pou, Regional Director for Apprenti, discussed the value of registered apprenticeships.

Tony Ash introduced Ms. Pou and provided a brief overview of her background and experience in workforce development and registered apprenticeships.

Ms. Pou discussed Registered Apprenticeship Programs (RAP) as an earn-and-learn model that employers can use to recruit, train, and retain talent. She noted that apprenticeships extend beyond the traditional skilled trades and can address hard-to-fill positions and skills gaps across industries, including technology, healthcare, advanced manufacturing, and emerging fields such as artificial intelligence. She explained that apprentices receive paid on-the-job training, mentorship, related technical instruction, and a nationally recognized credential.

Denise Jordan inquired about who qualifies for RAPs and how employers determine whether an employee or job candidate is appropriate for an apprenticeship program. Ms. Pou explained that apprenticeships can be used to train new hires and existing employees and are particularly useful for employers seeking to address hard-to-fill positions, skills gaps, or high turnover.

Paul Farren asked whether RAPs must follow national guidelines.

Ms. Pou explained that programs must be registered at the state or federal level and include structured on-the-job training, mentorship, related technical instruction, and a nationally recognized credential.

Michael Goldstein asked whether employers may provide their own training. Ms. Pou confirmed that employers with the necessary expertise may provide the related technical instruction or use an established training provider.

Mr. Ash noted that Doug Saenz serves as CSBD's Apprenticeship Navigator and highlighted how his assistance to a local locksmith company enabled the company to register two apprenticeship programs with the state. Ms. Pou noted that she has been working with Mr. Saenz to expand registered apprenticeship opportunities.

Mr. Leconte commended Ms. Pou on the presentation and thanked her for the information.

APPROVAL OF MINUTES

Approval of the Minutes of the 5/4 Employer Services Committee meeting.

On a motion by Paul Farren and seconded by Denise Jordan, the Employer Services Committee unanimously approved the minutes of the 5/4 meeting.

NEW BUSINESS

1. Employer Services Committee (ESC) Strategic Planning Matrix PY 26/27

Considered the approval of the ESC Strategic Planning Matrix. On 4/23, the Board held its annual planning session during which workgroups discussed strategic goals and objectives for the upcoming year. The Board approved the goals and objectives on 5/28 and staff have distributed them among the Board committees. Benchmarks for accomplishing goals are developed and tracked by each committee in a strategic planning matrix. Staff has developed proposed next steps and benchmarks for the committee to review.

Francois Leconte introduced the item, then Tony Ash reviewed the Matrix updates. He highlighted continued outreach to promote the AI Playbook, the development of a practical guide to assist small employers in establishing internship programs, and plans to expand awareness of Registered Apprenticeships through job fairs and industry forums.

Mr. Leconte asked if the internship guidebook would be tailored towards small businesses. Mr. Ash said that it would.

Maribel Feliciano offered to assist CSBD with outreach to businesses registered with Broward County to increase awareness of CSBD's workforce services.

On a motion by Marie Suarez and seconded by Paul Farren, the Employer Services Committee unanimously approved the updates to the Strategic Planning Matrix.

2. Updating the AI Playbook

CareerSource Broward's AI Playbook for Small & Medium-Sized Businesses was launched in the Spring to much success. Based on Board feedback and employer meetings, it was suggested that CSBD explore ways to keep the information up to date. The Committee is asked to approve and provide input on the proposed strategies intended to maintain the effectiveness of the AI Playbook.

Mr. Leconte introduced the item, and Mr. Ash reviewed the proposed strategies for keeping the AI Playbook current as AI technology evolves, many of which came from the Board Planning Session. The strategies include refreshing AI tools and resources as necessary, holding an AI Summit, adding interactive learning enhancements to the Playbook, such as quizzes or knowledge tests, and collaborating with education partners to explore incorporating the Playbook into existing AI coursework.

Mr. Goldstein supported a collaborative approach to the proposed AI Summit and suggested leveraging existing educational resources, including LinkedIn Learning, to provide employers with additional learning opportunities within the Playbook. Marie Suarez and Ms. Feliciano agreed with Mr. Goldstein's suggestion to pool partner resources and expertise.

Mr. Leconte thanked Mr. Goldstein, Ms. Suarez, and Ms. Feliciano for their comments and suggestions.

On a motion by Maribel Feliciano and seconded by Paul Farren, the Employer Services Committee unanimously approved the recommended strategies.

3. On-the-Job Training (OJT) Contract with 2Lyons Aerospace

Considered the approval of the entry into an OJT contract with 2Lyons Aerospace to train up to five (5) employees. Participants will receive occupational training for aviation and aerospace positions aligned with the employer's workforce needs. The contract will provide up to 90% reimbursement of participants' wages while in training, totaling up to \$60,000 through June 2027. Because Board Member Vanessa Cantave serves as President of 2Lyons Aerospace, a 2/3 vote of the Board will be required.

Tony Ash reviewed the recommendation and noted that the OJT will assist 2Lyons Aerospace in developing talent for aviation and aerospace occupations while supporting the company's continued growth in Broward County. Mr. Ash highlighted that OJT is an effective workforce solution that allows employers to train new employees to their specific operational needs while reducing onboarding costs.

On a motion by Paul Farren and seconded by Michael Goldstein, the Employer Services Committee unanimously approved entering into an OJT training contract with 2Lyons Aerospace.

4. Workforce Topics for PY 26/27 Industry Employer Forums

CSBD regularly convenes industry employer forums to gather input from employers on workforce trends, challenges, and opportunities. Committee members are asked to provide strategic direction on the workforce topics that should drive future forum discussions, ensuring they remain relevant, timely, and valuable to employers. Staff will incorporate committee feedback in planning the employer forums.

Mr. Leconte introduced the item. Mr. Ash reviewed the recommendation.

Ms. Suarez expressed support for Registered Apprenticeships as a focus of the Hospitality Employer Forum. Ms. Feliciano noted that challenges in recruiting apprentices were recently discussed at Senator Geller's Building Trades meeting, and agreed that Registered Apprenticeships are a timely topic for the industry forums. Mr. Goldstein and Ms. Jordan also supported Registered Apprenticeships as a focus for the forums.

Mr. Leconte asked staff to send him the registration information for the Hospitality Employer Forum being held on 8/5.

On a motion by Denise Jordan and seconded by Maribel Feliciano, the Employer Services Committee unanimously approved the proposed four workforce topics for the PY 2026/27 Industry Employer Forums.

REPORTS

1. Report on the Chambers - Greater Fort Lauderdale (GFLCC) and Greater Hollywood (GHCC) Contract Renewals and Performance

CSBD contracts with the GFLCC and the GHCC for business intermediary services to increase their members' awareness of our business services. This is to report on 1) the renewal contracts for the GFLCC in the amount of \$50,000 and the GHCC in the amount of \$45,000 for the CSBD Fiscal Year 26/27 and 2) the performance activities for each of the Chambers.

Mr. Ash provided an update on the Chamber partnerships. He noted that the Chambers continue to expand employer awareness of our services through industry forums, networking events, outreach campaigns, and direct engagement with their members. Mr. Ash thanked the Chambers for their continued partnership and noted that CSBD looks forward to building on these efforts during the upcoming year. Marie Suarez asked if we will be meeting to discuss the renewal contracts. Ms. Hylton replied yes, staff will be coordinating these meetings in the near future.

2. Sector Job Fair - Healthcare

On 5/5, CSBD hosted a Healthcare Industry Job Fair at the Central One-Stop Center, featuring employers with healthcare career opportunities, including Cleveland Clinic, Henderson Behavioral Health, and John Knox Village. More than 80 job seekers attended the event and met directly with hiring employers. CSBD will review placement outcomes once they become available. Both employers and job seekers provided positive feedback regarding the event.

Mr. Ash reviewed the Healthcare Industry Sector Job Fair. The healthcare job fair connected job seekers with healthcare employers, strengthened partnerships, and provided direct access to career opportunities.

Ms. Hylton noted that the approach aligned with the Board's recommendation to host smaller, sector-specific job fairs, which would enable stronger connections between employers and job seekers, resulting in a greater impact.

3. Sector Job Fair - Hospitality

CSBD held a Hospitality Industry Job Fair on 5/13 at the Central One-Stop Center, bringing together hospitality employers, including Omni Fort Lauderdale Hotel, Fort Lauderdale Marriott Harbor Beach Resort & Spa, Margaritaville Hollywood Beach Resort, and Hilton Beach House Fort Lauderdale. More than 200 job seekers attended the event to connect with employers offering a variety of career opportunities within Broward County's hospitality industry. Staff will track hiring information as it is made available.

Mr. Leconte reviewed the item.

4. Sector Job Fair - Construction

CSBD hosted a Construction Industry Job Fair on 5/21 at the Central One-Stop Center, bringing together employers, including Advanced Roofing, FG Construction, South Florida Operating Engineers, and Florida International University, with South Florida Operating Engineers and Florida International University recruiting for registered apprenticeship programs, including FIU's partnership with Moss Construction. Nearly 160 job seekers attended the event. The job fair highlighted registered apprenticeships as an important workforce pathway into the skilled trades, and both employers and job seekers provided positive feedback on the event.

Mr. Ash noted that the Construction Job Fair demonstrated how sector-based recruitment events can also promote workforce pathways, such as Registered Apprenticeships. He highlighted the opportunity for job seekers to connect directly with employers and apprenticeship programs within the industry.

5. Veterans Job Fair

CSBD held a Veterans Job Fair on 6/16 at the South One-Stop Center to connect veterans, transitioning service members, and their families with career opportunities. Twelve employers participated, and nearly 100 job seekers attended the event. Participating employers included Broward Health, Boeing, the Pembroke Pines Police Department, the Florida Department of Transportation, Hotwire Communications, and the U.S. Postal Service, among others. The job fair provided employers with access to a talented pool of candidates.

Mr. Ash indicated that the Veterans Job Fair was an opportunity to connect employers with veterans and transitioning service members whose skills and experience can translate into a variety of civilian occupations.

6. Sector Job Fair - Marine

On 6/24, CSBD hosted a targeted Marine Industry Job Fair at the Central One-Stop Center, bringing together employers including Bradford Marine, Derecktor Shipyards, the Florida Fish and Wildlife Conservation Commission, EC Ruff Marine, and the Marine Industries Association of South Florida, who recruited apprentices for their registered apprenticeship program. More than 70 job seekers attended the event to connect with employers offering career opportunities across Broward County's marine sector. Employers and job seekers alike provided positive feedback on the event.

Mr. Ash noted that the Marine Job Fair continued CSBD's sector-based approach to connecting employers with job seekers interested in industry-specific career opportunities.

7. Healthcare Industry Employer Forum

CSBD held a Healthcare Industry Employer Forum on 5/12, attended by healthcare employers and education partners. The attendees identified the need to expand training pipelines for cardiovascular technologists, radiology technicians, sterile processing technicians, and patient care technicians, as well as to strengthen AI literacy and workforce readiness across the healthcare workforce. Strategies developed focused on 1) expanding accelerated career pathways through registered apprenticeships 2) collaborating with employers and education providers to identify priority AI competencies and integrate them into workforce training programs and 3) leveraging CSBD's AI Playbook for Employers to support employer adoption and workforce readiness.

Mr. Leconte introduced the item. Mr. Ash noted that Charlene Pou served as the guest speaker at the forum and discussed how Registered Apprenticeships can assist healthcare employers in addressing workforce shortages and expanding career pathways. He added that staff will continue working with healthcare employers and

education partners to advance the strategies identified during the forum and report on progress at a future forum.

8. Marine Industry Employer Forum

CSBD, in partnership with the Greater Fort Lauderdale Chamber of Commerce, held a Marine Industry Employer Forum on 6/4, attended by marine employers and education partners. The attendees identified the need to expand workforce training opportunities, increase awareness of marine careers, and promote career advancement pathways for entry-level workers. Strategies were developed that focused on 1) expanding registered apprenticeships and stackable career pathways 2) increasing employer utilization of work-based training and 3) launching a coordinated marine careers awareness initiative to expand outreach and career exploration opportunities.

Mr. Ash noted that Registered Apprenticeships can assist marine employers in recruiting and retaining skilled talent while creating career advancement opportunities.

Ms. Jordan commended and thanked the staff for the collaboration.

9. PY 26/27 Sector-Based Job Fairs

CSBD will host sector-based job fairs throughout PY 26/27 to connect employers in Broward County's targeted industries with qualified job seekers. The job fairs will be promoted through targeted email campaigns, social media, and partnerships with Chambers of Commerce and industry associations. The schedule is subject to change, and committee members will be notified as registration information becomes available for each event.

