



Broward Workforce Development Board
Executive Committee
Monday, October 9, 2023
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 831 6013 5791
Zoom Passcode: 926290
Zoom Call in: 1 646 876 9923

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

This meeting is being held in person. This meeting is also accessible via a Zoom video conference.

PROTOCOL FOR TELEPHONE/ZOOM MEETING

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

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

MEETING AGENDA

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

SELF-INTRODUCTIONS

APPROVAL OF MINUTES

Approval of the Minutes of the 8/14 Executive Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the 8/14 Meeting

Pages 8 – 16

NEW BUSINESS

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

Consideration to approve entry into an upgrade OJT 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. Approved at the 9/11 Employer Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

2. 2024 Draft BWDB Legislative Agenda

Consideration to 1) approve the 2024 draft BWDB Legislative Agenda and 2) identify Committee members who can reach out to our local delegation to present our agenda. Approved at the 10/3 Strategic Planning Committee Meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBITS	2024 BWDB Legislative Agenda 2024 Broward County Legislative Directory 23/24 Legislative Committee Meeting Schedule & Session Dates 2024 BWDB Legislative Contact Tracker

Pages 17 – 30

3. 2024 Community Partner Legislative Agenda

To fulfill our role as conveners, we have collected a community partner legislative agenda for reference and consideration. As of 10/3/23, only 1 community partner agenda has been available with items related to workforce development. Approved at the 10/3 Strategic Planning Committee Meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Workforce Excerpts of FL Manufacturing & Supply Chain Agenda

Page 31

4. Accept Summer Youth Employment Program Funds

Consideration to accept \$4,215,656 from the Children's Services Council to serve 913 economically disadvantaged youth ages 16-18 years old in the PY 23/24 Summer Youth Employment Program. Due to the success of this summer's program, this renewal includes the additional 1.4 million in funding to match last year's award. These funds will allow us to maintain the youth wage of \$14.00 per hour. The program will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience. Approved at the 9/27 Youth Committee Meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

5. Accept Florida Healthcare Training Initiative Funds

Consideration to accept \$916,666 in Florida Healthcare Training funds. This discretionary grant is for 2 years and will end 6/30/25. CSBD was one of two Boards in the state selected by FloridaCommerce to receive this funding. The purpose of the award is to support the healthcare industry by funding initiatives to reduce the shortage of employees in healthcare occupations and reduce turnover in these occupations. Approved at the 9/26 One Stop Services Committee Meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

6. President/CEO Evaluation

In accordance with the Board and CareerSource Broward Council of Elected Officials' policy, the Executive Committee evaluates the President/CEO using an instrument developed by the Organizational Resources Committee. The evaluation instrument was distributed to the Executive Committee members by the Legal Department in September. The scores have been tabulated and averaged.

RECOMM	Review of President/CEO Evaluation
ACTION	Discussion
EXHIBITS	Memo #03–23 (LS) President/CEO Evaluation Form

Pages 32 – 35

7. Accept Non-Custodial Parent Employment Program Funds

Consideration to accept \$950,742 in Non-Custodial Parent Employment Program funds. This discretionary grant is for one year and ends 6/30/24. CSBD was one of three Boards in the state selected by FloridaCommerce to receive this funding. The purpose of the award is to assist non-custodial parents who are under or unemployed and have difficulty meeting child support obligations to obtain employment. CSBD will dedicate funds to provide core services such as occupational and work-based training and support services to remove barriers to employment.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

8. Accept Hope Florida – Pathway to Promise Funds

Consideration to accept \$217,815.45 Hope Florida – Pathway to Promise funds. CSBD will use these discretionary grant funds to provide training and to launch new career pathways that lead to self-sufficiency for customers referred to us by the Florida Department of Children and Families. Through this initiative, customers will be referred to community service providers based on their needs and will foster community collaboration among the private sector, faith-based community organizations, and non-profits. Board members Heiko Dobrikow (Riverside Hotel), Kevin Kornahrens (Advanced Roofing), and Shane Strum (Broward Health) have already embraced their roles as leaders, convenors of workforce services, and ambassadors by agreeing to become Hope Florida employers. Approved at the 9/26 One Stop Services Committee Meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

9. Continued Eligibility – Hollywood Career Institute

Consideration to approve 1) current eligible training provider Hollywood Career Institute's (HCI) continued eligibility status for the period 12/1/23 through 12/1/25 and 2) retention of all of their current programs on the Individual Training Account list. The State requires that eligible training providers be renewed every 2 years. HCI has met continued eligibility requirements that include but are not limited to, licensure, accreditation, issuance of an industry-recognized credential, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness and to ensure that CareerSource Florida requirements and board-mandated criteria are met. Approved at the 9/26 One Stop Services Committee Meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

10. Distribution of Fully Depreciated Computers

Consideration to approve expanding the distribution of CSBD computers to include summer youth, veterans' participants as well as CSBD/ISG/DEO staff. CSBD cycles computers out of use every 5 years in accordance with our rotation policy. To date, per Board policy, we offer them to WIOA youth and Welfare program participants or other non-profit organizations. Because many of our participants in training receive technology through support services or from the training institution, we still have computers left after offering them to WIOA youth and Welfare participants. By expanding the distribution of the old computers, we can reach additional participants as well as staff who could benefit from being able to add technology to their homes. Approved at the 9/27 Youth Committee Meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

REPORTS

1. Update on Meetings with Elected Officials

To increase awareness about CSBD and to strengthen community relationships, Carol Hylton, President/CEO, and CSBD staff frequently meet with local legislators and city officials. This outreach involves meeting with local officials via Zoom or in person, including inviting them to take tours of our career centers and to employer job fairs and workforce events that we host. These meetings also provide an opportunity to listen to their priorities and areas of focus and to reaffirm our value to their constituents by offering an array of customizable job seeker and employer workforce-related services that we can provide based on their specific circumstances. Since March 2023, Carol Hylton, President/CEO, and CSBD staff have met with 15 elected officials, with several more planned this month.

