



Broward Workforce Development Board
Executive Committee
Monday October 10, 2022
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 853 1846 6512
Zoom Password: 252468
Zoom Call in: +1 646 876 9923

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

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

PROTOCOL FOR TELEPHONE/ZOOM MEETING

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

The 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

SELF-INTRODUCTIONS

APPROVAL OF MINUTES

Approval of the Minutes of the 8/15 meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 8 – 13

NEW BUSINESS

1. Registered Apprenticeship On-the-Job Training Contract with Advanced Roofing

Consideration to approve entry into an upgrade On-the-Job Training contract with Advanced Roofing to train up to ten (10) employees participating in their registered apprenticeship program. The apprentices will receive training in roofing, including handling asphalt equipment, detail sheet metal fabrication, and installation. The contract will provide up to a 75% reimbursement for wages paid to the apprentices while in training totaling up to \$150,000. Because Board member, Kevin Kornahrens, is employed by Advanced Roofing, this recommendation must be approved by a 2/3 vote of the Board members present at a meeting with an established quorum and by the State following governing board approval. Approved at the 10/3 Employer Services Committee Meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #02 – 22 (CBR)

Pages 14 – 15

2. WIOA Local Workforce Plan Two-Year Modification

Consideration to approve modifications to our existing WIOA Local Workforce Plan. WIOA requires each local workforce development board to develop a two-year modification to their four-year WIOA Local Workforce Plan. Our modifications include 1) the addition of WIOA in-school youth programs 2) the incorporation of relevant data from our Economic and Labor Market Analysis conducted for Broward County and 3) use of WTP funds for year-round youth. In accordance with the law, we posted the plan on our website on 8/18 for the requisite period per state guidance to allow for public review and comment. We also held a publicly noticed meeting on 8/30 to allow community input. Approved at the 9/7 One Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBITS	Memo #05 – 22 (QA) Executive Summary

Pages 16 – 23

3. Addition of New Training Provider – Hollywood Career Institute

Consideration to approve Hollywood Career Institute as an Eligible Training Provider and add 1) Behavior Health Technician 2) Medical Coding and Billing and 3) Phlebotomy Technician to the WIOA Individual Training Account (ITA) List and 4) Home Health Aide and 5) Patient Care Technician to the Welfare Transition Program and WIOA youth ITA List. CSBD reviewed the applications for completeness and to ensure that Board-mandated criteria are met for the school, training programs and the related occupational titles. Approved at the 9/7 One Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBITS	Memo #03 – 22 (OPS) ITA Course Summary Spreadsheet

Pages 24 – 26

4. Accept Apprenticeship Navigator Funds

Consideration to accept \$62,500 from the Florida Department of Economic Opportunity to fund outreach activities in our targeted industries to develop and expand Registered Apprenticeship programs. With the funding we will 1) identify career pathways 2) convene industry partners to promote programs 3) continue to develop expertise among our industry intermediaries regarding the operation of apprenticeship programs and 4) engage community-based organizations to increase access to registered apprenticeship opportunities. Approved at the 10/3 Employer Services Committee Meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

REPORTS

1. Appointment of New Board Member

Dr. Vicki Cartwright, Superintendent, of Broward County Public Schools advised CSBD that she will be replacing James Payne as the designated BWDB representative in the WIOA Education Category.

RECOMM	None
ACTION	None

2. CareerSource Broward's Economic and Labor Market Analysis

CSBD recently issued a press release highlighting the economic and labor market analysis we commissioned. This resulted in a Sun Sentinel interview with our President regarding the information we learned. We have also used the information to 1) update our four-year plan 2) add courses to our ITA list to prepare workers for emerging occupations 3) we are working on adding a user-friendly data dashboard to our website that will allow users to drill down in the data to view trends and extrapolate information on labor deficits and commuter patterns.

ACTION	None
EXHIBITS	Sun Sentinel News Article 9/17/22 CSBD Economic and Labor Market Analysis

3. CareerSource Broward's 2022 Paychecks for Patriots Veterans Hiring Fair

CSBD will host its annual Paychecks for Patriots Veterans Hiring Fair on 11/9 at the City of Plantation Central Park. The first two hours of the event will be reserved for veterans and their family members. The event is being marketed to job seekers and employers through social media, radio ads, distribution of flyers to community partners, advertising in the career centers, and word-of-mouth.

ACTION None
EXHIBIT [Employer Save the Date for P4P](#)

4. Preparing Students for Work by Connecting Employers with our Public Education Partners

CSBD is launching an initiative with Broward College, the Technical Colleges and Florida Atlantic University to identify students in their last year, so they can gain employment and work place skills in alignment with their education and career goals through a CSBD paid work experience.

ACTION None
EXHIBIT None

5. Individual Training Account (ITA) Provider Performance

CSBD conducted its semi-annual analysis of ITA provider performance in August and found that all training programs have achieved a 70% training related employment rate.

ACTION None
EXHIBIT None

6. Report on Trip to DC with the Ft. Lauderdale Chamber

As part of our visit to D.C. with the Ft. Lauderdale Chamber which included BWDB members Zac Cassidy and Francois Leconte, we were able to share some of our PY 21/22 highlights with our legislative delegation. The highlights include that we 1) assisted nearly 2,000 job seekers in finding a new or better job 2) provided employability and job retention skills training to over 7,700 customers through our workshops and 3) assisted over 2,850 Broward businesses with various recruitment, placement and work-based services.

ACTION None
EXHIBIT CSBD Highlights 7/21 – 6/22

Pages 27 – 33

7. Update on Marketing Initiatives for PY 22/23

Our recent marketing efforts to jobseekers through media channels, print, social media, and speaking engagements between the months of July to date has resulted in over 560 expressions of interest from jobseekers and youth seeking our services. Staff is following up with them.

