



**Broward Workforce Development Board
Youth Committee**
Wednesday, September 27, 2023
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID: 815 2482 0840
Zoom Password: 125381
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 Zoom video conference using the link below.

<https://us02web.zoom.us/j/81524820840?pwd=K2tMRlk0aXZXSGZBU0ltQW9TWFlSZz09>

PROTOCOL FOR TELEPHONE/ZOOM MEETING

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

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

MEETING AGENDA

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

SELF-INTRODUCTIONS

APPROVAL OF MINUTES

Approval of the Minutes of the 6/26/23 Youth Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the 6/26 Meeting

Pages 6 - 8

PRESENTATIONS

Presentation by 1) Ms. Christy Bradford, Curriculum Supervisor, Career, Technical, Adult, and Community Education at Broward County Public Schools and 2) Ms. Christine Frederick, CEO, FLITE Center, on their Out of School youth program models and evidenced-based innovative approaches to recruiting, enrolling and engaging youth who can benefit from CSBD funded services.

NEW BUSINESS

1. Accept Summer Youth Employment Program Funds

Consideration to accept \$4,215,656 from the Children's Services Council to serve 913 economically disadvantaged youth ages 16-18 years old in the PY 23/24 Summer Youth Employment Program (SYEP). Due to the success of this summer's program, this renewal includes the additional 1.4 million in funding to match last year's award. These funds will allow us to maintain the youth wage of \$14.00 per hour. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

2. Youth Committee Strategic Planning Matrix Updates

Consideration to review and approve the updates to the Strategic Planning Matrix.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Youth Committee Strategic Planning Matrix

Pages 9 – 16

3. Distribution of Fully Depreciated Computers

Consideration to approve expanding the distribution of CSBD computers to include summer youth, veterans' participants as well as CSBD/ISG/DEO staff. CSBD cycles computers out of use every 5 years in accordance with our rotation policy. To date, per Board policy, we offer them to WIOA youth and Welfare program participants or other non-profit organizations. Because many of our participants in training receive technology through support services or from the training institution, we still have computers left after offering them to WIOA youth and Welfare participants. By expanding the distribution of the old computers, we can reach additional participants as well as staff who could benefit from being able to add technology to their homes.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

REPORTS

1. Update on WIOA Youth Performance for Program Year 23/24

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. CSBD funds 4 Out-of-School and 2 In-School Youth programs. Since the beginning of the program year, which began on 7/1, CSBD staff has been meeting with each of the providers to discuss contract expectations, offer ongoing technical support, and receive updates on recruitment activities. The report shows that all of our youth providers are off to a great start and actively enrolling youth to meet their deliverables.

ACTION	None
EXHIBIT	Memo #06-23 (OPS)

Pages 17 – 19

2. Summer Youth Employment Program 2023

This year, staff developed nearly 40 new employer host sites. CSBD served about 1,000 youth over the summer, and we have already received many heartwarming testimonials from employers. The youth held positions allowing them hands-on career exploration in the vast array of healthcare occupations, which included Broward Health and its network of hospitals and clinics. We are also reaching out to youth via text messaging and email blasts who have graduated high school and who may not have plans for school or work, to invite them to come to our centers to learn about CSBD services and how we may be able to assist them with a scholarship and/or work-based training programs. The Children's Services Council of Broward County also conducted an administrative and fiscal review and we were commended for having no findings

ACTION
EXHIBIT

None
Financial and Administrative Review Letter

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3. Youth Career Exploration Event

As the Committee is aware, CSBD, in partnership with the School Board of Broward County (SBBC), is planning a Youth Career Exploration event for 9th and 10th graders. The goal is to help students better understand the opportunities available to them and which career paths align best with their interests and skill sets. We recently met with Dr. Licata and SBBC Career, Technical, Adult, & Community Education staff to begin planning the event. The SBBC has agreed to provide lunch for the youth on the day of the event and to cover the cost of the transportation for youth to get to the event. The proposed venue is the Amerant Bank Arena (formerly FLA Live Arena). The event will include guest speakers, employer representatives, training providers, and other vendors, such as the virtual reality career exploration team. We're expecting to have a day of exploration, awareness, and fun as we get youth to start thinking early about their future careers.

