

**Save the Date
Planning Session
April 24, 2025
11:30 A.M. –
4:00 P.M.**



**Broward Workforce Development Board
Executive Committee**
Tuesday, April 15, 2025
12:00 p.m. – 1:30 p.m.

Zoom Meeting ID:	864 1681 3969
Zoom Password:	978399
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 2/10 Combined Executive and Audit Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 7 – 19

NEW BUSINESS

1. Broward Workforce Development Board (BWDB) Appointment

Consideration to appoint Wally Utreras, Business Manager of the International Union of Operating Engineers Local 487, to fill the slot in the Organized Labor and CBO Category as a result of Mark Schaunaman's retirement. The CSBD Council of Elected Officials appoints board members following a recommendation from the BWDB.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

2. Draft 2025 BWDB Legislative Agenda

The Public Workforce System is performance-driven and welcomes changes that will make the programs and Broward County stronger. As Congress is planning to reauthorize WIOA, we are recommending small modifications to be incorporated into any WIOA reauthorization legislation. Consideration to 1) approve the draft 2025 BWDB Legislative Agenda 2) allow the President/CEO to support follow-up communications from other public interest groups such as US Conference of Mayors that address similar concerns and 3) support community partners' workforce-related legislative agendas. Approved at the 3/24 Strategic Planning Committee meeting.

**RECOMM
ACTION
EXHIBITS**

Approval
Motion for Approval
Draft 2025 BWDB Legislative Agenda
Excerpts of Community Partner Legislative Positions

Pages 20 – 22

3. 2Lyons Aerospace Incumbent Worker Training (IWT) Grant Application

Consideration to award 2Lyons Aerospace an IWT grant in the amount of up to \$25,000 to train approximately 15 employees in the use of an AI-powered platform that streamlines operations by integrating CRM, ERP, marketing, packaging, shipping, and finance. CSBD will contribute 90% toward the total cost of the training. Because Board Member Vanessa Cantave is the President of 2Lyons Aerospace, a 2/3 vote of the Board is required.

**RECOMM
ACTION
EXHIBIT**

Approval
Motion for Approval
None

4. **PY 25/26 School Board of Broward County (SBBC) Out-of-School & In-School Youth Contract Renewals**

Consideration to approve PY 25/26 renewals for the SBBC's contracts in the amount of 1) \$350,000 to serve 110 OSY and 2) \$200,000 to serve 75 ISY subject to negotiation. This is the 1st of 4 renewals under the current contracts. Because Board Member Dr. Howard Hepburn is the Superintendent of the SBBC, a 2/3 vote of the Board is required. Approved at the 3/18 Youth Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #07-24 (OPS)

Pages 23 – 24

5. **Out-of-School Youth (OSY) & In-School Youth (ISY) Contract Renewals**

Consideration to approve PY 25/26 contract renewals for 1) The Center for Independent Living, Broward (CILB) to serve 12-15 OSY in the amount of \$58,896 2) Helping Advance and Nurture the Development of Youth (HANDY) to serve 20 OSY in the amount of \$152,000 3) The Fort Lauderdale Independent Training and Education (FLITE) Center to serve 36 OSY in the amount of \$227,000 and 4) Junior Achievement of South Florida (JA) to serve 25 ISY in the amount of \$150,000. All contracts are subject to negotiation. This is the 1st of 4 renewals under their current contracts. Approved at the 3/18 Youth Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #08-24 (OPS)

Pages 25 – 29

6. Summer Youth Work Experience Contract with the Fort Lauderdale Executive Airport

Consideration to approve a SYEP contract with the Fort Lauderdale Executive Airport (FXE) through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board Member Rufus James is employed by FXE, a 2/3 vote of the Board is required. Approved at the 3/18 Youth Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

7. Accept Funds for the Summer Youth Employment Program (SYEP)

Consideration to accept 1) \$150,000 from the City of Fort Lauderdale and 2) \$22,500 from the City of Tamarac for the SYEP. The funding will serve 33 economically disadvantaged youth from Fort Lauderdale and 5 youth from Tamarac, aged 16-18 years old. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience. Approved at the 3/18 Youth Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

REPORTS

1. Taylor, Hall, Miller, and Parker (THMP) P.A. WIOA Youth Monitoring Results

THMP conducted Youth program monitoring in August and November 2024. They reviewed 40 WIOA Youth case files consisting of 2,480 elements. There were 0 findings and 0 observations, equating to a 0% error rate. CSBD commends the youth providers for their commitment to quality while providing valuable services to the community.

