



Broward Workforce Development Board
Youth Committee
Monday, November 18, 2024
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID: 730 243 5583
Zoom Password: 223498
Zoom Call-In: 1 646 876 9923

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

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

PROTOCOL FOR TELEPHONE/ZOOM MEETING

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

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

MEETING AGENDA

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

SELF-INTRODUCTIONS

PRESENTATIONS TO THE COMMITTEE

1. Brian Johnson from the Center for Independent Living will present on youth services and how they are able to leverage those services with funding from CareerSource Broward.
2. The Healthcare Career Pathways video showcases the various opportunities available in the healthcare industry and highlights the Pharmacy and Radiological Technician due to their high demand. The video was made possible through the generous support of Broward Health and Memorial Healthcare.

APPROVAL OF MINUTES

Approval of the Minutes of the 9/23 Youth Committee Meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 7 – 12

NEW BUSINESS

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

Consideration to accept \$50,000 from the City of Dania Beach to serve 11 economically disadvantaged youth ages 16-18 years old who reside within the city. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience. Dania Beach has funded the SYEP for the past three (3) years.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

2. Summer Youth Work Experience Contract with Broward County

Consideration to approve a SYEP contract with Broward County through 9/30/29. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board Members Sandy-Michael McDonald and Tara Williams are employed by Broward County, a 2/3 vote of the Board members present at a Board meeting with an established quorum is required.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

3. Summer Youth Work Experience Contract with the School Board of Broward County

Consideration to approve a SYEP contract with the School Board of Broward County (SBBC) through 9/30/28. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board Member Dr. Howard Hepburn is employed by the SBBC, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a meeting with an established quorum is required.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT None

4. Updates to the Youth Committee Matrix PY 24/25

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

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Committee Strategic Planning Matrix

5. Increasing Community Awareness of CSBD’s Youth Programs and Services

Each year, CSBD’s WIOA in-school and out-of-school youth programs serve about 400 youth ages 16-24 through our youth providers and the one-stop centers. To increase awareness, CSBD is seeking the committee’s input on strategies to highlight and publicize the partnership between CSBD and our youth providers.

RECOMM Approval
ACTION Dependent Upon Discussion
EXHIBIT None

6. Youth Committee Meeting Calendar for 2025

Consideration to approve the Youth Committee meeting schedule. We have scheduled four (4) meetings for the upcoming year. Meetings are in person. On occasion, if necessary, a committee member can attend via Zoom.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Memo #05 - 24 (OPS)

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REPORTS

1. WIOA Youth Provider Performance for Program Year (PY) 24/25

For PY 24/25 CareerSource Broward contracts with five (5) Out-of-School Youth and two (2) In-School Youth programs. The youth receive case management, career pathway planning, occupational skills training, and job readiness preparation. This Youth Provider Performance report is required under their agreements and in accordance with WIOA. Providers are either on track or have already met their enrollment goals.

ACTION None
EXHIBIT Memo #06-24 (OPS)

Pages 21 – 26

2. SYEP Portal

The Summer Youth application portal opens 12/2 at 9 am for Summer 2025. Youth will receive an 8-week meaningful work experience earning \$14 per hour. Before beginning their work assignment, all youth will complete 3 days of employability skills training to help them be successful at their worksite. Youth can easily access the portal online via computer, tablet, or cell phone. We are requesting that the committee share the flyer with their network.

ACTION None
EXHIBIT [SYEP Save the Date Flyer](#)

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3. SYEP Annual Financial & Administrative Review

The Children’s Services Council of Broward County conducted an administrative and fiscal review of the SYEP Program for Summer 2024 and we were commended for having no findings.

ACTION None
EXHIBIT Financial and Administrative Review Letter

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4. CSBD Hosts Broward County Public Schools

CSBD hosted 50 Career Champions at our South Career Center on 11/6. The Champions help students prepare for life after high school. We showcased the marine and healthcare videos to gain more exposure for these industries. This collaboration provided valuable insights into the workforce development efforts of CSBD while also highlighting key career pathways in high-growth industries. The meeting emphasized the importance of an ongoing partnership between Broward County Public Schools and CSBD to serve students and the broader community better. A tour of the center followed the meeting, and they saw first-hand the job seeker services we offer. CSBD has begun to receive additional requests to participate in career-focused events at Broward Schools as a result of this collaboration.

