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

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

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**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.**

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**MEETING AGENDA**

**IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS**

**SELF-INTRODUCTIONS**

**APPROVAL OF MINUTES**

Approval of the Minutes of the 6/15 meeting.

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

**Pages 8 – 18**

**NEW BUSINESS**

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

Consideration of 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 meets directly prior to the meeting the recommendation will be presented at the meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Memo #02 – 22 (LS)

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

Consideration to approve 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 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.

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

**Pages 20 – 21**

**3. Selection of External Program Monitoring Firm**

Consideration to approve the Review Committee recommendation to award the contract for program monitoring services 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 meets directly prior to the meeting the recommendation will be presented at the Executive meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #03 – 22 (LS)

**Pages 22 – 23**

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**4. Selection of External Fiscal Monitoring Firm**

Consideration to approve 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 meets directly prior to the meeting the recommendation will be presented at the meeting.

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

**Pages 24 – 25**

**5. Accept Additional Welfare Transition Program (WTP) Funds**

Consideration to accept 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.

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

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

Consideration to accept 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.

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

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## 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. Reviewed at the 8/15 Audit Committee which meets directly prior to the Executive Committee meeting.

**ACTION** None  
**EXHIBIT** Memo #02 – 22 (FS)

**Pages 26 – 28**

### 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. Reviewed at the 8/15 Audit Committee which meets directly prior to the Executive Committee meeting.

**ACTION** None  
**EXHIBIT** Memo #01 – 22 (FS)

**Pages 29 – 30**

### 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 proposals 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. Reviewed at the 8/15 Audit Committee which meets directly prior to the Executive Committee meeting.

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

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**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. Reviewed at the 8/15 Audit Committee which meets directly prior to the Executive Committee meeting.

**ACTION** None  
**EXHIBITS** Memo #02 – 22 (QA)  
Chart of Findings

**Pages 31 – 32**

**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. Reviewed at the 8/15 Audit Committee which meets directly prior to the Executive Committee meeting.

**ACTION** None  
**EXHIBIT** Memo #03 – 22 (QA)

**Pages 33 – 40**

**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.

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

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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.

<b>ACTION</b>	None
<b>EXHIBIT</b>	Review Letter

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**MATTERS FROM THE EXECUTIVE COMMITTEE**

**MATTERS FROM THE FLOOR**

**MATTERS FROM THE PRESIDENT/CEO**

**ADJOURNMENT**

<b>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON OCTOBER 10, 2022.</b>
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Broward Workforce Development Board  
**Executive Committee**  
Wednesday, June 15, 2022  
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 823 4423 9594  
Zoom Password: 653741  
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:** Frank Horky and Rick Shawbell

**ATTENDEES VIA ZOOM:** Dr. Ben Chen, Zac Cassidy, Heiko Dobrikow, Dr. Lisa Knowles, Mayor Frank Ortis, and Marjorie Walters

**GUEST:** Bill Scherfel, Thomas Mastrantuoni, Integrative Staffing Group, and Jamie Cooper, New Horizons

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

### APPROVAL OF MINUTES

Approval of the Minutes of the 4/4 meeting.

**On a motion made by Rick Shawbell and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the minutes of the 4/4 Executive Committee meeting.**

### NEW BUSINESS

#### 1. PY 22/23 Preliminary Budget

The Program Year (PY) 22/23 Preliminary Budget being presented reflects a 4.3% increase in formula funds or \$820,003 which is due primarily to an increase in carry forward. The total amount of formula and carry forward that we project to be available in PY 22/23 is \$19,910,168 as compared to \$19,090,165 actual in PY 21/22. The budget continues to emphasize investments in customer training and assistance to employers. It is aligned with



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the governing boards' strategic initiatives and key business results. CSBD recommends acceptance and approval of the preliminary PY 22/23 budget. This is a revised budget from the one considered at the One Stop Services Committee meeting on 5/17.

Carol Hylton stated this is the preliminary budget being presented that reflects a 4.3% increase in formula funds, or \$820,003, which is due primarily to an increase in carry forward. The total amount of carryforward is \$19,910,168. This does not include our dedicated grants, because those grants may only be spent on the specific purposes outlined by the grant. Our dedicated grants total about \$4.7 million dollars and, so when added to formula funds, the total is \$24,645,326, including carryforward and dedicated funds. This does not include unrestricted funds.

Ms. Hylton provided the committee with an overall summary, explained the considerations that went into the budget, and reviewed the budget for each of the various categories.

Ms. Hylton stated that a budget true-up based on the actual allocations will be presented by the February meeting in 2023.

Dr. Chen asked if any of the youth funds could be used for our summer youth program. Ms. Hylton responded that we provide a work experience for those youth in the year-round WIOA youth program. Once youth are enrolled in WIOA they are included in our performance. As we only work with youth in the summer program for 8 weeks, we would not have sufficient time working with them to achieve the performance measures required by WIOA. Additionally, our WIOA funding must be primarily targeted to out-of-school youth.

Dr. Chen asked where the unrestricted funds, like the TTW funds, were. Ms. Hylton responded that our unrestricted funds do not go into the programming dollars as they are added to the General fund. Our Elected Officials must determine how those funds are spent.

There was no vote at this time, as the vote will be for items 2 and 3 since they both impact the budget and need to be voted on before the committee considers approval of the preliminary budget.

## **2. Compensation Study**

Considered approving the recommendations from a recent compensation study which includes new salary ranges. The employees are either paid below the new range or are not competitive with the market based on their skills and experience. The majority of individuals affected are non-management career center employees. The salary adjustments are in the budget being presented for approval. The study was conducted after consulting with governing board chairs, Mayor Trantalis and Mr. Frank Harkey. During the 6/13 Organizational Resources Committee meeting they approved that 1) the study recommendations be adopted at a cost of \$79,313 2) the remaining funds set aside in the budget for the study be used to bring staff not covered by the study along in their ranges, as we have done in the past with a one-time payment of \$750.00 a person for a total of \$51,750 and 3) that we query Integrative Compensation Solutions, Inc. to determine whether an increase to the merit from 3% to 4% is warranted. We did and were told that based upon salary surveys including the Conference Board merit increases have moved to 3.9%. There are sufficient funds to cover an increase to the merit up to 3.9% as not everyone receives a

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full merit increase and not all anniversary dates fall within the program year, as it is based on date of hire. We calculate the extra .9% to cost about \$18,000. Total cost is about \$150,000.

Mr. Horkey mentioned that in December we had received a partial compensation study from Palm Beach. We had to do our own study since we were not keeping up with salaries.

Ms. Hylton stated that EmpHire Staffing gave us feedback that our salaries are not competitive and it is making it challenging for them to recruit staff for CSBD. As we did not have a true gauge of the market, CSBD was reluctant to change salaries. We consulted with Mayor Trantalis, and Frank Horkey, who suggested seeking quotes for a compensation study.

The study considered like industries, geography, size of the organization, competitive positioning, and market pay targets in Broward County. The study included 5 recommendations. The recommendations included 1) new salary ranges around the median salaries identified by the market data 2) updates to some of the job descriptions to include additional education and experience requirements 3) reassignment of some job duties and responsibilities 4) and creation of level I and level II for success coaches and business service staff and 5) additional adjustments for some staff within the range based on their skills and experience as well as the critical role they serve within the organization.

Ms. Hylton stated that 33 employees are impacted for a total expenditure of \$79,313. At the 6/13 Organizational Resources Committee (ORC) meeting, their recommendations were to approve the \$79,313, bring staff not covered by the study along in their ranges, and query Integrative Compensation Solutions, Inc. to determine whether an increase to the merit from 3% to 4% is warranted. Integrative Compensation Solutions indicated that we could move the merit to 3.9% based upon salary surveys including the Conference Board that showed merit increases have moved to 3.9%. The total amount of actions is estimated at \$150,000.

