



Broward Workforce Development Board  
**Executive Committee**  
Monday, August 11, 2025  
12:00 p.m. – 1:30 p.m.

Zoom Meeting ID: 813 7973 1947  
Zoom Password: 241802  
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.**

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## MEETING AGENDA

### IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

### SELF-INTRODUCTIONS

### PRESENTATION

### APPROVAL OF MINUTES

Approval of the Minutes of the 6/9 Executive Committee meeting.

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

Pages 8 – 11

### NEW BUSINESS

#### 1. Contract Renewal for Audit Services with Anthony Brunson, P.A.

Consideration to approve the renewal of the contract between CareerSource Broward (CSBD) and Anthony Brunson P.A., with Watson Rice serving as the engagement partner for conduct of the CSBD fiscal year 24/25 organization-wide audit in the amount of \$34,000, the same rate as last year. This is the 2<sup>nd</sup> of 4 one-year renewals under their contract. As the Audit Committee meets directly prior to the Executive meeting, the recommendation will be presented at the Executive meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

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

Consideration to approve the renewal of the contract with THMP for program monitoring for Program Year 25/26. In accordance with Board approval, we have reduced the number of annual visits from 3 to 2. The fee for each visit will be \$27,000, the same as last year, for a contract total of \$54,000. This is the 3<sup>rd</sup> of up to 4 one-year renewals under their contract. As the Audit Committee meets directly prior to the Executive meeting, the recommendation will be presented at the Executive meeting.

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

**3. Contract Renewal with Cherry Bekaert for Fiscal Monitoring**

Consideration to approve the renewal of the contract with Cherry Bekaert for fiscal monitoring for Program Year 25/26. In accordance with Board approval, we have reduced the number of annual visits from 3 to 2. The fee for each visit will be \$24,600, the same as last year, for a contract total of \$49,200. This is the 3<sup>rd</sup> of up to 4 one-year renewals under their contract. As the Audit Committee meets directly prior to the Executive meeting, the recommendation will be presented at the Executive meeting.

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

**4. One-Stop Operator (OSO) Contract for PY 25/26**

Consideration to award the contract for delivery of OSO services to Workforce Guidance Associates, LLC. (WGA) at an annual cost of up to \$114,000. On 5/19, CSBD issued a Request for Quotes (RFQ) for an OSO. The RFQ was published in two papers and on our website. A notice was also sent to all entities registered in our database to receive notice when proposals are released. We received one quote from the current OSO, WGA. CSBD is satisfied with WGA. The contract will be for one (1) year with up to two (2) one-year renewals for a total of three (3) years. Approved at the 8/5 One-Stop Services Committee meeting.

**RECOMM**      Approval  
**ACTION**      Motion for Approval  
**EXHIBIT**      Memo #01-25 (OPS)

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**5. Region 22 Targeted Occupations List (TOL) for PY 25/26**

Consideration to approve our local area's TOL for PY 25/26. Based upon our review and community input, CSBD is recommending to 1) add twelve (12) new occupations proposed by the State and 2) retain forty-one (41) occupations the State had slated for removal. As we always do, we researched the State's preliminary list and compared it to the Board-approved criteria. To get input and feedback on the State's proposed list and gather additional relevant labor market data we sent the preliminary TOL to 1) members of the Education and Industry Consortium 2) local partners in education and business and 3) community partners and invited them to a publicly noticed meeting held on 7/17. At the meeting, we provided an overview of the PY 25/26 TOL and our governing board's criteria for updating the TOL. Approved at the 8/4 Employer Services Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBITS</b>	Memo #01 – 25 (BR)
	Exhibit A Region 22 PY 25/26 TOL

**Pages 14 – 23**

**6. Accept Florida Storms Funds**

Consideration to accept \$500,000 in National Emergency Grant – Florida Storms funds from Florida Commerce. Locally, this funding will be used to provide career services and training to WIOA eligible participants whose employment was affected by the inclement weather or those who are long-term unemployed and need services to return to work. Approved at the 8/5 One-Stop Services Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

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## 7. **Accept Simply Healthcare Funds**

Consideration to accept \$20,000 from Simply Healthcare. Simply Healthcare has created The Community Resource Link. The Link provides a platform of providers, including CSBD, for Simply Healthcare to utilize in referring its customers to employment and other services. CSBD will provide an opportunity for them to showcase their organization at three (3) of our events. Approved at the 8/5 One-Stop Services Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

## REPORTS

### 1. **Budget vs. Actual Expenditure Report**

CSBD receives funds based on our program year 7/1 – 6/30, and also based on the federal fiscal year 10/1 – 9/30. 1) We have a small amount of allowable carry forward in the adult/dislocated worker and youth WIOA funds 2) in anticipation of the Central One-Stop Center move the state has allowed us to carry forward some Wagner Peyser funds and 3) we are on track to spend all other funds.

<b>ACTION</b>	None
<b>EXHIBIT</b>	Memo #02 – 25 (FS)

**Pages 24 – 25**

### 2. **General Fund Balance**

As of 12/31/24 the General Fund balance was \$1,332,894. From 1/1/25 through 6/30/25, we realized revenues of \$145,804 and incurred expenditures of \$116,890. The General Fund balance as of 6/30/25 is \$1,361,808. Of this amount \$587,413 is held in reserve leaving a balance of \$774,395.

<b>ACTION</b>	None
<b>EXHIBIT</b>	Memo #01 – 25 (FS)

**Pages 26 – 27**

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**3. Taylor Hall Miller Parker, (THMP) P.A. Program Monitoring - Report #1 Issued 1/25**

THMP conducted program monitoring for the period August 2024 through November 2024. They reviewed a total of 175 files consisting of 6,844 elements. There were 3 findings and 18 observations. This equates to an error rate of .07%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

**ACTION**           None  
**EXHIBIT**       Memo #01 – 25 (QA)

**Pages 28 – 34**

**4. Taylor Hall Miller Parker, (THMP) P.A. Program Monitoring - Report #2 Issued 3/25**

THMP conducted program monitoring for the period November 2024 through March 2025. They reviewed a total of 184 files consisting of 6,536 elements. There were 13 findings and 14 observations. This equates to an error rate of .30%, 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 #03 – 25 (QA)

**Pages 35 – 40**

**5. Cherry Bekaert, LLP (CB) Fiscal Monitoring - Report #2 Issued 5/25**

Cherry Bekaert conducted fiscal monitoring for the period October 2024 through February 2025. Cherry Bekaert reviewed a total of 1,042 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, we had a 0% error rate.

**ACTION**           None  
**EXHIBIT**       Cherry Bekaert Monitoring Report #2 for PY 24/25

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**MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR**

**MATTERS FROM THE EXECUTIVE COMMITTEE MEMBERS**

**MATTERS FROM THE FLOOR**

**MATTERS FROM THE PRESIDENT/CEO**

**ADJOURNMENT**

<p><b>THE NEXT EXECUTIVE COMMITTEE MEETING IS OCTOBER 13, 2025</b></p>
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Broward Workforce Development Board  
**Executive Committee**  
Monday, June 9, 2025  
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 890 3604 8074  
Zoom Password: 672195  
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:** Heiko Dobrikow, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Rick Shawbell, Marjorie Walters, and Jim Ryan who chaired the meeting.

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

### APPROVAL OF MINUTES

Approval of the Minutes of the 5/12 Executive Committee meeting.

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

### NEW BUSINESS

#### 1. Fiscal and Program Monitoring

Considered reducing the number of CSBD external contracted fiscal and program monitoring visits from 3 each to 2. Over the past several years fiscal monitoring reports continue to have no findings and program monitoring findings have been consistently low and are not systemic. CSBD's allocation is decreasing for the coming program year and we can realize cost savings. Approved at the 6/3 Audit Committee meeting.

Board Chair Jim Ryan reviewed the recommendation.

Dawn Liberta asked whether the three annual monitoring visits were a required standard from the State or something CSBD had previously implemented. Carol Hylton responded that the number was originally four, but several years ago the Audit Committee recommended reducing it to three, and it has remained at that level ever since. Ms. Hylton explained that, given current budget constraints and consistently positive monitoring outcomes, the Audit Committee has approved reducing our fiscal and program monitoring from 3 each to 2. Ms. Hylton stated that internal quality assurance measures remain in place.

Heiko Dobrikow asked whether the number of visits could eventually be reduced to one, given the agency's strong performance. Ms. Hylton responded that while that could be



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considered in the future, especially if funding continues to decline, monitoring and external oversight provide an added safeguard. She recommended proceeding with two visits and revisiting the number of visits in a year or two.

Ron Moffett added that state monitoring tools change frequently, and external monitors help CSBD stay current with evolving compliance requirements.

**On a motion made by Francois Leconte and seconded by Marjorie Walters, the Executive Committee unanimously approved reducing the number of CSBD external contracted fiscal and program monitoring visits from 3 each to 2 each.**

## **2. PY 25/26 Preliminary Budget**

Considered approval of the Program Year (PY) 25/26 preliminary budget, which reflects an overall decrease of 15% or (\$2,422,771) in the State formula allocations and carry forward funds. The total amount of formula and carry forward that we project to be available in PY 25/26 is \$13,729,601 as compared to the actual of \$16,152,372 in PY 24/25. The budget continues to emphasize investments in customer training and getting the unemployed back to work, and it aligns with WIOA and achieving the Board's strategic initiatives and key business results. CSBD recommends acceptance and approval of the preliminary PY 25/26 budget. Approved at the 6/5 One-Stop Services Committee meeting.

Rick Shawbell, Chair of the One-Stop Services Committee, reviewed the recommendation, after which Jim Ryan invited Carol Hylton to provide additional comments.

Ms. Hylton provided an overview of the preliminary budget and stated that although the State's allocation decreased by 15%, the more significant reduction was in carry forward due to CSBD's successful outreach and utilization of funds in the current year. Ms. Hylton added that the budget continues to prioritize investments in training and work-based learning.

Ms. Hylton explained that in developing this year's budget, the team implemented strategies to reduce costs, including: reassessing copier use, storage needs, and software expenses; renegotiating facility leases; and reducing or consolidating staff vacancies. She also described leveraging dedicated grants to offset reductions in formula funding, noting that some could support scholarships and staff salaries.

Mr. Leconte asked whether staff reductions were anticipated. Ms. Hylton stated that while several temporary positions have ended and there are currently ten vacancies that will not be filled, there are no plans for layoffs at this time. We have been very transparent with the staff; they have assisted in helping to find the cost-saving measures, and are aware that we are doing our best to align the budget without layoffs if possible.

