



**Broward Workforce Development Board
One Stop Services Committee**

Tuesday, January 7, 2020

12:30 p.m. – 1:30 p.m.

Call In Number: (888) 585-9008

Passcode: 219-169-288

MEETING AGENDA

2890 West Cypress Creek Road, Main Conference Room, Ft. Lauderdale, FL 33309

The Committee is reminded of conflict of interest provisions. In declaring a conflict please refrain from voting or discussion and declare the following: 1) Your name and (if applicable) 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.

SELF-INTRODUCTIONS

APPROVAL OF MINUTES

Approval of the Minutes of the 12/3/19 One Stop Services Committee Meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 5 – 10

PRESENTATION

Our new One Stop Operator Ms. Nadine Jackson who started on 10/23/2019 will introduce herself to the Committee and provide a summary of her activities to date.

NEW BUSINESS

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

Consideration to approve the transfer of up to \$1,500,000 from the WIOA Dislocated Worker (DW) funding stream to the WIOA Adult funding stream. As the economy continues to improve we have seen a significant shift toward more Adult customers interested in occupational training than DW customers. The funds will be used to provide Adult customers with services that include 1) occupational skills training 2) work experience and 3) On-the-Job training. We will continue to monitor demand and program expenditures to assure the maximum number of individuals is being served.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #17-19 (OPS)

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2. Program Year (PY) 2019-20 Revised Budget

This is our annual update to the preliminary budget presented last May. It is the adjusted budget based upon the actual amounts of the grants received by CSBD. The CSBD formula grants for Program Year (PY) 2019-20 total \$22,255,496, an increase of \$1,0999,038 or 5% from the planning numbers presented in May. This is due to 1) an increase in most of the formula allocations and 2) a higher carry forward in the WIOA DW and Youth funding streams than forecasted. Dedicated grants total \$4,727,762. Total available formula funding (\$22,255,496) for PY 19-20 including our dedicated grants (\$4,727,762) is \$26,983,258.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #06-19 (FS)

Pages 12 – 17

3. **New Course Addition for Existing ITA Provider- Florida Vocational Institute**

Consideration to approve existing Individual Training Account (ITA) provider Florida Vocational Institute's application to add its Associate of Science in Nursing (ADN) program to the Customer ITA list. Career Source Broward (CSBD) reviewed the application for completeness and to ensure that Broward Workforce Development Board (Board) mandated criteria were met for the training program and related occupational title.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBITS	Memo #19-19 (OPS)
	ITA Course Summary Spreadsheet

Pages 18 – 20

REPORTS

1. **Taylor Hall Miller Parker (THMP) P.A. Program Monitoring Report #2 PY 18-19**

THMP conducted program monitoring for the period November 8, 2018, through April 1, 2019. There were 3 findings and 22 observations. All findings and observations were corrected except where cases were closed and no further action could be taken. They reviewed a total of 183 files consisting of 6,251 elements. The findings equate to an error rate of approximately .048%. Reviewed the 12/2 Audit Committee and 12/12 Board meetings.

ACTION	None
EXHIBIT	Memo #02 – 19 (QA)

Pages 21 – 31

2. **Monthly Performance Report**

The current performance for the month of November is provided. This month's data reflects that within the Big 7 Regions CSBD is in a five-way tie for 1st in WIOA Entered Employment Rate (EER), ranks 1st in WTP and Veterans EER, ranks 1st WTP Two Parent Participation Rate and ranks 2nd in WTP All Family Participation rate.

ACTION	Review
EXHIBIT	Performance Report for November

Pages 32 – 43

3. CSBD Info-graph On the 2019 SYEP

CSBD's Summer Youth Employment Program (SYEP) provides Broward County youth between the ages of 16 and 18 with paid summer employment. This Info-graph was created to provide information on the positive impacts of the 2019 SYEP.

ACTION Review
EXHIBIT SYEP Info-graph

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4. Broward County and Florida Unemployment Information

The unemployment rate in Broward County was 2.6% in November 2019 compared to 2.8% in October. This rate was 0.5% lower than the region's year ago rate of 3.1%. The region's November 2019 unemployment rate was 0.1% lower than the state rate of 2.7%. The Ft. Lauderdale-Pompano Bch-Deerfield Bch Metro Division had the highest annual job growth compared to all the metro areas in the state in other services (+3,400) and financial activities (+2,300 jobs). In November 2019 nonagricultural employment in the Ft. Lauderdale-Pompano Bch-Deerfield Bch Metro Division increased by 1.3% over the year. Local labor market information from the DEO Employment and Unemployment Press Release dated 12/20/19 is provided for review.

ACTION Discussion
EXHIBITS Broward County Labor Market Information
 Florida Employment and Unemployment Press Release 12/20/19

Pages 45 – 54

MATTERS FROM THE ONE STOP SERVICES COMMITTEE

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

THE NEXT COMMITTEE MEETING IS SCHEDULED FOR TUESDAY, 2/4/2020 AT 12:30 P.M.
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**Broward Workforce Development Board
One Stop Services Committee**
Tuesday, December 3, 2019 12:30 p.m. – 2:00 p.m.
CareerSource Broward, Main Conference Room
2890 W. Cypress Creek Rd.
Ft. Lauderdale, FL 33309

MEETING MINUTES

THE COMMITTEE WAS REMINDED OF CONFLICT OF INTEREST PROVISIONS.

SELF-INTRODUCTIONS

ATTENDEES: Gary Arenson, Marjorie Walters, Audrey Ljung, Gertrudis Perez-Dusek (Phone), Olivia Sarson (Phone), Kirk Brown

STAFF: Mason Jackson, Ron Moffett, Carol Hylton, Rochelle Daniels, Barbara Cevieux, Elisha Westfall, Javon Lloyd and Irma Valentin

APPROVAL OF MINUTES

Approval of the Minutes of the 7/2/19 One Stop Services Committee Meeting.

On a motion by Marjorie Walters and seconded by Audrey Ljung the One Stop Services Committee unanimously approved the minutes of the 7/2/19 meeting.

PRESENTATION

Javon Lloyd, Senior Communications Manager, presented a demonstration of our new website. Javon provided "how to" handouts with guidance on creating Twitter, LinkedIn and Facebook accounts. Gary Arenson asked if the handouts could be available at the next Board meeting. Mason indicated that they would be.

NEW BUSINESS

1. Acceptance of Summer Youth Employment Program Funds

Consideration to accept the Children's Services Council (CSC) award of \$1,868,519 to serve 617 youth for our 2020 Summer Youth Employment Program (SYEP). This is a slight increase of \$33,366 over last year. These additional funds will be used to accommodate an increase to our workers compensation insurance. The SYEP will continue to provide each participant three (3) days of employability skills training and an eight (8) week meaningful summer work experience for economically disadvantaged Broward County youth ages 16-18.

Ron Moffett explained that the CSC awarded \$1,868,519 to serve 617 youth for the upcoming Summer Youth Program, at their meeting in September.

Carol Hylton mention the attached flyer for the next SYEP, indicating that the application period for youth to apply will begin January 7, 2020.

On a motion by Marjorie Walters and seconded by Audrey Ljung the One Stop Services Committee unanimously approved the acceptance of \$1,868,519 from the Children's Services Council for our 2020 Summer Youth Employment Program.

2. Acceptance of TD Charitable Foundation Funds for Start-Up Now

Consideration to accept a grant award of \$7,500 from TD Charitable Foundation for the Start-Up Now program. This is a Community Development grant that will be used to fund the general support of the program. In April 2017, the Board approved for CSBD to seek financial support for Start-Up Now. The funds will cover a portion of the cost of participants attending the program including instruction, mentoring, the 12-credit Entrepreneurship technical certificate and books and software licenses. We are still seeking additional funds.

Ron Moffett explained that we had a grant with The Department of Commerce that ended and the board approved sourcing locally for additional funding.

On a motion by Gary Arenson and seconded by Audrey Ljung the One Stop Services Committee unanimously approved the acceptance of \$7,500 from TD Charitable Foundation for Start-Up Now.

3. New Course Additions for Existing ITA Provider- Broward College

Consideration to approve Broward College's request to add six (6) new courses to the Workforce Innovation and Opportunity Act (WIOA) Individual Training Account (ITA) List and add four (4) new courses to the Welfare Transition Program (WTP) ITA List for a total of ten (10) new programs. CSBD reviewed the applications for completeness and to ensure that Broward Workforce Development Board (Board) mandated criteria are met for the training programs and related occupational titles. Because a Board member, Ms. Mildred Coyne, is employed at Broward College this recommendation must be approved by a 2/3 vote of the board members present with an established quorum at a Board meeting.

Ron Moffett explained the differences between the two ITA lists 1) that courses on the WTP list do not have to lead to occupations that meet the wage required for WIOA and 2) the courses can all be completed in 12 months or less. Ron also noted that WTP customers are eligible to participate in the WIOA courses on the ITA List as well.

On a motion by Audrey Ljung and seconded by Marjorie Walters the One Stop Services Committee unanimously approved the addition of 10 new Broward College programs to the ITA list.

4. New Course Addition for Existing ITA Provider- New Horizons

Consideration to approve New Horizons' request to add Cyber Security & Ethical Hacking Preparatory program to the ITA list. CSBD reviewed the application for completeness and to ensure that Board mandated criteria were met for the training program and related occupational titles.

Ron Moffett explained that this is an emerging occupation and is in demand in Broward County.

On a motion by Audrey Ljung and seconded by Marjorie Walters the One Stop Services Committee unanimously approved the addition of New Horizon's Cyber Security & Ethical Hacking Preparatory program to the ITA list.

5. New Eligible Training Provider Connecticut School of Broadcasting

Consideration to approve 1) Connecticut School of Broadcasting's application to become an eligible training provider and add 2) Radio & Television Broadcasting 3) Social Media Marketing Specialist 4) Intro to Mobile Application and Design and 5) Intro to Web Design & Development to the ITA list. Staff reviewed the applications for completeness and to ensure that Board mandated criteria were met for the school and training programs.

Ron Moffett explained that this is a new provider for CSBD, located in Pembroke Pines that provides occupational training in radio and TV broadcasting and occupations "behind the scenes" in production and social media. Ron explained that the school's status will be under Initial Eligibility for one year and that enrollment of CSBD customers in each course will be capped at 10 until a 70% or better training related placement rate is established.

Audrey Ljung inquired about the adequacy of the school's facilities. Elisha Westfall explained that she did a tour of the campus and that the classrooms were very interactive, and she observed they have audio and visual equipment set up for students to use for broadcast training.

On a motion by Gary Arenson and seconded by Audrey Ljung the One Stop Services Committee unanimously approved 1) Connecticut School of Broadcasting's application to become an eligible training provider and add 2) Radio & Television Broadcasting 3) Social Media Marketing Specialist 4) Intro to Mobile Application and Design and 5) Intro to Web Design & Development to the ITA list.

6. One Stop Services (OSS) Committee Strategic Planning Matrix for 2019 Updates

Consideration to review and approve the final updates to the OSS Committee Strategic Planning Matrix.

Ron mentioned that the matrix stems from the Board's planning day and went over the matrix, highlighting the various updates to the committee. He noted that everything has been completed and this is the final update to the 2019 Matrix.

Regarding Objective 5.3, Mason Jackson explained an event is planned for April 4, 2020 at the Arthur Ashe Center in collaboration with Broward County School Board to meet with parents to present alternative career paths that do not require a four (4) year degree. Various Industry Representatives will be on hand to also speak with parents. Audrey Ljung asked if date and time information could be sent to her so she could calendar the event as she'd like to attend. Mason indicated he would send her the information.

On a motion by Gary Arenson and seconded by Audrey Ljung the One Stop Services Committee unanimously approved the final updates to the One Stop Services (OSS) Committee Strategic Planning Matrix for 2019.

7. Proposed Committee Meeting Calendar

Consideration to approve the One Stop Services Committee's 2020 calendar year meeting schedule.

On a motion by Gary Arenson and seconded by Marjorie Walters the One Stop Services Committee unanimously approved on the Committee Meeting Calendar for 2020.

REPORTS

1. Performance Update on WIOA Youth Program Activities – PY 18-19

This is to report on CSBD youth providers' program performance through the end of June 2019. While the providers generally met and in some cases exceeded their performance targets, we recently received the State performance report for PY 18/19 which indicates that Employ Florida did not reflect that CSBD met our Youth Credential Attainment goal. We determined that youth who received credentials were not timely entered into Employ Florida by one of the providers. There will be no impact on CSBD as the State has not fully implemented the DOL measures and they won't be effective until PY 21/22. The provider has been retrained on how to input the measure and has entered the correct data.

Carol Hylton explained the data for the credential measure was not properly recorded by the school board and that is why the State's database Employment Florida does not reflect we met the goal. We are taking the appropriate steps to make sure the data is entered and put some steps in place to make sure the measures are met. Carol also discussed the performance for Broward College, FLITE and HANDY and indicated they have met or exceeded their measures.

2. Performance Update on WIOA Youth Program Activities – PY 19-20

This is to report on CSBD youth providers' program performance for PY 19-20 to date. CSBD, through WIOA funds five (5) Out-of-School Youth (OSY) programs. All providers are working diligently towards their recruitment and performance targets. The providers are fulfilling their programs and the youth are receiving case management, career pathway planning, education and employability skills training. CBSD's Youth Program manager provides staff with technical assistance.

Carol Hylton explained that all providers are moving along well with their recruitment and the implementation of their programs. Youth are enrolled into activities and are making progress toward their goals. Carol noted that the providers are a little under spent in their Work Experience subsidized dollars due to some youth already being employed. Carol informed the committee that we have met with the providers and that as new youth are enrolled, Work Experience expenditures will go up.