ACTION	None
EXHIBIT	Memo #05-23 (QA)

Pages 36 – 37

2. Update on WIOA Youth Performance for Program Year 23/24

This Youth Performance report provides the Youth Committee with provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act. CSBD funds 4 Out-of-School and 2 In-School Youth programs. Since the beginning of the program year, which began on 7/1, CSBD staff has been meeting with each of the providers to discuss contract expectations, offer ongoing technical support, and receive updates on recruitment activities. The report shows that all of our youth providers are off to a great start and actively enrolling youth to meet their deliverables.

ACTION None
EXHIBIT Memo #06-23 (OPS)

Pages 38 – 40

3. CSBD's 2023 Paychecks for Patriots Veterans Hiring Fair

CSBD will host its annual Paychecks for Patriots Veterans Hiring Fair on 11/8 at The City of Plantation Central Park. The first two hours of the event will be reserved for veterans and family members of veterans. The event will be marketed to job seekers and employees through social media, radio advertisements, distribution of flyers to community partners, advertising in the career centers, and word of mouth. To date, over 70 employers have expressed interest in recruiting at this year's event.

ACTION None
EXHIBITS P4P Flyers

Pages 41 – 42

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

MATTERS FROM THE EXECUTIVE COMMITTEE

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON DECEMBER 4, 2023
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**Broward Workforce Development Board
Executive Committee**
Monday, August 14, 2023
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 826 9145 2308
Zoom Password: 706212
Zoom Call in: 1 646 876 9923

MEETING MINUTES

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

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

ATTENDEES IN-PERSON: Zac Cassidy, Kevin Kornahrens, and Heiko Dobrikow, who chaired the meeting.

ATTENDEES VIA ZOOM: Frank Horkey, Jim Ryan, Dr. Ben Chen, Rick Shawbell, Dr. Lisa Knowles, Marjorie Walters, and Sandy McDonald.

STAFF: Carol Hylton, Ron Moffett, Rochelle Daniels, Mark Klinecicz, Kaminnie Kangal, and Natalie Joseph-Cauley.

APPROVAL OF MINUTES

Approval of the Minutes of the 6/12 Executive Committee meeting.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the minutes of the 6/12 meeting.

NEW BUSINESS

1. WIOA Work Experience Contract Approval with Broward County

Considered approval of a WIOA Work Experience (WEX) contract with Broward County for PY 23/24. WEX contracts are non-financial, as CareerSource Broward is the employer of record. Because Board members Tara Williams and Sandy Michael McDonald are employed by Broward County, they will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a meeting with an established quorum is required.

Mr. Dobrikow asked Ms. Hylton to present the item.

Ms. Hylton explained that CSBD and Broward County collaborated to offer paid WEX through the University Student Practicum Program (USPP) for eligible students who reside in Broward County. The USPP is a planned internship program through Broward County's Human Services

Department to provide students with meaningful real-world learning experiences within the Human Services departments in Broward County government. At the end of the internship, students are considered for full-time job opportunities working in the county. Mr. Sandy McDonald declared his conflict and abstained from the discussion and vote.

There was no further discussion.

On a motion made by Rick Shawbell and seconded by Frank Horkey, the Executive Committee unanimously approved the WIOA Work Experience Contract with Broward County for PY 23/24.

2. WIOA Work Experience Contract Approval for Broward Health

Considered approval of the WIOA Work Experience (WEX) contract with Broward Health for PY 23/24. Healthcare is one of our targeted industries. WEX contracts are non-financial, as CareerSource Broward is the employer of record. Because Board member Shane Strum is employed by Broward Health, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a meeting with an established quorum is required.

Mr. Dobrikow asked Ms. Hylton to present the item.

Ms. Hylton explained that the worksite contract with Broward Health for the Summer Youth Program was successful and both parties would like to further this partnership by expanding WEX to the WIOA Adult population.

On a motion made by Zac Cassidy and seconded by Kevin Kornahrens, the Executive Committee unanimously approved a WIOA Work Experience Contract with Broward Health for PY 23/24.

3. Selection of Fiscal Year Audit Firm Anthony Brunson, P.A.

Considered approval of Anthony Brunson P.A. as our Audit Firm. Their proposal provides for WatsonRice to provide the engagement partner in accordance with state rules which allows for the continuation of the same firm beyond 5 years as long as the engagement partner is rotated. A Request for Quotes (RFQ) was issued on 5/15, with responses due 6/16. We sent the RFQ to 10 firms as well as to the firms which are registered to be noticed when an RFQ is issued, altogether at least 15 firms contacted. We received a quote from Anthony Brunson, P.A. our current Audit Firm, and one (1) no bid from Tri Merge CPA. A Review Committee Meeting was held on 8/7. After hearing from Mr. Brunson and representatives from WatsonRice, the Committee rated and ranked the proposal which had an average score of 93. The Review Committee then voted to recommend the selection of Anthony Brunson, P.A. at a cost of \$34,000, a \$1,000 increase over last year. The contract if approved will allow for 4 one-year renewals subject to governing board approval. As the Audit Committee met directly prior to the Executive Committee, the recommendations were presented at the meeting.

