



**Broward Workforce Development Board
Ad Hoc Organizational Resources Committee
Monday, July 26, 2021
12:00 Noon – 1:30 p.m.**

Zoom Meeting ID:	868 0748 3012
Zoom Password:	627369
Zoom Call in:	+1 646 876 9923

VIRTUAL MEETING

Due to COVID - 19, in the interest of keeping our board, staff, and public safe this meeting is being held via Zoom using the link below. Please do not attend in person.

<https://us02web.zoom.us/j/86807483012?pwd=Mjd5NzhBU3RZSkdpeTB6bIFUYVlRQT09>

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.

A G E N D A
CareerSource Broward (CSBD)
2890 West Cypress Creek Road, Fort Lauderdale, Florida
33309

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.

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

APPROVAL OF MINUTES

N/A First Meeting

RECOMM	N/A
ACTION	None
EXHIBIT	None

NEW BUSINESS

1. Meeting Schedule

It was recommended during our Board Planning Session that we move to a schedule of 8 meetings including the Planning Session. At the May Board meeting during the “Report Out” for the Planning Session this issue was referred to the Ad Hoc Organizational Resources Committee to provide a final recommendation. Staff surveyed the other large Florida Boards and noted that the large boards meet 4 – 6 times a year. This will encourage and allow more members to serve on committees without an additional obligation of their time than was committed when attending monthly board meetings.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #04 – 21 (LS)

Pages 5 – 6

2. Agenda Packet Format

Consideration to 1) condense our agenda packets that are often close to 100 pages by eliminating the back-up for items which are sufficiently described in the agenda blurb and 2) exclude the Committee Summaries from the agenda as the information is duplicative of committee actions which are included in the Governing Boards' agenda for action or as a report.

**RECOMM
ACTION
EXHIBITS**

Discussion
Motion Dependent on Discussion
Memo #05 - 21 (LS)
Agenda-Partnership Meeting #234

Pages 7 - 21

3. Board Member Terms

HB 1507, which passed in the last legislative session limits 1) local non-governmental workforce board member terms to 8 terms and 2) the Chair's term to 2 terms of 2 years, while maintaining the WIOA requirement for fixed and staggered terms. The terms began on 7/1/21. There are several ways to implement the term limits and incorporate fixed and staggered terms so that the Board always has some members with institutional memory to bring new members along. The Committee is charged with discussion of the pros and cons for the various implementation methodologies so a recommendation can be made to the full Board.

**RECOMM
ACTION
EXHIBITS**

Discussion
Motion Dependent on Discussion
Memo #03 - 21 (LS)
Member Tenure Chart

Pages 22 - 27

MATTERS FROM THE AD HOC COMMITTEE

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

<p>THE NEXT AD HOC ORGANIZATIONAL RESOURCES COMMITTEE MEETING TO BE DETERMINED.</p>
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Memorandum #04 – 21 (LS)

To: Ad Hoc Organizational Resources Committee
From: Carol Hylton, President/CEO
Subject: Meeting Schedule
Date: July 22, 2021

SUMMARY

Consideration to schedule governing board meetings every other month. It was recommended during our Board Planning Session that we move to a schedule of 8 meetings including the Planning Session. At the May Board meeting during the “Report Out” for the Planning Session this issue was referred to the Ad Hoc Organizational Resources Committee to provide a final recommendation. Staff surveyed the other large Florida Boards and noted that the large boards meet 4 – 6 times a year. This will encourage and allow more members to serve on committees without an additional obligation of their time than was committed when attending monthly Board meetings.

BACKGROUND

It was suggested by one of our board members that we re-consider the need for 11 meetings, which includes the annual planning meeting. This was discussed at our April Planning Session. During the report out of the Planning Session, at the May Board meeting, it was suggested that the Ad Hoc Organizational Resources Committee provide a final recommendation.

In checking with other boards around the country, we found that board meetings range from twice a year to every month. In Florida almost all the large boards meet 5 – 6 times a year.

Big Six Regions Board Meeting Schedule

Local Workforce Development Board	Number of Board Meetings
CareerSource Palm Beach	5
CareerSource South Florida	6
CareerSource Central Florida	4
CareerSource Northeast Florida	5
CareerSource Pinellas	6
CareerSource Tampa	5

DISCUSSION

To prepare for this committee meeting staff looked at the timing of critical items that must come before the board, and other large Florida Board meeting schedules. This additional review has led us to ask the Ad Hoc Organizational Resources Committee to consider recommending a new meeting schedule under which the governing Boards would meet every other month.

