



**Broward Workforce Development Board
Executive Committee**
Monday, May 12, 2025
12:00 p.m. – 1:30 p.m.

Zoom Meeting ID: 864 9457 8082
Zoom Password: 407499
Zoom Call-In: +1 646 876 9923

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

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

PROTOCOL FOR TELEPHONE/ZOOM MEETING

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

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

MEETING AGENDA

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

APPROVAL OF MINUTES

Approval of the Minutes of the 4/15 Executive Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 8 – 12

NEW BUSINESS

1. Summer Youth Work Experience Contract with Lan Infotech

Consideration to approve a SYEP contract with Lan Infotech through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youth's employer of record. Because Board Member Michael Goldstein is employed by Lan Infotech, 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

2. Summer Youth Work Experience Contract with Hispanic Unity

Consideration to approve a SYEP contract with Hispanic Unity through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youth's employer of record. Because Board Member Felipe Pinzon is employed by Hispanic Unity, 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

3. Approval of Work Experience Contract with Broward County

Consideration to approve the renewal of a non-financial WIOA Adult Work Experience contract with Broward County for their University Student Practicum Program. This is the second of three renewals under the current agreement. CSBD is the employer of record. The State's workers' compensation covers participants. Because Board members Tara Williams and Sandy-Michael McDonald are employed by Broward County, a 2/3 vote of the Board is required.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

4. 2025 BWDB Planning Session Report

Consideration to adopt the Board Planning Session Report for Program Year 25/26, which was held on 4/24. The Planning Session began with a lively "Fireside Chat" on the future of work and the economy as we enter into a new era guided by AI, moderated by Board Chair Jim Ryan. Guests included Mark Wilson and Dr. Henry Mack III. Their analysis and predictions were further explored during the group discussions later in the day. This was followed by a review of last year's highlights delivered by our Board Committee Chairs, augmented by AI voiceover. Once approved by the Board, the recommendations from the Report will be incorporated into the appropriate committee matrices to be worked on over the course of the year.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #11 – 24 (QA)

5. PY 25/26 Integrative Staffing Group (ISG) Contract Renewal

Consideration to approve the renewal of our ISG staffing contract for PY 25/26. ISG staffs our One-Stop Career Centers. This is the third and last renewal under the current procurement. In our agreement with ISG 1) all career center employees are hired for their first 90 days on a temporary assignment basis. ISG is requesting an increase of 2%, bringing the fee for this service to 42% of the employee's wage during this period. Their fee includes all employee benefits, taxes, and insurance, as well as the various background checks and tests we require. Our cost is expected to be low 2) At the close of the 90-day period, individuals are transferred to permanent assignments. ISG is asking for a 7% increase to this rate, bringing their fee to \$91.00 per employee per pay period. The annual cost, based on the new rate, would increase by \$11,700 for an annual cost of about \$177,450. Their current rate is \$85.00. ISG has not requested any increases since the inception of their contract 3 years ago and, even with the increase, their fee would still be lower than the next lowest proposal received at that time. They have provided excellent customer service and have been responsive to our needs over the years. We do not pay for vacancies.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

6. AI Guide/Playbook for CEOs and Business Owners

Consideration to approve the procurement of an entity to develop a guide/playbook targeted toward our small and medium employers in Broward County who are seeking guidance in order to implement and use AI in their businesses. If approved, we would set aside \$25,000 to accomplish this objective and solicit quotes from our public and private university systems. Being able to provide this service was one of the recommendations made by the Board and Council work group in response to the thought questions regarding AI. Approved at the 5/5 Employer Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #18 – 24 (BR)

Pages 17 – 18

7. New Training Provider My IT Future

Consideration to approve adding My IT Future under initial eligibility status as an Eligible Training Provider and to add eight (8) courses 1) Cyber Security Analyst 2) Network Security Technician 3) Cyber Security Forensic & Intrusion Analyst 4) Cisco Certified Network Associate (CCNA) 5) Cyber Security IT Professional 6) CompTIA A+/Network+ 7) Project Management Professional and 8) Master Certificate in Cyber Security & Information Assurance to the Workforce Innovation and Opportunity Act Individual Training Account List. CSBD adds schools and courses that meet federal, state, and local criteria to give customers more choices. Approved at the 3/25 One Stop Services Committee meeting.