3. CareerSource Broward's 2019 "Paychecks for Patriots" Veterans Hiring Fair

CareerSource Broward hosted its seventh annual "Paychecks for Patriots" Veterans Hiring Fair on Wednesday, November 6th as part of an initiative by the Florida Department of Economic Opportunity (DEO) to hold Veteran-specific hiring events across the state during the month of November. Fifty (50) employers attended the hiring fair in person with another ten (10) employers attending virtually, seeking to fill over one hundred fifty (150) jobs. There were eighty-three (83) veterans and one hundred fifty five (155) non-veterans in attendance. CSBD provided a résumé café onsite at the event. Jobseekers received résumé review services and had the capability to make updates to and print their résumé courtesy of the mobile bank of computers and printers provided by CSBD.

Mason Jackson explained that the "Paychecks for Patriots" Veterans Hiring Fair was open to the public, but the first two (2) hours were catered just to Veterans. Mason explained the résumé café and how both job seekers and employers liked the virtual component which was new this year.

4. Individual Training Account Performance Report

All ITA providers are contractually required to have a minimum 70% training related placement rate for graduates who complete their programs within 180 days of graduation. CSBD conducted the semi-annual analysis of ITA provider performance in July and found all courses from all training providers met the placement criteria.

Ron Moffett explained the ITA Report tracks how the providers are doing, which is provided to our customers.

5. Monthly Performance Report

The current performance for the month of October is provided. This month's data reflects that within the Big 7 Regions CSBD is in a five-way tie for 1st in WIOA Entered Employment Rate (EER), ranks 1st in WTP EER, ranks 2nd in Veterans EER, and in WTP All Family and Two Parent Participation Rate and ranks 3rd in WP EER.

Ron Moffett explained CSBD's Performance ranking within the Big 7 Regions and highlighted some of the initiatives we are working on to improve performance.

6. CSBD Info-graph Calendar YTD Through September 2019

CSBD's Info-graph was created to assist Board members with information to discuss with elected officials about CSBD. The info-graph summarizes key data points on Labor Market Information, customers served, business services delivered, community involvement, and reflects the numbers calendar year to date through September, 2019.

7. Broward County and Florida Unemployment Information

The unemployment rate in Broward County for May 2019 was 3.0% compared to 2.8% in April 2019 and 3.2% in May 2018. The state unemployment rate is 3.1% compared to the national rate of 3.4%. The Ft. Lauderdale-Pompano Bch-Deerfield Bch Metro Division had the 3rd highest annual job growth compared to all the metro areas in the state in professional and business services (+6,000 jobs), education and health services (+4,100 jobs) and other services (+1,000 jobs). In the Ft. Lauderdale-Pompano Beach-Deerfield Beach metropolitan division nonagricultural employment increased by 1.3% over the year. Local labor market information from the DEO Employment and Unemployment Press Release dated 6/21/19 is provided for review. Slight uptick from last month probably related to schools, colleges and universities summer closing and end of tourist season.

MATTERS FROM THE ONE STOP SERVICES COMMITTEE: NONE

MATTERS FROM THE FLOOR: NONE

MATTERS FROM THE PRESIDENT/CEO:

Mason Jackson shared that the Board passed a Legislative Agenda, which he presented to the Chamber of Commerce and their Legislative Council and that they adopted it. Mason mentioned that CSBD staff has been trained in Motivational Interviewing techniques to provide better services to our customers. Mason informed the committee that on Saturday, December 7, 2019 the Greater Fort Lauderdale Alliance is holding an all-day planning retreat for the distressed communities.

ADJOURNMENT 2:20 P.M.

THE NEXT COMMITTEE MEETING IS SCHEDULED FOR TUESDAY, 1/7/2020 AT 12:30 P.M.
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Memorandum #17-19 (OPS)

To: One Stop Services Committee

From: Ron Moffett, Senior Vice President of Operations

Subject: Transfer of WIOA Dislocated Worker Funds to WIOA Adults Funds

Date: December 30, 2019

SUMMARY

Consideration to approve the transfer of up to \$1,500,000 from the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker (DW) funding stream to the WIOA Adult funding stream. CareerSource Broward (CSBD) monitors demand for our WIOA services by job seekers and we have seen a significant shift toward more Adult customers interested in WIOA services such as work-based and occupational training than DW customers. These funds will be used to provide Adult customers with services that include 1) occupational skills training 2) work experience and 3) On-the-Job training (OJT). We will continue to monitor demand and program expenditures to assure the maximum number of individuals is being served.

BACKGROUND

For Program Year 19-20 CSBD has \$7,775,965 in funding for DW. With low unemployment at 2.8% we are now serving more underemployed Adult customers who see opportunities for higher pay and who are interested in skills upgrade training to be able to transition into these higher paying occupations.

DISCUSSION

CSBD frequently monitors the type of customers coming to us for services such as work-based and occupational training. Over the past few years, we've experienced an increase in Adult customers seeking occupational training. The WIOA Adult population includes job seekers who 1) have barriers to employment 2) are underemployed 3) have never been employed 4) are economically disadvantaged or who 5) lack in-demand occupational skills.

Under WIOA we are allowed to transfer up to 100% of our WIOA DW Funds to Adult. CSBD conducted an analysis of the customer demand we are seeing in our career centers and have determined there is a need to transfer up to \$1,500,000 of DW funds to Adult to support the growing customer demand. Funds will be used serve additional WIOA Adult customers with services that include 1) occupational skills training, 2) paid work experience, and 3) OJT.

Throughout the year the Federal government frequently releases additional funding for DW customers. We will continue to monitor program spending and customer flow to assure the maximum number of individuals is being served.

RECOMMENDATION

Approve the transfer of up to \$1,500,000 of WIOA DW funding to the WIOA Adult program.

Memorandum #06 – 19 (FS)

To: One Stop Services Committee
From: Mason Jackson, President/CEO
Subject: Program Year 2019-20 Revised Budget
Date: December 26, 2019

SUMMARY

This is our annual update from the preliminary budget presented in May. It is the adjusted budget based upon the final grant awards received by CareerSource Broward (CSBD). The CSBD formula grants for Program Year (PY) 2019-20 total \$22,255,496, an increase of \$1,099,038 or 5% from the planning numbers presented in May. This is due to 1) an increase in most of the formula allocations and 2) a higher carry forward in the WIOA Dislocated Worker (DW) and Youth funding streams than forecasted. Dedicated grants total \$4,727,762.

Total available formula funding is \$22,255,496 for PY 19-20. Our budget including our dedicated grants (\$4,727,762) is \$26,983,258.

BACKGROUND

We present our annual budget to the Broward Workforce Development Board, Inc. (Board) and the CSBD Council of Elected Officials (Council) in the spring based upon planning numbers received from the state prior to the beginning of the new program year. An adjusted budget based upon the actual grant awards is brought back to the CSBD governing boards in mid-year for final approval. The Budget Summary presented on the last page does not include dedicated grants in the total of funds available because those grants may only be spent for the specific purposes outlined in those grants. Table 1 details the dedicated grants to present a full picture to the governing boards of the funds allocated or awarded to CSBD.

The budget presentation also does not include the General Fund which is reported separately and includes Ticket to Work, Tobacco Free Florida, Florida Ready to Work and the Department of Vocational Rehabilitation, which add to and are reported separately.

This update follows the same format used when the budget was presented in May as developed and approved by the CSBD governing boards over the course of many years. Additional detail is provided to the elected officials which is available to all upon request.

The CSBD adheres to the guiding principles below in creating the budget:

1. Maintaining the administrative cap at 9%. The statutory limit for administration is 10%.
2. Spending at least 30% of the WIOA Adult and DW funds on training per State statutes.¹
3. Assuring consistent Success Coach to participant ratios.

¹ In June 2019 CareerSource Florida granted us an unsolicited sliding scale waiver from 50% to 30% for PY 19-20.

DISCUSSION

Table 1 lists our dedicated grants. They are presented separate from our formula grants and are not included in the Budget Summary presented on the last page because we are unable to plan or predict whether they will be awarded each year. The Dedicated Grants Table has been updated to reflect actual grants received for PY 19-20.

Table 1: Dedicated Grants – PY 19-20 Awards

Grant / Program	Description	Amount PY 19-20
Children's Services Council	Summer Youth Employment Program (SYEP)	1,868,519
City of Fort Lauderdale	SYEP	190,000
City of Pembroke Pines	SYEP	21,406
Broward County	SYEP	50,000
Bank of America	SYEP	32,861
Reemployment Services and Eligibility Assessment (RESEA)	Reemployment assistance and assessments	551,120
Trade Adjustment Assistance (TAA)	Workers who become unemployed due to impact of international trade	270,000
IRMA national Emergency Grant (NEG) ²	Assist people whose employment was adversely affected due to Hurricane Irma	316,541
Governors Challenge - Hurricane Maria ³	Assist evacuees who left Puerto Rico and the Virgin Islands due to Hurricane Maria	82,460
Disability Resource Grant for Hurricane Relief ⁴	Replacement of disability equipment due to hurricane loss	578,726
Pathways to Prosperity Families Ascent to Economic Security (FATES): ⁵	Occupational training for the working poor and disadvantaged youth	
• FATES Initiative		103,737
• Pre-apprenticeship/SBBC		75,000
• Apprenticeship/BC		259,820
• Apprenticeship/Ft Lauderdale Housing Author.		25,000
Apprenticeship ⁶ (Broward College)	Apprenticeships in Information Technology such as IT Specialists and Help Desk	100,000
Pre-Apprenticeship (The School Board of Broward County) ⁷	Pre-apprenticeships in occupations such as Construction and Culinary Arts	97,367
Start up now:	Provides entrepreneurial training and business services under/un-employed professionals	
• Deluca		87,705
• Well Fargo		12,500
• TD Bank		5,000
• Broward College (In-kind) ⁸		
Total		4,727,762

² The IRMA grant is funded through 9/30/20 for a total of \$1,750,000.

³ The Maria grant is also funded through 9/30/20 for a total of \$387,267.

⁴ The Disability grant is funded through 9/30/20 for a total of \$953,634.

⁵ The Pathways to Prosperity grant is funded through 6/30/20 for a total of \$467,294.

⁶ The Apprenticeship grant is funded through 4/30/20 for a total of \$100,000.

⁷ The Pre-Apprenticeship grant is funded through 8/31/20 for a total of \$100,000.

⁸ Broward College contributed \$85,734 In-kind.

Table 2 shows the preliminary PY 19-20 budget compared to the actual budget and includes all available formula funds and carry forward.

Table 2: Preliminary vs. Actual Budget PY 19-20

Preliminary PY 19-20 Budget	Actual PY 19-20 Budget	Change from Preliminary to Actual Budget
21,156,456	22,255,496	1,099,040 or 5%

Table 3 depicts the variance in the separate funding streams from the preliminary budget to the PY 19-20 actual budget.

Table 3: Variance from Preliminary to Actual Budget by Funding Stream

Funding Stream	Preliminary PY 19-20 Budget	Actual PY 19-20 Budget	Variance
Wagner Peyser (WP)	905,827	1,143,662	237,836
Workforce Innovation and Opportunity Act (WIOA Adult / Dislocated Worker)	11,819,739	11,919,751	100,012
WIOA - Youth	3,604,258	4,197,170	592,912
Welfare Transition Program (WTP)	4,033,301	4,162,699	129,398
Supplemental Nutrition Assistance Program Employment and Training (SNAP ET)	386,180	386,880	700
Veterans (DVOP/LVER)	300,466	338,648	38,182
Unemployment Compensation – Re-employment Assistance Program	106,685	106,685	0
Totals	21,156,456	22,255,496*	1,099,040

*rounding difference

The changes from the preliminary PY 19-20 budget to the actual PY 19-20 budget are a result of 1) an increase in formula allocations to most of our funding streams and 2) slightly more carry forward than anticipated.

The adjustments to the PY 19-20 Budget categories are described below followed by an overall budget summary. **Keep in mind that although the budget for the category may increase the relative percent of that category in relation to the budget may decrease slightly.**

Program Support Staff Category

Preliminary		Actual		Change from Preliminary to Actual Budget Available	
PY 19-20 Budget	% of Total Budget	PY 19-20 Budget	% of Total Budget		
6,146,979	29%	6,287,835	28%	140,856	-1%

This category includes all staff salaries and benefits other than the CSBD administrative and state Wagner-Peyser staff.

1. The CSBD Program Managers, Management Information Systems and Quality Assurance staff.
2. The EmpHire contract for managing the one-stop and staffing the three centers. This contract includes salaries, mandatory benefits, insurance, 401K and health costs at 24% for the staff.

We increased the budget available in this category in order to add WIOA staff to 1) reduce caseloads to serve the more barriered populations with career services to support their entry into employment 2) focus on providing services to distressed communities and 3) increase the number of Job Developers to accommodate the emphasis in On-The-Job training and direct placement.

Facilities and Related Costs Category

Preliminary		Actual		Change from Preliminary to Actual Budget Available	
PY 19-20 Budget	% of Total Budget	PY 19-20 Budget	% of Total Budget		
3,050,849	15%	3,467,533	16%	416,684	1%

This category is for rent of the three one stop centers, supplies, assessments, equipment rental (copiers), telephones and information technology, high-speed lines, monitoring fees, employer/customer outreach and various insurance to cover the agency and boards. We allocated additional funds to 1) update the telephone system in the South Center 2) replace some furniture and cubicles in our centers and 3) increase our marketing and promotional videos.

We captured projected rents and operating cost savings resulting from our move of the administrative office.