We believe this schedule would encourage more participation on committees which generally meet every other month. The overall number of Board meetings combined with our committee meetings would only require a meeting commitment of once a month. This would encourage board members to join a committee without an additional commitment of time.

Per the recommendation of the Board Planning Session workgroup we could keep our current meeting dates on our calendars and re-evaluate the new schedule after a year. If the governing Boards feel they would like to return to an increased meeting schedule the dates and times would still be available.

The new schedule proposed would be as follows:

Proposed Board Meeting Schedule

Month	Meeting
January	
February	CSBD Council / BWDB Meeting
March	
April	CSBD Council / BWDB Meeting followed by Annual Planning Session
May	
June	CSBD Council / BWDB Meeting
July	
August	CSBD Council / BWDB Meeting
September	
October	CSBD Council / BWDB Meeting
November	
December	CSBD Council / BWDB Meeting

RECOMMENDATION

Adoption of the new Board schedule for the upcoming year and re-evaluate after one year.

Memorandum #05 – 21 (LS)

To: Ad Hoc Organizational Resources Committee
From: Carol Hylton, President/CEO
Subject: Agenda Packet Format
Date: July 22, 2021

SUMMARY

Consideration to 1) condense our agenda packets that are often close to 100 pages by eliminating the back-up for items which are sufficiently described in the agenda blurb and 2) to exclude the Committee Summaries from the agenda as the information is duplicative of committee actions and are included in the Governing Boards' agenda for action or as a report.

BACKGROUND

Our Board agendas generally include an explanatory memo for every item of business and for most reports. However, there are always some items where the information in the back-up memo is only slightly more detailed than the blurb. This information could be effectively condensed and included in the agenda blurb eliminating the need for the back-up memo.

DISCUSSION

We will soon be returning to in-person meetings. During the pandemic we had an opportunity to review some of our standard operating procedures one of which is our Board and Committees' Agendas and back-up information to see whether we could tweak the format and make it easier and more expedient for members to review the agenda.

We noted that:

1. The Committee Summaries item which is always in the Consent Agenda is duplicative of committee actions, which must be approved by the Governing Boards and can be found in the Regular Agenda under New Business or reports.
2. Grant requirements mandate that certain items come before the board on a recurring basis and do not need detailed explanations.

EXAMPLE:

Board approval for the transfer of adult / dislocated worker funds. The funds have 100% transferability and we do this whenever either the adult or dislocated worker funding stream is in more demand based on the eligibility of customers coming into the one-stop centers.

Further, some of the items included in the Agenda can be explained in the blurb for the item without the necessity of an explanatory memo which echoes the blurb.

EXAMPLE:

The renewal of our Audit Firm Contract after the initial procurement. The information provided is the cost, satisfaction with the firm's work and the period of the renewal. This is the same information that is in the blurb.

These examples have led us to recommend consideration of a change to the Agenda packet.

In reviewing the Agenda Packet we also noted that the item, Committee Summaries on the consent agenda is duplicative of committee actions recommended for approval and which are included in the regular Agenda for action or as a report.

Eliminating the memos which echo the blurbs and deleting the Committee Summaries will avoid duplication, make it easier to review the agenda packet, reduce the size of the agenda back-up and will still provide all the information needed for the governing Boards to consider the agenda items.

Complicated items, procurement recommendations, the introduction of new concepts and initiatives would still include an agenda blurb and an explanatory memo. Items which are easily explained in a blurb would not need an explanatory memo.

Attached is the May Governing Boards' Agenda (without the back-up). See the [blue](#) notations next to the agenda titles indicating whether or not a memo would be included along with the blurb to illustrate the recommendation.

RECOMMENDATION

Discussion

Attachment: May 2021 Agenda

MEETING AGENDA

BROWARD WORKFORCE DEVELOPMENT BOARD, INC. & CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

**Partnership Meeting #234
Thursday, May 27, 2021
Ft. Lauderdale, FL 33309**

Due to COVID - 19, in the interest of keeping our Board, staff, and public safe, this meeting is being held via Zoom using the link below. Please do not attend in person.

