



Broward Workforce Development Board  
**Combined Audit and Executive Committee**  
Monday, February 12, 2024  
12:00 p.m. – 1:30 p.m.

Zoom Meeting ID: 854 6045 1987  
Zoom Password: 461335  
Zoom Call-In: 1 646 876 9923

## MEETING MINUTES

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

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

**ATTENDEES IN-PERSON / VIA ZOOM:** Heiko Dobrikow, Zac Cassidy, Dr. Ben Chen, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Rick Shawbell, Marjorie Walters, and Jim Ryan who chaired the meeting.

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

**GUESTS:** Anthony Brunson and Audrey Robinson.

Chair Heiko Dobrikow passed the conduct of the meeting to Vice-Chair Jim Ryan who was attending the meeting in person.

### APPROVAL OF MINUTES

Approval of the Minutes of the 8/14/23 Audit Committee meeting.

**On a motion made by Francois Leconte and seconded by Dawn Liberta, the Combined Audit and Executive Committee unanimously approved the minutes of the meeting.**

Approval of the Minutes of the 12/4/23 Executive Committee meeting.

**On a motion made by Francois Leconte and seconded by Kevin Kornahrens, the Combined Audit and Executive Committee unanimously approved the minutes of the meeting.**

### NEW BUSINESS

1. **Anthony Brunson, P.A. Audit for FY 22/23 Presentation**

Considered the acceptance of the Audit Report for the period ending 9/30/23. Anthony Brunson P.A. has completed its draft Audit Report for the FY 22/23 CareerSource Broward (CSBD) fiscal year. The audit is clean and has an unqualified opinion. There are no findings or management recommendations.

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Anthony Brunson P.A. provided details of the Audit Report for the FY 22/23 fiscal year stating there were no findings or management recommendations. Mr. Brunson stated that the exemplary results are certainly a testament to the efforts of CSBD staff.

Mr. Dobrikow also applauded the CSBD staff and President Carol Hylton for outstanding work.

**On a motion made by Francois Leconte and seconded by Dr. Lisa Knowles, the Combined Audit and Executive Committee unanimously approved the Audit Report for the period ending 9/30/23.**

## **2. Accept funds from FloridaCommerce**

Considered the acceptance of \$3,000,000 from FloridaCommerce, which will be used to rehabilitate the Pompano Care Center Multipurpose Facility in partnership with Broward Health, which will be investing funds as well. CSBD and Broward Health will be collocated at the Center, which will offer workforce and health services to the community.

Mr. Ryan presented the item and asked Ms. Hylton to comment further.

Ms. Hylton shared that the idea to apply for the grant occurred during her attendance at Leadership Florida via a discussion with her colleague, Joe Cox, who informed her of the grant. She discussed that the grant is a partnership with Broward Health as it addresses the Healthcare desert in the City of Pompano and allows for the co-location of our workforce services within the community where there is a significant need.

**On a motion made by Heiko Dobrikow and seconded by Dr. Lisa Knowles, the Combined Audit and Executive Committee unanimously approved the acceptance of \$3,000,000 from FloridaCommerce, which will be used to rehabilitate the Pompano Care Center Multipurpose Facility in partnership with Broward Health, which will be investing funds as well.**

## **3. Accept Funds from Broward County for the Summer Youth Employment Program**

Considered the acceptance of \$385,000 from Broward County for the Summer Youth Employment Program (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. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience. Approved at the 2/6 Youth Committee meeting.

Mr. Ryan introduced the item and asked Ms. Liberta if she had any further comments.

Ms. Liberta expressed she is fully in support of the motion as there has been an increase in youth involved in the Juvenile Justice continuum.

**On a motion made by Dawn Liberta and seconded by Marjorie Walters, the Combined**

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**Audit and Executive Committee unanimously approved the acceptance of \$385,000 from Broward County for the Summer Youth Employment Program (SYEP). The funding will serve up to 83 economically disadvantaged youth.**

**4. Program Year (PY) 23/24 Revised Budget**

Considered the approval of the annual update from the preliminary budget presented in June. This is the adjusted budget based upon the final grant awards received by CareerSource Broward. The formula grants for PY 23/24 total \$19,423,045 an increase of \$158,052 or less than 1% from the planning numbers presented in June. Dedicated grants total \$11,804,969, an increase of \$4,683,312. Our total available budget is \$31,228,014 (\$19,423,045 + \$11,804,969) for PY 23/24. Approved at the 1/30 One Stop Services Committee meeting minus the additional funds now being reported.