Mr. Leconte reviewed the item.

10. Employer Services Infograph July 2025 – June 2026

CSBD hosted 103 recruitment events and job fairs during the period covered by the Infograph. Our outreach team has assisted Broward employers with approximately \$3.8 million in work-based training investments, including OJT grants, paid internships, and incumbent worker training.

Mr. Ash reviewed the Infograph. He highlighted CSBD's impact in the employer community, including services provided to more than 8,400 employers. He also highlighted employer testimonials featured in the Infograph that demonstrate the impact of CSBD's recruitment and work-based training services on local businesses.

11. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 4.5 percent in June 2026. This rate was 0.8 percentage points higher than the region's year-ago rate. In June 2026, Broward

County's unemployment rate was 0.1 percentage points lower than the State's rate. Out of a labor force of 1,074,697, down 3,903 (-0.4 percent) over the year. There were 48,855 unemployed Broward County residents. The dashboard is a value-added resource that allows businesses to make data-informed decisions.

Mr. Ash presented the unemployment data. He highlighted continued job growth in manufacturing, education/health services, and government as encouraging signs within key sectors of Broward County's economy. He noted that the dashboard provides employers with valuable information to support workforce and business decisions.

MATTERS FROM THE EMPLOYER SERVICES COMMITTEE CHAIR

Mr. Leconte announced the expansion of his media company's studio in Sunrise and shared that the company recently received a license to expand its operations into Jacksonville. He noted that the expansions are expected to create additional employment opportunities.

MATTERS FROM THE EMPLOYER SERVICES COMMITTEE

Ms. Jordan and Ms. Suarez commended staff on the work presented throughout the meeting and recognized the team for its continued efforts and accomplishments.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton provided an update on the Summer Youth Employment Program, noting that it is nearing completion, with nearly 1,300 youth participating. She added that some participants have received job offers as a result of their summer employment experiences.

She indicated that she just returned from the National Association of Workforce Boards (NAWB) strategic planning session. Ms. Hylton also shared our matrix template with NAWB to capture the goals and objectives developed during their session.

Ms. Hylton discussed performance recognition events were held for staff, with Board members in attendance to recognize their accomplishments. She noted that CSBD exceeded all State performance measures and that the organization's strong performance is resulting in higher benchmarks as new performance goals for us.

Ms. Hylton shared that the North Career Center lease is expiring and that CSBD will issue an RFQ to identify a broker to assist in securing a new location. She also provided an update on the Central Career Center, noting that the State has received an offer to purchase the property and if the sale goes through, they will provide sufficient time for us to relocate.

She announced that CSBD received a \$30,000 grant from the Community Foundation to assist former Spirit Airlines workers.

Ms. Hylton also announced that preparations are underway for the September All Staff Training Day.

ADJOURNMENT

1:39 P.M.

THE NEXT EMPLOYER SERVICES COMMITTEE MEETING IS SEPTEMBER 14, 2026

Memorandum #07-26 (BR)

To: Employer Services Committee

From: Carol Hylton, President/CEO

Subject: Targeted Occupations List (TOL) for Program Year (PY) 26/27

Date: September 4, 2026

SUMMARY

Consideration to approve changes to our local area's TOL for PY 26/27. Based upon our review and community input, CSBD is recommending to 1) add seventy-one (71) new occupations proposed by the State and 2) retain fifteen (15) occupations the State had slated for removal. As we always do, we researched the State's preliminary list and compared it to the Board-approved criteria. To get input and feedback on the State's proposed list and gather additional relevant labor market data, we sent the preliminary TOL to 1) members of the Education and Industry Consortium, 2) local education and business partners, and 3) community partners. They were also invited to a publicly noticed meeting held on 9/1. At the meeting, we provided an overview of the PY 26/27 TOL and the governing board's criteria for updating the TOL.

BACKGROUND

In compliance with federal law, the TOL governs the provision of the Workforce Innovation and Opportunity Act-funded training programs being offered to individuals needing training assistance within the workforce system. Annually, the State evaluates each local area's TOL and sends a preliminary list of the in-demand occupations to the workforce boards. CSBD received its preliminary TOL from the State on 8/11, which proposed 1) removing some occupations that were on the list last program year and 2) adding new ones.

Once the TOL is approved by the Board, it becomes final and requires no further ratification by the CareerSource Florida (CSF), Inc. Board of Directors. The CSBD governing boards may approve changes and add new occupations to the TOL throughout the year.

For an occupation to be included on CSBD's TOL for PY 26/27, the occupation must meet all of the following criteria:

1. Have a minimum of twenty-five unique job openings in Broward County in the past ninety days,
2. Have an entry wage rate equal to or greater than the established Broward County wage rate of \$16.44 and a mean wage rate equal to or greater than \$20.23,
3. Require more than a high school diploma but less than a Master's degree,
4. Require occupational training at a minimum that results in a postsecondary adult vocational training certificate, college credit certificate, applied technology diploma, Associate of Science degree, or Bachelor of Science degree.

DISCUSSION

For the PY 26/27 TOL, the State proposes to 1) **add** 71 new occupational titles and 2) **remove** 25 occupational titles that were on the list last year, of which we recommend retaining 15 occupations. In addition, based on the Florida Price Level Index, the CSF Board of Directors proposed an increase in the minimum entry wage rate from \$15.88 per hour to \$16.44 per hour.

To get input and feedback on the State's proposed list and gather additional relevant labor market data, CSBD sent the preliminary TOL to members of the Education and Industry Consortium, local education and business stakeholders, community partners, business leaders, and industry intermediaries, and invited them to a publicly noticed meeting held on 9/1/26. We provided an overview of the PY 26/27 TOL and the governing board's criteria for updating the TOL.

Based on feedback we received during the meeting and our own research using tools such as 1) JobsEQ¹ 2) O*NET² and 3) Employ Florida, supporting evidence was established to **retain** 15 occupational titles that were proposed by the State for removal.

The State proposed **adding** 71 occupations to this year's list that were not on the TOL last year. CSBD recommends that they be added since the TOL presents local labor market information that may be useful to others for research. Prior to adding any new training provider to the Eligible Training Provider (ETP) List or occupational training course to the Individual Training Account (ITA) list, CSBD re-confirms that occupations meet all Board criteria. Table 1 is a list of the 71 occupations proposed by the State that CSBD is recommending be added.

Table 1: The Addition of 71 New Occupations Proposed by the State

1. Actuaries	37. Food Science Technicians
2. Advertising and Promotions Managers	38. Food Scientists and Technologists
3. Advertising Sales Agents	39. Fundraisers
4. Aerospace Engineering and Operations Technologists and Technicians	40. Geological Technicians, Except Hydrologic Technicians
5. Aerospace Engineers	41. Geoscientists, Except Hydrologists and Geographers
6. Aircraft Structure, Surfaces, Rigging, and Systems Assemblers	42. Health Information Technologists and Medical Registrars
7. Airfield Operations Specialists	43. Healthcare Practitioners and Technical Workers, All Other
8. Airline Pilots, Copilots, and Flight Engineers	44. Industrial Production Managers
9. Architects, Except Landscape and Naval	45. Insurance Appraisers, Auto Damage
10. Avionics Technicians	46. Interpreters and Translators
11. Bioengineers and Biomedical Engineers	47. Landscape Architects
12. Biological Technicians	48. Magnetic Resonance Imaging Technologists
13. Brokerage Clerks	49. Marine Engineers and Naval Architects
14. Career/Technical Education Teachers, Secondary School	50. Materials Scientists
15. Chemical Plant and Systems Operators	51. Mechanical Engineering Technologists and Technicians

¹ JobsEQ is a software tool that provides local demographic, industry, occupation, and employment data.

² O*NET is a database of occupational information that provides labor market data on employment trends.

Table 1 Continued: The <u>Addition</u> of 71 New Occupations Proposed by the State	
16. Chemical Technicians	52. Media and Communication Workers, All Other
17. Civil Engineering Technologists and Technicians	53. Medical Appliance Technicians
18. Commercial Pilots	54. Medical Dosimetrists
19. Compensation and Benefits Managers	55. Milling and Planning Machine Setters, Operators, and Tenders, Metal and Plastic
20. Computer Hardware Engineers	56. Mining and Geological Engineers, Including Mining Safety Engineers
21. Computer Numerically Controlled Tool Operators	57. Nuclear Medicine Technologists
22. Computer Numerically Controlled Tool Programmers	58. Occupational Health and Safety Technicians
23. Craft Artists	59. Prepress Technicians and Workers
24. Credit Analysts	60. Radiation Therapists
25. Dental Laboratory Technicians	61. Radio, Cellular, and Tower Equipment Installers and Repairers
26. Dietitians and Nutritionists	62. Ship Engineers
27. Directors, Religious Activities and Education	63. Social Science Research Assistants
28. Electrical and Electronics Drafters	64. Social Workers, All Other
29. Electro-Mechanical and Mechatronics Technologists and Technicians	65. Surgical Assistants
30. Environmental Engineering Technologists and Technicians	66. Surveyors
31. Environmental Engineers	67. Tax Preparers
32. Environmental Science and Protection Technicians, Including Health	68. Technical Writers
33. Farmers, Ranchers, and Other Agricultural Managers	69. Therapists, All Other
34. Financial Clerks, All Other	70. Tool and Die Makers
35. Financial Examiners	71. Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders
36. Financial Risk Specialists	

Table 2 is a list of the 15 occupations to be retained on the TOL for PY 26/27.

Table 2: The Retention of 15 Occupations

1. Captains, Mates, and Pilots of Water Vessels	9. Operating Engineers and Other Construction Equipment Operators
2. Cargo and Freight Agents	10. Painters, Construction and Maintenance
3. Education Administrators, Postsecondary	11. Personal Service Managers, All Other
4. First-Line Supervisors of Housekeeping and Janitorial Workers	12. Pest Control Workers

5. Industrial Truck and Tractor Operators	13. Physician Assistants
---	--------------------------

Table 2 Continued: The Retention of 15 Occupations

6. Lodging Managers	14. Purchasing Agents, Except Wholesale, Retail & Farm Products
7. Maintenance & Repair Workers, General	15. Purchasing Managers
8. Medical Equipment Preparers	

Table 3 is a list of 10 occupations the State removed due to insufficient wage or demand.³

Table 3: The 10 Occupations Removed by the State

1. Actors
2. Computer, Automated Teller, and Office Machine Repairers
3. Education Administrators, Kindergarten through Secondary
4. Glaziers
5. Nursing Assistants
6. Postsecondary Teachers, All Other
7. Property Appraisers and Assessors
8. Roofers
9. Special Effects Artists and Animators
10. Veterinary Assistants and Laboratory Animal Caretakers

Exhibit A is the PY 26/27 TOL per the State that includes the addition of 71 new occupations.

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

RECOMMENDATION

Approve the PY 26/27 TOL with the 1) addition of 71 new occupations proposed by the State and 2) retention of 15 occupations slated for removal by the State, which local labor market data shows these occupations still meet wage and demand criteria.

³ As shown in Table 2, CSBD found supporting evidence to retain 15 occupations.