Mr. Dobrikow asked Mr. Cassidy to present the item.

Mr. Cassidy reviewed the item and explained the rating and ranking process and recommendation.

Mr. Cassidy stated the recommendation is to award a contract to Anthony Brunson P.A. as our Audit Firm at a cost of \$34,000, which was approved by a unanimous vote at the Audit Committee meeting.

There was no further discussion.

On a motion made by Zac Cassidy and seconded by Jim Ryan, the Executive Committee unanimously approved the contract with Anthony Brunson P.A. to conduct the PY 22/23 Audit at a cost of \$34,000.

4. Renewal of Taylor Hall Miller Parker, P.A. Program Monitoring Contract for PY 23/24

Considered approving the renewal of the contract with Taylor Hall Miller Parker, P.A. for program monitoring for PY 23/24. The cost of the renewal is \$81,000 for 3 visits at \$27,000 per visit. This is the same cost as last year. CSBD is satisfied with the services. This will be the first of up to 4 one-year renewals. As the Audit Committee met directly prior to the Executive Committee, the recommendations were presented at the meeting.

Mr. Dobrikow asked Mr. Cassidy to present the item.

Mr. Cassidy reviewed the item and recommendation. Mr. Cassidy stated the recommendation to renew the contract with Taylor Hall Miller Parker, P.A. for program monitoring for PY 23/24 at a cost of \$81,000 was approved by a unanimous vote at the Audit Committee meeting.

Mr. Dobrikow thanked Mr. Cassidy and the Audit Committee staff for a job well done.

On a motion made by Zac Cassidy and seconded by Frank Horkey, the Executive Committee unanimously approved the renewal of the contract with Taylor Hall Miller Parker, P.A. to conduct program monitoring for PY 23/24 at a cost of \$81,000 for 3 visits.

5. Renewal of Cherry Bekaert Fiscal Monitoring Contract for PY 23/24

Considered approving the renewal of the contract with Cherry Bekaert, LLP for fiscal monitoring for PY 23/24. The cost of the renewal is \$73,500 for 3 visits at \$24,500 per visit. This is an increase of \$1,500 over last year. CSBD is satisfied with the services. This will be the first of up to 4 one-year renewals. As the Audit Committee met directly prior to the Executive Committee, the recommendations were presented at the meeting.

Mr. Dobrikow asked Mr. Cassidy to present the item. Mr. Cassidy reviewed the item and recommendation. Mr. Cassidy stated that a unanimous vote at the Audit Committee meeting approved the recommendation to renew the contract with Cherry Bekaert, LLP for fiscal monitoring for PY 23/24 at a cost of \$73,500.

Mr. Dobrikow recognized the CSBD staff for a job well done.

On a motion made by Zac Cassidy and seconded by Rick Shawbell, the Executive Committee unanimously approved the renewal of the contract with Cherry Bekaert LLP for fiscal monitoring for PY 23/24 at a cost of \$73,500 for 3 visits.

6. CTS Engines (CTS) Incumbent Worker Training Grant Application

Considered approval of CTS Engines (CTS) Incumbent Worker Training (IWT) grant in the amount of \$114,939 to train 88 employees to earn job-related certifications. CSBD funds a portion of the tuition and instructor costs. Employees will receive training in areas such as Pratt & Whitney Engine Repair and Maintenance, GE Aerospace Engine Repair and Maintenance, and Advanced Leadership Communication. Pursuant to the WIOA requirements, CTS will contribute 50% to the cost of the training by paying employee wages while they are in training, as well as contributing to the tuition cost. In accordance with governing boards' policy, IWT grant applications of \$50,000 or more and recommended by the rating committee go to the Employer Services and the Executive Committees for consideration, with a report to the Board. Approved at the 8/7 Employer Services Committee meeting.

Mr. Dobrikow asked Mr. Moffett to present the item on behalf of Employer Services Committee Chair, Mr. Francois Leconte.

Mr. Moffett reviewed the item and recommendation. Mr. Dobrikow stated his support for the recommendation, as the grant will provide training in high-wage occupations in one of our targeted industries.

On a motion made by Zac Cassidy and seconded by Kevin Kornahrens, the Executive Committee unanimously approved CTS Engines (CTS) Incumbent Worker Training (IWT) grant in the amount of \$114,939 to train 88 employees to earn job-related certifications.

7. Region 22 Targeted Occupations List (TOL) for Program Year 23/24

Considered approval of changes to our local area's Targeted Occupations List (TOL) for PY 23/24. CareerSource Broward (CSBD) received its preliminary TOL from the State on 5/17, which proposed both adding and removing occupations. As we always do, we researched the preliminary list and compared it to the Board-approved criteria. To get input and feedback on the State's proposed list and gather additional relevant labor market data, CSBD sent the preliminary TOL to local education and business stakeholders, community partners, business leaders, and industry intermediaries and invited them to a publicly noticed meeting held on 7/11. We provided an overview of the PY 23/24 TOL and the governing board's criteria for updating the TOL. Based upon our review and community input, CSBD recommends 1) adding twenty-one (21) new occupations proposed by the State and 2) retaining thirty-four (34) occupations proposed by the State for removal. Approved at the 8/7 Employer Services Committee meeting.