Mr. Ryan presented the item.

Ms. Hylton reviewed the adjusted budget and the various categories. There was no further discussion.

**On a motion made by Rick Shawbell and seconded by Heiko Dobrikow, the Combined Audit and Executive Committee unanimously approved the PY 23/24 revised budget.**

**5. Addition of Occupational Titles to the Targeted Occupation List (TOL)**

Considered approval to add three (3) occupations to our local TOL 1) Computer Programmers 2) Nursing Assistants and 3) Veterinary Assistants/Laboratory Animal Caretakers. Over the year, CareerSource Broward (CSBD) receives input from our industry intermediaries, eligible training providers, our economist, and employers to evaluate our local TOL. With this input and using labor market analytic tools such as Employ Florida and Lightcast, CSBD staff has been able to establish local demand for these 3 occupations, and that all Board-mandated criteria have been met for these occupational titles to be added to the TOL for Program Year 23/24. Approved at the 1/30 One Stop Services Committee meeting.

Mr. Ryan presented the item and asked Rick Shawbell to review the recommendation with the committee members.

Mr. Shawbell reviewed the recommendation and stated that before occupational training courses can be considered for WIOA referrals, the occupations must first appear on the TOL.

**On a motion made by Dr. Lisa Knowles and seconded by Dawn Liberta, the Combined Audit and Executive Committee unanimously approved the addition of three (3) occupations to our local TOL 1) Computer Programmers 2) Nursing Assistants and 3) Veterinary Assistants/Laboratory Animal Caretakers.**

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## 6. Addition of New Eligible Training Provider HCI College and Courses

Considered approval to add HCI College as an Eligible Training Provider and 1) Nursing A.S. Degree 2) Substance Abuse Counseling A.S. Degree 3) Medical Assisting Diploma and 4) Practical Nursing Diploma programs to the Workforce Innovation and Opportunity Act (WIOA) Individual Training Account (ITA) list. CareerSource Broward adds schools and courses that meet federal, state, and local criteria to give customers more choices. Approved at the 1/30 One Stop Services Committee meeting.

Mr. Ryan introduced the item and asked if Mr. Shawbell had anything further to add. Mr. Shawbell stated he did not. There was no further discussion.

**On a motion made by Rick Shawbell and seconded by Heiko Dobrikow, the Combined Audit and Executive Committee unanimously approved the addition of HCI College as an Eligible Training Provider and 1) Nursing A.S. Degree 2) Substance Abuse Counseling A.S. Degree 3) Medical Assisting Diploma and 4) Practical Nursing Diploma programs to the WIOA ITA list.**

## 7. CSBD Chatbot

Considered approval to implement a Chatbot on the CSBD Website as a way to make the website more user-friendly for employers. The Chatbot is a form of artificial intelligence designed to simulate conversation with people using Natural Language Processing. The Chatbot can answer questions and provide information based on programmed algorithms or predefined responses. The Chatbot will help employers navigate our website to find the information they are looking for, and if successful, we will expand the Chatbot to assist job seekers. The estimated cost of doing this is less than \$10,000. Approved at the 1/22 Employer Services Committee meeting.

Mr. Ryan introduced the item and stated his support for the recommendation. There was no further discussion.

**On a motion made by Francois Leconte and seconded by Dr. Lisa Knowles, the Combined Audit and Executive Committee unanimously approved the implementation of a Chatbot on the CSBD Website as a way to make the website more user-friendly for employers.**

## REPORTS

### 1. Update on Chamber Marketing Initiative

Following a request for proposals to identify business associations willing to market and promote CSBD employer services to their members, CSBD is in the process of finalizing the contract with 1) Miramar/Pembroke Pines Chamber for up to \$20,000 and has finalized contracts with 2) The Greater Fort Lauderdale for up to \$65,000 and 3) Greater Hollywood Chambers for up to \$55,000 as recommended by the BWDB Proposal Review Committee.

