
MEETING AGENDA

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

**Partnership Meeting #228
Thursday, July 23, 2020
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/87141394559?pwd=WE9xMXFsZnV5d0ZoSDRLRDRuTkIwQT09>

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.
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 Board and Council are 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 whether or not you are able to attend the meeting if you have a conflict with any agenda items.

PLEDGE OF ALLEGIANCE

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

MISSION MOMENT

PRESENTATION

Dr. Jerry D. Parrish, Chief Economist, Florida Chamber Foundation will present on technology classifications beyond computer operations and environmental jobs.

APPROVAL OF MINUTES

Approval of the minutes of 6/25/20 Partnership Meeting #227.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Partnership Meeting

Pages 10 – 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	Approval
ACTION	Motion for Approval

1. BWDB Committee Summary

Summary of actions taken at the following meeting:

Executive Committee 7/13/20

ACTION None
EXHIBIT Memo #02 – 20 (Exec)

Page 22

2. Monthly Performance Report

The state is delayed in providing the data we use for the Monthly Performance Report. Geographic Solutions, which is the software developer of Employ Florida, recently upgraded its servers and they are incompatible with DEO. DEO has informed us that Geographic Solutions is working on a solution and as soon as there is a fix in place they will notify us.

ACTION None
EXHIBIT None

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. Registered Apprenticeship Contract for Training with Advanced Roofing

Consideration to approve entry into a contract with the Advanced Roofing Company to train up to ten (10) apprentices. The contract will provide up to a 75% wage reimbursement for wages paid to the apprentices while in training, totaling up to \$125,000. Because Board member, Kevin Kornahrens, is employed by Advanced Roofing this recommendation must be approved by a 2/3 vote of the Board members present at a meeting with an established quorum and by the State following governing boards' approval. *(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 #01 – 20 (CBR)

Page 23

2. New Courses for Existing Eligible Training Provider – Sheridan Technical College

Consideration to approve current Eligible Training Provider Sheridan Technical College's applications to add 1) Accounting Certificate 2) Diesel Mechanic 3) Electrocardiograph Technician 4) Medical Billing and 5) Pharmacy Technician programs to the Individual Training Account (ITA) list. CSBD reviewed the applications for completeness to ensure that Board-mandated criteria were met. Because James Payne is a Board member and is employed by the School Board of Broward County this recommendation must be approved a 2/3 vote of the Board members present at a meeting with an established quorum. Approved at the 7/13 Executive Committee meeting. *(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**
EXHIBITS Memo #05 – 20 (OPS)
ITA Course Summary Spreadsheet

Pages 24 – 26

3. New Courses for Existing Eligible Training Provider - Broward College

Consideration to approve current Eligible Training Provider Broward College's applications to add 1) Certified Information Security Manager 2) Certified Information Systems Auditor and 3) Information Security Training programs to the ITA list. CSBD reviewed the application for completeness to ensure that Board-mandated criteria were met. Because Board member, Dr. Mildred Coyne, is employed at Broward College and Board Member, Francois LeConte, serves on the Broward College Business Advisory Committee, this recommendation must be approved a 2/3 vote of the Board members present at a meeting with an established quorum. Approved at the 7/13 Executive Committee meeting. *(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**
EXHIBITS Memo #03 – 20 (OPS)
ITA Course Summary Spreadsheet

Pages 27 – 29

4. Memorandums of Understanding (MOU) Between CSBD and the One-Stop Partners

Consideration to enter into MOUs with the legislatively required one-stop partners. Pursuant to WIOA the governing boards are required to enter into MOUs regarding the delivery and coordination of one-stop partner programs through the one-stop career system. Approved at the 7/13 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 #03 – 20 (LS)

Pages 30 – 31

5. Master Agreement between the Department of Economic Opportunity (DEO) and CSBD

Consideration to approve entry into a Master Agreement with DEO. The agreement sets forth the terms and conditions under which the State is sub-granting the WIOA formula grants to the local workforce areas. We recommend signing it to meet the state deadline however there are some items DEO still needs to clarify. Approved at the 7/13 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 #02 – 20 (LS)

Pages 32 – 33

6. Renewal of Audit Agreement with Anthony Brunson P.A.

Consideration to renew of the agreement between CSBD and Anthony Brunson, PA, at a fee of \$33,000 which is an increase of \$4,000 from last year's cost of \$29,000, for conducting the Fiscal Year 2019-2020 audit. Staff was satisfied with their services last year and the agreement provides for the negotiation of fees each year. Based upon fees proposed during our last procurement, the increase is reasonable. Approved at the 7/13 Executive Committee meeting. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Memo #01 – 20 (LS)

7. Acceptance of Funds From City of Hollywood for the Bridging the Digital Divide for the Economically Disadvantaged

Consideration to accept \$7,000 from the City of Hollywood to fund an initiative called Bridging the Digital Divide for the City of Hollywood residents in WIOA training programs. The funding was initially targeted for the Summer Youth Program. However, due to the COVID-19 pandemic, our plans for the summer program changed. The City of Hollywood and CSBD have agreed to use the funds to assist their residents who are in our WIOA training programs that could benefit from being given a laptop to make it easier for them to participate in their studies remotely. Approved at the 7/13 Executive Committee meeting. *(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 #07 – 20 (OPS)

8. Funds from Bank of America for 2021 Summer Youth Employment Program (SYEP)

Consideration to accept \$17,500 in SYEP funds from a Bank of America (BOA) grant. The funding was initially targeted for this year's SYEP. However, due to the COVID-19 pandemic, our plans for the summer program changed. BOA decided to provide funding that would be held for next year's 2021 SYEP so we may serve additional economically disadvantaged Broward County youth. Approved at the 7/13 Executive Committee meeting. *(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 #06 – 20 (OPS)

9. New Courses for Existing Eligible Training Providers - Florida Atlantic University and City College

Consideration to approve the addition of six programs available through **FAU** 1) Computer Technology 2) Dental Assistant 3) Hemodialysis Technician 4) Inpatient Auditing 5) Pharmacy Technician and 6) Physical Therapy Office Professional to the WIOA ITA list and two programs 7) Patient Care Technician and 8) Veterinary Assistant to the WTP list as well as the addition of one program available through **City College** which is Surgical Technology to the WIOA ITA list. CSBD reviewed the applications for completeness to ensure that Board-mandated criteria were met. Approved at the 7/13 Executive Committee meeting. *(This is in alignment with the BWDB 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
EXHIBITS Memo #04 – 20 (OPS)
 ITA Course Summary Spreadsheet

REPORTS

1. Hospitality Workgroup

At the June Board meeting, Board member Heiko Dobrikow recommended that we strategize on how to help hospitality industry workers who lost their jobs as a result of the pandemic. On July 7th CSBD convened a workgroup to address this issue. A number of strategies were developed by the group and are being implemented.

ACTION Discussion
EXHIBIT Memo #08 – 20 (OPS)

Pages 41 – 43

2. Training for Occupations Information Technology

At our last partnership meeting, Commissioner Ryan raised the question of the types of training offered to participants interested in Information Technology (IT) jobs. CSBD currently offers customers 52 different training programs to choose from on the ITA list. These programs result in varying credentials that include a certificate, diploma, or an Associate of Science Degree. In addition, participants receive IT training through work-based training, such as apprenticeships, On-the-Job Training, and Incumbent Worker Training. Since July 2018, we have enrolled over 540 participants into IT training programs.

ACTION Discussion
EXHIBIT Memo #11 – 20 (OPS)

Pages 44 – 46

3. Training for Occupations in Environmental Related Jobs

At the June governing boards' meeting, Commissioner Ryan mentioned the County's interest in environmental-related jobs. This report addresses environment related jobs currently on the CSBD ITA List. There are 12 green sectors. Often environmental jobs are contained within broader occupational codes. We use the Bureau of Labor Statistics (BLS) information to determine whether a job is considered to be in the green/environmental classification. CSBD offers 51 different training options for participants interested in training for green sector jobs.

ACTION Discussion
EXHIBIT Memo #01 – 20 (OPS)

Pages 47 – 49

4. Janitorial Services

In August 2019, we procured janitorial services for our building on W. Cypress Creek Rd. and entered into a one-year contract with the low bidder, AK Building Services. We have been very pleased with their service. The contract is set for renewal in August 2020 at the same price as last year for \$42,240. Because it is a single purchase of over \$10,000, a report is required to the CSBD governing boards.

ACTION None
EXHIBIT None

5. Broward County Unemployment

The unemployment rate in Broward County was 11.8 percent in June 2020. It was higher by 8.6 percentage points over the year. In June 2020, Broward County’s unemployment rate was higher than the state rate (10.7) and .6 percent higher than the national rate (11.2 percent). Out of a labor force of 992,435, there were 117,120 unemployed Broward County residents.

ACTION Discussion
EXHIBIT Broward County Labor Market Information

Pages 50 – 51

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 SEPTEMBER 24, 2020 AT 12:00 P.M.

MEETING MINUTES

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

**Partnership Meeting #227
Thursday, June 25, 2020
Ft. Lauderdale, FL 33309**

The Board and Council are 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 whether or not you are able to attend the meeting if you have a conflict with any agenda items.

Attendees via zoom: Mayor Josh Levy, Commissioner Tim Ryan, Mayor Dean Trantalis, Gina Alexis, Gary Arenson, Josie Bacallao, Zac Cassidy, Kristen Cavallini-Soothill, Dr. Ben Chen, Dr. Mildred Coyne, Heiko Dobrikow, Paul Farren, Cynthia Gaber, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Francois LeConte, Dawn Liberta, Ismael Martinez, James Payne, Dr. Gertrudis Perez-Dusek, Sam Robbin, Pam Sands, Bob Swindell, Dr. Steve Tinsley, Marjorie Walters, and Janet Wincko

PLEDGE OF ALLEGIANCE

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

MISSION MOMENT

Chris Ruggere, CSBD Regional Workshop, and Training & Development Manager, provided the mission moment.

