



Broward Workforce Development Board
Executive Committee
Tuesday, August 12, 2024
12:00 p.m. – 1:30 p.m.

Zoom Meeting ID: 817 9678 0742
Zoom Password: 074881
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 6/10 combined Executive and Audit Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 7 – 14

NEW BUSINESS

1. Central One Stop Lease

Consideration to approve the Audit Committee's recommendation to enter into an open-ended lease for 2660 & 2680 W. Oakland Park Blvd. and if the State agrees include 1) an option to purchase and 2) a right of first refusal. Although the state has decided to sell the buildings in the plaza where our central one-stop is located, they have agreed to retain the 2660 & 2860 W. Oakland Park buildings at the far west end of the plaza and allow us to move into that space under an open-ended lease or a purchase. The Audit Committee reviewed the appraisals provided by the State, current mortgage interest rates, and compared the cost of a mortgage to the cost of maintenance, which is what the State charges us, in making their recommendation.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBITS	Memo #02 – 24 (LS) Revised Appraisal Report to be Distributed at the Meeting

Pages 15 – 17

2. Broward Workforce Development Board Appointment

Consideration to recommend the appointment of Ms. Catherina Rozario, the interim Director for Area 7 for Vocational Rehabilitation, who was referred to us by Mr. Armando Oliva, Chief, Bureau of Field Services, for the State Vocational Rehabilitation Division. Vocational Rehabilitation is a core partner and a mandatory member of the Broward Workforce Development Board, Inc. The CSBD Council of Elected Officials appoints board members following a recommendation from the BWDB.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

3. WTP Community Service Contract for Broward Education Foundation

Consideration to approve a non-financial Welfare Transition Program (WTP) community service worksite contract with the Broward Education Foundation, Inc. (BEF). WTP participants assigned to the BEF will obtain soft skills in a customer service setting. Because Board member Dr. Howard Hepburn is on the BEF Board of Directors this recommendation will require a 2/3 vote of the BWDB members present once a quorum has been seated at a Board meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

4. Renewal of the Contract for Audit Services with Anthony Brunson, P.A

Consideration to approve the renewal of the contract between CareerSource Broward and Anthony Brunson P.A. with Watson Rice serving as the engagement partner for conduct of the CSBD fiscal year 23/24 organization-wide audit in the amount of \$34,000, the same rate as last year. This is the 1st of 4 one-year renewals under their contract. Approved at the 8/1 Audit Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

5. **Renewal of Contract with Taylor Hall Miller Parker, P.A. (THMP) for Program Monitoring Services**

Consideration to approve the renewal of the contract between CSBD and THMP for conduct of Program Year 24/25 program monitoring in the amount of \$81,000, or \$27,000 a visit for 3 visits at the same rate as last year. This is the 2nd of up to 4 one-year renewals under their contract. Approved at the 8/1 Audit Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

6. **Renewal of the Contract with Cherry Bekaert (CB) for Fiscal Monitoring Services**

Consideration to approve the renewal of the contract between CSBD and CB for conduct of Program Year 24/25 fiscal monitoring in the amount of \$73,800, or \$24,600 per visit for 3 visits. This is an increase of \$300 over last year. This is the 2nd of up to 4 one-year renewals under their contract. Approved at the 8/1 Audit Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

7. **Region 22 Targeted Occupations List (TOL) for Program Year (PY) 24/25**

Consideration to approve changes to our local area’s TOL for PY 24/25. As we always do, we researched the State’s preliminary list and compared it to the Board-approved criteria. To get input on the State’s proposed list, we sent it to local education and business stakeholders, and community partners to invite them to a publicly noticed meeting on 7/8. Based upon our review and community input, CSBD recommends 1) adding forty-four (44) new occupations proposed by the State and 2) retaining thirty-one (31) occupations proposed by the State for removal. Throughout the year, the CSBD governing boards may approve changes and add new occupations to the TOL. Approved at the 8/5 Employer Services Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBITS Memo #01 – 24 (BR)
 Exhibit A Region 22 PY 24/25 TOL

8. Continued Eligibility – Universal Technical Institute

Consideration to approve existing Eligible Training Provider (ETP) Universal Technical Institute with continuing eligibility for the period 9/1/24 through 8/31/26 and maintain their currently approved occupational training programs on our ITA list. This is in accordance with WIOA, which requires providers to be re-evaluated and approved for continuation on the ETP List after their initial year of eligibility. This provider has met continued eligibility requirements that include licensure, accreditation, issuance of industry-recognized credentials, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the application for completeness to ensure that CareerSource Florida requirements and Board-mandated criteria were met for this school. Approved at the 8/6 One-Stop Services Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

REPORTS

1. General Fund Balance

As of 4/30, we reported that the General Fund balance was \$1,197,452. From 5/1 through 6/30, we realized revenues of \$104,980 and incurred expenditures of \$23,527. The General Fund balance as of 6/30 is \$1,278,905. Of this amount \$544,601 is held in reserve leaving a balance of \$734,304.

ACTION None
EXHIBIT Memo #01 – 24 (FS)

Pages 26 – 27

2. Budget vs. Actual Expenditure Report

Pursuant to Board request throughout the year we provide reports 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 Wagner Peyser, and Veterans' expenditures appear low, we have plans which will result in expending the funds.

ACTION None
EXHIBIT Memo #02 – 24 (FS)

Pages 28 – 29

3. Taylor Hall Miller Parker, (THMP) P.A. Program Monitoring - Report #2 Issued 3/24

THMP conducted program monitoring for the period 11/17/23 through 3/14/24. They reviewed a total of 179 files consisting of 6,432 elements. There were 5 findings and 9 observations. This equates to an error rate of .08%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

ACTION	None
EXHIBIT	Memo #01 – 24 (QA)

Pages 30 – 37

4. Board Member Recognition

Pam Sands has notified CSBD that she is resigning from the Board due to work-related time constraints.

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 OCTOBER 14, 2024



Broward Workforce Development Board
Combined Executive and Audit Committee
Monday, June 10, 2024
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 861 0952 8744
Zoom Password: 345756
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, Dr. Ben Chen, Keith Costello, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Sandy McDonald, Jim Ryan, Rick Shawbell, Marjorie Walters, and Heiko Dobrikow, who chaired the meeting.

STAFF: Carol Hylton, Ron Moffett, Rochelle Daniels, and Samantha Vazquez.

APPROVAL OF MINUTES

Approval of the Minutes of the 5/13 Executive Committee meeting.

On a motion made by Jim Ryan and seconded by Frank Horkey, the Executive Committee unanimously approved the minutes of the meeting.

NEW BUSINESS

1. WIOA Work Experience Contract Approval for Broward Health

Considered approval of a WIOA Adult and Dislocated Worker Work Experience (WEX) contract with Broward Health through 6/30/26. Healthcare is one of our targeted industries. WEX contracts are non-financial, as CSBD is the employer of record. Because Board Member Shane Strum is employed by Broward Health this recommendation will require a 2/3 vote of the BWDB members present once a quorum has been seated at a Board meeting. Approved at the 6/5 One-Stop Services Committee meeting.

Heiko Dobrikow introduced the item and asked Rick Shawbell, the One-Stop Services (OSS) Committee Chair to present the item. There was no discussion.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved a WIOA Adult and Dislocated Worker WEX contract with Broward Health through 6/30/26.

2. WIOA Adult Work Experience Contract Approval for the Las Olas Company, Inc.

Considered approval of a WIOA Adult and Dislocated Worker WEX contract with the Las Olas Company, Inc. (LOC) through 9/30/26. Participants will be placed in positions such as front-of-

house representatives, guest services associates, dining support, and maintenance engineers. WEX contracts are non-financial, as CSBD is the employer of record. Because Board Chair Heiko Dobrikow is employed by the LOC, this recommendation will require a 2/3 vote of the BWDB members present once a quorum has been seated at a Board meeting. Approved at the 6/5 One-Stop Services Committee meeting.

Heiko Dobrikow passed the gavel to Mr. Jim Ryan, the BWDB Vice Chair, because Mr. Dobrikow stated he had a conflict of interest as he is employed by LOC. He abstained from the vote and completed the conflict-of-interest form at the meeting.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved a WIOA Adult and Dislocated Worker WEX contract with the LOC through 9/30/26.

Jim Ryan returned conduct of the meeting back to Heiko Dobrikow.

3. Addition of New Courses for Existing Training Provider Florida Atlantic University

Considered approval for the addition of two (2) training programs at Florida Atlantic University (FAU) to the WIOA Individual Training Account (ITA) list 1) CompTIA A+ Certification and 2) CompTIA A+, Network+, and Security+ Certification. CSBD reviewed the applications for completeness to ensure that Board mandated criteria are met for the training programs and related occupational title. Because Board Member Dr. Stacy Volnick is employed by FAU, this recommendation will require a 2/3 vote of the BWDB members present once a quorum has been seated at a Board meeting. Approved at the 6/5 One-Stop Services Committee meeting.

Mr. Dobrikow asked Mr. Shawbell, the OSS Committee Chair, to present the item.

Jim Ryan asked why it would take one course 26 weeks to complete and the other 52 weeks? Mr. Moffett, the CSBD Executive VP explained that the 2 courses provided different skills. The shorter course provides CompTIA A+ Certification while the longer course provides CompTIA A+, Network+, and Security+ Certification. There was no further discussion.

On a motion made by Rick Shawbell and seconded by Frank Horkey, the Executive Committee unanimously approved the addition of two (2) FAU training programs to the WIOA ITA list 1) CompTIA A+ Certification and 2) CompTIA A+, Network+, and Security+ Certification.

4. Accept Summer Youth Employment Program Funds

Considered acceptance of \$50,000 from the Community Foundation of Broward to serve economically disadvantaged youth ages 16-18 years old in the PY 24/25 Summer Youth Employment Program (SYEP). Each youth will receive three days of employability skills training and an eight-week meaningful summer work experience.

Heiko Dobrikow asked Dawn Liberta, the BWDB Youth Committee Chair, to present the item. There was no discussion.

On a motion made by Zac Cassidy and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the acceptance of \$50,000 from the Community

Foundation of Broward to serve economically disadvantaged youth ages 16-18 years old in the PY 24/25 SYEP.

5. Able Operations Contract Renewal

Considered renewal of the contract with Able Operations at a cost up to \$15,000, which is \$10,000 less than last year, subject to negotiation. Aaron Schmerbeck, PhD creates and updates the LMI Tiles on the CSBD website. This is the second and last of two renewals under the current procurement.

Heiko Dobrikow asked Ms. Carol Hylton, the CSBD President/CEO, to speak to this item.

Frank Horkey asked whether the funds would be used for updates and maintenance. Ms. Hylton indicated yes and added that Mark Klinecicz collaborates with Dr. Schmerbeck on managing these updates and maintenance tasks. There was no further discussion.