BR #07-26 Exhibit A
2026-2027 Regional Demand Occupations List
Sorted by Occupational Title

Workforce Development Area 22 - Broward County

Selection Criteria:

- 1 LMEC Educational Requirements: 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree)
- 2 80 annual openings and positive growth
- 3 Mean Wage of \$20.23/hour and Entry Wage of \$16.44/hour
- 4 High Skill/High Wage (HSHW) Occupations:
Mean Wage of \$31.68/hour and Entry Wage of \$20.23/hour

SOC	HSHW**	Occupation Title*	Regional				Statewide				LMEC	In	Qualifying
			Annual % Growth	Annual Openings	2025 Hourly Wage Mean	2025 Hourly Wage Entry	% Growth	Annual Openings	2025 Hourly Wage Mean	2025 Hourly Wage Entry	Training Code	Target Industry?	
132011	HSHW	Accountants and Auditors	1.56	1052	43.12	26.74	1.61	9,421	42.41	26.49	6	Yes	R
152011	HSHW	Actuaries	N/A	N/A	N/A	N/A	3.48	158	65.84	40.88	6	Yes	E
113012	HSHW	Administrative Services Managers	1.08	151	56.61	29.23	1.27	1,560	53.37	28.42	6	Yes	R
413011		Advertising Sales Agents	0.07	54	36.28	19.40	0.03	584	33.44	18.61	3	Yes	E
112011		Advertising and Promotions Managers	0.80	18	95.31	33.87	0.91	152	N/A	N/A	6	Yes	E
173021	HSHW	Aerospace Engineering and Operations Technologists and Technicians	N/A	N/A	N/A	N/A	1.68	180	39.99	29.10	5	Yes	E
172011	HSHW	Aerospace Engineers	2.14	10	62.04	42.52	1.46	247	63.01	44.60	6	Yes	E
493011	HSHW	Aircraft Mechanics and Service Technicians	1.57	214	41.62	24.71	1.56	1,400	38.40	23.81	5	Yes	R
512011	HSHW	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers	N/A	N/A	N/A	N/A	-0.99	134	32.84	23.45	4	Yes	E
532022		Airfield Operations Specialists	1.75	117	26.13	18.08	1.46	410	27.97	19.45	3	Yes	R
532011	HSHW	Airline Pilots, Copilots, and Flight Engineers	1.77	154	120.14	71.88	1.78	892	122.32	64.73	6	Yes	R
171011	HSHW	Architects, Except Landscape and Naval	1.54	36	49.15	32.25	1.57	496	48.16	31.74	6	Yes	N
173011	HSHW	Architectural and Civil Drafters	1.50	52	30.11	20.17	1.57	901	31.52	21.30	5	Yes	S
119041	HSHW	Architectural and Engineering Managers	1.32	43	84.79	57.10	1.34	628	85.58	60.02	6	Yes	S
271011	HSHW	Art Directors	1.11	62	51.94	30.28	1.29	604	50.58	30.58	6	Yes	S
274011		Audio and Video Technicians	1.08	73	28.96	18.99	1.05	629	28.79	19.57	5	Yes	N
493021		Automotive Body and Related Repairers	0.64	127	28.56	20.32	0.79	1,094	27.12	18.60	4	Yes	R
493023		Automotive Service Technicians and Mechanics	1.03	473	26.89	17.16	1.14	5,193	25.84	16.52	4	Yes	R
492091	HSHW	Avionics Technicians	1.68	28	37.58	24.72	1.63	212	42.04	27.97	5	Yes	E
172031	HSHW	Bioengineers and Biomedical Engineers	1.24	6	58.00	36.28	0.98	45	52.76	33.14	6	Yes	E
194021		Biological Technicians	1.08	40	23.69	17.89	1.41	396	25.20	17.69	6	Yes	N
433031		Bookkeeping, Accounting, and Auditing Clerks	0.22	1336	25.57	18.87	0.35	14,245	25.28	18.53	3	Yes	R
434011	HSHW	Brokerage Clerks	-0.58	17	N/A	N/A	-0.26	284	32.79	25.71	3	Yes	E
493031		Bus and Truck Mechanics and Diesel Engine Specialists	0.71	102	30.09	22.97	0.95	1,284	30.17	22.21	4	Yes	R
131199	HSHW	Business Operations Specialists, All Other	1.40	614	43.25	23.09	1.28	7,397	43.76	23.48	6	Yes	R
131020	HSHW	Buyers and Purchasing Agents	1.47	334	37.16	23.67	1.49	3,583	37.52	23.45	6	Yes	20 R

			Regional				Statewide				LMEC	In	
			Annual %	Annual	2025 Hourly Wage		Annual	Annual	2025 Hourly Wage		Training	Target	
SOC	HSHW**	Occupation Title*	Growth	Openings	Mean	Entry	% Growth	Openings	Mean	Entry	Code	Industry?	Level***
535021		Captains, Mates, and Pilots of Water Vessels	7.30	114	42.00	23.19	N/A	N/A	N/A	N/A	4	No	R
292031		Cardiovascular Technologists and Technicians	1.06	20	43.15	23.09	0.89	415	34.55	18.89	5	Yes	E
435011		Cargo and Freight Agents	-5.90	87	26.02	19.98	N/A	N/A	N/A	N/A	3	Yes	S
252032	HSHW	Career/Technical Education Teachers, Secondary School	N/A	N/A	N/A	N/A	0.77	770	31.13	24.64	6	No	E
472031		Carpenters	1.26	494	25.57	19.37	1.49	5,497	25.27	18.99	4	Yes	R
351011		Chefs and Head Cooks	1.61	273	27.93	16.15	1.62	2,548	29.67	17.93	5	Yes	S
518091	HSHW	Chemical Plant and Systems Operators	N/A	N/A	N/A	N/A	-0.44	21	52.45	32.46	5	Yes	E
194031		Chemical Technicians	1.57	30	26.68	18.52	1.24	262	27.09	19.59	5	Yes	E
192031	HSHW	Chemists	2.00	19	40.70	26.29	1.50	149	44.04	25.81	6	Yes	E
111011	HSHW	Chief Executives	1.49	463	95.02	27.98	N/A	N/A	N/A	N/A	6	Yes	R
211021		Child, Family, and School Social Workers	0.89	196	28.00	21.32	0.95	1,604	27.87	20.48	6	Yes	R
173022	HSHW	Civil Engineering Technologists and Technicians	0.95	23	33.76	24.73	1.05	284	32.29	21.74	5	Yes	E
172051	HSHW	Civil Engineers	1.51	188	46.30	26.18	1.55	1,868	49.91	31.34	6	Yes	R
131031	HSHW	Claims Adjusters, Examiners, and Investigators	0.63	221	38.09	25.62	0.72	2,205	36.91	24.41	3	Yes	R
292010		Clinical Laboratory Technologists and Technicians	1.18	276	30.65	19.09	0.93	2,009	30.60	18.85	5	Yes	R
532012	HSHW	Commercial Pilots	1.54	202	69.35	35.96	1.32	854	69.87	36.26	4	Yes	R
211094		Community Health Workers	N/A	N/A	N/A	N/A	1.80	238	23.00	16.52	6	Yes	N
211099		Community and Social Service Specialists, All Other	0.89	96	28.83	20.40	1.12	640	25.83	18.27	6	Yes	R
113111	HSHW	Compensation and Benefits Managers	0.72	11	67.25	41.83	1.03	126	65.76	41.94	6	Yes	E
131141	HSHW	Compensation, Benefits, and Job Analysis Specialists	1.39	62	34.53	22.16	1.42	610	34.74	22.22	6	Yes	S
131041	HSHW	Compliance Officers	0.94	253	39.74	23.55	1.02	2,929	38.98	22.77	6	Yes	R
172061	HSHW	Computer Hardware Engineers	2.31	14	71.79	47.22	1.78	222	66.25	42.24	6	Yes	E
151241	HSHW	Computer Network Architects	2.49	55	65.91	42.98	2.31	668	66.01	44.28	6	Yes	S
151231	HSHW	Computer Network Support Specialists	0.92	58	41.79	24.86	1.04	608	38.14	24.53	5	Yes	E
519161		Computer Numerically Controlled Tool Operators	-0.36	40	24.46	18.94	-0.14	402	22.86	17.83	4	Yes	E
519162	HSHW	Computer Numerically Controlled Tool Programmers	2.02	7	31.46	22.65	2.17	96	31.43	21.62	5	Yes	E
151299	HSHW	Computer Occupations, All Other	2.00	139	53.76	28.04	1.91	1,557	53.08	29.17	6	Yes	R
151251	HSHW	Computer Programmers	0.68	33	49.33	31.30	0.33	287	46.61	28.17	6	Yes	E
151211	HSHW	Computer Systems Analysts	1.90	220	51.54	34.29	1.90	2,890	51.26	33.26	6	Yes	R
151232		Computer User Support Specialists	0.62	353	30.65	20.25	0.72	3,508	30.26	20.24	4	Yes	R
113021	HSHW	Computer and Information Systems Managers	2.36	355	84.93	52.91	2.44	3,169	84.20	54.11	6	Yes	21 R
119021	HSHW	Construction Managers	1.63	384	66.88	39.57	1.76	4,371	61.64	35.77	6	Yes	R

			Regional				Statewide				LMEC	In	
			Annual	Annual	2025 Hourly Wage		Annual	Annual	2025 Hourly Wage		Training	Target	Qualifying
			%										
SOC	HSHW**	Occupation Title*	Growth	Openings	Mean	Entry	% Growth	Openings	Mean	Entry	Code	Industry?	Level***
474011	HSHW	Construction and Building Inspectors	0.58	146	37.42	24.33	0.78	1,416	34.30	22.92	4	Yes	R
131051	HSHW	Cost Estimators	0.40	115	39.71	24.06	0.57	1,344	39.00	23.50	6	Yes	R
434031		Court, Municipal, and License Clerks	0.65	130	25.43	19.85	0.79	1,175	23.66	18.40	3	Yes	R
271012		Craft Artists	N/A	N/A	N/A	N/A	N/A	N/A	24.52	17.56	3	Yes	E
132041	HSHW	Credit Analysts	0.50	22	39.45	27.52	0.28	227	43.12	27.75	6	Yes	E
152051	HSHW	Data Scientists	3.87	86	60.52	37.19	4.06	1,068	57.28	35.07	6	Yes	R
151243	HSHW	Database Architects	N/A	N/A	N/A	N/A	1.92	150	68.40	45.11	6	Yes	E
319091		Dental Assistants	1.43	322	23.38	19.84	1.51	3,552	23.32	19.50	4	Yes	R
291292	HSHW	Dental Hygienists	1.55	107	41.94	36.27	1.57	1,121	42.46	35.89	5	Yes	R
519081		Dental Laboratory Technicians	-0.06	23	N/A	N/A	-0.17	241	28.61	19.81	4	Yes	E
292032	HSHW	Diagnostic Medical Sonographers	2.02	49	44.02	36.26	2.01	519	41.34	34.05	5	Yes	S
291031	HSHW	Dietitians and Nutritionists	1.11	37	37.31	29.07	1.14	435	35.23	26.08	6	Yes	E
212021		Directors, Religious Activities and Education	0.21	101	26.25	16.73	0.54	970	26.48	15.91	6	Yes	R
119033	HSHW	Education Administrators, Postsecondary	1.40	362	51.72	33.51	N/A	N/A	N/A	N/A	5	No	S
172071	HSHW	Electrical Engineers	1.47	38	52.06	34.71	1.39	528	53.57	34.87	6	Yes	S
499051	HSHW	Electrical Power-Line Installers and Repairers	0.73	28	42.75	29.35	0.72	645	40.82	27.62	4	Yes	N
173012	HSHW	Electrical and Electronics Drafters	0.71	6	34.09	24.48	0.50	77	34.09	23.44	5	Yes	E
472111		Electricians	1.53	542	28.38	21.34	1.85	5,975	27.72	20.63	4	Yes	R
173024	HSHW	Electro-Mechanical and Mechatronics Technologists and Technicians	N/A	N/A	N/A	N/A	1.26	77	35.47	26.68	5	Yes	E
172072	HSHW	Electronics Engineers, Except Computer	2.06	29	60.44	41.51	1.62	373	59.18	41.63	6	Yes	E
252021		Elementary School	0.63	521	29.40	24.68	0.75	6,005	28.62	23.37	6	No	R
292042		Emergency Medical Technicians	1.59	49	21.87	17.63	1.39	632	21.22	16.69	4	Yes	S
173029	HSHW	Engineering Technologists and Technicians, Except Drafters, All Other	1.01	9	34.73	22.79	1.12	250	35.42	23.47	5	Yes	E
172199	HSHW	Engineers, All Other	0.38	35	44.89	28.70	0.77	634	53.09	31.36	6	Yes	E
173025		Environmental Engineering Technologists and Technicians	1.06	3	N/A	N/A	1.51	53	25.51	18.40	5	Yes	E
172081	HSHW	Environmental Engineers	1.95	10	49.88	28.94	1.82	138	53.62	31.53	6	Yes	E
194042		Environmental Science and Protection Technicians, Including Health	1.46	25	28.42	21.20	1.35	264	25.78	19.52	5	Yes	E
192041	HSHW	Environmental Scientists and Specialists, Including Health	1.37	47	37.37	22.94	0.91	619	33.57	21.83	6	Yes	N
436011	HSHW	Executive Secretaries and Executive Administrative Assistants	0.67	232	34.55	22.97	0.68	2,351	33.21	22.19	3	Yes	R
113013	HSHW	Facilities Managers	0.95	66	48.19	24.90	1.13	737	49.94	28.89	6	Yes	N
119013	HSHW	Farmers, Ranchers, and Other Agricultural Managers	N/A	N/A	N/A	N/A	-0.18	4,939	53.80	29.25	6	Yes	22