APPROVAL OF MINUTES

Approval of the minutes of 5/28/20, Broward Workforce Development Board/CareerSource Broward Council Partnership Meeting #226.

A motion to approve the minutes of May 28, 2020, BWDB Partnership/CareerSource Broward Council meeting #226 was made by Gary Arenson and seconded by Kristen Cavallini-Soothill. The Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the minutes.

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

On a motion made by Francois LeConte and seconded by Kristen Cavallini-Soothill, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of June 25, 2020.

1. BWDB Committee Summary

Summary of actions taken at the following meetings:

Employer Services Committee	6/1/20
One Stop Services Committee	6/9/20
Executive Committee	6/15/20

2. Monthly Performance Report

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

3. Letter of Support

Letter of support was written for Alan B. Levan | Nova Southeastern University (NSU) Broward Center of Innovation and their proposal to the U.S. Department of Commerce, Economic Development Administration (EDA) funding opportunity. The Center is a public-private partnership between Broward County and NSU tasked with linking the innovation ecosystem to help create an entrepreneurship and technology hub.

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.

CSBD COUNCIL OF ELECTED OFFICIALS OLD BUSINESS

1. Contract Terms for Incoming President/CEO Carol Hylton

Consideration to approve the employment contract terms for Carol Hylton. As requested at the May meeting, Mayor Josh Levy, Chair CSBD Council of Elected Officials was authorized to negotiate the terms of Ms. Hylton's contract beginning 7/1/20. Both chairs have agreed the agency has sufficient stability for Ms. Hylton to assume the position of President/CEO on 7/1/2020.

During the discussion, Dr. Ben Chen asked whether any of Carol's salary will be paid out of the General Fund similar to how Mason's salary was paid. Mason Jackson responded that a small amount of money may have to be taken out of the unrestricted funds. Dr. Chen asked if the amount to come from the General Fund could be included in the minutes.

(Information requested by Ben Chen.) Analysis indicates that for this year no funds will be needed from the General Fund to cover Ms. Hylton's salary. This is because Carol's appointment took effect on July 1, the beginning of the program year but the middle of the calendar year. The average of her current salary for the first half of the year along with the increase awarded in recognition of her appointment for the second half of the program year will not exceed the cap of \$197,300 for the program year. In addition in January when the federal government reviews the salary cap it is expected to exceed Ms. Hylton's current salary.)

Mayor Josh Levy congratulated Ms. Carol Hylton on her new position.

On the motion made by Mayor Dean Trantalis and seconded by Commissioner Tim Ryan, the CSBD Council of Elected Officials approved the contract terms for incoming President/CEO Carol Hylton.

NEW BUSINESS

1. Work Experience Contract with Early Learning Coalition, Inc. (ELC)

Consideration to approve a WIOA youth Work Experience contract with the ELC for Program Year 20-21. While we do not know the exact amount of the Work Experience wages to be paid the participants we do not anticipate the amount will exceed \$24,000. Because Mason Jackson, President/CEO of CSBD serves on the ELC Board, a 2/3 vote of the Board members present at a Board meeting with an established quorum is required. Approved at the 6/9 One Stop Services and 6/15 Executive Committee meetings. *(This is in alignment with the Board goal to encourage employers by engaging and identifying their needs, educating and connecting them to the workforce system to produce innovative workforce solutions.)*

Mason Jackson declared a conflict of interest for this item as he serves on the ELC Board. He will be required to submit a conflict of interest form.

Dawn Liberta declared a conflict of interest for this item as she serves on the ELC Board. She abstained from voting and will be required to submit a conflict of interest form.

On a motion made by Josie Bacallao and seconded by Francois LeConte, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved a non-financial work experience contract with ELC by a 2/3 vote of the seated quorum.

2. Work Experience Contract with Broward Education Foundation (BEF)

Consideration to approve the WIOA Youth Work Experience contract with the BEF for PY 20-21. While we do not know the exact amount of the Work Experience wages to be paid the participants we do not anticipate the amount will exceed \$24,000. Because Board member

Frank Horkey is also the Chair of the Board of Directors for the BEF, a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 6/9 One Stop Services and 6/15 Executive Committee meetings. *(This is in alignment with the Board goal to encourage employers by engaging and identifying their needs, educating and connecting them to the workforce system to produce innovative workforce solutions.)*

Mason Jackson stated that both the BEF and ELC contracts are for out of school youth work experience.

Frank Horkey declared a conflict of interest for this item as he is the Chair of the Board of Directors for the BEF. He abstained from voting and will be required to submit a conflict of interest form.

On a motion made by Gary Arenson and seconded by Kristen Cavallini-Soothill, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved work experience contract with BEF by a 2/3 vote of the seated quorum.

3. Work Experience Contract with Jewish Adoption and Foster Care Options (JAFCO)

Consideration to approve a WIOA adult Work Experience contract with JAFCO for PY 20-21. While we do not know the exact amount of the Work Experience wages to be paid the participants we do not anticipate the amount will exceed \$24,000. Because Ron Moffett, Senior Vice President of Operations is related to JAFCO's site director, a 2/3 vote of the Board members present at a Board meeting with an established quorum will be required. Approved at the 6/9 One Stop Services and 6/15 Executive Committee meetings. *(This is in alignment with the Board goal to encourage employers by engaging and identifying their needs, educating and connecting them to the workforce system to produce innovative workforce solutions.)*

Mason Jackson stated we would like JAFCO to continue to participate in the WIOA work experience program. This has been a successful partnership and our WIOA customers have benefited from the opportunity to gain work experience at JAFCO.

Ron Moffett declared a conflict of interest for this item as he is related to JAFCO's site director. He will be required to submit a conflict of interest form.

On a motion made by Paul Farren and seconded by Mayor Josh Levy, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved work experience contract with JAFCO by a 2/3 vote of the seated quorum.

4. FLITE Navigator Out of School Youth contract

Consideration to approve the addition of \$29,412 to the FLITE center contract budget for PY 20 – 21 which begins on 7/1/20. The additional funds are needed to 1) hire a candidate they have selected at a higher rate than originally budgeted due to their level of experience in working with victims of human trafficking and 2) cover an increase in the percentage of time to be devoted by the supervisor along with related fringes, and payroll taxes. This will bring the amount allocated to the FLITE contract from \$188,790 to \$218,202. Approved at the 6/15 Executive Committee meeting. *(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.)

Mason Jackson stated that the contract was approved at the April board meeting. They have selected a candidate and would like to hire them at a higher rate than originally budgeted due to their level of experience in working with victims of human trafficking. The additional funds will also cover an increase in the percentage of time to be devoted by the supervisor, and their related fringes, and payroll taxes.

On a motion made by Heiko Dobrikow and seconded by Dr. Mildred Coyne, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the FLITE navigator out of school youth contract.

5. Renewal of Taylor Hall Miller Parker and Cherry Bekaert Monitoring Contracts

Consideration to renew the contracts for 1) Cherry Bekaert LLP, at a cost of \$22,500 per visit for a total of \$67,500 for 3 visits a year for fiscal monitoring and 2) Taylor Hall Miller Parker, P.A. at a cost of \$28,000 per visit for a total of \$84,000 for 3 visits a year for program monitoring. CSBD was satisfied with the work performed last year. Approved at the 6/15 Executive Committee meeting. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Mason Jackson stated CSBD has been satisfied with the services of both firms and is recommending their contracts be renewed for one year at a cost of \$67,500 and \$84,000 respectively, which are at the same rates as last year. This is preventive monitoring.

On a motion made by Gina Alexis and seconded by Marjorie Walters, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the renewal of Taylor Hall Miller Parker and Cherry Bekaert monitoring contracts.

6. Region 22 Targeted Occupations List (TOL) for PY 20-21

Consideration to approve the TOL for PY 20-21. We sent the preliminary TOL for PY 20-21 provided by the state to local education and business stakeholders to get input and gather additional relevant labor market data. We also held a publicly noticed meeting to review the occupational changes to Region 22's TOL and gather additional information. CSBD recommends 1) retaining 21 occupations proposed by the State for removal and 2) adding 7 new occupations. Approved at the 6/9 One Stop Services and 6/15 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, and providing information and intelligence to stakeholders with feedback from the community.)*

Mason Jackson stated that this is the most important thing the board does each year. We start with a list from DEO and compare it to the Board approved criteria. Then we hold a public meeting and invite community partners, eligible training providers, business leaders, and industry intermediaries. We retained the 21 occupations proposed by the stated and we added 7 new occupations based upon historical data.

Mason Jackson thanked Bob Swindell of the Greater Fort Lauderdale Alliance along with Dr. Lisa Knowles, Board chair for attending the TOL meeting.

Commissioner Ryan stated it surprised me that the state would remove automotive service techs, executive secretaries, and industrial engineers. Seems like they are occupations that have a very strong need for training and skilled persons. He then asked: Is this done statewide, because in our county we have different needs and it is incumbent upon us to recognize this and to put these occupations back on the list.

Mason responded that is exactly right. They pull historical data and it is generally updated by employers on a quarterly basis. They send their information to the Department of Economic Opportunity but the information could be 6 - 9 months old. We look at real-time data in Employ FL and Jobs EQ which searches all the online job ads and we make changes as appropriate. For example, we have a huge avionics aerospace industry growing in Western Broward and the state wanted to take avionic technician off the list. This made no sense so it remains on the list. It is incumbent upon us to take a look at these occupations and vet them through local community economic development. We want to make sure that if there are occupations on the horizon, we will be able to meet the demand for workers in that area.

