



Broward Workforce Development Board
Executive Committee
Monday, October 14, 2024
12:00 p.m. – 1:30 p.m.

Zoom Meeting ID: 858 1724 4545
Zoom Password: 510579
Zoom Call-In: 1 646 876 9923

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

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

PROTOCOL FOR TELEPHONE/ZOOM MEETING

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

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

MEETING AGENDA

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

SELF-INTRODUCTIONS

APPROVAL OF MINUTES

Approval of the Minutes of the 8/12 Executive Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 9 – 14

NEW BUSINESS

1. Compensation Study

Consideration to approve the 2024 Compensation Study recommendations which propose 1) a 3% adjustment to the salary ranges 2) an adjustment to the wages of twelve (12) CSBD and Integrative Staffing Group staff whose salaries are either below the starting salary for the range or per the study needed to be aligned to reflect the current market for the positions, at a cost of \$25,059 and 3) creation of an annual retirement benefit for senior management who have worked for CSBD or our staffing company for at least 7 years. Currently, 9 senior management staff will qualify at a cost of \$28,000. Based on an analysis of actual expenditures through the first quarter of this year sufficient budget in both program and administrative categories is available to fund the Study recommendations at a total of \$53,059. Approved at the 10/9 Organizational Resources Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #01 – 24 (HR)

Pages 15 – 19

2. Accept Summer Youth Employment Program (SYEP) Funds for 2025

Consideration to accept 1) \$4,277,213 from the Children’s Services Council to serve 913 youth and 2) \$385,000 from Broward County to serve 83 youth for a total of 996 youth and \$4,662,213. Youth are ages 16-18 years old and economically disadvantaged. Broward County funds will be targeted for youth who have had contact with the Juvenile Justice system and/or reside in one of the six distressed zip codes. As the County is awarding CSBD funds they have no conflict of interest. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience. The application portal for youth will go live on 12/2. Approved at the 9/23 Youth Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT [Youth Flyer](#)

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3. Accept Non-Custodial Parent Grant Funds

Consideration to 1) accept \$785,000 from FloridaCommerce to serve 65 non-custodial parents who are unemployed or underemployed and have difficulty meeting child support obligations. The goal of the program is to provide job training and employment that leads to self-sufficiency. CSBD is renewing a Memorandum of Understanding with the Florida Department of Revenue to share contact information on parents that are in arrears with child support payments. Approved at the 10/1 One-Stop Services Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

4. Accept Disaster Recovery Funds

Consideration to accept \$500,000 in WIOA National Dislocated Worker Grant funds from FloridaCommerce. These funds provide temporary jobs to assist with humanitarian aid, and restoration activities to assist with disaster relief and can also be used to provide career services and training to eligible participants. The grant runs through 6/30/26.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

5. CareerSource Broward (CSBD) WIOA Local Plan for Program Years 2025 – 2028

Consideration to approve CSBD’s 2025 – 2028 4 Year Strategic Plan as required under the Workforce Innovation and Opportunity Act (WIOA). Every 4 years local boards together with their chief local elected officials are required to submit a local Strategic Plan that describes how they will deploy workforce services and invest resources in their local areas. The Plan is required to be aligned with the State’s Plan and must be available for a 30-day comment period. We advertised the opportunity for public review and comment in two local newspapers and on our website. Comments received will be brought to the Board. We also held a publicly noticed meeting on 9/27 to allow community input. Approved at the 10/1 One-Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBITS	Memo #02 – 24 (QA) Executive Summary

Pages 21 – 28

REPORTS

1. CSBD Value Proposition Calculators

In response to a Board recommendation, CSBD has created two calculators 1) On-the-Job Training and 2) Paid Internship/Work Experience. These web-based/mobile responsive tools enable employers to input information about their training or internship requirements and instantly receive an estimate of the value added to their bottom line by engaging CSBD in these services. Employers can adjust the input data to explore various scenarios and calculate different return on investment possibilities.

ACTION None
EXHIBIT Demonstration

2. CSBD Chatbot

CSBD has implemented a Chatbot to make our website more user-friendly. The Chatbot “Sam” is a form of artificial intelligence designed to simulate conversation with people using Natural Language Processing. The Chatbot helps visitors navigate our website to find the information they are looking for. The Chatbot is live and is being “trained” with comprehensive information to answer inquiries effectively.

ACTION None
EXHIBIT None

3. CSBD Letter to the Maritime Industry Leaders

At the 9/16 Education and Industry Consortium meeting, guest speaker Bert Fowles, VP Marketing and Sales of IGY Marinas and Chair of the US Superyacht Association, suggested CSBD pen a letter acknowledging the important contributions of the Marine industry to our local economy. We sent a draft of the letter to Board member Lori Wheeler who provided input. The letter is an important reminder that we welcome the opportunity to serve the employers in this industry and encourages them to engage CSBD and the Marine Industries Association of South Florida to access employment services to 1) address skill gaps and 2) improve the talent pipeline and training needed for career pathways. Approved at the 9/30 Employer Services Committee meeting.

ACTION None
EXHIBIT Maritime Industry Letter

Pages 29 – 30

4. Paychecks for Patriots Hiring Event

CSBD will host its annual Paychecks for Patriots Veterans Hiring Fair on 11/14 at the Tamarac Community Center which is being provided free of charge by the City under the guidance of Mayor Michelle Gomez. The first hour of the event will be reserved for veterans and family members of veterans. The event is being marketed to job seekers and employees through social media, radio advertisements, distribution of flyers to community partners, advertising in the career centers, and word of mouth.

ACTION None
EXHIBITS [Employer](#) and [Job Seeker](#) Flyers

Pages 31 – 32

5. State of the Workforce Breakfast and Job Fair

CSBD, in partnership with the chambers of commerce of Fort Lauderdale, Hollywood, and Pompano Beach and the Port Everglades Association, is participating in the State of the Workforce event on 1/29/25 at the Broward County Convention Center (BCCC). The event includes a networking breakfast where attendees will learn about the latest workforce trends and a Job Fair hosted by CSBD. The BCCC is providing the venue free of charge and parking for attendees, including job seekers, is being provided courtesy of Visit Lauderdale. CSBD is also partnering with Broward County Transit to provide complimentary transportation to job seekers from economically distressed zip codes. Marketing to employers and job seekers for the event will be executed through 1) targeted digital advertisements through geofencing 2) social media and 3) e-blasts.

ACTION None
EXHIBIT [Employer Flyer](#)

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6. Chamber Contract Renewals

CSBD has renewed its contracts with the 1) Greater Hollywood Chamber of Commerce for up to \$55,000 and 2) Greater Fort Lauderdale Chamber of Commerce for up to \$65,000 which serve as business intermediaries and promotes our work-based training services to their members. The chamber staff have been trained to develop commitments for work-based training in OJTs, internships, and incumbent worker training contracts. CSBD has been pleased with the services provided. The contracts will be through 9/30/25. In accordance with governing boards' policy, we report single item purchases of \$10,000 or more.