Contracts Category

Preliminary		Actual		Change from Preliminary to Actual Budget Available	
PY 19-20 Budget	% of Total Budget	PY 19-20 Budget	% of Total Budget		
1,436,946	7%	1,321,978	6%	(114,968)	-1%

Final contract negotiations were slightly less than projected in the preliminary budget. This category includes the following WIOA Youth/WTP contracted services:

1. The SBBC out-of-school (OSY) contract,
2. Broward College OSY contract,
3. HANDY Navigator contract to serve OSY,
4. FLITE Navigator contract to serve OSY,
5. Center for Independent Living to serve OSY,
6. The WIOA youth vendor contracts for tutoring,
7. The vendor contracts for WTP Job Club motivational speakers,
8. One Stop Operator for various programs.

Training Category

Preliminary		Actual		Change	
PY 19-20 Budget	% of Total Budget	PY 19-20 Budget	% of Total Budget	from Preliminary to Actual Budget Available	
7,708,915	36%	8,220,971	37%	512,056	1%

This category includes OJT employer reimbursements, Work Experience, Individual Training Accounts, Customized and Incumbent Worker Training. We increased our allocation in this category to accommodate the increase in our “earn while you learn” work based training initiatives such as OJT skill upgrade, work experience and apprenticeships. We also increased the length of a youth work experience.

Participant Support Services Category

Preliminary		Actual		Change	
PY 19-20 Budget	% of Total Budget	PY 19-20 Budget	% of Total Budget	from Preliminary to Actual Budget Available	
830,020	4%	920,020	4%	90,000	0.13%

This category funds participant support costs for gas cards, clothing vouchers, bus passes, and participant performance incentives for WIOA Adult, DW and Youth, and WTP. We have increased funds available for support services as we have experienced an increase in the number of individuals seeking direct placement who require a period of career services prior to being ready for placement.

Administrative Category

Preliminary		Actual		Change	
PY 19-20 Budget	% of Total Budget	PY 19-20 Budget	% of Total Budget	from Preliminary to Actual Budget Available	
1,982,749	9%	2,037,159	9%	54,410	0.15%

Our administrative costs are at the 9% allowed per the governing boards’ direction. Administration includes both personnel and non-personnel costs for administrative and oversight functions related to the grants.

The additional \$54,410 in this category allows us to keep the administrative rate at 9% for the overall budget. The law allows us to spend 10% of the grants on administration.

Budget Summary

Budget Category	Preliminary		Actual		Change in Actual Funds Available from the Preliminary Budget	
	PY 19-20 Budget	% of Total Budget	PY 19-20 Budget	% of Total Budget		
Program Support Staff	6,146,979	29%	6,287,835	28%	140,856	
Facilities and Related Costs	3,050,849	15%	3,467,533	16%	416,684	
Contracts	1,436,946	7%	1,321,978	6%	(114,968)	
Training	7,708,915	36%	8,220,971	37%	512,056	
Participant Support Services	830,020	4%	920,020	4%	90,000	
Administrative Costs	1,982,749	9%	2,037,159	9%	54,410	
TOTAL	21,156,458	100%	22,255,496	100%	1,099,038	5%

The budget is in alignment with the improving condition of the local labor market and supports the Board's goal to maximize employment and training opportunities for targeted populations.

Total available formula funding (\$22,255,496) for PY 19-20 including our dedicated grants (\$4,727,762) is \$26,983,258.

RECOMMENDATION

That the changes as indicated in this memo from the preliminary to actual PY 19-20 budget be approved.

Memorandum #19 – 19 (OPS)

To: One Stop Services Committee

From: Ronald Moffett, Senior Vice President of Operations

Subject: New Course for Existing ITA Provider – Florida Vocational Institute

Date: December 30, 2019

SUMMARY

Florida Vocational Institute (FVI), an existing Individual Training Account (ITA) provider, has submitted an application to add an Associate Degree of Science in Nursing (ADN) program to the Customer ITA list. Career Source Broward (CSBD) reviewed the application for completeness and to ensure that Broward Workforce Development Board (Board) mandated criteria were met for the training program and related occupational title. CSBD recommends approval of the addition of this occupational training program to the ITA List.

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) requires classroom or online training to be provided through ITAs at schools and for courses approved by the local workforce board. Additionally, all occupational training must prepare students for in demand occupations appearing on the Targeted Occupations List (TOL) and meet the Board established minimum evaluation criteria. This includes but is not limited to licensure, accreditation, issuance of an industry recognized credential, and reporting to the Florida Education and Training Placement Information Program (FETPIP). All of our current ITA training providers meet these criteria.

DISCUSSION

FVI, an approved CSBD eligible training provider, submitted an application to add their Associate of Science in Nursing (ADN) program to the Customer ITA list. FVI is approved by the Florida Board of Nursing to offer the ADN program and is accredited by the Commission of the Council on Occupational Education (COE), which is an entity approved by the U.S. Department of Education. FVI is also licensed by the State of Florida, Commission for Independent Education (CIE). FVI submits data reports to the Florida Education and Training Placement Information Program (FETPIP).

This 22 month occupational training program prepares students for entry-level professional nursing positions. Through the program students will develop knowledge and the necessary skills to promote health and well-being while providing safe and effective care for patients. The curriculum includes classroom, lab simulations and hands-on clinical training. Clinical experience is provided through direct care and interaction with patients in clinical setting. Students are taught nursing skills and clinical judgement in a controlled environment using high fidelity mannequins. Students build confidence by practicing routine procedures in the skills lab and simulating crisis situations in the simulation center.

As of December 30, 2019, using tools such as Jobs EQ and Employ Florida, CSBD was able to validate that within the past ninety days there have been at least 25 job openings for this occupation in Broward County. This occupation pays an entry wage of \$25.54 per hour. We will limit enrollment of customers to 10 in this program until performance is established.

A cross-functional CSBD review team comprised of staff from Finance, Operations, Management Information Systems and Quality Assurance evaluated the application. The committee has determined that all Board mandated criteria have been met for the training program and related occupational title.

RECOMMENDATION

Approve the addition of Florida Vocational Institute's Associate of Science in Nursing (ADN) program to the customer ITA list.

ITA Course Summary Spreadsheet
Attachment to OPS Memo #19-19

School Name / Location	Accreditation / State Agency Approval	Is School Enrolled in FETPIP?	DOE License	Course Title	Type of credential offered	Length of Program	Course Offering	Tuition cost	Other costs (Books, Tools, Uniforms, Supplies, etc.)	Certification Costs	Program Total Costs
<i>Florida Vocational Institute</i>	Council on Occupational Education	Yes	Yes	Nursing	Associate of Science	22 months	Classroom	\$42,750.00	\$5,335.00	\$410.00	\$48,495.00

Memorandum #02 – 19 (QA)

To: Broward Workforce Development Board, Inc. /CareerSource Broward
Council of Elected Officials

From: Mason Jackson, President/CEO

Subject: Results of the Taylor Hall Miller Parker (THMP), P.A.
Program Monitoring Report #2 – PY 18-19 – Issued July 2019

Date: December 3, 2019

SUMMARY

THMP conducted program monitoring for the period November 8, 2018, through April 1, 2019. There were 3 findings and 22 observations. All findings and observations were corrected except where cases were closed and no further action could be taken. Reviewed at the 12/2 Audit Committee meeting.

BACKGROUND

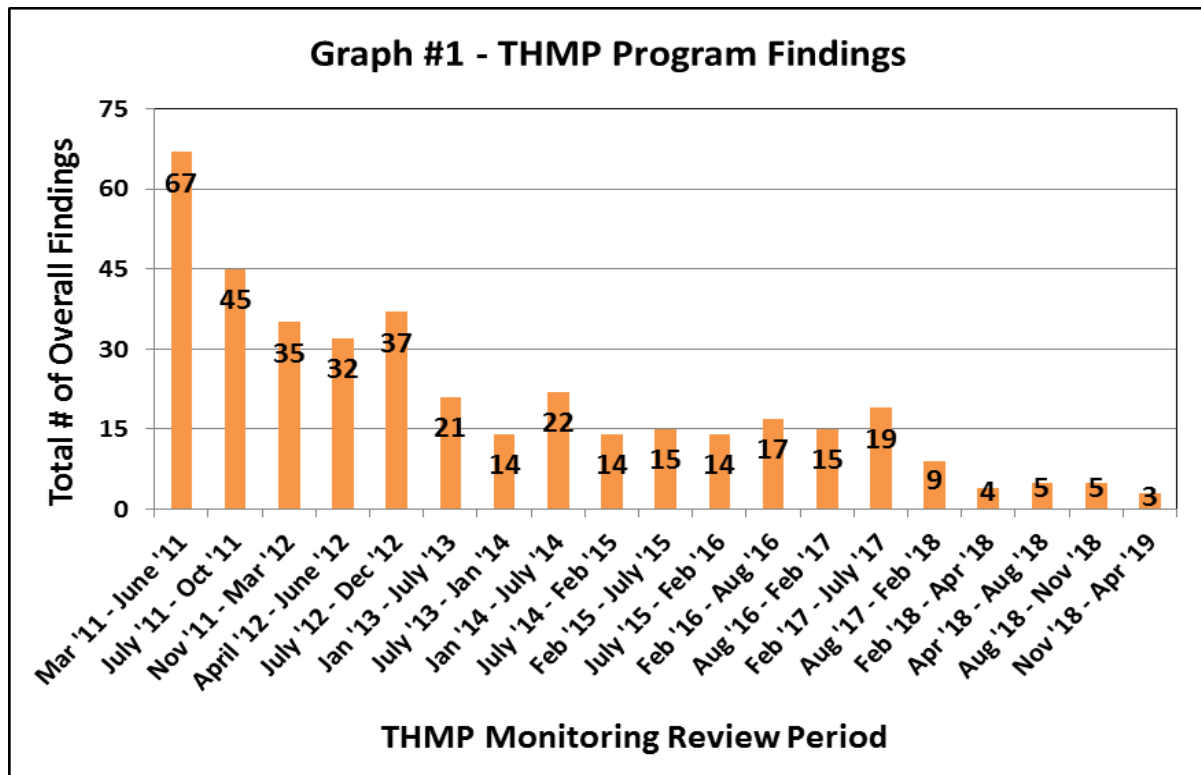
THMP monitors program activities three times a year. This was their second report for PY 18-19.

DISCUSSION

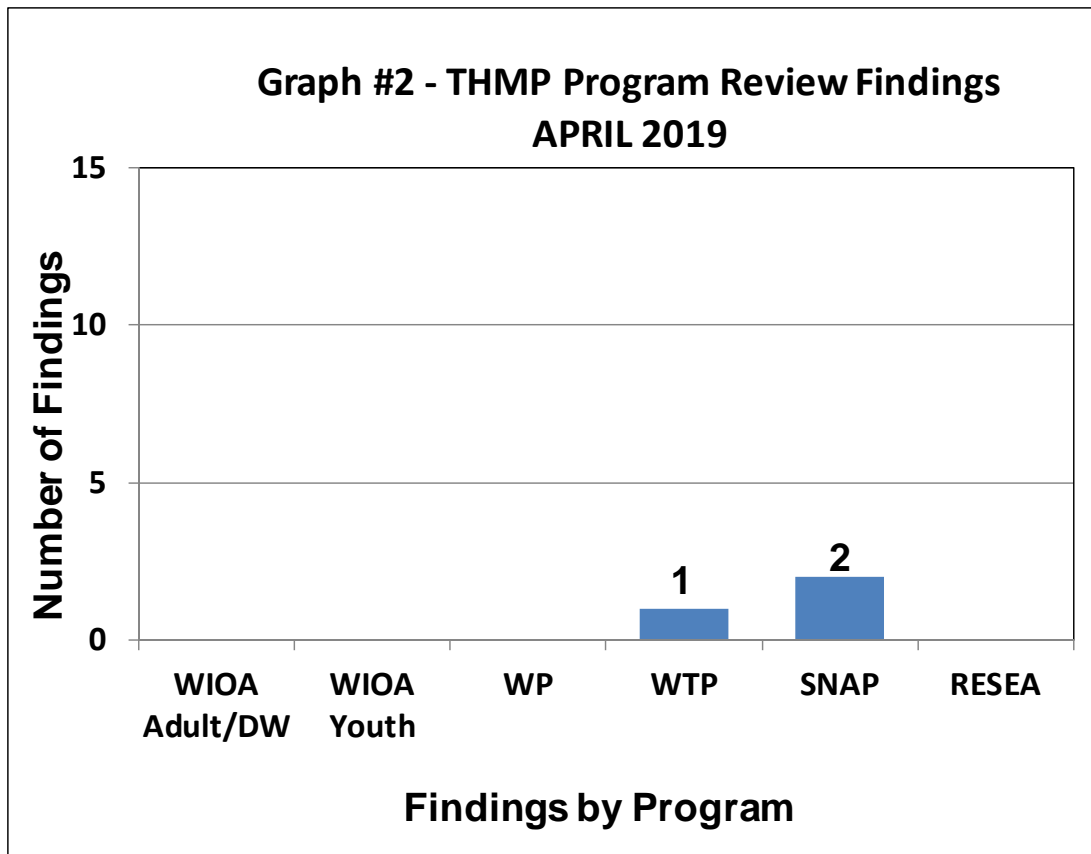
THMP identified 3 findings and 22 observations during their program monitoring visit. They reviewed a total of 183 files consisting of 6,251 elements. The findings equate to an error rate of approximately .048%.