SOC	HSHW**	Occupation Title*	Regional				Statewide				LMEC	In	
			Annual %	Annual	2025 Hourly Wage		Annual	Annual	2025 Hourly Wage		Training	Target	Qualifying
			Growth	Openings	Mean	Entry	% Growth	Openings	Mean	Entry	Code	Industry?	Level***
433099		Financial Clerks, All Other	0.91	20	25.44	16.12	0.97	276	27.35	20.18	3	Yes	E
132061	HSHW	Financial Examiners	2.42	35	47.54	30.65	2.83	454	40.16	25.46	6	Yes	E
113031	HSHW	Financial Managers	2.16	494	86.08	47.38	2.28	4,861	81.72	43.84	6	Yes	R
132054	HSHW	Financial Risk Specialists	1.43	31	60.71	34.79	1.50	397	53.61	31.08	6	Yes	E
132099	HSHW	Financial Specialists, All Other	1.09	38	37.07	21.98	1.13	646	36.04	22.67	6	Yes	N
132051	HSHW	Financial and Investment Analysts	1.31	134	54.82	32.51	1.40	1,837	49.85	30.53	6	Yes	R
332011	HSHW	Firefighters	0.70	198	33.33	23.53	0.81	1,990	29.51	19.62	4	Yes	R
471011	HSHW	First-Line Supervisors of Construction Trades and Extraction Workers	1.32	656	39.33	26.59	1.50	7,746	38.08	25.90	3	Yes	R
391014		First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services	1.10	93	29.13	18.68	1.36	785	26.78	18.31	3	Yes	R
331021	HSHW	First-Line Supervisors of Firefighting and Prevention Workers	0.70	102	52.56	39.53	0.83	658	48.52	32.95	5	Yes	R
371011		First-Line Supervisors of Housekeeping and Janitorial Workers	1.50	318	23.65	17.53	N/A	N/A	N/A	N/A	3	No	S
371012		First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	0.90	169	27.27	19.07	1.05	2,531	27.34	19.32	3	Yes	R
491011	HSHW	First-Line Supervisors of Mechanics, Installers, and Repairers	1.09	398	38.18	25.19	1.11	3,975	37.64	24.97	3	Yes	R
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	0.69	237	44.65	26.59	0.76	2,014	43.89	26.12	3	Yes	R
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	0.78	1049	34.85	22.99	0.87	11,128	33.84	22.62	3	Yes	R
391022		First-Line Supervisors of Personal Service Workers	1.21	67	24.75	17.79	1.46	818	24.68	17.02	3	Yes	S
511011	HSHW	First-Line Supervisors of Production and Operating Workers	0.92	273	34.29	22.34	1.07	3,200	34.27	22.35	3	Yes	R
411011		First-Line Supervisors of Retail Sales Workers	0.41	937	26.70	17.92	0.47	10,122	25.35	17.12	3	Yes	R
531047	HSHW	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	1.09	382	32.50	21.41	1.32	4,026	31.10	21.34	3	Yes	R
331012	HSHW	FirstLine Supervisors of Police and Detectives	0.60	72	56.33	40.28	0.70	754	51.37	34.28	6	No	E
194013		Food Science Technicians	N/A	N/A	N/A	N/A	0.79	73	29.93	19.71	5	Yes	E
191012	HSHW	Food Scientists and Technologists	N/A	N/A	N/A	N/A	1.03	14	49.02	28.65	6	Yes	E
119051	HSHW	Food Service Managers	1.45	291	40.92	25.82	1.50	4,173	37.19	24.20	3	Yes	R
131131		Fundraisers	1.24	95	33.18	19.79	1.26	600	37.51	21.11	6	Yes	23
111021	HSHW	General and Operations Managers	1.25	2454	63.24	28.19	1.35	24,561	61.03	27.36	6	Yes	R

			Regional				Statewide				LMEC	In	
			Annual %	Annual	2025 Hourly Wage		Annual	Annual	2025 Hourly Wage		Training	Target	Qualifying
SOC	HSHW**	Occupation Title*	Growth	Openings	Mean	Entry	% Growth	Openings	Mean	Entry	Code	Industry?	Level***
194043		Geological Technicians, Except Hydrologic Technicians	N/A	N/A	N/A	N/A	1.36	29	26.00	18.69	5	Yes	E
192042	HSHW	Geoscientists, Except Hydrologists and Geographers	N/A	N/A	N/A	N/A	1.53	81	49.66	29.60	6	Yes	E
271024	HSHW	Graphic Designers	1.11	159	34.19	22.22	1.16	1,489	32.73	21.17	6	Yes	R
211091	HSHW	Health Education Specialists	0.80	25	20.90	14.42	0.86	325	25.74	14.71	6	Yes	N
299021	HSHW	Health Information Technologists and Medical Registrars	2.12	19	42.76	22.41	2.33	234	38.23	23.67	4	Yes	E
251071	HSHW	Health Specialties Teachers, Postsecondary	1.49	110	64.88	30.81	2.23	1,047	63.24	28.88	6	No	R
292099		Health Technologists and Technicians, All Other	1.14	82	24.76	18.57	1.25	939	24.61	18.22	4	Yes	R
299099	HSHW	Healthcare Practitioners and Technical Workers, All Other	1.41	10	37.63	19.98	1.15	132	38.61	20.38	4	Yes	E
499021		Heating, Air Conditioning, and Refrigeration Mechanics and Installers	1.44	420	28.67	21.38	1.74	4,472	27.55	20.23	4	Yes	R
533032		Heavy and Tractor-Trailer Truck Drivers	1.15	1049	26.86	19.88	1.36	13,716	26.37	19.45	4	Yes	R
434161		Human Resource Assistants, Except Payroll and Timekeeping	0.41	60	24.09	18.95	0.31	514	23.84	18.70	5	Yes	E
113121	HSHW	Human Resources Managers	1.17	105	72.72	44.89	1.37	1,061	72.29	42.66	6	Yes	R
131071	HSHW	Human Resources Specialists	1.32	665	35.59	22.83	1.51	6,246	35.87	22.58	6	Yes	R
173026		Industrial Engineering Technologists and Technicians	1.26	21	29.27	19.93	1.16	243	30.30	20.73	5	Yes	E
172112	HSHW	Industrial Engineers	1.81	109	52.44	36.32	2.07	1,312	51.52	35.41	6	Yes	R
499041		Industrial Machinery Mechanics	2.24	113	30.48	22.05	2.24	1,679	30.14	21.44	4	Yes	R
113051	HSHW	Industrial Production Managers	1.00	59	63.93	36.99	1.06	673	62.98	36.02	6	Yes	N
537051		Industrial Truck and Tractor Operators	-2.40	206	24.91	18.49	N/A	N/A	N/A	N/A	3	Yes	R
151212	HSHW	Information Security Analysts	3.67	104	58.77	39.71	3.68	1,415	59.86	38.07	6	Yes	R
519061		Inspectors, Testers, Sorters, Samplers, and Weighers	1.03	303	23.77	16.15	0.99	2,822	24.51	16.80	4	Yes	S
131032	HSHW	Insurance Appraisers, Auto Damage	N/A	N/A	N/A	N/A	N/A	N/A	32.33	23.11	4	Yes	E
413021		Insurance Sales Agents	1.35	747	36.38	19.55	1.44	6,866	35.27	19.72	4	Yes	R
132053	HSHW	Insurance Underwriters	0.72	61	43.99	26.90	0.97	601	42.81	26.28	6	Yes	E
271025		Interior Designers	1.61	102	31.91	19.60	1.58	930	31.72	19.89	6	Yes	R
273091		Interpreters and Translators	0.82	42	31.62	18.81	0.97	659	28.32	17.64	6	Yes	E
252012		Kindergarten Teachers, Except Special Education	0.67	100	28.89	24.06	0.77	1,148	28.83	23.63	6	No	R
171012	HSHW	Landscape Architects	1.62	11	41.29	30.38	1.42	160	41.03	28.73	6	Yes	E
436012		Legal Secretaries and Administrative Assistants	0.90	232	28.27	16.52	0.79	1,634	26.64	17.80	3	Yes	24 R

			Regional				Statewide				LMEC	In	
			Annual %	Annual	2025 Hourly Wage		Annual	Annual	2025 Hourly Wage		Training	Target	Qualifying
SOC	HSHW**	Occupation Title*	Growth	Openings	Mean	Entry	% Growth	Openings	Mean	Entry	Code	Industry?	Level***
292061		Licensed Practical and Licensed Vocational Nurses	0.51	250	30.46	26.04	0.82	3,478	29.88	25.52	4	Yes	R
194099		Life, Physical, and Social Science Technicians, All Other	0.91	40	35.45	22.48	1.02	428	32.05	18.44	6	Yes	N
132072		Loan Officers	0.96	118	38.73	18.61	0.80	1,522	39.10	19.70	6	Yes	R
119081	HSHW	Lodging Managers	-1.20	84	44.09	22.22	N/A	N/A	N/A	N/A	6	No	S
131081	HSHW	Logisticians	2.71	142	35.87	23.42	2.58	1,688	38.25	23.98	6	Yes	R
514041		Machinists	0.57	61	30.37	21.81	0.85	905	27.69	20.71	4	Yes	E
292035	HSHW	Magnetic Resonance Imaging Technologists	1.41	17	44.85	35.16	1.42	233	41.40	33.31	5	Yes	E
499071		Maintenance & Repair Workers, General	-1.20	2,828	24.02	17.66	N/A	N/A	N/A	N/A	3	No	R
131111	HSHW	Management Analysts	2.03	989	51.33	29.96	1.87	9,182	48.00	27.91	6	Yes	R
119199	HSHW	Managers, All Other	1.15	781	58.88	29.73	1.28	8,651	59.51	29.42	6	Yes	R
172121	HSHW	Marine Engineers and Naval Architects	1.43	6	61.43	35.88	1.59	53	64.34	38.94	6	Yes	E
131161	HSHW	Market Research Analysts and Marketing Specialists	1.61	613	38.92	21.54	1.72	6,296	38.95	21.63	6	Yes	R
112021	HSHW	Marketing Managers	1.22	224	74.60	42.21	1.47	2,099	76.45	42.62	6	Yes	R
319011		Massage Therapists	1.70	174	24.99	17.70	1.98	2,063	25.83	17.26	4	Yes	R
192032	HSHW	Materials Scientists	N/A	N/A	N/A	N/A	N/A	N/A	52.21	37.09	6	Yes	E
173027		Mechanical Engineering Technologists and Technicians	N/A	N/A	N/A	N/A	1.08	72	28.68	18.19	5	Yes	E
172141	HSHW	Mechanical Engineers	1.66	46	49.91	33.34	1.84	677	50.86	33.83	6	Yes	S
273099	HSHW	Media and Communication Workers, All Other	0.94	122	40.27	29.47	N/A	N/A	36.99	22.61	5	Yes	R
519082		Medical Appliance Technicians	0.48	23	22.99	16.91	0.78	177	22.97	16.72	4	Yes	E
319092		Medical Assistants	2.06	786	21.09	17.12	2.16	9,448	20.81	17.39	4	Yes	R
292036	HSHW	Medical Dosimetrists	N/A	N/A	N/A	N/A	1.26	26	73.35	61.10	4	Yes	E
319093		Medical Equipment Preparers	2.20	183	23.35	17.79	N/A	N/A	N/A	N/A	4	Yes	R
499062		Medical Equipment Repairers	1.61	59	28.25	19.64	1.58	408	29.18	18.71	5	Yes	N
292072		Medical Records Specialists	1.55	113	26.25	18.91	1.64	1,369	24.25	17.41	4	Yes	R
191042	HSHW	Medical Scientists, Except Epidemiologists	1.70	38	60.18	36.22	1.76	357	58.58	33.07	6	Yes	N
436013		Medical Secretaries and Administrative Assistants	1.09	830	21.68	17.63	1.20	9,338	21.02	17.28	3	Yes	R
119111	HSHW	Medical and Health Services Managers	2.77	420	67.85	39.47	2.77	4,869	65.10	37.58	6	Yes	R
131121		Meeting, Convention, and Event Planners	1.13	109	30.59	18.56	1.22	1,192	31.01	18.16	6	Yes	R
211023		Mental Health and Substance Abuse Social Workers	1.51	89	26.71	19.96	1.57	725	26.59	19.34	6	Yes	R
252022		Middle School Teachers, Except Special and Career/Technical Education	0.62	199	29.49	24.96	0.74	2,486	28.86	23.77	6	No	R
514035		Milling and Planning Machine Setters, Operators, and Tenders, Metal and Plastic	N/A	N/A	N/A	N/A	-0.25	20	21.82	17.56	4	Yes	E