Mr. Horkey stated that we discussed at the ORC meeting to include the 79 staff for an additional one-time payment of \$750. Mr. Horkey further noted he would like to see the merit increase from 3.9% to 4%.

Mr. Dobrikow inquired if we are investing in team-building exercises and experiences for employees. Ms. Hylton responded our Quality Assurance Department has coordinated training for our supervisors and a DISC analysis on how they work with staff and they are also researching entities to provide some team building activities for the staff.

**On a motion made by Heiko Dobrikow and seconded by Rick Shawbell, the Executive Committee unanimously approved 1) that all the study recommendations be adopted 2) as we have done in the past provide a one-time payment of \$750.00 for each staff not in the study for a total of \$51,750 and 3) an increase to the annual merit from 3.9%, as recommended by the ORC, to 4%.**

### **3. Selection of a Staffing Company for the One-Stop Centers**

Considered approving the contract with Integrative Staffing Group (ISG), the low bidder, to staff the three (3) one-stop centers in the amount of \$85.00 per employee per pay period estimated at \$176,800 and the cost of the 90 day "Temp to Perm" of 1.4% for an estimated

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\$16,416 for a total of \$193,216. As with our previous staffing contract this doesn't include benefits and taxes which are pass through costs. The contract will be for an initial (1) year period beginning 7/1 and for three (3) renewable one-year terms. All staff will transfer to ISG within 30 days. The current contract with EmpHire will be extended to 7/30 to allow for a short transition period. Approved at the 5/17 One Stop Services Committee meeting.

Ms. Rochelle Daniels stated that the contract for EmpHire expires on 6/30. CSBD put out an RFP and received 3 proposals. One of the proposals was deemed non-responsive. The remaining two proposals were scored and then ranked by a committee comprised of Board members. The Rating Committee unanimously ranked ISG 1<sup>st</sup> and EmpHire 2<sup>nd</sup> and voted to award the contract to ISG to staff the three (3) one-stop centers.

Ms. Daniels explained that EmpHire's new fees were \$120 per employee per pay period which has doubled from last year. ISG is charging \$85 per employee per pay period. ISG is located in Pennsylvania but they will have a staff member located in Broward County at one of our offices. Ms. Daniels stated that the RFP indicated that benefits would remain relatively the same as those currently provided.

Ms. Daniels stated that before the release of the RFP we piloted a 90-day "Temp to Perm" component with EmpHire under their current contract. The short employment of those Individuals allowed us to better assess their competencies before transferring them to regular employment. As a result, we added a 90-day "Temp to Perm" component to the RFP. The staffing company will be responsible for recruiting, interviewing, and on-boarding staff for the first 90 days.

Mr. Horkey explained that during the "Temp to Perm" period we paid a fee over the salary but not the per employee per pay period fee.

Dr. Chen inquired if ISG has chosen a health insurance provider. Ms. Daniels responded that ISG is negotiating with providers at this time.

Mr. Masters with ISG stated that they will provide insurance. They are currently working with Henderson Brothers and they are looking at the current benefits that are offered and trying to improve or match them. They will provide different options.

Ms. Daniels stated that she spoke with EmpHire and they agreed to extend their contract to allow for a small transition period to ensure benefits are in place.

Dr. Chen stated that it is imperative that ISG offers electronic timesheets that are compatible with our system as we have many funding codes. Ms. Daniels indicated that we are meeting with ISG on a weekly basis to discuss health benefits, retirement fees, and cost allocation with timesheets. Ms. Daniels also explained that the contract will be for an initial one (1) year period beginning July 1st and for three (3) renewable one-year terms.

Ms. Hylton stated that the contract with ISG is anticipated to start on 7/1 and we expect to transition by 7/30.

Mr. Dobrikow inquired how many staff members we have through EmpHire and if any of them have a non-compete contract. Ms. Daniels responded that we have approximately 69 employees with EmpHire and we do not have a non-compete contract.

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Mr. Rick Shawbell asked if the “Temp to Perm” is just for new hires. Ms. Daniels responded yes.

**On a motion made by Dr. Ben Chen and seconded by Zac Cassidy, the Executive Committee unanimously approved the contract with Integrative Staffing Group, and amended the motion to extend the current contract with EmpHire for up to two months for a smooth transition.**

#### **4. PY 22/23 Preliminary Budget**

The Program Year (PY) 22/23 Preliminary Budget being presented reflects a 4.3% increase in formula funds or \$820,003 which is due primarily to an increase in carry forward. The total amount of formula and carry forward that we project to be available in PY 22/23 is \$19,910,168 as compared to \$19,090,165 actual in PY 21/22. The budget continues to emphasize investments in customer training and assistance to employers. It is aligned with the governing boards’ strategic initiatives and key business results. CSBD recommends acceptance and approval of the preliminary PY 22/23 budget. This is a revised budget from the one considered at the One Stop Services Committee meeting on 5/17.

**On a motion made by Rick Shawbell and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the PY 22/23 Preliminary Budget.**

#### **5. Continued Eligibility for Broward College**

Considered approving 1) current Eligible Training Provider (ETP) Broward College’s continued eligibility for the period 7/1/22 thru 6/30/24 and 2) the retention of their programs on the Individual Training Account (ITA) list. The governing boards are required to approve ETPs every two years. The College has met continued eligibility requirements. Because Board member, Dr. Mildred Coyne, is employed by Broward College, and Board member, Francois LeConte, serves on the BC Business Advisory Committee this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 5/17 One Stop Services meeting.

Mr. Ron Moffett stated that WIOA requires recertification of their eligibility every two years. The criteria required by the State include verification of licensure, industry-recognized credentials, and reporting to the Florida Education and Training Placement Information Program (FETPIP). He further noted that Broward College has met its eligibility requirements.

**On a motion made by Heiko Dobrikow and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved continued eligibility for Broward College for the period 7/1/22 thru 6/30/24.**

#### **6. Continued Eligibility for Atlantic, McFatter and Sheridan Technical Colleges**

Considered approving 1) current ETPs Atlantic, McFatter, and Sheridan Technical College’s continued eligibility for the period 7/1/22 thru 6/30/24 and 2) the retention of their programs

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on the ITA list. The governing boards are required to approve ETPs every two years. Each of the Technical Colleges have met continued eligibility requirements. Because Board member, James Payne, is employed by the School Board of Broward County, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 5/17 One Stop Services meeting.

**On a motion made by Rick Shawbell and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the continued eligibility for Atlantic, McFatter, and Sheridan Technical Colleges for the period 7/1/22 thru 6/30/24.**

**7. Addition of New Courses for Existing Provider Atlantic Technical College**

Considered approving Atlantic Technical College's application to add eight (8) courses to the WIOA ITA list and one (1) Patient Care Technician program to the WTP ITA list. CSBD staff reviewed the applications to ensure that CSBD and Board policy criteria were met. The new courses will prepare customers for employment in high demand occupations in fields such as information technology, healthcare, aviation and advanced manufacturing. Because Board member, James Payne, is employed by the School Board of Broward County, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 5/17 One Stop Services meeting.

Mr. Moffett explained that we would like to add nine courses.

**On a motion made by Heiko Dobrikow and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the addition of new courses for existing provider Atlantic Technical College.**

**8. The Greater Fort Lauderdale Alliance (GFLA) Economic Sourcebook Ad**

Considered approving the placement of an advertisement in the GFLA 2023 Economic Sourcebook to increase employer awareness of our business services. The cost of the ad is \$4,123. GFLA is a partner in the Sourcebook and will realize about \$413 from the ad. Because Board member, Bob Swindell, represents GFLA, State and WIOA conflict rules require that this item be approved by a 2/3 vote of the Board after a quorum has been seated and a conflict has been declared. Approved at the 6/6 Employer Services Committee meeting.