ACTION None
EXHIBIT None

8. Presentation at the October Board meeting

One-Stop Operator (OSO), Nadine Jackson will provide 1) an update on her recent activities as OSO and 2) a summary of the USDOL pilot project to build capacity to leverage Community Reinvestment Act efforts through bank investment in employment for low-income individuals.

ACTION None
EXHIBIT None

9. **Board Members' Recognition**

Presentation of plaques for Gina Alexis who has moved on in her employment and Michael Carn's resignation due to time restraints.

MATTERS FROM THE EXECUTIVE COMMITTEE

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

THE NEXT EXECUTIVE COMMITTEE MEETING IS TO BE DETERMINED.



Broward Workforce Development Board
Executive Committee
Monday August 15, 2022
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 830 9967 5598
Zoom Password: 978284
Zoom Call in: +1 646 876 9923

MEETING MINUTES

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

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

ATTENDEES IN-PERSON: Zac Cassidy, Heiko Dobrikow and Kevin Kornahrens.

ATTENDEES VIA ZOOM: Rick Shawbell, Marjorie Walters, Dr. Ben Chen, Jim Ryan, Pam Sands, and Dr. Lisa Knowles.

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

APPROVAL OF MINUTES

Approval of the Minutes of the 6/15 meeting.

On a motion made by Zac Cassidy and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the minutes of the 6/15 Executive Committee meeting.

NEW BUSINESS

1. **Approval of Contract Renewal with Anthony Brunson P.A.**

Considered renewal of the Agreement between CareerSource Broward (CSBD) and Anthony Brunson, P.A., at the same rate as last year \$33,000, for the conduct of the Fiscal Year 21/22 audit. Staff was satisfied with their services last year. This will be the fourth and last renewal under their current contract. As the Audit Committee met directly prior to the meeting the recommendation was presented at the meeting.

Ms. Daniels stated that Anthony Brunson, P.A., has conducted our fiscal year audit for the last four (4) years. We are satisfied with the work he has done. Mr. Brunson agreed to perform the audit for the same fee of \$33,000, for the remaining year of the contract.

On a motion made by Dr. Ben Chen and seconded by Zac Cassidy, the Executive Committee unanimously approved the renewal of the agreement between CSBD and Anthony Brunson, P.A., at the same rate as last year \$33,000, for the conduct of the Fiscal Year 21/22 audit.

2. Selection of a One-Stop Operator (OSO) for PY 22/23

Considered the approval of the Review Committee recommendation to award the contract for the OSO to Workforce Guidance Associates, LLC. (WGA) at an annual cost of \$65,000, which is an increase of \$5,000 over the current contract. The slight increase is for additional hours of work that we will require to be performed. On 7/11 CSBD issued a Request for Quotes (RFQ) for an OSO. The RFQ was published in three papers and on our website. A notice was also sent to every entity which is registered to receive notice when proposals are released. We received one quote from the current OSO, WGA. The contract will be for one (1) year with up to two (2) one-year renewals for a total of three (3) years.

Ms. Hylton stated that the current contract ends in September and provided an overview of the RFQ review process used by CSBD. Ms. Hylton explained the Review Committee, comprised of Board members, recommended WGA serve as the OSO and award the contract at an annual cost of \$65,000 a slight increase for additional hours of work that we will require to be performed. Ms. Hylton thanked Dr. Lisa Knowles for her assistance with chairing the Review Committee.

On a motion made by Dr. Ben Chen and seconded by Jim Ryan, the Executive Committee unanimously approved the recommendation to award the contract for the OSO to Workforce Guidance Associates, LLC. (WGA) at an annual cost of \$65,000.

3. Selection of External Program Monitoring Firm

Considered the approval of the Review Committee recommendation to award the contract for program monitoring services to Taylor Hall Miller Parker at a cost of \$27,000 per visit or \$81,000 for three visits per year. On 7/12 CSBD issued a RFQ. We received three (3) quotes. A Review Committee met on 8/9 to consider the proposals. The contract will be for one (1) year with up to four (4) one-year renewals for a total of five (5) years. As the Audit Committee met directly prior to the meeting their recommendation was presented at the Executive Committee meeting.

Ms. Daniels stated that we released a RFQ on 7/12 and received three proposals. The Review Committee consisted of board members and was chaired by Ismael Martinez. Ms. Daniels stated that Taylor Hall Miller Parker, P.A., (THMP) was ranked number 1. She further stated that we are happy with the services THMP provides.

On a motion made by Zac Cassidy and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the Review Committee recommendation to award the contract for program monitoring services to Taylor Hall Miller Parker at a cost of \$27,000 per visit or \$81,000 for three visits per year.

4. Selection of External Fiscal Monitoring Firm

Considered approval of the Review Committee recommendation to award the contract for fiscal monitoring services to Cherry Bekaert LLP at a cost of \$24,000 a visit or \$72,000 for three visits per year. This is an increase of \$4,500 over their current contract. On 7/12 CSBD issued a RFQ. We received three (3) quotes. A Review Committee met on 8/9 to consider the proposals. The contract will be for one (1) year with up to four (4) one-year renewals for a total of five (5) years. As the Audit Committee met directly prior to the meeting their recommendation was presented at the Executive Committee meeting.

Ms. Daniels stated that we released a RFQ on 7/12 and received three proposals. The Review Committee consisted of board members and was chaired by Ismael Martinez. Ms. Daniels stated that Cherry Bekaert LLP was ranked number 1. The cost is an increase of \$4,500 over the current contract and is the first increase since their original engagement.

On a motion made by Dr. Ben Chen and seconded by Jim Ryan, the Executive Committee unanimously approved the Review Committee recommendation to award the contract for an External Fiscal Monitoring Firm to Cherry Bekaert LLP at a cost of \$24,000 a visit or \$72,000 for three visits per year.