			Regional				Statewide				LMEC	In	
			Annual %	Annual	2025 Hourly Wage		Annual	Annual	2025 Hourly Wage		Training	Target	Qualifying
SOC	HSHW**	Occupation Title*	Growth	Openings	Mean	Entry	% Growth	Openings	Mean	Entry	Code	Industry?	Level***
172151	HSHW	Mining and Geological Engineers, Including Mining Safety Engineers	N/A	N/A	N/A	N/A	1.46	4	59.67	42.36	6	Yes	E
493042		Mobile Heavy Equipment Mechanics, Except Engines	1.04	81	31.58	23.75	1.23	1,019	30.81	22.81	4	Yes	R
493051		Motorboat Mechanics and Service Technicians	1.36	106	28.73	20.79	1.54	668	27.48	19.89	4	Yes	R
272042	HSHW	Musicians and Singers	N/A	N/A	N/A	N/A	0.69	1,425	77.63	23.96	3	Yes	S
119121	HSHW	Natural Sciences Managers	1.42	33	78.12	37.64	1.25	421	65.75	32.74	6	Yes	N
151244	HSHW	Network and Computer Systems Administrators	0.71	134	49.55	32.02	0.68	1,290	46.85	30.56	6	Yes	R
292033	HSHW	Nuclear Medicine Technologists	1.07	10	46.58	38.60	1.08	117	46.34	39.17	5	Yes	E
195011	HSHW	Occupational Health and Safety Specialists	1.82	62	46.63	27.63	2.03	754	43.60	26.74	6	Yes	S
195012		Occupational Health and Safety Technicians	0.80	11	34.71	21.66	1.60	98	30.01	23.72	4	Yes	E
312011	HSHW	Occupational Therapy Assistants	1.98	47	33.48	26.71	2.00	559	33.80	28.42	5	Yes	S
439199		Office and Administrative Support Workers, All Other	0.12	282	26.93	16.99	0.05	3,871	20.78	15.27	3	Yes	R
472073		Operating Engineers and Other Construction Equipment Operators	0.40	93	26.52	20.94	N/A	N/A	N/A	N/A	3	No	R
152031	HSHW	Operations Research Analysts	2.97	72	39.16	25.97	2.76	786	40.51	24.68	6	Yes	S
292057		Ophthalmic Medical Technicians	2.66	102	23.07	18.24	2.66	1,282	22.26	17.63	4	Yes	R
472141		Painters, Construction and Maintenance	-3.90	71	24.44	18.63	N/A	N/A	N/A	N/A	3	No	S
232011		Paralegals and Legal Assistants	1.31	559	31.43	21.39	1.29	4,707	30.41	21.06	5	Yes	R
433051		Payroll and Timekeeping Clerks	-0.34	112	27.19	18.75	-0.35	1,037	26.52	18.84	3	Yes	E
132052	HSHW	Personal Financial Advisors	1.37	156	84.40	29.71	1.63	2,139	78.26	27.66	6	Yes	R
119179	HSHW	Personal Service Managers, All Other	9.00	163	32.17	20.81	N/A	N/A	N/A	N/A	5	No	R
372021		Pest Control Workers	-2.00	159	22.61	17.52	N/A	N/A	N/A	N/A	3	No	S
292052		Pharmacy Technicians	1.34	343	21.42	17.33	1.44	4,310	21.21	17.31	4	Yes	R
319097		Phlebotomists	1.70	133	20.60	17.32	1.62	1,476	20.19	17.25	4	Yes	R
312021	HSHW	Physical Therapist Assistants	2.24	146	35.43	28.62	2.22	1,788	34.19	27.96	5	Yes	R
291071	HSHW	Physician Assistants	2.00	361	66.28	51.45	N/A	N/A	N/A	N/A	5	No	S
472152		Plumbers, Pipefitters, and Steamfitters	1.03	192	27.30	21.05	1.36	2,988	26.94	20.44	4	Yes	R
333051	HSHW	Police and Sheriff's Patrol Officers	0.66	529	40.14	30.92	0.77	4,378	36.21	26.63	5	No	R
515111		Prepress Technicians and Workers	-1.11	13	22.75	18.69	-1.00	124	22.44	17.31	4	Yes	E
272012	HSHW	Producers and Directors	0.55	49	51.48	28.36	1.10	774	45.83	24.81	6	Yes	N
435061		Production, Planning, and Expediting Clerks	0.69	202	25.93	17.44	0.72	2,223	26.70	18.86	3	Yes	R
131082	HSHW	Project Management Specialists	1.36	585	50.43	31.89	1.51	5,993	49.89	31.12	6	Yes	R
119141	HSHW	Property, Real Estate, and Community Association Managers	1.17	505	42.89	24.32	1.21	4,514	40.07	23.12	6	Yes	26
292053		Psychiatric Technicians	2.64	200	21.80	16.79	2.59	1,748	21.59	17.29	4	Yes	R

			Regional				Statewide				LMEC	In	
			Annual %	Annual	2025 Hourly Wage		Annual	Annual	2025 Hourly Wage		Training	Target	Qualifying
SOC	HSHW**	Occupation Title*	Growth	Openings	Mean	Entry	% Growth	Openings	Mean	Entry	Code	Industry?	Level***
273031	HSHW	Public Relations Specialists	1.13	164	35.35	20.82	1.27	2,001	34.59	20.11	6	Yes	R
131023		Purchasing Agents, Except Wholesale, Retail & Farm Products	1.40	430	36.93	23.57	N/A	N/A	N/A	N/A	5	No	R
113061	HSHW	Purchasing Managers	0.50	268	66.30	39.30	N/A	N/A	N/A	N/A	6	Yes	N
291124	HSHW	Radiation Therapists	1.52	5	48.41	43.31	1.14	83	48.31	40.61	5	Yes	E
492021	HSHW	Radio, Cellular, and Tower Equipment Installers and Repairers	N/A	N/A	N/A	N/A	1.79	84	32.92	22.98	5	Yes	E
292034	HSHW	Radiologic Technologists and Technicians	1.11	75	38.00	26.36	1.14	1,049	35.94	26.67	5	Yes	N
419021		Real Estate Brokers	1.11	62	43.27	20.10	N/A	N/A	42.49	20.89	4	Yes	N
419022		Real Estate Sales Agents	1.12	687	40.41	18.44	1.21	5,224	35.39	17.01	4	Yes	R
291141	HSHW	Registered Nurses	1.02	1158	45.40	35.73	1.03	14,276	43.58	34.37	6	Yes	R
291126	HSHW	Respiratory Therapists	1.63	53	39.53	31.47	1.72	650	39.61	32.46	5	Yes	S
112022	HSHW	Sales Managers	1.17	358	71.94	38.30	1.33	3,422	72.17	38.03	6	Yes	R
413091		Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1.12	1292	35.60	19.15	1.24	12,095	35.13	18.61	6	Yes	R
414012		Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	0.55	1114	36.47	19.52	0.77	9,273	36.50	19.49	3	Yes	R
414011	HSHW	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	1.47	293	58.16	26.19	1.12	2,094	56.43	27.67	6	Yes	R
252031		Secondary School Teachers, Except Special and Career/Technical Education	0.64	277	30.32	25.34	0.77	3,430	29.60	23.89	6	No	R
413031	HSHW	Securities, Commodities, and Financial Services Sales Agents	0.87	371	40.13	23.16	1.07	4,116	41.97	23.11	6	Yes	R
492098		Security and Fire Alarm Systems Installers	1.17	107	27.92	20.90	1.63	1,019	28.06	20.99	4	Yes	R
535031	HSHW	Ship Engineers	N/A	N/A	N/A	N/A	1.10	127	58.88	42.77	4	Yes	E
194061		Social Science Research Assistants	0.95	5	25.56	17.45	1.59	182	26.21	16.72	6	Yes	E
211029	HSHW	Social Workers, All Other	0.23	28	33.19	22.70	0.48	540	33.20	22.10	6	Yes	N
119151	HSHW	Social and Community Service Managers	1.11	75	42.72	26.12	1.18	793	40.32	25.41	6	Yes	S
211093		Social and Human Service Assistants	1.04	243	21.82	17.00	1.09	2,793	21.82	16.89	3	Yes	R
151252	HSHW	Software Developers	2.50	646	70.00	42.98	2.60	6,848	65.87	42.39	6	Yes	R
151253	HSHW	Software Quality Assurance Analysts and Testers	2.12	83	50.25	31.39	2.19	1,017	49.31	30.62	6	Yes	R
252052		Special Education Teachers, Kindergarten and Elementary School	N/A	N/A	N/A	N/A	0.78	666	29.14	24.94	6	No	E
252058	HSHW	Special Education Teachers, Secondary School	0.67	71	33.83	28.50	0.76	651	31.39	25.46	6	No	27 E

			Regional				Statewide				LMEC	In	
			Annual %	Annual	2025 Hourly Wage		Annual	Annual	2025 Hourly Wage		Training	Target	Qualifying
SOC	HSHW**	Occupation Title*	Growth	Openings	Mean	Entry	% Growth	Openings	Mean	Entry	Code	Industry?	Level***
211018		Substance Abuse, Behavioral Disorder, and Mental Health Counselors	2.24	325	29.49	19.94	2.13	2,896	29.34	20.15	6	Yes	R
299093	HSHW	Surgical Assistants	1.28	12	46.82	22.81	1.33	175	36.52	21.50	4	Yes	E
292055	HSHW	Surgical Technologists	1.07	47	32.61	22.69	1.04	608	30.94	22.36	4	Yes	N
173031		Surveying and Mapping Technicians	1.48	40	26.24	18.99	1.53	769	25.01	18.34	5	Yes	S
171022	HSHW	Surveyors	1.71	20	40.24	26.38	1.55	396	36.77	23.76	6	Yes	E
132082		Tax Preparers	1.93	62	23.01	14.15	2.13	621	26.29	15.53	4	Yes	N
253099		Teachers and Instructors, All Other	0.73	200	26.65	19.27	0.89	1,446	27.44	17.13	6	No	R
273042	HSHW	Technical Writers	0.92	18	44.24	29.04	1.40	250	44.28	30.52	6	Yes	E
492022		Telecommunications Equipment Installers and Repairers, Except Line Installers	0.92	160	30.22	23.20	0.68	1,093	30.30	22.19	4	Yes	R
499052		Telecommunications Line Installers and Repairers	0.88	62	32.42	25.32	0.80	693	29.62	20.65	4	Yes	E
291129	HSHW	Therapists, All Other	1.54	39	45.77	28.48	1.76	127	35.44	23.68	6	Yes	E
514111		Tool and Die Makers	N/A	N/A	N/A	N/A	0.38	62	30.56	22.45	4	Yes	E
131151	HSHW	Training and Development Specialists	1.65	282	35.97	22.68	1.84	3,348	35.89	20.78	6	Yes	R
113071	HSHW	Transportation, Storage, and Distribution Managers	1.24	138	54.26	30.24	1.44	1,300	54.36	29.44	6	Yes	R
413041		Travel Agents	1.15	286	28.49	20.64	1.11	1,351	26.27	17.71	3	Yes	R
292056		Veterinary Technologists and Technicians	1.79	113	23.31	19.37	1.94	1,347	22.26	17.83	5	Yes	R
151254		Web Developers	1.49	31	41.49	23.98	1.65	367	N/A	N/A	5	Yes	E
151255	HSHW	Web and Digital Interface Designers	1.45	35	46.01	26.62	1.58	377	43.00	25.84	5	Yes	N
514121		Welders, Cutters, Solderers, and Brazers	1.03	148	26.92	20.77	1.27	2,042	25.98	20.32	4	Yes	R
514122		Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	0.59	8	22.16	18.13	0.68	106	21.49	18.15	4	Yes	E
273043	HSHW	Writers and Authors	1.14	81	33.95	21.80	1.23	778	36.00	21.49	6	Yes	R

*SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.

**HSHW = High Skill/High Wage.

***Qualifying Level:

R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data.

S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data.

N = Meets national wage and openings criteria based on national Labor Market Statistics employer survey data.

E = Meets emerging wage and openings criteria based on state Labor Market Statistics employer survey data.

N/A = Not available/releasable.