<https://us02web.zoom.us/j/84817821564?pwd=cWpVYmtHUjhCckgzZUVPbUcxTTZrUT09>

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PLEDGE OF ALLEGIANCE

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

MISSION MOMENT

APPROVAL OF MINUTES

Approval of the minutes of 3/25/21 Partnership Meeting #233.

**RECOMM
ACTION
EXHIBIT**

Approval
Motion for Approval
Minutes of the Partnership Meeting

Pages 14 – 21

CONSENT AGENDA

Consent Agenda items are items that may not need individual discussion and may be voted on as one item. Any member wishing to discuss an item may move to have it considered individually.

ACCEPTANCE OF CONSENT AGENDA

**RECOMM
ACTION**

Approval
Motion for Approval

1. **Accept Additional WIOA Dislocated Worker Funds** Blurb is sufficient this is a repetitive action no back up memo needed.

Consideration to accept \$28,438 in WIOA Dislocated Worker funds for the current Program Year, 20-21. Funds will be used to provide assessments, referrals to training and placement. Approved at the 5/4 One Stop Services and 5/10 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders).*

ACTION Motion for Approval
EXHIBIT Memo #60 – 20 (OPS)

Page 22

2. **Committee Summary** Summary if short would be in the blurb. Summary if it includes numerous committee actions would be in a back up memo

Summary of actions taken at the following meetings:

Employer Services Committee	5/3/21
One Stop Services Committee	5/4/21
Executive Committee	5/10/21

ACTION None
EXHIBIT Memo #14 – 20 (Exec)

Pages 23 – 25

1. **Monthly Performance Report** Performance Report is provided by the State it would be included as an exhibit

The current performance for the month of March is provided. March's data reflects that within the Big 7 Regions CSBD is in a three-way tie for 1st in WIOA Entered Employment Rate (EER), ranks 1st in Wagner Peyser EER and WTP Two Parent-Participation, ranks 2nd in Veterans EER, WTP EER and WTP All-Family Participation. (Since the end of March 2020, participants for WTP have been on a waiver and not required to participate; therefore, the reported performance is only applicable to months when there was reported activity.)

ACTION None
EXHIBIT Performance Report for March

Pages 26 – 37

2. **Letter of Support** Blurb would be sufficient copies of the letters would not be included

A letter of support was written for Village South, Inc. for their application for the Community Foundation of Broward – “Be Bold Prize” proposal.

ACTION	None
EXHIBIT	Support Letter

Page 38

REGULAR AGENDA

These are items that the Council and Board will discuss individually in the order listed on the Agenda. Individuals who wish to participate in these discussions may do so merely by raising their hands during the discussion and being recognized by the Chair. The Chair will determine the order in which each individual will speak and the length of time allotted.

NEW BUSINESS

1. **Updated Master Agreement Between DEO and CareerSource Broward** Complex issue memo would be included in backup

Consideration to approve the changes to the Master Agreement between DEO and CSBD to meet the state deadline of 5/27/21. The Agreement sets forth the terms and conditions under which the State is sub-granting the WIOA formula grants to the local workforce areas. This was approved last year by the CSBD governing boards; however, DEO has reviewed a number of provisions and has modified or deleted them based upon local area comments. Some of the material changes are 1) allows the continuity of contract for the annual audit beyond five years as long a different partner is assigned to the engagement and 2) removes the requirement for level II background checks. Approved at the 5/10 Executive committee meeting. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, providing information and intelligence to stakeholders with feedback from the community.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #18 – 20 (LS)

Pages 39 – 40

2. **Summer Youth Work Experience Contract With Riverside Hotel** [All related party agreements would be supported by a memo](#)

Consideration to approve a Summer Youth Employment Program (SYEP) contract with Las Olas Company dba Riverside Hotel for summer 2021. Riverside Hotel has requested eight youth. 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, Heiko Dobrikow is employed by the Riverside Hotel a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 5/4 One Stop Services and 5/10 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

RECOMM Approval
ACTION **2/3 Motion for Approval**
EXHIBIT Memo #57 – 20 (OPS)

Page 41

3. **Work Experience Contract With Broward Education Foundation (BEF)** [All related party agreements would be supported by a memo](#)

Consideration to approve a Workforce Innovation and Opportunity Act Youth Work Experience (WEX) contract with the BEF for PY 21-22. The WEX contract is non-financial as CSBD is the employer of record. Because Board Chair, Frank Horkey is a member of the BEF Board, a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 5/4 One Stop Services and 5/10 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