**On a motion made by Heiko Dobrikow and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the placement of an advertisement in the GFLA 2023 Economic Sourcebook.**

**9. April 2022 Planning Session**

Considering approving the BWDB annual planning session recommendations on the strategic goals and objectives for PY 22/23. The BWDB annual planning session was held on 4/28. The honorable Mayors Trantalis and Levy, along with BWDB Chair, Frank Horkey, opened the meeting. CSBD President/CEO, Carol Hylton, spoke about the year's highlights

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and accomplishments. This was followed by a talk delivered by Dr. Aaron Schmerbeck, on the state of the Broward County economy. The BWDB broke into work groups to discuss goals and objectives for the upcoming year. The planning session ended with each group reporting on their recommendations. Once approved, the workgroups' responses will form the basis for the board's goals and objectives for the upcoming year and will be sent to the committees to deploy.

Ms. Hylton explained that Dr. Aaron Schmerbeck spoke about local economic indicators and their influence on our labor market at the Board planning session. The information discussed at the workgroups will be incorporated into the appropriate committee matrices for the upcoming program year.

Mr. Dobrikow congratulated the staff on a job well done. He further stated it was a good board meeting and he was pleased that we brought back Dr. Aaron Schmerbeck for a presentation.

**On a motion made by Heiko Dobrikow and seconded by Rick Shawbell, the Executive Committee unanimously approved the April 2022 Planning Session.**

#### **10. Region 22 Targeted Occupations List (TOL) for Program Year 22/23**

Considered approving the TOL for PY 22/23. We sent the preliminary TOL provided by the State to local education and business stakeholders to get input and gather additional relevant labor market data. We also held a publicly noticed meeting held on 5/25 to review the occupational changes to Region 22's TOL and gather additional information. Based upon our review and community input, CSBD recommends 1) retaining 29 occupations proposed by the State for removal and 2) adding 14 new occupations. Approved at the 6/6 Employer Services Committee meeting.

Mr. Moffett explained that we get the preliminary TOL from the State that proposed both removing and adding occupations. We researched the preliminary list and compared it to the Board approved criteria. We then sent the TOL to our local education and business stakeholders, community partners, business leaders, and industry intermediaries to provide input.

We are recommending that CSBD retain 29 occupations as well as adding 14 new occupations.

**On a motion made by Rick Shawbell and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved Region 22 Targeted Occupations List (TOL) for Program Year 22/23.**

#### **11. CareerSource Broward Marketing and Communications Plan for Program Year 22/23**

Considered approving CSBD's marketing and communication plan for PY 22/23. Each year, CSBD implements targeted and strategic outreach to job seekers, employers, and community stakeholders, through the press, digital, print, and social media in an effort to

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increase awareness of CSBD services. This year's strategies include enhanced community outreach and educational campaigns, targeted marketing to distressed communities, and collaboration with core partners such as industry associations, chambers of commerce, local municipalities, and additional stakeholder groups. We will be working with Moore Communications, an outreach, and marketing agency, to assist in implementing the plan. Approved at the 6/6 Employer Services Committee meeting.

Ms. Hylton stated that the marketing and communication plan has been updated to include recommendations from the board over the past year. We are planning to increase exposure through earned media. We have targeted audiences that include CEOs and business owners, Board members, job seekers and out-of-school youth ages 18 to 23, municipalities, and veteran groups.

Ms. Hylton explained that we have been working with Moore Communications, which is on a state contract. The marketing & communications strategic plan for PY 22/23 focuses on specific efforts that educate the public about CSBD's services.

Dr. Chen inquired how much the contract is with Moore Communications and does it include radio ads. Ms. Hylton stated that the contract is for a certain number of hours for marketing, creating talking points and radio ads, and packages for job seekers and youth and is for about \$34,000.

Mr. Dobrikow stated that he would like to recommend we include some speaking engagements for the President.

**On a motion made by Heiko Dobrikow and seconded by Dr. Ben Chen, the Executive Committee unanimously approved CareerSource Broward Marketing and Communications Plan for Program Year 22/23.**

## **12. Continued Eligibility for Fourteen (14) Current ITA Providers**

Considered approving 1) 14 current ETPs' continued eligibility for the period 7/1/22 thru 6/30/24 and 2) retention of their training programs on the ITA list. The governing boards are required to approve ETPs every two years. The schools are: AAA School of Dental Assisting, Bar Education dba Southeastern College, City College, Concorde Career Institute, Florida Atlantic University, Florida National University, FVI School of Nursing & Technology, Jersey College, Miami Dade College, New Horizons Computer Learning Center, PC Professor, Ruby's Academy for Health Occupations, South Florida Academy of Air Conditioning, and The Academy of South Florida. All of these providers have met continued eligibility requirements. Approved at the 5/17 One Stop Services meeting.

**On a motion made by Heiko Dobrikow and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the continued eligibility for Fourteen current ITA Providers.**

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**13. Addition of New Courses for Existing Providers Concorde Career Institute, Florida Atlantic University, and PC Professor**

Considered approving 1) Concorde Career Institute's Surgical Technology course 2) Florida Atlantic University's Cybersecurity course and 3) PC Professor's eight (8) Information Technology course applications. CSBD reviewed the applications and they meet CSBD and Board policies and criteria. All the occupations are in demand in Broward County. Approved at the 5/17 One Stop Services meeting.

**On a motion made by Dr. Ben Chen and seconded by Rick Shawbell, the Executive Committee unanimously approved the Addition of New Courses for Existing Providers Concorde Career Institute, Florida Atlantic University, and PC Professor.**

**14. Add New Training Providers Apex Training Center, Dick Robinson Media Code School dba Connecticut School of Broadcasting and Palm Beach Code School**

Considered approving the following schools and courses for placement on the ETP List 1) Apex Training Center, Inc. for HVAC Mechanic Assistant 2) Dick Robinson Media Code School, LLC (DRMC) d/b/a Connecticut School of Broadcasting, for Radio and TV Broadcasting and 3) DRMC d/b/a Palm Beach Code School for training in Digital Filmmaking, Intro to Mobile Application Design and Development, Intro to Web Design & Development, and Social Media Marketing Specialist. CSBD reviewed the applications and they meet the Board mandated criteria. All occupations are in demand in Broward County. Approved at the 5/17 One Stop Services meeting.

Mr. Moffett explained that the schools are being approved under initial eligibility criteria as required by WIOA. He stated we also limit enrollment for new courses to 10 customers per program so we can ensure they meet the 70% training-related performance criteria.

**On a motion made by Rick Shawbell and seconded by Dr. Ben Chen, the Executive Committee unanimously approved adding New Training Providers Apex Training Center, Dick Robinson Media Code School dba Connecticut School of Broadcasting and Palm Beach Code School.**

**15. Add New Training Providers Dentrilogy and Margate Medical Training Center**

CSBD received applications from two (2) new schools to become ETPs and add a total of two (2) courses to the WIOA ITA list. Consideration to approve 1) Dentrilogy and its Dental Assistant course and 2) Margate Medical Training Center and its Practical Nurse course. CSBD reviewed the applications to ensure that Board mandated criteria were met. The occupations are in demand in Broward County. Approved at the 5/17 One Stop Services meeting.

**On a motion made by Heiko Dobrikow and seconded by Dr. Ben Chen, the Executive Committee unanimously approved adding new training providers Dentrilogy and Margate Medical Training Center.**



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## **16. One Stop Center Hours of Operation and Holiday Schedule**

Considered approving the one-stop center hours of operation and holiday schedule. There are no changes to our hours of operation or our holidays for the upcoming year. The Florida Department of Economic Opportunity requires the governing boards' annual approval of the one-stop center hours of operation and holiday schedule at the start of each program year. The One Stop Centers hours of operation are M-F 8:00 a.m. – 5 p.m. Our holidays are aligned with those of Broward County.