5. Accept Additional Welfare Transition Program (WTP) Funds

Considered the acceptance of a supplemental award of \$200,000 in WTP funds. These funds will be used to help Welfare Transition customers gain and/or retain employment through job skills training. The additional funding of \$200,000 will bring the total grant award for PY 21/22 to \$4,351,897.

Mr. Moffett informed the committee the State reached out to us to see if we could use additional WTP funds as some other areas of the state were underspent.

On a motion made by Pam Sands and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the supplemental award of \$200,000 in WTP funds for PY 21/22.

6. Accept Additional Supplemental Nutrition Assistance Program (SNAP) Funds

Considered accepting a supplemental award of \$287,902 in SNAP funds. These funds will be used to help SNAP customers gain and/or retain employment through assistance with 1) job skills training and 2) job search. The additional \$287,902 in funding will bring the total grant award for PY 21/22 to \$631,397.

Mr. Moffett explained that back in March we requested additional funding for our SNAP program. The State has granted us the additional funds. These funds will go directly to our SNAP program customers to assist with job skills training and job search activities.

On a motion made by Dr. Ben Chen and seconded by Za Cassidy, the Executive Committee unanimously approved the acceptance of a supplemental award of \$287,902 in SNAP funds for PY 21/22.

REPORTS

1. General Fund Balance

On 9/30/21 the General Fund balance was \$863,625. Since then, we have realized revenues of \$313,367. This also reflects expenditures of \$166,058. This balance as of 6/30/22 is \$1,010,934 minus the reserves we have \$567,632.

Ms. Daniels informed the committee that our general fund has increased over the last nine months. Ms. Daniels explained that we set aside monies for emergencies and reserves. Ms. Daniels stated that we hired a new Ticket to Work employee to increase revenue to the general fund.

2. Budget vs. Expenditure Report

This is the report on Budget vs. Actual Expenditure. Some under expenditures in the WIOA adult/dislocated worker and youth, and SNAP funding streams are noted. We are expanding our outreach efforts, scheduling ITA fairs, getting ready to launch two in-school youth programs, preparing to serve OSY through the one-stop, and purchasing additional online learning software to increase expenditures.

Ms. Hylton stated WIOA AD/DW was slightly under-expended as we used the National Dislocated Worker COVID 19 grant first since these funds could not be carried forward. To increase our adult and dislocated workers' expenditures we engaged Moore Communications to assist us with some of our media outreach events. To increase expenditures in WIOA youth, Ms. Hylton stated that we are launching two in-school youth programs. The State also extended the grant period to December for our Veteran funds and that we are on target to expend the funds. Lastly, Ms. Hylton stated we are looking into purchasing additional online learning software options for our SNAP customers so that they can have self-paced training that will lead to certifications.

3. RFQ For Banking Services

CSBD has been informed by CitiBank, that it will no longer insure deposits in excess of the FDIC limit of \$250,000. CSBD is required to maintain its accounts in a bank that insures its funds up to the amount in its accounts which often exceeds \$250,000. There is a limited number of banks that will insure funds in excess of the FDIC limit. In the past CSBD notified each eligible banking institution along with CSBD's required criteria and solicited quotes from the banks. It is CSBD's intention to again issue a request for quotes so that a new financial institution can be selected. Citibank has agreed to give us sufficient time to find a new bank.

Ms. Hylton informed the committee that Citibank notified us that they will not insure us for more than \$250k as they have in the past. We are required to maintain our accounts in a bank that insures our funds up to the amount in the account. They agreed to provide us with some additional time to find another bank.

Mr. Dobrikow inquired if we have any money market accounts and what the interest is. Ms. Christine Azor, Senior Vice President of Finance, responded that we do have a money market account but the interest rate is low. Mr. Dobrikow stated that we should look into ones that are over 2%.

Mr. Jim Ryan inquired if we have looked into I bonds. He believes they pay up to 9% or up to \$10k. He stated that this is through treasurydirect.gov. Ms. Hylton thanked Mr. Ryan for the information and stated we will look into I bonds to see if this is an option for us.

4. Cherry Bekaert, LLP Fiscal Monitoring Report #2 PY 21/22 Issued 5/22

Cherry Bekaert conducted fiscal monitoring for the period 10/1/21 through 2/28/22. Cherry Bekaert reviewed a total of 1,050 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

Ms. Daniels stated that Cherry Bekaert conducted our fiscal monitoring and we had zero findings.

5. Taylor Hall Miller Parker, P.A. Program Monitoring PY 21/22 – Issued 6/22

THMP conducted program monitoring for the period 11/18/21 through 3/31/22. They reviewed a total of 177 files consisting of 6,154 elements. There were 4 findings and 12 observations. This equates to an error rate of (.065%) less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

Mr. Moffett stated that THMP reviewed over 6,154 elements. The findings and observations were corrected except for the cases that were closed and no action could be taken. Our error rate was less than 1%.

6. Renewal of Janitorial Services Contract

This is to report on the renewal of the janitorial services contract with AK Building Services (AK) for the main office. AK was selected as the lowest bidder following a procurement in 2021, at a cost of \$44,352/year. The agreement provides for 2 one-year renewals. This is the first of the 2 renewal periods. The cost for the renewal period is \$47,952/year, an increase of \$3,600 due to increases in the minimum wage.

Ms. Hylton told the committee that the cost to renew our contract is \$44,352/year an increase of \$3,600 due to an increase in the minimum wage.

7. Children’s Services Council of Broward County- 2022 Summer Youth Program Review

The Children’s Services Council of Broward County (CSC) provides funding under the CSBD Summer Youth Employment Program. CSC conducted an administrative and fiscal review. There were no findings.