RECOMM Approval
ACTION **2/3 Motion for Approval**
EXHIBIT Memo #59 – 20 (OPS)

Page 42

4. **April 2021 Planning Session** Back up memo would be included in the agenda packed because the reported detail appears in the committee matrices

The Board held its annual planning meeting on 4/22 via Zoom. There were 31 attendees. Following welcoming remarks by the Chair, Frank Horkey, and President/CEO, Carol Hylton, Congressman Ted Deutch opened the planning session with insights into the new administration's plans for workforce development and infrastructure. Attendees were then divided into two workgroups to discuss various thought questions. Once approved, the goals and objectives will be incorporated into the matrices of the various board committees for the upcoming year. The Board term limits and meeting schedule will be passed to an Ad Hoc Organizational Resources committee to be appointed by the Chair. Their recommendations will be brought back to the Governing Boards. Approved at the 5/10 Executive Committee meeting. *(This is in alignment with the Board goal to 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.)*

RECOMM	Approval of Report
ACTION	Motion for Approval
EXHIBIT	Memo #11 – 20 (QA)

Pages 43 – 48

5. **New State Policy Affecting WIOA Performance Measures** Complex issue memo would be included in backup

Following a review by the USDOL, DEO is changing the way in which participant activities are recorded. Local area ability to manage participant exits will be reduced. DEO is recommending all local areas exit cases prior to 6/30, based upon their 1) longevity in the system 2) minimal progress or 3) evidence of disengagement. This will limit the impact on performance to 1 year instead of 2 years when the changes to Employ Florida take effect and can result in sanctions. We have done an analysis of the caseloads and this will minimally affect adult/dislocated worker performance but it is anticipated it will impact youth performance. CSBD is implementing nine (9) strategies with the providers to support the youth who will be exited into follow-up services. Youth will receive 12 months of case management, supportive services, and referral to community resources. Consideration to approve actions necessary to comply with DEO guidance. Approved at the 5/4 One Stop Services and 5/10 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #15 – 20 (LS)

Pages 49 – 51

6. **PY 21 – 22 Broward College (BC) Out of School (OSY) Contract Renewal Sub-recipient contract renewals which are related party and include complicated performance information would include an explanatory memo**

Consideration to approve the renewal of the BC OSY contract for PY 21–22 in an amount not to exceed of \$540,000, subject to negotiation to serve 120 youth. This is the same amount as last year. This is the 2nd renewal under the current contract. Because Board member, Dr. Mildred Coyne, is employed by BC and Board member, Francois LeConte, serves on the BC Business Advisory Committee this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 5/4 One Stop Services and 5/10 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders).*

RECOMM	Approval
ACTION	2/3 Motion for Approval
EXHIBIT	Memo #48 – 20 (OPS)

Pages 52 – 54

7. **PY 21 – 22 School Board of Broward County (SBBC) OSY Contract Renewal Sub-recipient contract renewals which are related party and include complicated performance information would include an explanatory memo**

Consideration to approve the renewal of the SBBC OSY contract for PY 21 – 22, not to exceed \$600,000, and subject to negotiation to serve 135 youth. This is an increase of \$50,000 to cover the cost of a 1) recruiter and 2) master tutors. As only school board personnel have access to student records, the recruiter will be able to recruit for both the SBBC and BC. The master tutors are needed to work with youth to better prepare them to pass the GED exam. This is the 2nd renewal under the current contract. Because Board member, James Payne, is employed by the SBBC, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 5/4 One Stop Services and 5/10 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders).*

RECOMM	Approval
ACTION	2/3 Motion for Approval
EXHIBIT	Memo #47 – 20 (OPS)

Pages 55 – 57

8. **PY 21 – 22 Navigator OSY Contract Renewals** Sub-recipient contract renewals which include complicated performance information would include an explanatory memo

Consideration to approve PY 21 – 22 renewals for the 3 OSY Navigator programs. The providers have submitted funding requests that are all subject to negotiation upon governing boards' approval as we traditionally do. The amounts that are increases from last year are as follows 1) Helping Abused Neglected Disadvantaged Youth \$130,750 2) The Fort Lauderdale Independent Training and Education \$234,794 and 3) The Center for Independent Living Broward for up to \$60,000. This is the 2nd renewal under the current contracts. Approved at the 5/4 One Stop Services and 5/10 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders).*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #49 – 20 (OPS)