Mr. Horkey introduced the item and stated that there are no changes, but we are required to approve our hours of operation and holiday schedule to the State.

**On a motion made by Dr. Ben Chen and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the One Stop Center Hours of Operation and Holiday Schedule.**

## **REPORTS**

### **1. Presentation at the June Board Meeting**

Charles Williams and Daniel Harper with the Florida Department of Economic Opportunity will provide the annual performance presentation.

Ms. Hylton explained that the State is aware that we did make the credential attainment measure; however, due to a coding issue, it is not reflected on our performance.

Mr. Horkey inquired if this affects us? Ms. Hylton stated no, this does not affect us, as a you must fail the same measure twice over two years before a region may be affected.

## **MATTERS FROM THE EXECUTIVE COMMITTEE**

Heiko Dobrikow stated that it was a pleasure to invite Ms. Hylton to the 14<sup>th</sup> Annual Economic Engine Performance event. The #1 issue we are facing is the labor deficit followed by a lack of affordable workforce housing. Mr. Horkey responded that we do not have money for housing. Mr. Horkey stated that we do need to convene the stakeholders to address the housing issue. We need to get the right people in the room. He indicated that we could get people from the FRLA and housing to discuss short and long-term solutions.

Mr. Dobrikow inquired if we have access to Miami and Palm Beach's performance reports. Ms. Hylton responded yes; we can pull them from the State website.

Mr. Horkey mentioned that we would like to have Jennifer O'Flannery Anderson, President and CEO of the Community Foundation of Broward, attend one of our One Stop Services Committee or Board meetings.

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## **MATTERS FROM THE FLOOR**

None

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

Ms. Hylton stated that our SYEP started this week and we have almost 700 youth enrolled in the program.

Ms. Hylton indicated that she, Dr. Knowles, and Frank Horkey went to Tallahassee for the FWDA and CSF meetings. She recognized Dr. Knowles for being added as a 2<sup>nd</sup> voting member for the FWDA.

Ms. Hylton informed the members that Ernst & Young Consultants have been contracted by the State to determine how best to realign the workforce boards. The State wants fewer Boards. Ms. Hylton stated that we will be having a Strategic Planning (SP) Committee in July to discuss this further.

The State is also implementing letter grades for the Boards. We are concerned with the performance indicators we have seen. For example, Wagner Peyser does not allow use of these funds for occupational training of customers in the program but these customers will be in the denominator. We also found out that the State plans to pull wage data for customers from FETPIP, which tends to run two years behind.

Mr. Horkey stated that the Reach Act Office is under the Governor, not CSF. The Florida Workforce Chairs Association (FWCA) does receive updates, but it is not clear if they plan to take a position at this time. Mr. Horkey stated that the realignment cannot change our boundaries by Federal Law. We must talk with our legislators so they are aware of the value of having local control.

Mr. Dobrikow asked who has the final decision on the alignment. Ms. Daniels responded that the Governor has the final say. Ms. Daniels stated that the Governor is seeking a waiver, but the Feds have not agreed to provide waivers for local areas for those states that have asked in the past.

Mr. Dobrikow indicated that he would reach out to Representative Chip LaMarca and U.S. Senator Marco Rubio to see if he can engage them in a discussion about our Board's performance and to make a pitch for keeping our boundaries.

**ADJOURNMENT: 1:56 p.m.**

<p><b>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON AUGUST 15, 2022.</b></p>
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**Memorandum #02 – 22 (LS)**

**To:** Executive Committee

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

**Subject:** Approval of the renewal of the Contract with Anthony Brunson, PA for Audit Services

**Date:** July 26, 2022

**SUMMARY**

Consideration of renewal of the Agreement between CareerSource Broward (CSBD) and Anthony Brunson, PA, at the same rate as last year \$33,000, for the conduct of the Fiscal Year 2021-2022 audit. Staff was satisfied with their services last year. This will be the fourth and last renewal under their contract. As the Audit Committee meets directly prior to the meeting the recommendation will be presented at the meeting.

**BACKGROUND**

Under our current contract with Anthony Brunson PA, the CSBD governing boards may renew the contract a fourth and final term for the performance of our 2020 – 2021 audit.

**DISCUSSION**

CSBD staff and its governing boards were satisfied with the conduct of the audit last year by Anthony Brunson, PA. CSBD contacted Anthony Brunson, PA, as we do each year regarding the renewal. Two years ago, Mr. Brunson agreed to perform the audit for the fee of \$33,000 for the remaining years of the contract.

**RECOMMENDATION**

Consideration to renew the agreement for audit services with Anthony Brunson, PA for a fifth term at a cost of \$33,000.

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**Memorandum #02 – 22 (OPS)**

**To:** Executive Committee  
**From:** Carol Hylton, President/CEO  
**Subject:** Selection of One-Stop Operator (OSO)  
**Date:** August 8, 2022

**SUMMARY**

Consideration to approve 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. The contract will be for one (1) year with up to two (2) one-year renewals for a total of three (3) years. On 7/11 CareerSource Broward (CSBD) issued an 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. CSBD shared that we continue to be very satisfied with WGA.

**BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA) requires local boards, with the agreement of the chief local elected officials, to competitively procure and select a One Stop Operator.

**DISCUSSION**

As the current OSO contract ends on 9/30, CSBD released a new RFQ on 7/11 with responses due on 8/1. A notice of the RFQ was placed in three newspapers the Sun-Sentinel, Westside Gazette, and Daily Business Review, and posted on the CSBD website. A notice was also sent to every entity which is registered to receive notice when proposals are released. The RFQ provided an overview of the expectations and deliverables for the OSO and requested interested parties to respond by addressing how they planned to meet those deliverables along with a price quote.

On 8/1, CSBD received one (1) proposal from WGA, the current OSO. Staff reviewed the proposal and provided comments, which were included on the rating sheet.

The OSO proposal was distributed to the Review Committee. The Review Committee met on 8/8 and consisted of former Board Chair, Dr. Lisa Knowles, Board Member and chair of the One Stop Services Committee, Rick Shawbell, and Board and One Stop Services Committee Member, Cynthia Sheppard.

Dr. Lisa Knowles was selected to serve as the Chair of the Review Committee. WGA was invited to present their proposal at the Review Committee meeting.

The review committee unanimously recommended WGA to serve as the OSO at the proposed cost of \$65,000 an increase of \$5,000 over the current contract. The slight increase is due to additional hours of work that we will require to be performed. WGA, led by Nadine Gregoire-Jackson, has been an excellent OSO and CSBD has been pleased with her services. She previously worked as the One-Stop Senior Program Manager and knows WIOA and the local system very well. The contract will be for one (1) year with up to two (2) one-year renewals for a total of three (3) years.

### **RECOMMENDATION**

Approve the Review Committee recommendation to award the contract for the OSO to WGA at an annual cost of \$65,000. The contract will be for one (1) year with up to two (2) one-year renewals for a total of three (3) years.

## Memorandum #03 – 22 (LS)

**To:** Executive Committee  
**From:** Carol Hylton, President/CEO  
**Subject:** Selection of External Program Monitoring Firm  
**Date:** August 9, 2022

### SUMMARY

Consideration to approve the Review Committee recommendation to award the contract for program monitoring services to Taylor Hall Miller Parker, P.A., (THMP) at a cost of \$27,000 per visit or \$81,000 for three visits per year. On 7/12 CareerSource Broward (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 meets directly prior to the meeting the recommendation will be presented at the Executive meeting.