Ms. Hylton informed the committee that we had approximately 800 youth in our summer youth program. She stated that CSC provided us with our administrative and fiscal review and there were no findings. Ms. Hylton thanked the staff for a job well done.

MATTERS FROM THE EXECUTIVE COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton stated that we had our Apprenticeship Summit and our keynote speaker was Eric Seleznow, EMS Associate, Former Deputy Assistant Secretary USDOL Employment and Training Administration. We also had representation from CareerSource Florida who told us this was the first dedicated Apprenticeship Summit in Florida. Ms. Hylton thanked Board members Jim Ryan, Rick Shawbell, and Sandy McDonald for assisting with the summit and Board members Lori Wheeler and Francois Leconte for attending.

Ms. Hylton spoke about the SYEP program ending last week. We are getting a lot of testimonials from youth and employers. Mr. Dobrikow stated that the biggest value of working with the youth was teaching them about confidence.

Ms. Hylton told the committee that we are talking with the State to explore the possibility of having an in-school program for youth at risk using WTP funds. The initiative is a bridge to invest in low-income youth to bring them up and create talent pipelines.

Ms. Hylton notified the members that she is a panelist at the upcoming OIC Middle-Class Summit and will also be presenting at the next Broward County Commission meeting on 8/25. This came about as a result of a meeting she had with Broward County to discuss ways to further partnership with youth programs.

Lastly, Ms. Hylton stated that all current EmpHire employees will transfer to Integrative Staffing Group on 8/22 and that the planning we did is resulting in a smooth transition.

ADJOURNMENT: 12:35 pm

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON OCTOBER 10, 2022.</p>
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Memorandum #02 – 22 (CBR)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Registered Apprenticeship OJT Contract with Advanced Roofing

Date: October 3, 2022

SUMMARY

Consideration to approve entry into an upgrade On-the-Job Training (OJT) contract with Advanced Roofing to train up to ten (10) employees participating in their registered apprenticeship program. The apprentices will receive training in roofing, including handling asphalt equipment, detail sheet metal fabrication, and installation. The contract will provide up to a 75% reimbursement for wages paid to the apprentices while in training totaling up to \$150,000. Because Board member, Kevin Kornahrens, is employed by Advanced Roofing this recommendation must be approved by a 2/3 vote of the Board members present at a meeting with an established quorum and by the State following governing board approval. Approved at the 10/3 Employer Services Committee meeting.

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) allows for a portion of the apprentices' wages during training to be reimbursed to employers. CareerSource Broward (CSBD) has contracted successfully with Advanced Roofing in the past and this partnership has benefited our customers with earn-while-they-learn work-based training.

DISCUSSION

This program year, Advanced Roofing would like to train up to ten (10) employees as part of their registered apprenticeship program. The apprentices will receive training in roofing, including handling asphalt equipment, detail sheet metal fabrication, and installation. If approved the contract will start in October and will end next June. CSBD will reimburse Advanced Roofing for a portion of the apprenticeship trainee wages while they are in training.

Each employee will receive up to one thousand forty (1,040) hours of training which equates to six months, earning an average wage of \$19 per hour. Advanced Roofing will receive 75% of each trainee's wages during the training period. It is anticipated that up to \$150,000 in wage reimbursements will be made during the term of this contract. The wage reimbursement will be from funds set aside in the CSBD PY 22/23 budget for occupational training.

Because Board member, Kevin Kornahrens, is employed by Advanced Roofing this recommendation must be approved by a 2/3 vote of the Board members present at a meeting with an established quorum. It will also have to be approved by the State.

RECOMMENDATION

Approve entry into an upgrade On-the-Job Training (OJT) contract with Advanced Roofing to train up to ten (10) employees participating in their registered apprenticeship program. The contract will provide up to a 75% reimbursement for wages paid to the apprentices while in training totaling up to \$150,000.

Memorandum #05 – 22 (QA) Revised

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: WIOA Local Workforce Plan Two-Year Modification for 1/1/23 – 12/31/24

Date: October 3, 2022

SUMMARY

Consideration to approve modifications to our existing Workforce Innovation and Opportunity Act (WIOA) Local Plan. WIOA requires each local workforce development board (LWDB) to develop a two-year modification to their four-year WIOA Local Workforce Plan. Our modifications include 1) the addition of WIOA in-school youth programs and 2) the incorporation of relevant data from our Economic and Labor Market Analysis conducted for Broward County and 3) use of WTP funds for year-round youth. In accordance with the law, we posted the plan on our website on 8/18 for the requisite period per state guidance to allow for public review and comment. We also held a publicly noticed meeting on 8/30 to allow community input. Approved at the 9/7 One Stop Services Committee meeting.

BACKGROUND

WIOA requires each LWDB to develop a two-year modification to their four-year WIOA Local Workforce Plan. The Plan follows the guidance received from the Florida Department of Economic Opportunity and CareerSource Florida (CSF). WIOA emphasizes the importance of collaboration and transparency in the development and submission of the plan, and requires that our partners and the public be given an opportunity to provide comments and input in the development of the plan. The plan is modified every two years based on any agency business changes or federal or state regulatory updates in accordance with WIOA.

DISCUSSION

CSBD updated our Local Workforce Plan and advertised it in three community newspapers 1) the Sun-Sentinel 2) the Broward Daily Business Review and 3) the Westside Gazette. In accordance with law, we also posted the plan on our web page on 8/18 and allowed for a twenty-day public review period. We also held a publicly noticed meeting on 8/30 to provide the community an opportunity for input.

Our modifications include 1) the addition of WIOA in-school youth programs 2) the incorporation of relevant data from our Economic and Labor Market Analysis conducted for Broward County and 3) use of WTP funds for year-round youth.