**RECOMM
ACTION
EXHIBITS**

Approval
Motion for Approval
Memo #10-24 (OPS)
ITA Course Summary Spreadsheet

Pages 19 – 21

REPORTS

1. Artificial Intelligence Incumbent Worker Training Grant

In March, CSBD was awarded \$300,000 from FloridaCommerce to assist eligible incumbent workers, whose jobs are at risk due to automation and AI advancements, with upskilling and reskilling to retain employment. We currently have over \$179,000 in training grants in the pipeline, and additional interested employers are preparing applications.

**ACTION
EXHIBIT**

None
None

2. Upcoming Employer Industry Forums

These events provide a valuable opportunity to convene the business community, education partners, and economic development stakeholders to address workforce challenges in Broward County's targeted industries collaboratively. Each session focuses on sharing insights, identifying talent needs, and strengthening industry-aligned solutions, including addressing the impacts of artificial intelligence on the workforce. Registration information will be shared with the members as we get closer to each event.

ACTION	None
EXHIBIT	Schedule of 2025 Employer Forums

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3. Apprenticeship Fair

CSBD is hosting an Apprenticeship Fair on 5/15 at the South One-Stop Center to connect job seekers with hands-on career opportunities in high-demand fields like construction, manufacturing, and more. Our Apprenticeship Navigator will be on-site to help employers and job seekers understand just how accessible and impactful registered apprenticeship programs can be. The event is being promoted through targeted email campaigns, social media outreach, and community partner networks to ensure strong attendance and engagement.

ACTION	None
EXHIBIT	Job Seeker Flyer

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4. North One-Stop Career Center Location

The lease for our North One-Stop Career Center located in Coconut Creek ends in February 2026. The center is 8,000 square feet and houses 22 staff. We have identified a list of options to move forward 1) renew the lease 2) arrange to co-locate at a community partner site, and if neither is feasible 3) issue a procurement for a new location in north Broward County.

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 JUNE 9, 2025



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

Zoom Meeting ID: 864 1681 3969
Zoom Password: 978399
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, Heiko Dobrikow, Frank Horky, Dawn Liberta, Sandy-Michael McDonald, Rick Shawbell, Marjorie Walters, and Jim Ryan who chaired the meeting.

STAFF: Ron Moffett, Mark Klinecicz, Rochelle Daniels, Gil Valme, and Samantha Vazquez.

At the start of the meeting, Board Chair Jim Ryan reminded the Committee that Ron Moffett, Executive Vice President, would be representing Carol Hylton, President, who could not attend.

APPROVAL OF MINUTES

Approval of the Minutes of the 2/10 Combined Executive and Audit Committee meeting.

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

NEW BUSINESS

1. Broward Workforce Development Board (BWDB) Appointment

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

Jim Ryan introduced the item and asked Ron Moffett to present the recommendation.

Mr. Moffett stated that Wally Utreras has been with the union for 23 years and was mentored by Mark Schaunaman, who spoke highly of him. He noted that Mr. Utreras is enthusiastic about joining the Board.

On a motion made by Sandy-Michael McDonald and seconded by Dawn Liberta, the Executive Committee unanimously approved recommending the appointment of Wally Utreras, Business Manager of the International Union of Operating Engineers Local 487, to the BWDB.

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.

Jim Ryan introduced the item and asked Sandy-Michael McDonald, Chair of the Strategic Planning Committee, to present it.

Mr. McDonald reviewed the items on the legislative agenda and the workforce-related items of the community partners. He then discussed the recommendation to allow Carol Hylton the ability to support other public interest groups who are recommending modifications to WIOA reauthorization legislation.

On a motion made by Zac Cassidy and seconded by Rick Shawbell, the Executive Committee unanimously approved 1) the draft 2025 BWDB Legislative Agenda 2) allowing the President/CEO to support follow-up communications from other public interest groups that address similar WIOA reauthorization positions and 3) support of community partners' workforce-related legislative agendas.

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

Considered awarding 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.

Jim Ryan introduced the item and asked Ron Moffett to present it, which he did.

On a motion made by Dawn Liberta and seconded by Rick Shawbell, the Executive Committee unanimously approved awarding 2Lyons Aerospace an IWT grant in the amount of up to \$25,000 to train approximately 15 employees in the use of AI.