### BACKGROUND

The contract for program monitoring services expires in September. CSBD released a RFQ on 7/12 with responses due on 8/2. A notice was placed in three newspapers; the Sun-Sentinel, Westside Gazette, Daily Business Review and posted on the CSBD website. A notice was also sent to every entity which registered to receive a notice when proposals are released. The RFQ provided an overview of the expectations and deliverables for the program monitoring and requested interested parties to respond by addressing how they planned to meet the listed deliverables along with a price quote.

### DISCUSSION

On 8/2 CSBD received three (3) quotes in response to its request for quotes for program monitoring services. The respondents to the RFQ were:

- Taylor Hall Miller Parker, P.A.,
- Underwood Sloan and Associates
- Booth Management Consulting, LLC

Staff reviewed the proposals, determined they were all responsive and provided comments which were included on the rating forms provided to the proposers. The rating forms and proposals were distributed to the RFQ Review Committee.

The Review Committee met on 8/9 and consisted of former Board Chair and Vice-Chair for Legislative Affairs, Dr. Ben Chen, Secretary/Treasurer and Chair of the Audit Committee, Zac Cassidy and Board Members Ismael Martinez and Keith Costello.

The meeting began with an orientation to CSBD's review process and an explanation of the rating sheet, which was based upon the RFQ elements. Mr. Martinez volunteered to serve as the Chair of the Review Committee.

Each proposer was invited to present their proposal to the Review Committee. The Committee then rated and ranked each of the three proposals as follows:

<b>Program Monitoring Proposers</b>	<b>Rank</b>
Taylor Hall Miller Parker, P.A.	1
Underwood Sloan and Associates	2
Booth Management Consulting Group	3

The review committee unanimously recommended THMP, the number 1 ranked proposal to conduct program monitoring. The cost of the program monitoring will be \$27,000 per visit, or \$81,000, for three visits/year.

### **RECOMMENDATION**

Approve the Review Committee recommendation to award the contract for program monitoring services to Taylor Hall Miller Parker, P.A., at a cost of \$81,000/year. The contracts will be for one (1) year with up to four (4) one-year renewals for a total of five (5) years.

## Memorandum #04 – 22 (LS)

**To:** Executive Committee  
**From:** Carol Hylton, President/CEO  
**Subject:** Selection of External Fiscal Monitoring Firm  
**Date:** August 9, 2022

### SUMMARY

Consideration to approve 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 meets directly prior to the meeting the recommendation will be presented at the meeting.

### BACKGROUND

The contract for fiscal monitoring services expires in September. CSBD released a RFQ on 7/12 with responses due on 8/2. A notice was placed in three newspapers; the Sun-Sentinel, Westside Gazette, Daily Business Review and posted on the CSBD website. A notice was also sent to every entity which registered to receive a notice when proposals are released. The RFQ provided an overview of the expectations and deliverables for the fiscal monitoring and requested interested parties to respond by addressing how they planned to meet the listed deliverables along with a price quote.

### DISCUSSION

On 8/2 CSBD received three (3) quotes in response to its request for quotes for fiscal monitoring services. The respondents to the RFQ were:

- Cherry Bekaert LLP
- Underwood Sloan and Associates
- Booth Management Consulting, LLC

Staff reviewed the proposals, determined they were all responsive and provided comments which were included on the rating forms provided to the proposers. The rating forms and proposals were distributed to the RFQ Review Committee.

The Review Committee met on 8/9 and consisted of former Board Chair and Vice-Chair for Legislative Affairs, Dr. Ben Chen, Secretary/Treasurer and Chair of the Audit Committee, Zac



Cassidy and Board Members Ismael Martinez and Keith Costello. The meeting began with an orientation to CSBD's review process and an explanation of the rating sheet, which was based upon the RFQ elements. Mr. Martinez volunteered to serve as the Chair of the Review Committee.

Each proposer was invited to present their proposal to the Review Committee. The Committee then rated and ranked each of the three proposals as follows:

<b>Fiscal Monitoring Proposers</b>	<b>Rank</b>
Cherry Bekaert	1
Underwood Sloan and Associates	2
Booth Management Consulting Group	3

The review committee unanimously recommended Cherry Bekaert LLP the number 1 ranked firm to conduct the fiscal monitoring. The cost of the fiscal monitoring will be \$24,000 per visit, or \$72,000, for three visits/year. This is an increase of \$4,500 over the current contract and is the first increase since their original engagement.

**RECOMMENDATION**

Approve the Review Committee recommendation to award the contract for fiscal monitoring services to Cherry Bekaert at a cost of \$72,000/year. The contract will be for one (1) year with up to four (4) one-year renewals for a total of five (5) years.

**Memorandum #02 – 22 (FS)**

**To:** Executive Committee  
**From:** Carol Hylton, President/CEO  
**Subject:** General Fund Balance  
**Date:** July 20, 2022

**SUMMARY**

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 amount held in reserve we have \$567,632. Reviewed at the 8/15 Audit Committee which meets directly prior to the Executive Committee meeting.

**BACKGROUND**

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

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

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

**Chart 1- General Fund Reserves**

<b>Category</b>	<b>Dollar Amount</b>
Contingency reserve	\$250,000
Depreciation collected to date	\$575,625
Less Principle paid with Depreciation revenue since 1/1/2019	(\$382,323)
<b>Total</b>	<b>\$443,302</b>

Chart 2, below is the list of projected expenditures budgeted and approved by the CSBD Council to be charged against the General Fund. We report actual expenditures each year.

**Chart 2- Board Approved Budget Items through 12/31/22**

<b>Category</b>	<b>Dollar Amount</b>
Food	\$23,500
Ticket to work Staff Salary, Benefits & Overhead	\$98,500
Application of our Indirect Cost Rate	\$18,281
Contribution to President's Salary	\$21,300
Contribution to Legal Counsel Salary <sup>1</sup>	\$10,400
<b>Total</b>	<b>\$171,981</b>

## DISCUSSION

The General Fund balance as of 9/30/21 was \$863,625. Chart 3, below is a list of the revenue and expenditures from 10/1/21 - 6/30/22. During this period revenues totaled \$313,367 and expenditures totaled \$166,058. The ending balance of the General Fund as of 6/30/22 was \$1,010,934 including the reserves.

**Chart 3- Revenues and Expenditures 10/1/21 – 6/30/22**

<b>Category</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Comments</b>
Investment Interest	\$ 1,350		
Reimbursement to CSBD	400		Restitution of funds
Ticket to Work (TTW)	123,311	\$ 43,190	Net Income \$80,121
Depreciation collected from grants	126,373		
Insurance Refund	61,033		
Tobacco Free Florida	900		
FY 21-22 Building Principal		86,313	Paid to date \$595,115
Food expense		16,319	
Indirect Costs		8,673	
President's Salary above the federal cap		11,563	
<b>Total</b>	<b>\$313,367</b>	<b>\$166,058</b>	

The General Fund balance as of 6/30/22 is \$1,010,934 of this amount \$443,302 is held in reserve leaving a balance of \$567,632.

## RECOMMENDATION

None. For information purposes.

Attachment: General Fund Spreadsheet

<sup>11</sup> The increase to the General Counsel's salary was in accordance with the governing board's vote at its December Meeting to award a 5% COLA and up to a 3% merit increase, as appropriate, to all employees regardless of any "state, local or federal cap."