ACTION	None
EXHIBIT	None

2. Directors & Officers (D&O) Insurance with Employment Practices Liability

The Board has authorized the President/CEO to make the purchase of D&O Insurance to cover the governing boards and management with a report to the governing boards each year as it is a single purchase of over \$10,000. Working with our agent, we received a quote from our current carrier, Philadelphia Insurance, for \$13,755.19. This represents an increase of \$565.60 over last year's premium of \$13,190. Travelers, Hartford, and Berkley MP declined to quote. We have been very satisfied with the Philadelphia Insurance Company.

ACTION	None
EXHIBIT	None

3. Purchase of Workers' Compensation Insurance

This is to report on the renewal of our workers' compensation policy with Bridgefield Employers Insurance Company (BEIC) for 5/1/2025 - 4/30/2026 at a cost of \$51,376.27 which is consistent with the overall increase in payroll for the Summer Youth Program. Our procurement allows us to renew the policy for three (3) one-year periods. This will be the 2nd renewal under the current procurement. The policy covers CSBD employees and the youth in our summer employment program. This is being reported in accordance with our board policy to report single purchases over \$10,000.

ACTION	None
EXHIBIT	None

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

THE NEXT EXECUTIVE COMMITTEE MEETING IS MAY 12, 2025



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

Zoom Meeting ID: 867 0877 3072
Zoom Password: 438803
Zoom Call-In: +1 646 876 9923

MEETING MINUTES

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

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

ATTENDEES IN-PERSON / VIA ZOOM: Zac Cassidy, Keith Costello, Heiko Dobrikow, Frank Horney, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Sandy-Michael McDonald, Rick Shawbell, Marjorie Walters, and Jim Ryan, who chaired the meeting.

STAFF: Carol Hylton, Ron Moffett, Mark Klineciewicz, Rochelle Daniels, Kaminnie Kangal, and Samantha Vazquez.

APPROVAL OF MINUTES

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

On a motion made by Dawn Liberta and seconded by Kevin Kornahrens, the combined Executive and Audit Committee unanimously approved the minutes of the meeting.

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

On a motion made by Dawn Liberta and seconded by Heiko Dobrikow, the combined Executive and Audit Committee unanimously approved the minutes of the meeting.

NEW BUSINESS

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

Considered the approval of Anthony Brunson, P.A.'s Audit Report for the 23/24 CareerSource Broward fiscal year. The audit is clean and has an unqualified opinion with no findings and no material weaknesses.

Jim Ryan introduced Anthony Brunson and asked him to present the FY 23/24 Audit Report. Mr. Brunson reported that the audit was clean, with an unmodified opinion, and contained no findings or management recommendations. He commended CSBD staff for their financial management and compliance with regulations.

Following the presentation, Carol Hylton and Jim Ryan both expressed appreciation for the excellent results, and Ms. Hylton specifically recognized Kaminnie Kangal and the fiscal team for their hard work.

On a motion made by Heiko Dobrikow and seconded by Rick Shawbell, the combined Executive and Audit Committee unanimously approved the Audit Report for the period ending 9/30/24.

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

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

Jim Ryan asked Dawn Liberta, Chair of the Youth Committee, to present the item.

Ms. Liberta introduced the item explaining this is a non-financial SYEP contract with the School Board of Broward County (SBBC) through 9/30/28.

On a motion made by Heiko Dobrikow and seconded by Keith Costello, the combined Audit and Executive Committee unanimously approved a SYEP contract with the SBBC through 9/30/28.

3. Summer Youth Work Experience Contract with Broward County

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

Jim Ryan asked Dawn Liberta to present the item.

Ms. Liberta stated this item is for approval of a non-financial SYEP contract with Broward County through 9/30/28. Under the contract, Broward County will serve as a host work site for youth. Sandy-Michael McDonald, who was present, declared a conflict of interest, abstained from the discussion and vote, and completed a conflict-of-interest form at the meeting.

On a motion made by Dawn Liberta and seconded by Rick Shawbell, the combined Executive and Audit Committee unanimously approved a SYEP contract with Broward County through 9/30/28.

4. Accept City of Pompano Beach Career Pathways Funds

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

Jim Ryan introduced and presented the item. Mr. Ryan explained that this collaboration with the City of Pompano Beach will provide skills training and employment to job seekers who reside within the city limits.

On a motion made by Rick Shawbell and seconded by Kevin Kornahrens, the combined Executive and Audit Committee unanimously approved the acceptance of \$199,948 from the City of Pompano Beach to fund work experience opportunities for up to 18 Pompano Beach residents.

5. Accept Supplemental Nutrition Assistance Program (SNAP) Funds

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

Jim Ryan asked Rick Shawbell, Chair of the One-Stop Services Committee, to present the item.

Mr. Shawbell explained that this is a recommendation to accept \$204,018 from FloridaCommerce to serve customers receiving food assistance. The goal of SNAP is to help customers secure employment and/or training services, and they are mandated to participate with CSBD in order to continue receiving food assistance.

There was no further discussion.