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

Considered approving 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. This

is the 1st of 4 renewals under the current contracts. Because Board Member Dr. Howard Hepburn is employed by the SBBC, a 2/3 vote of the Board is required. Approved at the 3/18 Youth Committee meeting.

Jim Ryan introduced the item and asked Dawn Liberta, Chair of the Youth Committee, to present it. Ms. Liberta reviewed the item and its recommendations.

On a motion made by Zac Cassidy and seconded by Frank Horkey, the Executive Committee unanimously approved 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.

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

Considered approval of 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.

Jim Ryan introduced the item and asked Dawn Liberta to present it. Ms. Liberta reviewed the items and all of the recommendations. Ms. Liberta indicated her support for the renewals based upon the current performance of the providers which indicates that they are all performing well.

On a motion made by Dawn Liberta and seconded by Frank Horkey, the Executive Committee unanimously approved the PY 25/26 contract renewals for four youth providers 1) CILB for \$58,896 to serve 12-15 OSY 2) HANDY for \$152,000 to serve 20 OSY 3) FLITE Center for \$227,000 to serve 36 OSY and 4) JA for \$150,000 to serve 25 ISY.

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

Considered approving an 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.

Jim Ryan introduced the item and asked Dawn Liberta to present it. Ms. Liberta reviewed the item and its recommendation.

On a motion made by Heiko Dobrikow and seconded by Sandy-Michael McDonald, the Executive Committee unanimously approved an SYEP contract with FXE through 9/30/28.

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

Considered the acceptance of 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.

Jim Ryan introduced the item and asked Dawn Liberta to present it. Ms. Liberta reviewed the item and its recommendation. Ms. Liberta expressed her appreciation to the Cities of Fort Lauderdale and Tamarac for their contributions to the SYEP.

On a motion made by Dawn Liberta and seconded by Marjorie Walters, the Executive Committee unanimously approved the acceptance of 1) \$150,000 from the City of Fort Lauderdale and 2) \$22,500 from the City of Tamarac for the SYEP.

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.

Jim Ryan introduced the item and asked Rochelle Daniels, General Counsel, to present it.

Ms. Daniels acknowledged the youth providers for their excellent performance and commended their continued commitment to quality service.

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.

Jim Ryan introduced the item and asked Rochelle Daniels to present it.

Ms. Daniels stated that Philadelphia Insurance remains the most competitive option. She explained that many years ago the Board authorized the President/CEO to make the purchase due to the policy renewal date not aligning with Board meetings. As it is a single purchase of over \$10,000 it is being reported in compliance with Board policy.

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.

Jim Ryan introduced the item and asked Rochelle Daniels to present it.

Ms. Daniels stated that while the projected premium for this year is approximately \$51,000, the final cost will depend on the post-program audit of actual payroll. She explained that the increase is due to the growth in the number of youth served, rising to nearly 1,300 this year.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Jim Ryan reminded the Committee about the upcoming Board Planning Session on 4/24 and encouraged full attendance. He shared that the session will feature a fireside chat with Mark Wilson, President and CEO of the Florida Chamber of Commerce, and Dr. Henry Mack III, Vice President at St. Thomas University and a nominee for U.S. Assistant Secretary of Labor. The session will focus on key workforce metrics in Broward County and strategies for moving Broward forward. Mr. Ryan emphasized the value of their participation in the session and the opportunity for Board member networking and engagement.

MATTERS FROM THE EXECUTIVE COMMITTEE

None.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

None.

ADJOURNMENT – 12:23 p.m.

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON MAY 12, 2025.</p>
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<p>THE NEXT AUDIT COMMITTEE MEETING IS TO BE DETERMINED.</p>

Memorandum #11 – 24 (QA)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: 2025 Broward Workforce Development Board Planning Session Report

Date: May 8, 2025

SUMMARY

Consideration to adopt the Board Planning Session Report for Program Year 25/26, which was held on 4/24. The Planning Session began with a lively “Fireside Chat” on the future of work and the economy as we enter into a new era guided by AI, moderated by Board Chair Jim Ryan. Guests included Mark Wilson and Dr. Henry Mack III. Their analysis and predictions were further explored during the group discussions later in the day. This was followed by a review of last year’s highlights delivered by our Board Committee Chairs, augmented by AI voiceover. Once approved by the Board, the recommendations from the Report will be incorporated into the appropriate committee matrices to be worked on over the course of the year.