ACTION None
EXHIBIT None

7. Eligible Training Provider (ETP) Performance

CSBD conducted its semi-annual analysis of ETP performance and found that all training programs are in compliance with the Board-mandated 70% training-related placement rate.

ACTION None
EXHIBIT None

8. U.S Small Business Association

CSBD held a meeting with Edward Fears, Director of the U.S. Small Business Administration's (SBA) Office of Disaster Recovery & Resiliency Field Operations Center, and Mark Ihenacho, SBA Public Affairs Manager. The purpose was to discuss partnering to support small businesses during times of disaster. SBA agreed to 1) have exhibits at CSBD job fairs 2) conduct zoom presentations to employers at future Workforce Wednesday events and 3) provide materials to CSBD regarding disaster loans, resiliency resources and other relevant information which we added to our website on a landing page for employers.

ACTION None
EXHIBIT None

9. WIOA Youth Provider Performance for Program Year (PY) 23/24

For program year (PY) 23/24 that ended on 6/30, CSBD, funded four (4) Out-of-School (OSY) and two (2) In-School Youth (ISY) programs. During their time enrolled in the programs the youth received case management, career pathway planning, occupational skills training and job readiness preparation. This Youth Performance Report provides the Youth Committee with provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act (WIOA). Overall, the providers were successful during the year.

ACTION None
EXHIBIT Memo #01-24 (OPS)

Pages 34 – 39

10. New Tile Added to Economic Dashboard

CSBD added an additional economic indicator tile to the dashboard, Inflation Rate. The data presented for this tile tracks the annual inflation rate (change in general price levels) over the previous 12 months. Adding this new information keeps the dashboard relevant and draws employers and other stakeholders to our website where economic information about Broward County and its neighbors can be found in one place.

ACTION None
EXHIBIT [Inflation Rate Tile](#)

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 DECEMBER 2, 2024



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

Zoom Meeting ID: 857 6579 7791
Zoom Password: 612269
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, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Rick Shawbell, Marjorie Walters, and Heiko Dobrikow, 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 6/10 Combined Executive & Audit Committee meeting.

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

NEW BUSINESS

1. Central One Stop Lease

Considered approval of 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.

Heiko Dobrikow introduced the item and asked Zac Cassidy, the Audit Committee Chair, to present it, which he did.

Francois Leconte asked about the length of the lease. Mr. Cassidy stated it would be an annual lease. Mr. Dobrikow congratulated the team on presenting the available options and stated his agreement with the committee's recommendation that leasing the space is the best option going forward.

On a motion made by Zac Cassidy and seconded by Francois Leconte, the Executive Committee unanimously approved the Audit Committee's recommendation to enter into an open-ended lease for 2660 & 2680 W. Oakland Park Blvd. and if the State agrees to include 1) an option to purchase and 2) a right of first refusal.

2. Broward Workforce Development Board Appointment

Considered approval 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.

Heiko Dobrikow presented the item. There was no further discussion.

On a motion made by Dawn Liberta and seconded by Marjorie Walters, the Executive Committee unanimously approved to recommend the appointment of Ms. Catherina Rozario to the BWDB.

3. WTP Community Service Contract for Broward Education Foundation

Considered approval of 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.

Heiko Dobrikow introduced the item and asked Carol Hylton to present it. Ms. Hylton explained that it is recommended that we enter into a non-financial contract with the BEF so we can have WTP participants placed there to learn employability skills and work towards their monthly participation requirement.

On a motion made by Francois Leconte and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved a non-financial WTP community service worksite contract with the BEF.

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

Considered renewal of the contract between CareerSource Broward and Anthony Brunson P.A. with Watson Rice serving as the engagement partner for the 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.

Heiko Dobrikow introduced the item and asked Zac Cassidy to present it, which he did. There was no further discussion.

On a motion made by Dr. Lisa Knowles and seconded by Francois Leconte, the Executive Committee unanimously approved the 1st of 4 one-year renewals of the

contract between CSBD and Anthony Brunson P.A. with Watson Rice for the conduct of the CSBD fiscal year 23/24 organization-wide audit in the amount of \$34,000.

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

Considered renewal of the contract between CSBD and THMP for the 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.

Heiko Dobrikow introduced the item and asked Zac Cassidy to present it, which he did. There was no further discussion.

On a motion made by Dr. Lisa Knowles and seconded by Dawn Liberta, the Executive Committee unanimously approved the renewal of the contract between CSBD and THMP for the conduct of Program Year 24/25 program monitoring in the amount of \$81,000.

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

Considered 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.

Heiko Dobrikow introduced the item and asked Zac Cassidy to present it, which he did. There was no further discussion.

On a motion made by Francois Leconte and seconded by Dawn Liberta, the Executive Committee unanimously approved the renewal of the contract between CSBD and CB for the conduct of Program Year 24/25 fiscal monitoring in the amount of \$73,800.

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

Considered approval of 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.

Heiko Dobrikow introduced the item and asked Francois Leconte to present it, which he did. Ms. Hylton added that before recommending any new programs to the Individual Training Account list, we check to ensure all BWDB-mandated criteria have been met.

On a motion made by Zac Cassidy and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved our local area's TOL for PY 24/25.

8. Continued Eligibility – Universal Technical Institute

Considered the approval of 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.

Heiko Dobrikow introduced the item and asked Rick Shawbell to present it, which he did.

On a motion made by Rick Shawbell and seconded by Marjorie Walters, the Executive Committee unanimously approved the existing Eligible Training Provider (ETP) Universal Technical Institute with continuing eligibility for the period 9/1/24 through 8/31/26.

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.

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

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 that will result in expending the funds.

Heiko Dobrikow introduced the item and asked Carol Hylton to present it.

Ms. Hylton explained that although the Wagner-Peyser funds are currently underspent, we are identifying furniture and computers that may need to be refreshed. She mentioned that she had a discussion with the State in which we inquired if they would allow us to carry forward unused funds for the new building in the central location. The State agreed to extend the deadline for unspent funds by six months beyond September, with the possibility of an additional month if necessary. Ms. Hylton expressed her appreciation to the State for their assistance.

Ms. Hylton highlighted Rochelle Daniels' efforts to address the challenges associated with veterans' funding. Historically, spending this funding has been restricted to overhead

expenditures incurred by veteran staff. Ms. Daniels and Kaminnie Kangal discussed potential solutions over a phone call with the State. The State approved Rochelle's suggestion to allocate a portion of costs for events such as Paychecks 4 Patriots, Worlds of Work, and State of the Workforce, where veterans are present for the day, to this fund.