Heiko Dobrikow acknowledged the team's work in developing the budget and noted the importance of monitoring state and local developments that could impact funding and service delivery.

**On a motion made by Rick Shawbell and seconded by Francois Leconte, the Executive Committee unanimously approved the PY 25/26 preliminary budget.**

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### **3. Continued Eligibility for Five (5) Current Training Providers**

Consideration to approve continuing eligibility for the period 6/30/25 thru 6/30/27 and maintain currently approved occupational training programs on our ITA list for 1) Dentrilogy Academy 2) Hollywood Career Institute 3) Dick Robinson Media Code School, LLC dba Connecticut School of Broadcasting 4) Dick Robinson Media Code School, LLC dba Palm Beach Code School and 5) Margate Medical Training Center. This is in accordance with WIOA, which requires providers to be re-evaluated and approved for continuation on the Eligible Training Providers List. Approved at the 6/5 One-Stop Services Committee meeting.

Rick Shawbell reviewed the recommendation.

**On a motion made by Rick Shawbell and seconded by Francois Leconte, the Executive Committee unanimously approved current ETPs 1) Dentrilogy Academy 2) Hollywood Career Institute 3) Dick Robinson Media Code School, LLC dba Connecticut School of Broadcasting 4) Dick Robinson Media Code School, LLC dba Palm Beach Code School and 5) Margate Medical Training Center's continued eligibility status beginning 6/30/25 through 6/30/27.**

## **REPORTS**

### **1. Individual Training Account (ITA) Provider Performance**

CSBD conducted its semi-annual analysis of ITA provider performance and found that The Academy of South Florida's 1) Network Technician 2) Business Analyst and 3) Cyber Security Professional programs did not achieve a 70% training-related employment rate. Per Board policy, we suspended referrals to these programs until such time as performance is met and notified the school.

Jim Ryan introduced the item.

Carol Hylton indicated that, per prior Board approval, CSBD is authorized to suspend referrals in real time when performance thresholds are not met and report the situation to the Board. Providers may be reinstated once performance improves.

## **MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR**

None.

## **MATTERS FROM THE EXECUTIVE COMMITTEE**

Rick Shawbell informed everyone that he may not be able to attend the upcoming Board meeting due to a scheduling conflict.

## **MATTERS FROM THE FLOOR**

None.

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

Carol Hylton stated that the Summer Youth Employment Program kicked off with over 1,200 youth beginning their employability skills training. She indicated that Board Member Dr. Howard Hepburn will be the mission moment at the upcoming Board meeting.

Ms. Hylton also highlighted the upcoming 6/17 Construction Forum, which will include a discussion on the role of AI in the construction industry. She stated the AI playbook RFQ was posted.

**ADJOURNMENT** – 12:41 p.m.

<b>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON AUGUST 11, 2025.</b>
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**Memorandum #01-25 (OPS)**

**To:** Executive Committee

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

**Subject:** Selection of One-Stop Operator (OSO)

**Date:** August 6, 2025

**SUMMARY**

Consideration to award the contract for delivery of OSO services to Workforce Guidance Associates, LLC. (WGA) at an annual cost of up to \$114,000. On 5/19, CSBD issued a Request for Quotes (RFQ) for an OSO. The RFQ was published in two papers and on our website. A notice was also sent to all entities registered in our database to receive notice when proposals are released. We received one quote from the current OSO, WGA. CSBD is satisfied with WGA. The contract will be for one (1) year with up to two (2) one-year renewals for a total of three (3) years. Approved at the 8/5 One-Stop Services Committee meeting.

**BACKGROUND**

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

The current OSO contract is set to expire on 9/30. In accordance with WIOA and our procurement policy, CSBD released an RFQ on 5/19 for OSO services.

To encourage broad participation, CSBD:

1. Placed a public notice in two newspapers: Sun-Sentinel and Westside Gazette
2. Posted the RFQ on the CSBD website and
3. Sent direct notifications to all entities registered in our procurement system.

The submission deadline for bidders was 6/13.

**DISCUSSION**

Seven (7) individuals downloaded the RFQ. CSBD received one (1) proposal from WGA, our current OSO. Staff reviewed the proposal submitted by WGA and determined it responsive.

Per CSBD procurement policy and Title 2 of the Code of Federal Regulations (CFR), a sole-source procurement can be justified when competition is inadequate. Based on our outreach and limited response, CSBD has determined that this procurement qualifies as a sole-source.

Staff contacted the Board members who had been appointed to the rating committee, and after conferring with them, it was decided that the RFQ response would be provided to each member for review so that each member could indicate their opinion regarding going forward with the quote received or reopening the RFQ. Each member stated they were satisfied with the response and recommended acceptance of the quote and entry into a contract with WGA.

WGA, led by Nadine Gregoire-Jackson, has served as the region's OSO since the fall of 2019. Ms. Gregoire-Jackson has consistently performed at a high level in executing the duties and responsibilities of OSO as assigned by CSBD.

If approved, the contract will cost up to \$114,000 for one (1) year, subject to negotiation, with up to two (2) one-year renewals for a total of three (3) years.

## **RECOMMENDATION**

Approve the recommendation to award the contract for the OSO to WGA at an annual cost of up to \$114,000, subject to negotiation. The contract will be for one (1) year with up to two (2) one-year renewals for a total of three (3) years.

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**Memorandum #01 – 25 (BR)**

**To:** Executive Committee

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

**Subject:** Targeted Occupations List (TOL) for Program Year (PY) 25/26

**Date:** August 5, 2025

**SUMMARY**

Consideration to approve our local area's TOL for PY 25/26. Based upon our review and community input, CSBD is recommending to 1) add twelve (12) new occupations proposed by the State and 2) retain forty-one (41) occupations the State had slated for removal. As we always do, we researched the State's preliminary list and compared it to the Board-approved criteria. To get input and feedback on the State's proposed list and gather additional relevant labor market data we sent the preliminary TOL to 1) members of the Education and Industry Consortium 2) local partners in education and business and 3) community partners and invited them to a publicly noticed meeting held on 7/17. At the meeting, we provided an overview of the PY 25/26 TOL and our governing board's criteria for updating the TOL. Approved at the 8/4 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 6/27, 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.

For an occupation to be included on CSBD's TOL for PY 25/26, 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 \$15.88,
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.

## DISCUSSION

For the PY 25/26 TOL, the State proposes to 1) **add** 12 new occupational titles and 2) **remove** 60 occupational titles that were on the list last year, of which we recommend retaining 41 occupations. In addition, based on the Florida Price Level Index, the CSF Board of Directors proposed an increase in the minimum entry wage rate from \$14.63 per hour to \$15.88 per hour.

To get input and feedback on the State's proposed list and gather additional relevant labor market data, CSBD sent the preliminary TOL to members of the Education and Industry Consortium, local education and business stakeholders, community partners, business leaders, and industry intermediaries, and invited them to a publicly noticed meeting held on 7/17/25. We provided an overview of the PY 25/26 TOL and the governing board's criteria for updating the TOL. Based on feedback we received during the meeting and our own research using tools such as 1) Lightcast<sup>1</sup> 2) O\*NET<sup>2</sup> and 3) Employ Florida, supporting evidence was established to **retain** 41 occupational titles that were proposed by the State for removal.

The State proposed **adding** 12 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 (ITA) list, CSBD re-confirms that occupations meet all Board criteria. Table 1 is a list of the 12 occupations proposed by the State that CSBD is recommending be added.

**Table 1: The Addition of 12 New Occupations Proposed by the State**

1. Actors	7. Insurance Underwriters
2. Buyers and Purchasing Agents	8. Legal Secretaries and Administrative Assistants
3. Captains, Mates, and Pilots of Water Vessels	9. Office and Administrative Support Workers, All Other
4. Computer, Automated Teller, and Office Machine Repairers	10. Payroll and Timekeeping Clerks
5. First-Line Supervisors of Firefighting and Prevention Workers	11. Special Education Teachers, Kindergarten and Elementary School
6. Human Resources Assistants, Except Payroll and Timekeeping	12. Travel Agents

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<sup>1</sup> Lightcast is a software tool that provides local demographic, industry, occupation, and employment data.

<sup>2</sup> O\*NET is a database of occupational information that provides labor market data on employment trends.

Table 2 is a list of the 41 occupations to be retained on the TOL for PY 25/26.

**Table 2: The Retention of 41 Occupations**

1. Architectural and Engineering Managers	15. Diagnostic Medical Sonographers	29. Engineers, All Other
2. Industrial Truck and Tractor Operators	16. Nursing Assistants	30. Purchasing Agents, Except Wholesale, Retail & Farm Products
3. Audio and Video Technicians	17. Education Administrators, Kindergarten through Secondary	31. Environmental Scientists and Specialists, Including Health
4. Kindergarten Teachers, Except Special Education	18. Operating Engineers and Other Construction Equipment Operators	32. Purchasing Managers
5. Cardiovascular Technologists and Technicians	19. Education Administrators, Postsecondary	33. Facilities Managers
6. Life, Physical, and Social Science Technicians, All Other	20. Painters, Construction and Maintenance	34. Radiologic Technologists and Technicians
7. Cargo and Freight Agents	21. Electrical Engineers	35. First-Line Supervisors of Housekeeping and Janitorial Workers
8. Lodging Managers	22. Personal Service Managers, All Other	36. Roofers
9. Chemists	23. Electrical Power-Line Installers and Repairers	37. Glaziers
10. Maintenance & Repair Workers, General	24. Pest Control Workers	38. Surgical Technologists
11. Chief Executives	25. Electronics Engineers, Except Computer	39. Health Education Specialists
12. Mobile Heavy Equipment Mechanics, Except Engines	26. Physician Assistants	40. Veterinary Assistants and Laboratory Animal Caretakers
13. Database Architects	27. Engineering Technologists and Technicians, Except Drafters, All Other	41. Industrial Engineering Technologists and Technicians
14. Natural Sciences Managers	28. Postsecondary Teachers, All Other	



Table 3 is a list of 19 occupations the State removed due to insufficient entry wage or demand.<sup>3</sup>

**Table 3: The 19 Occupations Removed by the State**

1. Airline Pilots, Copilots, and Flight Engineers	11. Financial Examiners
2. Architects, Except Landscape and Naval	12. Fundraisers
3. Biological Technicians	13. Health Information Technologists and Medical Registrars
4. Career/Technical Education Teachers, Secondary School	14. Home Health Aides
5. Chemical Technicians	15. Interpreters and Translators
6. Clergy	16. Paramedics
7. Commercial Pilots	17. Personal Care Aides
8. Directors, Religious Activities and Education	18. Religious Workers, All Other
9. Electrical and Electronic Engineering Technologists and Technicians	19. Social Workers, All Other
10. Farmers, Ranchers, and Other Agricultural Managers	

Exhibit A is the PY 25/26 TOL per the State, that includes the **addition** of 12 new occupations.