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The CSBD Business Services team has begun training the Chamber staff, who will work on developing commitments in the amount of \$350,000 for work-based training in OJTs, internships, and incumbent worker training contracts with their Chamber members. The contracts are aligned with our fiscal year and run from the date executed through 9/30. The funds awarded have been prorated to reflect the number of months between execution through 9/30.

Ms. Hylton reminded the committee members that the governing boards recently approved an increase in authority for her to enter into day-to-day operational contracts up to \$100,000. One aspect of that approval was that she would follow up with a report on the status of the contracts. This item serves as such a report.

## **2. General Fund Balance**

At the August Board meeting, we reported that the General Fund balance was \$1,020,281. From 7/1/23 through 12/31/23, we realized revenues of \$175,409 and incurred expenditures of \$106,410. The General Fund balance as of 12/31/23 is \$1,089,280. Of this amount, \$521,531 is held in reserve, leaving a balance of \$567,749.

Mr. Ryan presented the item and asked Ms. Daniels to elaborate further.

Ms. Daniels informed the members that, as can be seen, we are gradually building up the general fund. Additionally, she pointed out that a class action suit was filed against Zoom, resulting in a receipt of \$2,400 to CSBD, which was added to the general fund.

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

Pursuant to the Board's request, throughout the year, we provide a report on Budget vs. Actual expenditures. Each year, we budget to spend 100% of our grants. CSBD receives some of its funds based on its program year, which is 7/1 – 6/30, and some of its funds based on the federal fiscal year, 10/1 – 9/30, which is also the CSBD fiscal year. While Wagner Peyser, Veterans, and SNAP expenditures appear low, we have plans that will result in expending the funds.

Mr. Ryan introduced the item and invited Ms. Hylton to comment.

Ms. Hylton directed the Committee's attention to Chart #1 of the attached report, which reflects a slight under-expenditure in WTP. She reminded the members that, in WTP, the board has approved that we can use the funds for a summer program to expend them.

Ms. Hylton also explained that we use our dedicated grants first because they are time-limited and cannot be carried forward. Whereas most of our formula funds allow for some carryforward. As a result, we are a little underspent in our WIOA formula funds and have strategies in place to increase spending.

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Lastly, Ms. Hylton stated that with respect to Wagner-Peyser, spending would be increasing throughout the year, and we will also be procuring the career pathway videos and the chatbot. As a result, we are not concerned at this time.

**4. Cherry Bekaert LLP Fiscal Monitoring - Report #3 PY 22/23 Issued 9/29/23**

Cherry Bekaert conducted fiscal monitoring for the period 3/1/23 through 6/30/23. Cherry Bekaert reviewed a total of 1,220 elements during the review period. There were no findings or observations. Based on the total elements reviewed, this was a 0% error rate.

Ms. Daniels congratulated Ms. Kangal and the fiscal staff for these excellent results.

**5. Cherry Bekaert LLP Fiscal Monitoring - Report #1 PY 23/24 Issued 1/12/24**

Cherry Bekaert conducted fiscal monitoring for the period 7/1/23 through 9/30/23. Cherry Bekaert reviewed a total of 829 elements during the review period. There were no findings or observations. Based on the total elements reviewed, this was a 0% error rate.

Ms. Daniels stated that the clean audits prove the effectiveness of the internal controls and the external monitoring utilized by CSBD.

**6. Taylor Hall Miller Parker (THMP), P.A. Program Monitoring Report Issued 8/23**

THMP conducted program monitoring for the period 2/22/23 through 08/17/23. They reviewed a total of 178 files consisting of 6,894 elements. There were 8 findings and 20 observations. This equates to an error rate of .12%, or less than 1%. All findings and observations were corrected except where cases were closed, and no further action could be taken.

Mr. Moffett recognized Kimberly Bryant and her Operations team for excellent results - a less than one percent error rate.