CSBD General Fund Revenues and Available Funds			
10/1/21 - 6/30/22			
BALANCE 10/1/21		\$	863,625
REVENUES			
Depreciation Collected		126,373	
Ticket to Work		123,311	
Insurance Refund		61,033	
Tobacco Free Florida		900	
Interest		1,350	
Other Reimbursements/Credits		400	
Total Revenue			313,367
EXPENDITURES			
Mortgage Principal		(86,313)	
Ticket to Work		(43,190)	
Food		(16,319)	
President's Salary Above the Cap		(11,536)	
Indirect Costs		(8,673)	
Total Expenditures			(166,058)
Net Revenue over Expenditures			147,309
Total General Funds as of 6/30/22			1,010,934
Less Reserves			
Contingency Funds		(250,000)	
Funds Collected for Depreciation		(575,625)	
Less: Principle Paid		382,323	
			(443,302)
General Fund Balance Available for Expenditure			\$567,632

## Memorandum #01 – 22 (FS)

**TO:** Executive Committee

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

**SUBJECT:** Budget vs. Actual Expenditure Report

**DATE:** July 19, 2022

### SUMMARY

Detailed below is the Budget vs. Actual Expenditure Report. 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. Reviewed at the 8/15 Audit Committee which meets directly prior to the Executive Committee meeting.

### BACKGROUND

CSBD receives some of its funds based on its program year which is July 1 – June 30 and some of its funds based on the federal fiscal year October 1 – September 30 which is also aligned with the CSBD fiscal year.

In accordance with the Audit Committee's request to report budget vs. actual expenditures they are presented in accordance with the period of their award. Chart 1 covers funds awarded on a program year basis and Chart 2 covers funds awarded on a federal fiscal year basis.

### DISCUSSION

Chart 1 below depicts our budget vs. actual expenditures for funds awarded on a program year basis. The period covered is the entire program year.

**Chart 1: 7/1 – 6/30 @ 100% of the Year**

Notes	Funding Stream	PY 21-22 Budget	Actual Expenditures 7/1/21 - 6/30/22	% Expended
1	Welfare Transition	4,151,897 <sup>1</sup>	4,039,891	97%
2	WIOA Adult / Dislocated Worker	8,579,791	6,470,795	75%
3	WIOA Youth	4,438,026	2,067,339	47%
	Wagner Peyser (WP)	1,285,213	1,280,893	100%

<sup>1</sup>Does not include a supplemental award of \$200,000 received in July.

1. The state has extended our ability to spend our WTP 21/22 allocation to August 31<sup>st</sup>. We are purchasing additional assessments and training resources to assist Welfare Transition customers gain and/or retain employment through job skills training. We are on target to expend the remaining available funds.
2. WIOA AD / DW – During program year 21/22 we expended National Dislocated Worker COVID-19 grant funds to serve dislocated workers whose jobs were affected by the pandemic. This grant ended on 3/31 and we could not carry forward unspent funds so these funds were expended prior to formula funds which can be carried forward.

To increase formula adult and dislocated worker expenditures we are 1) expanding our outreach efforts including outdoor media to job seekers, especially those in the distressed communities 2) planning ITA fairs with our eligible training providers 3) ramping up work-based participant opportunities with employers and 4) hosting events such as the Apprenticeship Summit and hospitality task force to improve talent pipelines for our targeted industries. The funds carried forward have been projected for expenditures in the approved PY 22/23 budget.

3. To increase spending, we will 1) launch two in-School Youth programs per the governing boards' approval 2) build capacity to serve additional out of school youth in the one-stop centers and 3) include youth in work-based training efforts and the ITA fairs to encourage enrollment in the technical short-term programs. The funds carried forward have been projected for expenditures in the approved PY 22/23 budget.

Chart 2 covers the funds awarded on a federal fiscal year basis through 9/30.

**Chart 2: 10/1/21 - 9/30/22 @75% of the year**

Notes	Funding Stream	PY 21-22 Budget	Actual Expenditures 10/1/21 - 6/30/22	% Expended
1	Veterans	291,743	171,973	59%
2	SNAP	343,495 <sup>2</sup>	216,911	60%

1. Veteran Funds - Are on target to be spent because the state extended the grant period to 12/22/22.
2. SNAP – During the program year customers received waivers from participating due to COVID. Those waivers have been lifted and as a result we are seeing a return to “normal” caseloads. To increase expenditures, we are looking into purchasing additional online learning software for to increase options for self-paced training that lead to certifications and increase employment options for our customers.

### RECOMMENDATION

None. For information purposes only.

<sup>2</sup> Does not include a supplemental award of \$287,902 received in July.

**Memorandum #02 – 22 (QA)**

**To:** Executive Committee

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

**Subject:** Results of the Cherry Bekaert, LLP Fiscal Monitoring – Report #2  
PY 21/22 Issued 5/22

**Date:** August 10, 2022

**SUMMARY**

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. Reviewed at the 8/15 Audit Committee which meets directly prior to the Executive Committee meeting.

**BACKGROUND**

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

**DISCUSSION**

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.

**RECOMMENDATION**

None. For information purposes only.

**QA #02-22 ATTACHMENT A**  
**Cherry Bekaert Fiscal Findings - PY 21/22 Monitoring Report #2**

<b>Procedure</b>	<b>Report #1</b> 7/1/21 - 9/30/21	<b>Report #2</b> 10/1/21 - 2/28/22
Bank Reconciliation - Accounts Payable Master Account	0	0
Bank Reconciliation - General Fund Account	0	0
Bank Reconciliation - Operating Master Account	0	0
Bank Reconciliation - Participant Payroll Account	0	0
Bank Reconciliation - Staff Payroll Account	0	0
Budget vs. Actual Grants/Programs	0	N/A
Cancelled Checks	N/A	0
Cash Draw	0	0
Cash Receipts	0	0
Cell Phone Expenditures	0	0
Cost Allocation Statistics	0	0
Customer-Related Expenditures - WIOA (ITA/DW/Adult) & WTP	0	0
EmpHire Payroll	0	0
Employee Separations	0	0
Incumbent Worker Training (IWT)	0	N/A
Insurance	0	0
Internal Control Website Review	N/A	0
Local Plan Controls Review	0	0
Mileage Reimbursements (Individuals or Service Provider)	N/A	0
Non-Payroll Expenditures	0	0
On-the-Job Training (OJT)	0	0
Participant Payroll	0	0
P-Card Expenditures	0	0
Previous Year-end Audit Adjusting Journal Entries	0	0
Procurements – Micro Purchases	0	0
Procurements – Non-Competitive	N/A	0
Procurements – RFP/Bid	0	N/A
Procurements – Small Purchases	0	0
Property Management – Fixed Asset (Inventory)	N/A	0
Property Management - PPE	0	N/A
Related Party Disbursements	N/A	0
S.E.R.A. Financial Reporting	0	N/A
Staff Payroll	0	0
Subawarding/Subrecipient Monitoring	0	0
Travel Reimbursement	0	0
Welfare Transition Program (WTP) Community Work Experience	0	0
Youth Support Incentive Payments	0	N/A
Youth Support Payments	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>

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



## Memorandum #03 – 22 (QA)

**To:** Executive Committee

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

**Subject:** Results of the Taylor Hall Miller Parker (THMP), P.A.  
Program Monitoring Report #2 – PY 21/22 – Issued 6/22

**Date:** July 19, 2022

### SUMMARY

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. Reviewed at the 8/15 Audit Committee which meets directly prior to the Executive Committee meeting.