On a motion made by Dawn Liberta and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the renewal of the contract with Able Operations at a cost up to \$15,000, subject to negotiation.

6. PY 24/25 Preliminary Budget

Consideration of the Program Year (PY) 24/25 preliminary budget which reflects an overall decrease in the State allocation and carry forward of 17.4% for a total of (\$3,395,425). The total amount of PY 24/25 formula and carry forward is projected to be \$16,127,619 as compared to \$19,523,044 in PY 23/24. The budget continues to emphasize investments in customer training and getting the unemployed back to work and it aligns with WIOA and achieving Board strategic initiatives and key business results. CSBD recommends acceptance and approval of the preliminary PY 24/25 budget. Approved at the 6/5 One-Stop Services Committee meeting.

Heiko Dobrikow asked Mr. Shawbell to present the item. Ms. Hylton asked to be recognized and provided additional context on the preliminary budget. She addressed the reduction in funds and her efforts to secure additional funds to offset the decrease.

Ms. Hylton explained that the decrease in formula funds was directly linked to 1) poverty and unemployment rates, lower unemployment results in less funding, and higher unemployment results in more funding and 2) we did a good job in spending all our dollars this past year resulting in less carry-forward funds available to offset the reduction in funds.

Ms. Hylton reported that in creating the budget for next year we elected not to renew the contracts for outreach and recruitment, which are a part of the “facilities and other costs” category. Instead we will issue an RFQ to create a vendor list which we can access as needed for individual projects.

We plan to continue conducting tours of our centers which has been very successful in spreading the word about the resources we provide. Ms. Hylton then shared with the Executive Committee that the newest member of the CareerSource Florida Board is a resident of Fort Lauderdale, her name is Ms. Bailey Mateer. Ms. Hylton had taken Ms. Mateer for a

tour of the South Career Center two weeks ago. Ms. Mateer was impressed and excited about our work and indicated she would share her positive experience from the tour with the other CareerSource Florida members.

Frank Horkey said that there are now three Broward representatives on the CareerSource Florida Board. Carol Hylton agreed stating that in addition to Bailey Mateer, Dr. Jennifer O’Flannery Anderson, and Laurie Sallarulo were also members from Broward.

Ms. Hylton went on to explain that there may be 2 other opportunities to make up for the reduction in funds 1) through funds de-obligated from other regions and 2) through discretionary grants.

Ms. Hylton told the Committee that in reviewing the agenda for the upcoming CareerSource Florida Meeting the State referenced their ability to reallocate WIOA funds from regions which were underspent suggesting additional funding might be available.

Carol also shared that the State will be releasing funds for a number of discretionary projects including 1) an AI initiative for transportation and manufacturing, including reskilling displaced workers for AI-related fields 2) youth career exploration 3) Get There Faster 4) soft skills development 5) digital literacy and 6) registered apprenticeship programs. The amount of funds to be available for each project was not yet released. We let the State know of our interest in implementing those projects.

Frank Horkey asked if there would be any layoffs. Carol Hylton indicated that we have been strategically managing our vacancies throughout the year. This has allowed us to avoid the layoffs being experienced by some of the other boards.

Heiko Dobrikow congratulated the team on meeting the planned expenditure rates for the year and investing the funds in the community. Frank Horkey further complimented management for achieving this without having to lay-off staff.

On a motion made by Rick Shawbell and seconded by Keith Costello, the Executive Committee unanimously accepted and approved the preliminary PY 24/25 budget.

7. Central One Stop Career Center Located on Oakland Park Boulevard

The CSBD Central One Stop Career Center is part of a complex of 7 state owned buildings. CSBD occupies 3 of the buildings. The State has recently informed us that they are exploring the sale of all the buildings and have received preliminary estimates on the sale price. The State has indicated a willingness to work with us on either a purchase or a long-term lease for the 2 buildings located on the west end of the property. CSBD is currently housed in the center of the property. The move would then leave a connected tract for the state to put on the open market for sale. Staff is asking the committee to discuss options for moving forward.

Heiko Dobrikow asked Carol Hylton to address this item. Ms. Hylton distributed a handout with an aerial view of the property so board members would be able to visualize the property. She explained that initially, the State planned to sell the property and contracted for a formal appraisal which valued the buildings we currently occupy, at a total of approximately \$19 million, a cost way beyond our budget. However following extensive discussions with the

State, emphasizing our connection with the distressed 33311 zip code and our long-term presence in that location the State agreed to consider alternative options.

Our current location is in the middle of the complex. We discussed the possibility of moving to the two buildings on the west end of the complex. This would free up a connected area for the State to sell and allow us to remain in the current location. To do this we would either need to: 1) enter into a long-term lease with the state and take on renovations which might cost as much as \$2 to \$3 million, adjusted for inflation based on past renovations or 2) purchase the two buildings at a cost of about \$5.23 million, not including the cost of renovations.

Kevin Kornahrens asked about current rent payments. Carol stated that we only pay for the maintenance costs, which is less than the going rental rate in the area.

Heiko Dobrikow stated that the west end of the complex would provide better parking and accessibility for job seekers and visitors than our current location in the complex. He then asked about the condition of the buildings. Carol shared that over the years we have worked with the State to paint, replace flooring and to make other interior improvements. We would likely have to do some similar work in the new space.

Carol Hylton also suggested that a 3rd option might be a lease with an option to buy.

Jim Ryan asked if we had completed an economic study showing cost implications. Ms. Hylton stated that we have the results of the appraisals conducted by the state which took the surrounding areas into account.

Kevin Kornahrens agreed that further analysis would be helpful. Mr. Dobrikow said that a side-by-side comparison of lease vs purchase would be helpful.

Dr. Ben Chen requested that Carol Hylton email the handout so that the committee could review it further after the meeting.

Dr. Chen suggested that the Board Chair appoint a committee for further review and analysis and that we collect 1) a legal description of the site and 2) funding methods for both options. Dr. Chen volunteered to serve on the committee. Keith Costello said that the details of a lease and a review of financing terms would be needed to make a decision. Mr. Costello volunteered to serve on the committee. He also expressed his support of a lease with an option to buy.

Heiko Dobrikow reminded the members that this item was for discussion only. He agreed with the suggestions and added that we should find out about the buildings' condition. He recommended that the Audit Committee take the lead on the project and invited interested members to let Audit Committee Chair Zac Cassidy know so that they could join in on the discussion. He said the goal is to gather the data we need so we can make an informed decision about what is most beneficial to the organization. Jim Ryan suggested Kevin Kornahrens to serve on the committee.

Dr. Ben Chen proposed asking board members at the Board Meeting if they would also like to join the committee.

Carol Hylton stated that she would inquire with the State about sharing the full results of their evaluation, which includes details on the buildings' condition.

Jim Ryan asked whether another option would be to ask the legislature to grant us the building. Carol Hylton indicated that is an option, however the State has asked us not to pursue this option as they are working with us to determine the best option for us both.

Frank Horkey said that during his tenure as Chair, there was a discussion about soliciting a developer to purchase and renovate the entire complex who might work with us allowing us to purchase our building from them potentially leading to a mixed-use development of the property. He also suggested that we could present the State with a renovation plan of the area and that there may be CRA funds available.

Ms. Daniels stated that tentative discussions with the State indicated only a willingness to allow us to remain in the complex. Also the Board had previously considered whether overseeing such an ambitious project was aligned with our overall mission as well as agreeing that we did not want to become landlords especially of a mixed-use property.

The Combined Executive & Audit Committee unanimously agreed for the Audit Committee was to lead discussions regarding the property and could include other interested board members on the committee for these discussions.

8. CareerSource Broward Marketing and Communications Plan for PY 24/25

Considered approval of CSBD's marketing plan for PY 24/25. Each year, CSBD implements targeted outreach to job seekers, employers, and community stakeholders through the press, digital, print, and social media to increase awareness of our services. This year's strategies stem from the Planning Session and includes 1) maximizing the website to incorporate testimonials 2) building relationships with elected officials to enhance understanding of how our services benefit their constituents 3) focusing on "plain talk" messaging on the impact we have on an employers' bottom line and 4) supporting brand awareness through signature events like the State of the Workforce event, Worlds of Work, and Paychecks for Patriots. Approved at the 6/3 Employer Services Committee meeting.

Heiko Dobrikow asked Francois Leconte, the Employer Services Committee Chair, to present the item.

Mr. Dobrikow stated that the plan is very robust, builds on this past year's plan and incorporates elements from our recent Planning Session.

On a motion made by Francois Leconte and seconded by Zac Cassidy, the Executive Committee unanimously approved CSBD's marketing plan for PY 24/25.

REPORTS

1. General Fund Balance

As of 12/31/23, we reported that the General Fund balance was \$1,089,280. From 1/1/24 through 4/30/24, we realized revenues of \$201,802 and incurred expenditures of \$93,630. The

General Fund balance as of 4/30/24 is \$1,197,452. Of this amount \$537,041 is held in reserve leaving a balance of \$660,411.

Heiko Dobrikow asked Carol Hylton to present the item, which she did.

Frank Horkey commented that, based on the data, if we were to spend all available funds, we would still have \$660,000 in reserve that could potentially be used for a down payment to purchase the buildings at Central.

2. Cherry Bekaert LLP Fiscal Monitoring - Report #2 PY 23/24 Issued 5/15/24

Cherry Bekaert conducted fiscal monitoring for the period 10/1/23 through 2/29/24. Cherry Bekaert reviewed a total of 979 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

Heiko Dobrikow asked Carol Hylton to present the item, which she did. Ms. Hylton commended Kaminnie and her staff in Fiscal for the impressive results.

Frank Horkey echoed her sentiments.

3. Taylor Hall Miller Parker (THMP), P.A. Program Monitoring Report Issued 11/23

THMP conducted program monitoring for the period 8/1/23 through 11/13/23. They reviewed a total of 178 files consisting of 7,115 elements. There were 3 findings and 6 observations. This equates to an error rate of .04%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

Heiko Dobrikow asked Carol Hylton to present the item. Carol Hylton commended Ron Moffett and Kim Bryant and her staff in Operations for the impressive results.

MATTERS FROM THE AUDIT COMMITTEE CHAIR

None.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Heiko Dobrikow lauded the staff for their hard work, which resulted in the impressive results. He also expressed appreciation for the productive discussion about the Central One-Stop Career Center.

Mr. Dobrikow praised the Manufacturing Forum, recognizing Tony Ash, Doug Saenz, and Kim Bryant for its success. The forum addressed the workforce deficit and introduced attendees to the various benefits our organization offers employers in this industry sector. He stated that the turnout was excellent and expects increased collaboration as a result. Mr. Dobrikow stated that he has a follow-up meeting with Matt Rocco, President of South Florida's Manufacturing Association, in order to discuss future collaborations.