The plan provides a complete view of the system-wide needs of the local workforce development area and addresses how we will 1) foster strategic alignment 2) improve service integration and 3) ensure that the workforce system is industry-relevant and responsive to the economic needs of our local workforce development area by matching employers with skilled workers. We will use the information from the economic and labor market analysis and offer resources for training in emerging jobs, thereby expanding the supply of prepared workers, and also gain insight into those occupations and skill sets with declining demand.

Our local plan explains how we will strive toward greater efficiencies by working to reduce duplication and maximize financial and human resources. Lastly, our plan addresses current and future strategies to address the continuous improvement of our local and statewide workforce system by focusing on customer service excellence, while aligning with the business- and market-driven principles of the CareerSource Florida network.

An Executive Summary of the Two-Year Modification to the CSBD Local Workforce Plan is attached to this memo.

RECOMMENDATION

Approve CSBD's WIOA Local Workforce Plan Two-Year Modification for 1/1/23 – 12/31/24.

Executive Summary

I. Organizational Structure

The elected officials entered into a Consortium Agreement that describes how they shall execute their duties and responsibilities. The Consortium Agreement was amended on January 28, 2016, at a publicly noticed, regularly scheduled combined elected officials and workforce board meeting to incorporate their WIOA responsibilities.

CareerSource Broward (CSBD) serves as staff to the local board and also as the fiscal agent. There is an agreement in place between the Board and the CSBD Council of Elected Officials. In accordance with the requirement that firewalls are to be in place to guard against conflict of interest, the Board, the CSBD Council of Elected Officials and CSBD have also implemented the following safeguards:

1. We have adopted a code of conduct applicable to the Board and to CSBD employees in accordance with the Uniform Guidance found at 2 CFR 200.
2. Because CSBD is a political subdivision under Florida Statutes 163.01, staff, the Board and the CSBD Council follow state statutes with respect to the application of conflict of interest policies, in accordance with the Florida state statutes and the code of ethics for public officials, and files Form 8B as required whenever there is a conflict, which arises in conjunction with a contract to be entered into by CSBD, or its governing boards.
3. CSBD follows the State Contracting Policy regarding conflict of interest, which is echoed by the Uniform Guidance that requires CSBD as a sub-recipient to notify the state (recipient) in the event of a conflict.
4. All issues concerning conflict of interest of board members or staff are also noted in the minutes of the meeting at which a vote is taken.
5. The BWDB has appointed an Audit Committee, which reviews all budget, monitoring and monetary issues.
6. CSBD contracts for external monitoring. All monitoring reports, state and external reports, as well as the annual audit appear on the Audit Committee Agenda and on the joint CSBD Council of Elected Officials and BWDB Board Regular Meeting Agendas for acceptance or action as appropriate.

Currently, CSBD procures a staffing company to manage and staff the one-stop career centers. CSBD will continue to use the staffing company model for the delivery of WIOA Title I adult and dislocated worker services and for the delivery of career services under any discretionary grants received. Integrative Staffing Group, LLC. is the staffing agency that was competitively procured to provide the staff who delivers the career services.

CSBD procured and contracts with a one-stop operator, Workforce Guidance Associates, LLC., to coordinate services among the partners.

II. Analysis of Need and Available Resources

This section provides an analysis of existing and emerging in-demand industry sectors and occupations, along with the knowledge and skills needed to meet the needs of the employers in the workforce area.

All youth program elements are available to youth as part of a menu of services based on their objective assessment and Individual Service Strategy (ISS). The 14 elements identified by WIOA are available to youth on an as-needed basis through our contracted youth service providers and one-stop center. CSBD continues to contract with out-of-school youth service providers using three different service models: 1) Navigator, 2) Vendor and 3) Traditional Full Service. There are also case managers located in the three one-stop career centers that serve youth. Youth appropriate for training are referred to providers on the Eligible Training Provide List and awarded an individual training account. CSBD does not provide training services. CSBD also offers two (2) small in-school youth programs directed at high school seniors, which are delivered by procured youth providers.

CSBD combines funds provided by the Children’s Services Council (CSC) and various local units of government to serve an estimated 600 –1,000 at-risk and low-income youth, ages 16 – 18, during the summer months. WIOA funds, when available, may be used to serve youth with employability skills and a work experience. Welfare Transition Program funds, when available, may serve youth through age 24 with employability skills and a work experience.

CSBD is also working with the state’s Welfare Transition Team to be able to deliver additional in-school youth services to youth who meet the definition of “at risk of going on welfare.”

III. Local Workforce Development Board Vision and Strategic Goals

The Plan includes a description of the workforce development activities in the local workforce area, an analysis of the strengths and challenges experienced in the delivery of the services, and the capacity to provide services to meet the education and skill needs of job seekers and the employment needs of local employers.

The core partners all have seats on the BWDB as required by law and also serve on Board committees. CSBD has entered in a Memoranda of Understanding with both our core and legislative partners. Because of the presence of our core partners on the board and BWDB committees, they are a part of the decision-making process.

IV. Description of Strategies and Program Services

To expand our function as strategists and community conveners to hear “the voice of the customer” on the workforce needs of Broward County, we participate in community and business initiatives to harness the expertise that exists within the local workforce area. The intent of our participation in these collaborative efforts is to meet local workforce area development needs, coordinate services as well as to find solutions for special populations with barriers to employment. Recommendations from the meetings move on to our governing boards, culminating in the roadmap, which are both incorporated into this workforce services plan and also into a strategic planning matrix, as applicable to each of the board’s committees, so that the members can work on the objectives throughout the year.

As is required by WIOA, secondary and post-secondary education is represented on the Board. This provides an opportunity for education to be aware of and have input into Board

initiatives and activities. Education representatives are also invited to business forums so they can hear directly from the business community with respect to training needs and skills gaps. The Plan identifies the advantages of a single school district, technical college and community colleges have when working to meet employer and student needs.