Pages 58 – 60

9. **PY 21 – 22 First Staff DBA EmpHire Staffing, Inc.. Contract Renewal** Vendor renewal with no price increase and one in a series of renewals following initial procurement memo which appeared on an a previous agenda would only require a blurb

This is to recommend the renewal of the First Staff dba EmpHire Staffing, Inc. contract for PY 21-22. EmpHire staffs our one-stop career centers. They were selected as a result of a Request for Proposals released in PY 17 - 18. They meet all of our financial and personnel requests and work to keep benefit and insurance costs contained. Their fee remains the same as last year at \$66.50 per employee, per pay period for a total fee of approximately \$183,274 based on the current payroll. This is the 3rd and last renewal under the current procurement. Approved at the 5/4 One Stop Services and 5/10 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #04 – 20 (HR)

Page 61

10. One-Stop Operator Contract Renewal Sub-recipient renewal with no issues would only need a blurb.

Considerations to 1) renew the contract with Workforce Guidance Associates, LLC to continue as the One-Stop Operator and 2) budget up to \$56,000. This is the same amount as last year. CSBD is pleased with the work Ms. Jackson has accomplished thus far and we are recommending continuing our contract with Workforce Guidance Associates, LLC. This is the 2nd and last renewal under the current procurement. Approved at the 5/4 One Stop Services and 5/10 Executive Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the Board, collaboration, providing information and intelligence to stakeholders with feedback from the community.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #61 – 20 (OPS)

Page 62 – 63

11. PY 21 – 22 Preliminary Budget – Complex issue would require back up memo

Consideration to approve the PY 21-22 preliminary budget. The Preliminary Budget being presented reflects an overall decrease of 4.9% largely due to reduced carryforward funds. The total amount of formula and carryforward that we project to be available in PY 21-22 is \$19,229,696 as compared to \$20,218,995 actual in PY 20-21. The budget is allocated to address the local recovery efforts from the COVID – 19 pandemic, continues to emphasize investments in customer training, and getting the unemployed back to work. Approved at the 5/4 One Stop Services and 5/10 Executive Committee meetings. *(This is in alignment with the Board goal to align Broward's services to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #09 – 20 (FS)

Pages 64 – 71

12. Port Everglades Navigation Improvement Project Letter is for board chair signature so it would be included in the agenda backup

In late April we received a request from Board member Sam Robbin, who is also Chair of the Greater Fort Lauderdale Alliance for a letter in support of Broward County's Fiscal Year 2022 request for \$32 million for the Port Everglades Navigation Improvement Project. This funding will be used to initiate coral relocation plans and also facilitate continued progress on the U.S. Coast Guard Station. Approved at the 5/10 Executive Committee meeting. *(This is in alignment with the Board goal to 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.)*

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Letter

Page 72

REPORTS

1. Local Employer Awareness and Satisfaction Survey Results Blurb would be sufficient

Results of the 2021 Employer Awareness and Satisfaction Survey and outline of the initiatives to address various components are presented. Every two years, CSBD conducts a survey to measure employers 1) awareness of CSBD and 2) customer satisfaction. With respect to recruitment events, 92% of employers that held an event with CSBD were either very satisfied/satisfied with the quality of service received from the staff and the candidates. This year we increased the number of employers we survey by engaging our economic development partners, the Greater Fort Lauderdale Alliance and various Chambers of Commerce, to share the survey with companies that work with them. Eighty percent of the employers that responded heard of CSBD. This is an affirmation that our social media and marketing campaigns are effective.

ACTION	None
EXHIBIT	Memo #12 – 20 (CBR)

Pages 73 – 74

2. Hospitality Employment Task Force [Blurb would be sufficient](#)

CSBD convened a task force to address the shortage of workers in the local hospitality industry based on feedback received from employers in the industry. Over 30 industry representatives attended the meeting involving transportation, education, and childcare partners. They developed several strategies to address the talent shortage including 1) developing a CSBD marketing campaign to invite new workers to the industry 2) connecting Broward College and School Board with employers to conduct informational sessions targeting students in their hospitality programs and 3) surveying former workers to determine how to attract them back to the industry. The survey has been sent to over 4,000 customers in Employ Florida and to hospitality employers for distribution to their previous workers in three languages (English, Spanish, and Haitian-Creole). The results of the survey are due back the end of May.