ACTION None
EXHIBIT None

5. Marine Industry Video Update

Recently, CSBD launched a marine industry video highlighting the Yacht Service Technician Program offered by the Marine Industries Association of South Florida (MIASF). The video has had 2,911 impressions to date. Lori Wheeler, MIASF Vice President, has reported that they continue to receive calls and emails each week from people interested in the program. She stated the video is an incredible tool and resource to provide potential students with an overview of the program.

ACTION	None
EXHIBIT	None

MATTERS FROM THE YOUTH COMMITTEE CHAIR

MATTERS FROM THE YOUTH COMMITTEE

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

THE NEXT YOUTH COMMITTEE MEETING IS TBD.



Broward Workforce Development Board
Youth Committee
Monday, September 23, 2024
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID: 730 243 5583
Zoom Password: 223498
Zoom Call-In: 1 646 876 9923

MEETING MINUTES

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

The Committee was reminded of the conflict-of-interest provisions.

ATTENDEES: Traci Schweitzer, Heiko Dobrikow, Dr. Lisa Knowles, Jill Denis-Lay, Joe Cox, and Dawn Liberta, who chaired the meeting.

STAFF: Carol Hylton, Kimberly Bryant, Ron Moffett, Mark Klinecicz, Yushika Florence, Rochelle Daniels, and LaTanya Brown.

GUESTS: Gregory Todd, Christine Frederick, Gabriela Raurell, and Laurie Sallarulo.

NEW COMMITTEE MEMBER INTRODUCTION

On behalf of the Committee, Dawn Liberta extended a warm welcome to Joe Cox, President & CEO of the Museum of Discovery and Science (MODS) and invited him to speak.

Mr. Cox thanked Ms. Liberta and stated that the goal of MODS is to ensure that every child in Broward County has the opportunity to fully experience the museum, its programs, and exhibits. He noted the alignment between MODS and CareerSource Broward (CSBD) and expressed enthusiasm about joining the Committee.

EMPLOYER TESTIMONIAL

Gregory Todd of 007 Protective Services and Training shared his experience with the Summer Youth Employment Program (SYEP). He noted that while mentoring the youth, his organization also gained valuable insights from the youth. Mr. Todd commended CSBD for providing these valuable services to the community and expressed excitement about participating next year.

Dawn Liberta thanked Mr. Todd for his testimony, and reiterated that the program is a truly great experience for both the youth and the participating employers.

APPROVAL OF MINUTES

Approval of the Minutes of the 6/24 Youth Committee meeting.

On a motion made by Traci Schweitzer and seconded by Dr. Lisa Knowles, the Youth Committee unanimously approved the minutes of the 6/24 meeting.

NEW BUSINESS

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

Considered the acceptance of \$4,277,213 from the Children's Services Council to serve 913 economically disadvantaged youth ages 16-18 years old. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience.

Carol Hylton presented the item and reviewed the recommendation.

Joe Cox shared that the Museum of Discovery and Science will host 110 high school students as part of the Workforce Development Program, providing a paid internship that allows participants to work approximately 25 hours per month during the school year. He highlighted that the opportunity piggybacks on the SYEP and enables the students to build on skills developed during their summer program. Mr. Cox noted that combining the two has enabled the students to gain significant experience in the world of work. MODS will participate in the program again next year, and Mr. Cox expressed his enthusiasm for the partnership's continued growth.

On a motion made by Dr. Lisa Knowles and seconded by Joe Cox, the Youth Committee unanimously approved the acceptance of \$4,277,213 from the Children's Services Council to serve 913 economically disadvantaged youth ages 16-18 years old.

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

Considered the acceptance of \$385,000 from Broward County for the SYEP. The funding will serve up to 83 economically disadvantaged youth who have and/or had contact with the Juvenile Justice continuum residing in one of the six distressed zip codes ages 16-18. CSBD must also provide the youth's parents with information on Broward County's services upon intake.

Dawn Liberta expressed her support for the program and asked Carol Hylton if she had anything additional to add.