LMEC = Labor Market Estimating Conference

Memorandum #06-26 (BR)

To: Employer Services Committee

From: Carol Hylton, President/CEO

Subject: Apprenticeship Summit Strategies

Date: August 27, 2026

SUMMARY

CareerSource Broward (CSBD) plans to host an Apprenticeship Summit in January 2027 to educate and engage employers, job seekers, and workforce partners about the opportunities available through registered apprenticeships. We are requesting the Committee's approval of 1) the proposed planning strategies and 2) additional recommendations to strengthen the event.

BACKGROUND

In July 2026, the U.S. Department of Labor awarded the State of Florida \$40 million to expand registered apprenticeships nationwide. In response, CareerSource Florida and Florida Commerce established a statewide goal of 5,000 apprentices by 2030 and assigned CSBD a local goal of over 400 apprentices within the same timeframe.

To support these priorities, CSBD received dedicated funding to strengthen local apprenticeship efforts and established an Apprenticeship Navigator function within the organization. As part of this shift, CSBD assigned one of its Business Services Managers to focus on apprenticeship development, employer engagement, and program expansion.

CSBD is now planning an Apprenticeship Summit. The event will convene employers, apprenticeship sponsors, workforce partners, and job seekers to highlight available programs, employer resources, and career pathways.

DISCUSSION

The Apprenticeship Summit will focus on building community awareness of the benefits of registered apprenticeships. The planning and event execution strategies include:

1. Employer & Sponsor Engagement - Invite employers and program sponsors currently operating registered apprenticeship programs to showcase opportunities and share best practices.

2. Leadership Participation - Extend an invitation to the State Director of Apprenticeship Training (or designee) to participate in the event and provide statewide context on apprenticeship expansion efforts.
3. Panel Discussions - Host employer/sponsor and apprentice panels to highlight both the business perspective and the apprentice experience, ensuring attendees receive a comprehensive understanding of apprenticeship pathways.
4. Employer & Job Seeker Education - Provide information on CSBD's role in connecting employers to prospective apprentices and explain how CSBD can assist employers through wage reimbursement for apprentices.
5. Program Development Support - Offer guidance to employers interested in creating or expanding registered apprenticeship programs.
6. Event Feedback - Disseminate a post-event survey to gather feedback on the effectiveness of the summit and identify future needs for apprenticeship expansion.

We request the Committee's approval of these strategies and welcome additional recommendations.

RECOMMENDATION

Discussion and approval of the recommendations.



EMPLOYER SERVICES COMMITTEE

Strategic Planning Matrix for PY 26/27

Jim Ryan

Francois Leconte

Carol Hylton

Board Chair

ESC Chair

President/CEO

CareerSource Broward Mission:

To provide innovative solutions through the professional delivery of quality services which consistently and effectively meet workforce needs.

CareerSource Broward Vision:

To be the premier workforce agency facilitating better jobs and providing quality workers that enhances the quality of life and builds a sustainable economy for Broward County.

Employer Services Committee Goal:

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

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #1:

Improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
1.1 Encourage small businesses to utilize the AI Playbook to support business growth, operational efficiency, and AI adoption.	1.1.1 Coordinate with the Outreach and Marketing teams to promote the AI Playbook through employer engagement channels such as Workforce Wednesday Seminars, employer forums, and digital communications, while highlighting employer success stories and AI implementation examples.	AI Playbook will be shared with more than 500 employers throughout its launch and distribution.	3/27	Ongoing: Since the launch of the AI Playbook: a) Shared the AI Playbook with all 14 Chambers of Commerce and over 20 business associations to expand distribution to their employer members. b) Presented the Playbook to nearly 15 employers at the Greater Fort Lauderdale Chamber of Commerce Marketing Council meeting. c) Presented the Playbook to more than 20 employers at the Greater Hollywood Chamber of Commerce Tech Biz Group meeting. d) Presented to more than 30 employers at the SFMA/MIASF Marine Committee Meeting. e) Sun Sentinel digital email campaign was sent to 50,000 employers, with more than 19,000 employers opening the email. f) Our social media campaign has generated over 208,000 impressions on LinkedIn, Facebook, and Instagram.

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #2:

Maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
2.1 Include a new tile on the CSBD Economic Dashboard featuring occupations with declining workforce demand.	2.1.1 Research and identify the Top 10 occupations in decline in Broward County on a quarterly basis.	CSBD Economic Dashboard updated with the new tile highlighting the Top 10 occupations with declining workforce demand.	2/27	In Progress: The research identifying the top 10 occupations with declining workforce demand in Broward County has been completed, and the Economic Dashboard tile is under development.
2.2 Analyze labor market trends to ensure training provider offerings are aligned with market growth.	2.2.1 Research Jobs EQ and identify occupations that may be impacted by automation, artificial intelligence, demographic shifts, and industry demand changes.	Labor market findings are presented at a minimum of four industry employer forums and ITA provider meetings.	3/27	In Progress: Research was completed for hospitality, healthcare, manufacturing, and aviation occupations that may be affected by automation, AI, demographic shifts, and changing industry demand. The analysis combines local JobsEQ data with national BLS projections and identified automation-related impacts on several hospitality occupations, continued demand and replacement needs in healthcare and aviation, and a shift in manufacturing toward more technical occupations. Potential workforce mitigation strategies and career pathways are being explored, while research continues for CSBD's other targeted industries. The findings will be presented at the next ITA provider meeting in November and at upcoming industry employer forums.

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

**CareerSource Broward Strategic Goal #3:
Encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.**

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
3.1 Develop strategies to expand employer awareness and utilization of CSBD's work-based learning solutions such as OJT, paid internships and IWT.	3.1.1 Conduct outreach to employers currently participating in work-based training to identify best practices and success stories.	Minimum of ten employer testimonials secured.	12/26	In Progress: Video testimonial shoots with participating employers are scheduled for the week of 9/14 to highlight best practices and success stories in work-based training. The videos will be edited and packaged for posting on social media and shared with Chamber partners for inclusion in their newsletters.
	3.1.2 Implement a targeted marketing campaign utilizing success stories to increase employer awareness of internships and other work-based learning opportunities.	1) Launch a multi-channel marketing campaign utilizing geo-fencing, social media, the Source newsletter and podcast, and other digital outreach tools to share the success stories and increase awareness of work-based learning opportunities.	1/27	
		2) Increased employer engagement is contributing to continued repeat business and year-over-year business penetration.	3/27	

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

**CareerSource Broward Strategic Goal #3:
Encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.**

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
3.2 Develop a how-to guide for small employers on utilizing CSBD's paid internship program.	3.2.1 Research best practices and practical approaches for successfully hosting and managing interns for incorporation into the CSBD guide.	Summary of the research is completed for incorporation into the internship guide.	9/26	In progress: A draft how-to guide has been developed outlining CSBD's Paid Internship Program requirements, processes, employer responsibilities, and practical tips for successfully hosting and managing interns. The draft is being updated in preparation for final review.

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #3:

Encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
3.2 Develop a how-to guide for small employers on utilizing CSBD's paid internship program.	3.2.2 Develop a how-to guide outlining CSBD's Paid Internship Program requirements, processes, employer responsibilities, and practical strategies for successfully hosting and managing interns.	The guidebook is created.	11/26	
	3.2.3 Distribute the internship guide through social media, employer outreach activities, chambers of commerce, and other business organizations.	The guidebook is shared with a minimum of 500 employers through our Chamber and business association partnerships, social media, and digital marketing.	12/26	

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #3:

Encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
3.3 Identify strategies to increase apprenticeship opportunities with employers and job seekers.	3.3.1 Conduct apprenticeship fairs and informational sessions to educate employers, job seekers, and other stakeholders on apprenticeship opportunities.	Conduct a minimum of two apprenticeship fairs and/or informational sessions.	2/27	In Progress: CSBD will host an Apprenticeship Fair on October 28 at the Central One-Stop Center to connect job seekers with registered apprenticeship opportunities in construction, manufacturing, and other high-demand industries. CSBD is also planning an Apprenticeship Summit for January 2027 for employers wishing to learn more about apprenticeships.
	3.3.2 Research Broward County's leading Registered Apprenticeship Programs and collaborate with program sponsors and RAP employers to increase awareness of OJT support and connect job seekers to apprenticeship opportunities.	Identify and engage a minimum of 5 Registered Apprenticeship Programs to develop referral pathways for job seekers to become apprentices, including leveraging OJT support for apprentices approaching program performance milestones.	10/26	In Progress: Staff researched 10 Registered Apprenticeship Programs and identified job seeker referral opportunities and points when OJT funding may offset employers' wage costs. Staff assisted Big Lock & Key with posting an apprenticeship job order in Employ Florida, and the employer is reviewing potential candidates. Additional follow-up with the identified RAP sponsors is underway to establish referral pathways and pursue OJT opportunities.

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #3:

Encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
3.3 Identify strategies to increase apprenticeship opportunities with employers and job seekers. Cont.	3.3.3 Engage employers of all sizes, employer associations, and industry partners to identify occupations in Broward County that are appropriate for apprenticeship pathways.	Develop a minimum of five apprenticeship opportunities that support the development of new Registered Apprenticeship programs or the expansion of existing programs through referrals of new apprentices and On-the-Job Training opportunities.	2/27	In progress: We brought in a Registered Apprenticeship Program subject-matter expert to present apprenticeships as a hiring and training solution at recent employer forums. Following the hospitality forum, a local employer expressed interest in developing an OJT for an apprentice participating in their Culinary Registered Apprenticeship Program. Staff is working with the employer to finalize the OJT contract.
	3.3.4 Develop and launch digital marketing campaigns to increase awareness and utilization of apprenticeship resources available on the CSBD website.	Conduct a minimum of two featured marketing campaigns promoting apprenticeship resources available on the CSBD website through digital channels, such as social media, digital geo-fencing, and email marketing.	1/27	In Progress: The first of two digital campaigns was launched through CSBD's social media channels on 9/1, directing employers and job seekers to apprenticeship resources on the CSBD website.
	3.3.5 Designate a CSBD staff member to serve as the Apprenticeship Navigator and primary point of contact for employers, job seekers, and apprenticeship sponsors.	CSBD Apprenticeship Navigator is designated and serves as the primary apprenticeship resource.	6/26	Completed. After an analysis of CSBD's apprenticeship activities, Doug Saenz was designated as the agency's Apprenticeship Navigator and primary point of contact. Previously, apprenticeship responsibilities were divided among industry liaisons. This designation provides centralized coordination and consistent support for employers, job seekers, and apprenticeship sponsors.

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

**CareerSource Broward Strategic Goal #3:
Encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.**

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
3.4 Explore opportunities to partner with pre-apprenticeship providers to strengthen apprenticeship recruitment efforts.	3.4.1 Research pre-apprenticeship programs within CSBD's targeted industries and identify opportunities to bridge participants into registered apprenticeship programs.	1) Summary of the research findings completed, with opportunities identified to bridge participants from pre-apprenticeship programs into registered apprenticeship programs, if feasible. 2) Coordination established with pre-apprenticeship and registered apprenticeship providers to bridge participants into registered apprenticeship programs.	8/26 10/26	In Progress: Staff completed the mapping of Pre-Apprenticeship Programs (PAP) to corresponding Registered Apprenticeship Programs (RAP): <u>South Florida Manufacturers Association</u> - Manufacturing PAP is mapped to several manufacturing RAPs <u>Junior Achievement</u> - Electrician PAP mapped to IBEW Local 728 Electricians RAP - HVAC PAP mapped to ABC Institute HVAC RAP and School Board of Broward County Physical Plant RAP - Plumber PAP mapped to Broward County Plumbers and Pipefitters RAP and School Board of Broward County Physical Plant RAP - Roofer PAP mapped to ABC Institute Roofers RAP - Yacht Service Technician PAP mapped to the MIA SF Yacht Service Technician RAP Based on the pathways identified, staff is coordinating with the applicable pre-apprenticeship and Registered Apprenticeship sponsors to explore participant transition opportunities.