THMP Program Findings

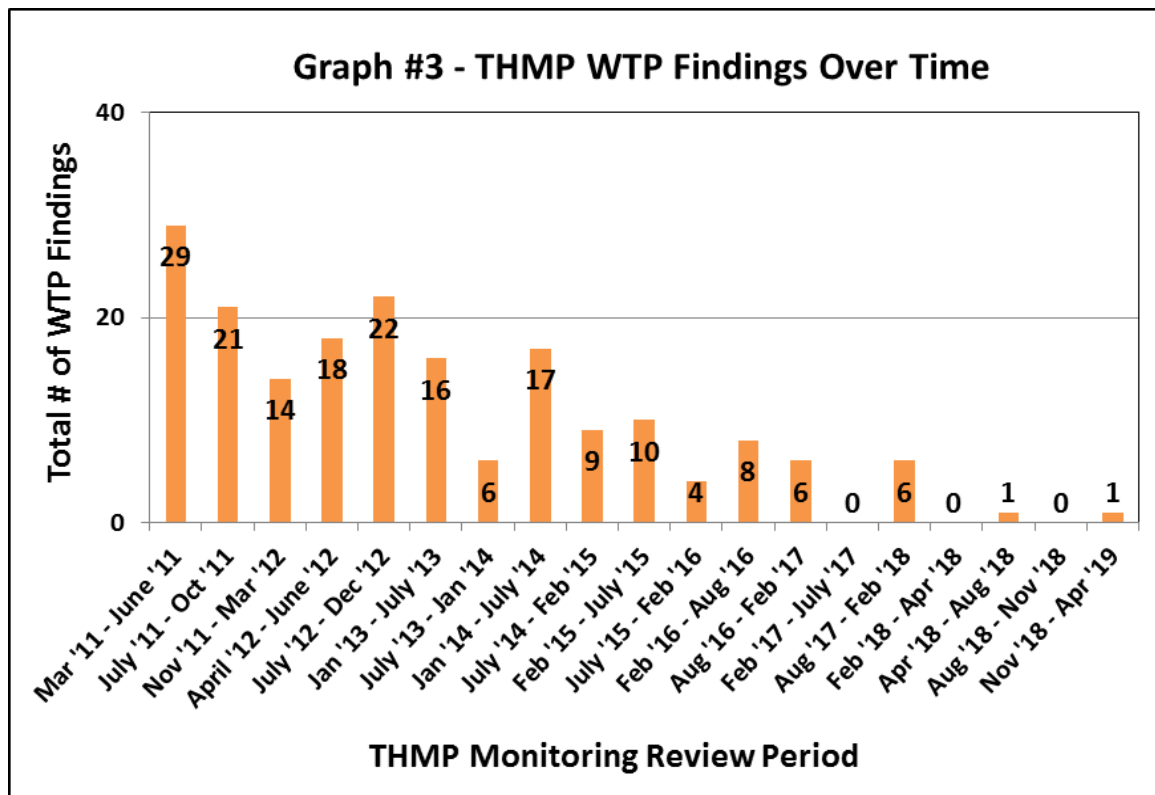
A trending chart for THMP program findings, per review period since March 2011, is represented in Graph #1, as follows:



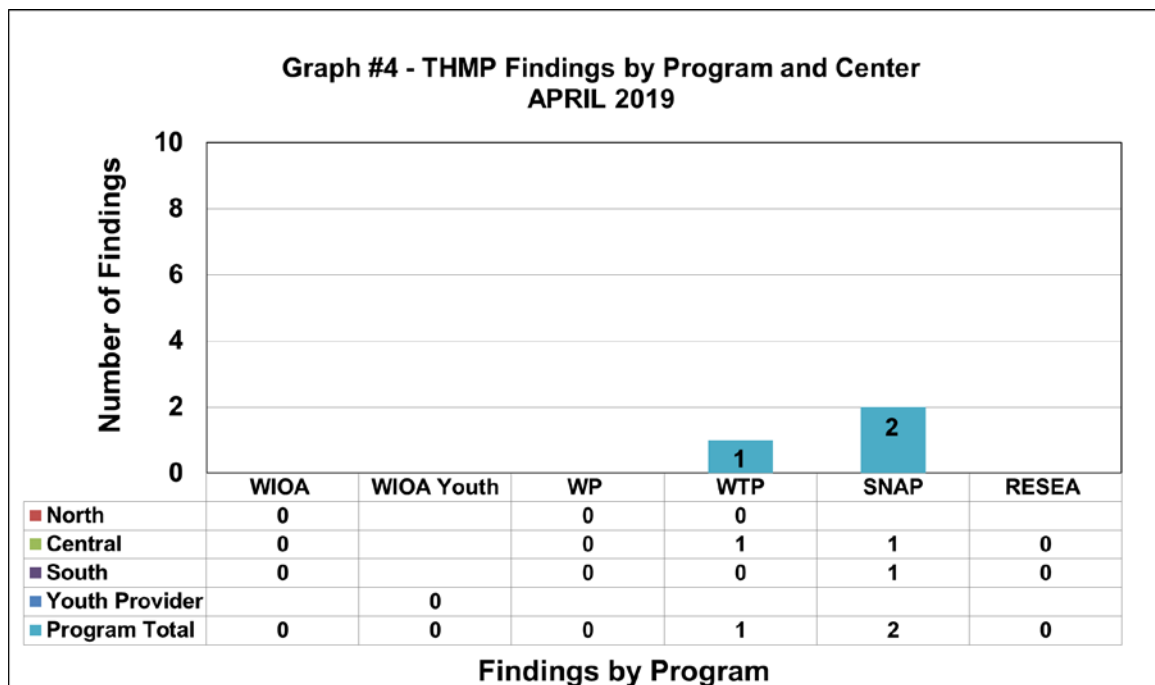
A breakdown of findings by Program is represented in Graph #2, as follows:



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



A breakdown of findings by Program and Center is represented in Graph #4, as follows:



THMP Program Findings for the period of November 2018 – April 2019

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

I. WIOA Adult/Dislocated Worker

A. 24 WIOA Adult and Dislocated Worker files were reviewed, 8 from each Center. There were no (0) findings or observations.

B. 6 WIOA Adult and Dislocated Worker files who exited the program within the last 12 months were reviewed, 2 from each Center. There were no (0) findings or observations.

C. 5 WIOA Incumbent Worker Training (IWT) files were reviewed. There were no (0) findings or observations.

II. WIOA Youth

A. 18 WIOA Youth files were reviewed: 4 Broward College, 5 FLITE Center, 3 HANDY, and 6 School Board of Broward County's CTACE. There were no (0) findings.

There were 2 WIOA Youth observations.

Observations WIOA Youth
1) A youth's Individual Service Strategy (ISS) was not updated to reflect completion of a work experience activity. (HANDY/FLITE)
2) A case note was not entered in Employ Florida to document a support service.
Recommendation
a) CSBD should update these ISS's.
b) CSBD should enter a case note to document the support service.
Agree/ Disagree
Agree
Resolution
a) The ISS's were updated. A checklist was developed as part of a desk aide to ensure staff updates the ISS timely.
b) The Success Coach entered a case note in Employ Florida.

B. 5 WIOA Youth files whose cases were closed within the last 12 months were reviewed: 2 Broward College, 2 FLITE Center, and 1 HANDY. There were no (0) findings or observations.

III. Wagner-Peyser (WP)

A. 30 WP files were reviewed, 10 from each Center. There were no (0) findings.

There were 3 WP Services observations.

Observations WP
1) A veteran's short- and long-term occupational goals listed on the EDP were not specific. (Central) 2) A long-term specific occupational goal and action steps were not listed on the veteran's EDP. (Central) 3) Case notes recorded did not support the counseling service (Code 200). (Central)
Recommendation
CSBD staff should ensure that the goals listed on the customer's EDP are specific and that case notes support the service code entered in Employ Florida.
Agree/ Disagree
Agree
Resolution
The involved DVOPs were coached appropriately. Regional training was conducted on 05/22/19 by the DEO Regional Veterans Program Coordinator. DVOP staff will be required to take the training upon hire and annually thereafter, as well as successfully complete a post-test quiz.

B. 30 WP job orders were reviewed, 10 from each Center. There were no (0) findings or observations.

IV. Reemployment Services and Eligibility Assessment (RESEA)

10 RESEA files were reviewed, 7 from Central and 3 from South. There were no (0) findings.

There was 1 RESEA observation.

Observation RESEA
The long-term occupational goal listed on a customer's EDP was not specific. (Central)
Recommendation
CSBD should ensure that occupational goals listed on the EDP are specific.
Agree/ Disagree
Agree
Resolution
This could not be corrected.

V. Welfare Transition Program (WTP)

A. 24 WTP files were reviewed, 8 from each Center. There was 1 WTP finding.

Finding WTP JPRs
Documentation in 1 case file did not support the corresponding JPR entries. (Central)
Recommendation
CSBD should ensure that JPR entries are correct and properly supported.
Agree/ Disagree
Agree
Resolution
This was corrected.

There were 3 WTP observations.

Observations WTP
1) A clothing service was not opened in OSST. (South) 2) Incorrect pre-penalty termination dates were entered in OSST. Upon compliance, pre-penalties should have been terminated with the date the customers agreed to comply. (North) 3) A pre-penalty was not requested within two business days of the failure. (South)
Recommendation
CSBD should take appropriate actions to improve performance, case management, and system information.
Agree/ Disagree
Agree
Resolution
For #1, this was an isolated incident and clerical error. For #2, CSBD has recently received guidance from the state that they will be updating their WTP sanction policy going forward, removing this requirement so that pre-penalty termination dates will reflect the date the customer actually complied. For #3, CSBD implemented a quarterly sanction quiz which staff will need to pass successfully by 100%.

B. 7 WTP Transitional files were reviewed from each Center for a total of 21 files. There were zero (0) findings.

There was 1 WTP Transitional observation.

Observation WTP Transitional
Transitional Child Care services were being provided to the customer; however, an incorrect service type was selected in OSST. (North)
Recommendation
CSBD should ensure that service types are entered correctly.
Agree/ Disagree
Agree
Resolution
The service type was corrected in OSST.

VI. Supplemental Nutritional Assistance Program (SNAP)

10 SNAP files were reviewed, 5 Central and 5 South. There were **2** SNAP findings.

Findings SNAP JPR's
The Education JPR entry was not supported by case file documentation, as Alison online courses completed were either counted in duplicate or not counted in the calendar month completed. (Central/South)
Recommendation
CSBD should ensure that JPR entries are correct and properly supported.
Agree/ Disagree
Agree
Resolution
While this is not prohibited by the State, we have modified our SNAP Policy 594: SNAP Employment and Training Activities to state that repeat online courses will not be accepted.

There were 12 SNAP observations.

Observation SNAP
Current practice is to count online education hours based on the maximum duration of time specified for the courses completed rather than actual hours in cases where actual hours cannot be obtained; however, this practice conflicts with Policy Number 594 - SNAP E&T Activities.
Recommendation
CSBD should ensure SNAP Policy is updated to reflect the process in place.
Agree/ Disagree
Agree
Resolution
SNAP Policy 594: SNAP Employment and Training Activities was updated to state that only "actual hours" are to be accepted for participation hours.

Observation SNAP
The SNAP Monthly Participation Agreement form reflected an assignment of Education, rather than the assigned activity of Vocational Training per OSST. The form does not list Vocational Training as an available option. (Central/South)
Recommendation
Add Vocational Training to the CSBD SNAP Monthly Participation Agreement form.
Agree/ Disagree
Agree
Resolution
CSBD revised the SNAP Monthly Participation Agreement form to include Vocational Training.

Observation SNAP
The Job Search start date recorded in OSST was different from the date of the first job contact documented in the case file and counted as participation on the JPR screen in OSST. (Central)
Recommendation
CSBD should take action to improve accuracy and file documentation.
Agree/ Disagree
Agree
Resolution
The Success Coach received individual coaching. CSBD also created a SNAP training on the CSBD University and now requires a 100% pass rate within 4 attempts.

Observations SNAP
<p>1) Case notes had an incorrect date or did not provide a clear picture of what was happening with the cases. (Central-3)</p> <p>2) A participant was not provided adequate time to complete an assignment during the calendar month before the sanction was requested. (Central)</p> <p>3) A participant was in Vocational Training and class time was documented; however, study hours were not counted toward the monthly 80-hour requirement. (South)</p> <p>4) A duplicate Employment was recorded in OSST in an effort to correct the Employment job tracking start date. (South)</p>
Recommendation
CSBD should take action to improve SNAP case management and system information.

Agree/ Disagree
Agree
Resolution
Corrections were made where possible. All SNAP Success Coaches received training on 6/7/19 regarding SNAP case management and case noting. A post-test quiz was administered after the training. The training was posted on the CSBD University and SNAP staff will be required to take it upon hire and quarterly thereafter, with a 100% pass rate within 4 attempts.
Observations SNAP
<p>1) Case notes did not address the oral attempt to contact the participant that was made on the date of the failure or did not address the missed appointment. (Central/South)</p> <p>2) A sanction request was not initiated for the participant's failure to attend a scheduled appointment. (Central)</p> <p>3) An incorrect failure date was recorded in OSST for a sanction request. (Central)</p>
Recommendation
CSBD should take action to improve SNAP case management of sanctions.
Agree/ Disagree
Agree
Resolution
CSBD updated SNAP Policy 596 to expand on penalties and sanctions. SNAP Success Coaches received specialized DEO sanction training on 7/24/19 and 7/25/19. A post-test quiz was administered after the training. The training has been posted on the CSBD University and SNAP staff will be required to take it upon hire and quarterly thereafter, with a 100% pass rate within 4 attempts.

RECOMMENDATION

None. Presented for informational purposes.