BACKGROUND

Each year, the Broward Workforce Development Board (Board) holds a planning session to 1) discuss workforce issues affecting our community 2) review the goals and objectives of the previous year and 3) make planning recommendations for the upcoming year. This year’s annual planning session was held on 4/24. The theme this year was “Future Ready” to align us to a new and exciting era in workforce development guided by AI. The board materials included the committees’ strategic planning matrices, thought questions, and related articles for the breakout sessions, as well as a Planning Session evaluation, among other materials. Thirty (30) board and council members, along with our guests, participated.

DISCUSSION

Council Chair and Fort Lauderdale Mayor Dean Trantalis opened the Planning Session, followed by a welcome from President/CEO Carol Hylton and Board Chair Jim Ryan. This was followed by a lively “Fireside Chat” discussion moderated by Jim Ryan on the future of work and the economy as we enter into a new era guided by AI. Speakers included Mark Wilson, President/CEO of the Florida Chamber of Commerce, and Dr. Henry Mack III, Vice President of Strategy and Innovation and Executive Director for the Institute of Ethics and Leadership at St. Thomas University. Their analysis and predictions were further explored during the group breakout discussions later in the day.

This was followed by a review of last year’s highlights delivered for the first time via video by our Board Committee Chairs and our President augmented by AI voice over. Then as is our tradition the Board and Council members discussed the thought questions and brainstormed ideas that are used to form the Board’s recommendations for the upcoming year. The recommendations are presented on the following pages.

Topic: The AI Revolution

What strategies should the Board implement to assist employers and jobseekers in making the transition needed to keep up with the AI revolution?

- Explore IKEA's utilization of AI to enhance customer experience, streamline internal processes and drive innovation and determine whether CSBD can adopt some of their utilization strategies in serving businesses and job seekers.
- Work with our employer customer liaisons to identify processes that can be optimized through AI and, where applicable, assist employers with incumbent worker training.
- Act as a resource and a convener in providing employers with AI solutions.
- Create a one-page "Quick FAQs" for job seekers on the basics of AI.
- Assist workers displaced as a result of AI by assisting them to develop "Plan B" strategies for the next phase in their careers.
- Educate employers attending Workforce Wednesdays and our Employer Forums regarding available AI tools and how they can be effectively deployed to help them stay up to date with the AI revolution.
- Assess the feasibility of developing a guide/playbook targeted toward small and medium employers in Broward County that are seeking guidance to implement and use AI in their businesses.
- Identify AI tools and new technologies as they become available to improve the delivery of services in the One-Stop centers as well as create more efficiencies.

Topic: Keeping Pace with the Labor Shortage

To address critical labor shortages and increase the sustainability and resiliency of our local in-demand occupations, what tactics should we consider to encourage young adults to enter the trades, construction and healthcare?

- Promote paid work experience in our prosperity zip codes.
- Explore additional ways for us to promote career exploration in our targeted industries to youth in K - 12.
- Work with employers serving as host work experience sites to consider developing apprenticeships
- Develop strategies to make youth aware of apprenticeship opportunities.
- Identify ways to expose youth to the benefits of training in a skilled trade.
- If feasible, implement a 2-Gen approach to inform parents and youth about opportunities in the targeted industries to assist them in becoming upwardly mobile.
- Consider methods to assist entry-level workers whose jobs are being replaced by AI.

Topic: WIOA Reauthorization

What strategies can be employed so that our legislators understand the importance of the requested modifications to be incorporated into the proposed WIOA Reauthorization Bills?

- As the Legislative Agenda was approved at the earlier board meeting staff will work with our delegation and public interest groups such as NAWB and Workforce Development Council of USCM to promote our position.

Topic: AI and CareerSource Broward

As we move into next year, in order to increase the efficiency of our day-to-day operations, what other areas should we consider for incorporation of AI?

- This question was incorporated into the AI discussion in response to the first topic.

Topic: Improving Youth Participation and Long-Term Outcomes

What additional actions can the Board take to ensure industry needs are incorporated into our youth year-round program designs to prepare youth for the current and quickly evolving job market?