### BACKGROUND

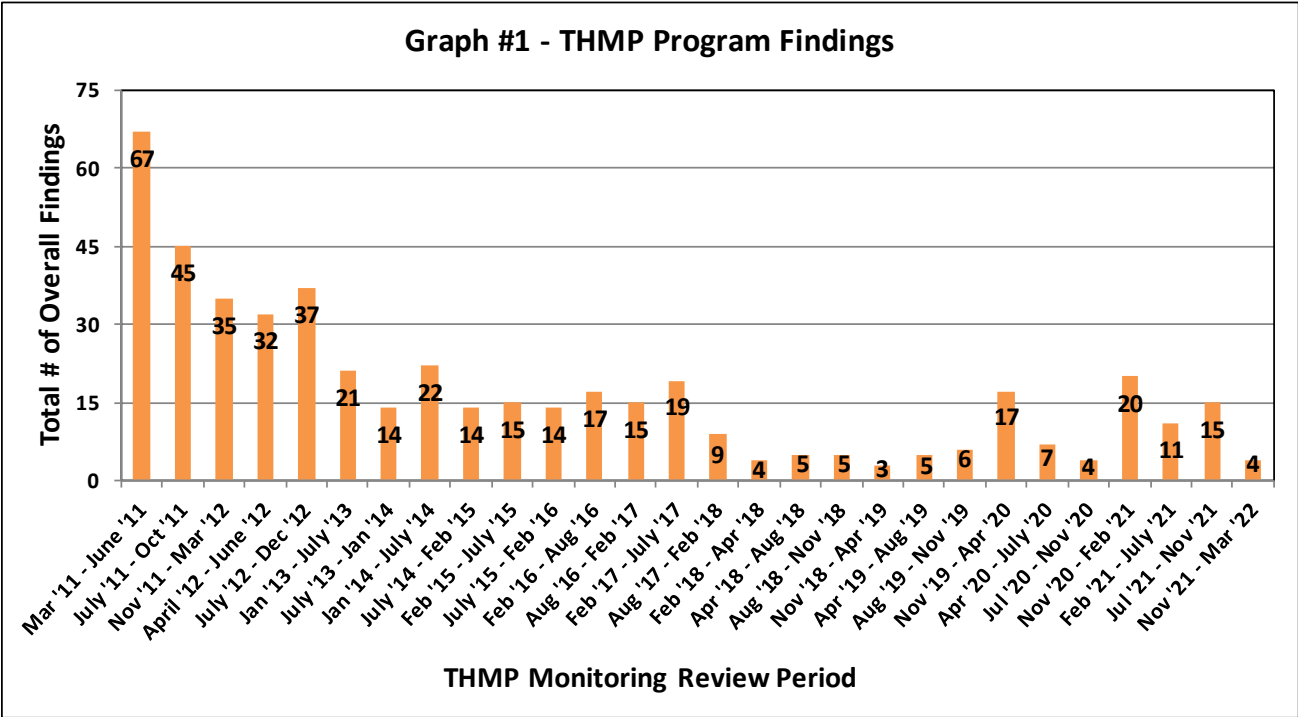
THMP monitors program activities three times a year. This was their second report for PY 21/22.

### DISCUSSION

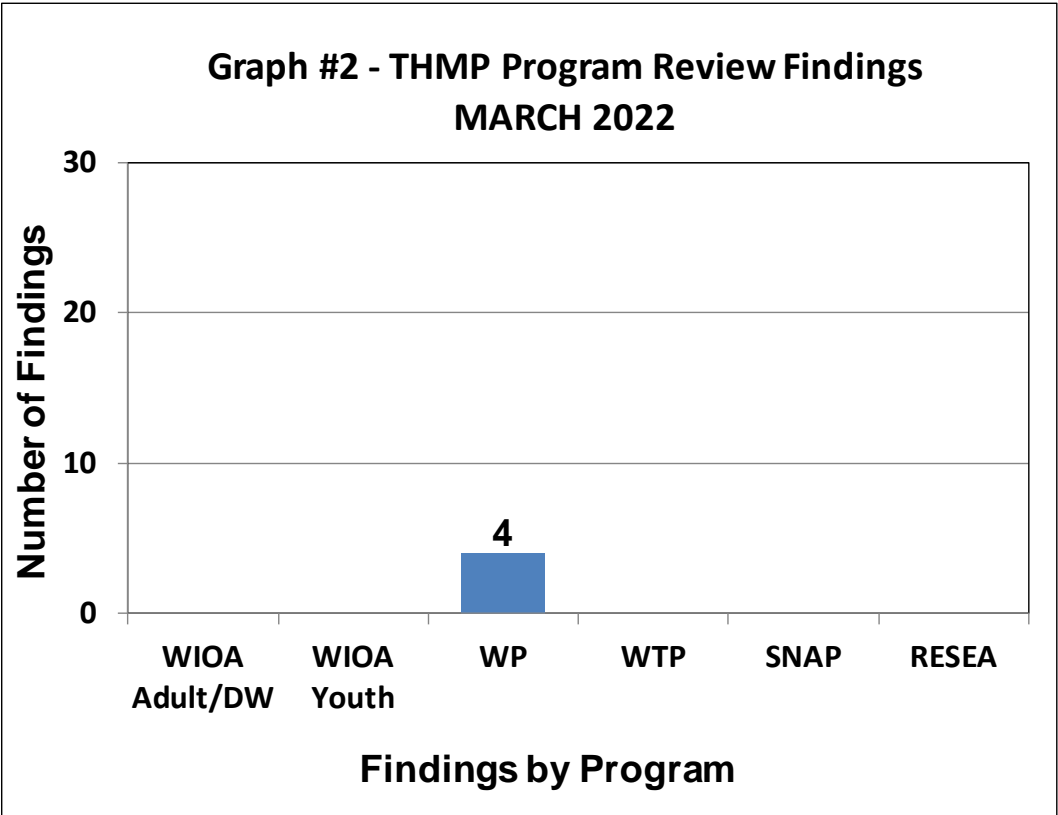
THMP identified 4 findings and 12 observations during their program monitoring visit. They reviewed a total of 177 files consisting of 6,154 elements. This equates to an error rate of (.065%) less than 1%. This monitoring covered the period 11/18/21 through 3/31/22.

### THMP Program Findings

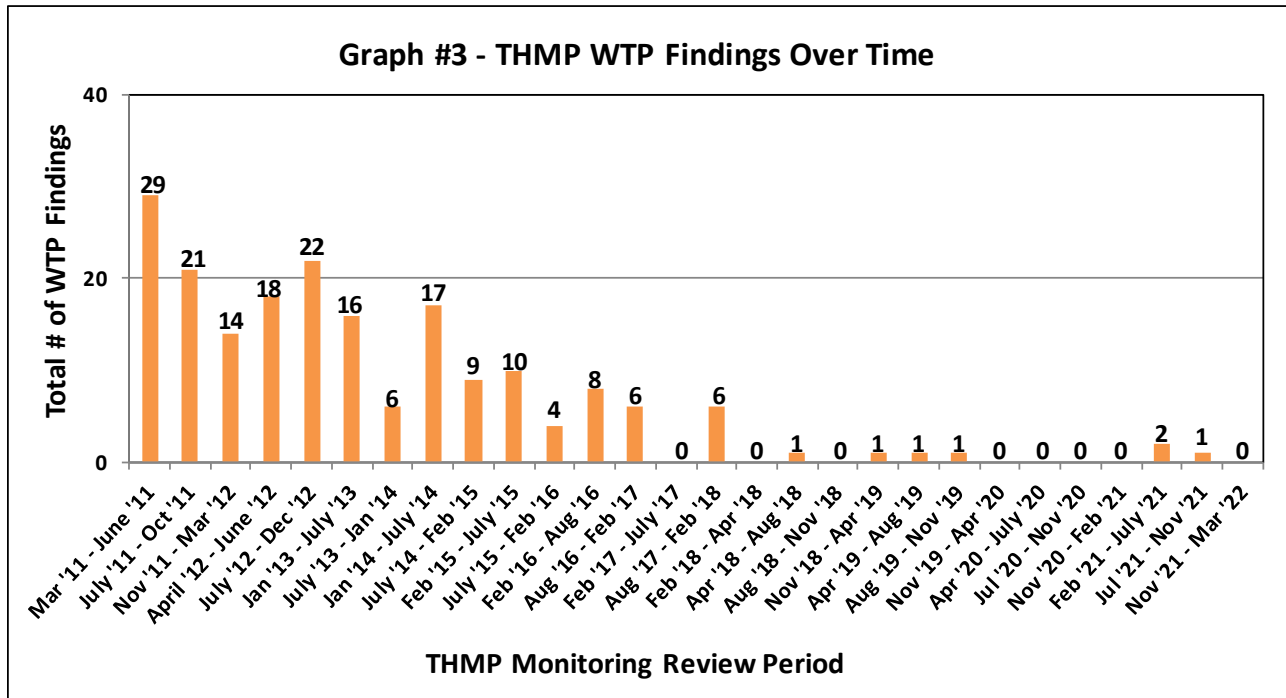
A trending chart for THMP program findings, per review period since March 2011, is represented in Graph #1, as follows:



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



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



**THMP Program Findings for the period of July 2021 – November 2021**

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

**I. WIOA Adult/Dislocated Worker**

- A. 24 WIOA Adult and Dislocated Worker files were reviewed, 8 from each center. There were no findings or observations.
  