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #3:

Encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
3.5 Facilitate forums with targeted industries and trade associations to exchange information and assess workforce needs and industry demand. 3.6 Increase employer awareness and utilization of Employ Florida.	3.5.1 Research and prioritize targeted industries, trade associations, and workforce topics that will drive industry employer forum discussions.	Conduct a minimum of five industry employer forums and/or trade association engagements during the program year.	2/27	In progress: Staff held the following industry employer forums to exchange information with employers and industry partners and assess workforce needs and industry demand: 8/5/26 – Hospitality The following additional industry employer forums are planned: • 10/14/26 – Manufacturing • 11/3/26 – Aviation • 2/11/27 – Technology
	3.6.1 Research advanced Employ Florida recruitment features, including virtual recruiter and talent recruitment capabilities, and create an employer guide highlighting their practical use and benefits.	Employer guide is created.	10/26	In Progress Staff researched advanced recruitment tools for inclusion in the employer guide. At-a-glance guides are being developed for Virtual Recruiter, Job Order Candidate Matching/Recruit Talent, and Skills Matching.
	3.6.2 Distribute the guide through social media, digital marketing, employer outreach, and HR organizations, including SHRM.	The guide is distributed to a minimum of 500 employers.	11/26	

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #3:

Encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
3.7 Promote awareness of CSBD's resources and services through employer outreach and brand ambassadorship activities.	3.7.1 Develop a brand ambassador strategy and toolkit that equips staff and partners to educate employers on CSBD's resources, services, and workforce solutions.	Distribute a CSBD Brand Ambassador toolkit for staff, committee members, and Chamber partners to use during employer engagements.	2/27	In Progress The toolkit is in the draft stages and will include a 10–12-second elevator pitch, employer-services talking points, an overview of CSBD's employer solutions, conversation prompts, a referral process, and easy-to-use materials, including a small talking-points card and a QR code employers can scan to connect with CSBD.
	3.7.2 Meet with chambers of commerce, industry associations, and other employer groups to identify opportunities to integrate CSBD resources, workforce solutions, and employer success stories into their member communications and events.	Collaborate with a minimum of five business and HR groups to promote CSBD resources and services.	8/26	Ongoing CSBD collaborated with the following business groups to promote our resources: 1) July - SCORE Broward 2) August – MIASF/SFMA Joint Workforce Committee 3) August - Greater Hollywood Chamber of Commerce 4) August - Greater Fort Lauderdale Chamber of Commerce 5) August - Florida Restaurant & Lodging Association–Broward Chapter 6) August - South Florida Business Aviation Association Staff will continue to collaborate with various business groups during the program year.

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #3:

Encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
3.8 Research methodologies for maximizing employer participation in work-based training programs with limited funding and streamlining the application process.	3.8.1 Research reimbursement and tiered funding models utilized by other workforce boards.	Develop, if feasible, a proposed reimbursement and tiered funding framework.	10/26	Completed Research confirmed that State policy requires all workforce boards to provide OJT reimbursements at 90% and 100%. CSBD updated its OJT policy accordingly, while our IWT reimbursement structure aligns with applicable State and Federal guidelines. Therefore, a separate tiered funding framework was not needed.
	3.8.2 Convene a workgroup to evaluate research findings and draft methodology options for maximizing employer participation in work-based training programs.	Methodology options for maximizing employer participation are developed.	12/26	In Progress A workgroup reviewed CSBD's OJT database functionality and recommended enhancements to streamline staff workflows and improve program efficiency. The recommendations are being incorporated into the new OJT database currently being built.
	3.8.3 Pilot approved methodology recommendations to maximize employer participation in work-based training programs.	Complete the pilot and present the results for consideration.	1/27	In Progress Approved enhancements are being incorporated into the new OJT database. Once implemented, the enhancements will be piloted and evaluated for their impact on staff efficiency, program responsiveness, and employer participation.

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #3:

Encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
3.8 Research methodologies for maximizing employer participation in work-based training programs with limited funding and streamlining the application process. Cont.	3.8.4 Map the employer application process from initial inquiry through contract execution to identify opportunities to streamline participation in work-based training programs.	Develop recommendations that streamline the employer application process and enhance the employer experience, including the feasibility of launching an online application for our work-based training grants.	11/26	In Progress: Staff mapped the OJT and IWT application processes and developed recommendations to streamline participation. A new OJT database is scheduled to launch by November, followed by an IWT database in early 2027 that will incorporate automated budget calculations and formulas to reduce errors. Staff are currently developing recommendations for the WEX program.

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

**CareerSource Broward Strategic Goal #3:
Encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.**

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
3.9 Explore opportunities to utilize pop-up job events, such as targeted hiring and recruitment events held at community locations, to expand employer outreach and connect job seekers to employment opportunities.	3.9.1 Research community and municipal events where we can exhibit and present our services.	1) Minimum of ten community and municipal events identified for potential CSBD participation. 2) Develop a list of potential sites and partners for future pop-up job events.	8/26 8/26	Ongoing CSBD participated in nine community events between July and August 2026 and is scheduled to participate in an additional event in September 2026: 1) July 2026 – Community Resource Fair hosted by Miramar Commissioner Yvette Colbourne 2) July 2026 – City of Miramar Back-to-School Health Fair 3) July 2026 – City of Lauderhill Community Resource Fair 4) August 2026 – Brotherly Love Foundation Back-to-School Uniform, Health and Job Fair 5) August 2026 – Town of Pembroke Park Back-to-School Giveaway 6) August 2026 – City of Plantation Taskforce Community Resource Fair 7) August 2026 – USDOL/SBA Manufacturing Workforce Expo 8) August 2026 – JOBNEWS Mega Job Fair 9) August 2026 – Ft. Lauderdale/Hollywood International Airport Job Fair 10) September 2026 – Choices Job Fair Staff will continue to identify upcoming events as they are scheduled.

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

**CareerSource Broward Strategic Goal #3:
Encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.**

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
3.9 Explore opportunities to utilize pop-up job events, such as targeted hiring and recruitment events held at community locations, to expand employer outreach and connect job seekers to employment opportunities. Cont.	3.9.2 Hold pop-up hiring and recruitment events in targeted community locations.	Hold a minimum of three pop-up hiring and recruitment events in the community.	3/27	In Progress: CSBD is collaborating with the Greater Hollywood Chamber of Commerce and the City of Hollywood to hold a community job fair at Boulevard Heights Community Center in Hollywood on 9/23. This will be the first of three pop-up hiring and recruitment events planned by March 2027.

Memorandum #08-26 (BR)

To: Employer Services Committee

From: Carol Hylton, President/CEO

Subject: 2026 Paychecks for Patriots Veterans Hiring Fair

Date: August 26, 2026

SUMMARY

CareerSource Broward (CSBD) will host our annual Paychecks for Patriots Veterans Hiring Fair on 11/17 at the Tamarac Community Center. This year, CSBD will implement several strategic changes to improve traffic and job-seeker flow, including 1) strategically reducing the number of job seekers by modifying the marketing period 2) separating employer and job-seeker entrances 3) organizing employers by industry sector and 4) introducing new event technology to streamline the check-in process. The Committee is asked to review and approve the proposed strategies and provide input on additional strategies for this year's event.

BACKGROUND

CSBD will host its annual Paychecks for Patriots Veterans Hiring Fair on 11/17, at the Tamarac Community Center. Similar to previous events, the first hour will be reserved for veterans and their family members. CSBD is reaching out to Broward County to provide courtesy transportation from CSBD's One-Stop Centers. The City of Tamarac will again provide off-site parking and shuttle service to and from the Community Center.

Last year's event attracted more than 2,400 job seekers, resulting in several logistical challenges. These included bottlenecks in the parking lot, traffic delays associated with parking and shuttle transportation, congestion caused by employers loading and unloading through the same entrance used by arriving job seekers, and lengthy lines at job-seeker check-in. Additionally, occupancy limits in employer rooms meant some job seekers had to wait before entering to meet with employers.

DISCUSSION

In order to reduce traffic and job-seeker flow bottlenecks and create a more streamlined process, we are making several strategic changes to the event:

1. **Targeted Marketing Period:** CSBD will market the event to the broader community for a shorter period of time to better manage job-seeker attendance.
2. **Separate Employer Entrance:** Employers will use a separate entrance for loading, unloading, and event access to reduce congestion with job seekers entering the facility.

3. **Employer Layout:** Employers will be arranged by industry sector to make it easier for job seekers to identify and navigate to employers of interest.
4. **Event Technology:** Pre-registered job seekers will use barcodes for initial check-in and to electronically check in at each employer table they visit. This will eliminate paper sign-in sheets at employer tables and improve the collection and management of participation data.

The Committee is asked to provide input on the proposed strategies for this year's Paychecks for Patriots Veterans Hiring Fair, including targeted marketing, employer participation, and new event technology.

RECOMMENDATION

Approve the 1) proposed strategies and 2) input on additional strategies regarding the 2026 Paychecks for Patriots Veterans Hiring Fair.

PAID INTERNSHIP

EMPLOYER GUIDE

A practical guide for employer partners



BUILD YOUR TALENT PIPELINE

Introduce and evaluate
potential talent.



DEVELOP WORKPLACE SKILLS

Provide meaningful,
career-connected
experience.



STRENGTHEN OUR COMMUNITY

Support Broward County's
future workforce.



1 PROGRAM OVERVIEW AND BENEFITS

A short-term workplace learning opportunity that develops talent

CareerSource Broward partners with employers to provide eligible participants with meaningful workplace experience. Employers introduce, develop and evaluate potential talent while interns build occupational and workplace skills.

PROGRAM AT A GLANCE



Up to
480
total hours



Up to
28
hours per week



Up to
\$16
per hour paid by CSBD



Workers'
compensation insurance
covered by CSBD

BENEFITS TO YOUR BUSINESS



BUILD A TALENT PIPELINE
Observe how a potential worker
learns and performs.



REDUCE WAGE COSTS
CSBD pays wages during
the authorized internship.



DEVELOP NEEDED SKILLS
Provide hands-on experience
tied to real responsibilities.



IDENTIFY POTENTIAL HIRES
Provide hands-on experience
tied to real responsibilities.



2

HOW THE PROCESS WORKS

CareerSource Broward guides the employer through each step

1



IDENTIFY THE OPPORTUNITY

Provide the duties, schedule, required skills and learning opportunities.

2



REVIEW REQUIREMENTS

CSBD reviews the opportunity for program fit.

3



IDENTIFY CANDIDATES

CSBD works to identify eligible participants aligned with the opportunity.

4



INTERVIEW AND SELECT

The employer may interview referred candidates and select the best fit.

5



COMPLETE DOCUMENTS

All required documents must be completed before the internship begins.

6



BEGIN THE INTERNSHIP

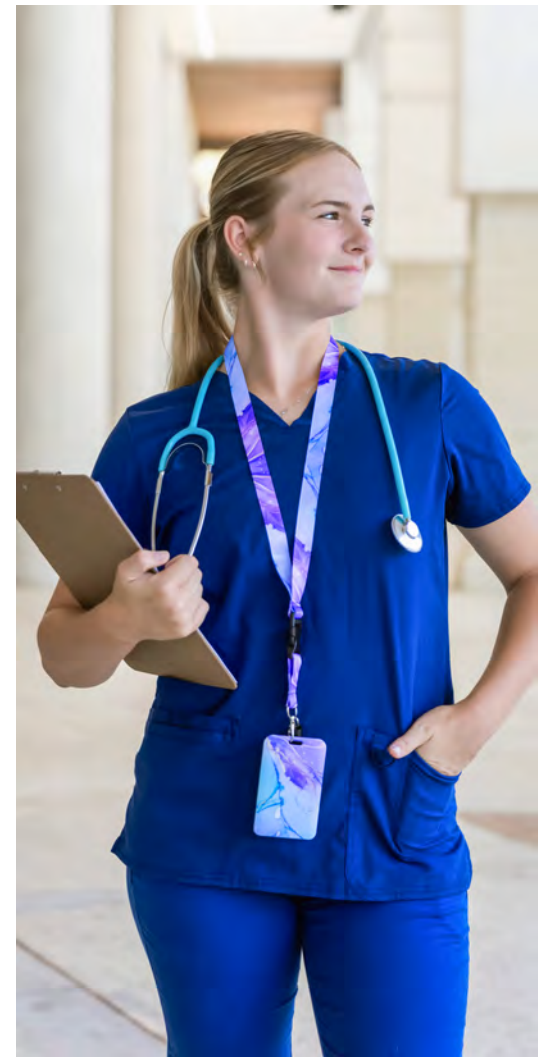
The employer supervises the intern while CSBD provides program support.



WHAT TO EXPECT

CSBD does not maintain a pool of interns who can be assigned automatically. The time needed to identify an eligible and appropriate candidate can vary.

Submitting a job description does not guarantee that a participant will be immediately available.