On a motion made by Dawn Liberta and seconded by Heiko Dobrikow, the combined Executive and Audit Committee unanimously approved the acceptance of \$204,018 in SNAP funding from FloridaCommerce.

6. Accept Welfare Transition Program (WTP) Funds

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

Jim Ryan asked President Carol Hylton to present the item.

Ms. Hylton reported that we can use WTP funds for a summer program for at-risk youth. Because over 3,000 youth applied for the Summer Youth Employment Program, which is over double the amount we can enroll using funds from the Children's Services Council, she contacted the State to inquire about additional WTP funding so we could serve more youth with summer employment. They were able to award the extra funds.

On a motion made by Heiko Dobrikow and seconded by Keith Costello, the combined Executive and Audit Committee unanimously approved accepting a supplemental WTP award of \$200,000 from FloridaCommerce.

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

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

Jim Ryan asked Rick Shawbell to present the item.

Mr. Shawbell reviewed the recommendation. He stated that CSBD is seeing more adult-eligible customers than dislocated workers. The transfer of funds is requested to allow us to service the maximum number of customers.

There was no further discussion.

On a motion made by Rick Shawbell and seconded by Heiko Dobrikow, the combined Executive and Audit Committee unanimously approved the transfer of up to \$1,500,000 from the WIOA Dislocated Worker funding stream to the WIOA Adult funding stream.

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

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

Jim Ryan asked Rick Shawbell to present the item. Mr. Shawbell reviewed the budget with the members.

There was no further discussion.

On a motion made by Rick Shawbell and seconded by Keith Costello, the combined Executive and Audit Committee unanimously approved the revised annual budget.

9. Set Aside in the General Fund for Capital Reserve

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

Jim Ryan asked Carol Hylton to present the item.

Ms. Hylton reminded the committee members that we had to take emergency action to replace the air conditioning system here in Building B over the summer. At the last Board meeting, during a discussion of the matter, Mayor Dean Trantalis requested that the Audit Committee consider setting aside funds for similar emergencies. Ms. Hylton explained that the General Fund includes a contingency reserve set aside in the unlikely event we have disallowable costs. The recommendation to the Committee is to allow emergency use of these funds for unanticipated repairs or equipment replacement, as expenditures will be replenished through depreciation.

On a motion made by Rick Shawbell and seconded by Dawn Liberta, the combined Executive and Audit Committee unanimously approved including capital expenditures as part of the \$250,000 Contingency Reserve set aside in the General Fund.

REPORTS

1. Upcoming 2025 Board Planning Session

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

Jim Ryan reviewed the item and asked Carol Hylton if she wanted to add anything.

Ms. Hylton stated that, as we customarily do, guests have been invited to participate. She noted that Matt Rocco, President of the South Florida Manufacturers Association, is expected to attend, and CSBD will also showcase its new manufacturing video. She shared that she recently spoke with Mark Wilson, President of the Florida Chamber, who we also are anticipating will join us. Additionally, she stated that Kirk Brown, CEO of Handy and a CSBD youth program provider, has been invited to attend.

Mr. Ryan emphasized the importance of Board participation in the upcoming Planning Session, noting that significant workforce changes are ahead. He encouraged members to prioritize attending, highlighting the session's value for both the Board and CSBD.

2. General Fund Balance

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

Jim Ryan asked Rochelle Daniels to present the item.

Ms. Daniels emphasized that a portion of the General Fund balance is reserved for mortgage payments, contingency funds, capital expenses, and unexpected costs.

3. Budget vs. Actual Expenditure Report

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

Jim Ryan introduced the item and asked Carol Hylton to review it.

Ms. Hylton stated that expenditures are on track to be expended. She explained that youth program spending appears low. However, in-school programs have started enrolling youth at this time of the year, so we anticipate the funds set aside for work experience, will be expended. She also noted that Wagner-Peyser funds remain available until September, with additional expenditures expected.

Chart 2, which tracks Veterans and SNAP funding, she reported that at 25% of the program year, SNAP expenditures are currently at 32% due to receiving less funding than anticipated. However, internal adjustments have been made to align spending and bring it into alignment.

4. Property & General Liability Insurance Report

This is to report on the 24/25 insurance coverage for CSBD. Each year we ask our agent to test the market for better rates. We received quotes from multiple carriers in each category but are remaining with our current carriers as they offered the lowest rates which are as follows: 1) Commercial general liability, Nautilus Insurance Company Inc., \$71,589 2) Commercial Property and Windstorm coverage for the Cypress Creek Office, Frontline Insurance Unlimited, \$61,774 3) Commercial Property and Windstorm coverage for the career

center offices, Lloyds of London, \$11,688 4) Window coverage for the North Center as required by the lease, US Plate Glass Insurance Co., \$1,610 5) Electronic Data Processing, AGCS Marine Insurance Company, \$15,206 and 6) Umbrella coverage, Scottsdale Insurance Co., \$7,572. Please note that while our general liability insurance premium increased by \$13,857, our commercial property insurance premium decreased by \$26,377 this year. Each policy is under \$100,000.