Performance Report

**Month-to-Month Rolling 12 Month Period &
Program Year-to-Date as of November 2019**

Entered Employment Rate for the Month of November across all Big Seven Regions

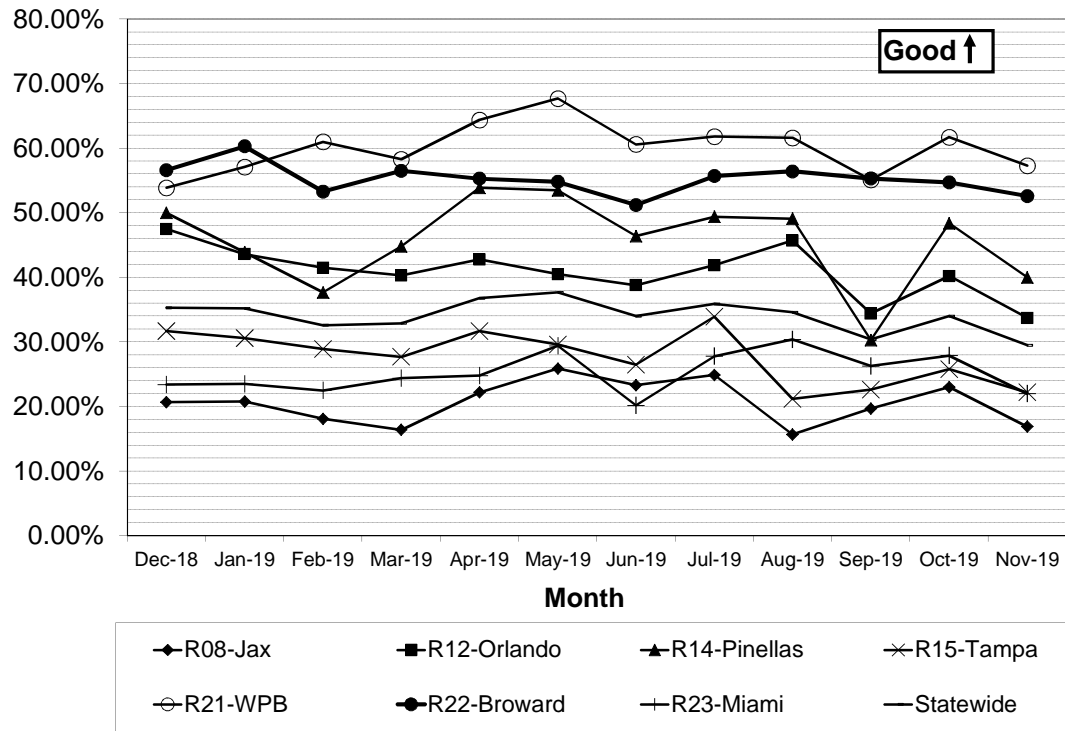
	WTP		Wagner-Peyser		Veterans		WIOA Adult/DW	
Region 8 - Jacksonville	28.50%	↓	42.80%	↑	38.50%	↑	100.00%	—
Region 12 - Orlando	32.20%	↓	27.20%	↑	30.10%	↑	100.00%	—
Region 14 - Pinellas	28.10%	↓	35.90%	↓	25.90%	↓	100.00%	—
Region 15 - Tampa	22.60%	↓	43.10%	↑	36.70%	↑	84.40%	↓
Region 21 - WPB	35.80%	↓	37.90%	↑	45.00%	↑	100.00%	—
Region 22 - Broward	44.60%	↓	33.00%	↓	47.90%	↑	100.00%	—
Region 23 - Miami	25.20%	↓	40.50%	↓	32.60%	↓	0.00%	—
Statewide	29.20%	↓	36.80%	↑	39.70%	↑	96.70%	↑

Note: Arrows indicate direction of change since previous month's figures. Flat line indicates no change.

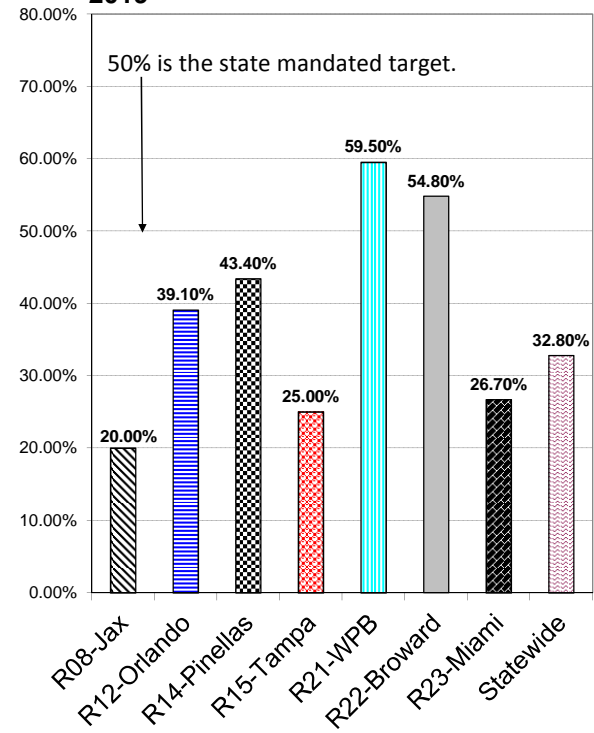
Legend / Abbreviation Key	WTP	Welfare-Transition Program	DW	Dislocated Worker
	WIOA	Workforce Innovation and Opportunity Act		

Welfare Transition Program (WTP) All-Family Participation Data for the Big 7 Regions

Month-to-Month Participation Rate for Rolling 12 Month Period

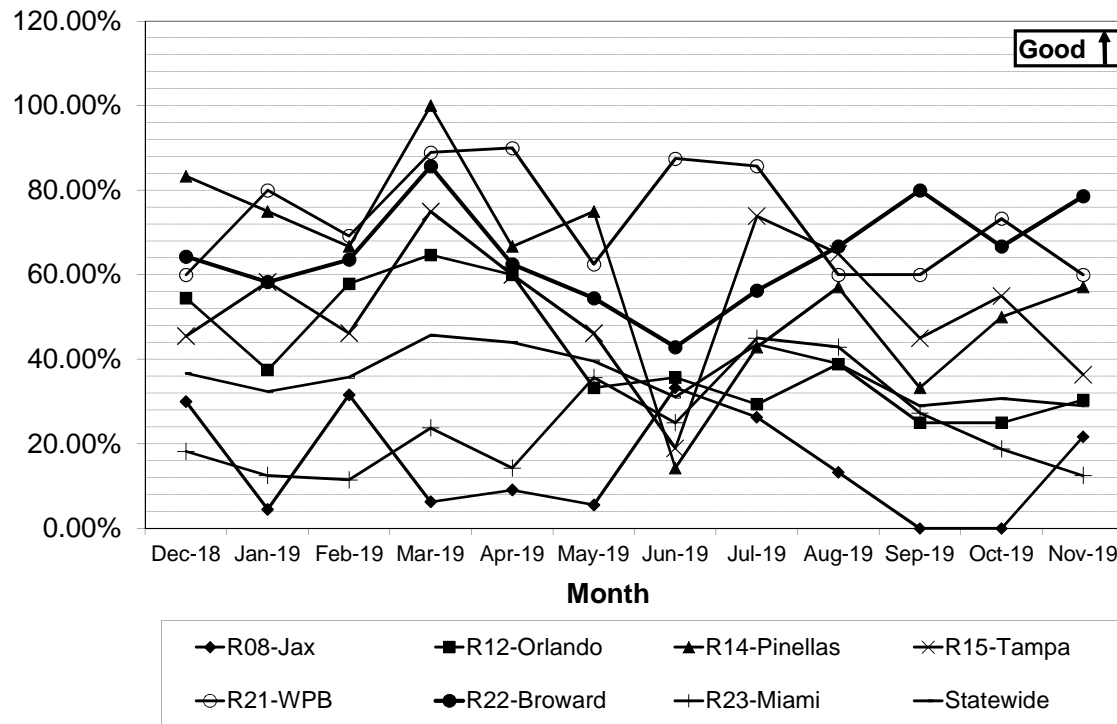


**Program Year-to-Date (YTD)
Participation Rate as of November
2019**

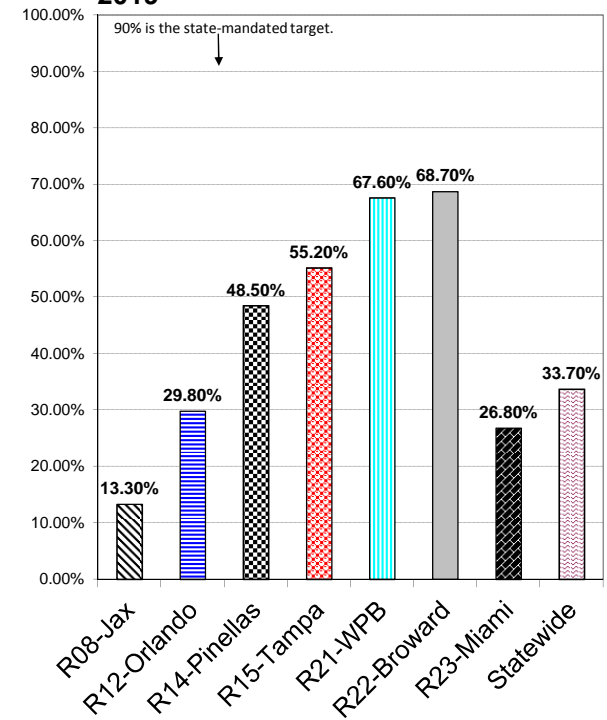


Welfare Transition Program (WTP) Two-Parent Family Participation Data for the Big 7 Regions

Month-to-Month Participation Rate for Rolling 12 Month Period

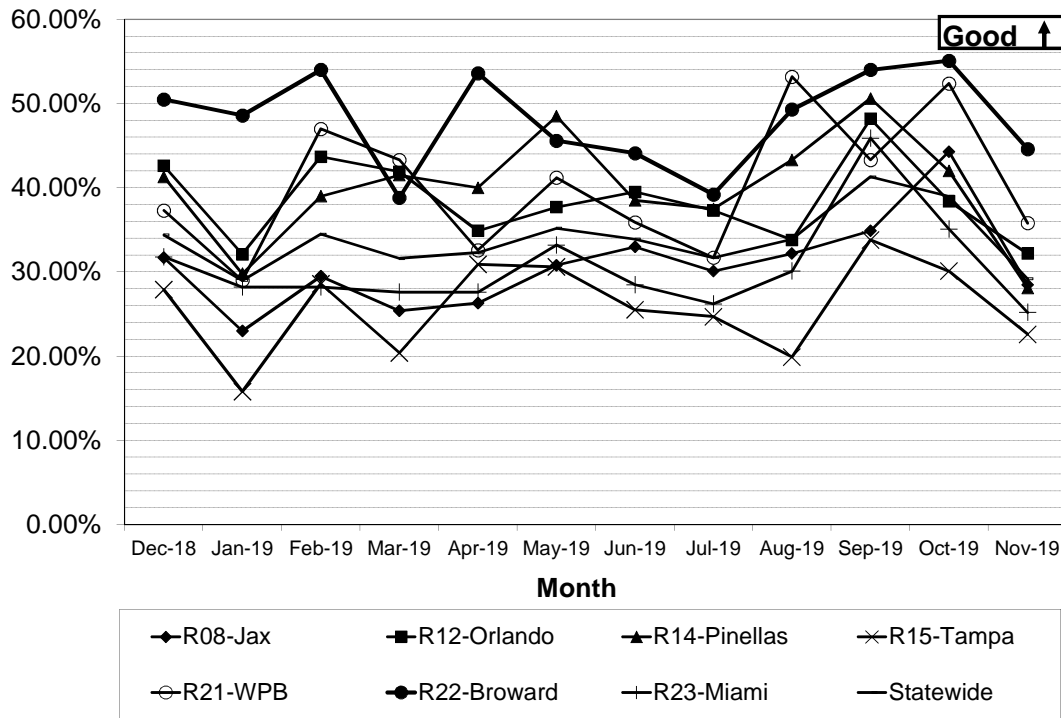


Program Year-to-Date (YTD) Participation Rate as of November 2019

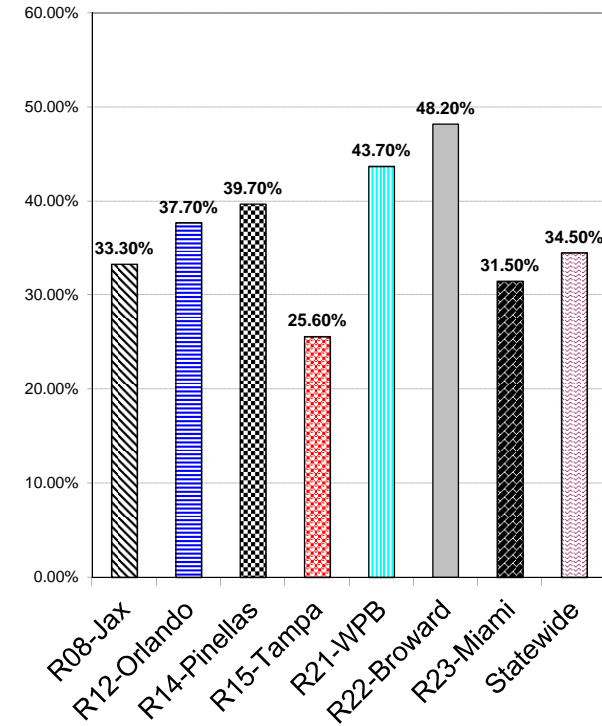


Welfare Transition Program (WTP) Entered Employment (EE) Data for the Big 7 Regions