ACTION
EXHIBIT

None
None

MATTERS FROM THE YOUTH COMMITTEE CHAIR

MATTERS FROM THE YOUTH COMMITTEE

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

<p>THE NEXT COMMITTEE MEETING IS SCHEDULED FOR MONDAY 11/6/23 AT 12:30 P.M.</p>
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**Broward Workforce Development Board
Youth Committee
Monday June 26, 2023
12:30 p.m. – 2:00 p.m.**

**Zoom Meeting ID: 896 1464 2186
Zoom Password: 307317
Zoom Call in: 1 646 876 9923**

MEETING MINUTES

THE COMMITTEE WAS REMINDED OF CONFLICT OF INTEREST PROVISIONS.

ATTENDANCE:

Youth Committee Members: Jill Denis-Lay, Heiko Dobrikow, and Dawn Liberta, who chaired the meeting.

Staff: Carol Hylton, Ron Moffett, Rochelle Daniels, Mark Klinecicz, Kim Bryant, Yushika Florence, and Michell Williams.

Guests: Christy Bradford, Cara Malave, Nadege Senat, Jehronda Lewis, and Letarshia Knight.

APPROVAL OF MINUTES

Approval of the Minutes of the 3/27 Youth Committee meeting.

On a motion by Heiko Dobrikow and seconded by Jill Denis-Lay, the Youth Committee unanimously approved the minutes of the 3/27 meeting.

NEW BUSINESS

1. Career Awareness Initiative for In-School Youth Ages 14-15

Considered approving the content and organization of the initiative outlined at the CSBD annual Planning Session to host an event targeted to 14-15-year-old students and their parents. This initiative was designed to 1) introduce younger youth to career awareness and 2) introduce CSBD services to youth and their parents in a 2-gen approach. Engaging youth as they start high school would make a difference as they consider the courses required to acquire the skills needed to work in the career pathway of their choice. They would have the foundation they needed as they entered post-secondary education or apprenticeships. Youth and their parents would also learn about the many services available to them at our career centers, from job search tools, scholarships, work-based learning, and placement. CSBD would initiate preliminary discussions with the Career and Technical Adult Community Education arm of the School Board, as we believe this initiative should include the SBBC as a partner.

Mr. Dobrikow commented on how important this initiative is for youth who are still deciding on a career path. Providing them with information early can only help them make better, informed decisions about their future.

On a motion by Jill Denis-Lay and seconded by Heiko Dobrikow, the Youth Committee unanimously approved the Career Awareness Initiative for In-School Youth Ages 14-15.

2. Youth Committee Strategic Planning Matrix PY 23/24

On 6/22, the Board approved the planning session report for the upcoming year. Staff distributed the recommendations amongst Board committees. Each committee tracks the goals and objectives in the form of a strategic planning matrix. The proposed PY 23/24 matrix was presented for your review. The consideration was to designate a workgroup and Chair to develop strategies to achieve the goals.

Heiko commented that he felt the matrix set good objectives for the youth committee to accomplish this year.

On a motion by Heiko Dobrikow and seconded by Jill Denis-Lay, the Youth Committee unanimously approved 1) the PY 23/24 Youth Committee Strategic Planning Matrix and 2) designated CSBD staff to develop the strategies to achieve the goals.

REPORTS

1. WIOA Youth Performance for Program Year 22/23

CSBD funds 4 Out-of-School (OSY) and 2 In-School Youth (ISY) programs. The youth receive 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). Our OSY and ISY providers were congratulated on their successes during the program year.

Mr. Moffett thanked the providers for their performance and results.

Mr. Dobrikow commended the youth providers and staff for the number of youth they assisted this year.

2. Update on the One-Stop Center Out-of-School Youth Program

CSBD began providing services to out-of-school youth through the one-stop center in 2022. We implemented a recruitment and outreach strategy incorporating One-Stop Committee suggestions to attract youth. Youth received case management, career exploration using virtual reality tools, assessment, provided an ITA or a work experience, referral to any of the WIOA 14 elements, as well as job placement based on their needs. To date, 65 youth have been enrolled in occupation skills training and paid work experience.