Mr. Dobrikow asked Mr. Moffett to present the item on behalf of Mr. Francois Leconte.

Mr. Moffett explained the preliminary TOL from the State proposed both removing and adding occupations. We researched the 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 recommend 1) adding twenty-one (21)

new occupations proposed by the State and 2) retaining thirty-four (34) occupations proposed by the State for removal.

Mr. Dobrikow thanked Mr. Moffett for providing an excellent explanation of the item.

On a motion made by Frank Horkey and seconded by Kevin Kornahrens, the Executive Committee unanimously approved 1) adding twenty-one (21) new occupations proposed by the State and 2) retaining thirty-four (34) occupations proposed by the State for removal to Region 22's Targeted Occupations List for PY 23/24.

8. Addition of New Training Provider Universal Technical Institute

Considered approval of Universal Technical Institute as an Eligible Training Provider and add 1) Automotive & Diesel Technology II 2) Diesel Technology II 3) Automotive Technology II and 4) Welding Technology II to the Workforce Innovation and Opportunity Act Individual Training Account List. As the committee members are aware pursuant to state law, CSBD cannot exclude programs because of their cost, and pursuant to federal law, CSBD cannot interfere with "customer choice" in the selection of training programs and providers. Staff reviewed the application for completeness and to ensure that Board-mandated criteria are met for the school, training programs, and the related occupational titles. Approved at the 8/1 One Stop Services Committee meeting.

Mr. Dobrikow asked Mr. Shawbell to present the item.

Ms. Shawbell reviewed the item with the members of the committee.

Mr. Dobrikow stated that all providers and their program costs can be found listed on the CSBD website.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved Universal Technical Institute as an Eligible Training Provider and the addition of 1) Automotive & Diesel Technology II 2) Diesel Technology II 3) Automotive Technology II and 4) Welding Technology II to the Workforce Innovation and Opportunity Act Individual Training Account List.

9. Addition of New Courses for Existing Training Provider Hollywood Career Institute

Considered the addition of three (3) courses from the current Eligible Training Provider Hollywood Career Institute: 1) Massage Therapy 2) Hemodialysis Tech and 3) Medical Assistant with Basic X-Ray to the WIOA Individual Training Account List. These programs provide opportunities to train for careers in the healthcare industry and are in high demand. CSBD reviewed the applications for completeness and to ensure that Board-mandated criteria have been met for the training programs and related occupational titles. Approved at the 8/1 One Stop Services Committee meeting.

Mr. Dobrikow asked Rick Shawbell to present the item.

Mr. Shawbell reviewed the item and recommendation. There was no further discussion.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the addition of current Eligible Training Provider Hollywood Career Institute's 1) Massage Therapy 2) Hemodialysis Tech and 3) Medical Assistant with Basic X-Ray programs to the WIOA Individual Training Account List.

10. Addition of QLM to Disaster Relief Staffing Vendor List

Considered the addition of QLM staffing company to the vendor list we use during times of disaster to fill Temporary Jobs. QLM was part of a procurement initiated by the state to provide staffing company options for the local workforce areas. We did our own procurement to be able to award contracts to local companies however, at this time, only EmpHire and ISG (our one-stop staffing company) are still participating. QLM has received excellent reviews from the other local boards, and we would like to add them to our vendor list to expand our outreach to individuals seeking Temporary Jobs as a result of a disaster. The contract amount is dependent upon the burden for individual positions as approved by the state and attached as a schedule to the contract as well as the number of temporary placements. We anticipate this will be over \$50,000.

Mr. Dobrikow asked Ms. Daniels to present the item.

Ms. Daniels reviewed the item and explained that we have a staff vendor list and we are requesting to add QLM to the list. She indicated that they have received excellent reviews from other local boards.

Sandy McDonald asked that Ms. Hylton contact him the next time this item comes up for proposals so that he can provide a list of certified local small firms that can assist with staffing, specifically with laborer positions.

Ms. Hylton indicated that it is a vendor list so we are still accepting applications. She will reach out to Mr. McDonald after the Committee meeting so he can provide us with additional contact information.

On a motion made by Jim Ryan and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the addition of QLM staffing company to the vendor list we use during times of disaster to fill temporary jobs.

REPORTS

1. General Fund Balance

At the December 2022 Board meeting, we reported that the General Fund balance was \$901,711. From 11/1/22 through 6/30/23, we realized revenues of \$334,195 and incurred expenditures of \$215,625 for an ending balance including the reserves of \$1,020,281 in the General Fund as of 6/30/23.

Mr. Dobrikow asked Mr. Cassidy to present the report.

Mr. Cassidy presented and reviewed the item and noted that there is \$497,807 held in reserves.

Mr. Horkey asked that the amount of funds held in reserve be included in the Summary for the Board meeting. Carol Hylton agreed to do so.