**7. The Children's Services Council (CSC) Monitoring Report**

The Children's Services Council of Broward County conducted an administrative and fiscal review of the CSBD 2023 summer program, and we were commended for having no findings.

Ms. Hylton mentioned that this is in regard to last year's summer program. She commended the staff.

**8. Update on Summer Youth Employment Program (SYEP) 2024**

The SYEP will serve approximately 1,130 youth this year. The youth application portal opened on 12/1/23 and will close on 2/29/24. We have received nearly 2,000 applications. The program begins on 6/12 with a three-day employability skills training. This year CSBD is incorporating mental health awareness into the program. This will be followed by an eight-week meaningful summer work experience. The intake process has begun and we are also recruiting employers.

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Mr. Ryan presented the item and encouraged the Board to participate in and advocate for the program.

Dr. Chen observed in the past that CSBD received around 4,000 applications but that so far this year we received only about 2,000. Dr. Chen asked Ms. Hylton her opinion regarding why this is and if there is a concern.

Ms. Hylton responded that there are more agencies providing local summer programs that serve this population. That said, we are working closely with the school board to increase awareness of our program, and she is confident that we will be serving about 1,200 youth this summer, which means we already have more applications than the number of youth we will serve.

Mr. Dobrikow requested an estimated projection for the number of applications expected at the time of portal closure. Ms. Hylton responded with a projection of about 2,800. Mr. Dobrikow further inquired about the amount that can actually be funded and if attrition has been accounted for. Ms. Hylton stated yes, we do account for attrition during the course of the summer program. We typically initiate the program with slightly more participants than the budget allows to accommodate the drop-off. Drop-off usually happens the last week as some youth leave to go to college, start athletic training for school, or move out of the county.

#### **9. Update on Worlds of Work (WOW) Youth Career Exploration Summit**

CSBD, in partnership with the School Board of Broward County, will host the 2024 WOW Youth Career Exploration Summit on 3/14, from 9:00 am to 12:30 pm at the Amerant Bank Arena. WOW is an immersive experiential learning event where over 800 youth in the 9th and 10th grades will learn about different career pathways that align with their interests. At the event, students will engage in several hands-on career experiences in nine growth industries 1) aviation 2) healthcare 3) information technology 4) manufacturing 5) construction, energy and utility 6) hospitality 7) logistics, transportation and automotive 8) marine and 9) public safety and service. CSBD Intermediary staff have engaged businesses related to the specific industries, education and community partners who have expressed an interest in supporting the event. Exhibitor and Supporter forms are being sent to confirm commitments. A social media campaign will be released on the week of February 5th, followed by a press release announcing the event.

Ms. Hylton informed the members that over 1,100 9th and 10th graders are currently expected to attend the event. She provided examples of the various interactive experiences across the industries that are to be at the event. Ms. Hylton stated that supporters of the event are coming in and expressed appreciation for the committee and board members.

#### **10. Inaugural State of the Workforce Breakfast and Job Fair**

On 1/24, CSBD, in partnership with the chambers of commerce in Fort Lauderdale, Hollywood, Pompano Beach, and Tamarac, hosted the inaugural State of the Workforce Breakfast and Job Fair at the Broward County Convention Center. The event featured a 1) networking breakfast where over 300 business leaders learned about the latest workforce trends and uncovered the dynamic relationship between AI and the workforce 2) Business

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Marketplace showcasing local vendors that offer services designed to help the companies operate efficiently and 3) job fair where over 100 employers discovered top-notch talent by coming face-to-face with over 1,200 job seekers. Broward County Transit provided complimentary transportation to job seekers from economically distressed zip codes, and Visit Lauderdale provided complimentary parking. This was the largest event that CareerSource Broward has brought to the community in our 51-year history. By all accounts, the event was an incredible success!

Mr. Ryan presented the item and recognized Chair Dobrikow and President Hylton for their skillful organization of the event, especially in such a short amount of time and in collaboration with the Chambers. He emphasized the event's significant turnout and the feedback he received was incredibly impressive. Mr. Ryan stated that his own company, OutPLEX, had a booth at the job fair and that it was tremendously successful.