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.

Heiko Dobrikow introduced the item and asked Ron Moffett to present it. Mr. Moffett acknowledged the Operations team for the impressive results.

4. Board Member Recognition

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

Heiko Dobrikow introduced the item and asked Ron Moffett to present it, which he did.

Mr. Dobrikow expressed appreciation for Ms. Sands' service and informed the members that she will be recognized during the upcoming Board meeting.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Heiko Dobrikow thanked the committee chairs for their leadership and efforts over the past few months, noting that the reports were exceptionally informative and detailed, particularly from the One-Stop and Employer Services committees. He expressed his appreciation for the new infographs, highlighting how effectively they capture the work being done for the community. He also stated the infographs will be included as exhibits in the upcoming Board agenda.

Mr. Dobrikow mentioned that unemployment has increased slightly. He noted that while unemployment in the labor force has risen, there is an expectation for improvement during the winter. Ms. Hylton added that CSBD has seen an increase in activity in the center's resource rooms, which is typically an early indicator of more people looking for employment and returning to work.

MATTERS FROM THE EXECUTIVE COMMITTEE

Mr. Leconte shared that his company will be exclusively broadcasting high school football games from August 22 to November 7. Approximately 20 games will be aired. In Fort Lauderdale or Miami, these games will be available on Channel 18.2; in Palm Beach, on Channel 18; and in Key West or Tallahassee, on Channel 11. Games can also be viewed online via their app. Mr. Dobrikow expressed his congratulations.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton discussed the Worlds of Work event and stated that we sent a letter to the Amerant Bank Arena, signed by Commissioner Tim Ryan, to request the use of the facility at no cost. We recently heard back that the Amerant Bank Arena's management has agreed to provide the venue free of charge.

She added that the Employer Services Committee recently approved the addition of a few more "worlds" to the event and expressed her excitement for beginning the planning process with the School Board.

Ms. Hylton indicated that since the Budget was presented to the Board, we have received additional funds from the State that will offset the slight reduction in our formula funds.

The Marine Career Pathways video is in its final stages, and Lori Wheeler is scheduled to visit our office tomorrow for a post-production review. Ms. Hylton noted that the video will be used to generate interest in the industry and will be distributed to schools, colleges, and our customers to highlight the availability of high-wage jobs and raise awareness about career opportunities in the marine sector.

Ms. Hylton reported that a new item will be added to the Board agenda to ratify a charge to the General Fund due to the emergency purchase of a new air conditioner for the B building at 2890 W. Cypress Creek Blvd. She explained that quotes were obtained, and the cost of a new unit is \$19,950. The State approved this capital expense. The cost of the air conditioner had to be allocated, meaning a portion of the purchase had to be charged to indirect costs, could not be paid by the grants, and was charged to the General Fund. Under the emergency powers granted to the President/CEO by the governing boards, the charge was authorized so staff could return to their offices. The amount charged to the General Fund was \$4,363.40.

Rochelle Daniels added that the cost AC charged to the general Fund can be depreciated and charged to the grants, repaying the general fund over five years.

ADJOURNMENT – 12:28 p.m.

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON OCTOBER 14, 2024.</p>
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Memorandum #01 – 24 (HR) Revised

To: Executive Committee
From: Carol Hylton, President/CEO
Subject: Compensation Study
Date: October 10, 2024

SUMMARY

Consideration to approve the 2024 Compensation Study recommendations which propose 1) a 3% adjustment to the salary ranges 2) an adjustment to the wages of twelve (12) CSBD¹ and ISG staff whose salaries are either below the starting salary for the range or per the study needed to be aligned to reflect the current market for the positions, at a cost of \$25,059 and 3) creation of an annual retirement benefit for senior management who have worked for CSBD or our staffing company² for at least 7 years. Currently, 9 senior management staff will qualify at a cost of \$28,000. Based on an analysis of actual expenditures through the first quarter of this year sufficient budget in both program and administrative categories is available to fund the Study recommendations at a total of \$53,059. Approved at the 10/9 Organizational Resources Committee meeting.

BACKGROUND

In accordance with Board policy to conduct a compensation study every 2 years so we can remain competitive with the market and to attract and retain staff, we released a Request for Quotes (RFQ) in March 2024 for the conduct of a compensation study. The study was also to include retirement benefits for leadership staff in accordance with information provided by Mission Square, our 457 Plan Administrators, and a comparison of benefits with public sector employers and other large workforce areas. We received four (4) quotes and selected Integrated Compensation Solutions (ICS) the lowest responsive quote and a Broward based company.

DISCUSSION

The 2024 Compensation Study compared CSBD and one-stop staff salary ranges and wages with that of similar organizations and positions. As we are all aware inflation is slowing and unemployment has ticked up slightly. Accordingly, ICS found most of our salaries were competitive with the market. The recommendations are as follows:

¹ CSBD = CareerSource Broward

ISG = Integrative Staffing Group our one-stop staff employer of record.

² Currently ISG previously EMPHIRE Staffing however the recommendation encompasses staff from the time of their original employment

A. Move the ranges for CSBD and ISG staff forward 3% as well as adjust some salaries to reflect the current market.

This will impact the wages of 12 staff at a cost of \$25,059 who 1) currently are below the recommended start of the range or 2) whose grades and wages need to be aligned to reflect the current market. The positions impacted have an asterisk next to them in the attached Tables 1 & 2 denoting a change in salary.

B. Creation of a tiered retirement plan

We currently have an elective \$1 for \$1 match for employees participating in the agency's retirement plan. Per IRS rules the employer match is capped at \$11,500. At the time of implementation of the \$1 to \$1 match Mission Square³ inquired as to whether senior management would receive any supplemental retirement benefits as is the case with many of the public entities whose retirement benefits they manage. As this was not considered previously, when we released our RFQ, we asked the selected company to provide us with information in this regard along with the standard compensation information.

The consultant considered the Florida State FRS and also reviewed the *2020 Executive Benefit Survey* sponsored by Newport Plan which includes a broad mix of governmental and non-governmental employers. It was noted that the FRS and many employers provide a mechanism that leverages additional retirement benefits targeted at retaining their senior management. *The Executive Benefit Survey* went on to say:

- Most plans are tiered to allow benefits to executives who have hit the statutory limits of their other plan and
- Lump sum dollar awards are the most common method for creating the benefit.

In reviewing benefits in Florida, the study found:

The County and City of Fort Lauderdale, as well as 3 of the big six workforce areas, 1) CareerSource Miami Dade 2) CareerSource Palm Beach and 3) CareerSource Northeast Florida, are members of the Florida Retirement System which recognizes senior leadership with an increased benefit based upon years of service.