The one-stop system provides access to the career services, as required by WIOA section 134 and integrates Wagner-Peyser, Veterans, RA and RESEA, WIOA Title I, TAA, WT/TANF, SNAP Employment and Training, Vocational Rehabilitation, Adult Education and Family Literacy Act funding streams and programs.

A key CSBD partnership with the Greater Ft. Lauderdale Alliance helps to prioritize industry clusters through sharing types of businesses relocating to our local workforce area. CSBD also reviews various industries' hiring demands, references Enterprise Florida's Statewide Strategic Plan along with the Florida Chamber Foundation's Six Pillars of Florida's Future Economy™.

Intermediaries are utilized to engage the targeted industries of Healthcare, Technology, Marine, Aviation, Hospitality/Tourism, Retail and Construction to partner with trade and professional associations expanding its service delivery to employers.

To comply with the WIOA priority emphasis to recipients of public assistance, low-income, and basic skills deficient job seekers and USDOL ETA TEGL 3-15 guidance, CSBD has included the following priorities of service:

ADULT PRIORITIES

1. Veterans and eligible spouses who are WIOA eligible and who also have one of the barriers in the priority list which follows.
2. Individuals who are not veterans or eligible spouses, but who have any one or more of the barriers in the priority list which follows.
3. Veterans and their eligible spouses who do not have any of the barriers listed as a WIOA priority in the chart below including:
 - a. Military spouses who have lost employment as a direct result of a relocation to accommodate a permanent change in duty station of the spouse.
 - b. Military spouses who are a dependent spouse of a member of the Armed Forces on active duty whose family income is significantly reduced, as determined by the State or local area, because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the service member.
 - c. Military spouses who are unemployed or underemployed and are experiencing difficulty in obtaining or upgrading employment.
4. Individuals who are not veterans and do not have any of the adult barriers listed below.

The barriers referred to in the Adult Priorities chart are the barriers listed in WIOA sec. 3 (24) and below in alphabetical order and are defined pursuant to WIOA.

1. Disabled Individual
2. Displaced homemaker
3. Ex-Offender
4. Foster Care – dependent youth or who have aged out of the dependency system
5. Homeless or Runaway

6. Indian, Alaska Native, and Native Hawaiian as defined in WIOA Section 166
7. Individuals facing a substantial cultural barrier
8. Individuals within 2 years of exhausting lifetime eligibility under the Welfare Transition Program
9. Long-term unemployed individual (unemployed and looking for work 27 weeks or more)
10. Older individual
11. Migrant and seasonal farm worker
12. Single parent (including single pregnant women)

In addition to these priorities, customers must also meet income eligibility based on the BWDB Self-Sufficiency guidelines.

Dislocated workers have their own eligibility criteria.

CSBD supports the use of registered apprenticeships to enhance employment opportunities for job seekers. CSBD meets periodically with Atlantic Technical College to discuss additional ways we can partner to expand apprenticeship opportunities. CSBD added all the apprenticeships in Broward County to its ITA List, which is available to job seekers. CSBD has two representatives on its Board that provide training in the apprenticeship arena, which helps to enhance the awareness of apprenticeships and their use.

In addition to the Youth Program eligibility, CSBD wanted to expand the universe of youth able to be served under WIOA, so the One Stop Services Committee reviewed the current definition of “requires additional assistance.” Their recommendations were approved for inclusion in the Plan by the CSBD governing boards as follows:

CSBD is defining the term “requires additional assistance” (for OSY/ISY) to enter or complete an educational program or to secure or hold employment as having low income (as required by law) and one of the barriers listed below:

1. Historical or current personal or family substance abuse
2. Gang involved, affiliated, or affected due to family member involvement
3. Victim of abuse or domestic violence or family history of abuse or domestic violence
4. Victim of human trafficking
5. A youth who has a parent that is or was incarcerated within the past 24 months
6. A youth lacking a significant or positive work history based upon:
 - a. Their having been fired from one (1) or more jobs within the last six (6) months, or
 - b. Their having been employed in three (3) or more jobs within the last 12 months, and who is no longer employed or,
 - c. A youth who has actively been seeking full-time employment for at least two (2) months, but remains unemployed, or employed part-time. Includes a youth with no employment history.

V. Description of Local One-Stop Delivery System

All required partners are co-located in the CSBD one-stop career centers. The partners make their core services available through the one-stop centers. All one-stop centers are American with Disabilities Act (ADA) compliant. Integrated Resource Teams (IRT) are assembled for special needs individuals. Each center has a Disability Specialist assigned to assist these customers with using the assistive technology, or to schedule an interpreter as needed. CSBD assistive tools include: screen readers, screen magnifiers, JAWS software, bigger keyboards, and a specialized mouse. Staff is trained annually on disability etiquette and serving

customers with disabilities.

CSBD has also hired staff to go out into the distressed communities to bring them information about CSBD services and also to bring our workshops to where the customers live. WIOA allows local boards to set the rate of reimbursement for OJT up to 75%. CSBD's OJT reimbursement rate is 75% straight-time wage reimbursement for all employers, including those with 251 or more employees that are located in a distressed zip code or opportunity tax zone. As job seekers work close to their homes, especially in distressed communities, it makes sense to offer this type of reimbursement to these employers instead of basing it on job seekers' characteristics, which could be discriminatory.

VI. Performance and Effectiveness

The Council of Elected Officials and Broward Workforce Development Board ensures the success of achieving organizational goals on an on-going and annual basis using a broad array of performance indicators. Such indicators include:

- State annual program and fiscal reviews
- Annual external audit
- Multiple yearly external fiscal monitorings
- Multiple external program monitorings each year
- Monthly quality assurance reviews
- Monthly performance reports covering all funding streams
- Monthly Financial Reports

The Board and its committees also receive frequent briefings from CSBD at their meetings to increase their understanding of each workforce program and related initiatives, which increases their ability to provide oversight and develop policies.