Jim Ryan asked Rochelle Daniels to present the item.

Ms. Daniels reviewed the various insurance coverages and rates. She added that Directors and Officers (D&O) insurance is not included, as it is a separate policy issued at a different time of the year.

5. Summer Youth Employment Program Update

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

Carol Hylton provided an update on activities taking place. She reported that youth monitors are being recruited. CSBD continues to actively recruit additional employers, and she encouraged Board Members to share the employer recruitment flyer.

Dawn Liberta inquired about additional resources for youth in need. Ms. Hylton explained that program monitors conduct regular site visits to identify barriers, and CSBD provides support such as transportation and clothing, referring youth to community partners for specialized services when needed.

Mr. Ryan requested an update on the electronic timesheets. Ms. Hylton announced that CSBD has developed a paperless timesheet system, currently in testing. The mobile-friendly system includes checks and balances to ensure accuracy, which will streamline payroll processing.

6. CSBD Hosts Leadership Fort Lauderdale Class

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

Ms. Hylton shared that for the first time, the Greater Fort Lauderdale Chamber of Commerce's Leadership Program selected CSBD as a host site, reflecting CSBD's growing visibility. Participants learned about CSBD's workforce initiatives, and several expressed interest in becoming SYEP worksites.

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

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

Mr. Moffett reported that the 2025 State of the Workforce job fair set new records with nearly 200 employers and over 2,200 job seekers, with almost 500 utilizing free transportation. Planning for 2026 is already underway, with monthly sessions scheduled in partnership with the Pompano, Hollywood, and Fort Lauderdale Chambers of Commerce to build on this year's success.

Jim Ryan invited Heiko Dobrikow to share his reflections, acknowledging him as the visionary behind the event.

Mr. Dobrikow praised the event as a premier employer engagement opportunity and commended CSBD staff for refining operations, making this year's event smoother and more efficient. He noted his hotel secured 35 strong leads and suggested extending the event by an hour to accommodate demand.

He reiterated that planning for 2026 is underway and focused on finalizing venue agreements earlier and launching promotions in September to boost donations and job seeker awareness. He commended Mr. Moffett and the CSBD team for exceeding event goals, with 2,543 pre-registrations and over 2,200 attendees.

Carol Hylton noted that traffic and parking limitations may have impacted attendance and suggested reviewing logistics for future events. She highlighted efforts to pre-register and match candidates based on employer needs while also promoting the event to the general public. She outlined operational improvements, including staff communication via earpieces and a mobile-friendly employer directory, which Mr. Ryan praised as a valuable tool.

Mr. Ryan shared that his company received 350 job applications but had only 16 to 18 openings. To assist additional applicants, he forwarded some applications to a nonprofit for further placement.

Mr. Ryan praised the event's continued improvements and called this year's execution a phenomenal success.

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

CSBD, in partnership with the School Board, will host the 2025 Worlds of Work (WOW) on 3/11 at the Amerant Bank Arena. WOW is an immersive experiential learning event where youth in

the 9th and 10th grades will learn about in-demand career pathways that align with their interests. New this year, we are adding 1) education 2) government and 3) professional services “worlds” that will include occupations in legal services, marketing and finance/banking.

Mr. Klincewicz provided an update on the WOW event, which he stated is about a month away. Meetings with school board representatives, staff, and internal teams continue to ensure a successful event. He thanked Board Members who signed up as exhibitors or provided support.

This year, approximately 1,200 students are expected to attend. To address last year’s transportation challenges of servicing multiple routes, the school board is covering charter bus costs and ensuring structured drop-offs and pick-ups to improve logistics.

The event has expanded from nine to twelve career “worlds,” adding Professional Services, Government, and Education, giving students broader exposure to career pathways. Mr. Klincewicz expressed confidence that this year’s event will be as impactful as the last.

Carol Hylton shared that the event received positive press coverage, and media representatives.

She also noted Board Members’ active engagement, mentioning that Dr. Howard Hepburn had already reached out to confirm planning progress, reinforcing the Board’s commitment to the event’s success.

Dawn Liberta asked about experiential components in the new Government and Professional Services career worlds. Ms. Hylton responded that discussions are ongoing to ensure hands-on experiences. Ms. Liberta expressed interest in contributing ideas and confirmed that she would follow up once she had something to share.

Mr. Ryan invited other board members to share ideas on making WOW more engaging and productive for students.