Commissioner Ryan then directed the boards' attention to Table 2 in the Agenda Item Exhibit and asked whether we recommended 7 occupations that were not on the list? Mason stated that the state recommended the 7 new occupations and we agreed. Commissioner Ryan then inquired as to item # 5, "computer operations", it seems to me like we would always have that on the list. He went on to say is there a larger technology classification beyond just computer operations? Maybe at the next meeting, someone can speak on that. Commissioner Ryan continued stating that at the County level, they are always looking at the issues of sea-level rise, and how do we reduce carbon footprint and at the same time fortify our infrastructure for the inevitable sea-level rise with respect to the mitigation aspect. Do we have occupations in the area of clean energy?

Mason responded saying that Tables 1 and 2 of the exhibit just reflected retention and additions. Pages 48 – 51 contain the complete list of occupations which can also be found on our website. At the next meeting, we can report on jobs related to the environment which are on our ITA list.

Ben Chen commented on the strength of the real estate industry. Dr. Mildred Coyne wanted to know how the board would respond to adjustments to the TOL in a post COVID economy. She inquired if the TOL addressed entrepreneurship? Mason stated the TOL list is dynamic. We can change this list as we go along. He also reminded the boards that we do not train in every occupation on the list. There are a variety of factors we consider before targeting an occupation for training, such as the number of people looking for jobs vs the number of openings; with respect to entrepreneurship while it is not an occupation per se WIOA allows us to train people to go into business for themselves.

Commissioner Ryan brought the discussion to a close by returning to his original concern regarding the inclusion of as many occupational areas as possible in the IT Sector even those that don't require college.

On a motion made by Commissioner Tim Ryan and seconded by Bob Swindell, the Broward Workforce Development Board, Inc. / CareerSource Broward Council of Elected Officials unanimously approved region 22 TOL for PY 20 – 21.

7. **Continued Eligibility for Miami Dade College**

Consideration to approve Miami Dade College's Continuing Eligibility for the next two year period 7/1/20 thru 6/30/22. WIOA requires Eligible Training Providers (ETPs) to submit new applications every two years to remain on the ETP List. Miami Dade College has met the ETP application renewal requirements. Approved at the 6/9 One Stop Services and 6/15 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.)*

Mason Jackson stated that before the 4/1 deadline Miami Dade College informed us that they were unable to apply by the deadline due to the school's closure because of COVID-19. Miami Dade College has now submitted its renewal application and all the mandated criteria are met.

On a motion made by Gary Arenson and seconded by Marjorie Walters, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the continued eligibility for Miami Dade College.

8. **CareerSource Broward Marketing and Communications Plan for PY 20-21**

Each year, CSBD implements targeted and strategic outreach to job seekers, employers, and community stakeholders through the press, digital, print, and social media, to increase awareness of our services. The plan identifies CSBD's communication goals and objectives for PY 20-21. This year, a majority of our marketing efforts will center on the "Help Is Here" campaign in response to the coronavirus pandemic. Approved at the 6/1 Employer Services and 6/15 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, and providing information and intelligence to stakeholders with feedback from the community.)*

Tony Ash stated we will create messaging about our virtual services, including virtual job fairs and online professional career development workshops; online and phone appointments. Through the Help Is Here campaign, we will also target messaging to the distressed and Latin/Caribbean communities.

On a motion made by Gary Arenson and seconded by Gina Alexis, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved CSBD marketing and communications plan for PY 20 – 21.

9. **Outreach to Large/Small Employers and Employers in Distressed Communities**

Consideration to approve CSBD's strategies for outreach and engagement of employers in alignment with the Employer Services Committee's Strategic Planning Matrix. Due to the impacts on the local workforce as a result of the Coronavirus pandemic, CSBD developed strategies for outreach and engagement of employers in order to identify those with current hiring and training needs in this changing landscape. Approved at the 6/1 Employer Services and 6/15 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, and providing information and intelligence to stakeholders with feedback from the community.)*

Mason Jackson mentioned that Bob Swindell may want to pass this along with Prosperity Broward.

Tony Ash stated that since the pandemic CSBD has been extremely proactive in sharing important workforce development resources and support programs with Broward County job seekers, employers, community partners, and local municipalities.

Francois LeConte asked what our efforts have been with the small chambers of commerce? Tony Ash responded that our initiatives were promoted in several municipal and community newsletters, including the City of Fort Lauderdale, the City of Hollywood, the City of Sunrise, Greater Fort Lauderdale Chamber of Commerce, Hallandale Beach Chamber of Commerce, and South Florida Hospital & Healthcare Association. He further noted that we are exploring our options with the Haitian Chamber and we have been researching the Caribbean Chamber in Broward but they aren't as active.

Francois LeConte stated that there is a Broward Black Chamber of Commerce that he would be happy to reach out to and set up a meeting with CSBD.

On a motion made by Marjorie Walters and seconded by Heiko Dobrikow, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the outreach to large/small employers and employers in distressed communities.

10. Additional Workforce Innovation and Opportunity Act (WIOA) Funds

Consideration to accept \$100,569 in WIOA state-level funds. This is Region 22's share of funds awarded by the State for WIOA performance under their performance model. These additional funds will be used to build capacity to serve the anticipated increase in dislocated workers who will be coming to our centers for re-employment assistance. CSBD will continue to monitor demand and program expenditures to assure the maximum number of individuals is being served. Approved at the 6/9 One Stop Services and 6/15 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

On a motion made by Gary Arenson and seconded by Francois LeConte, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved WIOA funds.

11. Acceptance of Bank of America Charitable Foundation Funds for Start-Up Now

Consideration to accept a grant award of \$10,000 from the Bank of America Charitable Foundation for the Start-Up Now Program. In April 2017, the Board approved for CSBD to seek financial support for Start-Up Now. CSBD completed the Bank of America grant application in February and has been awarded \$10,000 in private funding. These funds will be used to cover PY 20 – 21 costs such as grant writing, tuition for non-WIOA applicants, and food for program events. Approved at the 6/9 One Stop Services and 6/15 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Gary Arenson stated that this is a great opportunity and partnership.

On a motion made by Francois LeConte and seconded by Pam Sands, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the acceptance of Bank of America Charitable Foundation Funds for Start-Up Now.

REPORTS

1. **Directors & Officers (D&O) Insurance with Employment Practice Liability**

The Board has authorized the President/CEO to make the purchase of D&O Insurance with a report to the governing boards each year. Our current carrier, Philadelphia Insurance gave us the lowest quote. The current policy for D&O and Employee Practices Liability Insurance is expiring. The cost of the policy is \$9,384, which is \$1,766 more than last year's premium of \$7,618 because we added, fiduciary liability coverage for the staff 401K and workplace violence coverage up to \$250,000.

Mason Jackson stated that this is a slight increase because we are increasing coverage for workplace violence and adding fiduciary liability coverage for the staff 401K.

2. **Workers' Compensation**

This is to report that Bridgefield Employers Insurance Company, which is A-rated and our current carrier for workers' compensation insurance will continue to be our carrier effective 5/1/20 at a rate of \$24,751.94. This is a decrease from our rate last year of \$38,882.59 and is a result of not operating the summer youth program this year. Prior to coverage from our current carrier we had to enter the State Joint Underwriting Association pool. We sought quotes from other carriers but they declined to respond. This policy covers CSBD employees. EmpHire has its own policy for the center staff.

Mason Jackson stated that this decrease is a result of not operating the summer youth program this year.

3. **Update on Re-Opening the Three One Stop Career Centers and Admin Office**

This memo provides an update on the re-opening of CSBD administrative office and the three one stop career centers. In preparation to re-open the centers, CSBD developed a detailed project plan. We executed that plan and successfully re-opened each of the three centers to staff and customers on Monday, 6/1.

Mason Jackson stated that we are taking steps to ensure the safety of our staff and the public. We have installed Plexiglas to reduce customer contact; staggered staff scheduling and hired security personnel.

4. **Summary of CSBD's On-going Communication During COVID-19**

Since the outbreak of COVID-19, CSBD has been extremely proactive in sharing important workforce development resources and support programs with Broward County job seekers, employers, community partners, and local municipalities. Staff used all communication channels including 1) frequent updates to our [website](#) 2) media relations and 3) social media to inform customers and the community about our services and the availability of resources needed to help recover. The included exhibit is a summary of messaging completed and planned by CSBD's communications department through 6/10/2020.

Javon Lloyd stated that we have a dedicated page on our website for job seekers and employers. We also created other landing pages to make items easier for employers to

submit job orders. Mr. Lloyd further noted that we have been busy with media relations. Even though some of the stories have been negative about unemployment compensation we have made it positive by linking it back to CSBD and how we are assisting jobseekers and letting employers know we are here to help. We have been sending out messages through our social media platforms. We have noticed that our community partners have been sharing our initiatives and job fairs. We have also launched “tips”, where we provide best practices for business and job seekers, as it relates to seeking employment, hiring talent, and the importance of utilizing technology.

5. At-A-Glance Guide to Re-Employment Assistance

As a result of COVID-19, there are many types of assistance available to those whose employment has been affected by the virus. This is an at-a-glance guide to 1) Florida’s reemployment assistance 2) the assistance available under The Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 and 3) Disaster Unemployment Assistance.

Mason Jackson advised that congress has various programs for the Coronavirus assistance programs. CSBD put together a summary and a link to assist customers to help lessen the confusion.

Gina Alexis thanked Mr. Jackson for providing this detailed document because she has gotten several calls on these programs and now she has the information to provide to customers.

6. CSBD Presentation to the Council of Chamber Executives

At the 2019 Board Planning session, one of the goals developed was for staff to make a presentation at a Council of Chamber Executives meeting. At their 6/10/20 meeting, we made a Zoom presentation covering the array of services we provide. The Council of Chamber Executives consists of the presidents of the Chambers of Commerce in Broward County. The presentation covered our employer solutions such as training grants, virtual job fair services, job posting and pre-screening, and resources to employers related to the COVID-19 pandemic. The presentation was well received and we have already received requests to meet and present with individual chambers and connect our services such as On-the-Job Training and Paid Internships to chamber member companies as well as the chambers themselves. These presentations are being scheduled.