The City of Hollywood's retirement formula includes years of service, and position classification that provides up to 81% of an individual's salary upon retirement.

CareerSource Tampa/Pinellas has a non-elective 5% contribution per employee wages to a retirement system. This automatically recognizes employees in leadership positions.

Based on the study we are recommending the creation of a tiered plan for senior management with an annual contribution to their retirement to begin 6/30 based on their tenure in a senior management position for a minimum of 7 years.⁴ The contributions would be as follows:

³ Mission Square (the old ICMA) only manages public benefits.

⁴ Plans that include tenure in the formula require between 6 and 8 years of service.

- Executive Vice President and General Counsel (3 staff) - \$4,000 annually.
- Senior Vice President and Vice President (4 staff) - \$3,000 annually.
- One Stop Manager and Senior One–Stop Manager (2 staff) - \$2,000 annually.

Nine of fourteen senior managers currently qualify for a cost of the retirement benefit of \$28,000.

Based on an analysis of actual expenditures through the first quarter of this year sufficient budget in both program and administrative categories is available to fund the Study recommendations at a total of \$53,059.

During the Organizational Resources committee meeting on 10/9, the members requested that CSBD survey the other regions and private sector firms to identify other benefits, including non-monetary benefits being offered to staff in addition to health and retirement. It was recommended that this information be brought back to the committee and board in the off-year between compensation studies.

RECOMMENDATION

Approve the Compensation Study recommendations.

CSBD Current and Proposed Salary Ranges

Grade	Positions	Current Range		Proposed Range	
		Min	Max	Min	Max
3	Admin Assistant *	36,800	55,200	37,900	56,900
4	Accounts Payable Coordinator Administrative Asst./Receptionist Coordinated Services Admin Asst. Community Liaison * Purchasing Coordinator*	40,100	60,200	41,400	62,100
5	Computer Technician * Disability Program Employment Spec. Human Resources Asst. Multimedia Design & Marketing Spec.	44,100	66,200	45,500	68,300
6	Accountant 1 Assistant Program Manager Audit Compliance Coordinator Business Services Manager	48,400	75,000	50,000	77,500
7	Executive Secretary Paralegal Secretary * QA Analyst	54,200	84,000	55,900	86,600
8	Accountant 2 Program Manager Systems Analyst/ Programmer	60,700	94,100	62,700	97,200
9	Adult Programs Administrator Controller Network Administrator *	68,000	105,400	70,200	108,800
10	Senior Mgr. Career Center Services	76,200	118,100	78,600	121,800
11	Director of Strategic Innovation	85,300	132,200	88,000	136,400
12	VP, Business Relations VP, Communications VP, Human Resources VP, IT/ MIS VP, Quality Assurance	95,600	148,200	98,600	152,800
13	SVP, Operations	107,100	166,000	110,400	171,100
14	SVP, Finance	122,000	189,100	125,900	195,100
15	EVP, Operations	136,500	218,400	140,800	225,300
16	EVP, Administration *	155,500	248,800	160,500	256,800
17	General Counsel	177,300	283,700	182,900	292,600
18	President / CEO	202,200	323,500	208,500	333,600

* Represents individual positions that were either moved up one pay grade or adjusted due to market analysis.

Current and Proposed Salary Ranges

Grade	ISG Positions	Current Range		Proposed Range	
		Min	Max	Min	Max
C3	Customer Service Liaison * Resource Center Liaison	32,000	48,000	33,000	49,500
C4	Career Center Admin Asst. Operations Admin Asst. Business Services Assistant	35,200	52,800	36,200	54,300
C5	Business Services Consultant I Community Service/Contracts Developer Sr. Maintenance Technician	38,000	58,900	39,100	60,600
C6	Business Services Consultant II Success Coach* Workshop Facilitator	42,100	65,300	43,400	67,300
C7	Community Outreach Liaison HR Administrator	47,100	73,000	48,500	75,200
C8	Business Services Supervisor Program Supervisor Quality Assurance & Training Coordinator Regional Workshop & ITA Mgr.	53,300	82,600	54,800	84,900
C9	Assistant Center Mgr. Youth Programs & Services Mgr.	59,500	95,200	61,300	98,100
C10	Center Mgr.	68,500	109,600	70,500	112,800

* There are 3 CSL's and 2 Success Coaches whose salaries will be adjusted as they were below the start of the proposed range.



Summer Youth Employment Program

Application Opens
Dec. 2, 2024 at 9 a.m.

Earn \$14 Per Hour

If You Are Ages 16 - 18 Years Old
A Broward County Resident

Don't Miss This Opportunity To Launch Your Future!
Get Paid, Gain Skills, And Build Connections!

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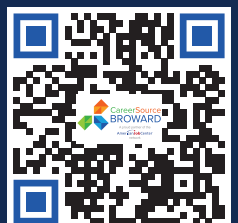


PRESENTED
BY:



20

SCAN ME



Memorandum #02 – 24 (QA) Revised

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: CareerSource Broward (CSBD) WIOA 2025 – 2028 Local 4 Year Strategic Plan

Date: October 10, 2024

SUMMARY

Consideration to approve CSBD's 2025 – 2028 4 Year Strategic Plan as required under the Workforce Innovation and Opportunity Act (WIOA). Every 4 years local boards together with their chief local elected officials are required to submit a local Strategic Plan that describes how they will deploy workforce services and invest resources in their local areas. The Plan is required to be aligned with the State's Plan and must be available for a 30-day comment period. We advertised the opportunity for public review and comment in two local newspapers and on our website. Comments received will be brought to the Board. We also held a publicly noticed meeting on 9/27 to allow community input. Approved at the 10/1 One-Stop Services Committee meeting.

BACKGROUND

WIOA requires each LWDB, in partnership with the chief local elected officials, to develop and submit a comprehensive 4-year plan to the State. The plan follows the guidance received from FloridaCommerce and CSF. WIOA emphasizes collaboration and transparency in the development and submission of the plan, and requires that our partners and the public be given an opportunity to provide comments and input in the development of the plan. CSBD placed advertisements that ran 1) in the Sun-Sentinel on 9/23, 24, and 25 and 2) in the Westside Gazette on 9/26 to inform the public that the draft Local Workforce Plan is available for public review. The local Plan was also posted on our website on 9/27 and CSBD held a publicly noticed meeting on 9/27 to allow community input. No Comments were received.

DISCUSSION

The Local Workforce Plan provides a complete view of the system-wide needs of the local workforce development area and addresses how we will 1) foster strategic alignment 2) improve service integration and 3) ensure that the workforce system is

industry-relevant; responding to the economic needs of our local workforce development area and matching employers with skilled workers. Our local plan explains efficiencies to 1) eliminate duplication 2) maximize financial and human resources and 3) identifies strategies for continuous improvement of the local workforce system.