ACTION None
EXHIBIT Memo #13 – 20 (CBR)

Pages 75 – 77

3. U.S. Small Business Administration Restaurant Revitalization Fund [Blurb would be sufficient](#)

The American Rescue Plan Act established the Restaurant Revitalization Fund to provide funding to help restaurants and other eligible businesses keep their doors open. The application opened on 5/3 and CSBD with assistance from the Employer Services Committee has already implemented strategies to provide outreach to employers to educate them of this opportunity.

ACTION None
EXHIBITS Memo #16 – 20 (CBR)
Restaurant Revitalization Fund

Pages 78 – 80

4. **Directors & Officers (D&O) Insurance with Employment Practices Liability** Blurb would be sufficient unless there was a significant change to the policy, the carrier or the cost. Here there was a significant increase to the premium so a memo would be included

The Board has authorized the President/CEO to make the purchase of D&O Insurance with a report to the governing boards each year. The current policy for D&O and Employment Practices Liability Insurance is expiring. Our current carrier, Philadelphia Insurance was the only response received to our agent's request for quotes. The cost of the policy is \$12,142, which is \$2,758 more than last year's premium of \$9,384. The Employment Practices Liability deductible is increased from \$10,000 to \$25,000. As the cost of the policy is in excess of \$10,000 it is being reported to the governing boards.

ACTION None
EXHIBIT Memo #13 – 20 (LS)

Page 81

5. **Broward College Aspen Prize** As presented

Broward College has received a national award designating it as a Finalist with Distinction for the 2021 Aspen Prize - the second-highest ranking that is awarded by the prestigious Aspen Institute. This is the second time the college has earned recognition as a Finalist with Distinction and the fourth time the college has been named a top-ten institution. Awarded every two years since 2011, the Aspen Prize recognizes outstanding institutions selected from more than 1,000 community colleges nationwide.

ACTION None
EXHIBIT Press Release

Pages 82 – 83

5. **Board Member Resignation** As presented

Dr. Steven Tinsley has notified CSBD he is resigning from the board. He has accepted employment with the City of Oakland Park.

ACTION None
EXHIBIT None

6. Broward County Unemployment [LMI would be included](#)

The unemployment rate in Broward County was 5.3 percent in April 2021. This rate was 11.1 percentage points lower than the region's year ago rate. In April 2021, Broward County's unemployment rate was 0.4 percentage point lower than the national rate (5.7 percent). Out of a labor force of 1,029,678, there were 55,078 unemployed Broward County residents.

**ACTION
EXHIBIT**

Discussion
Broward County Labor Market Information (LMI)

Pages 84 – 85

MATTERS FROM THE CAREERSOURCE BROWARD

COUNCIL MATTERS FROM THE BOARD

MATTERS FROM THE

FLOOR MATTERS FROM

THE PRESIDENT/CEO

ADJOURNMENT

***THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD
COUNCIL MEETING IS SCHEDULED FOR 6/24/21 AT 12:00 P.M. to 2:00 P.M.***

Memorandum #03 – 21 (LS)

To: Ad Hoc Organizational Resources Committee
From: Carol Hylton, President/CEO
Subject: Board Member Terms
Date: July 22, 2021

SUMMARY

HB 1507, which passed in the last legislative session limits 1) local non-governmental workforce board members to 8-year terms and 2) the Chair's term to 2 terms of 2 years while maintaining the WIOA requirement for fixed and staggered terms. The term limits began 7/1/21. Local areas can implement the term limits as appropriate to their local areas.

BACKGROUND

HB 1507, which passed in the last legislative session and was signed into law by the Governor:

1. Limits all local non-governmental workforce board members to 8-year terms. The terms began 7/1/21.
2. Limits the Chair's term to 2 terms of 2 years.
3. Maintains the WIOA requirement for fixed and staggered terms.

Local areas are free to implement the term limits as appropriate to their local areas.