MATTERS FROM THE COMBINED EXECUTIVE AND AUDIT COMMITTEE

Frank Horkey congratulated Carol Hylton stating that much of the additional funding awarded over the past two years has been a direct result of Ms. Hylton's efforts as a community convenor, thanking her for her dedication.

Dr. Lisa Knowles praised Carol Hylton and her staff for their unwavering commitment to continuous improvement.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton commented on the Manufacturing Forum stating that the employers who sometimes vie for the same customers appreciate the forum discussions as they share a common interest in promoting their industry and in developing workforce solutions.

Ms. Hylton reported that she had discussed our WOW event with Kim Holland, a leadership classmate who serves as Assistant Secretary of Strategic Development, Fla Department of Transportation (FDOT) who connected her with Steven C. Braun, P.E., FDOT District 4 Secretary who organizes an event similar to the WOW. Ms. Hylton will explore possible future collaboration opportunities as well as providing assistance with DOT recruitment efforts.

Carol Hylton reminded the members there is a Healthcare Industry Forum on Tuesday, June 18th from 8 a.m. to 12 p.m.

Lastly, Ms. Hylton talked about the start of the Summer Youth Employment Program (SYEP) which kicks off with employability skills training on 6/12.

She also reported on Broward Health's enhancements to the program for the youth in their employ, including a virtual hospital day and opportunities for credit recovery through their work experience supplemented with online tasks.

Heiko Dobrikow praised the SYEP and shared his past experience with youth in his employ, noting their preference for active participation rather than mere shadowing. He encouraged other employers to take this into consideration.

ADJOURNMENT – 1:21 p.m.

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON AUGUST 12, 2024.</p>

Memorandum #02 – 24 (LS) Revised

To: Executive Committee
From: Carol Hylton, President/CEO
Subject: The CareerSource Broward (CSBD) Central One-Stop Center
Date: August 5, 2024

SUMMARY

Consideration to approve the Audit Committee's recommendation to enter into an open-ended lease for 2660 & 2680 W. Oakland Park Blvd. and if the state agrees include 1) an option to purchase and 2) a right of first refusal. Although the state has decided to sell the buildings in the plaza where our central one-stop is located, they have agreed to retain the 2660 & 2860 W. Oakland Park buildings at the far west end of the plaza and allow us to move into that space under an open-ended lease or a purchase. The Audit Committee reviewed the appraisals provided by the State, current mortgage interest rates, and compared the cost of a mortgage to the cost of maintenance, which is what the state charges us, in making their recommendation.

BACKGROUND

The CSBD Central One-Stop occupies 4 buildings in the center of a state owned 7 buildings complex. The buildings were purchased with federal Reed Act funds. The state only charges us for maintenance, which includes utilities and common area maintenance (CAM). We do not pay rent. The state recently informed us that they wish to sell all the buildings. However, following discussions with us they are committed to allowing us to remain in the complex. There are some state staff currently assigned to the building we would like to occupy. The State is evaluating whether their staff need to remain or may work remotely. With good space planning we have determined that we can fit into the allotted space even if the state staff remain.

DISCUSSION

Per board direction we contacted the state and spoke to Ramone Smith, Chief of General Services for FloridaCommerce who updated us regarding the condition of the buildings and provided us with the official appraisals. We also met with him on 7/30, immediately prior to the Audit Committee Meeting and walked through the space together.

After re-visiting the space with Mr. Smith, it does not appear that extensive renovations will be needed, because the space is large and open which will be easy to reconfigure.

Below is what we found out about the condition of the buildings. Because of slight discrepancies in the square footage between the information initially provided by the state and the official appraisals, we have used the square footage found in the tax rolls and adjusted the numbers accordingly. The result is some immaterial differences in the numbers from the earlier memo.

Building Conditions- 2660 & 2680 Buildings

Bldg.	Value	Sq. Ft	Built	Quality	Condition	Function	Roof	HVAC	Slab
2660	\$4.7m	21,735	1976	Average	Average	Average	Being Replaced	6 Yrs. Old	Okay
2680	\$480k	2,046	1978	Average	Average	Average	2023	8 Yrs. Old	Being Repaired

- There is a new roof on the smaller building and the state is getting quotes for a new roof on the larger building as they have the funds allocated to replace the roof.
- The HVAC units are less than 8 years old.
- The state is initiating some needed repairs to the foundation in the smaller building.

Per Executive Committee request staff researched interest rates and prepared a side-by-side cost analysis of the lease vs. purchase:

Lease vs. Purchase - 2660 & 2680 Buildings

Total Sq. Feet	Annual Lease		Annual Mortgage Payment		
23,781	\$13.98/Ft.	\$332,458	8¾%	16 years	\$535,134

NOTES

1. This assumes a purchase price of \$5,200,000.
2. The mortgage estimate assumes a deposit of \$700,000 resulting in a mortgage of \$4,500,000. The Bank is more likely to request a 20% - 25% down payment which would be at least \$1m.
3. The cost of the mortgage will be at least \$200,000 more annually than we pay in lease costs per the chart above.
4. The chart above does not include maintenance in addition to the cost of the mortgage.
5. Average office rentals near the buildings range from \$18.00 - \$23.00 sq. ft. however there is no large space available on the market to accommodate us at this time.

Moving forward there are 2 options for consideration:

Option 1 - Enter into an open-ended lease with the state.

- Under this arrangement the state only charges us for the maintenance costs associated with the buildings. By moving from the 4 buildings to 2 buildings CSBD will realize a cost savings of \$119,920.
- The state will continue to own the buildings and as such they pay for all major repairs.

Option 2 - Purchase the 2 buildings (2660 & 2680 Buildings) at a cost of \$5.2 million.

- CSBD would own the buildings, however the down payment would deplete the General Fund.
- A mortgage at today's interest rates is estimated at 8.75%.
- In addition to the mortgage payments, CSBD would be responsible for all utilities and repairs.

The Audit Committee considered and discussed the options for lease vs. purchase of the buildings. Because CSBD is only paying maintenance and there is no additional lease cost they determined that selecting the open-ended lease is the best course of action.

The Audit Committee unanimously approved a motion recommending that we enter into an open-ended lease and if the state agrees include 1) an option to purchase and 2) a right of first refusal.

RECOMMENDATION

Approve the Audit Committee's recommendation to enter into an open-ended lease and if the state agrees include 1) an option to purchase and 2) a right of first refusal.

Memorandum #01 – 24 (BR) Revised

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Targeted Occupations List (TOL) for Program Year (PY) 24/25

Date: August 5, 2024

SUMMARY

Consideration to approve changes to our local area's TOL for PY 24/25. As we always do, we researched the State's preliminary list and compared it to the Board-approved criteria. To get input and gather additional relevant labor market data on the State's proposed list, we sent it to local education and business stakeholders, community partners, business leaders, and industry intermediaries and invited them to a publicly noticed meeting held on 7/8. We provided an overview of the PY 24/25 TOL and the governing board's criteria for updating the TOL. Based upon our review and community input, CSBD recommends 1) adding forty-four (44) new occupations proposed by the State and 2) retaining thirty-one (31) occupations proposed by the State for removal. Throughout the year, the CSBD governing boards may approve changes and add new occupations to the TOL. Approved at the 8/5 Employer Services Committee meeting.

BACKGROUND

In compliance with federal law, the TOL governs the provision of the Workforce Innovation and Opportunity Act-funded training programs being offered to individuals needing training assistance within the workforce system. Annually, the State evaluates each local area's TOL and sends a preliminary list of the in-demand occupations to the workforce boards. CSBD received its preliminary TOL from the State on 5/29/24, which proposed 1) removing some occupations that were on the list last program year and 2) adding new ones.

Once the TOL is approved by the Board, it becomes final and requires no further ratification by the CareerSource Florida (CSF), Inc. Board of Directors. The CSBD governing boards may approve changes and add new occupations to the TOL throughout the year.

DISCUSSION

For the PY 24/25 TOL, the State proposes to 1) add 44 new occupational titles and 2) remove 45 occupational titles that were on the list last year.¹ In addition, based on the Florida Price Level Index, the CSF Board of Directors proposed an increase in the minimum entry wage rate from \$13.97 per hour to \$14.63 per hour.

The State proposed adding 44 occupations to this year's list that were not on the TOL last year. CSBD recommends that they be added since the TOL presents local labor market information that may be useful to others for research. Prior to adding any new training provider to the Eligible Training Provider (ETP) List or occupational training course to the Individual Training Account

¹ Of the 45 occupational titles the State was to remove we are recommending to retain 31.

(ITA) list, CSBD re-confirms that occupations meet all Board criteria. Table 1 is a list of the 44 occupations proposed by the State that CSBD is recommending be added.

Table 1: The Addition of 44 New Occupations Proposed by the State

1. Administrative Services Managers	23. Mental Health and Substance Abuse Social Workers
2. Facilities Managers	24. Social Workers, All Other
3. Purchasing Managers	25. Health Education Specialists
4. Natural Sciences Managers	26. Social and Human Service Assistants
5. Social and Community Service Managers	27. Community Health Workers
6. Fundraisers	28. Directors, Religious Activities and Education
7. Property Appraisers and Assessors	29. Religious Workers, All Other
8. Financial Examiners	30. Health Specialties Teachers, Postsecondary
9. Financial Specialists, All Other	31. Career/Technical Education Teachers, Secondary School
10. Web and Digital Interface Designers	32. Special Education Teachers, Secondary School
11. Operations Research Analysts	33. Art Directors
12. Architects, Except Landscape and Naval	34. Musicians and Singers
13. Industrial Engineering Technologists and Technicians	35. Writers and Authors
14. Engineering Technologists and Technicians, Except Drafters, All Other	36. Ophthalmic Medical Technicians
15. Medical Scientists, Except Epidemiologists	37. Health Information Technologists and Medical Registrars
16. Chemists	38. First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services
17. Environmental Scientists and Specialists, Including Health	39. Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel
18. Chemical Technicians	40. Real Estate Brokers
19. Life, Physical, and Social Science Technicians, All Other	41. Court, Municipal, and License Clerks
20. Occupational Health and Safety Specialists	42. Production, Planning, and Expediting Clerks
21. Substance Abuse, Behavioral Disorder, and Mental Health Counselors	43. Electrical Power-Line Installers and Repairers
22. Child, Family, and School Social Workers	44. Inspectors, Testers, Sorters, Samplers, and Weighers

For an occupation to be included on CSBD's TOL for PY 24/25, the occupation must meet all of the following criteria:

1. Have a minimum of twenty-five job openings in Broward County in the past ninety days,
2. Have an entry wage rate equal to or greater than the established Broward County wage rate of \$14.63,
3. Require more than a high school diploma but less than a Master's degree,
4. Require occupational training at a minimum that results in a postsecondary adult vocational training certificate, college credit certificate, applied technology diploma, Associate of Science degree, or Bachelor of Science degree.