2. Budget vs. Actual Expenditure Report

Each year we budget to spend 100% of our grants. As the governing boards are aware WIOA funds are available for 2 years and also allow for a 20% allocation carry forward each year to avoid a cliff effect due to fluctuations in allocations as we experienced this year. The State extended the period for the expenditure of welfare transition program funds this year through August, and the funds are being invested in the summer program. The strategies we put in place last year are working.

Mr. Dobrikow asked Mr. Cassidy to present the item.

Mr. Cassidy presented and reviewed the item. Ms. Hylton stated that one of the strategies we implemented was to use our discretionary grants first, as discretionary grants have a shorter shelf life than our formula funds. This allows us to serve the maximum number of customers.

Mr. Dobrikow thanked Ms. Hylton and the CSBD staff for a job well done.

3. WIOA Youth Performance for Program Year 22/23

CSBD funds 4 Out-of-School (OSY) and 2 In-School Youth (ISY) programs. The youth receive case management, career pathway planning, occupational skills training, and job readiness preparation. This Youth Performance report provides an update on providers' performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act. As reported previously, the providers implemented strategic recruitment, engagement, and placement plans and were successful. We congratulate our OSY and ISY providers on their successes during the program year.

Mr. Dobrikow asked Ms. Hylton to present the item.

Ms. Hylton stated that the strategies put in place were successful and that the current Youth Performance report provides the most up-to-date data on providers' performance.

4. Cherry Bekaert LLP Fiscal Monitoring - Report #2 PY 22-23 Issued 5/2023

Cherry Bekaert conducted fiscal monitoring for the period 10/1/22 through 2/28/23. Cherry Bekaert reviewed a total of 921 elements during the review period. There were no findings or observations. Based on the total elements reviewed, this was a 0% error rate.

Mr. Cassidy presented and reviewed the item.

Mr. Dobrikow congratulated the staff for all their hard work.

5. Taylor Hall Miller Parker, PA Program Monitoring - Report #2 PY 22/23-22 Issued 2/2023

THMP conducted program monitoring for the period 11/18/22 through 2/21/23. They reviewed a total of 177 files consisting of 6,029 elements. There were 4 findings and 11 observations. This equates to an error rate of (.06%), or less than 1%. All findings and observations were corrected except where cases were closed, and no further action could be taken.

Mr. Cassidy presented and reviewed the item.

Mr. Dobrikow again congratulated the staff for all their hard work in achieving excellent results.

6. State Program & Fiscal PY 21/22

The Florida Department of Economic Opportunity (DEO) issued their Financial and Program Monitoring Report on 12/1/22 for the period 4/21 through 3/22. They reviewed a total of 166 program files consisting of 6,502 elements. There were 0 fiscal findings, observations, and technical assistance items. There were 9 program findings and 6 non-compliance issues. The program findings equate to an error rate of .14% less than 1%. All findings and non-compliance issues were corrected except where cases were closed, and no further action could be taken.

Mr. Cassidy presented and reviewed the item.

Ms. Hylton indicated that while the initial draft report was issued last December, we did not receive the final report until June of this year.

There was no further discussion.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Mr. Dobrikow reviewed the CSBD dashboard link that has been moved to the homepage, which will make it easier to access. There has been an additional tile added to the dashboard which shows Port Everglade's export and import volume over time.

Lastly, Mr. Dobrikow shared that our unemployment rate is currently 2.9%, with approximately 32,000 job seekers, and approximately 41,000 jobs posted, meaning there is still a labor shortage.

MATTERS FROM THE EXECUTIVE COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton informed the Committee members that she has been notified by the State that CSBD has been chosen to become one of three boards that will take part in a Healthcare Initiative. This invitation comes as a result of the work that CSBD has done to address the talent pipelines with Broward Health and the industry as a whole.

Ms. Hylton informed the members that she recently met with Dr. Peter Licata, the new Broward County School Board Superintendent, regarding joining the BWDB. Dr. Licata is willing to serve on the Board, and this will be on the Board agenda on 8/24.

Ms. Hylton stated that we released a Request for Proposals for Business Intermediary Services. She explained we are looking to contract with Chambers of Commerce, Economic Development Agencies, and Employer Associations to market our workforce services. A review committee made up of Board members will be reviewing the proposals that were received.

The school board has granted the approval to hold a one-day event for 9th and 10th graders to complete career exploration. We are currently in the planning stages regarding the logistics of the meeting such as the venue, transportation, and employers that will participate.

Ms. Hylton informed the Committee that this Summer CSBD employed over 1,000 youth. She announced that the Children's Services Council provided funding this year to produce a video highlighting the program that will be used for promotional purposes. Ms. Hylton thanked members of the committee for participating.

Mr. Ryan congratulated Ms. Hylton for the wonderful work done with the SYEP and inquired if there is a survey CSBD sends out to get feedback from employers.

Ms. Hylton informed the group that a survey is sent to each worksite supervisor on the performance of the youth in the program and their satisfaction with the experience. A survey is also sent to the youth regarding their experience with the employer.

In addition, this year, the Children's Services Council has created a post-program survey that will be sent out to the youth to capture their next steps now that their participation in the program is complete.

ADJOURNMENT – 12:45 p.m.

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON OCTOBER 9, 2023.</p>

Broward Workforce Development Board

2024 Draft Legislative Agenda

1. Support Legislation That Expands Workforce Development and Apprenticeship Programs

Continue to support legislation and funding for this work-based training option. Apprenticeship programs help recruit and develop a highly skilled workforce while improving an employer's productivity, profitability, and bottom line.