- B. 6 WIOA Adult and Dislocated Worker files of participants, who exited the program within the last 12 months were reviewed, 2 from each center. There were no findings or observations.

**II. WIOA Youth**

- A. 16 WIOA Youth files were reviewed: 2 Broward College, 3 Center for Independent Living, 4 FLITE Center, 2 HANDY, and 5 School Board of Broward County. There were no findings.

There were 2 WIOA Youth observations.

<b>Observations</b> WIOA Youth
The support service activity code was not recorded in Employ Florida for 2 customers. (FLITE Center-2)
<b>Recommendation</b>
Youth provider staff should ensure that appropriate activities are recorded in Employ Florida when support services are provided to youth.
<b>Agree/ Disagree</b>
Agree
<b>Resolution</b>
The Program Manager reviewed the Desk Aid with youth provider staff, which outlines steps to ensure that the appropriate activity code is entered. To prevent recurrence, FLITE staff will provide screenshots of the support service code activity entered in Employ Florida to the Youth Program Manager at the time of provision.

- B. 6 WIOA Youth files who exited the program within the last 12 months were reviewed: 1 Center for Independent Living, 3 FLITE Centers, and 2 School Board of Broward County. There were no findings.

There was 1 WIOA Youth observation for exited cases.

<b>Observation</b> WIOA Youth – Exited Cases
The employment wage rate recorded in Employ Florida at case closure did not agree with the supporting documentation in the customer’s file. (FLITE Center-1)
<b>Recommendation</b>
The employment information recorded in Employ Florida at case closure for this youth should be corrected.
<b>Agree/ Disagree</b>
Agree
<b>Resolution</b>

This was a scrivener’s error. The wage rate was corrected in Employ Florida. Further, a reminder was added to the Desk Aide to confirm the wage data is entered accurately.

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

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

B. 30 WP job orders were reviewed. There were **4** findings.

<b>Findings WP Job Orders</b>
1) 3 employer-posted job orders were not reviewed within two business days of posting. (Job Order Unit/JOU-3)
2) One job order had an inappropriate requirement (i.e., must be at least 21 years of age) without an explanation. (JOU-1)
<b>Recommendation</b>
1) Staff should review employer-posted job orders for compliance within two business days and document this in a case note.
2) Staff should ensure each job order is reviewed for inappropriate requirements prior to posting the job order in Employ Florida.
<b>Agree/ Disagree</b>
Agree
<b>Resolution</b>
1 & 2) The staff person assigned to 2 of the 3 job orders is no longer employed with CSBD. Back-up staff have been trained and assigned as part of a mitigation strategy to prevent recurrence. Further, QA staff are conducting spot checks for the 24-hour review and edit.

There were 3 WP job order observations.

<b>Observations WP Job Orders</b>
“Position offered by a no-fee agency” was not listed on 3 private employment agency job orders. (JOU-3)
<b>Recommendation</b>
Staff should ensure that the phrase “position offered by a no-fee agency” is listed on private employment agency job orders as required.
<b>Agree/ Disagree</b>
Agree

<b>Resolution</b>
This was corrected. IT created an enhanced report for staff to check for this language in these job orders.

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

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

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

A. 23 WTP mandatory files were reviewed (8 each from North and Central, and 7 from South). There were no findings.

There were 2 WTP observations.

<b>Observations WTP</b>
1) Case notes did not provide a clear picture of what was happening with the case. (South-1)
2) An incorrect date was recorded in OSST when documenting a customer's failure to complete program requirements. (Central-1)
<b>Recommendation</b>
Staff should ensure appropriate actions are documented timely and accurately.
<b>Agree/ Disagree</b>
Agree
<b>Resolution</b>
1) The South WTP Supervisor conducted a training with the team on 5/12/22 to cover case note best practices. (South-1)
2) Because of the timing, the file cannot be updated however staff has been instructed regarding these issues for the future. (Central-1)

B. 21 WTP transitional files were reviewed, 7 from each Center. There were no findings or observations.

C. 1 WTP Upfront Diversion file was reviewed. There were no findings or observations.

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

10 SNAP files were reviewed. There were no findings.

There were 4 SNAP observations.

<b>Observations SNAP - Employment</b>
<ol style="list-style-type: none"><li>1) Documentation in the case file substantiated hours worked that were not recorded as participation in OSST for 1 participant. (South-1)</li><li>2) An open Education activity was closed with an inappropriate outcome of “Entered in Error;” a different outcome should be utilized, such as “Assigned to Another Activity.” (South-1)</li></ol>
<b>Recommendation</b>
Staff should ensure appropriate actions are taken and documented accurately.
<b>Agree/ Disagree</b>
Agree
<b>Resolution</b>
<ol style="list-style-type: none"><li>1) It is CSBD’s practice that we only accept 80 hours to move the case to the next month of participation. The Success Coach made an error when scanning documents to the file. Training was provided to all SNAP Success Coaches in December 2021. Additionally, the SNAP Supervisor conducts monthly desk reviews and this has not been a reoccurring issue for the Success Coaches.</li><li>2) This was an isolated incident. The file is closed and cannot be updated. The staff person was coached to check for the appropriate outcome before closing an activity.</li></ol>

<b>Observations SNAP - Conciliations and Sanctions</b>
<p>1) The conciliation for 1 participant was not lifted upon compliance and, although the participant was engaged in the program, the case was closed when the alert was received that a sanction would be imposed. (South-1)</p> <p>2) The case manager did not follow CSBD penalty procedures when determining compliance for lifting the pending sanction of 1 participant. (South-1)</p>
<b>Recommendation</b>
Staff should ensure appropriate actions are taken and documented accurately.
<b>Agree/ Disagree</b>
Agree
<b>Resolution</b>
During monthly supervisor desk reviews, such instances are reviewed to prevent recurrence. The SNAP supervisor and Program Manager conducted annual staff training on 03/18/22, which covered sanctions.

**RECOMMENDATION**

None. For information purposes only.



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August 10, 2022

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CareerSource Broward  
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Fort Lauderdale, FL 33309

**Financial and Administrative Review of CareerSource Broward, Program and Contract – Summer Youth Employment (SYEP) #18-5015**

Dear Ms. Hylton:

The Children's Services Council of Broward County (CSC) completed the financial and administrative review of CareerSource Broward, program, and contract: Summer Youth Employment (SYEP) #18-5015 funded by the CSC. The assessment tool is attached to this report.

In general, CareerSource Broward has sufficient controls in place to manage the program. There were no findings that impacted the administration of the program.

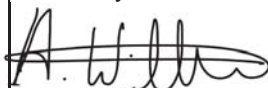
Summer Youth Employment - #18-5015:

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

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

Thank you for your cooperation during the review process. We hope that you find the administrative evaluation informative. Your agency can respond in writing with feedback to the financial and administrative review experience and report. If you have questions, please contact me at (954) 233-1288 or [awilliams@cscbroward.org](mailto:awilliams@cscbroward.org).

Sincerely,



Alicia Williams  
Assistant Director of Finance