To get input and feedback on the State's proposed list and gather additional relevant labor market data, CSBD sent the preliminary TOL to local education and business stakeholders, community partners, business leaders, and industry intermediaries and invited them to a publicly noticed meeting held on 7/8. We provided an overview of the PY 24/25 TOL and the governing board's criteria for updating the TOL.

Based on feedback we received during the meeting and from members of the Education and Industry Consortium and our own research using tools such as LightCast, ONET, and Employ Florida, supporting evidence as indicated above was established to **retain** 31 occupational titles that were proposed by the State for removal.² Table 2 is a list of the 31 occupations to be retained on the TOL for PY 24/25.

Table 2: The Retention of 31 Occupations

1. Chief Executives	17. Personal Care Aides
2. Education Administrators, Kindergarten through Secondary	18. Nursing Assistants
3. Education Administrators, Postsecondary	19. Veterinary Assistants and Laboratory Animal Caretakers
4. Personal Service Managers, All Other	20. First-Line Supervisors of Housekeeping and Janitorial Workers
5. Purchasing Agents, Except Wholesale, Retail & Farm Products	21. Pest Control Workers
6. Database Architects	22. First-Line Supervisors of Retail Sales Workers
7. Computer Programmers	23. Cargo and Freight Agents
8. Electrical and Electronic Engineering Technologists and Technicians	24. Executive Secretaries and Executive Administrative Assistants
9. Clergy	25. Operating Engineers and Other Construction Equipment Operators
10. Postsecondary Teachers, All Other	26. Glaziers
11. Physician Assistants	27. Painters, Construction and Maintenance
12. Cardiovascular Technologists and Technicians	28. Roofers
13. Emergency Medical Technician	29. Automotive Body and Related Repairers
14. Paramedics	30. Maintenance & Repair Workers, General
15. Psychiatric Technicians	31. Industrial Truck and Tractor Operators
16. Home Health Aides	

² LightCast is a software tool that provides local demographic, industry, occupation, and employment data.

Table 3 is a list of 14 occupations the State removed due to insufficient entry wage or demand.³

Table 3: The 14 Occupations removed by the State

1. Buyers and Purchasing Agents, Farm Products	8. Tile and Stone Setters
2. Business Teachers, Postsecondary	9. Cement Masons and Concrete Finishers
3. Career/Technical Education Teachers, Postsecondary	10. Drywall and Ceiling Tile Installers
4. Special Education Teachers, Kindergarten and Elementary School	11. Sheet Metal Workers
5. Transportation Security Screeners	12. Avionics Technicians
6. First-Line Supervisors of Food Preparation and Serving Workers	13. Bus Drivers, Transit and Intercity
7. Legal Secretaries and Administrative Assistants	14. Captains, Mates, and Pilots of Water Vessels

Exhibit A is the PY 24/25 TOL per the State that includes the **addition** of 44 new occupations.

The final TOL will be posted to our website upon Board approval.

RECOMMENDATION

Approve the PY 24/25 TOL with the following changes from the preliminary TOL provided by the State 1) **add** 44 new occupations and 2) **retain** 31 occupations proposed by the State for removal.

³ As shown in Table 2, CSBD found supporting evidence to retain 31 occupations.

BR #01 - 24 Exhibit A

2024-25 Regional Demand Occupations List

Sorted by Occupational Title

Workforce Development Area 22 - Broward County

Selection Criteria:

- 1 LMEC Educational Requirements: 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree)
- 2 80 annual openings and positive growth
- 3 Mean Wage of \$18.00/hour and Entry Wage of \$14.63/hour
- 4 High Skill/High Wage (HSHW) Occupations:
Mean Wage of \$28.19/hour and Entry Wage of \$18.00/hour

SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC Training Code	In Targeted Industry?	Qualifying Level***
			Annual % Growth	Annual Openings	2022 Hourly Wage		Annual % Growth	Annual Openings	2022 Hourly Wage				
					Mean	Entry			Mean	Entry			
132011	HSHW	Accountants and Auditors	1.13	1,055	39.75	24.31	1.24	9,923	38.56	22.98	6	Yes	R
113012	HSHW	Administrative Services Managers	0.79	138	52.38	28.16	1.17	1,219	51.93	27.36	6	Yes	R
493011	HSHW	Aircraft Mechanics and Service Technicians	N/A	N/A	33.85	19.33	0.63	1,421	33.70	21.70	5	Yes	S
532011	HSHW	Airline Pilots, Copilots, and Flight Engineers	N/A	N/A	N/A	N/A	0.65	1,102	130.16	62.00	6	Yes	N
171011	HSHW	Architects, Except Landscape and Naval	N/A	N/A	35.69	16.74	1.62	603	43.25	22.19	6	Yes	S
173011	HSHW	Architectural and Civil Drafters	N/A	N/A	27.92	20.69	1.21	1,027	28.20	20.24	5	Yes	S
119041	HSHW	Architectural and Engineering Managers	0.79	31	78.89	52.31	1.22	647	75.05	50.13	6	Yes	S
271011	HSHW	Art Directors	N/A	N/A	41.53	25.59	1.11	719	42.68	25.77	6	No	S
274011	HSHW	Audio and Video Technicians	N/A	N/A	22.86	12.50	1.37	638	24.06	14.65	5	No	S
493021	HSHW	Automotive Body and Related Repairers	5.00	1,006	24.75	16.77					3	No	R
493023	HSHW	Automotive Service Technicians and Mechanics	0.50	553	24.66	15.07	0.85	6,099	22.74	14.70	4	No	R
194021	HSHW	Biological Technicians	N/A	N/A	19.72	14.56	1.60	345	20.83	15.04	6	Yes	N
433031	HSHW	Bookkeeping, Accounting, and Auditing Clerks	-0.11	1,419	21.97	15.07	0.21	14,342	21.82	15.24	3	Yes	S
493031	HSHW	Bus and Truck Mechanics and Diesel Engine Specialists	0.51	127	27.26	19.84	0.85	1,517	26.57	19.01	4	Yes	R
131199	HSHW	Business Operations Specialists, All Other	1.23	716	33.15	19.72	1.28	9,267	34.51	19.10	6	Yes	R
292031	HSHW	Cardiovascular Technologists and Technicians	0.00	289	22.42	16.76	1.547	517	24.33	14.2	3	No	S
252032	HSHW	Career/Technical Education Teachers, Secondary School	N/A	N/A	N/A	N/A	1.11	683	30.12	22.94	6	No	S
435011	HSHW	Cargo and Freight Agents	8.00	1,024	25.67	18.31	1.385412	1118	22.67	15.36	3	Yes	S
472031	HSHW	Carpenters	0.46	650	22.92	17.68	0.78	7,191	22.18	16.66	4	No	R
351011	HSHW	Chefs and Head Cooks	0.77	196	27.94	15.73	1.38	2,259	28.30	17.01	5	No	R
194031	HSHW	Chemical Technicians	N/A	N/A	22.38	16.04	1.15	231	24.68	16.53	5	Yes	N
192031	HSHW	Chemists	N/A	N/A	34.58	21.54	1.37	225	35.72	22.03	6	Yes	N
111011	HSHW	Chief Executives	6.00	2,512	79.20	24.43					5	No	R
211021	HSHW	Child, Family, and School Social Workers	2.12	160	23.51	17.74	1.49	1,557	23.99	16.89	6	No	R
172051	HSHW	Civil Engineers	N/A	N/A	46.16	26.66	1.69	1,587	48.51	28.23	6	Yes	S
131031	HSHW	Claims Adjusters, Examiners, and Investigators	N/A	N/A	32.46	22.00	0.70	2,600	32.82	21.85	3	Yes	S
212011	HSHW	Clergy	3.00	1,093	26.37	17.13	1.02695	1825	24.58	15.27	5	No	R
292010	HSHW	Clinical Laboratory Technologists and Technicians	0.92	282	27.96	16.73	1.03	2,173	26.67	16.45	5	No	R
532012	HSHW	Commercial Pilots	N/A	N/A	78.60	44.82	0.42	906	63.28	29.02	4	Yes	N
211099	HSHW	Community and Social Service Specialists, All Other	1.13	46	35.89	15.99	1.15	560	27.33	13.97	6	No	N
211094	HSHW	Community Health Workers	N/A	N/A	24.98	16.71	2.24	244	22.94	15.64	6	No	N
131141	HSHW	Compensation, Benefits, and Job Analysis Specialists	N/A	N/A	33.01	22.11	1.17	507	33.73	21.07	6	Yes	S
131041	HSHW	Compliance Officers	1.09	275	34.99	20.23	1.06	2,645	33.80	19.60	6	Yes	R
113021	HSHW	Computer and Information Systems Managers	N/A	N/A	78.72	51.12	2.32	2,739	75.87	48.84	6	Yes	S
151241	HSHW	Computer Network Architects	N/A	N/A	56.31	33.92	0.82	519	55.54	34.59	6	Yes	N
151231	HSHW	Computer Network Support Specialists	1.60	160	36.79	23.02	1.36	1,158	35.91	22.33	5	Yes	R
151299	HSHW	Computer Occupations, All Other	N/A	N/A	39.27	16.50	1.70	1,243	44.13	21.42	6	Yes	S
151251	HSHW	Computer Programmers	-10.00	466	42.63	16.64					5	Yes	R
151211	HSHW	Computer Systems Analysts	1.57	219	48.12	29.43	1.53	2,514	48.53	29.35	6	Yes	R
151232	HSHW	Computer User Support Specialists	1.59	519	27.64	17.75	1.36	4,681	27.28	17.44	4	Yes	R
474011	HSHW	Construction and Building Inspectors	-0.24	135	33.12	22.24	0.62	1,426	30.31	21.06	4	Yes	S
119021	HSHW	Construction Managers	0.92	277	59.33	33.71	1.16	3,581	56.93	31.37	6	No	R
131051	HSHW	Cost Estimators	N/A	N/A	34.00	20.24	0.50	1,382	32.49	19.41	6	Yes	S
434031	HSHW	Court, Municipal, and License Clerks	0.36	115	21.92	17.44	0.51	958	20.51	16.19	3	No	R
152051	HSHW	Data Scientists	N/A	N/A	52.60	32.64	4.23	692	48.45	29.07	6	Yes	S
151243	HSHW	Database Architects	-4.00	193	56.88	27.15					4	Yes	R
319091	HSHW	Dental Assistants	1.51	446	19.66	16.47	1.96	4,112	20.51	16.93	4	No	R
291292	HSHW	Dental Hygienists	1.55	70	35.77	28.72	1.98	1,114	36.59	30.68	5	No	S
292032	HSHW	Diagnostic Medical Sonographers	N/A	N/A	36.69	29.76	2.08	519	35.63	28.81	5	No	S
212021	HSHW	Directors, Religious Activities and Education	N/A	N/A	24.70	15.36	1.05	1,309	25.93	14.86	6	No	S