CSBD has a contracted provider who conducts our annual audit and separate contracted providers that monitor program and fiscal operations. The State also monitors programs and finance and we have quality assurance staff that monitors on a frequent and on-going basis. Quality Assurance monitoring tools are updated to align with the State monitoring tools.

CSBD's Finance Department creates a Monthly Financial Report for staff to track budget versus expenditures. CSBD staff reviews the reports monthly and budget corrections are made, as necessary.

CSBD's Operations Department have developed reports that measures staff performance. Staff regularly convenes to discuss the reports, and corrective actions are implemented, as needed.

Program supervisors in the one-stop centers conduct monthly monitoring of programs. Quality Assurance and Training Coordinators in the one-stops conduct tri-annual monitoring of programs. Corrective actions are identified and implemented to address findings.

VII. Public Comment Process

In accordance with the WIOA regulations, which require local areas to establish a public comment process consistent with State direction, CSBD made available this plan to the public on its website on 8/18 with notice advising the community of the public hearing to solicit their comments on CSBD's WIOA Local Plan.

A public hearing was held on 8/30, pursuant to an advertised notice. Present at the public hearing, representing CSBD, was Quality Assurance and Executive Office staff. There were no public comments from that hearing.

A draft of the proposed CSBD WIOA Local Plan was posted on the CSBD website on 8/18/2022, and the public had 20 days to submit comments, including at the publicly held hearing on 8/30.

Entities represented on the Broward Workforce Development Board and its committees, which include economic development, public and private education, veterans groups, community-based organizations, chambers, entities representing the disabled, to name a few provided input to the plan by appearing at committee and board meetings to share their thoughts and recommendations regarding the local workforce system.

CSBD also held a planning “retreat” to solicit ideas for the plan in April 2022. Questions were formulated as a guide for the Board members, which centered on how to make our services more accessible to employers and job seekers, and enhance the effectiveness of CSBD.

Memorandum #03 – 22 (OPS) Revised

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Add New Eligible Training Provider and Courses for Hollywood Career Institute

Date: October 3, 2022

SUMMARY

Consideration to approve Hollywood Career Institute as an Eligible Training Provider and add 1) Behavior Health Technician 2) Medical Coding and Billing and 3) Phlebotomy Technician to the Workforce Innovation and Opportunity Act (WIOA) Individual Training Account (ITA) List and 4) Home Health Aide and 5) Patient Care Technician to the Welfare Transition Program (WTP) and WIOA youth ITA List for a total of five (5) programs. CareerSource Broward (CSBD) reviewed the applications for completeness and to ensure that Board-mandated criteria are met for the school, training programs and the related occupational titles. Approved at the 9/7 One Stop Services Committee meeting.

BACKGROUND

WIOA requires classroom and online training to be provided through ITAs at schools and for courses approved by the local workforce board to be on our Eligible Training Provider List (ETPL). To be on our ETPL all occupational training must prepare students for in-demand occupations appearing on the Targeted Occupations List and meet the Board established minimum evaluation criteria. This includes but is not limited to licensure, accreditation, and issuance of an industry recognized credential, and reporting to the Florida Education and Training Placement Information Program (FETPIP). All of our current eligible training providers meet these criteria.

The Board also approved adding schools and training programs to the ETPL that will be available only to our WTP and WIOA youth participants. These courses are in-demand occupations as is required under WIOA but they result in placements below the wage needed for WIOA adult performance.

DISCUSSION

Hollywood Career Institute (HCI) has been operating in Hollywood since 2013 and provides training predominantly in the healthcare industry. They are licensed by the Commission on Independent Education (CIE) and accredited by the Council on Occupational Education which is an entity recognized by the U.S. Department of Education. The provider does not currently submit reports to FETPIP but understands and commits to submitting FETPIP data going forward.

The courses submitted will prepare WIOA Adult and WTP/WIOA Youth participants for employment in the following demand occupations as shown in the chart below.

Training Courses to be Added

Training Provider	Occupational Training Program	Occupation	Entry wage	# of Job Openings
HCI	Behavior Health Tech	Psychiatric Technicians	\$13.98	>25
	Medical Billing & Coding Specialist	Medical Secretaries and Administrative Assistants	\$13.99	>25
	Phlebotomy Technician	Phlebotomist	\$13.86	>25
	Home Health Aide (WTP & WIOA Youth only)	Home Health Aide	\$11.00	>25
	Patient Care Technician (WTP & WIOA Youth only)	Patient Care Technician	\$11.08	>25

Staff has conducted an on-site review of the school and a cross-functional CSBD review committee comprised of staff from Operations, Quality Assurance, and our appropriate intermediary reviewed the application and programs. The committee has determined that all Board-mandated criteria have been met for the school, training programs and related occupational titles.

As new a training provider, HCI will be under initial eligibility status with CSBD and we will limit enrollment of customers to 10 in each of the training programs until performance can be established for our customers.

RECOMMENDATIONS

Approve HCI as an eligible training provider and add 1) Behavior Health Technician 2) Medical Coding and Billing and 3) Phlebotomy Technician to the WIOA ITA list and 4) Home Health Aide and 5) Patient Care Technician to the WTP and WIOA youth only ITA List for a total of five (5) programs.