Carol Hylton stated that the program received funding from Broward County last year as well, emphasizing that the decision to fund us again highlights the program's success. Ms. Hylton stated she is proud of the program's impact in preparing our future talent pipeline.

On a motion made by Traci Schweitzer and seconded by Dr. Lisa Knowles, the Youth Committee unanimously approved the acceptance of \$385,000 from Broward County for the SYEP that will be used to serve 83 economically disadvantaged youth who have and/or had contact with the Juvenile Justice continuum that reside in one of the six distressed zip codes and are ages 16-18 years old.

3. CareerSource Broward (CSBD) Youth Summit

Considered the approval of a CSBD Youth Summit to be held in the Fall of 2025, focused on services for Opportunity Youth, sometimes referred to as "disconnected youth," ages 16-24 years old. The event would be aimed at recognizing the barriers and finding meaningful solutions for providing services that the youth value to develop relationships with the youth so that they see the benefit of connecting with education and employment. The target audience

will be education, social workers, mental health professionals, case managers, counselors, and experts from our partners in the community who serve these youth. Youth Committee member input was requested on the event's framework and critical components.

Joe Cox asked to be recognized by the chair and asked if this initiative was separate from the Worlds of Work (WOW) event.

Carol Hylton indicated that WOW is an immersive experience designed for 9th and 10th graders, while the Youth Summit is *directed* at our youth providers who work with disconnected youth. The summit's goal is to engage the community by fostering dialogue through discussion panels involving experts and youth. The focus will be on how Broward County can better support youth, provide access to resources and services, and identify any legislative policies that CSBD and partner agencies may wish to champion.

Rochelle Daniels stated that while significant discussion has been around this group, no specific formula has been identified for engaging and assisting these youth, who are disconnected from society, their parents, and organizations that could help them.

Carol Hylton added that the summit will also serve as a resource-sharing opportunity, providing a platform for attendees to understand who is working with the youth and opening doors for further dialogue.

Laurie Sallarulo, one of our youth providers, strongly supported the idea.

Carol Hylton and Dawn Liberta thanked Ms. Sallarulo for her support.

On a motion made by Traci Schweitzer and seconded by Joe Cox, the Youth Committee unanimously approved the CSBD Youth Summit to be held in the Fall of 2025, focused on services for Opportunity Youth ages 16-24 years old.

4. Updates to the Youth Committee Matrix PY 24/25

Considered the approval of the updates to the Strategic Planning Matrix which includes updates to the matrix from the Education and Industry Consortium.

Kimberly Bryant presented the item and highlighted the progress made toward accomplishing the next steps and benchmarks.

Laurie Sallarulo suggested that CSBD consider establishing a storefront at JA. Carol Hylton indicated that we can see if the State has funding to support such an initiative.

On a motion made by Jill Denis-Lay and seconded by Joe Cox, the Youth Committee unanimously approved the updates made to the Strategic Planning Matrix.

REPORTS

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

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

Kimberly Bryant presented the item and reviewed the recommendation.

Joe Cox inquired what the term "global exclusion" meant.

Kimberly Bryant explained that "Global Exclusion" refers to when an individual exits the program due to circumstances beyond their control, such as health issues or incarceration. She added that these situations do not impact CSBD or the provider's performance. Mr. Cox thanked Ms. Bryant for the clarification.

Dawn Liberta congratulated the providers on their excellent work.

2. WIOA Youth Provider Performance for PY 24/25

For program year (PY) 24/25 CareerSource Broward (CSBD) currently contracts with five (5) Out-of-School Youth and two (2) In-School Youth 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).

Kimberly Bryant presented the item and reviewed current performance and shared that the providers are off to a great start to the year. She explained that as a new provider, Harmony has hired staff and completed their training with Yushika Florence, CSBD Youth Program Manager, and the Fiscal Department.

3. Marine Career Pathways Video

This video showcases the various opportunities available in the marine industry and highlights the yacht service technician apprenticeship program. Board member Lori Wheeler, Vice President of the Marine Industries Association of South Florida will share the video within the Marine industry. CSBD has shared the video with 1) Broward Schools 2) the Career Technical Adult and Community Education Department to distribute to students, parents 3) career advisors, 4) technical colleges 5) promoted through the Claim Your Future and 6) My Next Move events 7) featured on our website and social media platforms and 8) sent to the 1,120 summer youth participants to share with their parents 9) Community partners 10) municipalities and youth providers.