119032	HSHW	Education Administrators, Kindergarten through Secondary	2.00	1,119	47.01	28.49	N/A	N/A	N/A	N/A	5	No	R
119033	HSHW	Education Administrators, Postsecondary	7.00	675	45.55	28.95	1.417712	1111	46.05	33.25	5	No	S
173023	HSHW	Electrical and Electronic Engineering Technologists and Technicians	-14.00	261	30.91	21.70	1.415662	782	29.33	19.14	4	Yes	S
172071	HSHW	Electrical Engineers	N/A	N/A	48.14	28.18	1.29	611	48.39	30.84	6	Yes	S
499051	HSHW	Electrical Power-Line Installers and Repairers	N/A	N/A	34.34	21.85	0.75	750	34.56	21.66	4	Yes	N
472111		Electricians	0.20	461	24.98	18.83	1.27	5,775	24.38	18.36	4	No	R
172072	HSHW	Electronics Engineers, Except Computer	N/A	N/A	52.27	37.29	1.33	476	51.14	36.71	6	Yes	N
252021	HSHW	Elementary School Teachers, Except Special Education	2.10	591	28.94	21.94	1.14	5,605	28.48	21.46	6	No	R
292042		Emergency Medical Technician	-3.00	515	18.82	15.02					3	No	R
173029	HSHW	Engineering Technologists and Technicians, Except Drafters, All Other	N/A	N/A	27.39	17.73	0.86	306	32.92	18.59	5	Yes	N
172199	HSHW	Engineers, All Other	N/A	N/A	41.49	24.58	0.88	782	47.34	26.68	6	Yes	N
192041	HSHW	Environmental Scientists and Specialists, Including Health	1.30	37	37.32	21.90	0.84	569	30.49	18.41	6	Yes	N
436011	HSHW	Executive Secretaries and Executive Administrative Assistants	-6.00	1,990	29.80	18.33					3	No	R
113013	HSHW	Facilities Managers	0.89	50	48.45	28.51	1.08	578	46.93	26.81	6	No	S
119013	HSHW	Farmers, Ranchers, and Other Agricultural Managers	N/A	N/A	N/A	N/A	0.33	5,386	42.70	18.40	6	No	S
132051	HSHW	Financial and Investment Analysts	N/A	N/A	44.07	27.07	1.32	1,438	43.85	27.03	6	Yes	S
132061	HSHW	Financial Examiners	N/A	N/A	42.39	24.48	2.79	322	37.75	22.68	6	No	N
113031	HSHW	Financial Managers	2.15	385	79.27	41.87	2.26	4,186	75.86	39.24	6	Yes	R
132099	HSHW	Financial Specialists, All Other	1.07	77	31.03	18.74	1.25	1,036	31.28	18.00	6	Yes	S
332011	HSHW	Firefighters	0.38	200	32.07	24.04	0.54	1,882	27.19	17.40	4	No	R
471011	HSHW	First-Line Supervisors of Construction Trades and Extraction Workers	0.54	561	34.97	23.76	1.05	6,574	33.36	22.57	3	No	R
391014		First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services	N/A	N/A	26.61	16.24	1.11	1,563	25.01	15.54	3	No	S
371011		First-Line Supervisors of Housekeeping and Janitorial Workers	8.00	1,938	20.71	15.90	1.830225	2885	19.74	13.88	3	No	S
371012		First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	0.78	175	25.35	17.62	1.04	2,142	25.27	17.26	3	No	R
491011	HSHW	First-Line Supervisors of Mechanics, Installers, and Repairers	0.51	376	33.97	22.73	0.97	4,137	32.98	21.77	3	No	R
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	0.36	470	45.45	24.51	0.43	4,018	46.01	24.61	3	Yes	R
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	0.15	1,420	31.58	20.16	0.43	13,271	30.64	19.69	3	Yes	R
391022		First-Line Supervisors of Personal Service Workers	N/A	N/A	24.20	14.98	1.22	1,380	23.15	14.90	3	No	S
331012	HSHW	First-Line Supervisors of Police and Detectives	N/A	N/A	54.38	40.59	0.38	659	46.78	31.21	6	No	N
511011	HSHW	First-Line Supervisors of Production and Operating Workers	0.52	249	32.04	20.00	0.75	2,969	31.50	19.74	3	Yes	R
411011		First-Line Supervisors of Retail Sales Workers	3.00	8,765	23.03	15.16	0.024562	10845	22.39	14.19	3	No	S
531047	HSHW	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	0.59	462	28.68	18.86	1.05	4,749	28.14	18.39	3	Yes	R
119051	HSHW	Food Service Managers	0.83	452	38.80	21.39	0.78	4,029	35.34	20.18	3	No	R
131131		Fundraisers	N/A	N/A	30.39	18.25	1.38	581	29.07	17.09	6	No	S
111021	HSHW	General and Operations Managers	1.00	2,023	55.95	23.61	1.16	19,782	54.50	23.02	6	Yes	R
472121		Glaziers	2.00	486	23.77	14.73	2.241837	869	20.39	15.29	3	No	S
271024		Graphic Designers	N/A	N/A	28.90	18.69	1.09	1,843	27.34	17.78	6	Yes	S
211091	HSHW	Health Education Specialists	N/A	N/A	32.81	17.82	0.59	582	28.65	16.47	6	No	N
299021		Health Information Technologists and Medical Registrars	N/A	N/A	26.60	17.58	2.32	547	30.19	17.40	4	Yes	S
251071	HSHW	Health Specialties Teachers, Postsecondary	N/A	N/A	N/A	N/A	2.63	873	45.15	25.60	6	No	S
292099		Health Technologists and Technicians, All Other	N/A	N/A	20.97	16.03	0.89	832	20.99	15.62	4	No	N
499021		Heating, Air Conditioning, and Refrigeration Mechanics and Installers	0.14	339	24.61	17.16	1.33	3,986	23.74	16.99	4	No	R
533032		Heavy and Tractor-Trailer Truck Drivers	0.65	899	24.48	17.67	1.00	14,319	23.89	16.81	4	Yes	R
311121		Home Health Aides	4.00	10,262	15.08	15.00					3	No	R
113121	HSHW	Human Resources Managers	1.16	94	63.93	39.00	1.20	905	61.58	37.41	6	Yes	R
131071	HSHW	Human Resources Specialists	0.80	678	37.63	20.62	0.98	6,058	33.06	19.68	6	Yes	R
173026		Industrial Engineering Technologists and Technicians	N/A	N/A	28.27	18.65	1.22	180	28.96	20.97	5	Yes	N
172112	HSHW	Industrial Engineers	N/A	N/A	49.30	31.96	2.02	1,020	47.28	32.51	6	Yes	S
499041		Industrial Machinery Mechanics	1.93	107	26.87	17.73	2.43	1,629	26.66	18.43	4	Yes	R
537051		Industrial Truck and Tractor Operators	-3.00	2,310	20.38	16.71	1.826062	4759	19.3	14.88	3	Yes	R
151212	HSHW	Information Security Analysts	N/A	N/A	55.15	34.54	3.87	1,326	53.78	34.11	6	Yes	S
519061		Inspectors, Testers, Sorters, Samplers, and Weighers	-0.14	264	24.54	14.53	0.22	2,639	22.08	14.31	4	Yes	S
413021		Insurance Sales Agents	N/A	N/A	33.74	14.64	1.54	6,763	33.53	16.21	4	Yes	S
271025		Interior Designers	N/A	N/A	31.13	18.71	1.28	1,111	30.41	17.40	6	Yes	S
273091		Interpreters and Translators	N/A	N/A	26.16	16.19	0.88	537	25.98	15.35	6	Yes	N
252012	HSHW	Kindergarten Teachers, Except Special Education	N/A	N/A	N/A	N/A	1.09	1,007	28.36	20.92	6	No	S
292061		Licensed Practical and Licensed Vocational Nurses	0.10	253	26.61	20.98	0.97	3,657	25.85	20.69	4	No	R