Ms. Bryant shared that in 2022, based on the recommendations of our One Stop Committee, CSBD started providing out-of-school services to youth at our Central One-Stop center. CSBD offers the youth each of the 14 WIOA youth elements and provides youth with case management, ITAs or WEX, and job placement.

3. Summer Youth Employment Program (SYEP) Update

The SYEP youth program kicked off on 6/12 with a three-day orientation and employability skills training workshops. Over 1,000 youth started working at their assigned workplaces on 6/20.

Ms. Hylton stated that she and Mr. Dobrikow did a presentation for the youth at Dillard High School, which was well received by the youth. The youth SYEP Opening Day video was shared with the committee.

Mr. Dobrikow thanked the Summer Youth Employment Program and the CSBD staff for the wonderful job they do.

MATTERS FROM THE YOUTH COMMITTEE CHAIR:

Mr. Dobrikow spoke about his positive experience at the opening of the 2023 SYEP. The youth he encountered were inspiring and motivated to work. He's excited to engage with the youth who are assigned to work at the Riverside Hotel.

MATTERS FROM THE YOUTH COMMITTEE: None

MATTERS FROM THE FLOOR: None

MATTERS FROM THE PRESIDENT/CEO:

Ms. Hylton shared the Children Services Council wants to do a survey 90 days after the program ends. Mr. Dobrikow stated that we should consider adding the following questions 1) Why did you decide to be a part of this program 2) How was your experience 3) What could we have done better and 4) Would you recommend this program to other youth.

He also recommended that we consider developing a hashtag and use LinkedIn as the platform to share their experiences using hashtags.

Ms. Hylton explained how CSBD is now using Geo-fencing technology to reach recent high school and college graduates and their parents to inform them of the services available in the one-stop centers, such as job search services and further training via paid internships to gain work experience.

Ms. Hylton stated that this year, we will work closely with the youth providers to develop joint advertising.

ADJOURNMENT 1:04 p.m.

THE NEXT YOUTH COMMITTEE MEETING IS SCHEDULED FOR MONDAY, 9/25/23 AT 12:30 P.M.



BROWARD WORKFORCE DEVELOPMENT BOARD

YOUTH COMMITTEE

Strategic Planning Matrix for PY 22/23

Heiko Dobrikow,
Board Chair

Dawn Liberta,
Youth Committee Chair

Carol Hylton,
President/CEO



**Building For
Our Future**

The Next 50
Years

CareerSource Broward Mission:

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

CareerSource Broward 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.

Youth Committee Goal:

To promote the successful entry of youth into the workplace through the provision of training, education, and experiential activities.

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.**CareerSource Broward Strategic Goal #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.**

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
2.0 - Sponsor a CSBD career exploration day to introduce youth ages 14 -15 and their parents to one-stop career services and industry/community leaders.	<p>2.0.1 – Meet with the School Board of Broward County (SBBC) for approval.</p> <p>2.0.2 – Contract with an event planner to handle the coordination of this large event.</p> <p>2.0.3 – The Event Planner will develop a project plan to identify the important benchmarks and timeframes.</p> <p>2.0.4 – Hold the event.</p>	<p>A meeting was held with SBBC, and event approval was received.</p> <p>The event planner is selected.</p> <p>Project Plan completed</p> <p>CSBD Career Exploration Day is held.</p>	3/29/24	<p>In Progress:</p> <p>Meetings held with SBBC, including Superintendent Dr. Licata and Career, Technical, Adult & Community Education (CTACE) staff on 8/25, 9/6, and 9/8. We will continue meeting as the event planning progresses.</p> <p>CSBD is partnering with Goodman Public Relations, our current marketing firm, to coordinate the specifics for this event.</p> <p>Goodman Public Relations is working with a project plan that will identify the important activities and dates to ensure the success of the event. We are planning to hold the event at Amarant Bank Arena, and Goodman is working on securing the date.</p>

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.**CareerSource Broward Strategic Goal #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.**