Heiko Dobrikow suggested incorporating government agencies like the FBI. Ms. Hylton agreed and added that our elected officials could help expand participation. She noted that the Public Safety section already includes Fire Safety and SWAT. Mr. Dobrikow recommended adding Public Works.

9. CSBD Infograph January 2024 – December 2024

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

Mr. Klinecicz provided an overview of the CSBD infograph, which includes refreshed metrics, testimonials, and key updates, which are also archived on the CSBD website for easy access.

Heiko Dobrikow praised the infograph as an effective tool for telling CSBD's story when meeting with employers, noting that he keeps it in his folder for quick reference when engaging with stakeholders.

Rick Shawbell echoed this sentiment, calling it an excellent resource and commended the team's work.

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

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

Carol Hylton reviewed the item and the members joined her in congratulating staff.

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

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

Rochelle Daniels reviewed the item, noting that program findings continue to decrease and are typically administrative in nature, such as missing signatures or improperly uploaded documents.

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

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

Rochelle Daniels reviewed the item. There was no further discussion.

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

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

Rochelle Daniels reviewed the item and commended the fiscal department for consistently achieving clean results.

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

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

Rochelle Daniels noted that while the FloridaCommerce report listed seven program findings, five had been resolved before publication, but due to turnover in state monitoring staff, the corrections were not reflected in the final report. The remaining findings were minor documentation issues, which have since been corrected.

15. FloridaCommerce Financial Monitoring Report

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

Rochelle Daniels reviewed the item. There was no further discussion.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Jim Ryan shared insights from his December One Stop Center visit, during which he experienced the job seeker process firsthand, including registering in the system and meeting with a success coach. He noted that experiencing the process provided valuable perspective on the services offered and areas for potential improvement.

Looking ahead to 2025, he expressed concern over AI advancements and their impact on the workforce, citing a recent report that listed Miami-Fort Lauderdale among the top cities at risk for AI-driven job displacement. He noted that CareerSource Florida has been contacted about funding opportunities and thanked the CSBD team for discussions on potential solutions.

He also stressed the importance of financial literacy for youth, ensuring they understand money management and long-term financial planning as they enter the workforce.

Carol Hylton acknowledged Keith Costello's past contributions to providing financial literacy training for job seekers. CSBD has since incorporated additional financial literacy resources into its workshops, including partnerships for credit counseling and financial planning support.

Heiko Dobrikow applauded these efforts, emphasizing that financial literacy should extend beyond youth to adults, as many lack essential financial skills. He stressed the broader need for financial education across all age groups.

Mr. Ryan thanked Heiko Dobrikow for his support and expressed enthusiasm for collaborating with the Board, encouraging ideas and suggestions ahead of the upcoming planning session.

MATTERS FROM THE EXECUTIVE COMMITTEE

Heiko Dobrikow asked whether any of the 2,600 federal programs currently under review could impact WIOA funding or other workforce-related initiatives. Carol Hylton shared that there was initial uncertainty, but the State confirmed that operations remain business as usual. She further noted that recent discussions indicate bipartisan support for WIOA reauthorization. However, she stated that some elements of the bill may change, and updates will be provided during the Board Planning Session.

Francois Leconte asked how long CSBD could operate without funding if its programs were affected by a federal funding freeze.

Ms. Hylton explained that CSBD has requested additional funds for the local level in anticipation of potential delays. Ms. Hylton assured us that CSBD works closely with the state, which provides guidance on fund requests when there is a risk of funding disruptions.

Keith Costello invited Board Members and CareerSource Broward staff to attend Locality Bank's third-anniversary celebration on 2/20. He stated that he would forward the invitation to Ms. Hylton, who will share it with the Board.

Dawn Liberta thanked CSBD for providing a letter of support for Healthy Mothers, Healthy Babies, which she will be using to support an emergency basic needs program that serves all of Broward County by assisting families with rent and financial stability while ensuring connections to employment and financial resources.

Heiko Dobrikow shared his experience participating in CSBD's podcast, which highlights workforce initiatives and fosters community engagement. He encouraged Board Members to participate, suggesting that committee chairs bring additional members to create diverse discussions. Mr. Dobrikow emphasized the importance of broadening participation to expand the podcast series and praised the job Ron Moffett did hosting, noting that the podcast serves as a valuable platform for showcasing CSBD's impact.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton provided an update on the Board Planning Session. Ms. Hylton confirmed that, following discussions with Jim Ryan on the impact of AI on the workforce, she reached out to CareerSource

Florida to explore grant funding opportunities for initiatives aimed at supporting workers and employers impacted by AI advancements and there may be an opportunity for CSBD to receive funding.

Ms. Hylton shared that Marcus McBride, President of the Florida Workforce Development Association, will showcase CSBD's recent achievements at an upcoming CareerSource Florida Board Meeting.

ADJOURNMENT – 12:56 p.m.