194099		Life, Physical, and Social Science Technicians, All Other	N/A	N/A	21.85	12.44	0.97	297	23.80	13.89	6	Yes	N
132072		Loan Officers	1.25	202	34.10	15.67	0.95	2,573	34.51	16.94	6	Yes	R
119081	HSHW	Lodging Managers	N/A	N/A	48.47	25.84	1.92	726	41.52	20.30	6	No	S
131081	HSHW	Logisticians	3.41	126	29.97	19.66	2.52	1,336	33.71	20.25	6	Yes	R
514041		Machinists	N/A	N/A	23.68	17.08	0.91	973	23.14	16.53	4	Yes	N
499071		Maintenance & Repair Workers, General	3.00	10,053	19.51	14.71					3	No	R
131111	HSHW	Management Analysts	1.69	696	45.83	20.53	1.55	8,744	43.15	22.10	6	Yes	R
119199	HSHW	Managers, All Other	0.98	499	63.79	35.50	0.80	4,947	60.50	32.68	6	No	R
		Market Research Analysts and Marketing Specialists	2.28	681	47.51	21.87	2.14	6,455	38.37	19.54	6	Yes	R
112021	HSHW	Marketing Managers	N/A	N/A	75.03	38.96	1.35	1,641	72.61	38.26	6	Yes	S
319011		Massage Therapists	N/A	N/A	25.05	17.89	2.10	2,356	24.31	16.20	4	No	S
172141	HSHW	Mechanical Engineers	0.84	41	45.23	28.98	1.99	718	45.56	29.88	6	Yes	S
119111	HSHW	Medical and Health Services Managers	2.50	350	57.85	33.17	3.18	4,300	57.46	31.27	6	No	R
319092		Medical Assistants	1.21	832	18.79	15.82	2.55	11,110	18.21	15.29	4	No	R
499062		Medical Equipment Repairers	N/A	N/A	26.57	17.34	2.02	699	25.65	16.52	5	Yes	S
292072		Medical Records Specialists	0.76	108	23.96	16.16	1.58	1,578	22.75	15.72	4	No	R
191042	HSHW	Medical Scientists, Except Epidemiologists	N/A	N/A	51.01	30.08	N/A	N/A	47.67	27.31	6	Yes	N
		Medical Secretaries and Administrative Assistants	0.60	692	18.81	15.30	1.53	8,346	18.04	14.57	3	No	R
131121		Meeting, Convention, and Event Planners	N/A	N/A	26.96	16.44	1.97	1,318	26.60	16.74	6	No	S
		Mental Health and Substance Abuse Social Workers	N/A	N/A	23.84	16.39	1.42	475	22.85	15.66	6	No	N
211023		Middle School Teachers, Except Special and Career/Technical Education	2.06	278	27.69	22.47	1.14	2,891	28.22	21.36	6	No	R
252022		Mobile Heavy Equipment Mechanics, Except Engines	0.91	55	26.42	19.29	1.42	870	27.11	18.98	4	Yes	S
493042		Motorboat Mechanics and Service Technicians	N/A	N/A	26.52	19.18	1.24	559	24.82	17.26	4	Yes	S
493051		Musicians and Singers	N/A	N/A	N/A	N/A	0.72	1,481	52.18	18.35	3	No	S
272042	HSHW	Natural Sciences Managers	N/A	N/A	53.64	25.50	0.97	339	51.24	26.29	6	Yes	N
119121	HSHW	Network and Computer Systems Administrators	1.03	168	45.64	29.78	1.06	1,878	44.05	27.85	6	Yes	R
151244	HSHW	Nursing Assistants	4.00	6,574	17.80	14.70					4	No	R
311131													
195011	HSHW	Occupational Health and Safety Specialists	N/A	N/A	34.26	21.78	1.77	570	33.82	21.13	6	Yes	S
312011	HSHW	Occupational Therapy Assistants	N/A	N/A	32.01	26.65	2.91	562	32.30	26.39	5	No	S
472073		Operating Engineers and Other Construction Equipment Operators	2.00	2,414	27.60	18.00	0.959725	2869	21.27	15.72	3	No	R
152031	HSHW	Operations Research Analysts	N/A	N/A	40.62	23.78	2.69	668	38.73	21.01	6	Yes	S
292057		Ophthalmic Medical Technicians	N/A	N/A	20.31	14.94	2.58	772	20.72	15.03	4	No	S
472141		Painters, Construction and Maintenance	3.00	2,826	18.70	16.05	0.952862	3163	18.62	14.28	3	No	S
232011	HSHW	Paralegals and Legal Assistants	2.77	510	28.56	19.17	1.66	4,273	27.24	19.12	5	Yes	R
292043		Paramedics	11.00	432	23.28	18.48					3	No	R
311122		Personal Care Aides	4.00	10,262	15.08	15.00					3	No	R
132052	HSHW	Personal Financial Advisors	N/A	N/A	67.01	26.92	2.05	2,973	58.06	22.36	6	No	S
119179	HSHW	Personal Service Managers, All Other	26.00	235	27.68	14.90					5	No	R
372021		Pest Control Workers	6.00	1,069	21.88	17.13	1.357662	1557	18.6	13.66	3	No	S
292052		Pharmacy Technicians	1.12	348	19.15	15.88	0.66	3,604	18.40	15.33	4	No	R
319097		Phlebotomists	N/A	N/A	18.88	15.87	1.91	1,498	18.07	15.29	4	No	S
312021	HSHW	Physical Therapist Assistants	N/A	N/A	31.78	24.30	3.18	1,444	31.83	24.26	5	No	S
291071	HSHW	Physician Assistants	9.00	718	66.85	27.12	3.987412	837	50.39	28.97	5	No	S
472152		Plumbers, Pipefitters, and Steamfitters	-0.20	256	24.60	18.62	0.93	3,212	23.48	17.31	4	No	S
333051	HSHW	Police and Sheriff's Patrol Officers	N/A	N/A	37.24	27.45	0.45	4,137	35.26	22.98	5	No	S
251199	HSHW	Postsecondary Teachers, All Other	11.00	4,763	32.63	19.30	1.46945	2167	33.81	19.75	4	No	S
272012	HSHW	Producers and Directors	N/A	N/A	40.12	20.34	0.89	890	38.96	19.74	6	Yes	N
435061		Production, Planning, and Expediting Clerks	0.69	174	24.51	16.55	1.08	2,074	24.90	16.74	3	Yes	R
131082	HSHW	Project Management Specialists	0.95	500	47.80	27.43	1.33	5,530	45.73	26.96	6	Yes	R
132020	HSHW	Property Appraisers and Assessors	1.21	42	31.34	21.41	1.03	661	35.89	20.15	6	No	S
		Property, Real Estate, and Community Association Managers	0.94	493	34.07	18.62	1.14	4,085	34.37	18.51	6	No	R
119141	HSHW	Psychiatric Technicians	5.00	1,478	18.80	14.65					4	No	R
292053		Public Relations Specialists	1.04	258	31.94	17.21	1.27	2,181	31.61	18.17	6	Yes	R
273031		Purchasing Agents, Except Wholesale, Retail & Farm Products	N/A	N/A	32.87	19.70					5	No	R
131023	HSHW	Purchasing Managers	N/A	N/A	65.10	41.18	1.03	336	64.74	39.86	6	Yes	N
113061													
292034	HSHW	Radiologic Technologists and Technicians	0.38	70	30.39	22.59	1.06	1,012	29.94	22.40	5	No	S
419021	HSHW	Real Estate Brokers	N/A	N/A	55.30	19.19	0.92	1,510	N/A	N/A	4	No	N
419022		Real Estate Sales Agents	N/A	N/A	26.17	14.73	0.90	6,718	27.20	14.69	4	No	S
291141	HSHW	Registered Nurses	0.35	1,218	40.06	29.88	0.85	13,934	38.42	28.87	6	No	R
212099		Religious Workers, All Other	N/A	N/A	N/A	N/A	1.12	595	23.29	14.62	6	No	S
291126	HSHW	Respiratory Therapists	N/A	N/A	33.33	26.19	1.48	651	33.04	26.99	5	No	S
472181		Roofers	2.00	2,674	25.36	18.38	2.35465	3616	19.63	14.17	3	No	S
112022	HSHW	Sales Managers	N/A	N/A	67.66	33.56	1.03	2,679	67.28	33.51	6	Yes	S
		Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1.09	1,508	33.66	17.98	1.24	13,053	32.15	16.86	6	Yes	R
413091		Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	N/A	N/A	35.67	17.82	0.84	9,540	34.40	17.53	3	Yes	S
414012	HSHW												

414011	HSHW	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	N/A	N/A	50.40	22.94	1.00	2,544	49.76	23.68	6	Yes	S
252031	HSHW	Secondary School Teachers, Except Special and Career/Technical Education	1.86	459	30.19	22.74	1.12	4,201	30.51	22.80	6	No	R
413031	HSHW	Securities, Commodities, and Financial Services Sales Agents	1.46	384	39.27	20.75	1.51	4,322	38.88	20.22	6	No	R
492098		Security and Fire Alarm Systems Installers	N/A	N/A	23.10	16.26	1.49	962	22.67	16.11	4	No	S
119151	HSHW	Social and Community Service Managers	1.53	81	38.06	23.24	1.57	952	35.73	22.14	6	No	R
211093		Social and Human Service Assistants	1.09	273	21.72	14.75	1.22	2,809	19.18	13.67	3	No	R
211029		Social Workers, All Other	N/A	N/A	27.54	21.57	0.19	398	26.92	18.18	6	No	N
151252	HSHW	Software Developers	N/A	N/A	56.19	33.36	3.29	7,653	54.47	33.20	6	Yes	S
151253	HSHW	Software Quality Assurance Analysts and Testers	N/A	N/A	44.94	26.05	2.76	1,353	43.14	25.38	6	Yes	S
252058	HSHW	Special Education Teachers, Secondary School	N/A	N/A	32.70	24.94	1.07	732	31.84	22.73	6	No	S
271014	HSHW	Special Effects Artists and Animators	N/A	N/A	33.51	23.98	1.52	477	31.86	23.20	6	Yes	N
211018		Substance Abuse, Behavioral Disorder, and Mental Health Counselors	2.24	229	25.37	16.96	2.35	1,897	25.15	16.89	6	No	R
292055		Surgical Technologists	N/A	N/A	25.26	19.68	0.80	636	25.11	19.67	4	No	N
173031		Surveying and Mapping Technicians	1.03	44	22.38	16.21	1.67	818	22.10	15.65	5	Yes	S
253099		Teachers and Instructors, All Other	N/A	N/A	22.66	12.45	N/A	N/A	N/A	N/A	6	No	N
492022		Telecommunications Equipment Installers and Repairers, Except Line Installers	N/A	N/A	27.23	17.12	0.61	1,980	26.33	16.40	4	No	S
499052		Telecommunications Line Installers and Repairers	N/A	N/A	25.49	19.57	0.80	729	24.41	17.80	4	No	N
131151	HSHW	Training and Development Specialists	1.26	268	31.54	18.70	1.60	2,834	32.04	18.30	6	Yes	R
113071	HSHW	Transportation, Storage, and Distribution Managers	0.89	94	52.42	26.79	1.19	989	52.70	27.89	6	Yes	R
319096		Veterinary Assistants and Laboratory Animal Caretakers	4.00	650	17.93	15.02					4	No	R
292056		Veterinary Technologists and Technicians	N/A	N/A	19.69	15.51	2.43	1,387	18.30	14.21	5	Yes	S
151255	HSHW	Web and Digital Interface Designers	N/A	N/A	42.29	24.64	2.30	480	41.03	23.48	5	Yes	N
151254	HSHW	Web Developers	N/A	N/A	33.73	26.52	2.47	602	39.00	24.91	5	Yes	S
514121		Welders, Cutters, Solderers, and Brazers	0.07	140	23.03	16.48	0.79	1,975	22.45	16.64	4	Yes	R
273043	HSHW	Writers and Authors	N/A	N/A	31.09	19.15	0.89	601	30.28	18.05	6	No	N

*SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.

**HSHW = High Skill/High Wage.

***Qualifying Level:

R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data.

S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data.

N = Meets national wage and openings criteria based on national Labor Market Statistics employer survey data.

N/A = Not available/releasable.

LMEC = Labor Market Estimating Conference

Memorandum #01 – 24 (FS)

To: Executive Committee
From: Carol Hylton, President/CEO
Subject: General Fund Balance
Date: July 23, 2024

SUMMARY

We reported to the Board that as of 4/30/24 the General Fund balance was \$1,197,452. From 5/1/24 through 6/30/24, we realized revenues of \$104,980 and incurred expenditures of \$23,527. The General Fund balance as of 6/30/24 is \$1,278,905. Of this amount \$544,601 is held in reserve leaving a balance of \$734,304.

BACKGROUND

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

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

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

Chart 1- General Fund Reserves

Category	Dollar Amount
Contingency reserve	\$250,000
Depreciation collected to date: \$918,540	\$294,601
Less Principle paid with Depreciation revenue since 1/1/2019 (\$623,939)	
Total	\$544,601

Chart 2, below is the list of projected expenditures budgeted and approved by the CSBD governing boards that are charged against the General Fund.

Chart 2- Board Approved Budgeted Items

Category	Dollar Amount
Food (Calendar Year)	\$27,000
Ticket to Work staff salary, benefits & overhead	\$98,500
Application of our Indirect Cost Rate	\$19,600
President and Legal Counsel Salary Cap	\$29,829
Total	\$174,929

DISCUSSION

The General Fund balance as of 4/30/24 was \$1,197,452. Chart 3, below is a list of the revenues and expenditures from 5/1/24 through 6/30/24. During this period revenues totaling \$104,980 and expenditures totaling \$23,527 were incurred. The total of the General Fund balance including reserves minus expenditures is \$1,278,905.