Mason Jackson stated that this was one of the ideas from the planning session. Tony Ash provided the presentation on 6/10.

7. Broward County Unemployment

The unemployment rate in Broward County was 16 percent in May 2020. It was higher by 13 percentage points over the year. In May 2020, Broward County’s unemployment rate was higher than the state rate (14.3) and 3 percent higher than the national rate (13 percent). Out of a labor force of 988,718, there were 157,752 unemployed Broward County residents.

Mason Jackson stated that the labor force is increasing even though the number of unemployed has gone up. There are signs that we have a small recovery.

Heiko Dobrikow stated that in the next year or two hotels will have a slow recovery. He further noted that we should look into a way to find new opportunities to get these people employed. He highly recommends that the board start thinking of how to pivot Broward College with

helping these employees with certificates. We need to put together a strategy to help these people who lost their jobs in the hotel industry.

Mason Jackson stated that the \$35,000,000 in the CARES Act for the education community to develop rapid credentialing for training lasting 6 - 18 weeks for certifications that articulate to college credit. The South Florida Regional Planning Council is applying for CARES Act Recovery Assistance. The funds in this grant will be used to develop and begin implementation of the South Florida Economic Resiliency Strategic Plan by a regional partnership of economic development and workforce organizations, county economic development partners, educational partners, technology partners, and industry associations. The plan will respond to the adverse impacts of COVID-19 and build future resiliency through economic diversification, and talent attraction, retention, and development.

Dr. Coyne stated that Broward College would like to work with CSBD and the technical colleges on the rapid certification programs. She inquired how we could strategically help these hospitality workers. Mason Jackson indicated we could pull together a workgroup with our Hospitality intermediary to brainstorm ideas. Heiko Dobrikow and Josie Bacallao stated they would like to be included.

Heiko Dobrikow stated that restaurant businesses that are staying open are doing well but 40% of them are closing. Mr. Dobrikow stated he would pass on all the information he has on the hospitality business to Auvernia Molina the CSBD intermediary.

Dr. Steve Tinsley asked if we have any information on the CareerSource South Florida layoff aversion program that assists employers. Mason Jackson stated he was not aware of the Miami initiative. Mr. Jackson further noted that CareerSource South Florida did a video on OJTs and IWT layoff aversion program as a marketing initiative.

8. CSBD Media Outreach Encouraging Customers to Complete the Census

In response to the concerns raised by Mayor Trantalis on the need to have people complete the census, CSBD sent an email blast on 6/9/20 to over 20,000 people that are in our database telling them the importance of the Census and urging them to fill it out. We also emphasized it on our social media platforms. Mason Jackson reached out to the Census Bureau's Community Partnership Specialist for our area about Mayor Trantalis' idea of creating a Census Day where each employer would allow their employees to go online at work and fill out the census. The Partnership Specialist thought it was a great idea and is going to bring it to Senator Nan Rich. She also had ideas about how employers could incentivize participation. She said she would send Mason materials targeted to employers. These will be forwarded to the members of the Board when received. Deadline for filling out the forms is 10/31.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

None

MATTERS FROM THE BOARD

None

MATTERS FROM THE FLOOR

Lynn Goldman stated that she has been working with Mason Jackson for over 20 years. She thanked him for being loyal to the technical education program. She wished him the very best for the next chapter in his life.

MATTERS FROM THE PRESIDENT/CEO

Mason Jackson that we are using the Metrix (SkillUp® Broward) software program. Metrix is a comprehensive career pathway and online training platform. Since Metrix was rolled out a year ago, over 730 of our customers have registered and used Metrix. He further noted that we are exploring using Coursera. Coursera offers a Master’s, bachelor's degrees, and certificate programs.

Mason Jackson thanked the Council of Elected officials for everything they have done to assist the board through the years and the transition of his retirement.

Mason Jackson thanked Rochelle Daniels for all her support throughout the last 34 years and mostly for her partnership and friendship.

Mason Jackson thanked Carol Hylton for being his trusted advisor for the last 13 years and congratulated her on becoming the next President/CEO.

Mason Jackson thanked the board and staff for their commitment over the last 34 years.

Mason Jackson congratulated Ron Moffett on becoming the new Executive Vice President.

ADJOURNMENT: 1:50 P.M.

***THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD
COUNCIL MEETING IS SCHEDULED FOR JULY 23, 2020 AT 12:00 P.M.***

Memorandum #02 – 20 (Exec)

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

From: Carol Hylton, President/CEO

Subject: Board Committee Summary

Date: July 13, 2020

SUMMARY

This memorandum provides a summary of the Board Committee activity for July, 2020.

DISCUSSION**Executive Committee Meeting – 7/13/20**

Executive Committee Goal: Responsible for oversight of all functions. Membership is made up of the Board officers, Chairs of each of the committees and recent past chairs.

Chair: Dr. Lisa Knowles

On 7/13/20, Executive Committee Members met to discuss and approve:

- Minutes of the 6/15/20 meeting
- Master Agreement between the Department of Economic Opportunity and CareerSource Broward (CSBD)
- Memorandums of Understanding between CSBD and the One-Stop Partners
- Renewal of Audit agreement with Anthony Brunson, P.A.
- Acceptance of \$7,000 from the City of Hollywood for the bridging the digital divide for the economically disadvantage program
- Acceptance of funds from Bank of America for the Summer Youth Employment Program
- New courses for existing eligible training providers:
 - Sheridan Technical College
 - Broward College
 - Florida Atlantic University and,
 - City College

Reports presented to the committee included: Congresswomen Debbie Wasserman Schultz Résumé and Interview workshop with CSBD and a single item purchase over \$10,000.

The next Executive Committee Meeting is scheduled for Monday 9/14/20.

RECOMMENDATION

None. For Informational Purposes only.

Memorandum #01 – 20 (CBR)

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

From: Carol Hylton, President/CEO

Subject: Registered Apprenticeship Contract for Training with Advanced Roofing

Date: July 14, 2020

SUMMARY

Consideration to approve entry into a contract with the Advanced Roofing Company to train up to ten apprentices. The contract will provide up to a 75% wage reimbursement for wages paid to the apprentices while in training totaling up to \$125,000. Because Board member, Kevin Kornahrens, is employed by Advanced Roofing this recommendation must be approved by a 2/3 vote of the Board members present at a meeting with an established quorum and by the State following governing boards' approval.

BACKGROUND

WIOA allows for the reimbursement of registered apprenticeship trainee wages to employers. State rules require that we approve contracts with entities associated with the local board by a 2/3 vote of the majority after a quorum is seated and a conflict of interest has been declared. State rules also require that contracts in excess of \$25,000 be approved by the state.

DISCUSSION

Advanced Roofing would like to train up to ten (10) employees as part of their registered apprenticeship program. The apprentices will receive training in roofing, including handling of asphalt equipment, detail sheet metal fabrication, and installation. CSBD has contracted successfully with Advanced Roofing in the past. CSBD reimburses Advanced Roofing for a portion of the apprenticeship trainee wages. It is anticipated that up to \$125,000 in wage reimbursements will be made during the apprenticeship. Each employee will receive up to one thousand forty (1,040) hours of training which equates to six months, earning an average wage of \$16 per hour upon completion of the training. Advanced Roofing will receive 75% of each trainee's wages during the training period.

Because Board member, Kevin Kornahrens, is employed by Advanced Roofing this recommendation must be approved a 2/3 vote of the Board members present at a meeting with an established quorum. It will also have to be approved by the State.

RECOMMENDATION

Approve entry into a contract with Advanced Roofing to train up to 10 apprentices through wage reimbursements while in training of up to \$125,000.

Memorandum #05 – 20 (OPS) Revised

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

From: Carol Hylton President/CEO

Subject: Additional Courses for Existing Eligible Training Provider – Sheridan Technical College

Date: July 13, 2020

SUMMARY

Consideration to approve current Eligible Training Provider, Sheridan Technical College's (STC) applications to add 1) Accounting Certificate 2) Diesel Mechanic 3) Electrocardiograph Technician 4) Medical Billing and 5) Pharmacy Technician programs to the Individual Training Account (ITA) list. CareerSource Broward (CSBD) reviewed the applications for completeness and to ensure that Board mandated criteria are met. Because James Payne is a Board member and is employed by the School Board of Broward County (SBBC) State rules require the governing boards to approve this item by a 2/3 vote of the Board members present at a meeting with an established quorum. As the One Stop Services Committee did not meet, this memo was emailed to them for comment, of the members we heard from, they all supported the recommendation. Approved at the 7/13 Executive Committee meeting.

BACKGROUND

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

DISCUSSION

STC, an approved CSBD eligible training provider, is accredited by the Council on Occupational Education, which is an entity approved by the U.S. Department of Education. STC submits data reports to FETPIP. The courses submitted by STC will prepare WIOA customers for employment in the following demand occupations appearing on the TOL as shown in the Table on the next page.

Crosswalk of Training Courses to In-Demand Occupations on the TOL

Training Provider	Occupational Training Program	Demand occupation on the TOL	Entry wage	# of Job Openings
STC	1. Accounting Certificate	Accountants	\$21.58	>25
	2. Diesel Mechanic	Diesel Engine Specialist	\$19.26	>25
	3. Electrocardiograph Technician	Cardiovascular Technicians	\$14.12	>25
	4. Medical Billing	Medical Secretaries	\$13.40	>25
	5. Pharmacy Technician	Pharmacy Technicians	\$15.04	>25

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

Because James Payne is a Board member and is employed by the SBBC State rules require the governing boards to approve this item by a 2/3 vote of the Board members present at a meeting with an established quorum.

RECOMMENDATION

Approve the addition of five (5) courses offered by Sheridan Technical College 1) Accounting Certificate 2) Diesel Mechanic 3) Electrocardiograph Technician 4) Medical Billing and 5) Pharmacy Technician to the ITA List.