**ITA Course Summary Spreadsheet
Attachment to Memo # 03-22**

School Name / Location	Accreditation / State Agency Approval	FL DOE License	Course Title	Type of Credential Offered	Program Length	Entry Wage	Course Offering	Prerequisites	Tuition Costs	Books, Tools, Uniforms, etc.	Certification/ License Costs	Program Total Costs
Hollywood Career Institute	Council on Occupational Education	CIE	Behavior Health Tech	Certificate	30 hours	\$13.98	Blended (Online and Classroom)	High School Diploma	\$650	\$125	Included with Tuition	\$775
			Medical Billing & Coding Specialist	Diploma	56 weeks	\$13.99	Classroom	High School Diploma	\$3,000	\$600	\$255	\$3,855
			Phlebotomy Technician	Diploma	12 weeks	\$13.86	Classroom + Lab	none	\$490	\$235	\$255	\$980
			Home Health Aide*	Diploma	4 weeks	\$11.00	Classroom + Lab	none	\$775	\$175	\$220	\$1,170
			Patient Care Technician*	Diploma	26 weeks	\$11.08	Classroom + Lab	none	\$1,300	\$400	\$255	\$1,955
*Youth & WTP only due to entry wage												

CareerSource Broward HIGHLIGHTS

JULY 2021 - JUNE 2022

IMPROVING LIVES AND HELPING FAMILIES

HIGHLIGHT: 16,300 JOBSEEKERS SERVED

Between July 2021 and June 2022, CareerSource Broward enhanced the job prospects of over **16,300** career seekers with reemployment services such as job search assistance and career consultation.



Nearly **2,000** Broward residents improved their lives by finding new or better jobs through CareerSource Broward's recruitment events and other services.

CareerSource Broward boosted the job search and personal management skills of **7,742** career seekers through workshops on topics such as money management, resume development and how to interview in-person or virtually, among others.

While we serve anyone coming through our doors, we spend the extra time necessary to help those with additional challenges as they move up the ladder to financial independence. We helped **1,440** individuals on public assistance, **880** residents needing food stamps and **194** people with disabilities continue their upward journey to self-sufficiency.



SCHOLARSHIPS



HIGHLIGHT: \$2,000,000 IN SCHOLARSHIP AND TRAINING

Acquiring skills and adding new ones is fundamental to career progress. **431** Broward County residents have benefitted from training grants that allowed them to build their skills and further their careers.

CareerSource Broward also partners with local organizations to provide out-of-school youth with in-demand career training opportunities and assists them by covering a part of the cost of their education.

YOUTH – A SUMMER OF GROWTH



HIGHLIGHT: 860 HIGH SCHOOLERS EXPERIENCE THE WORLD OF WORK

For the past 30 years CSBD, CareerSource Broward's **30-year-old** paid summer internship program has connected high school students with the real world of work by allowing them to spend eight weeks in the summer with a Broward County employer. This experience includes a three-day workshop covering job-readiness, professionalism and work expectations. Employers represent the private, non-profit and government sectors.

VETERANS - OUR HEROES ARE OUR PRIORITY

HIGHLIGHT: 961 VETERANS SERVED

CareerSource Broward offers priority service to Broward County veterans, eligible spouses and transitioning service members by providing the resources needed to secure long-term, rewarding careers. We are committed to helping veterans succeed at reaching their employment goals whether they are recently separated from the military or a veteran with many years of civilian work experience.



EMPLOYERS - OUR CUSTOMER

2,853 BROWARD BUSINESSES SERVED

Businesses are vital to the County's economic development and residents' financial security. At CareerSource Broward, the employer is our customer. With the help of our team, Broward businesses are finding the right talent for their companies and saving money while skilling up their employees with our customized training grants.

Our no-cost workforce solutions helped **2,853** Broward employers save money, energy, and time by providing **73,190** services over the last twelve months, including job postings, hiring events, candidate pre-screening, training grants for employees, labor market information and more. Using our customized training grants, CareerSource Broward contracted with local employers for **\$154,842** in wage and training reimbursements.



TECHNOLOGY AT WORK

Changing times require alternative ways of providing services. CareerSource Broward is doing just that by leveraging technology to allow greater flexibility in how customers receive our services. Customers can now sign documents electronically, attend meetings virtually, and watch online training courses and orientations, all from the convenience of their smartphone. CareerSource Broward realizes that not everyone has immediate access to information and communications technology. We are bridging this digital divide with initiatives that provide eligible customers with the necessary computer equipment for their career training success.



ASSESSMENTS AND TRAININGS

Employers know that a key to success is employing a skilled workforce. That is why CareerSource Broward utilizes various assessment and training tools to help employers find the skilled talent they are looking for. CareerSource Broward uses skill, behavioral, and cognitive ability assessments to help employers find the right candidates. We also use workshops and more formal training opportunities to bolster candidates' skills. Many of the assessments and trainings we offer are online, giving individuals the flexibility to use these services when it's convenient for them.



CAREER CENTERS READY TO SERVE

CareerSource Broward's three Career Centers open their doors each day with a view to helping Broward County residents gain financial security through employment. Each of our centers utilizes the latest technology to provide support for every program and service we offer. In spite of the increase in virtual activity during the past program year, CareerSource Broward served an overwhelming **55,000+** individuals. This flexibility allows us to benefit a greater number of career seekers and employers at our Centers.



SERVING BROWARD COUNTY INTO THE FUTURE

CareerSource Broward has an almost **40-year** history of serving the training and employment needs of both job seekers and employers in Broward County. As one of the top-rated workforce regions in Florida, consistently delivering on metrics designated by both the federal and state governments, we value the deep and long-lasting relationships we have nurtured over the years with local employers, community partners and governments.

With a recent consideration to merge different workforce regions, we believe that local Broward voices and long-term partnerships will be impaired, negatively impacting Broward County job seekers and employers.

Merging into a larger region would mean combining counties with different demographics, different politics and different labor markets. Industry sectors reflect localized strengths unique to different counties and municipalities. Merging workforce areas into a larger region would muffle local voices and weaken service delivery. The voice of local communities will be eclipsed by interests with a greater ability to sway a more distant, regional workforce board.





careersourcebroward.com

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.