Chart 3- Revenues and Expenditures 5/1/24 – 6/30/24

Category	Revenues	Expenditures	Comments
Investment Interest	7,100		
Reimbursement to CSBD	100		Restitution
Ticket to Work (TTW)	69,106	129	
Depreciation collected from grants	28,374		
Tobacco Free Florida	300		
FY 23/24 Building Principal		20,814	Paid to date \$836,732
Food expense		2,293	
Indirect Costs		291	
Total	\$104,980	\$23,527	

The General Fund balance as of 6/30/24 is \$1,278,905 of this amount \$544,601 is held in reserve leaving a balance of \$734,304.

RECOMMENDATION

None. For information purposes.

Memorandum #02 – 24 (FS)

To: Executive Committee
From: Carol Hylton, President/CEO
Subject: Budget vs. Actual Expenditure Report
Date: July 26, 2024

SUMMARY

Pursuant to Board request throughout the year we provide reports 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. Detailed below is the Budget vs. Actual Expenditure Report. While Wagner Peyser, and Veterans expenditures appear low, we have plans which will result in expending the funds.

BACKGROUND

Pursuant to Board request we provide reports on Budget vs Actual expenditures. 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. Each year we budget to spend 100% of our grants.

As the committees are aware WIOA funds are available for 2 years and we may carry forward 20% of our formula allocation to avoid a cliff effect due to a fluctuation in allocations. Dedicated grants have a shorter shelf life, and we purposefully spend dedicated funds before expending our formula funds.

DISCUSSION

Chart 1 depicts funding streams received on a program year basis through 6/30/24 and represents expenditures at 100% of the program year.

Chart 1: July 1, 2023 – June 30, 2024 Budget vs. Actual at 100% of the Year

Notes	Funding Stream	PY 23-24 Budget	Actual Expenditures 7/1/23 – 6/30/24	% Expended
1	WTP	4,350,244	3,768,040	87%
2	WIOA Adult / Dislocated Worker	8,524,394	7,191,111	84%
3	WIOA Youth	4,337,084	3,948,564	91%
4	Wagner Peyser (WP)	1,690,007	1,188,393	70%

Note 1: WTP

The state has extended the grant to 8/31. Per Board approval we have applied unused fund to the summer program per board direction. It is expected that all WTP will be expended.

Notes 2 and 3: WIOA Adult / Dislocated Worker and Youth

Whenever possible, we used our dedicated grants first as they have a shorter shelf life enabling us to take advantage of the WIOA 20% carry forward flexibility.

Note 4: Wagner Peyser

The state has extended the funding to 9/30, which will allow us to cover additional allocated costs during the extended period. This will result in the expenditure of the grant.

Chart 2 depicts funding streams received on a federal fiscal year basis through 09/30/24 which represents 75% of the year.

Chart 2: October 1, 2023 – September 30, 2024 Budget vs. Actual at 75% of the Year

Notes	Funding Stream	PY 23-24 Budget	Actual Expenditures 10/1/23 - 6/30/24	% Expended
1	Veterans	286,783	95,094	33%
2	SNAP	234,533	188,589	80%

Note 1: Veterans Program

We receive pass through funds from the state for facilities, overhead and operating expense related to the State veteran’s staff. Expenditure of the funds is directly related to the number of staff supported by the grants. Due to staff turnover not all the passthrough funds were able to be spent however we are now fully staffed.

Note 2: SNAP

We anticipate SNAP expenditure to be on target by 9/30.

RECOMMENDATION

None. For information purposes only.

Memorandum #01 – 24 (QA)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Results of the Taylor Hall Miller Parker (THMP), P.A.
Program Monitoring Report #2 – PY 23/24 – Issued 3/25/24

Date: July 16, 2024

SUMMARY

THMP conducted program monitoring for the period 11/17/23 through 3/14/24. They reviewed a total of 179 files consisting of 6,432 elements. There were 5 findings and 9 observations. This equates to an error rate of .08%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

BACKGROUND

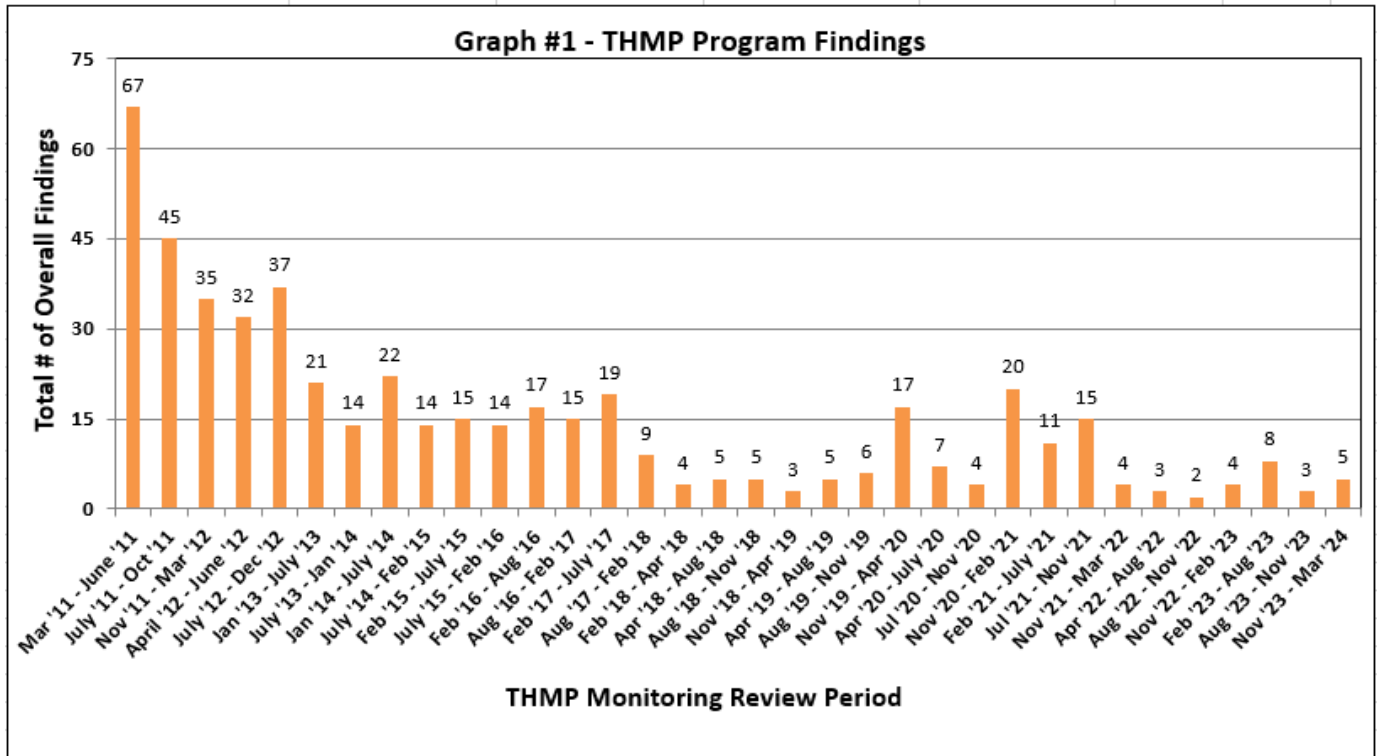
THMP monitors program activities three times a year. This was their second report for PY 23/24.

DISCUSSION

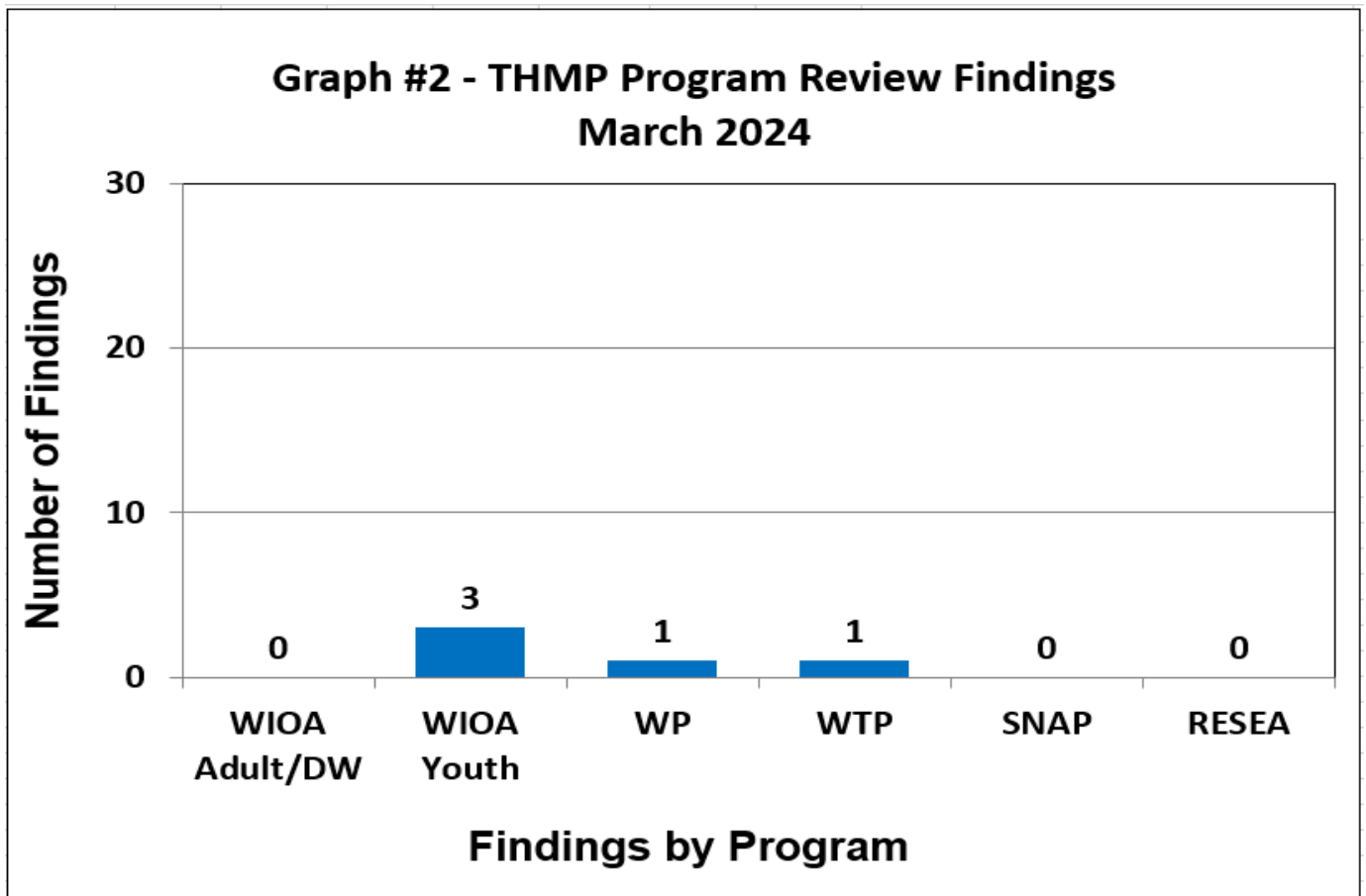
THMP identified 5 findings and 9 observations during their program monitoring visit. They reviewed a total of 179 files consisting of 6,432 elements. This equates to an error rate of .08%, or less than 1%. This monitoring covered the period 11/17/23 through 03/14/24.