Month-to-Month EE Rate for Rolling 12 Month Period



Program Year-to-Date (YTD) EE Rate as of November 2019

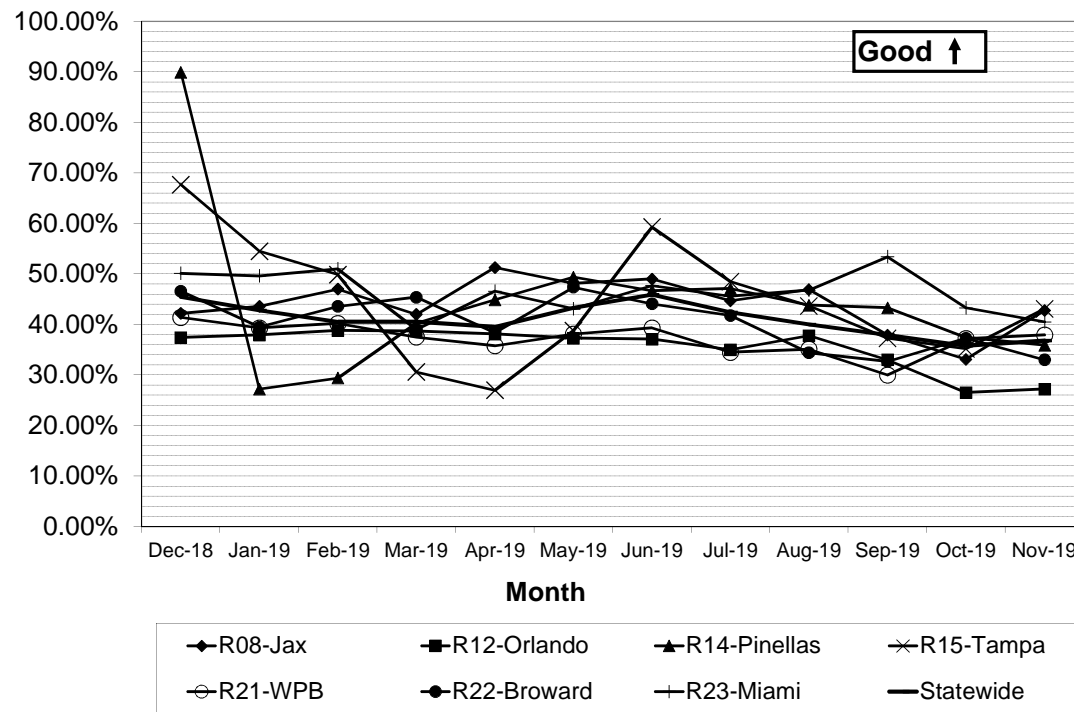


Analysis of Welfare Transition Program (WTP) Performance

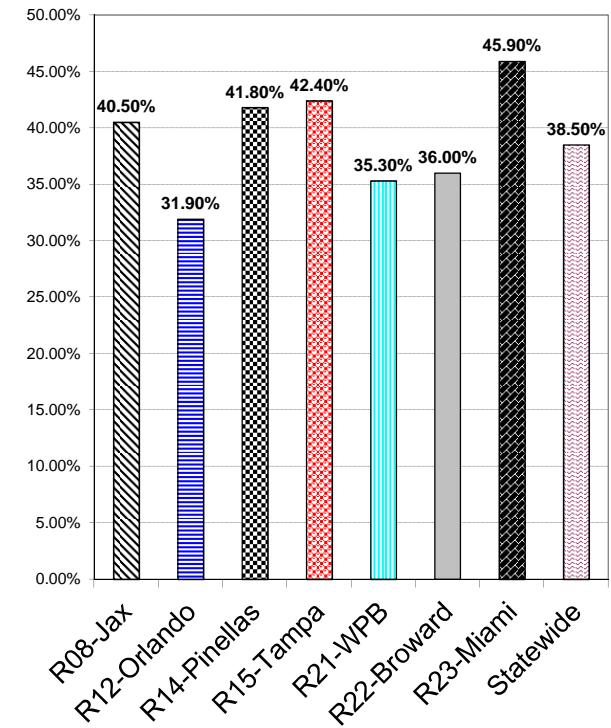
WTP Program Performance At-A-Glance	Measure	Goal	Month (Nov.)	PYTD
	All Family Participation	50%	52.6%	54.8%
	Two-Parent Family Participation	90%	78.6%	68.7%
	Entered Employment Rate (EER)	39%	44.6%	48.2%
Current Situation and Performance Summary	<p>In relation to the Big 7 Regions:</p> <p><u>All Family Participation Rate</u> CSBD ranks 2nd in performance for the month and ranks 2nd Program Year-To-Date.</p> <p><u>Two Parent Participation Rate</u> CSBD ranks 1st in performance for the month and ranks 1st Program Year-To-Date.</p> <p><u>Entered Employment Rate</u> CSBD ranks 1st place in performance for the month and ranks 1st Program Year-To-Date.</p> <p>The Entered Employment Rate (EER) is calculated by cases closed due to employment divided by the number of overall case closures during the month.</p>			
Strategies and Action Steps	<p>We gathered feedback from our customers and found an uptick of those who are interested in occupational training in small animal care and clinical laboratory work. In response to this demand we added additional ITA courses for WTP customers only such as Veterinarian Assistant and Phlebotomist. These programs are geared toward getting customers trained and employed quickly.</p> <p>To increase awareness of these opportunities we created posters for the three centers promoting the additional educational programs. WTP customers also participate in the “ITA Fairs” within each center so customers can speak first hand with representatives from the training providers about these exciting training and career opportunities.</p>			

Wagner-Peyser (WP) Program Entered Employment (EE) Data for the Big 7 Regions

Month-to-Month EE Rate for Rolling 12 Month Period



Program Year-to-Date (YTD) EE Rate as of November 2019

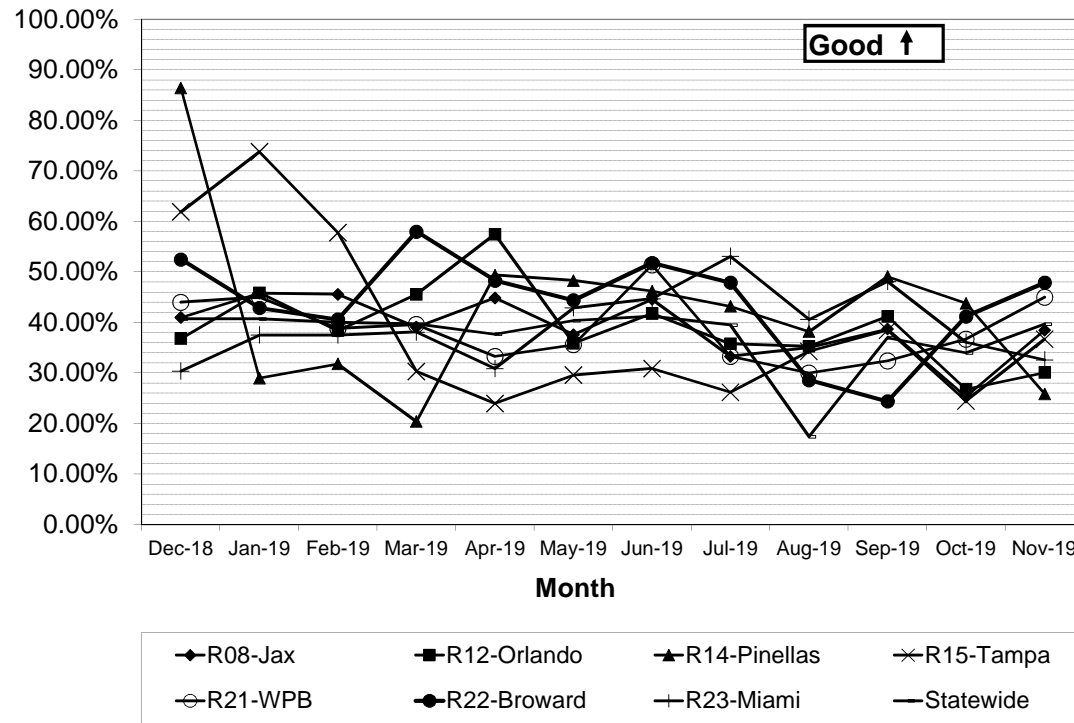


Analysis of Wagner-Peyser (WP) Performance

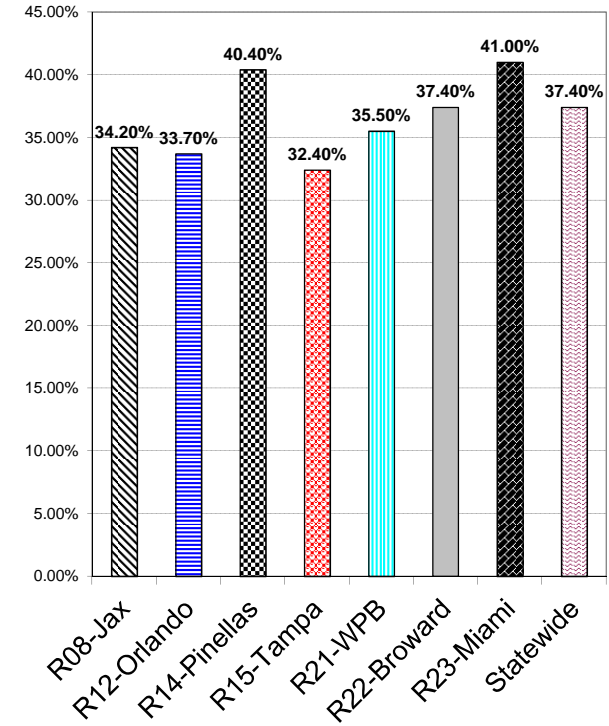
WP Program Performance At-A- Glance	<u>Measure</u>	<u>Performance*</u>	
		<u>Month (November)</u>	<u>PYTD</u>
	Entered Employment Rate	33.0%	36.0%
	<i>*Please note: The performance detail is based on the Monthly Management Report (MMR). Due to lagging data, our true YTD rate will adjust at the end of the program year.</i>		
Current Situation and Performance Summary	<p>The run chart shows a discernable downward trend across all the Big seven regions and the statewide average. When we analyzed this we found that the historically low unemployment rate was decreasing a job seekers time to placement. Jobseekers are getting jobs faster. But the data that captures the new wage record is still lagging behind. As stated above the Monthly Management report will adjust at year end. Trends have shown that the MMR performance is usually 30-35% lower than the final year-end report.</p>		
Strategies and Action Steps	<ul style="list-style-type: none"> To increase our performance we are focusing on engaging larger companies in the region. We are working with Communication and Business Relations staff and are devoting resources on companies that have the potential to fill 10 or more positions. Staff will also use data from Jobs EQ and other aggregate job boards to identify employers with available vacancies that closely match our jobseeker's profiles. The Wagner Peyser program manager has collaborated with the Vice President of Communication and Business Relations to have the Business Outreach team focus efforts on the top occupations in-demand by our jobseekers. Our Wagner Peyser program manager is researching other regional workforce boards to learn of additional strategies to increase entered employment rate. 		