Mr. Dobrikow highlighted CSBD's staff that rose to the occasion as it executed the organization's largest undertaking, regarding them as "first-class." He emphasized that CSBD has successfully established itself in the community as a convener for businesses and job seekers, aiming to enhance the prospects for employers and elevate the quality of life for job seekers. Mr. Dobrikow recognized Ms. Hylton for collaborating with County Administrator Monica Cepero to provide free transportation out of the Prosperity zip codes, which had a major impact on the success of the event and the organization's mission to change lives.

Ms. Hylton shared that Tim Garling, Deputy General Manager of Broward County transportation department, rode on the buses himself as they shuttled job seekers to and from the event. She informed the members that Mr. Garling would be the Mission Moment at the upcoming Board meeting.

Ms. Hylton recognized Rochelle Daniels, Tony Ash, and Ron Moffett as key organizers, along with our dedicated staff whose contributions made the event a success.

Mr. Dobrikow and Mr. Ryan agreed that not only was there a significant turnout of job seekers but that their HR staff noted the impressive number of qualified applicants.

Ms. Hylton indicated that the technical schools brought two buses of soon-to-be-graduate students to the event. We are in the process of finalizing the video of the day and shared a CBS News clip of the event.

Mr. Leconte asked if there is a method to track the hires made as a direct outcome of the job fair. Ms. Hylton reminded members that such data takes time due to the various HR processes and procedures. Also, employers do not always inform us of their recruitment results. However, it has been our experience in the past that when the wage record is posted, we typically see an increase of 15 to 20% in our entered employment rate.

## **11. Update on the Purchase of the Oakland Park Buildings**

Ms. Hylton and Ms. Daniels had an in-person meeting in Fort Lauderdale with Matt Swanson, Chief Operating Officer of FloridaCommerce, regarding the purchase of the Central Office. Mr. Swanson indicated that it would be a lengthy process, but there was merit to the request, and



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he stated he would get back to us. In addition, we were able to ascertain that the Central Office is located in Oakland Park, and the City told us the following restrictions apply: the maximum height is 100 feet, but anything above 50 feet will need a set-back of footage equal to one-half of the height of the building in the front and a setback equal to 1/3 of the height of the building on the side and in the rear. The space is zoned for commercial use. Parking requirements are tied to the square footage.

Ms. Daniels explained that the initial intent was to procure the whole complex. However, it currently seems that it would only be the buildings CSBD already occupies as the state wants to keep the other buildings. She stated that, per zoning and height restrictions, if we were to move forward, it would be more practical to develop the space with commercial businesses, a One-Stop, and sufficient parking. At this point, we are waiting for the state to get back to us.

## **12. Construction Industry Job Fair**

CSBD partnered with the Broward County Office of Economic and Small Business Development (OESBD) and Balfour Beatty and hosted a Construction Industry Job Fair on 1/17 at the Central Career Center. The job fair was to support the Broward County Convention Center Expansion Project. BWDB member and director of the OESBD, Sandy McDonald, welcomed the employers and over 120 job seekers. BWDB member Rick Shawbell recruited for electrical apprenticeship positions. Ten construction companies participated, including Southeast Mechanical Contractors, Conti Corp., and Lotspeich, with job openings from entry-level to managerial positions. Employers at the event shared that they were pleased with the number and skill of the applicants. Based on the success of this job fair, several employers expressed a desire to hold additional recruitment events.

Mr. Ryan presented the item and there was no further discussion.

## **MATTERS FROM THE AUDIT COMMITTEE CHAIR**

None.

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

Mr. Dobrikow thanked Mr. Ryan for chairing the meeting and expressed that he would have liked to have attended the meeting in person to celebrate the success of the team.

## **MATTERS FROM THE AUDIT AND EXECUTIVE COMMITTEE MEMBERS**

None.

## **MATTERS FROM THE FLOOR**

None.

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**MATTERS FROM THE PRESIDENT/CEO**

Ms. Hylton reminded everyone that April's Board Meeting would also be the date for the annual Board Planning Session.

**ADJOURNMENT** – 1:10 p.m.

**THE NEXT AUDIT COMMITTEE MEETING IS TBD.**

**THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON APRIL 8, 2024.**