THMP Program Findings

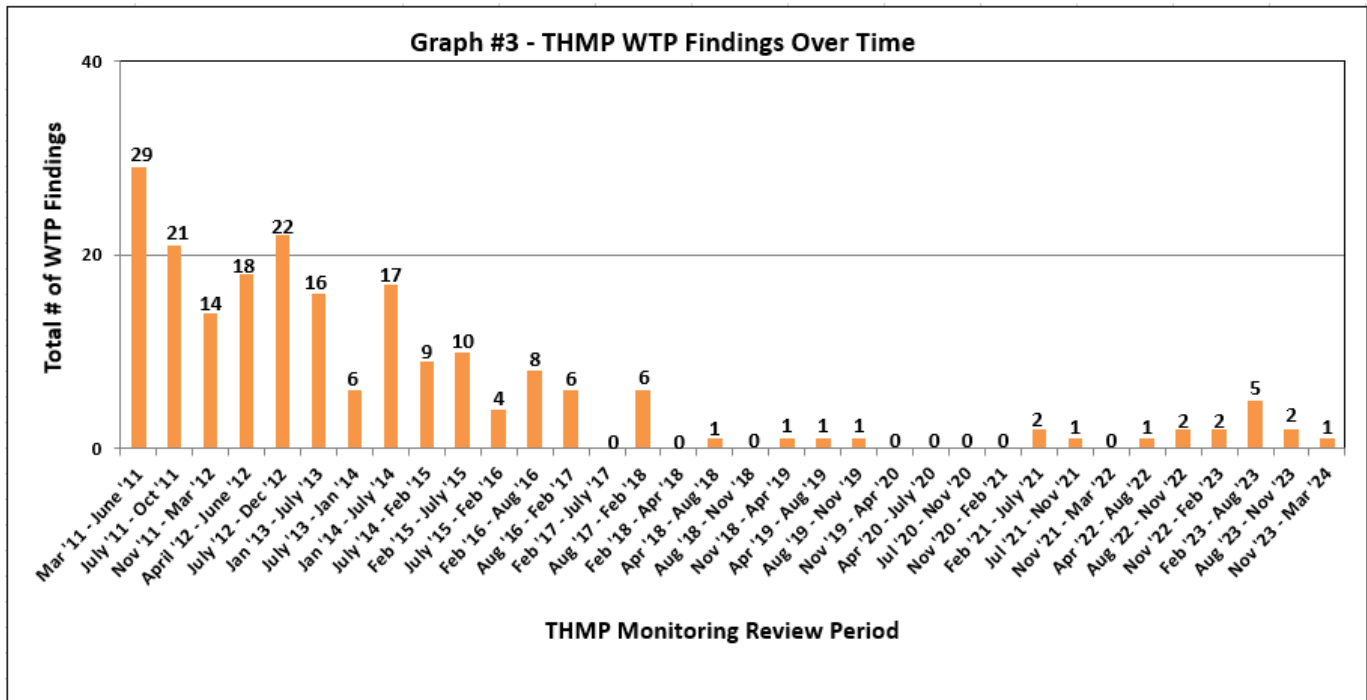
A trending chart for THMP program findings, per review period since March 2011, is represented in Graph #1, as follows:



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



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



THMP Program Findings for the period of November 2023 – March 2024

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

WIOA Adult/Dislocated Worker

- A. 24 WIOA Adult, Dislocated Worker and Special Project customers files from enrollments in Employ Florida were reviewed, 8 from each Center. There were no **(0)** findings and observations.
- B. 2 WIOA Incumbent Worker Training (IWT) customers enrolled in Employ Florida (EF) during PY 23-24 were reviewed. There were no **(0)** findings or observations.
- C. 6 WIOA Adult and Dislocated Worker customers who exited the program within the last 12 months, 2 from each Center. There were no **(0)** findings and observations.

WIOA Youth

- A. 16 WIOA Youth and Special Project files were reviewed: 5 CareerSource Broward (CSBD), 2 Center for Independent Living (CIL), 4 FLITE Center, 1 HANDY, and 4 School Board of Broward County (SBBC). There were no **(0)** findings and **(2)** observations.

Observations WIOA Youth
The Individual Service Strategy (ISS) for youth was not updated to reflect attainment of a GED. (SBBC-2)
Recommendation
During fieldwork, staff updated the ISS for each youth; no further corrective is necessary.
Agree / Disagree
Agree
Resolution
This was remedied during the monitoring. However, youth provider staff were instructed to conduct a review of the entire caseload to ensure all credential attainments are reflected in the ISS.

- B. 6 WIOA Youth files who exited the program within the last 12 months were reviewed: 1 CSBD, 1 CIL, 1 FLITE Center, 1 HANDY, and 2 SBBC. There were **(3)** findings and **(1)** observation.

Finding WIOA Youth - Exited Cases
There was no documentation indicating that youth were made aware of or offered the various follow-up services available under WIOA. (CIL-1) (SBBC-2)
Recommendation
During fieldwork, case notes in EF were updated to reflect that these youth were made aware of the follow-up services available. No further corrective action is necessary.
Agree / Disagree
Agree
Resolution
This was remedied during the monitoring. However, caseloads for both providers were reviewed to ensure follow-up related case notes were in EF. The Youth Program Manager (PM) also provided them a verbal review of our case note policy, followed by an email, highlighting specific case note templates to address this matter.

Observation WIOA Youth - Exited Cases
The employment start date and wage rate recorded in EF during follow-up did not agree with supporting documentation in a customer file. (CIL-1)
Recommendation
During fieldwork, employment information was corrected in EF for this youth; no further corrective action is necessary.
Agree / Disagree
Agree
Resolution
This was remedied during the monitoring. However, since the review, the Youth PM has conducted periodic spot checks of correct data entry in EF relating to employment and there has been no reoccurrence.

Wagner-Peyser (WP)

- A. 30 WP accounts were reviewed; 10 from each Center. There was **(0)** findings and **(1)** observation.

Observation WP/Service Documentation Review
A staff job referral did not have the documentation in EF to adequately support that the customer met the minimum job order requirements. (North-1)
Recommendation
Staff should ensure customers meet the minimum job order requirements based on information documented in EF (e.g., résumé, background data) prior to the referral.
Agree / Disagree
Agree
Resolution
This was an isolated incident where the staff member failed to document the conversation with the employer regarding changes to the requirements for an entry-level position. The staff member was instructed to reread internal policies #551 WP Job Referral Services and #571 WP Job Seeker Case Noting. Supervisors have reviewed and applied both policies to ensure compliance.

B. 30 WP job orders were reviewed. There was **(1)** finding and **(0)** observations.

Finding WP Job Order (JO) Review
A job order did not comply with EEO laws by having an inappropriate requirement (i.e., at least 18 years of age) without an explanation.
Recommendation
Staff should ensure each job order is properly verified and reviewed for inappropriate requirements prior to posting the job order in EF.
Agree / Disagree
Agree
Resolution
This was an isolated incident. JO Unit did conduct the 24-hour review and edit, but incidentally over looked this element in the JO. Applicable Job Order Unit staff received coaching from the supervisor on appropriate EEO requirements in JOs.

Reemployment Services and Eligibility Assessment (RESEA)

10 RESEA files were reviewed; 5 from Central and 5 from South. There were no **(0)** findings or observations.

Welfare Transition Program (WTP)

A. 23 WTP mandatory files were reviewed (8 each from North and Central, and 7 from South). There was **(1)** finding and **(4)** observations

Finding WTP File/System Review
A participant was not allowed three full working days to provide good cause for the second failure. (North-1)
Recommendation
Staff should clearly define the timeline and process for notifying participants of failures and the subsequent steps they must take in explaining their rights and the process for providing good cause.
Agree / Disagree
Agree
Resolution
This was an isolated incident. This case was closed and could not be corrected. In a regional WTP meeting, center staff received training on the sanction process, including the need to wait three full working days to provide good cause for a second failure.

Observations WTP File/System Review
<ul style="list-style-type: none"> a) The Highest Grade Completed was missing from the Education Details page in OSST. (North-1) b) An IRP contained unclear steps to self-sufficiency and another one missing the date of the participant's signature. (North-2) c) Case notes did not provide a clear picture of what was happening with the case. (North-1)
Recommendation
<ul style="list-style-type: none"> a) Staff should ensure all forms are completed correctly when entered into OSST. b) Staff should ensure steps to self-sufficiency are properly recorded on the IRP for customers and that all dates and signatures on IRPs are complete and accurate. c) Staff should ensure case notes provide a clear picture of what is happening with the case.
Agree / Disagree
Agree
Resolution
a), b), & c) These case files have been corrected. North center WTP staff were trained on WTP Orientation, Assessment, IRP, and case management expectations. Similar WTP training has been conducted on a monthly basis regionwide.

B. 21 WTP transitional files were reviewed; 7 at North, 7 at South, and 7 at Central. There were no **(0)** findings or observations.

C. 1 Upfront Diversion service file was reviewed (at South). There were no **(0)** findings or observations.

Supplemental Nutritional Assistance Program (SNAP)

10 SNAP files were reviewed from South. There was **(0)** findings and **(1)** observation.

Observation SNAP File/System Review
The Education activity was originally assigned for 80 hours in OSST for a participant, but at the time the activity was closed the hours were changed to 40 in OSST, resulting less than the requisite 80 hours assigned for two months.

Recommendation
Staff should implement a standardized process for documenting and assigning hours in OSST and that all staff are thoroughly trained on this process to prevent discrepancies in recorded hours.
Agree / Disagree
Agree
Resolution
This case has been corrected in OSST to reflect the proper activity hours that were originally assigned. SNAP staff were trained on when assigning training hours as an activity to also include a case note to explain that study hours make up the difference.

One-Stop Operator

The contract scope of work responsibilities and two MOU/IFA agreements were inspected, including applying the applicable FloridaCommerce monitoring tool section. There were no **(0)** findings or observations.

RECOMMENDATION

None. For information purposes only.