Any comments received by our partners and the public during the review period will be brought to the BWDB. Once approved by the BWDB the final plan will be submitted to the State. In 2025, we will be developing a regional plan with CareerSource South Florida, which will be brought to the BWDB for approval and incorporated as part of the local plan.

An Executive Summary of the Plan is attached.

RECOMMENDATION

Approve CSBD's 2025 – 2028 4 Year Strategic Plan as required under the Workforce Innovation and Opportunity Act.

CareerSource Broward's Workforce Innovation and Opportunity Act (WIOA) 2025 – 2028 Local Workforce Plan

Executive Summary

I. Organizational Structure

The CareerSource Broward (CSBD) Council of Elected Officials was created in 1973, in accordance with an inter-local agreement (ILA) entered into pursuant to §163.01 of the Florida Statutes by the Cities of Fort Lauderdale and Hollywood and the Board of Broward County Commissioners. In accordance with Florida Statutes 163.01 the Council created CSBD to serve as their administrative entity. The ILA describes how the Council will execute their duties and responsibilities. The ILA was amended several times over the years most recently on 1/28/2016, at a publicly noticed, meeting to incorporate their WIOA responsibilities.

CSBD serves as staff to the Council and to the Broward Workforce Development Board, Inc. and also serves as the fiscal agent. There is an agreement in place between the BWDB and the CSBD Council of Elected Officials regarding the responsibilities of each of the entities and CSBD. In accordance with the requirement that firewalls are to be in place to guard against conflict of interest, the BWDB, the CSBD Council of Elected Officials and CSBD have also implemented safeguards described in this Local Workforce Plan.

Career services are delivered through a competitively procured staffing company, Integrative Staffing Group, LLC. that manages and staffs the one-stop career centers. Staff delivers WIOA Title I adult and dislocated worker services and career services under any discretionary grants received.

CSBD separately procured a One-Stop Operator (OSO) and contracts with Workforce Guidance Associates, LLC., to serve as the coordinate services among the partners.

II. Analysis of Need and Available Resources

CSBD uses multiple economic, demographic and labor market data including forecast modeling to assess and analyze demand in its local economy including emerging industry sectors, occupations and talent development needs. This includes using tools such as Lightcast and Employ Florida, and input from the members of the Education and Industry Consortium. Local area resources are identified and sourced on a continuous basis through horizontal and vertical research, partnerships, community networking and scanning.

Our strategic planning elements include on-going regional analysis of:

1. Economic conditions
2. The knowledge and skills, including credentials and licenses, needed to meet the employment needs of the employers in the local area; and,
3. The availability of education and training in Broward County. This analysis includes the strengths and weaknesses of talent development and the capacity to provide a workforce to address the education and skill needs of employers and job seekers including individuals with barriers to employment.

As of September 2024, the U.S. economy is displaying resilience, with strong growth and improving inflation conditions. The second quarter of 2024 saw GDP growth revised up to 3%, driven by robust consumer spending and business investment. Consumer spending, in particular, has been stronger than expected, helping to fuel economic activity, while inflation, as measured by the Consumer Price Index (CPI), has dropped below 3%, signaling a cooling from the highs seen in previous years. However, the labor market is showing signs of weakening. The U.S. unemployment has risen to 4.2%, the highest level in recent years, and revisions suggest fewer jobs were created in the past year than initially reported. Despite this, the Federal Reserve recently began cutting interest rates and it is expected possibly more later this year to support growth. As inflationary pressures have eased significantly, with the core Personal Consumption Expenditures (PCE) index now close to the Federal Reserve's 2% target, giving room for rate cuts, forecasts for economic growth for 2024 is expected to reach around 2.4%, but risks remain from geopolitical conflicts and potential trade issues.

As of 2024, Broward County, Florida, continues to experience a period of economic growth and resilience, supported by key sectors like trade, tourism, and logistics. The county's economy benefits significantly from Port Everglades, which plays a vital role in job creation and revenue generation. In fiscal year 2023, the port saw a 12% increase in local jobs, contributing positively to the regional economy.

Tourism remains a major economic driver, with Broward's hospitality and cruise industries anchored by the large number of tourists visiting Fort Lauderdale and the surrounding areas. Sustainable growth initiatives are also underway, focusing on diversifying the economy and boosting sectors such as technology, healthcare, and real estate. Broward's fiscal health is further supported by robust county budgets for infrastructure, public safety, and environmental sustainability projects, which continue to attract investments and improve the quality of life in the region.

The job market in Broward County has remained resilient over the past two years with unemployment hovering around 3.5%. Job postings have fallen from a peak in July 2021 but remain strong at levels prior to the COVID-19 pandemic. However, like much of Florida, Broward faces challenges related to housing affordability and inflation pressures. Despite these challenges, the outlook remains optimistic, with continued investments in infrastructure and business expansion supporting economic growth.

III. Local Workforce Development Board Strategic Vision and Goals

The Plan includes the Mission, Vision and Goals of the BWDB.

Mission:

To provide innovative solutions through the professional delivery of quality services which consistently and effectively meet workforce needs.

Vision:

To be the premier workforce agency facilitating better jobs and providing quality workers that enhances the quality of life and builds a sustainable economy for Broward County.

Goals:

1. Improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.
2. Maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.
3. Encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.
4. Encourage job seekers to choose CSBD for comprehensive employment, education and training services, and to connect them to the workforce system using the state's job bank.
5. To align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers, and ex-offenders).
6. Develop and utilize a legislative agenda to improve employment services and opportunities in Florida.
7. To anticipate political, environmental, and economic changes in the near and long-term future and prepare for those changes.

The CSBD governing boards meet annually to review and update their Vision, Mission and Goals. The core partners all have seats on the BWDB as required by law and also serve on Board committees. CSBD has entered in a Memoranda of Understanding with both our core and legislative partners. Because of the presence of our core partners on the BWDB and BWDB committees, they are a part of the decision-making process.

IV. Description of Strategies and Program Services

To expand our function as strategists and community conveners to hear “the voice of the customer” on the workforce needs of Broward County, we participate in community and business initiatives to harness the expertise that exists within the local workforce area. The intent of our participation in these collaborative efforts is to meet local workforce area development needs, coordinate services as well as to find solutions for special populations with barriers to employment. Recommendations from the meetings move on to our governing boards, culminating in the roadmap, which are both incorporated into this workforce services plan and also into a strategic planning matrix, as applicable to each of the board’s committees, so that the members can work on the objectives throughout the year.

In accordance with the REACH Act, we have established an Education and Industry Consortium, which meets quarterly. We consult with the consortium on issues relating to education and employer needs.