**Attachment to OPS Memo #05-20
ITA Course Summary Spreadsheet**

School Name / Location	Accreditation / State Agency Approval	Is School Enrolled in FETPIP?	FL DOE License	Course Title	Type of credential offered	Length of Program	Entry Wage	Course Offering	Tuition Cost	Supply costs (Books, Tools, Uniforms, etc.)	Certification Costs	Program Total Costs
Sheridan Technical College	Council on Occupational Education	Y	Y	Accounting Certificate	Certificate	36 weeks	\$21.58	100% Online	\$2,520.00	\$491.00	\$0.00	\$3,011.00
		Y	Y	Diesel Mechanic	Certificate	20 weeks	\$19.26	Blended*	\$2,585.00	\$39.00	\$0.00	\$2,624.00
		Y	Y	Electrocardiograph Technician	Certificate	20 weeks	\$14.12	Blended*	\$1,447.00	\$392.00	\$175.00	\$2,014.00
		Y	Y	Medical Billing	Certificate	37 weeks	\$13.40	100% Online	\$3,409.00	\$1,609.00	\$0.00	\$5,018.00
		Y	Y	Pharmacy Technician	Certificate	35 weeks	\$15.04	100% Classroom	\$3,318.00	\$488.00	\$129.00	\$3,935.00

*Blended learning involves both online and classroom instruction

Memorandum #03 – 20 (OPS) Revised

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

From: Carol Hylton, President/CEO

Subject: New Courses for Existing Eligible Training Provider - Broward College

Date: July 13, 2020

SUMMARY

Consideration to approve current Eligible Training Provider Broward College's (BC), applications to add 1) Certified Information Security Manager, 2) Certified Information Systems Auditor and 3) Information Security Training programs to the Individual Training Account (ITA) list. CareerSource Broward (CSBD) reviewed the application for completeness and to ensure that the Broward Workforce Development Board (Board) mandated criteria are met for the training programs and related occupational titles. Because Board member, Dr. Mildred Coyne, is employed at Broward College and Board Member, Francois LeConte serves on the Broward College Business Advisory Committee this recommendation must be approved a 2/3 vote of the Board members present at a meeting with an established quorum. One Stop Services Committee did not meet, this memo was emailed to them for comment, of the members we heard from, they supported the recommendation. Approved at the 7/13 Executive Committee meeting.

BACKGROUND

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

DISCUSSION

BC, an approved eligible training provider, submitted (3) applications to add their 1) Certified Information Security Manager, 2) Certified Information Systems Auditor and 3) Information Security Training programs to the ITA list. BC is accredited by the Southern Association of Colleges and Schools, which is an entity approved by the U.S. Department of Education and submits data reports to FETPIP.

Certified Information Security Manager (CISM), Certified Information Systems Auditor (CISA), and Information Security Training (IST) are online courses that offer credentials from ISACA: Information Systems Audit and Control Association, a globally recognized credentialing agency. These training programs prepare students for occupations that relate to Computer and Information Security Managers and Computer Systems Analyst.

As of 7/7/20, using tools such as Jobs EQ and Employ Florida, CSBD was able to validate that within the past ninety-day there have been 25+ job openings for these occupations in Broward County. CISM and CISA pay entry wages of \$36.86 per hour and IST pays an entry wage of \$22.15 per hour, making them high skill/high wage occupations.

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

Because Board member, Dr. Mildred Coyne, is employed at Broward College and Board Member, Francois LeConte serves on the Broward College Business Advisory Committee this recommendation must be approved a 2/3 vote of the Board members present at a meeting with an established quorum.

RECOMMENDATION

Approve the addition of Broward College's 1) Certified Information Security Manager, 2) Certified Information Systems Auditor and 3) Information Security Training programs to the Individual Training Account list.

**ITA Course Summary Spreadsheet
Summary to OPS Memo #03-20**

School Name / Location	Accreditation / State Agency Approval	Is School Enrolled in FETPIP?	FL DOE License	Course Title	Type of credential offered	Length of Program	Entry Wage	Course Offering	Tuition cost	Supply Costs (Books, Tools, Uniforms)	Certification Costs	Program Total Cost
Broward College	Southern Association of Colleges and Schools Commission on Colleges	Y	Y	Certified Information Security Manager	Certificate + Certified Information Security Manager (CISM)	6 months	\$36.86	Online	\$1,145	\$0	\$250	\$1,395
		Y	Y	Certified Information Systems Auditor	Certificate + Certified Information Security Auditor (CISA)	6 months	\$36.86	Online	\$1,145	\$0	\$250	\$1,395
		Y	Y	Information Security Training	Certificate + (CISA), (CISM) and (ISC)2 Certified Information Security Professional (CISSP).	9 months	\$22.15	Online	\$3,045	\$0	\$250	\$3,295

Memorandum #03 – 20 (LS) Revised

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

From: Carol Hylton, President/CEO

Subject: Memorandum of Understanding (MOU) Between CareerSource Broward (CSBD) and the One-Stop Partners

Date: July 13, 2020

SUMMARY

Consideration of entry into the Workforce Innovation and Opportunity Act (WIOA) required MOU. Pursuant to WIOA the Broward Workforce Development Board, Inc. (Board) and the CSBD Council of Elected Officials (Council) are required to enter into an MOU regarding the delivery and coordination of statutory one-stop partner programs through the one-stop career system. CSBD has been negotiating with each of the required one-stop partners and is seeking approval to enter into these MOUs. Approved at the 7/13 Executive Committee.

BACKGROUND

The vision articulated in WIOA is the integration and alignment of the diverse workforce programs available to job seekers and employers through the American Job Center Network which we refer to locally as the CSBD Career Centers.

Currently, CSBD administers the following one-stop partner funding streams and is not required to enter into an MOU with itself. Table 1 indicates those funding streams:

Table 1 One Stop Legislative Partner Funding Streams Administered by CSBD

WIOA Title I Adult, Dislocated Worker and Youth programs
Wagner-Peyser Employment Services
Local Veterans' Employment Programs
Disabled Veterans' Outreach Program
Trade Adjustment Assistance Programs
Unemployment Compensation Programs
TANF (WTP)

WIOA requires all one-stop partners to provide access, which may be technological, to their programs through the one-stop system. The partners must also support the infrastructure and operating costs of the one-stop proportionate to their use, as a part of the MOU.

Table 2 below identifies the partners and their funding streams which must provide access to their programs through the one-stop system and enter into an MOU with CSBD.

Table 2 One Stop Legislative Partner Funding Streams Requiring an MOU

One Stop Partner	One-Stop Partner Funding Stream
The School Board of Broward County	Family Literacy and Adult Education Act (CSBD Provider for Out of School Youth)
The School Board of Broward County	Career and Technical Education (Perkins Act) (CSBD ITA Provider)
Broward College	Career and Technical Education (Perkins Act) (CSBD ITA Provider)
Office of Vocational Rehabilitation	Vocational Rehabilitation (Co-located in the one-stop)
Broward County	Community Services Block Grant
AARP	Title V Older Worker Program (Co-located in the one-stop)
OIC of South Florida	Second Chance Act programs (reintegration of ex-offenders)
OIC of South Florida	Youth Build

DISCUSSION

The MOU incorporates the following:

1. A description of the services provided through the one-stop
2. The method for providing partner access to the services including whether the partner is co-located in the one-stop
3. How partners coordinate services through the one-stop
4. The method for referring participants among the one-stop partners
5. The one-stop budget which includes the infrastructure agreement as an attachment to the MOU and which is entered into between CSBD and the partner for support of the one-stop
6. Information on how the one-stop will be accessible to workers, youth, and individuals with barriers to employment, including individuals with disabilities
7. The Term of the MOU
8. The process for amending the MOU
9. The process for appealing to the Governor if the partners cannot agree on the funding of the one-stop.

To address infrastructure costs, we have adopted a mall approach with AARP and Vocational Rehabilitation. They are co-located in the South CSBD Career Center and we have entered into leases with them that covers the cost of their space and use of the common areas. Our other partners have opted for a technological presence in the provision of access to their programs. The CSBD IT Department has calculated the cost of hosting and maintaining a web page which is displayed through the CSBD website and can connect one-stop visitors to our partner programs. Partners pay up to \$300 a year for technological access depending on the size and content of their web page.

RECOMMENDATION:

Approve entry into an MOU with the following required one-stop partners:

- The School Board of Broward County (Literacy and Carl Perkins Partners)
- Broward College
- The Board of Broward County Commissioners
- Vocational Rehabilitation
- AARP, Title V Older Worker Programs
- OIC of South Florida (Second Chance Act and Youth Build)

Memorandum #02 – 20 (LS) Revised

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

From: Carol Hylton, President/CEO

Subject: Master Agreement Between the Department of Economic Opportunity (DEO) and CareerSource Broward (CSBD)

Date: July 13, 2020

SUMMARY

Consideration to approve entry into a Master Agreement with DEO. The Agreement sets forth the terms and conditions under which the State is sub-granting the WIOA formula grants to the local workforce areas. We recommend signing it to meet the state deadline of 7/30 however there are some items DEO still needs to clarify. Approved at the 7/13 Executive Committee meeting.

BACKGROUND

Every several years the State releases a new “Master Agreement” which usually mirrors the federal grant guidelines. In the past the Master Agreement was signed by the President/CEO and was not required to be brought to the board for approval. Recently the State and several local areas came under the scrutiny of the United States Department of Labor (USDOL). As a result the State has included provisions specific to DEO and is requiring the signatures of the CSBD governing boards. We are therefore bringing this to the governing boards for their approval.

DISCUSSION

Because local governmental units are responsible for the funds coming into the local area DEO is asking that the local elected officials and workforce boards are made aware of the requirements of the Master Agreement. As DEO included language not required under WIOA the State and the local areas have been trying to negotiate the terms for several months. The final agreement was issued by DEO without their agreeing to the changes requested by the local areas. We did have an opportunity to speak with the State outside of the group meetings and we were told that many of the clauses were being recommended by the USDOL.