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON APRIL 15, 2025.</p>

<p>THE NEXT AUDIT COMMITTEE MEETING IS TO BE DETERMINED.</p>

Broward Workforce Development Board

Draft 2025 Legislative Agenda

Introduction

The local Public Workforce System is lean, effective and efficient returning \$6.13 to the public coffers for every \$1.00 invested based on individuals placed into permanent and full-time jobs. This does not include reductions to TANF and Medicaid as individuals enter the workforce or additional funds leveraged to support local programs, such as summer youth employment and apprenticeship programs.

1. Fully Fund the Workforce System

Concern: The workforce system has been funded at less than recommended levels for many years.

Recommendation: Fund the workforce system at authorized levels to maximize its impact on job placement and business support, enabling more individuals to secure employment and businesses to thrive. As stated above, the local Public Workforce System is lean, effective and efficient returning \$6.13 to the public coffers for every \$1.00 invested based on USDOL data.

2. Maintain Flexibility in Use of Funds by Adopting a Broader Definition of Training

Concern: WIOA reauthorization would require 50% of the formula adult and dislocated worker funds be spent on training.

Recommendation: Provide flexibility in the definition of training. The 50% training expenditure requirement is currently in force in many states. The governors in those states have incorporated flexibility in their policies which is not currently found in proposed WIOA reauthorization. Allow governors to adopt definitions of training as appropriate to their states; or define training to include paid work experience (a form of on-the-job training), the cost of books and fees, and the cost of case management during the period participants are actually in training. Finally, grant governors waiver powers to address economic shifts.

3. Preserve Local Control and Support Workforce Boards and Designation of Workforce Areas

Concern: Proposed legislation would allow reorganization of local boundaries 4 years following passage.

Recommendation: Local Workforce Board input, control, and oversight in partnership with local elected officials is the engine that drives local workforce development and the entrepreneurial revolution needed to propel local economies to new heights. Local workforce boards and local areas comprised of like-seeing contiguous counties and cities are the most responsive to employer and job seeker needs. It is local events that impact businesses and job seekers, requiring a local response and the ability to be nimble, flexible and impactful. Local workforce areas and their combination of local elected officials and labor are unique in being able to cut through red tape and provide customized, tailored approaches to meet employer needs. Further, current oversight and accountability measures have successfully resulted in effective and efficient local governance.

Workforce Excerpts of 2025 Community Partner Legislative Positions

Broward County State Legislative and Executive Program Commission Priorities

- **Apprenticeships:** Promote workforce development by investing in apprenticeship and training programs including hard-to-hire individuals.
- **Affordable Housing:** Support full utilization of the Sadowski Affordable Housing Trust Fund for housing programs, opposing any diversion of these funds for unrelated purposes.
- **Workforce Housing Concurrency:** Develop policies requiring commercial developments to offset their impact on workforce housing needs through financial contributions or housing unit allocations.
- **Small Business:** Support policies that foster fair competition practices among businesses including procurement and contracting opportunities.
- **Infrastructure Investments:** Advocate for significant investments in public infrastructure projects to enhance business opportunities and community connectivity.

Broward County Public Schools

- Maintain funding for industry credentials; target funding for college, career, and technical education programs for all students including ESE students, and funding for job coaching.
- Support the Governor's initiative to make Florida the #1 state for Workforce Education by 2030.

Florida Restaurant & Lodging Association (FRLA)

- Support continued funding for VISIT FLORIDA. FRLA further supports extending VISIT FLORIDA'S sunset date to facilitate strategic planning and marketing for the near-term and long-term.

Florida Manufacturing & Supply Chain Advocacy Council

- **Talent Development and Retention**
As fostering a future pipeline of skilled workers is essential for Florida's manufacturing, support initiatives improving early engagement, upskilling, and talent attraction and retention.
- **Florida's Competitive Edge**
The Council supports policies that position Florida as a leader in the manufacturing industry by enhancing the business climate for Florida's manufacturers and promoting in-state production.
- **Industry Modernization**
The Council supports innovation and modernization, which is vital for keeping Florida's manufacturers globally competitive.

Florida Economic Development Council

- Fund the Job Growth Grant Fund at \$100,000,000 to invest in site identification, site improvements, related infrastructure and talent development critical to high-wage job creation and skills upgrades.
- Retain and expand Florida's growth industries by increasing funding for Incumbent Worker Training and Quick Response Training grants, offering flexibility in average wage thresholds.