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

## **RECOMMENDATION**

Approve the PY 25/26 TOL with the 1) **addition** of twelve (12) new occupations proposed by the State and 2) **retention of** 41 occupations slated for removal by the State.

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<sup>3</sup> As shown in Table 2, CSBD found supporting evidence to retain 41 occupations.

BR #01-25 Exhibit A  
2025-2026 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 \$19.54/hour and Entry Wage of \$15.88/hour
- 4 High Skill/High Wage (HSHW) Occupations:  
Mean Wage of \$30.61/hour and Entry Wage of \$19.54/hour

			Regional				Statewide				LMEC	In	
			Annual	Annual	2024 Hourly Wage		Annual	Annual	2024 Hourly Wage		Training	Targeted	Qualifying
SOC Code*	HSHW**	Occupation Title*	% Growth	Openings	Mean	Entry	% Growth	Openings	Mean	Entry	Code	Industry?	Level***
132011	HSHW	Accountants and Auditors	0.81	969	42.38	26.46	0.70	9,113	42.00	25.92	6	Yes	R
272011		Actors	N/A	N/A	N/A	N/A	0.79	1,702	25.03	16.16	3	No	S
113012	HSHW	Administrative Services Managers	0.75	112	50.83	27.55	0.66	1,021	49.49	25.68	6	Yes	R
493011	HSHW	Aircraft Mechanics and Service Technicians	0.31	106	40.54	23.43	0.43	1,101	38.11	23.99	5	Yes	R
173011	HSHW	Architectural and Civil Drafters	0.86	59	31.25	21.52	1.15	904	30.12	20.33	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	1.04	63	51.62	28.67	0.53	507	47.65	26.29	6	Yes	N
274011		Audio and Video Technicians	N/A	N/A	22.86	12.50	1.37	638	24.06	14.65	5	No	S
493021		Automotive Body and Related Repairers	0.11	87	27.27	20.44	0.65	865	28.07	19.09	4	No	R
493023		Automotive Service Technicians and Mechanics	0.65	501	26.75	16.30	0.63	5,620	25.53	16.25	4	No	R
433031		Bookkeeping, Accounting, and Auditing Clerks	-0.16	1,477	24.63	17.66	0.73	15,667	24.42	17.26	3	Yes	S
493031		Bus and Truck Mechanics and Diesel Engine Specialists	0.26	116	30.05	21.72	0.59	1,272	30.01	21.21	4	Yes	R
131199	HSHW	Business Operations Specialists, All Other	0.94	513	46.65	23.85	0.80	6,273	44.42	23.16	6	Yes	R
131020	HSHW	Buyers and Purchasing Agents	-0.44	254	37.14	23.65	0.55	3,074	37.40	22.92	6	Yes	S
535021		Captains, Mates, and Pilots of Water Vessels	0.88	139	36.15	18.40	-0.22	614	36.49	19.11	4	No	R
292031		Cardiovascular Technologists and Technicians	0.00	289	22.42	16.76	1.547	517	24.33	14.2	3	No	S
435011		Cargo and Freight Agents	8.00	1,024	25.67	18.31	1.38541	1118	22.67	15.36	3	Yes	S
472031		Carpenters	0.28	486	24.16	18.85	0.76	6,387	24.13	18.09	4	No	R
351011		Chefs and Head Cooks	0.53	216	27.36	15.04	0.73	2,101	30.07	16.58	5	No	S
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		Child, Family, and School Social Workers	0.86	151	27.54	20.86	0.89	1,350	27.28	19.68	6	No	R
172051	HSHW	Civil Engineers	1.16	128	47.08	26.52	0.94	1,234	50.88	30.17	6	Yes	R
131031	HSHW	Claims Adjusters, Examiners, and Investigators	0.31	288	37.57	24.42	0.90	2,512	35.67	23.51	3	Yes	R
292010		Clinical Laboratory Technologists and Technicians	0.69	215	30.10	18.76	0.38	1,978	29.29	18.07	5	No	R
211099		Community and Social Service Specialists, All Other	0.61	73	29.72	21.05	0.69	775	28.09	19.25	6	No	N
211094		Community Health Workers	1.84	24	27.67	20.83	1.08	265	24.20	17.28	6	No	N
131141	HSHW	Compensation, Benefits, and Job Analysis Specialists	1.38	75	35.17	21.63	0.94	607	34.18	21.50	6	Yes	S
131041	HSHW	Compliance Officers	0.63	244	37.74	22.78	0.63	2,882	38.27	22.20	6	Yes	R
113021	HSHW	Computer and Information Systems Managers	2.30	262	84.47	53.31	1.23	1,978	82.23	52.56	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	1.37	50	65.21	42.06	1.34	554	63.74	42.43	6	Yes	S

SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC	In	Qualifying
			Annual % Growth	Annual Openings	2024 Hourly Wage Mean	2024 Hourly Wage Entry	Annual % Growth	Annual Openings	2024 Hourly Wage Mean	2024 Hourly Wage Entry	Training Code	Targeted Industry?	
151231	HSHW	Computer Network Support Specialists	1.32	111	43.86	27.76	1.11	1,037	36.99	24.37	5	Yes	R
151299	HSHW	Computer Occupations, All Other	1.47	119	51.62	27.74	1.23	1,497	49.66	24.79	6	Yes	R
151251	HSHW	Computer Programmers	-0.25	26	48.49	33.79	1.41	552	49.30	29.19	6	Yes	S
151211	HSHW	Computer Systems Analysts	1.83	216	53.04	33.46	1.31	2,544	51.27	32.30	6	Yes	R
151232	HSHW	Computer User Support Specialists	1.37	403	31.99	20.26	1.28	4,078	30.00	19.66	4	Yes	R
492011		Computer, Automated Teller, and Office Machine Repairers	0.44	82	21.82	16.97	0.83	654	22.69	17.38	4	Yes	R
474011	HSHW	Construction and Building Inspectors	0.19	185	38.31	25.05	0.89	1,931	33.80	23.00	4	Yes	R
119021	HSHW	Construction Managers	0.43	278	58.83	37.14	0.55	3,437	55.55	31.16	6	No	R
131051	HSHW	Cost Estimators	-0.18	105	39.48	24.00	0.75	1,477	36.97	22.06	6	Yes	S
434031		Court, Municipal, and License Clerks	0.20	164	25.88	19.35	0.28	1,227	23.55	17.87	3	No	R
152051	HSHW	Data Scientists	5.41	123	57.40	34.92	1.46	694	56.57	32.51	6	Yes	R
151243	HSHW	Database Architects	-4.00	193	56.88	27.15					4	Yes	R
319091		Dental Assistants	1.39	408	22.44	18.75	1.00	3,747	22.44	18.18	4	No	R
291292	HSHW	Dental Hygienists	1.47	101	39.28	35.32	1.00	1,101	40.03	34.09	5	No	R
292032	HSHW	Diagnostic Medical Sonographers	N/A	N/A	36.69	29.76	2.08	519	35.63	28.81	5	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	1.41771	1111	46.05	33.25	5	No	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	0.53	431	27.42	20.91	0.57	4,701	26.68	20.02	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		Elementary School Teachers, Except Special Education	1.01	528	29.15	22.68	0.73	5,262	28.30	22.05	6	No	R
292042		Emergency Medical Technicians	0.28	43	21.37	17.22	0.95	540	20.86	16.43	4	No	S
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	-1.74	203	32.63	19.81	0.63	2,969	33.54	21.47	3	Yes	S
113013	HSHW	Facilities Managers	0.89	50	48.45	28.51	1.08	578	46.93	26.81	6	No	S
132051	HSHW	Financial and Investment Analysts	0.84	90	52.18	30.24	0.57	1,196	48.38	29.39	6	Yes	R
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
113031	HSHW	Financial Managers	1.73	322	82.17	42.78	0.64	2,964	80.69	42.15	6	Yes	R
132099	HSHW	Financial Specialists, All Other	0.88	44	34.79	21.89	0.55	680	35.25	21.82	6	Yes	N
332011	HSHW	Firefighters	0.26	191	36.25	25.29	0.32	1,810	30.58	19.77	4	No	R
471011	HSHW	First-Line Supervisors of Construction Trades and Extraction Workers	0.17	487	37.84	24.73	0.62	5,875	36.62	24.26	3	No	R
391014		First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services	0.60	123	28.30	17.80	0.60	1,090	26.16	17.47	3	No	R
331021	HSHW	First-Line Supervisors of Firefighting and Prevention Workers	0.25	86	54.05	42.88	0.32	538	49.72	32.93	5	No	R
371011		First-Line Supervisors of Housekeeping and Janitorial Workers	8.00	1,938	20.71	15.90	1.83023	2885	19.74	13.88	3	No	S

SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC	In	Qualifying
			Annual % Growth	Annual Openings	2024 Hourly Wage Mean	2024 Hourly Wage Entry	Annual % Growth	Annual Openings	2024 Hourly Wage Mean	2024 Hourly Wage Entry	Training Code	Targeted Industry?	
371012		First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	0.91	200	27.22	19.15	0.83	2,445	26.59	18.59	3	No	R
491011	HSHW	First-Line Supervisors of Mechanics, Installers, and Repairers	0.64	323	37.65	25.03	0.62	3,429	36.60	24.05	3	No	R
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	0.42	377	47.35	27.29	0.69	3,210	46.21	26.05	3	Yes	R
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	-0.18	1,040	33.88	22.21	0.74	11,148	32.90	21.48	3	Yes	S
391022		First-Line Supervisors of Personal Service Workers	0.89	89	24.61	16.79	0.55	1,162	23.82	15.81	3	No	R
331012	HSHW	First-Line Supervisors of Police and Detectives	0.22	89	57.39	39.92	0.25	606	52.01	34.32	6	No	R
511011	HSHW	First-Line Supervisors of Production and Operating Workers	0.43	223	32.78	21.37	0.36	2,480	33.02	21.21	3	Yes	R
411011		First-Line Supervisors of Retail Sales Workers	-0.10	782	25.93	17.04	0.47	9,789	24.83	16.46	3	No	S
531047	HSHW	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	0.98	413	31.39	20.76	0.83	4,052	30.63	20.55	3	Yes	R
119051	HSHW	Food Service Managers	0.14	281	37.93	24.06	0.71	3,453	34.25	20.67	3	No	R
111021	HSHW	General and Operations Managers	0.83	1,778	64.37	27.14	0.80	17,467	61.83	25.80	6	Yes	R
472121		Glaziers	2.00	486	23.77	14.73	2.24184	869	20.39	15.29	3	No	S
271024	HSHW	Graphic Designers	0.93	181	31.05	20.92	0.59	1,601	30.17	19.77	6	Yes	R
211091	HSHW	Health Education Specialists	N/A	N/A	32.81	17.82	0.59	582	28.65	16.47	6	No	N
251071	HSHW	Health Specialties Teachers, Postsecondary	N/A	N/A	N/A	N/A	0.12	714	66.17	29.42	6	No	N
292099		Health Technologists and Technicians, All Other	0.48	112	24.82	18.20	0.87	1,117	23.82	17.82	4	No	R
499021		Heating, Air Conditioning, and Refrigeration Mechanics and Installers	0.49	372	27.99	20.54	0.50	3,559	26.49	19.64	4	No	R
533032		Heavy and Tractor-Trailer Truck Drivers	1.35	999	26.52	19.56	1.06	13,527	26.13	19.15	4	Yes	R
434161		Human Resources Assistants, Except Payroll and Timekeeping	0.07	56	23.32	17.87	0.83	683	23.38	17.88	5	Yes	S
113121	HSHW	Human Resources Managers	0.97	79	70.91	41.33	0.76	816	66.85	39.61	6	Yes	S
131071	HSHW	Human Resources Specialists	1.21	633	35.15	22.00	0.95	5,414	35.25	21.62	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	1.75	87	54.32	35.44	0.72	853	54.82	34.84	6	Yes	R
499041		Industrial Machinery Mechanics	1.48	148	30.21	21.09	0.27	1,380	30.19	21.69	4	Yes	R
537051		Industrial Truck and Tractor Operators	-3.00	2,310	20.38	16.71	1.82606	4759	19.3	14.88	3	Yes	R
151212	HSHW	Information Security Analysts	4.08	91	56.92	38.79	1.41	888	56.49	36.39	6	Yes	R
519061		Inspectors, Testers, Sorters, Samplers, and Weighers	0.02	228	24.06	16.59	0.55	2,410	24.00	16.65	4	Yes	R
413021	HSHW	Insurance Sales Agents	1.03	551	37.38	20.33	0.83	5,254	38.60	19.70	4	Yes	R
132053	HSHW	Insurance Underwriters	0.05	53	45.27	28.37	0.85	557	43.13	27.16	6	Yes	S
271025		Interior Designers	1.17	70	30.74	18.50	0.89	813	31.36	18.27	6	Yes	S
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
436012		Legal Secretaries and Administrative Assistants	-1.28	166	27.98	17.56	0.78	1,582	27.93	17.55	3	Yes	S
292061		Licensed Practical and Licensed Vocational Nurses	0.59	260	30.17	24.38	0.68	3,440	29.00	24.00	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

SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC		In	
			Annual % Growth	Annual Openings	2024 Hourly Wage		Annual % Growth	Annual Openings	2024 Hourly Wage		Training Code	Targeted Industry?	Qualifying Level***	
132072	HSHW	Loan Officers	-0.39	123	40.06	18.56	0.23	1,889	39.54	19.63	6	Yes	S	
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	2.86	156	33.25	22.26	0.84	1,210	36.54	22.98	6	Yes	R	
514041		Machinists	0.92	73	27.51	20.11	0.59	878	25.63	18.77	4	Yes	N	
499071		Maintenance & Repair Workers, General	3.00	10,053	19.51	14.71					3	No	R	
131111	HSHW	Management Analysts	1.40	713	51.19	28.57	0.91	7,131	47.42	26.12	6	Yes	R	
119199	HSHW	Managers, All Other	0.68	370	57.87	27.50	0.57	4,150	56.32	26.57	6	No	R	
131161	HSHW	Market Research Analysts and Marketing Specialists	1.95	804	42.03	24.16	0.95	6,289	39.74	22.69	6	Yes	R	
112021	HSHW	Marketing Managers	1.15	174	70.42	39.37	0.89	1,539	71.21	37.40	6	Yes	R	
319011		Massage Therapists	1.66	184	24.14	15.58	1.02	1,938	24.33	15.64	4	No	S	
172141	HSHW	Mechanical Engineers	1.56	41	46.74	30.11	0.68	547	48.98	32.38	6	Yes	N	
119111	HSHW	Medical and Health Services Managers	2.62	326	65.58	37.12	0.58	2,902	61.82	33.95	6	No	R	
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	1.60	792	21.51	17.51	1.14	9,234	20.66	17.01	4	No	R	
499062	HSHW	Medical Equipment Repairers	2.11	68	27.49	19.09	0.49	556	28.82	18.33	5	Yes	N	
292072		Medical Records Specialists	0.99	95	25.12	15.66	0.77	1,261	24.19	16.71	4	Yes	S	
191042	HSHW	Medical Scientists, Except Epidemiologists	1.18	20	60.41	35.17	0.70	227	60.94	33.11	6	Yes	N	
436013		Medical Secretaries and Administrative Assistants	0.51	863	21.30	17.41	0.92	8,918	20.37	16.60	3	No	R	
131121	HSHW	Meeting, Convention, and Event Planners	1.07	108	30.70	19.54	0.66	977	30.12	17.99	6	No	R	
211023	HSHW	Mental Health and Substance Abuse Social Workers	1.06	44	27.39	19.58	0.99	477	26.98	19.37	6	No	N	
252022		Middle School Teachers, Except Special and Career/Technical Education	1.02	285	29.21	23.39	0.74	2,699	27.99	22.74	6	No	R	
493042		Mobile Heavy Equipment Mechanics, Except Engines	0.91	55	26.42	19.29	1.42	870	27.11	18.98	4	Yes	S	
493051		Motorboat Mechanics and Service Technicians	1.24	111	28.20	19.62	0.96	567	27.05	19.09	4	Yes	R	
272042	HSHW	Musicians and Singers	N/A	N/A	N/A	N/A	0.16	1,226	69.32	25.01	3	No	S	
119121	HSHW	Natural Sciences Managers	N/A	N/A	53.64	25.50	0.97	339	51.24	26.29	6	Yes	N	
151244	HSHW	Network and Computer Systems Administrators	1.05	148	47.04	31.33	1.19	1,592	46.19	30.48	6	Yes	R	
311131		Nursing Assistants	4.00	6,574	17.80	14.70					4	No	R	
195011	HSHW	Occupational Health and Safety Specialists	1.54	59	41.56	25.00	0.73	700	40.11	24.72	6	Yes	S	
312011	HSHW	Occupational Therapy Assistants	2.69	52	35.13	27.97	1.42	614	34.07	28.48	5	No	S	
439199		Office and Administrative Support Workers, All Other	-0.53	59	27.24	18.48	0.69	3,034	23.25	16.61	3	No	S	
472073		Operating Engineers and Other Construction Equipment Operators	2.00	2,414	27.60	18.00	0.95973	2869	21.27	15.72	3	No	R	
152031	HSHW	Operations Research Analysts	2.39	74	40.04	24.84	0.81	585	40.59	24.08	6	Yes	S	
292057		Ophthalmic Medical Technicians	1.44	37	22.27	18.92	1.43	644	21.49	17.09	4	No	S	
472141		Painters, Construction and Maintenance	3.00	2,826	18.70	16.05	0.95286	3163	18.62	14.28	3	No	S	
232011	HSHW	Paralegals and Legal Assistants	1.23	462	31.15	20.50	0.73	4,242	29.40	19.73	5	Yes	R	
433051		Payroll and Timekeeping Clerks	-0.81	91	24.77	16.11	0.86	1,210	24.33	16.36	3	Yes	S	
132052	HSHW	Personal Financial Advisors	0.67	171	73.98	25.97	0.17	2,004	75.80	25.49	6	No	R	
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	1.35766	1557	18.6	13.66	3	No	S	
292052		Pharmacy Technicians	0.93	395	21.13	17.26	0.38	3,890	20.58	16.95	4	No	R	
319097		Phlebotomists	1.35	111	19.10	15.47	1.11	1,341	19.50	16.80	4	No	S	
312021	HSHW	Physical Therapist Assistants	2.69	106	34.19	26.12	1.45	1,293	32.92	26.38	5	No	R	

SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC	In	Qualifying
			Annual % Growth	Annual Openings	2024 Hourly Wage Mean	2024 Hourly Wage Entry	Annual % Growth	Annual Openings	2024 Hourly Wage Mean	2024 Hourly Wage Entry	Training Code	Targeted Industry?	
291071	HSHW	Physician Assistants	9.00	718	66.85	27.12	3.98741	837	50.39	28.97	5	No	S
472152		Plumbers, Pipefitters, and Steamfitters	0.13	250	26.84	20.56	0.55	3,007	25.79	19.31	4	No	R
333051	HSHW	Police and Sheriff's Patrol Officers	0.22	513	41.10	31.79	0.28	4,001	40.31	26.70	5	No	R
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	1.08	68	50.34	24.94	0.47	737	46.84	24.08	6	Yes	N
435061		Production, Planning, and Expediting Clerks	0.78	197	26.42	18.39	0.64	2,177	26.25	18.20	3	Yes	R
131082	HSHW	Project Management Specialists	0.70	554	50.67	31.54	0.89	5,501	49.64	30.39	6	Yes	R
132020	HSHW	Property Appraisers and Assessors	0.90	33	36.70	25.51	0.73	558	40.25	22.87	6	No	S
119141	HSHW	Property, Real Estate, and Community Association Managers	0.88	410	40.15	21.73	0.85	3,777	38.25	21.42	6	No	R
292053		Psychiatric Technicians	1.40	146	21.71	16.73	1.22	1,151	21.08	16.65	4	No	R
273031	HSHW	Public Relations Specialists	1.12	230	33.79	19.96	0.76	1,999	33.11	19.59	6	Yes	R
131023		Purchasing Agents, Except Wholesale, Retail & Farm Products	N/A	N/A	32.87	19.70					5	No	R
113061	HSHW	Purchasing Managers	N/A	N/A	65.10	41.18	1.03	336	64.74	39.86	6	Yes	N
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		Real Estate Brokers	0.66	49	51.63	20.58	0.76	708	41.45	17.45	4	No	S
419022		Real Estate Sales Agents	0.64	787	35.33	16.88	0.76	7,129	35.25	16.84	4	No	R
291141	HSHW	Registered Nurses	0.20	1,214	43.14	33.40	0.20	12,683	42.40	33.19	6	No	R
291126	HSHW	Respiratory Therapists	0.70	61	39.58	28.45	0.10	499	39.09	30.83	5	No	N
472181		Roofers	2.00	2,674	25.36	18.38	2.35465	3616	19.63	14.17	3	No	S
112022	HSHW	Sales Managers	0.99	306	71.00	36.26	0.72	2,491	70.26	33.97	6	Yes	R
413091		Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1.27	1,134	33.71	18.73	1.11	10,671	34.78	18.33	6	Yes	R
414012		Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	0.78	1,091	35.82	18.22	0.54	8,691	35.57	18.25	3	Yes	R
414011	HSHW	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	1.12	350	71.04	30.15	0.81	2,533	61.13	28.44	6	Yes	R
252031	HSHW	Secondary School Teachers, Except Special and Career/Technical Education	0.92	344	30.94	23.33	0.73	3,621	29.75	22.68	6	No	R
413031	HSHW	Securities, Commodities, and Financial Services Sales Agents	0.13	290	46.19	22.77	0.43	3,376	43.12	22.09	6	No	R
492098		Security and Fire Alarm Systems Installers	1.07	132	28.10	21.24	0.79	926	27.49	20.81	4	No	R
119151	HSHW	Social and Community Service Managers	0.80	70	40.39	23.45	0.63	732	37.76	22.93	6	No	N
211093		Social and Human Service Assistants	0.50	236	22.57	16.35	0.64	2,332	21.36	16.14	3	No	R
151252	HSHW	Software Developers	3.62	799	66.84	40.77	1.67	5,834	61.68	38.59	6	Yes	R
151253	HSHW	Software Quality Assurance Analysts and Testers	3.14	128	51.13	32.11	1.88	1,025	47.69	31.59	6	Yes	R
252052		Special Education Teachers, Kindergarten and Elementary School	N/A	N/A	N/A	N/A	0.71	549	28.36	23.57	6	No	S
252058	HSHW	Special Education Teachers, Secondary School	0.95	55	32.61	24.92	0.71	678	30.39	23.07	6	No	S
271014	HSHW	Special Effects Artists and Animators	1.41	21	47.60	34.96	0.92	406	39.49	27.25	6	No	N
211018		Substance Abuse, Behavioral Disorder, and Mental Health Counselors	2.18	256	28.90	20.97	1.35	1,877	29.08	20.09	6	No	R
292055		Surgical Technologists	N/A	N/A	25.26	19.68	0.80	636	25.11	19.67	4	No	N

SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC	In	Qualifying
			Annual % Growth	Annual Openings	2024 Hourly Wage		Annual % Growth	Annual Openings	2024 Hourly Wage		Training Code	Targeted Industry?	
173031		Surveying and Mapping Technicians	1.14	43	25.74	19.21	0.94	740	24.53	18.00	5	Yes	S
253099		Teachers and Instructors, All Other	N/A	N/A	N/A	N/A	N/A	N/A	29.31	16.44	6	No	N
492022	HSHW	Telecommunications Equipment Installers and Repairers, Except Line Installers	2.50	232	31.45	23.45	1.13	1,612	31.50	22.84	4	No	R
499052		Telecommunications Line Installers and Repairers	2.36	108	30.34	21.54	1.03	822	27.48	18.96	4	No	R
131151	HSHW	Training and Development Specialists	0.97	240	35.60	20.65	0.83	2,547	34.92	18.93	6	Yes	R
113071	HSHW	Transportation, Storage, and Distribution Managers	0.88	93	50.83	28.09	0.59	857	50.12	27.10	6	Yes	R
413041		Travel Agents	0.67	209	26.95	20.09	0.85	1,703	23.90	16.73	3	No	R
319096		Veterinary Assistants and Laboratory Animal Caretakers	4.00	650	17.93	15.02					4	No	R
292056		Veterinary Technologists and Technicians	3.11	113	21.44	16.89	2.05	1,285	20.79	16.58	5	Yes	R
151255	HSHW	Web and Digital Interface Designers	2.30	100	47.49	26.62	1.19	498	41.22	22.39	5	Yes	R
151254	HSHW	Web Developers	3.06	112	44.82	25.96	1.49	452	43.39	24.13	5	Yes	R
514121		Welders, Cutters, Solderers, and Brazers	0.37	136	26.75	20.56	0.47	1,655	25.27	19.55	4	Yes	R
273043	HSHW	Writers and Authors	0.80	88	32.78	21.97	0.42	746	38.38	21.85	6	No	R

\*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 #02 – 25 (FS)

**To:** Executive Committee

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

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

**Date:** July 30, 2025

### SUMMARY

CSBD receives funds based on our program year (PY) 7/1 – 6/30, and also based on the federal fiscal year (FY) 10/1 – 9/30. 1) We have a small amount of allowable carry forward in the adult/dislocated worker and youth WIOA funds 2) in anticipation of the Central One-Stop Center move the state has allowed us to carry forward some Wagner Peyser funds and 3) we are on track to spend all other funds.

### BACKGROUND

CSBD receives funds based on our PY 7/1 – 6/30, and also based on the FY 10/1 – 9/30. WIOA allows for a 20% carry forward.

### DISCUSSION

Chart 1 depicts funds allocated to us on a PY basis from 7/1/24 to 6/30/25 and represents expenditures at 100% of the program year (ended in June).

**Chart 1: 7/1/24 – 6/30/25 Budget vs. Actual at 100% of the Year**

Notes	Funding Stream	PY 24/25 Budget	Actual Expenditures 7/1/24 – 6/30/25	% Expended
1	WTP	4,365,001	3,800,339	87%
2	WIOA Adult/Dislocated Worker	7,011,031	6,431,199	92%
3	WIOA Youth	2,510,583	2,264,912	90%

#### Note 1: WTP

Florida Commerce extended the end date for this grant to 8/31/25. Per Board policy, we use funds available to serve additional youth in our summer youth employment program. We anticipate the funds will be 100% expended.

#### Notes 2 and 3: WIOA AD/DW and Youth

We have carried forward the unexpended funds as allowed by WIOA.



Chart 2 depicts funds allocated to us on a federal FY basis from 10/1/24 to 9/30/25 and represents expenditures through 6/30/25, which represents 75% of the fiscal year (ends in September).

**Chart 2: 10/1/24 – 9/30/25 Budget vs. Actual at 75% of the Year**

Notes	Funding Stream	PY 24/25 Budget	Actual Expenditures 10/1/24 – 6/30/25	% Expended
1	Veterans	286,783	149,435	52%
2	Wagner Peyser (WP)	1,774,957	1,091,979	62%
3	SNAP	204,018	182,426	89%

**Note 1: Veterans Program**

There was a delay in receiving the approvals necessary from the state to fill vacancies. As a result funds budgeted for fair share costs were not expended at the rate projected. As all vacancies are now filled we anticipate being able to spend the funds.

**Note 2: Wagner Peyser**

We are on track to spend the majority of our WP funds. The state is allowing us to carry forward any unspent funds to be utilized for the Central One-Stop Center move.

**Note 3: SNAP**

We received slightly less funds from the state than anticipated. We have adjusted the SNAP budget to bring it into alignment by the end of the period of funding availability.

**RECOMMENDATION**

None. For information purposes only.

## Memorandum #01 – 25 (FS)

**To:** Executive Committee

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

**Subject:** General Fund Balance

**Date:** July 30, 2025

### SUMMARY

As of 12/31/24 the General Fund balance was \$1,332,894. From 1/1/25 through 6/30/25, we realized revenues of \$145,804 and incurred expenditures of \$116,890. The General Fund balance as of 6/30/25 is \$1,361,808. Of this amount \$587,413 is held in reserve leaving a balance of \$774,395.

### 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, 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: \$1,089,184	
Less Principle paid with Depreciation revenue since 1/1/2019 (\$751,771)	\$337,413
<b>Total</b>	<b>\$587,413</b>

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**

<b>Category</b>	<b>Dollar Amount</b>
Food (Calendar Year)	\$27,000
Ticket to Work staff salary, benefits & overhead	\$98,500
Application of our Indirect Cost Rate	\$19,600
President and General Counsel Salary Cap	\$40,000
<b>Total</b>	<b>\$185,100</b>

## **DISCUSSION**

The General Fund balance as of 12/31/24 was \$1,332,894. Chart 3, below is a list of the revenues and expenditures from 1/1/25 through 6/30/25. During this period revenues totaling \$145,804 and expenditures totaling \$116,890 were incurred. The total of the General Fund balance including reserves minus expenditures is \$1,361,808.

**Chart 3- Revenues and Expenditures 1/1/25 – 6/30/25**

<b>Category</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Comments</b>
Investment Interest	20,880		SBA & Truist
Reimbursement to CSBD	400		Restitution
Ticket to Work (TTW)	34,484	233	
Depreciation collected from grants	85,340		
Tobacco Free Florida	4,700		
FY 24/25 Building Principal		64,608	Paid to date \$964,563
President & General Counsel Salary Cap		39,261	
Food expense		7,185	
Indirect Costs		5,603	
<b>Total</b>	<b>\$145,804</b>	<b>\$116,890</b>	

The General Fund balance as of 6/30/25 is \$1,361,808 of this amount \$587,413 is held in reserve leaving a balance of \$774,395.

## **RECOMMENDATION**

None. For information purposes.