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
2.1 – Connect with partners/providers serving youth ages 14-15 for input on the content and organization of a career awareness / exploration event.	<p>2.1.1 – Contact the Children’s Services Council and Junior Achievement of South Florida to tell them about the event and get feedback on our plan for the Youth Career Awareness event.</p> <p>2.1.2 – Input is compiled and, where feasible, incorporated into the plan.</p>	<p>Providers / Partners are contacted, and feedback is received.</p> <p>The event coordinator updates the plan.</p>	12/1/23	

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #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.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
2.2 – Query CSBD's current youth providers regarding their services to younger youth to identify opportunities for additional services to provide at the Career Awareness Event.	2.2.1 – Contact our current providers and ask them if they would like to have a booth or other role in the event.	Discussions are held with all the providers, and their event participation is confirmed.	12/8/23	

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.

CareerSource Broward Strategic Goal #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).

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
5.0 – Meet with the SBBC to assess the feasibility of having a traveling job/life coach to visit Broward County high schools to deliver information on career pathways, workplace skills, and career exploration.	5.0.1 – Schedule a meeting with the SBBC to discuss this objective.	A meeting was conducted with SBBC, and a determination was made regarding the next steps.	9/21/23	Completed: In consultation with the SBBC, we determined the one-day career exploration event is the best way to provide information related to career pathways, workplace skills, and career exploration.
5.1 - Develop strategies to connect with youth with an emphasis on connecting with justice-involved youth on how to best educate them on career pathways.	5.1.1 – Contact BSO and the prosecutors' office to discuss how we'll be able to connect to serve justice-involved youth. 5.1.2 Strategies to connect with youth justice-involved youth are identified.	Meetings were held with BSO and the prosecutor's office. One or more strategies to connect with justice-involved youth are developed.	2/29/24	

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.**CareerSource Broward Strategic Goal #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).**

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
5.1 (Continued) - Develop strategies to connect with youth with an emphasis on connecting with justice-involved youth on how to best educate them on career pathways.	5.1.3 – Schedule information sessions with justice-involved youth groups to provide information on career pathways.	A minimum of two information-gathering sessions are completed.	2/29/24	

STATE STRATEGIC GOAL: Lead the Nation in Economic Growth and Prosperity by Supporting Talent and Business Development.**CareerSource Broward Strategic Goal #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).**

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
5.2 – Connect youth to internships in career areas matching their interests in occupations that don't require a college degree.	5.2.1 – Create a job description. 5.2.2 – Post the position, screen candidates, and select a candidate. 5.2.3 - Hire a Youth Employment Specialist to develop employer training/work sites that match the youth's goals. 5.2.4 – Using the youth's ISS Employment goal, identify those who are not interested in traditional classroom training and develop worksites that match their career interests. 5.2.5 – Place the youth in meaningful work experience (WEX) training that offers career exploration.	The job description is created. The position was posted, candidates were screened, interviews took place, and a candidate was selected and on-boarded. The employee is hired and trained. A minimum of 5 additional worksites were developed. Enroll a minimum of 10 youth in WEX occupations that do not require a college degree.	3/29/24	In Progress: The job description has been created, and the position has been posted. We are currently sourcing candidates.

Memorandum #06-23 (OPS)

To: Youth Committee

From: Carol Hylton, President/CEO

Subject: Update on WIOA Youth Providers' Performance for Program Year 23/24

Date: September 20, 2023

SUMMARY

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. CSBD funds four (4) Out-of-School (OSY) and two (2) In-School Youth (ISY) programs. Since the beginning of the program year, which began on 7/1, CSBD staff has been meeting with each of the providers to discuss contract expectations, offer ongoing technical support, and receive updates on recruitment activities. The report shows that all of our youth providers are off to a great start and actively enrolling youth to meet their deliverables.

BACKGROUND

At the start of this program year, CSBD funded 4 OSY program contracts for the delivery of WIOA youth services. They are:

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

CSBD also funded 2 ISY program contracts for the delivery of WIOA youth services. They are:

1. SBBC
2. Junior Achievement of South Florida

DISCUSSION

Our two ISY programs will begin enrollment of youth in January of 2024 for WIOA-eligible seniors who will be enrolled in work experience to keep them attached to school through graduation.