- This question was incorporated into the earlier topic of discussion regarding strategies to address the labor shortage.

Topic: The Silver Tsunami and the “Unretiring”

How can we assist and/or prepare our employers for the large incidence of the “unretiring” in the workforce that will encourage and support the retention of older workers remaining and re-entering the job market?

- Identify ways to engage Broward County seniors who want to re-enter the workforce.
- Use activities such as Workforce Wednesdays and our employer forums:
 - a) To educate employers on the benefits of hiring older workers
 - b) To brief employers on creative hiring practices that attract older workers
- Work with SHRM and other HR professionals to promote the benefits of hiring older workers.

Topic: Regional Planning with CareerSource South Florida (CSSF)

Please review the suggested activities, then 1) prioritize them based on their anticipated benefit to both regions and 2) propose any additional topics for potential collaboration with CSSF.

- Consider policies that would allow employers located in neighboring/adjacent Miami region to be served by any of the regional partners regardless of their employee’s county of residence.

- Continue serving as a member of the South Florida Regional Planning Council where we share our expertise and perspectives on:
 - a) Workforce Development
 - b) Workforce Housing
 - c) Workforce Transportation and
 - d) Opportunities for joint services to partner organizations;
 And bring workforce strategies they identify to the governing boards for consideration.
- Discuss regional strategies the other Big Six regions are developing for their Regional Plan to determine whether they can be incorporated in our plan.
- Reach out to Miami to coordinate events and/or activities that would equally serve both workforce areas in the region.

EVALUATION

Each year Board and Council members are asked to complete an evaluation of the Planning Session, Comments and scores are considered when planning subsequent Planning Sessions. This year all (100%) of the respondents were **very satisfied** with the Planning Session. Below are some of the comments:

- Amazing staff and professional board.
- Liked the interaction with the board staff.
- Great discussion by keynote speakers.
- Liked the Fireside Chat and breakout session.
- Enjoy the comradery of board and staff.
- Love this organization.
- Excellent job.
- Outstanding team.
- It was great!

The Board Planning Session concluded with Jim Ryan and Carol Hylton providing closing remarks and thanking the Board, Council, and staff. Carol also reminded the members that the recommendations would be presented at the next Board meeting. Once approved, staff will distribute the recommendations to the Board committees to prioritize and create the strategic plans for the upcoming year to move Broward forward.

RECOMMENDATION

That the Board adopt the Planning Session Report.

Memorandum #18 – 24 (BR)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: AI Playbook for CEOs and Business Owners

Date: May 6, 2025

SUMMARY

Consideration to approve the procurement of an entity to develop a guide/playbook targeted toward our small and medium employers in Broward County who are seeking guidance in order to implement and use AI in their businesses. If approved, we would set aside \$25,000 to accomplish this objective and solicit quotes from our public and private university systems. Being able to provide this service was one of the recommendations made by the Board and Council work group in response to the thought questions regarding AI. Approved at the 5/5 Employer Services Committee meeting.

BACKGROUND

Many small to mid-sized employers are aware that AI tools can make a difference in their bottom line but are uncertain about how to use AI to their advantage.

Around the country, forums such as Wisconsin's 2024 AI Leadership Blueprint, which provided a workbook designed to help business leaders implement AI strategies effectively, are taking place.

DISCUSSION

To assist our local small and medium-sized employers while simultaneously taking advantage of the opportunity to introduce them to our services, including upgrading the skills of their current workforce, we would like to procure an expert in the field of AI through one of our public or private university systems to develop a guide. The guide would serve as a playbook or resource for businesses. This issue was discussed in the Employer Services Committee and Education and Industry Consortium meetings, and their feedback is incorporated into the specifications for the guide. We would set aside \$25,000 toward this initiative.