2. Support Legislation That Expands Welfare Transition Program Options Under Chapters 414 and 445, F. S.

- To allow for year-round work experience for at-risk youth.
- To allow for the use of WTP funds for additional support services during transition for a period of time to address the cliff effect.

3. Support Workforce Housing Legislation/Initiatives

Support full use of dedicated revenues under the Sadowski Affordable Housing Act for Broward's housing programs and projects, along with modifying the current Sadowski distribution formula to recognize the demand in both the homeowner and rental markets.

4. Support the use of Opportunity Zones and Census Property Tracts in WIOA Reauthorization for Eligibility Determination for Youth and Adults

Support Federal legislation in WIOA reauthorization to allow the use of Opportunity Zones for Youth and Adult eligibility rather than household size and income to streamline enrollment, as by definition, opportunity zones are low-income communities certified by the U.S. Department of the Treasury.

5. Support Legislation that Provides Local Board Discretion in how Workforce Innovation and Opportunity Act (WIOA) Funds are Spent

Support Federal legislation to amend WIOA to allow local boards the flexibility to decide the percentage of funds budgeted to expend on in-school and out-of-school youth services in a manner that serves the maximum number of youth and best suits the needs of the local communities and economy.





2024

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Chair

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Committee Assignments:

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2023 – 2024 Legislative Interim Committee Meeting Schedule

October 2023 — Week of the 9th

October 2023 — Week of the 16th

November 2023 — Week of the 6th

November 2023 — Week of the 13th

December 2023 — Week of the 4th

December 2023 — Week of the 11th

2024 BWDB Legislative Session Dates

- January 9, 2024 – Regular Session convenes (Article III, section 3(b), State Constitution)
 - 12:00 noon, deadline for filing bills for introduction (Senate Rule 3.7(1))
- February 24, 2024 - Motion to reconsider made and considered the same day (Senate Rule 6.4(4))
 - All bills are immediately certified (Senate Rule 6.8)
- February 27, 2024- 50th day – last day for regularly scheduled committee meetings (Senate Rule 2.9(2))
- March 8, 2024 – 60th day – last day of Regular Session (Article III, section 3(d), State Constitution)

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Sen. Rosalind Osgood (Dist. #32)	Julie Fishman Nijah Smith	954-321-2705, 850-487-5032	osgood.rosalind@flsenate.gov	
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Rep. Michael Gottlieb (Dist. #102) Minority (Democratic) Floor Leader	Linda Segall Shannon Wilson	954-655-5498, 850-717-5102	michael.gottlieb@myfloridahouse.gov	Heiko Dobrikow
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2024 Advocacy Agenda

The Florida Manufacturing & Supply Chain Advocacy Council is a coalition of manufacturing champions across the state of Florida united to elevate the issues that are most important to their manufacturing stakeholders. Its members collaborate to identify the advocacy agenda below and support the most pressing issues for the industry.

www.floridaMFGadvocacy.com

1

Support the development of a long-term strategic plan that will facilitate the growth and advancement of manufacturing in this state and enhance the competitive position of Florida in the national and international economy.

2

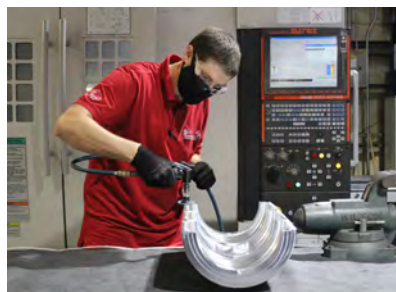
Invest in training and jobs programs: Prioritize investments in customized training, earn-to-learn apprenticeship programs, and training infrastructure (i.e. equipment, facilities, etc.) that target 21-century skills to fill high wage, high-skill career vacancies in advanced manufacturing.

3

Support Florida supply chain initiatives: Promote initiatives that encourage use and development of local suppliers and one that contributes to developing a more robust and resilient system of supply for the state.

4

Strengthen the resilience of Florida's manufacturing sector: Invest in initiatives focused on accelerating the adoption and use of advanced digital technologies and direct those investment at increasing the productivity and technological performance of Florida's manufacturing industry.



Memorandum #03-23 (LS)

TO: Executive Committees

FROM: Rochelle J. Daniels, General Counsel

SUBJECT: President/CEO Evaluation

DATE: October 4, 2023

SUMMARY

In accordance with the Broward Workforce Development Board, Inc. (BWDB) and CareerSource Broward Council of Elected Official's policy, the Executive Committee evaluates the President/CEO using an instrument developed by the Organizational Resources Committee. The evaluation instrument was distributed to the Executive Committee members by the Legal Department in September.

BACKGROUND

Each year the President/CEO is evaluated and the Executive Committee makes a recommendation regarding a merit increase. The evaluations were sent out to all the Executive Committee members in September. Members were provided with a copy of the Evaluation Instrument, and a copy of the Year in Review presentation.

As the Executive Committee members completed the evaluations they were returned to the Legal Department for review and tally. All current 12 Executive Committee members responded. The tallies are based on the Evaluation Forms received.

DISCUSSION

Scores were averaged for each rating criteria with the overall rating being a 3.92. The Executive Committee is charged with making recommendations regarding the President/CEO's merit increase.