OSY engagement has begun for the 23/24 program year. Last program year, providers implemented strategic plans designed to increase outreach, enrollment, and youth engagement. To build on these successful strategies, this year, there will be additional recruitment tactics that

include the greater involvement of families and role models (influencers) to encourage enrollment and stick-to-itiveness to keep youth engaged, along with greater social media messaging using pictures, videos, and testimonials from peers who have achieved their success from the programs.

The charts below provide an overview of each provider's performance from 7/1 to 9/15.

SBBC CTACE OSY program provides youth with assistance toward obtaining their high school credentials together with individual pathway plans and employability skills training.

SBBC GED Program			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 135 youth.	6/30/24	53 youth. 29 youth were carried forward from PY 22/23.	The youth carried forward were enrolled toward the end of the previous program year.
90% of youth enrolled must achieve a Measurable Skills Gain (MSG).	6/30/24	16 youth have received an MSG.	
Of 94 youth that must exit by 6/30 80 youth (85%) must complete their GED by 6/30/24.	6/30/24	5 youth have obtained their GED.	

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.

HANDY – THE LIFE PROGRAM			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 30 OSY	6/30/24	14 youth. 12 youth were carried forward from PY 22/23.	The youth carried forward were enrolled toward the end of the previous program year.
100% of youth enrolled in training must 1) achieve a measurable skills gain and 2) obtain their GED or post-secondary credential in the year that they exit.	6/30/24	1 youth is enrolled in training.	

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.

THE FLITE CENTER			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 36 - 45 youth	6/30/24	21 youth. 9 youth were carried forward from PY 22/23.	The youth carried forward were enrolled toward the end of the previous program year.
100% of youth enrolled in training must 1) achieve a measurable skills gain and 2) obtain their GED or post-secondary credential in the year that they exit.	6/30/24	N/A - No youth are enrolled in training.	

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.

CILB			
Contract Deliverable	Due Date	Current Performance	CSBD Comment
Enroll 12 - 15 youth	6/30/24	11 youth. 6 youth were carried forward from PY 22/23.	The youth carried forward were enrolled toward the end of the previous program year.

RECOMMENDATION

None. For information purposes only.



**CHILDREN'S SERVICES COUNCIL
OF BROWARD COUNTY
MEMBERS:**

*Dr. David H. Kenton, Chair
Governor Appointee*

*Jeffrey S. Wood, Vice Chair
Governor Appointee*

*Beam Furr, Secretary
Broward County Commission*

*Dawn Liberta, Immediate Past Chair
Community Development
Administrator, Circuit 17
Department of Children & Families*

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*Dr. Peter B. Licata
Superintendent
Broward County Public Schools*

*Tom Powers
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*Dr. Paula Thaqi
Director
Broward County Health Dept.*

*Dr. Allen Zeman
Board Member
Broward County Public Schools*

*Vacant
Governor Appointee*

STAFF

*Cindy J. Arenberg Seltzer
President/CEO*

LEGAL COUNSEL

John Milledge

Garry Johnson

August 18, 2023

Ms. Carol Hylton
President /CEO
CareerSource Broward
2890 W Cypress Creek Rd.
Fort Lauderdale, FL 33309

**Financial and Administrative Review of CareerSource Broward, Program
and Contract – Summer Youth Employment (SYEP) # 23-5016**

Dear Ms. Hylton:

The Children's Services Council of Broward County (CSC) completed the financial and administrative review of CareerSource Broward and contract: Summer Youth Employment (SYEP) # 23-5016, funded by the CSC. The assessment tools are attached to this report.

In general, CareerSource Broward has sufficient controls in place to manage the program. There were no findings that impacted the administration of the program.

Summer Youth Employment- #23-5016:

- You are commended for a financial and administrative review with no findings.

A copy of this report has been retained in your file for future reference. If you plan to apply for future funding, the contents will be considered during the rating of your funding proposal.

Thank you for your cooperation during the review process. We hope that you find the administrative evaluation informative. Your agency can respond in writing with feedback to the financial and administrative review experience and report. If you have any questions, please contact me at (954) 233-1288 or awilliams@cscbroward.org.

Sincerely,

Alicia Williams
Assistant Director of Finance