## Memorandum #01 – 25 (QA)

**To:** Executive Committee

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

**Subject:** Results of the Taylor Hall Miller Parker (THMP), P.A.  
Program Monitoring Report #1 – PY 24/25 – Issued 1/30/2025

**Date:** March 14, 2025

### SUMMARY

THMP conducted program monitoring for the period August 2024 through November 2024. They reviewed a total of 175 files consisting of 6,844 elements. There were 3 findings and 18 observations. This equates to an error rate of .07%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

### BACKGROUND

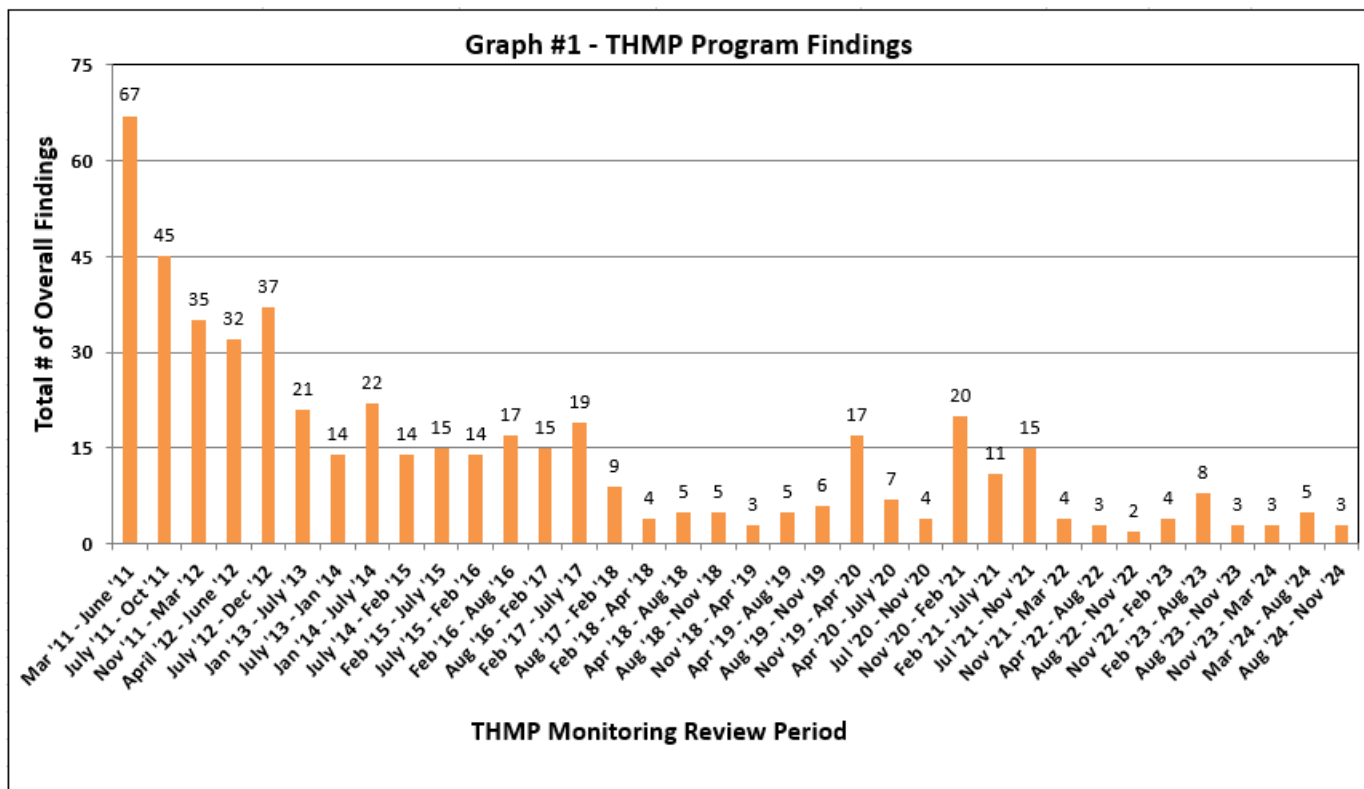
THMP monitors program activities three times a year. This was the first report for Program Year 24/25. This monitoring covered the period August 2024 through November 2024.

### DISCUSSION

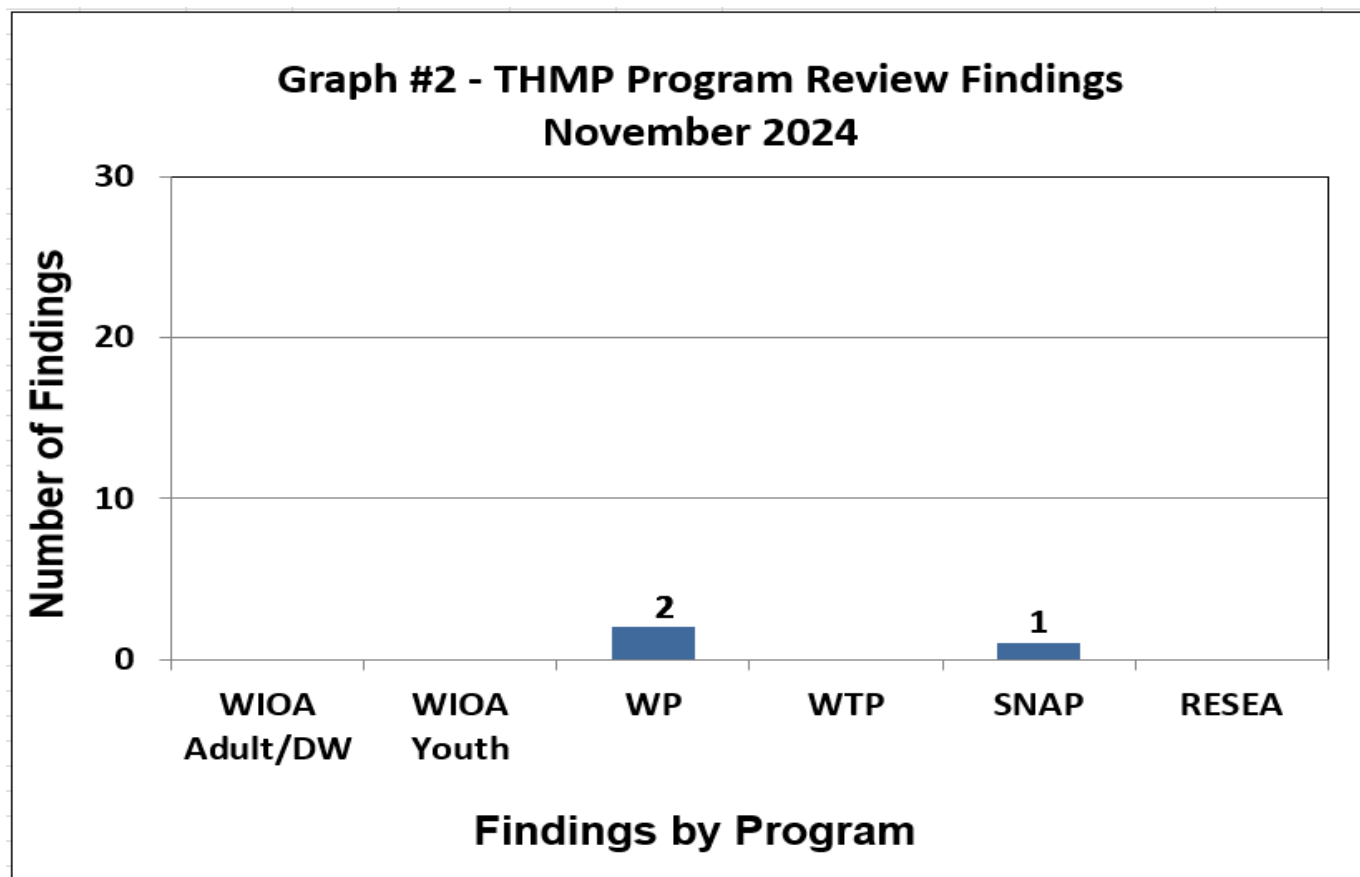
THMP identified 3 findings and 18 observations during their program monitoring visit. They reviewed a total of 175 files consisting of 6,844 elements. This equates to an error rate of .07%, or less than 1%.

### THMP Program Findings

A chart trending 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:



## THMP Program Findings for the period of August 2024 – November 2024

The findings and observations in this report were forwarded to the Career Centers 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

30 WIOA Adult, Dislocated Worker and Special Project customers files from enrollments in Employ Florida (EF) were reviewed; 10 from each Center. There were **(0)** findings and **(1)** observation.

<b>Observation</b> WIOA Adult/Dislocated Worker
The customer's annualized family income (AFI) documented on the customer's WIOA application in EF was calculated using net pay rather than gross pay; the error did not affect the WIOA low-income determination for priority of service.
<b>Recommendation</b>
The AFI calculation documented in the customer file and the WIOA application in EF should be updated as appropriate for this customer.
<b>Agree/Disagree</b>
Agree
<b>Resolution</b>
This was an isolated incident, and the case file was updated in EF. Success Coaches have been advised to highlight key income information on paystubs, to prevent a reoccurrence of this issue.

### WIOA Youth

20 WIOA Youth files were reviewed: 5 CareerSource Broward, 2 Center for Independent Living (CIL), 4 FLITE Center, 2 HANDY, and 7 School Board of Broward County (SBBC). There were no **(0)** findings and **(0)** observations.

### Wagner-Peyser (WP)

A. 30 WP accounts were reviewed; 10 from each Center. There were **(2)** findings and **(2)** observations.

<b>Findings</b> WP/Service Documentation Review
For two newly created staff-assisted customer registrations, there was no case note documenting the customer's permission to create the account in EF.
<b>Recommendation</b>
For staff-assisted registrations, staff should ensure the customer's permission to create the EF account is documented in a case note.

<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
The staff was trained on 12/3/24 by the supervisor on proper case noting regarding customer registration and how to properly document the customer's authorization to register.

<b>Observations</b> WP/Service Documentation Review
For two customers for whom a job development service was recorded, information required to be documented in a case note was missing in EF.
<b>Recommendation</b>
When job development services are provided to customers, staff should record the following information in EF: employer's name, phone number, address; date of contact; and position/title of job.
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
The staff member corrected the file to include the above information. The requirement was reviewed with new staff to ensure they are aware of the requirement. The Program Manager provided staff with a sample case note for future reference.

B. 30 WP job orders were reviewed. There were **(0)** findings and **(0)** observations.

### **Reemployment Services and Eligibility Assessment (RESEA)**

10 RESEA files were reviewed. There were **(0)** findings and **(0)** observations.

### **Welfare Transition Program (WTP)**

- A. 23 WTP files were reviewed (8 each from North and Central, and 7 from South). There were **(0)** findings and **(9)** observations.