We have 4 categories of board membership on the Broward Workforce Development Board, Inc. (BWDB) they are:

Membership Categories and Requirements

Membership Category	Applicable Requirements
Business	Must be the majority
Workforce / Apprenticeship	Must be 20% of the membership Must include 3 members from organized labor one of whom must be the director of labor-management apprenticeship training if possible Balance of the 20% from organizations representing the populations we serve

Membership Categories and Requirements (Continued)

Membership Category	Applicable Requirements
Education	<p>Must include an Adult Education and Family Literacy provider</p> <p>Must include a representative of higher education (community college)</p> <p>In Florida if the public education system is represented on the board there must be a representative from private education</p>
Government /Economic / Community Development	<p>Vocational Rehabilitation Representative</p> <p>A representative from Economic Development</p> <p>Such other representatives as determined by the CSBD Council of Elected Officials</p>

Currently a member's term ends if they resign or if they cease to represent the category to which they were appointed as we have no term limits.

The governmental members on the BWDB which are exempt from term limits include:

Governmental Members

Membership Category	Requirement	BWDB Representative
Education:		
Adult Education and Family Literacy Act.	The School Board of Broward County	James Payne
Higher Education	Broward College	Dr. Mildred Coyne
Government:		
Vocational Rehabilitation	Area Director	Cynthia Gaber

There are other members representing government on the BWDB but they are not mandatory members. Without further guidance from the state we have adopted a conservative interpretation of the HB 1507.

DISCUSSION

The below listed questions are presented for Committee consideration in recommending the manner in which to implement the term limit requirements:

- What will be the initial length of the staggered terms?
- When should the rotation of board members begin?
- Should there be an order to board member rotation?

When vacancies occur, currently our process is:

1. To solicit recommendations from BWDB members and elected officials.
2. To bring those recommendations to the Executive Committee. The Executive Committee identifies occupational sectors, which, should be represented, as well as additional recommendations.
3. The President/CEO contacts prospective board members prior to their nomination to ascertain their willingness to serve.
4. The names of prospective private sector members are submitted to a business association, usually the Greater Fort Lauderdale Alliance for nomination.
5. The names of prospective non-private sector members are nominated by organizations representing their category.
6. The recommendations are brought to a full Board meeting and presented to the CSBD Council for consideration and appointment. The CSBD Council has traditionally relied on Board recommendations; although, the CSBD Council may always propose individuals for appointment.
7. We have provided some of the pros and cons for the different implementation options to spearhead the discussion.

Chart of Options
Assumptions are based on 27 members minus the 3 governmental members
resulting in 24 members subject to the 8 year term limit

Options	Pro	Con
Allow all current board members to remain for 8 years by the current reappointment process until the 8 years is over	Other than vacancies that naturally occur the board can continue with its current membership for the next 8 years until 2029 – 2030 This would be a rotation of 24 members	This is really delaying the inevitable as we will still have to come back and look at the options Recruitment of so many members at one time would be a challenge New members would only be appointed in the event of a vacancy
Maintain the current membership for the next 4 years with the first rotation occurring after 4 years At that time (PY 25 – 26) 50% of members would leave the board and 50% of the members would remain until year #8 Thereafter every 4 years 50% of the board would turn over as their 8-year term ends	We would begin in 2025 – 2026. This would be a rotation of 12 members This leaves time for a possible change to the legislation After the first rotation everyone would have an 8- year term	We would lose 50% of the current members; members every 4 years This would still be a large number of members to recruit
Rotate 25% of the members every 2 years	We would begin in 2022 – 2023 This would be a rotation of 6 members every 2 years Easy number to assimilate Would allow for new organizations and businesses to become members frequently	This would have to be tracked to assure compliance with certification requirements
Rotate 12.5% of the members every year	This would be a rotation of 3 members the fewest number leaving the board at one time	This would have to be tracked to assure compliance with certification requirements This would require new member recruitment to be an ongoing activity

Once a recommendation regarding how the term limits should be implemented the next consideration is how members will be rotated. Some options for purposes of discussion are:

- Asking for Volunteers
- Looking at representatives for waning industry/occupational sectors
- Replacing current community-based organizations (CBOs) with new CBOs
- Retaining members in categories that are difficult to fill
- Creating a random assignment of member terms
- Asking the most senior members first as they have been on the board the longest
- Assuring minority and female members are representative of local demographics
- Retaining members that are on a leadership track
- Some combination of the above

With respect to the HB 1507 Chair's term limitation of 2 terms of 2 years, our current by-laws only allow for 2 terms of 1 year consecutively so we are already in compliance with HB 1507 in this regard.

RECOMMENDATION

Discussion:

1. Rotation of Terms
2. Implementation

BWDB Member Tenure in Years	Number of Board Members
1 to 11 years	14
12 to 21 Years	6
22 Years or More	7