3

CREATE A STRONG INTERNSHIP OPPORTUNITY

A clear job description and learning goals improve the match

INCLUDE IN THE JOB DESCRIPTION



Job title, worksite and schedule



Duties and responsibilities



Required and preferred skills



Equipment, technology or software used



Physical or environmental requirements, if applicable



Skills the intern will learn



Supervisor's name and contact information



SEPARATE REQUIRED SKILLS FROM SKILLS THAT CAN BE LEARNED

Identify three to five practical learning outcomes, such as using company software, applying customer-service standards, following safety procedures or learning an occupational process.



REMEMBER THE PURPOSE

The internship must provide meaningful work and skill development. It cannot be used to replace regular staff or simply obtain free labor.



4

SUPERVISION, PAYROLL AND WORKPLACE CONCERNS

The employer manages the workplace; CSBD manages payroll and program support



SUPERVISE THE INTERN

Designate a supervisor to train, answer questions and provide feedback.



TRACK AND SUBMIT HOURS

Maintain accurate records and submit the required CSBD timesheet.



PAYROLL

Once the supervisor submits the timesheet, CSBD processes payroll.



SAFE WORKPLACE

Follow applicable safety, labor and nondiscrimination requirements.



WORKERS' COMPENSATION

CSBD provides coverage. Report any workplace incident immediately.



REPORT CONCERNS PROMPTLY

- Repeated tardiness or absences
- Performance or conduct concerns
- Failure to follow instructions
- Safety concerns or workplace incidents
- Changes in duties, schedule or worksite



Contact CSBD before making significant changes to the internship.





5

FROM INTERN TO EMPLOYEE

Hiring is not required, but a successful internship can build your talent pipeline

The internship allows you to evaluate a participant over time. Employers are encouraged to consider successful interns for available positions.

WHAT TO EVALUATE

AREA	WHAT TO CONSIDER
 Attendance	Dependable and punctual
 Learning	Applies instruction and feedback
 Skills	Develops required occupational skills
 Communication	Communicates professionally
 Teamwork	Works effectively with others
 Overall fit	Could succeed as an employee



PAID INTERNSHIP OR ON-THE-JOB TRAINING

Use a paid internship to evaluate and develop potential talent. If you have hired someone who needs job-specific training, ask CSBD whether On-the-Job Training is a better fit.



6

FREQUENTLY ASKED QUESTIONS

Quick answers for employer partners

1

Can I request a specific type of intern?

Yes. Describe the duties, skills and learning opportunities. CSBD will work to identify an eligible, appropriate match.

2

How quickly will I receive an intern?

There is no guaranteed turnaround time. The time needed to identify a candidate can vary.

3

Can I interview candidates?

Yes. You may interview referred candidates and select the best fit.

4

Do I have to hire the intern?

No. However, employers are encouraged to consider successful interns for available positions.

5

Who supervises and pays the intern?

The employer provides day-to-day supervision. CSBD processes payroll after receiving the supervisor-approved timesheet.

6

Does CSBD cover workers' compensation?

Yes. Report any workplace incident to CSBD immediately.

7

Can I change the intern's duties or schedule?

Discuss significant changes with CSBD before making them.

8

Can I hire the intern when the internship ends?

Yes, if the intern successfully completes the internship and meets your hiring requirements.

7

EMPLOYER READINESS CHECKLIST

Use this checklist before requesting a paid intern

- ☒ We have a meaningful work experience and complete job description.
- ☒ We identified required skills and skills that can be learned.
- ☒ We identified three to five learning objectives.
- ☒ We designated a supervisor or mentor.
- ☒ We can provide the agreed worksite and schedule.
- ☒ We can provide instruction, feedback and a safe workplace.
- ☒ We understand that CSBD must identify an eligible and appropriate participant.
- ☒ We understand that a candidate may not be immediately available.
- ☒ We will submit accurate CSBD timesheets.
- ☒ We will report attendance, performance and workplace incidents promptly.
- ☒ We will consider the intern for available positions.



READY TO BEGIN



If the opportunity provides meaningful experience and skills that move a participant closer to employment, contact CareerSource Broward.

Visit employerinterest.careersourcebroward.com for current program terms and assistance.

This guide is a practical overview and does not replace applicable laws, policies, agreements or program requirements. Confirm current terms with CSBD before an internship begins.

Memorandum #09-26 (BR)

To: Employer Services Committee
From: Carol Hylton, President/CEO
Subject: Hospitality Industry Employer Forum
Date: September 4, 2026

SUMMARY

CareerSource Broward (CSBD), in partnership with the Greater Hollywood Chamber of Commerce, held a Hospitality Industry Employer Forum on 8/5, attended by hospitality employers and education partners. The forum focused on registered apprenticeships, which aligned with the Employer Services Committee's recommendation. Attendees developed strategies focused on 1) launching a hospitality career awareness initiative 2) leveraging CSBD's Apprenticeship Navigator to assist employers with registered apprenticeship programs and 3) hosting an apprenticeship event for hospitality employers.

BACKGROUND

On 8/5, CSBD held a Hospitality Industry Employer Forum in partnership with the GHCC. The forum convened industry stakeholders to discuss workforce development challenges and opportunities.

The objectives of the forum were to:

1. Discuss workforce challenges, including talent shortages and evolving skill requirements.
2. Identify strategies to strengthen the hospitality industry talent pipeline through training, partnerships, and workforce initiatives.

DISCUSSION

Twenty-four (24) individuals representing employers, education partners, and community organizations attended the forum. The forum included representatives from the Riverside Hotel, Diplomat Hotel, Margaritaville Hollywood Beach Resort, the Florida Restaurant and Lodging Association-Broward Chapter, the City of Hollywood, and other industry stakeholders.

Doug Saenz, CSBD's intermediary for the Hospitality Industry, facilitated the forum, provided a recap of the strategies identified at the previous forum and an overview of CSBD's workforce services, including the AI Playbook for Small and Medium-sized Employers. After the overview, Charlene Pou, Business Development Director with Apprenti, presented on registered apprenticeship as a workforce strategy to recruit, develop, and retain skilled talent while

expanding career opportunities within the hospitality industry. Following the presentation, Riley Cartier, Regional Chef for Earl's Kitchen, discussed the company's experience in developing its workforce through registered apprenticeships. He highlighted the positive impact the apprenticeship model has had on employee retention and long-term workforce development.

Following the presentations, Mr. Saenz facilitated a roundtable discussion on workforce challenges, skill gaps, and training needs. Employers identified strategies to 1) increase awareness of hospitality careers and apprenticeships among younger workers, 2) provide a centralized resource on local apprenticeship programs and support services, and 3) educate employers on developing, administering, and recruiting for registered apprenticeship programs.

The following tables provide a summary of the identified skill gaps and strategies:

Skill Gap: Employers identified a need to increase awareness of the range of career opportunities in the hospitality industry and to address talent shortages in occupations such as Maintenance and Repair Workers and Cooks.

Strategy: Develop a targeted hospitality career awareness initiative highlighting the variety of occupations and career pathways within the industry, with a focus on increasing awareness among high school students and other prospective workers and promoting high-demand positions such as Maintenance and Repair Workers and Cooks.

Skill Gap: Employers identified a need for guidance and resources to develop, administer, and recruit participants for registered apprenticeship programs, including within union environments.

Strategy 1: Leverage CSBD's Apprenticeship Navigator as a central resource to assist hospitality employers with exploring, developing, and implementing registered apprenticeship programs and connecting them with apprenticeship sponsors and other available resources.

Strategy 2: Host an apprenticeship event for hospitality employers, led by CSBD's Apprenticeship Navigator and apprenticeship partners, covering program development, administration, recruitment, and considerations for union environments.

CSBD will collaborate with hospitality industry employers, education partners, and workforce stakeholders to implement the strategies identified during the forum. Progress on these initiatives will be shared at the next hospitality industry employer forum.

RECOMMENDATION

None. For information purposes only.

Overview of the CareerSource Broward Region
Not Seasonally Adjusted
August 21, 2026

- The unemployment rate in the CareerSource Broward region (Broward County) was 4.6 percent in July 2026. This rate was 0.7 percentage point greater than the region's year ago rate of 3.9 percent. The region's July 2026 unemployment rate was equal to the state rate of 4.6 percent. The labor force was 1,067,539, down 8,491 (-0.8 percent) over the year. There were 49,140 unemployed residents in the region.

Fort Lauderdale-Pompano Beach-Sunrise Metro Division

- In July 2026, nonagricultural employment in the Fort Lauderdale-Pompano Beach-Sunrise MD was 908,200, a decrease of 400 jobs (>-0.1 percent) over the year.
- The Education and Health Services (+2.5 percent); Construction (+1.9 percent); and Government (+1.3 percent) industries grew as fast or faster in the metro area than statewide over the year.
- The Fort Lauderdale-Pompano Beach-Sunrise MD had the highest annual job growth compared to all the metro areas in the state in the Government (+1,300 jobs) industry.
- The Fort Lauderdale-Pompano Beach-Sunrise MD had the second fastest annual job growth rate compared to all the metro areas in the state in the Construction (+1.9 percent) industry.
- The Fort Lauderdale-Pompano Beach-Sunrise MD had the third highest annual job growth compared to all the metro areas in the state in the Construction (+1,000 jobs) industry.
- The Fort Lauderdale-Pompano Beach-Sunrise MD had the third fastest annual job growth rate compared to all the metro areas in the state in the Government (+1.3 percent) industry.
- The industries gaining jobs over the year were Education and Health Services (+3,100 jobs); Government (+1,300 jobs); Construction (+1,000 jobs); Leisure and Hospitality (+600 jobs); and Manufacturing (+300 jobs).
- The industries losing jobs over the year were Trade, Transportation, and Utilities (-3,600 jobs); Professional and Business Services (-1,600 jobs); Other Services (-800 jobs); Financial Activities (-400 jobs); and Information (-300 jobs).

Note: All data are subject to revision.

Source: Florida Department of Commerce, Bureau of Workforce Statistics and Economic Research.

Unemployment Rates			
(not seasonally adjusted)	Jul-26	Jun-26	Jul-25
CareerSource Broward (Broward County)	4.6%	4.5%	3.9%
Florida	4.6%	4.6%	4.1%
United States	4.4%	4.4%	4.6%

Nonagricultural Employment by Industry (not seasonally adjusted)	Ft. Lauderdale-Pompano Beach-Deerfield Beach Metropolitan Division				Florida			
	Jul-26	Jul-25	change	percent change	Jul-26	Jul-25	change	percent change
Total Employment	908,200	908,600	-400	0.0	9,923,300	9,856,600	66,700	0.7
Mining and Logging	#N/A	#N/A	#N/A	#N/A	5,700	5,600	100	1.8
Construction	55,000	54,000	1,000	1.9	661,500	655,800	5,700	0.9
Manufacturing	32,900	32,600	300	0.9	431,700	426,300	5,400	1.3
Trade, Transportation, and Utilities	195,300	198,900	-3,600	-1.8	1,977,100	1,971,500	5,600	0.3
Wholesale Trade	53,200	53,200	0	0.0	398,900	396,300	2,600	0.7
Retail Trade	105,300	105,100	200	0.2	1,142,000	1,137,800	4,200	0.4
Transportation, Warehousing, and Utilities	36,800	40,600	-3,800	-9.4	436,200	437,400	-1,200	-0.3
Information	18,400	18,700	-300	-1.6	149,100	152,800	-3,700	-2.4
Financial Activities	71,300	71,700	-400	-0.6	677,400	692,200	-14,800	-2.1
Professional and Business Services	172,200	173,800	-1,600	-0.9	1,632,300	1,612,800	19,500	1.2
Education and Health Services	125,300	122,200	3,100	2.5	1,605,700	1,566,000	39,700	2.5
Leisure and Hospitality	97,800	97,200	600	0.6	1,335,500	1,316,200	19,300	1.5
Other Services	35,300	36,100	-800	-2.2	382,900	385,100	-2,200	-0.6
Government	104,600	103,300	1,300	1.3	1,064,400	1,072,300	-7,900	-0.7

Population	2025	2024	change	percent change
CareerSource Broward (Broward County)	2,013,317	2,037,472	-24,155	-1.2
Florida	23,462,518	23,372,215	90,303	0.4

Average Annual Wage	2025	2024	change	percent change
CareerSource Broward (Broward County)	\$74,612	\$71,496	\$3,116	4.4
Florida	\$72,732	\$69,505	\$3,227	4.6

Note: All data are subject to revision.

Source: Florida Department of Commerce, Bureau of Workforce Statistics and Economic Research.