The Marine Career Pathways video was played. Dawn Liberta remarked that the video was excellent.

Laurie Sallarulo agreed with Ms. Liberta and shared that Junior Achievement (JA) and Lori Wheeler partnered on the Marine Industry Pre-apprenticeship Program.

Heiko Dobrikow added that the video library we are building serves as a valuable resource for the youth, providing a clear depiction of career opportunities. He highlighted that these videos help the youth envision themselves in those roles. Mr. Dobrikow also mentioned that as the industry videos continue to expand, they will be an essential tool for partners to use in engaging the youth. He mentioned that he has already personally experienced youth showing interest in pursuing a career in the industry thanks to the video. He emphasized the importance of showcasing advancement opportunities, diversity, and growth available in the field. Mr. Dobrikow congratulated the team for their excellent work, adding that the video effectively inspires the youth.

Heiko Dobrikow asked how often the video is viewed and whether there is a way to measure if viewers watch the entire video, as it is important to assess the impact.

Ms. Hylton reported that the video has been viewed approximately 1,200 times and is still being distributed to various locations. Recently, it was sent to the Summer Youth Employment Program, participants. Lori Wheeler has included the video on her website, and it has also been shared with our youth providers.

Ms. Sallarulo asked to share the video with students involved with JA. Ms. Hylton informed her that a hyperlink to the video is included in the agenda, which can be used for further distribution, including sharing with JA and other organizations.

MATTERS FROM THE YOUTH COMMITTEE CHAIR

None.

MATTERS FROM THE YOUTH COMMITTEE

Heiko Dobrikow presented the Economic Dashboard site and reviewed several of the tiles.

MATTERS FROM THE FLOOR

Laurie Sallarulo shared that she sits on the CareerSource Florida Board where there have been discussions on youth with disabilities and asked if CSBD has any ongoing efforts or initiatives in this area.

Carol Hylton responded that CSBD is committed to serving youth with barriers to employment and also contracts with the Center for Independent Living, which works with youth with disabilities. CSBD runs a Ticket to Work Program, which serves adults receiving Social Security Disability Insurance who are interested in employment.

Mr. Dobrikow shared that he would be hosting the ARC Broward Inspired Luncheon at the end of October. He noted that only 35% of the disability population that are capable of working are

employed, despite their interest in working. He suggested exploring opportunities to discuss this issue with the Chambers of Commerce to increase employer engagement to address employers' concerns about hiring individuals with disabilities.

Mr. Dobrikow also shared information from the CSBD website regarding services available for individuals with disabilities.

Carol Hylton added that CSBD works with ARC of Broward County. They attend CSBD's hiring events and also have an apprenticeship program where CSBD provides OJT funding for their eligible participants.

Ms. Hylton reminded the Committee that CSBD has also been working with employers to encourage them to seek candidates from various talent pools, emphasizing the benefits of hiring individuals with disabilities, older workers, returning citizens, and disconnected youth. Ms. Hylton stated that CSBD has shared this research during our various forums. She noted that CSBD has adaptive equipment for job seekers with disabilities available in the One-Stop Operator and Nadine Jackson, works closely with Vocational Rehabilitation to ensure seamless referrals for customers ready to transition into employment.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton informed the members that our Paychecks for Patriots event is scheduled on 11/14 at the Tamarac Community Center and flyers will be sent out soon.

The State of the Workforce will return to the Convention Center on 1/29/2025. We considered other venues but found that the Convention Center worked best.

Regarding the WOW event, a tentative date has been set, and we expect to confirm it in mid-November. The event previously featured nine worlds, but with input from this Committee and the Education and Industry Consortium, we are adding a few more.

Ms. Hylton stated we recently attended the Workforce Summit in Orlando, where we highlighted our collaboration with local chambers of commerce. Along with herself, Barbara Cevieux and Marie Suarez of the Greater Hollywood Chamber of Commerce served as a panel moderated by Mark Klinecicz. The presentation was well-received, with many attendees of the Workforce Summit approaching us with further questions.