As is required by WIOA, secondary and post-secondary education is represented on the BWDB. This provides an opportunity for education to be aware of and have input into Board initiatives and activities. Education representatives are also invited to business forums so they can hear directly from the business community with respect to training needs and skills gaps. The Plan identifies the advantages of a single school district, technical college and community colleges have when working to meet employer and student needs.

The one-stop system provides access to the career services, as required by WIOA Section 134 and integrates Wagner-Peyser, Veterans, RA and RESEA, WIOA Title I, WT/TANF, SNAP Employment and Training, Vocational Rehabilitation, Adult Education and Family Literacy Act funding streams and programs.

CSBD partners with local chambers of commerce and serves on the Executive Committee of the Greater Fort Lauderdale Alliance, our local Economic Development Organization, allowing us to review various industries' hiring demands, along with the Florida Chamber Foundation's Six Pillars of Florida's Future Economy™.

Intermediaries are utilized to engage the targeted industries of Healthcare, Technology, Marine, Aviation, Hospitality/Tourism, Retail and Construction to partner with trade and professional associations expanding its service delivery to employers.

CSBD complies with the WIOA priority of service emphasis on Veterans, recipients of public assistance, low-income, and basic skills deficient job seekers, as well as individuals with one or more barriers to employment as described in WIOA §3 (24).

CSBD supports the use of Registered Apprenticeship Programs to enhance employment opportunities for job seekers. CSBD meets periodically with Atlantic Technical College to discuss additional ways we can partner to expand apprenticeship opportunities. CSBD includes all the apprenticeships in Broward County on its ITA List, which is available to job seekers. The BWDB has two representatives that provide training in the apprenticeship arena, which helps to enhance the awareness of apprenticeships and their use.

V. Description of Local One-Stop Delivery System

All required partners are co-located or connected using technology in the CSBD one-stop career centers. The partners make their core services available through the one-stop centers. All one-stop centers are American with Disabilities Act (ADA) compliant. If needed, Integrated Resource Teams (IRT) are assembled for special needs individuals. Each center has a Disability Specialist assigned to assist these customers with using the assistive technology, or to schedule an interpreter as needed. Staff is trained annually on disability etiquette and serving customers with disabilities.

VI. Coordination of Services

CSBD has developed strong relationships with partner agencies and uses a cross-referral online platform called Crosswalk, which was developed by another region, to make and receive customer referrals to and from dozens of local community based organizations. This helps us further coordinate workforce investment activities, including transportation and other supportive services, through partnerships and a focus on unduplicated service delivery.

Transportation assistance, including public transit and other supportive services, is provided based on job seekers' needs and funding availability. CSBD collaborates with Broward County's Family Success Centers for emergency services, such as utility bill payments and free bus passes. For individuals unable to use public transportation,

referrals are made to the Transportation Options Program (TOPS). Support services, including childcare, are referred to TANF and the Welfare Transition Program.

CSBD integrates services through co-locating Wagner-Peyser employment services and other partner agencies in one-stop career centers, to eliminate service duplication and improving efficiency. The centers offer universally accessible, customer-centered, and career-driven training, with services like career counseling, job search assistance, and labor market information provided by cross-trained staff. Resource rooms are available for free use of computers, phones, and copiers.

For TANF/Welfare Transition and SNAP E&T participants, CSBD provides individualized services to help reduce welfare dependency. Services include access to job readiness training, referrals to partner agencies, and support with employment-related needs, such as transportation and work attire. CSBD also uses tools like the CLIFF suite to assess training needs and forecast career paths, integrating TANF and SNAP E&T with other programs to expand available options. Additionally, CSBD works with partners such as Women in Distress to offer specialized support to victims of domestic violence. Follow-up and transitional services are provided to help participants maintain employment and reduce recidivism.

VII. Performance and Effectiveness

The Council of Elected Officials and Broward Workforce Development Board ensures the success of achieving organizational goals on an on-going and annual basis using a broad array of performance indicators. Such indicators include:

- State annual program and fiscal reviews
- Annual external audit
- Multiple yearly external fiscal monitorings
- Multiple external program monitorings each year
- Monthly quality assurance reviews
- Monthly performance reports covering all funding streams
- Monthly Financial Reports.

The BWDB and its committees also receive frequent briefings from CSBD at their meetings to increase their understanding of each workforce program and related initiatives, which increases their ability to provide oversight and develop policies.

CSBD's Finance Department creates a Monthly Financial Report for staff to track budget versus expenditures. CSBD staff reviews the reports monthly and budget corrections are made, as necessary.

CSBD's Operations Department have developed reports that measures staff performance. Staff regularly convenes to discuss the reports, and corrective actions are implemented, as needed.

VIII. Public Comment Process

In accordance with the WIOA regulations, which require local areas to establish a public comment process consistent with State direction, CSBD made the plan available to the public on its website for 30 days beginning on 9/27 with notice advising the community of the public hearing to solicit their comments on CSBD's WIOA Local Workforce Plan.

A public meeting was held on 9/27, pursuant to an advertised notice. Present at the public meeting was Quality Assurance and Executive Office staff. There were no public comments from that meeting.

Entities represented on the BWDB and its committees, along with our Education and Industry Consortium, which include economic development, public and private education, veterans' groups, community-based organizations, chambers, entities representing the disabled, to name a few provided continuous input used to inform the plan by appearing at committee and board meetings to share their thoughts and recommendations regarding the local workforce system.

CSBD also held a strategic planning "retreat" to solicit ideas for the plan in April 2024. Questions were formulated as a guide for the BWDB members and community leaders, which centered on how to make our services more accessible to employers and job seekers, and enhance the effectiveness of CSBD.

Per FloridaCommerce instructions, the below is step by step guide of the process that will be used by the BWDB to review and approve this local plan. Specifically:

- The Plan was posted on the CSBD website on 9/27, and the BWDB and local elected officials were noticed regarding its availability so that, along with the public, they could review the plan at their convenience. CSBD also held a public meeting on 9/27 to receive public comment and input.
- The Plan will be presented to the BWDB One-Stop Services Committee at a publicly noticed meeting on 10/1.
- The Plan will be presented to the BWDB Executive Committee at a publicly noticed meeting on 10/14.
- The Plan will be presented for approval to the combined CSBD Council of Elected Officials and BWDB at a publicly noticed meeting on 10/31.

September 25, 2024

Subject: Letter to the Maritime Industry Leaders and Partners

Dear Maritime Industry Leaders and Partners:

I am writing to acknowledge and celebrate the tremendous contributions that the maritime industry has made to Broward County. As a key economic driver in our community, the maritime industry supports a wide range of businesses, from small enterprises to global corporations. Your commitment to innovation, sustainability, and excellence has driven job creation, enhanced trade capabilities, and generated tremendous value for local economies.