Florida Chamber of Commerce

- **Creating America's Best Workforce**
Support the efforts of all public and private colleges, universities, technical schools, and industry certification programs to produce a skilled and talented workforce.
- **Small Business Support**
To continue as the #1 state for business start-ups, support state / federal measures that accelerate economic growth for Florida small businesses while knocking down bureaucratic hurdles to free enterprise.
- **Marketing Florida's Business Brand & Diversifying the Economy**
Support an aggressive marketing of Florida's brand as a business-friendly state, and initiatives that support the creation of high-skill, high-wage jobs and/or encourage capital investments in Florida.
- **Reemployment Assistance**
Continue to ensure that unemployment taxes remain affordable and consistent so job creators can do what they do best- create jobs.

Memorandum #07-24 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: PY 25/26 School Board of Broward County (SBBC) Out-of-School Youth (OSY) & In-School Youth (ISY) Contract Renewals

Date: March 21, 2025

SUMMARY

Consideration to approve PY 25/26 renewals for the SBBC's contracts in the amount of 1) \$350,000 to serve 110 OSY and 2) \$200,000 to serve 75 ISY subject to negotiation. This is the 1st of 4 renewals under the current contracts. Because Board Member Dr. Howard Hepburn is the Superintendent of the SBBC, a 2/3 vote of the Board is required. Approved at the 3/18 Youth Committee meeting.

BACKGROUND

The SBBC contracts are considered full-service models as they provide all services from recruitment to placement. They recruit and work with WIOA-eligible youth ages 17 to 24 who need to complete their GED (OSY) or High School (HS) Diploma (ISY).¹ Case managers provide the youth with employability skills, mentoring, referrals to training, paid internships, support services, and any of the other 14 WIOA youth elements appropriate for the youth based on the youth's interests and individual service strategy to ensure success as defined by WIOA.

DISCUSSION

The SBBC has been successful at engaging 1) ISY with barriers to completing their HS diploma and 2) OSY with barriers to earning their GED followed by obtaining employment, enrolling in post-secondary school, or joining the military. In speaking with the SBBC we have agreed to increase the number of ISY by an additional 25 youth to emphasize the importance of getting the HS Diploma. We have shifted 25 slots from OSY to ISY to make this change.

We recommend that the contracts be renewed in the amount of 1) \$350,000 to serve 110 OSY and 2) \$200,000 to serve 75 ISY, subject to negotiation.

We have attached the program performance charts for your reference.

RECOMMENDATION

Approve the PY 25/26 renewals for the SBBC's contracts in the amount of 1) \$350,000 to serve 110 OSY and 2) \$200,000 to serve 75 ISY subject to negotiation.

¹ During the period 2014 – 2016 the implementation stage for WIOA, CSBD worked with the State and the Legislature to recognize youth in GED programs as "out of school youth" only for the purposes of WIOA which enabled us to enter into this successful program with the SBBC.

The SBBC OSY and ISY performance to date is listed in the following charts.

SBBC OSY Program		
Contract Deliverables	Due Date	Current Performance
Enroll 135 youth into the OSY GED program.	3/31/25	135 youth are enrolled. 34 youth were carried forward from PY 23/24.
90% of youth enrolled must achieve a Measurable Skills Gain (MSG).	6/30/25	128 youth received an MSG.
Of 94 youth that must exit by 6/30, 80 youth or 85%, must complete their GED by 6/30/25.	6/30/25	64 youth have obtained their GED.
Of the 94 youth that must exit prior to 6/30, 80 youth or 85% must enter the military, post-secondary education, or be placed in unsubsidized employment during the 2 nd quarter after exit.	6/30/25	49 youth have exited, 44 have been placed.

SBBC ISY Program		
Contract Deliverables	Due Date	Current Performance
Enroll 50 high school seniors into the ISY program.	3/31/25	50 youth are enrolled.
100% of youth enrolled must achieve an MSG.	6/30/25	
Of 50 youth that must exit by 6/30, 45 youth or 90%, must complete their High School Diploma by 6/30/25.	6/30/25	
Of the 50 youth that must exit prior to 6/30, 45 youth or 90% must enter the military, post-secondary education, or be placed in unsubsidized employment during the 2 nd quarter after exit.	6/30/25	

Memorandum #08-24 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: PY 25/26 Out-of-School Youth (OSY) & In-School Youth (ISY)
Contract Renewals

Date: March 21, 2025

SUMMARY

Consideration to approve PY 25/26 contract renewals for 1) The Center for Independent Living, Broward (CILB) to serve 12-15 OSY in the amount of \$58,896 2) Helping Advance and Nurture the Development of Youth (HANDY) to serve 20 OSY in the amount of \$152,000 3) The Fort Lauderdale Independent Training and Education (FLITE) Center to serve 36 OSY in the amount of \$227,000 and 4) Junior Achievement of South Florida (JA) to serve 25 ISY in the amount of \$150,000. All are subject to negotiation. This is the 1st of 4 renewals under their current contracts. Approved at the 3/18 Youth Committee meeting.