Laurie Sallarulo shared that she also attended the Summit in Orlando, noting that CSBD is highly regarded across the State. She commended Carol Hylton and her team for their work.

Dawn Liberta also expressed her gratitude to Carol Hylton and her staff for their excellent work.

ADJOURNMENT – 1:47 p.m.

<p>THE NEXT YOUTH COMMITTEE MEETING IS ON NOVEMBER 18, 2024.</p>



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YOUTH COMMITTEE

Strategic Planning Matrix for PY 24/25

Heiko Dobrikow, Board Chair
Dawn Liberta, Youth Chair
Carol Hylton, President/CEO

CONNECTING • REIMAGINING • INNOVATING

Transformative Partnerships For Tomorrow's Workforce

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 #3:

Encourage employers by engaging, identifying their needs, educating, and connecting them to the workforce system to produce innovative workforce solutions.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
<p>3.0 - Explore alternative ways to market Incumbent Worker Training and Skills Upgrade OJT to employers to provide additional upskilling for out-of-school youth they hire.</p>	<p>3.0.1 – Through a query, identify employers who have hired youth ages 18 – 23 in the past year.</p>	<p>Employers have been identified based on the report.</p>	<p>8/2024</p>	<p>Completed: CSBD's Data Analyst pulled a report of employers who have hired youth ages 18-23 and we have selected 62 employers to target for marketing outreach to offer skills upgrade OJT or IWT for their young adult workforce.</p>
	<p>3.0.2 – Develop marketing materials that can be used to target the employers identified in 3.0.1.</p>	<p>Marketing materials are developed. Outreach conducted to employers by Business Services team members. A minimum of 5 employers inquire about moving forward with IWT/OJT.</p>	<p>12/2024</p>	<p>In Progress: The Business Services team is in the process of contacting the employers to discuss the benefits of IWT / OJT.</p>
	<p>3.0.3 – Develop IWT or OJT contract(s).</p>	<p>A minimum of 5 OSY will receive Incumbent Worker or On-The-Job Training.</p>	<p>3/2025</p>	<p>In Progress: To date, 2 youth have received an IWT/OJT at: 1) Sirius Electrical Contractors as an Administrative Services Manager. 2) FHG Marine Engineering as a Yacht Service Technician.</p>

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

CareerSource Broward Strategic Goal #4:

Encourage job seekers to choose CSBD for comprehensive employment, education and training services, and to connect them to the workforce system using the state’s job bank.

Objective	Next Steps	Benchmark / Performance Measures	Due Date	Comments
4.0 - Consider additional ways to reach out to caregivers and parents to inform youth about locally in-demand and emerging occupations.	4.0.1 – Collaborate with youth providers and SBBC staff to coordinate WOW 2025.	Date, location, and content finalized for WOW 2025 Event and Workbook.	12/2024	In Progress: CSBD has conferred with SBBC staff and we have reserved Thursday, March 14, 2025, as the date for the event. The Amerant Bank Arena staff will confirm final date approval after Nov 2024.
	4.0.2 – Assess the feasibility of the venue and employers regarding extending the WOW event for a 2-Gen audience.	A decision is made on whether we can have a 2-Gen event.	3/2025	In Progress: Currently, the venue is able to accommodate 2 days, 1 for set up and 1 for the youth WOW event. Therefore a 2-Gen event is not feasible. We are coordinating with employers in in-demand industries to have information sessions in the one-stop centers for adult job seekers. Job seekers will learn from hiring managers or industry experts to gain insight into employment prospects.
	4.0.3 – Share the WOW digital workbook and links to industry videos with local high schools to be shared with students and parents.	Links to WOW digital workbook and local demand industry videos are shared with SBBC staff. Job fairs and suitable events are shared with SBBC staff.	4/2025	In Progress: As a follow up to the Education and Industry Consortium meeting an email was sent to Loli Formoso on 9/18 with links to the Marine Video and WOW book so that she can distribute to Career Champions and BRACE Advisors. On 11/6, 50 School Board Career Champions met at our South One-Stop Center. We presented our services, showed the industry videos, and provided them with a tour of the one-stop center.
	4.0.4 – Collaborate with SBBC staff to coordinate CSBD support at their Career Fair in May which targets high school seniors.	Workshops on interviewing and resume preparation are offered in our centers to youth in advance of attending the career fair.	4/2025	In Progress: The School Board has not yet begun to coordinate this event.