If approved, we would issue a Request for Quotes (RFQ) and require:

1. A project work plan and timeline.

2. A stakeholder engagement strategy.
3. A written summary of the stakeholders' meetings.
4. That there be at least three stakeholder engagement sessions with local CEOs and business owners to ensure the guide is responsive to the local business community.
5. Real-life examples and case studies of practical applications of AI across industries and co-opting employee use of AI tools.
6. AI in Human Resources practices such as recruiting and onboarding.
7. Using AI to address communications.
8. Workforce alignment strategies for upskilling, reskilling, and minimizing displacement, taking into consideration redundancies.
9. Decision-making models and implementation roadmaps adaptable by company size and maturity.
10. Draft and final versions of the AI Playbook in digital format.
11. Risk and ethics frameworks, and security including legal and workforce-related considerations.
12. Hosting 3 post-delivery briefings or workshops with employers and CSBD staff.
13. Presentation of final deliverables to CSBD leadership.

This effort aligns with the Employer Services Committee's mission to guide employer services strategy and enhances CSBD's value to the business community.

RECOMMENDATION

Approve the issuance of an RFQ as described above.

Memorandum #10-24 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Add New Eligible Training Provider and Courses for My IT Future

Date: March 26, 2025

SUMMARY

Consideration to approve adding My IT Future under initial eligibility status as an Eligible Training Provider (ETP) and to add eight (8) courses 1) Cyber Security Analyst 2) Network Security Technician 3) Cyber Security Forensic & Intrusion Analyst 4) Cisco Certified Network Associate (CCNA) 5) Cyber Security IT Professional 6) CompTIA A+/Network+ 7) Project Management Professional and 8) Master Certificate in Cyber Security & Information Assurance to the Workforce Innovation and Opportunity Act (WIOA) Individual Training Account (ITA) List. CSBD adds schools and courses that meet federal, state, and local criteria to give customers more choices. Approved at the 3/25 One Stop Services Committee meeting.

BACKGROUND

WIOA requires classroom or online training to be provided through ITAs at schools and for courses approved by the local workforce board. The ITA can only be used at schools on the State list of ETPs and for programs in-demand occupations appearing on the Targeted Occupations List (TOL).

Per FloridaCommerce's new requirements, all ETPs must be approved at the State level and added to the State's ETP List (ETPL) before being considered at the local level. My IT Future has been approved for initial eligibility by FloridaCommerce. Training providers must also meet CSBD board requirements before being added to the local ETPL. Two critical criteria over which CSBD has no control are:

1. The inclusion of programs that are expensive when compared to the same courses which may be available at public institutions. This is because the Florida State Statutes governing WIOA at 445.007 (6) state: that a "local workforce development board may not restrict the choice of training providers based upon cost, location, or historical training arrangements."
2. An individual has the ability to select a course of study even though they may incur debt because WIOA states we must give participants the full list of available courses along with cost and performance information.

While the law requires that participants have customer choice in the selection of training programs, CSBD success coaches advise participants regarding all alternatives as a component of customer choice. Additionally, all occupational training must meet the Broward Workforce Development Board's established minimum evaluation criteria.

DISCUSSION

My IT Future is located in Orlando and has been operating since 1994. It provides fully online training in the IT industry. The school is licensed by the Commission on Independent Education (CIE) and offers industry-recognized credentials through the certifying agencies 1) CompTIA 2) PeopleCert and 3) Cisco. Because of these factors, a site visit is not required.

A cross-functional CSBD review committee comprised of staff from Operations, Quality Assurance, and our Information Technology intermediary reviewed the applications and programs. The committee has determined that all Board-mandated criteria have been met for the school, training programs, and related occupational titles. This includes but is not limited to:

- 1) Licensure
- 2) Issuance of an industry-recognized credential; and,
- 3) 25 or more job openings in Broward County.

The courses submitted will prepare participants for employment in the following in-demand occupations as shown in the chart below.

Courses to be added:

Occupational Training Program	Occupation	Entry Wage
Cyber Security Analyst	Information Security Analysts	\$34.54
Network Security Technician	Computer User Support Specialists	\$17.75
Cyber Security Forensic & Intrusion Analyst	Information Security Analysts	\$34.54
Cisco Certified Network Associate (CCNA)	Network and Computer Systems Administrators	\$29.78
Cyber Security IT Professional	Information Security Analysts	\$34.54
CompTIA A+/Network+	Computer User Support Specialists	\$17.75
Project Management Professional	Management Analysts	\$20.53
Master Certificate in Cyber Security & Information Assurance	Information Security Analysts	\$34.54

As a new training provider, we will limit customer enrollment to 10 in each of the training programs until performance can be established for our customers.