Your industry has played a pivotal role in establishing the county's position as the “*Yachting Capital of the World*,” making it a global hub for yacht enthusiasts, builders, and service providers. However, as your industry continues to grow and evolve, the need for a skilled and adaptive workforce is more important than ever as we take the next step to become the World’s Maritime Destination Hub! The demand for skilled workers—whether in logistics, engineering, or technology — continues to expand, and with it, the need for continuous workforce development. That is where **CareerSource Broward** can be a vital partner in assisting you in meeting these challenges.

CareerSource Broward offers a wide range of workforce solutions tailored to the specific needs of the maritime industry, such as:

- **Customized Recruitment and Employment Services:** We can help you connect with local talent that has the technical skills and industry knowledge required for your operations.
- **Training Programs and Upskilling Programs:** Through our partnerships with local educational institutions, we offer training programs designed to upskill your workforce in critical areas such as maritime logistics, engineering, and safety compliance.
- **On-the-Job Training and Apprenticeships:** We assist in establishing apprenticeship programs that provide hands-on experience, helping to nurture the next generation of maritime professionals.
- **Support for Small Businesses:** Small businesses, a key part of the maritime ecosystem, can benefit from our resources, including job placement, job fairs, and training incentives, to support their growth and sustainability.

Josh Levy
 Mayor, City of Hollywood
 Chair
 CareerSource Broward
 Council of Elected Officials

Dean Trantalis
 Mayor, City of Fort Lauderdale
 Vice-Chair
 CareerSource Broward
 Council of Elected Officials

Tim Ryan
 Commissioner
 Board of County Commissioners
 Chair Pro Tem
 CareerSource Broward
 Council of Elected Officials

Heiko Dobrikow
 Chair
 Broward Workforce
 Development Board Inc.

Carol Hylton
 President/CEO
 CareerSource Broward

By partnering with CareerSource Broward, the maritime industry can continue to build its workforce and secure the talent pipeline necessary to drive innovation, productivity, and long-term success. Our commitment is to help you address skill gaps, offer career pathways, and develop training initiatives that align with your industry's needs.

Recently, CareerSource Broward working with Lori Wheeler, Vice President, Marine Industries Association of South Florida (MIASF) produced a video to promote the MIASF Yacht Service Technician apprenticeship program. This apprenticeship program is specifically designed to support participating employers with meeting current and future employment demands by developing service technicians and providing career pathways. To learn more about this exciting opportunity contact MIASF at (954) 524.2733 or at apprentice@miasf.org.

We encourage you to engage with CareerSource Broward and MIASF as we work together to strengthen the maritime industry in Broward County. By investing in the development of your workforce today, we can ensure a prosperous and sustainable future for the entire community.

Thank you for your unwavering dedication to the maritime industry and for your continued contributions to the economic health and vitality of Broward County.

Sincerely,

Carol Hylton
President/CEO

EMPLOYERS FIND YOUR
QUALITY WORKFORCE

PAYCHECKS FOR
PATRIOTS
JOB FAIR*



SAVE THE
DATE

NOV. 14, 2024 • 9AM - 1PM
Tamarac Community Center
8601 W Commercial Blvd
Tamarac, FL 33351

DON'T WAIT, RESERVE
YOUR SPACE NOW!

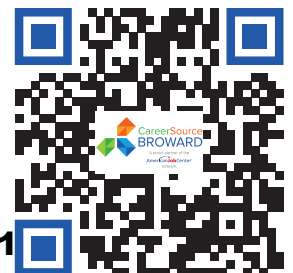
CareerSource Broward would like to thank the City of Tamarac, under the guidance of the Mayor, for making the community center available for the event!



Mayor Michelle J. Gomez
City of Tamarac

Register Now: bit.ly/p4p-2024-employer

Scan To Register



Find Us On:



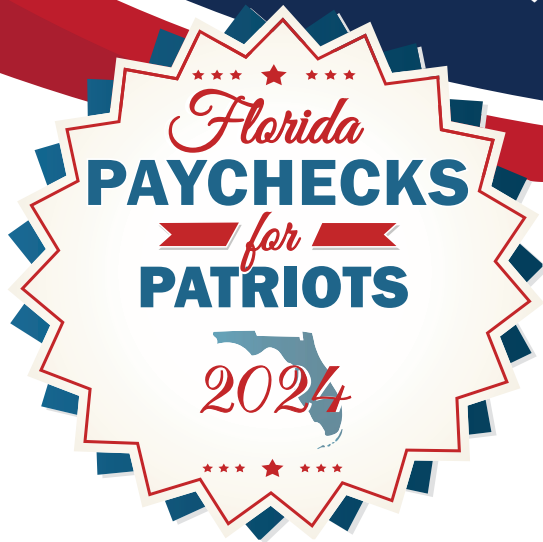
The initiative referenced by this flyer is paid for by 100% federal funds through a grant totaling \$2,128,992.
An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

*There is a charge of \$25 for employers to cover the incidentals of the event.

CAREER FAIR

NOV. 14, 2024 • 9AM - 1PM

Tamarac Community Center
8601 W Commercial Blvd
Tamarac, FL 33351



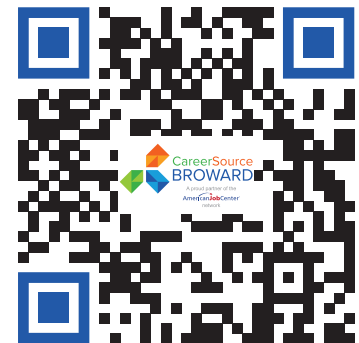
- First Hour Veterans Only
- Hundreds Of Jobs Available
- General Public Invited To Attend

Pre-Register For A Full List Of Employers And Positions

Pre-Register at bit.ly/p4p-2024

Or Scan The QR Code

- ▶ Remember to:
- Pre-Register
 - Dress for Success
 - Bring Résumés



CareerSource Broward would like to thank the City of Tamarac, under the guidance of the Mayor, for making the community center available for the event!



32
Mayor Michelle J. Gomez
City of Tamarac

Find Us On:



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CareerSource
BROWARD

A proud partner of the
AmericanJobCenter
network

ANNUAL STATE OF THE WORKFORCE JOB FAIR*

Secure The Talent You Need.
Find Your Quality Workforce.