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 - Research NOVA's robotic bus to see if we can develop partnership opportunities.	5.0.1 – Meet with NSU Innovation Center staff to discuss partnership opportunities.	Opportunities identified and implemented.	11/2024	<p>Completed:</p> <p>CSBD Staff met with Dr. Jaap Donath, Assistant Executive Director of the Alan B. Levan NSU Broward Center of Innovation, on 9/11. The robotic bus is still in development and won't be available for the next WOW event. Dr. Donath committed to bringing robots and other hands-on technology to the WOW event in March 2025. He stated he would be very open to supporting CSBD in new grants related to innovation and information technology.</p>
5.1 - Consider ways to partner with the Museum of Discovery and Science (MODS) to present careers and sustainable jobs in aviation, marine, and green/blue jobs in-demand industries.	5.1.1 – Invite Joe Cox, CEO of MODS to join the CSBD Youth Committee.	Invitation is made.	7/2024	<p>Completed:</p> <p>Carol Hylton invited Joe Cox to join the Youth Committee, and he accepted.</p>
	5.1.2 – Meet with MODS to schedule a tour of the facility and discuss ideas for partnership.	Tour and meeting are held.	12/2024	<p>In Progress:</p> <p>CSBD and MODS staff are scheduled to meet on 12/10.</p>
	5.1.3 – Collaborate with MODS to develop an exhibit at WOW 2025 which highlights sustainable jobs in aviation, marine, and environment.	If feasible, MODS will have a presence at the WOW 2025 Youth Career Exploration event.	3/2025	<p>In Progress:</p> <p>CSBD has begun meeting with the School Board to coordinate WOW 2025. Once the date is secured, we will coordinate with MODS for their participation.</p>

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 - Explore ways to dialog with younger youth (late elementary and middle school), their teachers, and parents to encourage career/job exploration.	5.2.1 – Develop industry-specific videos in 1) Marine 2) IT 3) Healthcare and 4) Manufacturing.	Videos developed and shared with targeted elementary and middle schools.	12/2024	<p>In Progress:</p> <p>The Marine and Healthcare videos have been finalized. The other industry videos are in progress.</p>
	5.2.2 – Create a plan for distribution to the targeted groups.	Plan developed and implemented.	2/2025	<p>In Progress:</p> <p>A marketing plan and distribution strategy have been created and we have begun sharing the videos with:</p> <p>1) Broward Schools 2) the Career Technical Adult and Community Education dept. to distribute to students, parents 3) career advisors 4) technical colleges 5) promoted through the Claim Your Future and 6) My Next Move events 7) featured on our website and social media platforms and 8) sent to the 3,000 summer youth applicants to share with their parent 9) Community partners 10) municipalities and youth providers.</p>
	5.2.3 – Develop the WOW 2025 digital handbook, which highlights career pathways.	WOW 2025 handbook is shared with SBBC staff and Parent/Teach Associations.	3/2025	<p>In Progress:</p> <p>There is consideration to add new worlds for next year’s event. Once the worlds are finalized we will develop the WOW book contents.</p>

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
<p>5.3 - Consider creating a presence in the library or malls, such as strategically placed kiosks.</p>	<p>5.3.1 – Meet with Broward County Libraries to determine methods to share CSBD information with their customers.</p>	<p>A meeting is held, and strategies for partnership are developed.</p>	<p>2/2025</p>	<p>In Progress:</p> <p>The CSBD Community Outreach Liaison previously established relationships with Broward County Libraries. As a result, we scheduled 2 lunch and learn meetings which were promoted at the library and on CSBD social media.</p> <p>Library staff requested flyers for upcoming major events, and as a result, we delivered flyers on the upcoming Paychecks for Patriots job fair to 33 libraries across Broward County. We will do the same for future job fairs.</p> <p>We are working with Broward County to determine if there is a possibility of adding CSBD information to their website as many residents access the library’s services online.</p>
	<p>5.3.2 – Explore the feasibility of strategically placing CSBD materials / kiosks in malls and other high-visibility areas throughout the county.</p>	<p>If feasible, recommendations are developed on where CSBD should advertise.</p>	<p>3/2025</p>	<p>In Progress:</p> <p>We researched the cost of advertising in malls and determined that it would not be feasible at this time with the current budget.</p> <p>CSBD is working with the School Board to place links to CSBD services on their Community Site.</p> <p>For our upcoming ITA Provider meeting with the training providers, CSBD will inquire if they would like to have a kiosk on their campuses.</p>