Some of the concerns the local areas tried to negotiate with DEO include:

1. The ability to reduce or suspend funding in the event of non-compliance with the grant requirements. Under WIOA we would be entitled to a hearing first this right is being waived.
2. Special audit requirements in addition to those required by the Florida Statutes or the federal rules and regulations.

3. New web posting requirements. We have always understood we were subject to Sunshine Laws and Public Records Act requirements. Not all local boards complied in the same way. The result is that the State is requiring personnel and administrative records to be posted on our website as opposed to being made available upon request.
4. A requirement to conduct Level 2 screenings for anyone with access to confidential data. Currently, workforce boards are not considered eligible entities for requesting and getting Level 2 screenings. DEO is aware and is addressing with the appropriate authorities.
5. A requirement to follow State out of county travel rules as opposed to local travel rules including per Diem.

Failure to sign the Agreement by the 7/30 deadline may result in the State holding up our funds. To make sure we are in compliance with the new requirements we have created a chart of the requirements and are entering the policy or practice that brings us into compliance or which needs to be updated to bring us into compliance. It is, therefore, our recommendation that entry into the agreement is approved.

RECOMMENDATION

Approve entry into the agreement.

Memorandum #01 – 20 (LS) Revised

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

From: Carol Hylton, President/CEO

Subject: Approval of the Renewal of the Agreement with Anthony Brunson, PA for Audit Services

Date: July 15, 2020

SUMMARY

Consideration of renewal of the agreement between CareerSource Broward (CSBD) and Anthony Brunson, PA, at a fee of \$33,000 an increase of \$4,000 from the cost last year of \$29,000, for the conduct of the Fiscal Year 2019-2020 audit. Staff was satisfied with their services last year. This will be the second renewal under their contract. The state prohibits us from contracting with the same firm for more than 5 years. As the Audit Committee did not meet this memo was emailed to them for comment. Of the members we heard from, they all supported the recommendation. Approved at the 7/13 Executive Committee meeting.

BACKGROUND

Our current agreement with Anthony Brunson PA, the firm we engaged to perform our annual audit expires in September. The Agreement provides for the negotiation of fees each year. There was no increase last year.

DISCUSSION

CSBD staff and its' governing boards were satisfied with the conduct of the audit last year by Anthony Brunson, PA. CSBD contacted Anthony Brunson, PA, as we do each year regarding the renewal and negotiation of terms. As indicated above our engagement partner, Mr. Anthony Brunson has requested an increase to their fee for the 2nd renewal of their contract. The fee would increase from \$29,000 to \$33,000. The increase would remain constant for the balance of their engagement, another 2 years, program/fiscal years 2020 - 2021, and 2021-2022. This is an increase of 8%. Based upon fees paid in the past and fees proposed during our last procurement the increase is reasonable and is the same fee we paid our previous audit firm over 5 years ago.

RECOMMENDATION

Consideration to renew the agreement for audit services with Anthony Brunson, PA. This will be the second renewal under their contract for a cost of \$33,000.

Memorandum #07 – 20 (OPS) Revised

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

From: Carol Hylton, President/CEO

Subject: Accept Funds from City of Hollywood for the Bridging the Digital Divide for Economically Disadvantaged Program

Date: July 13, 2020

SUMMARY

Consideration to accept \$7,000 from the City of Hollywood to fund an initiative called Bridging the Digital Divide for the City of Hollywood residents in WIOA training programs. The funding was initially targeted for the Summer Youth Program (SYEP). However, due to the COVID-19 pandemic, our plans for the summer program changed. The City and CareerSource Broward (CSBD) have agreed to use the funds to assist the City of Hollywood residents in our Workforce Innovation and Opportunity Act (WIOA) training programs who could benefit from being given a laptop to make it easier for them to participate in their studies remotely. Approved at the 7/13 Executive Committee meeting.

BACKGROUND

Each year our summer program staff work with the County and our municipalities to contribute funds through community redevelopment or community service block grants. We use the funds to augment our summer program increasing the number of slots available. This year the City of Hollywood agreed to grant CSBD \$7,000. However, as our governing boards are aware with COVID 19 still rampant it was not safe to deploy the summer program.

DISCUSSION

After discussions with CSBD staff, the City of Hollywood determined that the funds could be used to help Hollywood adult and youth residents enrolled in WIOA training. The funds will provide up to 10 participants with laptops to make it easier for them to participate in classes remotely. CSBD and the City are calling the initiative, "Bridging the Digital Divide for the Economically Disadvantaged". The funds must be spent by 9/30/20. As always the grant will also pay its fair share to the CSBD indirect cost rate as required by the law.

RECOMMENDATION

Accept \$7,000 from the City of Hollywood to provide up to 10 laptops to the City of Hollywood youth and adults enrolled in CSBD WOA training programs.

Memorandum #06 – 20 (OPS) Revised

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

From: Carol Hylton, President/CEO

Subject: Acceptance of Funds from Bank of America for Summer Youth
Employment Program (SYEP)

Date: July 13, 2020

SUMMARY

Consideration to accept \$17,500 in SYEP funds from a Bank of America (BOA) grant. The funding was initially targeted for the SYEP. However, due to the COVID-19 pandemic, our plans for the summer program changed. BOA decided to provide funding that would be held for next year's 2021 SYEP so we may serve additional economically disadvantaged Broward County youth. Approved at the 7/13 Executive Committee meeting.

BACKGROUND

BOA has provided funding to the SYEP for the last four years through its charitable foundation. The funding was initially targeted for the SYEP. However, due to the COVID-19 pandemic, our plans for the summer program changed as most of Broward County's businesses, organizations, and municipalities shut down for some time.

DISCUSSION

Although the SYEP was suspended for the 2020 summer term due to the COVID-19 pandemic, BOA decided to still grant the funds they had set aside to us. Since the money is intended to serve economically disadvantaged youth, CSBD will hold the funds and apply them to next year's SYEP. The \$17,500 will help serve additional youth from the community next summer.

RECOMMENDATION

Accept \$17,500 in funds from Bank of America for the 2021 Summer Youth Employment Program to serve additional economically disadvantaged youth from the community.

Memorandum #04–20 (OPS) Revised

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

From: Carol Hylton, President/CEO

Subject: Addition of New Courses for Existing Eligible Training Providers – Florida Atlantic University and City College

Date: July 17, 2020

SUMMARY

Consideration to approve the addition of 6 programs available through FAU to the WIOA ITA list and 2 programs to the WTP ITA list as well as the addition of 1 program available through City College to the WIOA ITA list.¹ As the governing boards are aware pursuant to state law CSBD cannot exclude programs because of their cost and pursuant to federal law CSBD cannot interfere with “customer choice” in the selection of training programs and providers. Staff reviewed the applications to assure that all local criteria were met. As the One Stop Services Committee did not meet, this memo was emailed to them for comment, of the members we heard from, they all supported the recommendation. Approved at the 7/13 Executive Committee meeting.

BACKGROUND

WIOA requires classroom or online training to be provided through Individual Training Accounts (ITA's). The ITA can only be used at schools on the State list of Eligible Training Providers (ETP) and for programs in-demand occupations. Two critical criteria over which CSBD has no control are:

1. The inclusion programs which are expensive when compared to the same courses which may be available at public institutions. This is because the Florida State Statutes governing WIOA at 445.006 state: a “local workforce development board may not restrict the choice of training providers based upon cost, location, or historical training arrangements.”
2. An individual's ability to select a course of study even though they will incur debt because WIOA states we must give participants the full list of available courses along with cost and performance information. We can counsel them regarding the different programs available, but at the end it is “**customer choice.**”

FAU and City College are both approved ETP's and report their performance through FETPIP the state reporting entity.

¹ Subsequent to the Executive Committee meeting we received information on two programs offered by City College that require additional research before a recommendation can be brought to the Board. The 2 programs will be considered at a later date as appropriate.

DISCUSSION

A CSBD review team comprised of staff from Operations, Management Information Systems, Finance and Quality Assurance evaluated the applications. The committee has determined that all the schools and programs meet Board mandated criteria.

FAU, has applied to add six (6) new courses to the WIOA ITA List and two (2) new courses to the WTP ITA List. FAU is accredited by the Southern Association of Colleges and Schools, Commission on Colleges which is an entity approved by the U.S. Department of Education.

Courses to Be Added to the WIOA ITA List

Provider	Occupational Area	TOL Demand occupation	Entry wage	Job Openings
FAU	Computer Technician	Computer Support Specialists	\$14.44	>25
	Dental Assistant	Dental Assistants	\$14.51	>25
	Hemodialysis Technician	Medical and Clinical Laboratory Technicians	\$13.99	>25
	Inpatient Auditing	Medical Secretaries	\$13.80	>25
	Pharmacy Technician	Pharmacy Technicians	\$15.04	>25
	Physical Therapy Office Professional	Physical Therapy Assistants	\$22.61	>25

Courses to be Added to the WTP List

Provider	Occupational Area	Occupation	Entry wage ²	Job Openings
FAU	Patient Care Technician	Personal Care Aides	\$9.54	>25
	Veterinary Assistant	Veterinary Assistants	\$9.80	>25

City College has applied to add 1 course to the WIOA ITA list. City College and the course is accredited by the Accrediting Bureau of Health Education Schools, an entity approved by the U.S. Department of Education.

Course to be Added to the WIOA List

Provider	Occupational Area	TOL Demand occupation	Entry wage	Job Openings
City College	Surgical Technology	Surgical Technologists	\$18.07	>25

RECOMMENDATION

Approve the 1) 6 courses listed above for FAU to be added to the WIOA ITA list and 2) the 2 courses listed above for FAU to be added to the WTP list, and 3) the 1 course for City College to be added to the WIOA ITA list.