RECOMMENDATIONS

Approve adding My IT Future under initial eligibility status as an Eligible Training Provider and add the following courses to the WIOA ITA List:

1. Cyber Security Analyst
2. Network Security Technician
3. Cyber Security Forensic & Intrusion Analyst
4. Cisco Certified Network Associate (CCNA)
5. Cyber Security IT Professional
6. CompTIA A+/Network+
7. Project Management Professional; and,
8. Master Certificate in Cyber Security & Information Assurance

ITA Course Summary Spreadsheet for My IT Future
Attachment to Memo #10-24 (OPS)

School Name / Location	License / State Agency Approval	DOE Accreditation	Course Title	Type of Credential Offered	Program Length	Clock Hours	Entry Wage	Course Offering (Virtual/ Classroom/ Blended*)	Class Size (Max)	Prerequisites	Tuition and Fees	Other Costs (Books, Uniforms, Supplies, Cert./Lic. Exams)	Program Total Costs
My IT Future	YES	NO	Cyber Security Analyst	Certificate	10 weeks	108	\$34.54	Online	20	High School Diploma or its equivalent	\$7,500.00	\$0.00	\$7,500.00
	YES	NO	Network Security Technician	Certificate	10 weeks	108	\$17.75	Online	20	High School Diploma or its equivalent	\$7,500.00	\$0.00	\$7,500.00
	YES	NO	Cyber Security Forensic & Intrusion Analyst	Certificate	13 weeks	144	\$34.54	Online	20	High School Diploma or its equivalent	\$10,995.00	\$0.00	\$10,995.00
	YES	NO	Cisco Certified Network Associate (CCNA)	Certificate	6 weeks	72	\$29.78	Online	20	High School Diploma or its equivalent	\$5,990.00	\$0.00	\$5,990.00
	YES	NO	Cyber Security IT Professional	Certificate	16 weeks	180	\$34.54	Online	40	High School Diploma or its equivalent	\$12,995.00	\$0.00	\$12,995.00
	YES	NO	CompTIA A+/Network+	Certificate	6 weeks	72	\$17.75	Online	20	High School Diploma or its equivalent	\$6,500.00	\$0.00	\$6,500.00
	YES	NO	Project Management Professional	Certificate	8 weeks	79	\$20.53	Online	20	High School Diploma or its equivalent	\$5,387.00	\$0.00	\$5,387.00
	YES	NO	Master Certificate in Cyber Security & Information Assurance	Certificate	10 weeks	88	\$34.54	Online	20	High School Diploma or its equivalent	\$9,000.00	\$0.00	\$9,000.00

Employer Industry Forums for 2025

Date	Forum	Time	Venue	
5/29	Marine	8:00-10:00	Greater Fort Lauderdale Chamber of Commerce 512 NE 3rd Ave, Fort Lauderdale, FL 33301	
6/3	Healthcare	8:30-10:30	Admin Office 2890 W. Cypress Creek Road, FL 33309	
6/11	Manufacturing	8:00-10:00	Admin Office 2890 W. Cypress Creek Road, FL 33309	
6/17	Construction	8:00-10:00	Greater Fort Lauderdale Chamber of Commerce 512 NE 3rd Ave, Fort Lauderdale, FL 33301	
7/16	Hospitality	8:00-10:00	Greater Hollywood Chamber of Commerce 330 N Federal Hwy, Hollywood, FL 33020	
11/4	Aviation	8:30-10:30	Admin Office 2890 W. Cypress Creek Road, FL 33309	



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IN HIGH-DEMAND INDUSTRIES!**



**Thursday, May 15, 2025
10:00 AM – 12:00 PM**

CareerSource Broward South
7550 Davie Road Extension
Hollywood, FL 33024

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Attend the **Registered Apprenticeship Fair** and explore exciting career opportunities in industries that offer hands-on training, competitive wages, and long-term growth potential.

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- ✓ Meet top employers and apprenticeship sponsors
- ✓ Learn about "earn-while-you-learn" career pathways
- ✓ Network with industry professionals

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Apprenticeships offer hands-on experience and competitive salaries. Upon completion, you can earn **\$50K–\$80K+** annually, depending on your industry and role. Start your journey to a high-demand career today!

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