SAVE THE
DATE



Wednesday, January 29, 2025 • 10AM - 1PM
Broward County Convention Center

1950 Eisenhower Blvd, Fort Lauderdale, FL 33316

**There is a charge of \$25 for employers to cover the incidentals of the event.*

WHAT EMPLOYERS AND BUSINESSES SAID ABOUT LAST YEAR'S JOB FAIR:

- “The exposure to new employees has been unbelievable”
Greg Farley – General Manager – Fort Lauderdale Water Taxi
- “This is a ‘do-not-miss’ opportunity for employers and employees”
Dan Lindblade – President & CEO – Greater Fort Lauderdale Chamber of Commerce
- “This was by far the best event for our company to attend”
Jim Ryan – CEO, OutPLEX



SPACE IS LIMITED.
REGISTER TODAY AND
RESERVE YOUR SPOT!

bit.ly/csbdstotwe

The initiative referenced by this flyer is paid for by 100% federal funds through a grant totaling \$2,128,992.
An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.



33

Memorandum #01-24 (OPS)

To: Executive Committee
From: Carol Hylton, President/CEO
Subject: WIOA Youth Performance for Program Year (PY) 23/24
Date: October 10, 2024

SUMMARY

For program year (PY) 23/24 that ended on 6/30, CareerSource Broward (CSBD), funded four (4) Out-of-School (OSY) and two (2) In-School Youth (ISY) programs. During their time enrolled in the programs the youth received case management, career pathway planning, occupational skills training and job readiness preparation. This Youth Performance report provides the Youth committee with provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

For program year (PY) 23/24 that ended on 6/30 CSBD funded four (4) OSY program contracts for the delivery of WIOA youth services. They were:

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

Each OSY program serves youth between ages 17-24 through case management; referrals to WIOA funded services, career pathway and planning, employability skills training, and paid work experience.

CSBD also funded two (2) ISY program contracts for the delivery of WIOA youth services. They were:

- SBBC; and,
- Junior Achievement of South Florida (JA)

As we reported to the committee earlier in the year, enrollment of new youth was slow initially. However, as the year progressed, and CSBD provided technical assistance the provider’s strategic recruitment plans were successful. As a result, all providers have met contract deliverables.

DISCUSSION

The charts below provide an overview of each provider's performance for the period 7/1/23 to 6/30/24.

SBBC OSY Program

SBBC CTACE OSY provides youth with assistance towards obtaining their high school credentials together with individual pathway plans and employability skills training.			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 135 youth into the OSY GED program.	6/30/24	A total of 136 youth were enrolled. 29 youth were carried forward from PY 22/23.	
90% of youth enrolled must achieve a Measurable Skills Gain (MSG).	6/30/24	122 youth (90%) received an MSG.	
Of the 94 youth that must exit prior to June 30, 80 youth, which is 85%, must complete their GED and obtain a High School credential by 6/30/24.	6/30/24	86 youth (91%) obtained their GED.	Due to the floods late in the program year, youth had to be rescheduled for testing, which resulted in 34 youth being carried forward into PY 24/25.
Of the 94 youth that must exit prior to June 30, 80 youth must enter the military, post- secondary education or unsubsidized employment during the 2 nd quarter after exit.	6/30/24	103 youth exited. 88 youth have been placed and 1 exited due to a global exclusion.	

HANDY – THE LIFE PROGRAM

HANDY's The LIFE Program serves youth with barriers to employment and education through case management; referral to WIOA funded services, career pathway planning, job placement, and follow up services.			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 30 OSY.	6/30/24	30 youth were enrolled. 13 youth were carried forward from PY 22/23.	
100% of youth enrolled in training must achieve a measurable skills gain (MSG).	6/30/24	1 youth was enrolled in training, and earned an MSG (100%).	Training is optional for youth enrolled in the program.
100% of youth enrolled in a GED or post-secondary training must attain their GED or post-secondary credential in the program year in which they exit.	6/30/24	The youth enrolled in training obtained their credential (100%).	
Of the 15 youth that must exit prior to 6/30/24, 13 youth must enter the military, post-secondary education or unsubsidized employment upon exit.	6/30/24	14 youth have exited, 12 youth have been placed and 2 exited due to a global exclusion.	

THE FLITE CENTER

FLITE's Let's Get to Work program serves foster care youth with on-site GED preparation, employability skills training, and WEX to ensure the successful transition into adulthood.			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 36 - 45 youth into the program.	6/30/24	44 youth were enrolled. 7 youth were carried forward from PY 22/23.	
100% of youth enrolled in training must achieve a measurable skills gain.	6/30/24	N/A - No youth are enrolled in training	Training is optional for youth enrolled in the program.
100% of youth enrolled in training must obtain their GED or post-secondary credential in the year that they exit.	6/30/24	N/A - No youth are enrolled in training	
Of the 18 youth that must exit prior to 6/30/24; 15 youth or 85% must enter the military, post- secondary education or unsubsidized employment at exit.	6/30/24	30 youth have exited, 26 have been placed and 1 due to a global exclusion.	

CILB

CIL's Jobs for Youth program helps youth with disabilities achieve their career and occupational goals through help with peer counseling, WEX, and employability skills training.			
Contract Deliverables	Due Date	Current Performance	CSBD Comment
Enroll 12 - 15 youth into the program.	6/30/24	15 youth were enrolled.	
Of the 6 youth that must exit prior to 6/30/24; 5 youth or 85% of the 6 youth shall enter the military, post-secondary education, or be in unsubsidized employment upon exit.	6/30/24	8 youth have exited and 5 have been placed.	

SBBC ISY Program

SBBC ISY provides youth with assistance towards obtaining their high school credentials together with individual pathway plans and employability skills training.			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 100 youth into the ISY program.	6/30/24	100 youth were enrolled.	
100% of youth enrolled must achieve a Measurable Skills Gain (MSG).	6/30/24	100 youth (100%) have received an MSG.	
Of the 100 youth that must exit prior to June 30, 90 youth, which is 90%, must obtain a High School credential by 6/30/24.	6/30/24	100 Youth obtained their High School credential.	
Of the 100 youth that must exit prior to June 30, 90 youth must enter the military, post-secondary education or unsubsidized employment during the 2 nd quarter after exit from the program.	6/30/24	99 youth have exited positively, and 1 due to a global exclusion	

JA ISY Program

JA ISY provides youth with employability skills training and assists youth with planning their individual career pathways			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll up to 35 youth into the ISY program.	6/30/24	30 youth were enrolled.	
100% of youth enrolled must achieve a Measurable Skills Gain (MSG).	6/30/24	30 youth (100%) have earned a MSG.	
Of the 30 youth that must exit prior to June 30 each year 27 youth, which is 90% must obtain a High School credential by 6/30/24.	6/30/24	28 youth (93%) have obtained their high school credential.	
Of the youth that must exit prior to June 30, 90% of them must enter the military, post-secondary education or unsubsidized employment during the 2 nd quarter after exit from the program.	6/30/24	28 youth have exited and all have been placed.	

RECOMMENDATION

None. For information only.