Veterans' Entered Employment (EE) Data for the Big 7 Regions

Month-to-Month EE Rate for Rolling 12 Month Period



Program Year-to-Date (YTD) EE Rate as of November 2019



Analysis of Veterans' Performance

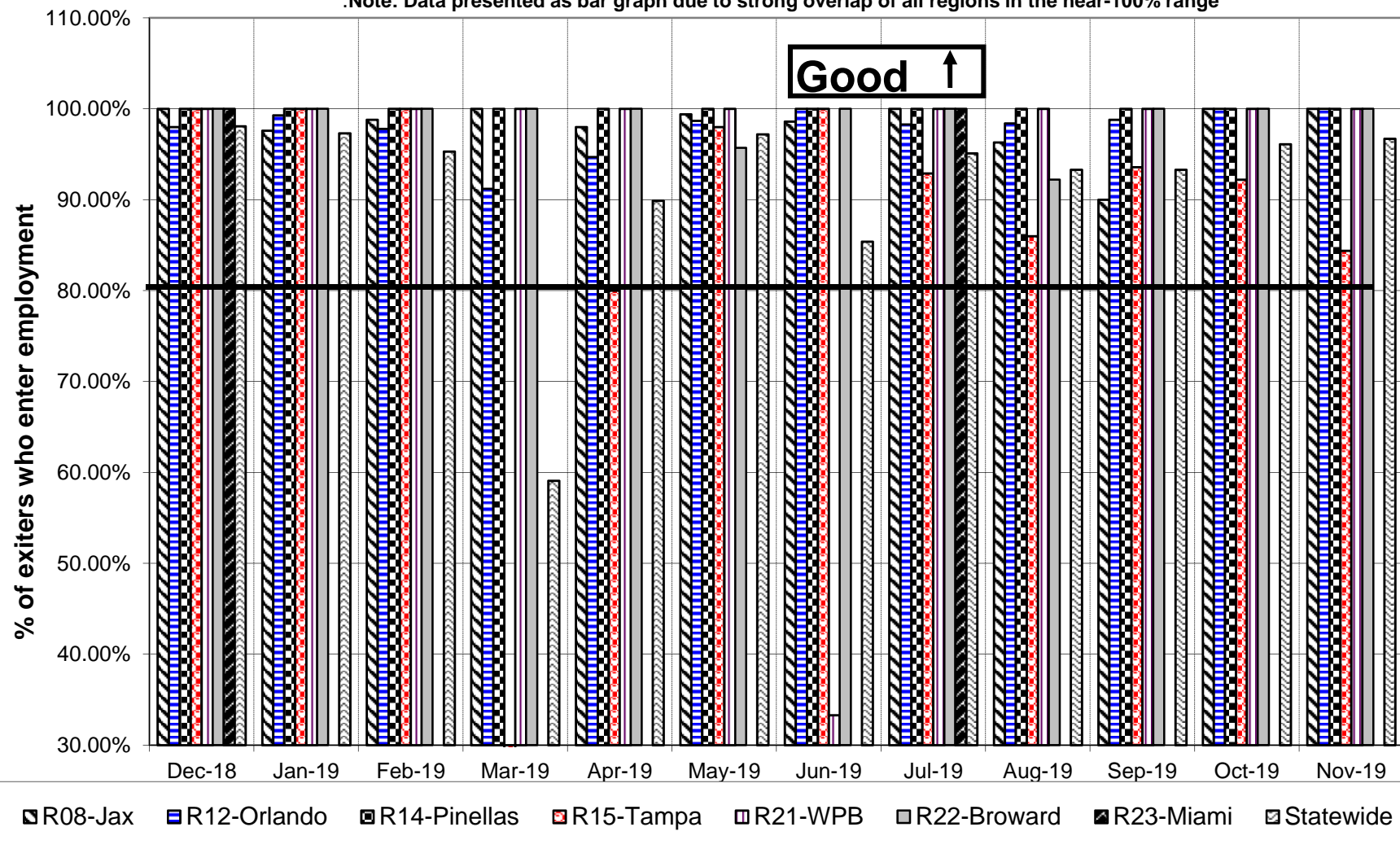
Veterans' Program Performance At-A- Glance	<u>Measure</u>	<u>Performance</u>	
		<u>Month (November)</u>	<u>PYTD</u>
	Entered Employment Rate	47.9%	37.4%
Current Situation and Performance Summary	In relation to the Big 7 Regions, CSBD ranks 1st in performance for the month and tied for 3 rd for Program Year-To-Date.		
	<u>Since the beginning of this program year:</u> <ul style="list-style-type: none"> • 89 Veterans placed in employment • 619 Veteran customers actively utilized CSBD employment services • 5,223 reportable Veteran employment services have been provided to Veteran customers (<i>including job referrals, résumé assistance, career planning, etc.</i>) 		
Strategies and Action Steps	<ul style="list-style-type: none"> • We are expanding our use of C-TORQ and Jobs EQ to identify available job vacancies that match our Veteran profiles. These tools will take the jobseekers current experience and match them to open jobs and /or identify skills gaps in order for us to work with the customer to improve their skills. • Veterans staff is also working with the WIOA department to identify internship and OJT opportunities for our Veterans. We are also expanding the portfolio of job ready veterans that Business Development Specialists market at all employer contact opportunities such as recruitment events and job fairs. These strategies will increase our entered employment rate. 		

Analysis of Workforce Innovative and Opportunity Act (WIOA) Adult and Dislocated Worker Performance

WIOA Program Performance At-A- Glance	<u>Measure</u>	<u>Performance</u>	
		<u>Month (November)</u>	<u>PYTD</u>
	Entered Employment Rate	100%	100%
Current Situation and Performance Summary	<p>In relation to the Big-7 Regions:</p> <p>CSBD is in a 5-way tie for 1st in performance for the month and is in a 2-way tie for 1st in Program Year-To-Date.</p> <p><u>Since the beginning of the program year July 2019:</u></p> <ul style="list-style-type: none"> • 156 WIOA customers entered employment • Average Wage Rate is \$22.25 for Dislocated Workers & \$18.20 for Adults • CSBD has enrolled 323 customers into WIOA-funded training • <p>Note: While our rate is high we want to continue enrolling customers into basic and individualized services to increase the number special populations' customers receiving WIOA training related services to assist with increasing their employment and wage rates.</p>		
Strategies and Action Steps	<p>In order to increase our entered employment rate with special populations, our WIOA Program Manager is working to increase Work Experience / Internship program participation. By placing special population customers into targeted internship worksites where they can build on and acquire new skills we can help increase the probability of that customer gaining unsubsidized employment quicker than if they were showing no current employment on their resume.</p> <p>To improve our customer service we've updated our "Counseling at a Glance" tool with new products such as the Metrix Learning system and Virtual Career System. Tools are used to assess customers soft and hard skill strengths and gaps. This guidance assists them so they make more informed decisions about their occupational training, employment and career goals.</p>		

Comparison of the Workforce Innovation and Opportunity Act (WIOA) Entered Employment Rate for Adult & Dislocated Workers across the 7 largest Regions in Florida for the Rolling 12 Month Period

.Note: Data presented as bar graph due to strong overlap of all regions in the near-100% range



2019 Summer Youth Employment Program Recap

CareerSource Broward's Summer Youth Employment Program (SYEP) provides Broward County youth between the ages of 16 and 18 with paid summer employment, specifically for an eight-week period between June and August. The program also includes a three-day, paid training period that focuses on job-readiness skills, such as communication, professionalism, problem solving, responsibility and teamwork that are needed to succeed in the workplace.

Number of SYEP Participants

756



Number of Participating Worksites

206



Types of SYEP Jobs

- Clerical
- Administrative Support
- Camp Counselor Aide
- Landscaping
- Research
- Technology
- Hospitality

Public Funders	Amount of Funding
Children's Services Council of Broward County	\$1,835,153
City of Fort Lauderdale	\$190,000
Broward County Human Services Department	\$50,000
Bank of America	\$32,861
City of Pembroke Pines	\$21,406

Several Youth Were Hired by Businesses After The Summer!

(Five Guys, Korrekt Optical, Better Wellness Clinic, Boys & Girls Club, Courtyard By Marriott, McNicol Community Center)

Testimonial

“Working at Korrekt Optical was definitely the highlight of my summer! I never knew how much went into making glasses until I started working here. My supervisor was awesome and showed me so many cool things about the business. I wouldn't trade this experience for anything, and I'm so happy that I was able to participate in the Summer Youth Employment Program!”



**Overview of the CareerSource Broward Region
Not Seasonally Adjusted
December 20, 2019**

- The unemployment rate in the CareerSource Broward region (Broward County) was 2.6 percent in November 2019. This rate was 0.5 percentage point lower than the region's year ago rate of 3.1 percent. The region's November 2019 unemployment rate was 0.1 percentage point lower than the state rate of 2.7 percent. The labor force was 1,052,094, up 9,354 (+0.9) over the year. There were 27,798 unemployed residents in the region.
- In November 2019 nonagricultural employment in the Ft. Lauderdale-Pompano Bch-Deerfield Bch Metro Division was 879,500, an increase of 11,200 jobs (+1.3 percent) over the year.
- The other services (+8.7 percent) and financial activities (+3.7 percent) industries grew faster in the metro area than statewide over the year.
- The Ft. Lauderdale-Pompano Bch-Deerfield Bch Metro Division had the highest annual job growth compared to all the metro areas in the state in other services (+3,400 jobs) and financial activities (+2,300 jobs) in November 2019.
- The Ft. Lauderdale-Pompano Bch-Deerfield Bch Metro Division had the second fastest annual job growth rate compared to all the metro areas in the state in other services (+8.7 percent) in November 2019.
- The industries gaining in jobs over the year were: other services (+3,400 jobs); education and health services (+3,300 jobs); professional and business services (+2,800 jobs); financial activities (+2,300 jobs); leisure and hospitality (+1,600 jobs); and construction (+100 jobs).
- The trade, transportation, and utilities (-1,400 jobs); manufacturing (-500 jobs); information (-200 jobs); and government (-200 jobs) industries lost jobs over the year.

Note: All data are subject to revision.

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics and Economic Research.

Unemployment Rates			
(not seasonally adjusted)	Nov-19	Oct-19	Nov-18
CareerSource Broward (Broward County)	2.6%	2.8%	3.1%
Florida	2.7%	2.9%	3.3%
United States	3.3%	3.3%	3.5%

Ft. Lauderdale-Pompano Beach-Deerfield Beach					Florida			
Metropolitan Division								
Nonagricultural Employment by Industry								
(not seasonally adjusted)	Nov-19	Nov-18	change	percent change	Nov-19	Nov-18	change	percent change
Total Employment	879,500	868,300	11,200	1.3	9,174,800	8,954,800	220,000	2.5
Mining and Logging	NA	NA	NA	NA	6,000	5,800	200	3.4
Construction	48,900	48,800	100	0.2	574,100	548,900	25,200	4.6
Manufacturing	28,100	28,600	-500	-1.7	383,500	376,500	7,000	1.9
Trade, Transportation, and Utilities	196,300	197,700	-1,400	-0.7	1,854,300	1,834,700	19,600	1.1
Wholesale Trade	48,000	49,900	-1,900	-3.8	355,900	348,400	7,500	2.2
Retail Trade	116,700	115,400	1,300	1.1	1,177,000	1,170,100	6,900	0.6
Transportation, Warehousing, and Utiliti	31,600	32,400	-800	-2.5	321,400	316,200	5,200	1.6
Information	20,300	20,500	-200	-1.0	137,800	142,400	-4,600	-3.2
Financial Activities	64,000	61,700	2,300	3.7	600,500	588,200	12,300	2.1
Professional and Business Services	159,300	156,500	2,800	1.8	1,435,600	1,401,800	33,800	2.4
Education and Health Services	116,900	113,600	3,300	2.9	1,392,500	1,330,200	62,300	4.7
Leisure and Hospitality	96,700	95,100	1,600	1.7	1,270,300	1,232,100	38,200	3.1
Other Services	42,600	39,200	3,400	8.7	366,900	358,300	8,600	2.4
Government	106,300	106,500	-200	-0.2	1,153,300	1,135,900	17,400	1.5

Population	2018	2017	change	percent change
CareerSource Broward (Broward County)	1,935,878	1,917,122	18,756	1.0
Florida	21,299,325	20,976,812	322,513	1.5

Average Annual Wage	2018	2017	change	percent change
CareerSource Broward (Broward County)	\$52,929	\$51,259	\$1,670	3.3
Florida	\$50,090	\$48,460	\$1,630	3.4

Note: All data are subject to revision.

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics and Economic Research.

Questions and Answers
Florida Department of Economic Opportunity
Employment and Unemployment Data
Release October 2019
(Released November 15, 2019)

1. What are the current Florida labor statistics and what changes were there over the month and over the year?

Unemployment Rates

- Florida's seasonally adjusted unemployment rate for November 2019 was 3.1 percent. This represented 323,000 jobless out of a labor force of 10,492,000.
- Florida's unemployment rate was down 0.2 percentage point from the November 2018 rate of 3.3 percent. As of November 2019, Florida's unemployment rate has declined or held steady over the year for 110 consecutive months.
- Florida's November 2019 unemployment rate was down 0.1 percentage point from the October 2019 rate.
- Note that the number unemployed is not the same as the number of individuals receiving Reemployment Assistance (RA) benefits. The definition of unemployed is those that are without a job, but actively seeking work. A person seeking work is considered unemployed even if they never held a job before. Collecting RA is not a requirement for being counted as unemployed.

Job Counts

- Total nonagricultural employment in Florida was 9,089,900 in November 2019, a gain of 217,400 jobs over the year (+2.5 percent). In November 2019, private-sector employment was 7,960,200, a gain of 201,700 jobs over the year (+2.6 percent).
 - In May 2015, total nonagricultural employment at 8,069,600 surpassed the prerecession peak employment level of 8,055,600 jobs reached in March 2007.
 - In March 2015, private sector employment at 6,936,600 surpassed the prerecession peak employment level of 6,934,400 jobs reached in March 2007.
- Florida's over-the-year job growth rate has been positive every month since August 2010, with the exception of September 2017, when Florida lost jobs due to the hurricane. Prior to August 2010, the state had been losing jobs for over three years and reached a low point of -7.0 percent in March 2009.
- Total nonagricultural employment increased by 12,100 jobs (+0.1 percent) over the month. Florida's private-sector jobs increased by 10,300 jobs over the month (+0.1 percent).

2. How do Florida's labor statistics compare to the nation?

- Florida's November 2019 unemployment rate of 3.1 percent was 0.4 percentage point below the national rate of 3.5 percent.
- Florida's November 2019 private-sector over-the-year rate of job growth was +2.6 percent, which was 1.0 percentage point above the national job growth rate of +1.6 percent. With the exception of September 2017, Florida's private sector over-the-year job growth rate has exceeded the Nation's since April 2012.

3. How has Florida's economy performed since the last peak of Florida's economic activity?

- Florida's unemployment rate was 3.1 percent in March 2006 (the lowest unemployment rate in more than thirty years). The state's unemployment rate peaked at 11.3 percent in January 2010 and in November 2019 matched the historic low of 3.1 percent.
- Florida's private-sector over-the-year job growth rate peaked in September 2005 at +5.7 percent, declined to -8.0 percent in March and April 2009, and is at +2.6 percent in November 2019.
- Florida's private-sector employment surpassed the prerecession peak employment level (6,934,400 in March 2007) in March 2015 with 6,936,600 jobs.
- Total nonagricultural employment in Florida reached a peak employment level of 8,055,600 jobs in March 2007. In January 2010, Florida reached a low point, down 925,300 jobs (-11.5 percent) from the peak. As of November 2019, Florida employment was 9,089,900 jobs, 1,034,300 jobs (+12.8 percent) above the previous peak.
- Construction lost more jobs in the recent recession than any other industry. Construction employment peaked in April 2006 with 691,700 jobs and dropped to 334,000 jobs in June 2011, losing 357,700 jobs or 51.7 percent. Construction employment has risen to 571,200 jobs as of November 2019, an increase of 237,200 jobs (+71.0 percent) from the low point.
- Florida's labor demand, measured by online advertised vacancies, reached a pre-recession peak of 256,976 in January 2006. Labor demand declined by 45.4 percent during the recession and bottomed out in April 2009 at 140,283 ads. As of November 2019, labor demand has increased by 144,566 openings (+103.1 percent) from the low point for a total of 284,849.
- In November 2019, there were 323,000 unemployed Floridians and 284,849 advertised job openings in the state (Help Wanted OnLine), a ratio of 1.1 job seekers to every advertised job. This is a great improvement from the high ratio of 6.7 job seekers for every advertised opening reached in May and June of 2009. The lowest pre-recession ratio was 1.1 job seekers to every advertised job, in December 2005 and January 2006.