² The WTP Training list allows courses of training for in demand occupations where the wage is less than the occupations on the TOL.

Attachment to OPS Memo #04-20
ITA Course Summary Spreadsheet

School Name / Location	Accreditation / State Agency Approval	Is School Enrolled in FETPIP?	FL DOE License	Course Title	Type of credential offered	Length of Program	Entry Wage	Course Offering	Tuition Cost	Supply costs (Books, Tools, Uniforms, etc.)	Certification Costs	Program Total Costs
Florida Atlantic University	Southern Association of Colleges and Schools, Commission on Colleges	Y	Y	Computer Technician	Certificate	182 clock hours	\$14.44	100% Online	\$1,561.00	\$0.00	\$438.00	\$1,999.00
		Y	Y	Dental Assistant	Certificate	390 clock hours	\$14.51	100% Online + externship	\$3,269.00	\$600.00	\$0.00	\$3,869.00
		Y	Y	Hemodialysis Technician	Certificate	190 clock hours	\$13.99	100% Online	\$3,199.00	\$0.00	\$0.00	\$3,199.00
		Y	Y	Inpatient Auditing	Certificate	410 clock hours	\$13.80	100% Online	\$2,299.00	\$400.00	\$0.00	\$2,699.00
		Y	Y	Pharmacy Technician	Certificate	520 clock hours	\$15.04	100% Online	\$2,270.00	\$600.00	\$129.00	\$2,999.00

*Blended learning involves both online and classroom instruction

Attachment to OPS Memo #04-20
ITA Course Summary Spreadsheet

School Name / Location	Accreditation / State Agency Approval	Is School Enrolled in FETPIP?	FL DOE License	Course Title	Type of credential offered	Length of Program	Entry Wage	Course Offering	Tuition Cost	Supply costs (Books, Tools, Uniforms, etc.)	Certification Costs	Program Total Costs
Florida Atlantic University	Southern Association of Colleges and Schools, Commission on Colleges	Y	Y	Physical Therapy Office Professional	Certificate	395 clock hours	\$22.61	100% Online	\$3,499.00	\$400.00	\$175.00	\$4,074.00
		Y	Y	Veterinary Assistant- WTP only	Certificate	150 clock hours	\$9.80	100% Online	\$1,999.00	\$0.00	\$0.00	\$1,999.00
		Y	Y	Patient Care Technician- WTP only	Certificate	230 clock hours	\$9.54	100% Online	\$3,599.00	\$400.00	\$0.00	\$3,999.00
City College	Accrediting Bureau of Health Education Schools	Y	Y	Surgical Technology	Associates Degree	2yr	\$18.07	Blended*	\$43,978.00	\$6,050.00	\$290.00	\$50,318.00

*Blended learning involves both online and classroom instruction

Memorandum #08 – 20 (OPS)

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

From: Carol Hylton, President/CEO

Subject: Convening of the Hospitality Worker Meeting

Date: July 12, 2020

SUMMARY

At the June Board meeting, Board member Heiko Dobrikow recommended that we strategize on how to help hospitality industry workers who lost their jobs as a result of the pandemic. On July 7th CareerSource Broward (CSBD) convened a workgroup to address this issue. A number of strategies were developed by the group, are described below, and are being implemented.

BACKGROUND

During the Boards' discussion on 6/25 Board Member, Heiko Dobrikow shared the plight of hospitality industry workers affected by COVID-19. He stated that many of the jobs for front-line workers may never come back. Mr. Dobrikow recommended that we develop strategies to help these workers. It was suggested that a workgroup of board members and their representatives be formed.

DISCUSSION

Ms. Hylton opened the meeting and provided an overview of the CSBD employment-related services that could be made available to hospitality workers. She called the attendee's attention to a report compiled by CSBD staff and distributed to the attendees. The report analyzed positions in the hospitality sector and cross-referenced the skills needed for those positions to other in-demand occupations requiring the same or similar skills.¹ Ms. Hylton advised that the key to providing assistance to the affected workers is to ensure local employers in the hospitality industry are aware of our services so they can inform their workers. Based upon the input from the workgroup members the strategies listed below were developed.

¹ CSBD uses a software program called TORQ which performs this analysis. TORQ helps job seekers identify jobs for which they would qualify without additional training based on their past work history.

Strategies to Assist Hospitality Workers

	Strategy	Responsible Entity
1.	Develop a resource packet for the hospitality workers and post on the CSBD website. The packet will include information on virtual job readiness workshops, filing for reemployment assistance, jobs available through the Temporary Worker Disaster Relief Grant, how to use Employ Florida (EF) to search for jobs and all our occupational training scholarships, on the job training, and apprenticeship opportunities.	CSBD
2.	Distribute the digital packet and the web page link to hospitality employers that have been furloughed and/or laid-off.	FRLA
3.	Distribute the digital packet and the web page link to community partners.	CSBD
4.	Schedule rapid response presentations via Zoom for impacted workers to educate them on CSBD services and training opportunities.	CSBD
5.	Schedule dedicated days/times in the career centers so hospitality workers can come in and use the computer labs to register in EF conduct job searches, and get resume assistance. Registration in EF will ensure they are visible to all employers.	CSBD
6.	Translate the informational packets into Spanish and Creole.	Hispanic Unity & CSBD
7.	Schedule a targeted job fair for the impacted hospitality workers.	CSBD
8.	Deliver webinars for impacted hospitality workers which will incorporate information on CSBD services and EF.	Broward College
9.	Advise when rapid/short term credentialing is available.	Broward College
10.	Distribute the resource page web link to other community-based organizations that serve this population.	Hispanic Unity

Subsequent to the meeting, we have completed the following:

- Specific days and times of the week have been reserved for impacted hospitality workers to visit the career centers and receive assistance with the job search. The days and times will be included in the packet of resources being developed.
- Employ Florida flyer has been updated and will be included in the packet of resources.
- The virtual job fair for the hospitality workers has been scheduled for 7/30, information about the job fair will be provided to FRLA to share with the impacted hospitality workers.
- The rapid response Zoom presentation has been scheduled for 7/23 from 9:00 a.m. – 10:00 a.m. the flyer will be sent to FRLA to distribute through the various hospitality employers with furloughed and/or laid-off employees.

The following is the list of workgroup attendees:

The Workgroup

Attendees	Affiliation and/or Title
Heiko Dobrikow	Board Member, EVP, GM, Riverside Hotel
Rozeta Mahboubi	FL Restaurant & Lodging Assoc. Broward
Sandy Tagliavia	HR Director, Riverside Hotel
Josie Bacallao	Board Member, President /CEO Hispanic Unity of S. FL
Joel Pacheco	Hispanic Unity of S. FL
Ingrid Ekblad	Hispanic Unity of S. FL
Milenis Johancsik	Hispanic Unity of S. FL
Dr. Ben Chen	Board Member, Chen Moore & Associates
Adriana Ficano	Broward College
Mary Monusky	Broward College
Carol Hylton	CSBD
Ron Moffett	CSBD
Rochelle Daniels	CSBD
Tony Ash	CSBD
Elisha Westfall	CSBD
Auvernina Molina	CSBD

Note: Board Member, Jim Payne, of the Broward County School Board, was not able to attend, however has indicated a desire to be included and is providing input to the strategies listed above.

RECOMMENDATION

None. For information purposes only

Memorandum #11-20 (OPS)

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

From: Carol Hylton, President/CEO

Subject: Training for Occupations Information Technology

Date: July 13, 2020

SUMMARY

Commissioner Ryan raised the question of the types of training offered to participants interested in Information Technology (IT) jobs. CareerSource Broward (CSBD) currently offers customers 52 different training programs to choose from on the Individual Training Account (ITA) list. These programs result in varying credentials that include a certificate, diploma, or an Associate of Science Degree. In addition, participants receive IT training through work-based training such as apprenticeships, On-the-Job (OJT), and Incumbent Worker Training (IWT). Since July 2018 we have enrolled over 540 participants into IT training programs.

BACKGROUND

During the presentation of the report on our Targeted Occupation List (TOL) which is used to determine the occupations for which CSBD offers training, Commissioner Ryan, asked about the variety of training offered in IT and suggested that we have a speaker address the scope of opportunities in IT. Careers in IT include design, creation, management, and maintenance of various system components such as network systems, information and support services, programming, and software development.

DISCUSSION

CSBD offers 52 training programs in IT occupational areas on the ITA list. There are 2 additional occupational titles, Computer and Information Systems Manager and Computer Network Architects which we are currently researching to add the appropriate training courses to the list. In addition to our ITA training programs, we provide work-based training options to our participants through OJT, IWT, and apprenticeships. This past year we contracted with the School Board to provide pre-apprenticeship training to youth through paid work experience and with Broward College to provide IT help desk apprenticeships. Over the last two years, we have trained over 540 participants in IT occupations. As discussed at the last meeting we can add to the TOL and the ITA list at any time during the year after following the approved protocols.

Today, there is hardly a job that does not include some IT skills. Everything from cash registers to phones are functioning computers. Many occupations today can be assigned to more than one job category. We use the Standard Occupational Codes developed by the Bureau of Labor Statistics and their connected O*Net codes to determine whether training is related to an occupational area. Illustrated below are all of the IT courses/programs currently on the ITA list.

TABLE: LIST OF INFORMATION TECHNOLOGY COURSES ON OUR ITA LIST

ITA List Programs	Credential	Entry Wage	Provider Name
Applied Cyber Security	Certificate	\$27.96	McFatter Technical College
Applied Information Technology	Certificate	\$13.96	Atlantic Technical College
Business Analyst	Certificate	\$16.66	Academy of S. Florida Inc.