Memorandum #05-24 (OPS)

To: Youth Committee
From: Carol Hylton, President/CEO
Subject: Youth Committee Meeting Calendar for 2025
Date: November 7, 2024

SUMMARY

Consideration to approve the Youth Committee 2025 meeting schedule. We have scheduled four (4) meetings for the upcoming year. Meetings are in person. On occasion, if necessary, a committee member can attend via Zoom.

BACKGROUND

The Youth Committee approves a calendar so the members can set aside the time necessary to attend and participate in the committee meetings.

DISCUSSION

We have scheduled 4 meetings for the upcoming year. Meetings are in person. On occasion, if necessary, a committee member can attend via Zoom. The following calendar is proposed for Youth Committee approval:

Location	Day	Date	Time
CareerSource Broward Board Room 2890 West Cypress Creek Road Ft. Lauderdale, FL 33309	Tuesday	3/18/25	12:30 p.m.
	Wednesday	6/4/25	
	Tuesday	9/16/25	
	Tuesday	11/18/25	

Additional meetings may be scheduled as needed.

RECOMMENDATION

Approve the above meeting calendar for 2025.

Memorandum # 06-24 (OPS)

To: Youth Committee

From: Carol Hylton, President/CEO

Subject: Update on WIOA Youth Providers' Performance for Program Year 24/25

Date: November 1, 2024

SUMMARY

For PY 24/25 CareerSource Broward contracts with five (5) Out-of-School Youth and two (2) In-School Youth programs. The youth receive case management, career pathway planning, occupational skills training, and job readiness preparation. This Youth Provider Performance report is required under their agreements and in accordance with WIOA. Providers are either on track or have already met their enrollment goals.

BACKGROUND

CSBD is funding 5 OSY program providers for the delivery of WIOA youth services as follows:

1. The School Board of Broward County (SBBC) – Adult Basic Education GED
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
4. Center for Independent Living (CIL) – Jobs for Youth Program
5. Harmony Development Center (HDC) – Career Bound Program

CSBD is also funding 2 ISY programs for the delivery of WIOA youth services as follows:

1. SBBC
2. Junior Achievement of South Florida

DISCUSSION

The CSBD OSY and ISY programs offer youth the WIOA 14 elements as appropriate for the youth. Our providers assess each of the youth to determine their needs, skills, goals, and abilities to create a road map for the services they will receive. The 14 elements or services range from case management, employability skills, attainment of a high school credential to placement in employment or post-secondary education. Throughout the program year, CSBD meets regularly with each of the providers to deliver technical assistance targeted toward attainment of their contract deliverables.

While our OSY programs operate continuously our ISY programs target seniors to assure their successful completion of high school and recruitment begins anew each fall. All youth are offered internships in the form of subsidized work experiences.

The charts below provide an overview of each provider's performance from 7/1 to 10/31.

SBBC OSY program provides youth with assistance toward obtaining their high school credentials. Youth receive career counseling, development of an Individual Service Strategy (ISS) as well as employability skills training and internships.

SBBC - GED Program			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 135 youth into the OSY GED program.	6/30/25	101 youth of which 34 youth were carried forward from PY 23/24.	Enrollment is at 75% of the contract goal at the close of the first quarter.
90% of youth enrolled must achieve a Measurable Skills Gain (MSG).	6/30/25	76 youth have received a MSG.	
Of 94 youth that must exit by 6/30 80 youth (85%) must attain their GED by 6/30/25.	6/30/25	23 youth have attained their GED.	
Of the 94 youth that must exit prior to 6/30, 80 youth (85%) must enter the military, post-secondary education, or be in unsubsidized employment during the 2 nd quarter after exit.	6/30/25	11 youth have exited. 10 have been placed into employment or post-secondary education. One youth was a negative exit.	