RECOMMENDATION

That the BWDB Executive Committee review the President/CEO's evaluation and take such action as they deem appropriate.



PRESIDENT/CHIEF EXECUTIVE OFFICER EVALUATION FORM 2023

PRESIDENT/CEO: CAROL HYLTON

RATING	DESCRIPTION	POINTS
OUTSTANDING	Exceptional in all areas, superior	4
EXCELLENT	Exceeds position requirements, high quality, consistent	3
MEETS EXPECTATIONS	Competent level of performance, meets standards	2
NEEDS IMPROVEMENT	Deficient in some areas, room for improvement	1
UNSATISFACTORY	Unacceptable, needs immediate improvement	0

Directions: Carefully review the performance of the President/CEO over the course of the past year. Keep in mind the essentials of the job. Review work product, projects, or programs in which the President/CEO may have been involved. We have attached the milestone video from our Planning Session and the milestone report which is more detailed and includes many of the projects and programs delivered this year.

Be as objective as possible. If there is a category for which you do not feel comfortable placing a rating, insert "N/A" next to that category. This will in no way reflect the overall rating.

INTERPERSONAL RELATIONSHIPS

Appearance; attitude; business sense; cooperation; motivation; achieves appropriate balance among public service objectives, organizational objectives, and employee interests.

Rating: 4

LEADERSHIP

Formulates and articulates a vision for the organization; inspires teamwork and effectiveness; demonstrates a positive and exemplary approach to work; involves and encourages employees; maintains high professional standards.

Rating: 3.9

JUDGEMENT

Exercises discretion and diplomacy; handles difficult situations in a professional and proactive manner.

Rating: 3.9

INTERGOVERNMENTAL RELATIONS

Aggressive advocate for the organization; maintains communications with elected and non-elected officials of local, state, and federal governments.

Rating: 3.9

BROWARD WORKFORCE DEVELOPMENT BOARD RELATIONS

Responds in a prompt, professional, and efficient manner; keeps the Board informed; submits comprehensive, concise and understandable agenda items; provides assistance and support in carrying out Board decisions.

Rating: 3.9

MEETS OVERALL BWDB OBJECTIVES

Includes overall financial management and effective management of public risk and financial needs. Ensures WorkForce One Employment Solutions delivery of services in a cost effective and customer-oriented manner; meets performance standards, and achieves BWDB priorities.

Rating: 3.9

DIVERSITY

Hires and/or promotes employees in numbers that reflect the diverse makeup of the community (women and minorities); meets or exceeds organization goals in awarding acceptable number of contracts and services to minority and/or women-owned businesses.

Rating: 4

OVERALL RATING: 3.9

Comments:

- Very proud AND SUPPORTIVE OF OUR CEO. She is our leader and someone I am willing to follow and work with.
- Great leader!
- Above and Beyond

- Our President & CEO has truly embraced the challenge to not only become a visionary leader for her team, but also an impactful powerhouse in our community. The last strategic planning session was one of the best we ever had and the engagement level was simply off the chart. This is truly, because our CSBD President & CEO opened the doors for everybody to contribute. The recent one day all staff service training retreat was very welcomed by everybody and a worthwhile investment.

Furthermore, Carol took the challenge to improve the exposure to our employers and build tremendous relationships through all chambers of commerce, economic development agencies and associations. This resulted in a tremendous buzz in our community and more and more employers are starting to use the services of CSBD.

Because of Carol's leadership, the CSBD organization is positioned to remain successful and being recognized as one of the best Workforce Development Boards in the Country. This may have been also a reason why during the redistricting process CSBD was not merged with another region.

I am proud working with Carol, her team and this incredible group of servant leaders on our Board of Directors. And all thanks to Carol.

- We are lucky to have Carol.
- Awesome leadership – thank you!
- Exceptional
- Our success as a Board depends on Carol's leadership and she continues to deliver. Keep up the good work!
- Amazing! Thinks outside the box, great relationships with the Board and community.

Memorandum #05-23 (QA)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Update on Meetings with Local Elected Officials

Date: October 5, 2023

SUMMARY

In an effort to “get the word out” on the great work that CareerSource Broward (CSBD) is doing in the community and to strengthen our relationships with local elected city and county officials and the Broward Legislative Delegation, Carol Hylton, President/CEO, and CSBD staff have met with 15 elected officials since March 2023, with several more planned this month.

BACKGROUND

To increase awareness about CSBD and to strengthen community relationships, Carol Hylton, President/CEO, and CSBD staff frequently meet with local legislators and city officials. This outreach involves meeting with local officials via Zoom or in person, including inviting them to take tours of our career centers and to employer job fairs and workforce events that we host. These meetings also provide an opportunity to listen to their priorities and areas of focus and to reaffirm our value to their constituents by offering an array of customizable job seeker and employer workforce-related services that we can provide based on their specific circumstances.

DISCUSSION

Listed below are 15 local legislators, and elected city and county officials, since March 2023, Ms. Hylton and CSBD staff have met with to showcase our services and programs.

U.S. House of Representatives:

1. Congresswoman Debbie Wasserman Schultz.
Congresswoman Wasserman Schultz hosted a special Women's History Month reception honoring the ‘Determined Women’ who make a difference in our community. Carol Hylton received a Certificate of Special Congressional Recognition for her service.
 - Congresswoman Sheila Cherfilus-McCormick.
Ms. Hylton has a virtual meeting scheduled with the Congresswoman on 10/17.