<b>Observations WTP File/System Review</b>
<ul style="list-style-type: none"><li>a) IRPs for 2 participants, were not created within 30 days of referral.</li><li>b) A signed IRP in case files was missing work activity assignment end dates.</li><li>c) IRPs were not updated to reflect support services entered in OSST</li><li>d) A participant failed to submit participation documentation &amp; no action was taken</li><li>e) Case notes did not provide the detail regarding a participant's progress</li><li>f) A pre-penalty for a participant was not initiated in a timely manner</li><li>g) A participant's case notes were not updated over a long period of time</li><li>h) An incorrect pre-penalty termination date was entered in OSST which upon determining good cause, the pre-penalty should have been terminated with the date of the supposed failure.</li></ul>
<b>Recommendation</b>
<ul style="list-style-type: none"><li>a) Staff should ensure an initial IRP is completed within 30 days of referral.</li><li>b) Work activity assignment end dates should be reflected on signed IRPs.</li><li>c) All support services, opened in OSST, must also be reflected in the IRP.</li><li>d) All required documentation should be collected timely entered in OSST timely.</li><li>e) Case notes should provide a clear picture of all activity with the case.</li><li>f) Staff should ensure pre-penalty are initiated in a timely manner.</li><li>g) Staff should timely engage participants and document those attempts in OSST.</li><li>h) Staff should lift pre-penalties with the same date as the exact failure date upon determining good cause.</li></ul>
<b>Agree / Disagree</b>
Agree

<b>Resolution</b>
<ul style="list-style-type: none"><li>a) - f) The observations were related to a single new WTP Success Coach. She was provided refresher training and taught to utilize OSST case management tips. Monthly desk reviews assure that the required corrections are taking place.</li><li>g) An unforeseen extended absence by the Success Coach resulted in the delays in the case note entries. To prevent similar occurrences in the future, staff have been cross-trained to assist with case loads in the event of extended absences.</li><li>h) Staff have been instructed regarding OSST tips to improve case management.</li></ul>

- B. 1 WTP Upfront Diversion file was reviewed; There were no **(0)** findings and **(0)** observations.
- C. 21 WTP transitional files were reviewed; 7 at North, South and Central. There were no **(0)** findings and **(0)** observations



## **Supplemental Nutritional Assistance Program (SNAP)**

10 SNAP files were reviewed. There was **(1)** finding and **(6)** observations.

<b>Finding SNAP File/System Review - Sanctions</b>
A compliance activity was not completed by a participant but the pending sanction was lifted/ended without a valid penalty lift reason. Instead, the pending sanction was ended with Entered In Error when the participant submitted an offer of employment,
<b>Recommendation</b>
Employment offer letters are insufficient to lift/end a penalty. Employment verification, such as pay stubs, are needed to end or lift a penalty.
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
The file could not be corrected as the case is closed. The requirement to obtain employment verification was reviewed with the SNAP Success Coach. The SNAP Program Manager reviewed 5 SNAP customer files, and all of them were verified and documented correctly.

<b>Observation SNAP File/System Review</b>
a) OSST reflects less than the required 80 hours per month were assigned because although Education (41 hours) and Supervised Job Search (39 hours) were originally assigned for 80/hrs per month employment was recorded in OSST, The activity were changed to zero.
b) Employment was recorded in OSST based on an offer letter instead of without documented employer verification of employment although the documentation was subsequently obtained
c) The appointment date on the Monthly Participation Agreement (MPA) provided to two participants was different than the appointment date documented in case notes and used for the penalty request.
d) A participant case was closed based on an exemption; However, the closure alert related to a sanction that was lifted with compliance prior to closing the case
e) The conciliation for failure to complete Notice of Mandatory Participation (NOMP) requirements was not lifted in a timely manner subsequent to compliance.

<b>Recommendation</b>
<ul style="list-style-type: none"> <li>a) Staff should not amend activity hours when there is employment. They should close the current activity and open a new activity reflecting updated hours.</li> <li>b) Staff should not use offer letters to enter employment in OSST they need an employment verification form or pay stub</li> <li>c) Dates on the MPA and the dates documented in the case notes are the same.</li> <li>d) Cases should not be close prior to obtaining support for an exemption or before a sanction is lifted with compliance.</li> <li>e) Staff should lift the conciliation failure for NOMP requirements in a timely manner.</li> </ul>
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
<ul style="list-style-type: none"> <li>a) The SNAP Program Manager reviewed correct protocol for entry of participation hours with the success Coach to assure activity hours are properly entered</li> <li>b) Staff was instructed regarding the requirement for employment verification forms or pay stubs prior to entering employment into OSST. The Program Manager has reviewed SNAP files to ensure compliance with this requirement</li> <li>c) This was a scrivener's error. The Monthly Participation Agreement was dated and assigned 9/25/24, although the case note was dated 9/26.</li> <li>d) The file could not be corrected as the case is closed. The SNAP Program Manager reviewed the requirement to obtain proper employment verification with the SNAP Supervisor/Success Coach. 5 SNAP customer files, were reviewed and all employment was correctly verified.</li> <li>e) The SNAP Program Manager reviewed lifting conciliation failures for NOMP within the required time limit with staff. The SNAP Program Manager conducted random weekly desk reviews to check on compliance with NOMP requirements.</li> </ul>

## **RECOMMENDATION**

None. For information purposes only.

**Memorandum #03 – 25 (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 24/25 – Issued 3/25/2025

**Date:** July 9, 2025

**SUMMARY**

THMP conducted program monitoring for the period November 2024 through March 2025. They reviewed a total of 184 files consisting of 6,536 elements. There were 13 findings and 14 observations. This equates to an error rate of .30%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

**BACKGROUND**

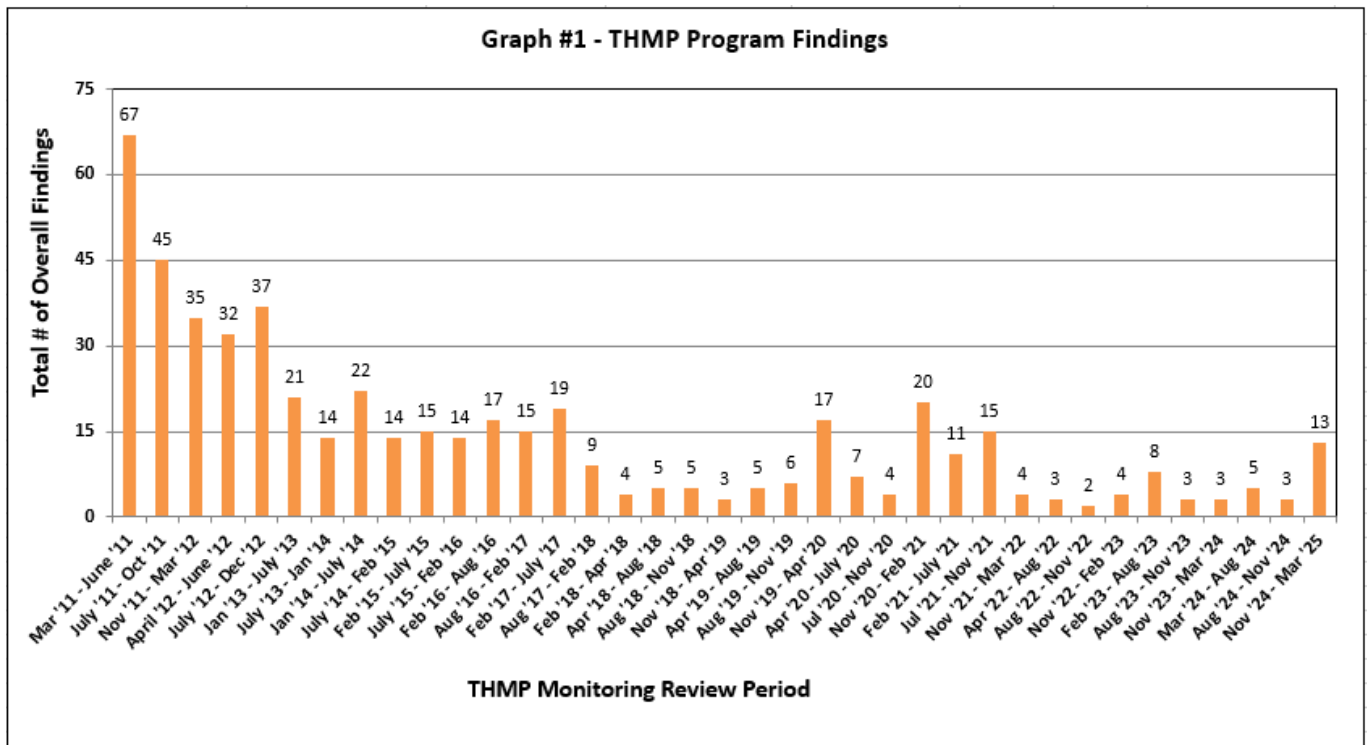
THMP monitors program activities three times a year. This was the second report for PY 24/25. This monitoring covered the period November 2024 through March 2025.

**DISCUSSION**

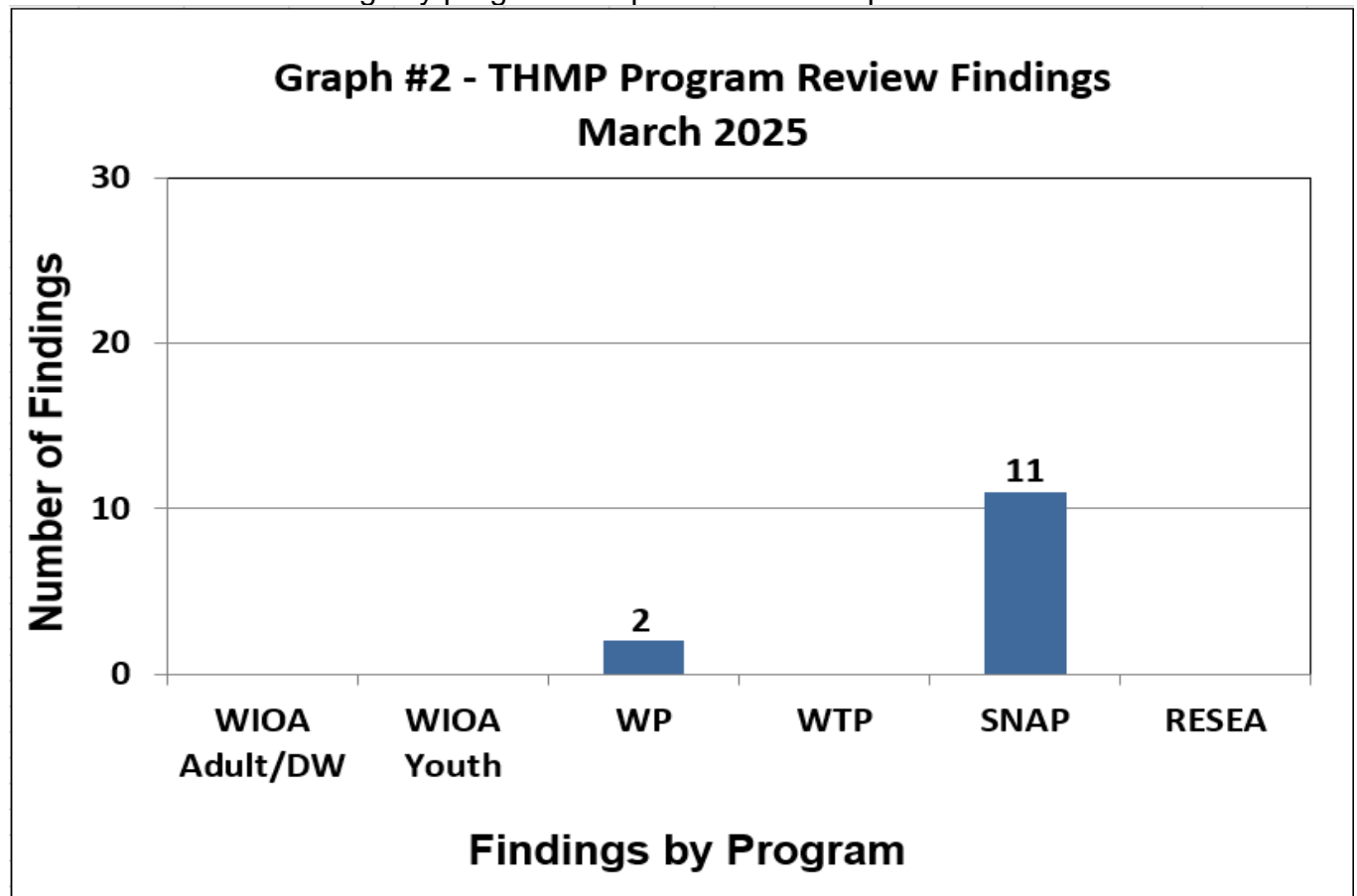
THMP identified 13 findings and 14 observations during their program monitoring visit. They reviewed a total of 184 files consisting of 6,536 elements. This equates to an error rate of .30%, or less than 1%.