HANDY's The Life Program serves youth with barriers to employment and education through case management; referral to WIOA-funded services such as training, career pathway planning, job placement, and follow-up services.

HANDY – The LIFE Program			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 20 OSY	6/30/25	17 youth of which 12 youth enrolled in the last quarter and were carried forward from PY 23/24.	
100% of youth enrolled in training must achieve a measurable skills gain (MSG).	6/30/25	1 youth is enrolled in training and received a MSG.	
100% of youth enrolled in a GED or post-secondary training must attain their GED or post-secondary credential in the program year in which they exit.	6/30/25	The youth enrolled in training has attained a credential.	
Of the 17 youth that will exit prior to 6/30/25; 17 youth (85%) shall enter the military, post-secondary education, or be in unsubsidized employment in the 2 nd quarter after exit	6/30/25	2 youth have exited and have been placed into employment.	

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 – Let's Get to Work Program			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 36 youth	6/30/25	29 youth of which 14 youth were carried forward from PY 23/24.	
100% of youth enrolled in training must achieve a measurable skills gain.	6/30/25	N/A - No youth are enrolled in training at this time.	Training is optional.
100% of youth enrolled in training must attain their GED or post-secondary credential in the year that they exit.	6/30/25	N/A - No youth are enrolled in training.	
Of the 31 youth that must exit prior to 6/30/25; 31 youth / 85% of the youth shall enter the military, post-secondary education, or be in unsubsidized employment in the 2 nd quarter after exit	6/30/25	4 youth have exited and have been placed into employment.	

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 – Jobs for Youth Program			
Contract Deliverable	Due Date	Current Performance	CSBD Comment
Enroll 12 - 15 youth	6/30/25	15 youth of which 7 youth were carried forward from PY 23/24.	
100% of youth enrolled in training must achieve a measurable skills gain.	6/30/25	N/A - No youth are enrolled in training at this time.	Training is optional.
100% of youth enrolled in training must attain their GED or post-secondary credential in the year that they exit.	6/30/25	N/A - No youth are enrolled in training.	
Of the 6 youth that must exit prior to 6/30/25; 5 youth or 85% of the 6 youth shall enter the military, post-secondary education, or be in unsubsidized employment in the 2 nd quarter after exit	6/30/25	No youth have exited to date.	

HDC's Career Bound youth program serves youth with barriers by offering them services such as career planning, internships, and employability skills development.

HDC – Career Bound Youth Program			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 15 youth	6/30/25	1 youth has been enrolled.	This is a new provider and they are still working with staff on learning the WIOA requirements in identifying eligible youth.
90% of youth enrolled in training must achieve a measurable skills gain.	6/30/25	N/A - No youth are enrolled in training at this time.	Training is optional.
90% of youth enrolled in training must attain their GED or post-secondary credential in the year that they exit.	6/30/25	N/A - No youth are enrolled in training.	
Of the 13 youth that must exit prior to 6/30/25; 13 youth / 85% of the youth shall enter the military, post-secondary education, or be in unsubsidized employment in the 2 nd quarter after exit.	6/30/25	No youth have exited.	

The recruitment for the 2 ISY Programs with 1) JA and 2) SBBC has started, and their performance on the contract deliverables will be provided in the next report.

RECOMMENDATION

None. For information purposes only.



Summer Youth Employment Program

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Dec. 2, 2024 at 9 a.m.**

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LEGAL COUNSEL

*John Milledge
Garry Johnson*

August 28, 2024

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

Financial and Administrative Review of CareerSource of Broward County, Program and Contract – SYEP #23-5016.

Dear Ms. Hylton,

We are pleased to inform you that the Children's Services Council of Broward County (CSC) completed the financial and administrative review of CareerSource of Broward County program and contract SYEP #23-5016, funded by the CSC. The assessment tools are attached to this report.

In general, CareerSource of Broward County has sufficient controls in place to manage the program, and we are happy to report that no findings impacted its administration.

SYEP #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) 377-1140 or mrazavi@cscbroward.org.
Sincerely,

Mina Razavi

Mina Razavi
Assistant Director of Finance