Florida Senators:

2. Rosalind Osgood (Appropriations Committee on Health and Human Services)

Florida House of Representatives:

3. Patricia Williams (Ranking Democrat on the Education & Employment Committee)
4. Marie Woodson (Education & Employment Committee)
5. Chip LaMarca (Commerce Committee)
6. Daryl Campbell (Justice Appropriations Subcommittee) and
7. Lisa Dunkley (Postsecondary Education & Workshop Subcommittee)
 - Christine Hunschofsky, Minority (Democratic) Whip.
A meeting is scheduled on 10/10 giving her a tour of our North Career Center.
 - Felicia Robinson (Infrastructure & Tourism)
A meeting is pending to tour our South Career Center.

Broward County Commissioners:

8. Hazelle Rogers
9. Senator and Vice Mayor Nan Rich
10. Steve Geller

City Commissioners:

11. Idelma Quintana of Hollywood
12. Dr. Katrina Touchstone of West Park
13. Lawrence “Jabbow” Martin of Lauderhill
14. Metayer Bowen of Coral Springs and
15. Vice Mayor Alexandra Davis of Miramar

In outreach to municipalities, CSBD also presented its job seeker and employer services to staff members of the Cities of Dania Beach, Hallandale Beach, North Lauderdale, Cooper City, Lauderhill, and Lauderdale Lakes. Regular e-blasts are sent to promote CSBD special events.

RECOMMENDATION

None: For information purposes only.

Memorandum #06-23 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Update on WIOA Youth Providers' Performance for Program Year 23/24

Date: September 20, 2023

SUMMARY

This Youth Performance report provides the Youth Committee with provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act. CSBD funds four (4) Out-of-School (OSY) and two (2) In-School Youth (ISY) programs. Since the beginning of the program year, which began on 7/1, CSBD staff has been meeting with each of the providers to discuss contract expectations, offer ongoing technical support, and receive updates on recruitment activities. The report shows that all of our youth providers are off to a great start and actively enrolling youth to meet their deliverables.

BACKGROUND

At the start of this program year, CSBD funded 4 OSY program contracts for the delivery of WIOA youth services. They are:

1. The School Board of Broward County (SBBC) – Career, Technical Adult, and Community Education (CTACE),
2. The Fort Lauderdale Independent Training and Education (FLITE) – Let's Get To Work Program,
3. Helping Advance and Nurture the Development of Youth (HANDY) – The LIFE Program; and,
4. Center for Independent Living (CIL) – Jobs for Youth Program.

CSBD also funded 2 ISY program contracts for the delivery of WIOA youth services. They are:

1. SBBC
2. Junior Achievement of South Florida

DISCUSSION

Our two ISY programs will begin enrollment of youth in January of 2024 for WIOA-eligible seniors who will be enrolled in work experience to keep them attached to school through graduation.

OSY engagement has begun for the 23/24 program year. Last program year, providers implemented strategic plans designed to increase outreach, enrollment, and youth engagement. To build on these successful strategies, this year, there will be additional recruitment tactics that

include the greater involvement of families and role models (influencers) to encourage enrollment and stick-to-itiveness to keep youth engaged, along with greater social media messaging using pictures, videos, and testimonials from peers who have achieved their success from the programs.

The charts below provide an overview of each provider's performance from 7/1 to 9/15.

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

SBBC GED Program			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 135 youth.	6/30/24	53 youth. 29 youth were carried forward from PY 22/23.	The youth carried forward were enrolled toward the end of the previous program year.
90% of youth enrolled must achieve a Measurable Skills Gain (MSG).	6/30/24	16 youth have received an MSG.	
Of 94 youth that must exit by 6/30 80 youth (85%) must complete their GED by 6/30/24.	6/30/24	5 youth have obtained their GED.	

HANDY's The Life Program serves youth with barriers to employment and education through case management; referral to WIOA-funded services, career pathway planning, job placement and follow-up services.

HANDY – THE LIFE PROGRAM			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 30 OSY	6/30/24	14 youth. 12 youth were carried forward from PY 22/23.	The youth carried forward were enrolled toward the end of the previous program year.
100% of youth enrolled in training must 1) achieve a measurable skills gain and 2) obtain their GED or post-secondary credential in the year that they exit.	6/30/24	1 youth is enrolled in training.	

FLITE's Let's Get to Work program serves foster care youth with on-site GED preparation, employability skills training, and WEX to ensure the successful transition into adulthood.

THE FLITE CENTER			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 36 - 45 youth	6/30/24	21 youth. 9 youth were carried forward from PY 22/23.	The youth carried forward were enrolled toward the end of the previous program year.
100% of youth enrolled in training must 1) achieve a measurable skills gain and 2) obtain their GED or post-secondary credential in the year that they exit.	6/30/24	N/A - No youth are enrolled in training.	

CIL's Jobs for Youth program helps youth with disabilities achieve their career and occupational goals through help with peer counseling, WEX and employability skills training.

CILB			
Contract Deliverable	Due Date	Current Performance	CSBD Comment
Enroll 12 - 15 youth	6/30/24	11 youth. 6 youth were carried forward from PY 22/23.	The youth carried forward were enrolled toward the end of the previous program year.

RECOMMENDATION

None. For information purposes only.



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