BACKGROUND

CSBD funds the following OSY navigator programs:

1. CILB – Youth with disabilities Jobs for Youth Program	2. HANDY – Barrired & kinship youth The LIFE Program
3. FLITE – Foster care & trafficked youth Let's Get to Work Program	4. Harmony Development Center (HDC) – Career Bound Program

Harmony has elected not to seek renewal of their contract with CSBD as they determined the youth they serve do not meet the OSY eligibility requirements. We have agreed that they may refer youth as appropriate for WIOA services to the One-Stop Center.

CSBD also funds the JA program which serves 25 ISY.

In addition to the above, CSBD funds the School Board of Broward County to operate OSY and ISY programs, which are presented for approval separately as they require a 2/3 vote because Dr. Hepburn, the Superintendent of Broward Schools, is a member of the Board.

DISCUSSION

Recruitment of OSY is one of the biggest hurdles in serving OSY. To address this we work with agencies already serving OSY. We fund navigator case managers who recruit the youth from the providers' caseload when the youth are determined ready and can benefit from WIOA services. The youth continue to receive the organization's services which helps to leverage

funds. The “navigators” provide the youth with employability skills, mentoring, referrals to training, paid internships, support services, and any of the other 14 WIOA youth elements appropriate for the youth.

As can be seen from the performance charts attached to the memo, providers are meeting enrollment goals, and youth are participating in their programs. We expect to see their positive exit into jobs, post-secondary school or the military by the end of the 4th quarter which is June 30th and we will, as always, report final outcomes to the Committee and the governing Boards.

JA is a full-service ISY contract. They recruit the youth and work with WIOA-eligible seniors, providing case management, work experiences, and such other services as necessary to help them reach the finish line and attain their high school diploma. Youth are generally recruited in the fall and closely monitored through graduation.

We expect level funding and we are therefore recommending level funding for the providers for next year.

OSY/ISY	Provider	Contract Award	# Of Youth to be Served
OSY	CILB	\$58,896	12-15
OSY	HANDY	\$152,000	20
OSY	FLITE	\$227,000	36
ISY	JA	\$150,000	25

The budget amounts vary due to differences in direct overhead and the different program designs.

If approved, this will be the first of four (4) renewals of their contracts based on the Request For Proposals (RFP) issued in 2024.

RECOMMENDATION

Approve PY 25/26 contract renewals as listed in the chart above, subject to negotiation.

CURRENT PERFORMANCE CHARTS
(Program Ends June 30th)

C E N T E R F O R I N D E P E N E D E N T L I V I N G

Contract Deliverables	Due Date	Current Performance
Enroll 12 - 15 youth	3/31/25	15 youth enrolled. 7 youth were carried forward from PY 23/24.
Of the 6 youth that will exit prior to 6/30/25; 5 youth or 85% shall enter the military, post- secondary education or be placed in unsubsidized employment in the 2 nd quarter after exit.	6/30/25	2 youth have been placed.

H A N D Y

Contract Deliverables	Due Date	Current Performance
Enroll 20 OSY	3/31/25	20 youth enrolled. 12 youth were carried forward from PY 23/24.
100% of youth enrolled in training must achieve a measurable skills gain (MSG).	6/30/25	1 youth was enrolled in training and received an MSG (100%).
100% of youth enrolled in a GED or post-secondary training must attain their GED or post-secondary credential in the program year in which they exit.	6/30/25	1 youth was enrolled in training and has received a credential (100%).
Of the 17 youth that will exit prior to 6/30/25; 15 youth or 85% shall enter the military, post-secondary education, or be placed in unsubsidized employment in the 2 nd quarter after exit.	6/30/25	15 youth have been placed.

FLITE CENTER

Contract Deliverables	Due Date	Current Performance
Enroll 36	3/31/25	32 youth enrolled. 14 youth were carried forward from PY 23-24.
100% of youth enrolled in training must achieve a measurable skills gain.	6/30/25	N/A
100% of youth enrolled in training must obtain their GED or post-secondary credential in the year that they exit.	6/30/25	N/A
Of the 18 youth that will exit prior to 6/30/25; 15 youth or 85% shall enter the military, post-secondary education, or be placed in unsubsidized employment in the 2 nd quarter after exit.	6/30/25	12 youth have exited. 11 have been placed.

J A ISY Program

Contract Deliverables	Due Date	Current Performance
Enroll 25 high school seniors into the ISY program	6/30/25	15 youth have been enrolled.
100% of youth enrolled in training must achieve a measurable skills gain (MSG).	6/30/25	
Of the youth that must exit by 6/30/25, 24 / 95% must attain their high school diploma.	6/30/25	
Of the youth that must exit by 6/30/25, 23 or 90% shall enter the military, post-secondary education, or be in unsubsidized employment in the 2 nd quarter after exit.	6/30/25	