4. How does seasonality affect labor statistics statewide and by local area?

- Monthly employment and unemployment rates at the state and local levels may have sharp fluctuations due to seasonal events that follow a somewhat regular pattern each year. Seasonal events include tourism, agricultural harvests, holidays, and the opening and closings of schools. The effects these events have on labor statistics can be eliminated through seasonal adjustment, a statistical technique that smooths the seasonal impacts and makes it easier to observe underlying trends. Seasonally adjusted unemployment rate estimates are available for Florida on a monthly basis, and metropolitan areas on a lagged basis, but are not available for all counties. Seasonally adjusted nonagricultural employment is available for Florida by industry and for selected metro areas at the total level only. Because seasonally adjusted numbers are not uniformly available, an over-the-year comparison for metro area labor statistics is therefore preferable to an over-the-month comparison.
- Seasonal increases in employment in Florida in November 2019 were mainly in retail trade due to the holiday season. Agricultural employment and tourism trended up in most of the state in November.

5. What are the signs of improvement in Florida's economic conditions?

- Florida's unemployment rate declined by 0.2 percentage point over the year in November 2019.
- The current unemployment rate is down 8.2 percentage points from the last recession peak rate of 11.3 percent reached in January 2010.
- With the exception of September 2017, Florida has gained jobs over the year since August 2010 (111 of the past 112 months).
- With the exception of September 2017, Florida's annual job growth rate has exceeded the Nation's since April 2012 (91 of the past 92 months).
- In November 2019, all 24 metro areas in the state had over-the-year job gains.

6. What are the categories of unemployed individuals?

“Job losers” are those on layoff or termination seeking work; “job leavers” are those that voluntarily leave a job and then seek work; “re-entrants” are those that left the labor force and have rejoined to seek work; and “new entrants” are those that enter the labor market for the first time seeking work. A decreasing percentage of job losers as compared to the other categories can be interpreted as a sign of an improving economy.

National – Monthly

- Unemployed persons by reason for unemployment (as a percent of total unemployed), November 2019 for the United States (seasonally adjusted):
 - Job losers 48.1% (up from 47.4% a year ago)
 - Job leavers 13.3% (up from 11.6% a year ago)
 - Reentrants 28.5% (down from 31.4% a year ago)
 - New entrants 10.0% (up from 9.6% a year ago)

Florida – 12-Month Moving Average

- Unemployed persons by reason for unemployment (as a percent of total unemployed), 12-month average ending November 2019 for Florida (not seasonally adjusted):
 - Job losers 41.6% (down from 46.2% a year ago)
 - Job leavers 17.6% (up from 13.4% a year ago)
 - Reentrants 28.9% (unchanged from a year ago)
 - New entrants 11.9% (up from 11.4% a year ago)

7. What are the unemployment rates based on education levels?

- Unemployment rates by educational attainment, November 2019 for the United States (seasonally adjusted, labor force members aged 25 and older):
 - Less than a high school diploma 5.3%
 - High school graduates, no college 3.7%
 - Some college or associate degree 2.9%
 - Bachelor's degree and higher 2.0%
- Unemployment rates by educational attainment, 12-month average ending November 2019 for Florida (not seasonally adjusted, labor force members aged 25 and older):
 - Less than a high school diploma 4.5%
 - High school graduates, no college 2.5%
 - Some college or associate degree 3.0%
 - Bachelor's degree and higher 2.1%

8. What was the duration of unemployment in Florida?

Note: This includes all the unemployed/job seekers, not just the number of people receiving Reemployment Assistance benefits.

- Duration of unemployment for Florida (12-month average ending November 2019):

Duration	Unemployed
	Percent of Total
Total:	100
Less than 5 weeks	31.7 (down from 33.6 a year ago)
5 to 14 weeks	27.5 (down from 28.4 a year ago)
15 to 26 weeks	14.9 (down from 15.2 a year ago)
27 to 51 weeks	8.4 (up from 7.4 a year ago)
52 weeks (1 year) and over	17.5 (up from 15.4 a year ago)
Average weeks of unemployment:	26.6 (up from 24.4 weeks a year ago)

(Long-term unemployed (27 weeks and over) is the sum of 8.4 and 17.5, which is 25.9 percent, up 3.1 percentage points from a year ago.)

9. What was the full-time and part-time status of the employed?

National-Monthly

- Full-time and part-time status of the employed (as a percent of total employed), November 2019 for the United States (seasonally adjusted):
 - Full-time 83.0% (up from 82.8% a year ago)
 - Voluntary part-time 13.6% (up from 13.3% a year ago)
 - Part-time for economic reasons 2.7% (down from 3.1% a year ago)
 - Part-time but not at work 0.7% (down from 0.8% a year ago)

Florida – 12-month Moving Average

- Full-time and part-time status for the employed (as a percent of total employed), 12-month average ending November 2019 for Florida (not seasonally adjusted):
 - Full-time 84.9% (up from 83.7% a year ago)
 - Voluntary part-time 11.9% (down from 12.9% a year ago)
 - Part-time for economic reasons 2.4% (down from 2.6% a year ago)
 - Part-time but not at work 0.7% (down from 0.8% a year ago)

10. What were the top jobs in demand according to The Conference Board, Help-Wanted OnLine data series?

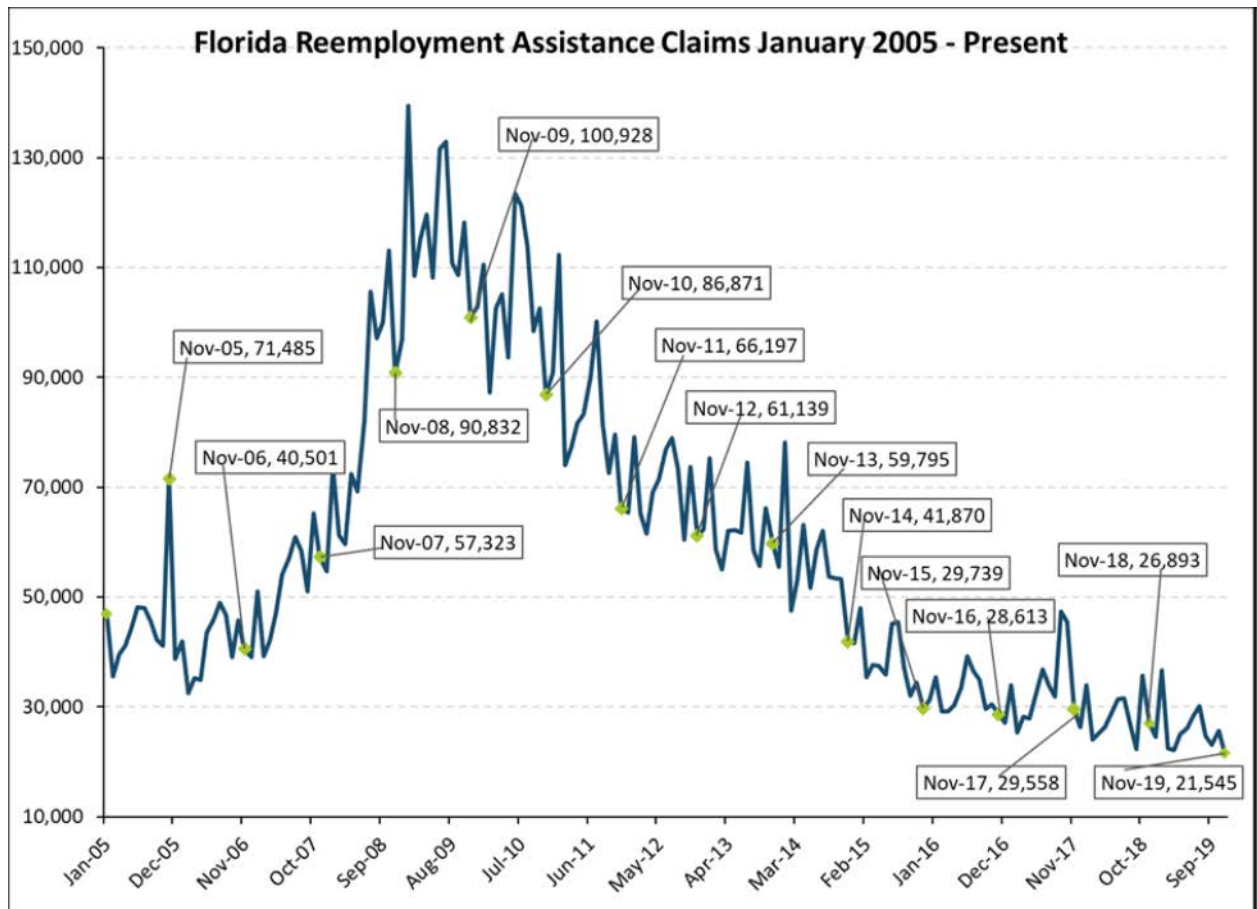
- Florida job postings compiled by the Help Wanted OnLine data series totaled 284,849 job ads (seasonally adjusted) in November 2019. November job demand represented an increase of 19,512 job ads (+7.4 percent) over the year from the 265,337 job ads in November 2018. Job ads in Florida increased over the month by 4,866 ads (+1.7 percent). Nationally, demand increased by 198,290 job ads (+3.9 percent) over the year and increased by 115,442 ads (+2.3 percent) in November compared to the previous month.

Top 20 Advertised Occupations for Florida, Not Seasonally Adjusted	Online Ads November- 2019	Online Ads November- 2018
Registered Nurses	24,660	17,758
Retail Salespersons	14,412	13,733
First-Line Supervisors of Retail Sales Workers	11,846	11,048
Customer Service Representatives	9,297	8,318
Software Developers, Applications	7,081	6,372
First-Line Supervisors of Food Preparation and Serving Workers	5,962	5,694
First-Line Supervisors of Office and Administrative Support Workers	5,667	5,225
Critical Care Nurses	5,659	2,634
Cashiers	5,467	3,447
Maintenance and Repair Workers, General	4,605	4,862
Stock Clerks, Sales Floor	4,364	3,396
Cooks, Restaurant	4,121	4,259
Combined Food Preparation and Serving Workers, Including Fast Food	3,844	3,927
Network and Computer Systems Administrators	3,665	3,809
Computer User Support Specialists	3,496	3,370
Heavy and Tractor-Trailer Truck Drivers	3,371	6,461
Security Guards	3,357	3,321
Nursing Assistants	3,345	3,652
Accountants	3,328	3,284
Maids and Housekeeping Cleaners	3,131	2,901

Source: The Conference Board, Help Wanted OnLine, prepared by the Florida Department of Economic Opportunity, Bureau of Workforce Statistics and Economic Research.

11. What is Florida's current level of initial claims for Reemployment Assistance (RA)?

- Florida had 21,545 initial claims for RA in November 2019. This was a decrease of 19.9 percent from the previous year.



Source: Florida Department of Economic Opportunity, Reemployment Assistance Program.

12. What are the annual Florida unemployment rates by age, gender, and race; and Veterans unemployment rates?

Latest Unemployment Rates by Age, Gender, and Race

- Florida 2018 annual average unemployment rates from the U.S. Department of Labor, Bureau of Labor Statistics, Current Population Survey:
 - Unemployment rates by age:
 - 16 to 19 years 13.2 percent
 - 20 to 24 years 6.8 percent
 - 25 to 34 years 3.7 percent
 - 35 to 44 years 2.2 percent
 - 45 to 54 years 3.0 percent
 - 55 to 64 years 2.9 percent
 - 65 years and over 3.1 percent
 - Unemployment rates by gender:
 - Male 3.3 percent
 - Female 3.9 percent
 - Unemployment rates by race and ethnicity:
 - White 3.0 percent
 - Black 6.2 percent
 - Hispanic 3.5 percent

Latest Florida and U.S. Veterans Unemployment Rates, 2018 – Current Population Survey (CPS)

- Florida's unemployment rate for Veterans (2.7 percent) was lower than the national rate (3.5 percent), and lower than the rate for nonveterans (3.5 percent).

Florida and the United States Employment Status by Veteran Status Universe: Civilian non-institutionalized population 18 years and over 2018 CPS Annual Averages, Not Seasonally Adjusted		
	Veterans	Nonveterans
FLORIDA		
Total population, 18 years and over	1,405,000	15,337,000
In labor force	622,000	9,542,000
Employed	606,000	9,205,000
Unemployed	17,000	337,000
Unemployment rate	2.7%	3.5%
U.S.		
Total population, 18 years and over	19,201,000	229,673,000
In labor force	9,453,000	150,489,000
Employed	9,127,000	144,797,000
Unemployed	326,000	5,693,000
Unemployment rate	3.5%	3.8%

Source: U.S. Bureau of Labor Statistics, Current Population Survey, 2018.