**THMP Program Findings**

A chart trending 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:



## THMP Program Findings for the Period of November 2024 – March 2025

The findings and observations in this report were forwarded to the Career Centers 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 (EF) were reviewed; 8 from each Center. There were **(0)** findings and **(0)** observations.
- B. 2 WIOA Incumbent Worker Training (IWT) customers from enrollments in Employ Florida (EF) were reviewed. There were **(0)** findings and **(0)** observations.
- C. 3 NDWG Hurricane Ian customers from enrollments in Employ Florida (EF) were reviewed. There were **(0)** findings and **(0)** observations.
- D. 6 WIOA Adult, Dislocated Worker, and Special Project customer files from Employ Florida who exited the program within the last 12 months; 2 from each Center. There were **(0)** findings and **(0)** observations.

### WIOA Youth

- A. 16 WIOA Youth files were reviewed: 3 CareerSource Broward (CSBD), 1 Center for Independent Living (CIL), 3 FLITE Center, 1 Harmony Development Center, 3 Junior Achievement (JA), and 5 School Board of Broward County (SBBC). There were **(0)** findings and **(3)** observations.

Observations File/System Review
<ul style="list-style-type: none"><li>a) The Annualized Family Income (AFI) for one participant was incorrectly calculated although the error did not affect the WIOA low-income eligibility determination.</li><li>b) 2 youth from Haitian households with an English Language Learner barrier, was not documented. Instead the provider used the 5% exception. While eligible the provider should have used the correct barrier</li></ul>
Recommendation
<ul style="list-style-type: none"><li>a) The customer's AFI should be recalculated and corrected and the WIOA and EF entry should be corrected.</li><li>b) CSBD staff should instruct service provide staff regarding the barriers.</li></ul>
Agree / Disagree
Agree
Resolution
<ul style="list-style-type: none"><li>a) The customer's AFI was recalculated and corrected in EF and in the DMS Income calculation was reviewed with the Success Coach. The relevant youth policy was updated to include a step-by-step income calculation worksheet.</li><li>b) All Junior Achievement youth cases were reviewed and youth's barriers were updated as needed. The relevant youth policy was updated to include a revision to eliminate the 5% exception. Youth provider staff was coached on eligibility.</li></ul>

- B. 6 WIOA Youth customers who exited the program within the last 12 months were reviewed: 1 CSBD, 1 CIL, 2 FLITE, 1 JA, and 1 SBBC. There were **(0)** findings and **(0)** observations.

### **Wagner-Peyser (WP)**

- A. 30 WP accounts were reviewed; 10 from each Center. There were **(2)** findings and **(0)** observations.

<b>Findings</b> WP/Service Documentation Review
Case notes were missing in EF for 2 customers receiving a job development service
<b>Recommendation</b>
When job development services are provided to customers, the case note recorded in EF must include: Employer's name, phone number, address, date of contact, and position/title or job.
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
The customer files were updated to include case notes with the required information. The employee involved was provided additional training and a case note template on 3/24/2025, and their caseload files were monitored for compliance and there was no reoccurrence of this issue. Further, a reporting process requiring weekly updating and case review has been put into place to sustain compliance.

- B. 30 WP job orders were reviewed. There were **(0)** findings and **(0)** observations.

### **Reemployment Services and Eligibility Assessment (RESEA)**

10 RESEA files were reviewed from Employ Florida (EF). There were **(0)** findings and **(0)** observations.

### **Welfare Transition Program (WTP)**

- A. 21 WTP mandatory files were reviewed (7 from North, 8 from Central, and 6 from South). There were **(0)** findings and **(2)** observations.

<b>Observations</b> WTP File/System Review
a) A pre-penalty for a participant was not terminated timely. b) A sanction for a participant was not requested in a timely manner.
<b>Recommendation</b>
Staff should ensure appropriate actions are taken timely and documented accurately.
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
Both observations involved the same Success Coach who was counseled. The WTP Supervisor has increased desk reviews for this Success Coach to ensure compliance.

- B. 2 WTP Domestic Violence files were reviewed; There were **(0)** findings and **(0)** observations.
- C. 3 WTP Upfront Diversion files were reviewed; There were **(0)** findings and **(0)** observations.
- D. 21 WTP transitional files were reviewed; 7 from North, South and Central. There were **(0)** findings and **(0)** observations.

### **Supplemental Nutritional Assistance Program (SNAP)**

- 10 SNAP files were reviewed. There were **(11)** findings and **(9)** observations.

<b>Finding</b> SNAP File/System Review - Sanctions
a) An employment JPR entry for one month did not agree with documentation in the case file for one participant. b) Employment & Education in excess of the 120 hours/month limit was assigned to a participant per the OSST Skill Development & Job Participation Rate screens. c) A SNAP E&T Self-Attestation Form reported in OSST had no amount in it and therefore did not support the amount of the FSR requested/issued; Documentation supporting FSRs must specify the amount of actual expenses incurred by the participant directly related to participation in the E&T. d) Penalties for 8 participants were not requested within two business days of the failure to attend the initial appointment or submit requisite hours of participation.
<b>Recommendation</b>
CSBD staff should ensure that assigned activities and JPRs are correctly recorded into OSST, required documents are obtained and maintained in the case file, and penalties are properly processed.
<b>Agree / Disagree</b>
Agree

<b>Resolution</b>
<p>a) &amp; b) These cases are closed and could not be corrected. The SNAP Program Manager reviewed the issues with the Success Coach. CSBD will review customers assigned participation, actual hours, and JPR entered hours for accuracy, &amp; related case notes. The SNAP QA monitoring tool has been updated to include a review of these program elements. This case was updated to reflect the correct amount on the FSR form.</p> <p>c) The penalty entry delays were due to an unexpected extended leave taken by a SNAP Success Coach.</p>

<b>Observation</b> SNAP File/System Review
<p>a) The appointment status for an initial appointment (590) was not selected within two business days of the initial appointment date.</p> <p>b) There were SNAP Monthly Participation Agreements (MPA) for 3 participants that specified an incorrect month.</p> <p>c) An assignment for 3 participants changed from Education to Education &amp; Job Search but the change was not recorded in OSST.</p> <p>d) Case management was not always timely manner for 2 participants.</p>
<b>Recommendation</b>
<p>a) Staff should ensure appointment statuses are updated in OSST within two business days through internal tracking and staff reminders.</p> <p>b) Staff should ensure the dates on the MPA and the dates documented in the case notes are the same.</p> <p>c) Staff should ensure assigned activities/hours are properly recorded and updated in OSST.</p> <p>d) Staff should reinforce timely case management through clear expectations, regular file reviews, and use of scheduling tools.</p>
<b>Agree / Disagree</b>
Agree
<b>Resolution</b>
<p>a) &amp; b) The SNAP Program Manager reviewed the issues with the Success Coach. SNAP internal monitoring has been increased to ensure compliance.</p> <p>c) These cases are closed and cannot be corrected. The SNAP Program Manager reviewed the issue with the Success Coach. In the future all customers assigned participation, actual hours, case notes and JPR entered hours will be verified for accuracy. The SNAP QA monitoring tool has been updated to include the review of these program elements.</p> <p>d) SNAP internal monitoring has been increased to monitor compliance.</p>

## RECOMMENDATION

None. For information purposes only.



**Cherry Bekaert PY 24/25 Fiscal Monitoring Report #2**  
**Review Period October 2024 – February 2025**

<b>Areas Reviewed</b>	<b>Findings / Observations</b>
Previous Year-end Audit Adjusting Journal Entries	0
Previous Year-end Single Audit Report	0
Insurance	0
Local Plan Controls Review	0
Cash Draw	0
Internal Control Website Review	0
Property Management - PPE	0
ETA Salary and Bonus Cap Calculation	0
Cash Receipts	0
Cancelled Checks	0
Bank Reconciliation – Operating Account	0
Bank Reconciliation – Staff Payroll Account	0
Bank Reconciliation – Participant Payroll Account	0
Bank Reconciliation – Money Market General Fund Account	0
Bank Reconciliation – AP	0
Participant Payroll	0
Integrative Staffing Payroll	0
On the Job Training (OJT) Disbursements	0
Staff Payroll	0
WTP Community Work Experience Agreements	0
Budget vs Actual Grants/Programs	0
Cell Phone Expenditures	0
Youth Support & WIOA (AD/DW) Payments	0
Non-Payroll Expenditures	0
Procurements – Micro Purchase	0
Procurements – Small Purchases	0
Procurements – RFP/Bid	0
P-Card Expenditures	0
Customer-Related Expenditures – WIOA ITA & WTP	0
Mileage Reimbursements (staff)	0
Mileage Reimbursements (service providers)	0
NDWG (Hurricane Ian) Testing - Disbursements	0
Subawarding/Subrecipient Monitoring	0
<b>TOTAL</b>	<b>0</b>