TABLE: LIST OF INFORMATION TECHNOLOGY COURSES ON OUR ITA LIST (Continued)

ITA List Programs	Credential	Entry Wage	Provider Name
Cisco Cert. Network Administrator	Certificate	\$20.50	PC Professor
Cisco Preparatory	Diploma	\$20.50	New Horizons
Cisco Certified Network Associate & Network & Test Preparation	Certificate	\$20.50	Academy of South Florida
Cloud and Network Security Administrator	Certificate	\$20.50	Academy of South Florida
CompTIA A+, Network+, Security+ Certifications	Certifications	\$20.50	Broward College
Computer Information Technology	AS Degree	\$13.96	Broward College
Computer Programming & Analysis	AS Degree	\$26.32	Broward College
Computer Software Applications	Certificate	\$13.96	PC Professor
Computer Systems & Information Technology	Certificate	\$13.96	Sheridan Technical College
Cyber Security & Ethical Hacking	Diploma	\$27.96	New Horizons
Cyber Security Professional	Certificate	\$27.96	Academy of South Florida
Cyber Security & Network Technician	Diploma	\$27.96	Florida Vocational Institute
Cybersecurity	Certificate	\$20.50	Broward College
Database Application Development/Programming	Certificate	\$28.73	Atlantic Technical College
Engineering Tech Support Specialist	Certificate	\$13.96	Broward College
Full Stack Web Developer Test Prep	Certificate	\$20.50	Academy of South Florida
Game Simulation and Animation Programming	Certificate	\$22.86	McFatter Technical College
Graphic Communication & Printing Technology	Certificate	\$15.73	McFatter Technical College
Graphic Design Technology	A.S. Degree	\$15.73	Broward College
Graphic Internet Technology (Web Design)	A.S. Degree	\$15.73	Miami Dade College
Helpdesk Technician	Certificate	\$20.50	Academy of South Florida
Information Technology Support Analyst	Certificate	\$25.56	Broward College
Information Technology Support Specialist	Certificate	\$13.96	Broward College
Intro to Mobile Application Design & Development	Diploma	\$27.72	Connecticut School of Broadcasting
Intro to Web Design & Development	Diploma	\$18.24	Connecticut School of Broadcasting
JAVA Development & Programming	Certificate	\$16.62	McFatter Technical College
Linux	Certificate	\$27.03	PC Professor
Microsoft Certified Database Admin	Certificate	\$27.03	PC Professor
Microsoft Certified Professional	Certificate	\$27.03	PC Professor
Microsoft Certified Solutions Assoc.	Certificate	\$27.03	PC Professor
Microsoft Certified Solutions Developer	Certificate	\$27.03	PC Professor

TABLE: LIST OF INFORMATION TECHNOLOGY COURSES ON OUR ITA LIST (Continued)

ITA List Programs	Credential	Entry Wage	Provider Name
Network Security Professional Prep	Diploma	\$20.50	New Horizons
Network Server Administration	Certificate	\$27.03	Broward College
Network Support Services	Certificate	\$20.50	Atlantic Technical College
Network Support Services (Cisco)	Certificate	\$20.50	Sheridan Technical College
Network Support Services	Certificate	\$20.50	McFatter Technical College
Network System Administrator	A.S. Degree	\$27.03	Florida National University
Network Systems Admin	Certificate	\$27.03	Sheridan Technical College
Network Technician	Certificate	\$20.50	Academy of South Florida
Networking Professional Prep	Certificate	\$20.50	New Horizons
Networking System Technology	A.S. Degree	\$27.03	Broward College
Systems Security Professional	Diploma	\$27.96	New Horizons
Virtualization	Certificate	\$20.50	PC Professor
Virtualization Professional Program	Certificate	\$20.50	Academy of South Florida
Web Developer	Diploma	\$27.96	Florida Vocational Institute
Web Developer	Certificate	\$16.62	PC Professor
Web Development	Certificate	\$15.58	Atlantic Technical College
Web Development	Certificate	\$15.58	McFatter Technical College
Web Development	Certificate	\$15.58	Sheridan Technical College
Web Programming Specialist	Certificate	\$15.58	Broward College
Webmaster	Certificate	\$13.96	Academy of South Florida

RECOMMENDATION

None, for information only.

Memorandum #01-20 (OPS)

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

From: Carol Hylton, President/CEO

Subject: Training for Occupations in Environmental Related Jobs

Date: July 13, 2020

SUMMARY

This report addresses environment related jobs currently on the CSBD Individual Training Account (ITA) List. There are 12 green sectors. Often environmental jobs are contained within broader occupational codes. We use Bureau of Labor Statistics (BLS) information to determine whether a job is considered to be in the green / environmental classification. CSBD offers 51 different training options for participants interested in training for green sector jobs.

BACKGROUND

Green jobs are not always distinguishable from similarly titled jobs within an occupational classification. According to *Energy Economics*¹ Green is a spectrum not a specific category of jobs as there only a few skills specific to green jobs. This means that workers in many occupational areas can use the skills they already have to transition over to a “green job.”

Pre COVID-19 data tells us that approximately 19.4% of US workers are employed in the green economy. 44.3% of US workers have non-green jobs that use similar skills to green jobs. The reporting data also indicates that re-training for green job transitions mostly happen on-the-job. Of particular interest today is that the green economy has a great potential for short-run growth and may be something to be considered by our education partners when developing rapid credentials for the post COVID – 19 economy.

Environment related jobs encompass 12 different sectors. Jobs in this area can be found in a wide variety of occupational areas from agriculture to waste management. At the June governing boards’ meeting Commissioner Ryan mentioned the County’s interest in addressing sea rise and Mason Jackson committed CSBD to providing information on courses currently offered to individuals interested in environment related jobs.

DISCUSSION

CSBD uses O*Net Codes to determine the occupational areas associated with the jobs on the TOL for which training is offered. The occupational codes are determined via a process established by the BLS to help occupational information users relate a job title or occupational specialty to an occupation. The CSBD ITA List currently has 51 training programs that have green O*NET codes. Below is a collection of the programs with Green O*Net codes most

¹ Bowen, Alex, Kuralbayeva, Karlygash, Tipoe, Eileen Characterising green employment: The impacts of ‘greening’ on workforce composition, *Energy Economics*, Volume 72, May 2018, Pages 263-275 <https://doi.org/10.1016/j.eneco.2018.03.015>

selected by our participants. As with other occupational areas programs can be added throughout the year as training institutions expand their course offerings.

ITA List Environmental Related Jobs

Green Construction – Green construction in building uses processes that are environmentally responsible and resource efficient. Green buildings limit their environmental impact by conserving as much energy and water as possible and are constructed of recycled or renewable materials to achieve maximum resource efficiency.

Training Program	Credential	Training Provider
Construction Technology	Certificate	Broward College
Construction Technology	AS Degree	Miami Dade College
Electricity	Certificate	Sheridan Technical College McFatter Technical College Atlantic Technical College
HVAC	Certificate	Atlantic, & Sheridan Technical Colleges Broward College S. FL Academy of Air Conditioning
Plumbing	Certificate	Sheridan Technical College
Welding	Certificate	McFatter & Atlantic Technical Colleges
Carpentry	Certificate	Atlantic Technical College

Transportation -Increasing efficiency and/or reducing environmental impact of various modes of transportations. Green automotive jobs include both Hybrid and Electric vehicle production, sales, and repair.

Training Program	Credential	Training Provider
Advanced Automotive Technology	Certificate	Sheridan, McFatter & Atlantic Technical Colleges Broward College
Commercial Vehicle Driving-Class A	Certificate	Sheridan Technical College
Forklift	Certificate	McFatter Technical College

Manufacturing - At the manufacturing level, the maritime industry is taking advantage of the latest technologies to ensure that new ships contribute as low as possible to global pollution.

Training Program	Credential	Training Provider
Marine Engineering Technology	AS Degree	Broward College
Marine Service Technology	Certificate	McFatter Technical College

As can be seen from the above tables a clean energy career can be any occupation that is affected by activities such as conserving energy, developing alternative energy, reducing pollution, or recycling.

Because several of these programs are up to two-years, we looked at the number of customers we have enrolled into ITAs in this area since 7/01/2018. To date, we have enrolled more than 165 customers across 51 occupational training programs.

RECOMMENDATION

None, for information only.

**Overview of the CareerSource Broward Region
Not Seasonally Adjusted
July 17, 2020**

- The unemployment rate in the CareerSource Broward region (Broward County) was 11.8 percent in June 2020. This rate was 8.6 percentage point higher than the region's year ago rate of 3.2 percent. The labor force was 992,435, down 50,102 (-4.8) over the year. There were 117,120 unemployed residents in the region.
- In June 2020 nonagricultural employment in the Ft. Lauderdale-Pompano Bch-Deerfield Bch Metro Division was 786,000, a decrease of 69,500 jobs (-8.1 percent) over the year.
- The financial activities (+0.2 percent) industry grew faster in the metro area than the statewide over the year.
- The Ft. Lauderdale-Pompano Bch-Deerfield Bch Metro Division was tied for the second highest annual job growth compared to all the metro areas in the state in financial activities (+100 jobs) in June 2020.
- The Ft. Lauderdale-Pompano Bch-Deerfield Bch Metro Division had the third fastest annual job growth rate compared to all the metro areas in the state in financial activities (+0.2 percent) in June 2020.
- The industry gaining in jobs over the year was financial activities (+100 jobs).
- The leisure and hospitality (-28,000 jobs); professional and business services (-9,700 jobs); trade, transportation, and utilities (-7,900); education and health services (-7,400 jobs); other services (-6,900 jobs); government (-3,800 jobs); construction (-2,800 jobs); information (-1,800 jobs); and manufacturing (-1,300 jobs) industries lost jobs over the year.

Note: All data are subject to revision.

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

Unemployment Rates			
(not seasonally adjusted)	Jun-20	May-20	Jun-19
CareerSource Broward (Broward County)	11.8%	15.2%	3.2%
Florida	10.7%	13.5%	3.3%
United States	11.2%	13.0%	3.8%

Nonagricultural Employment by Industry (not seasonally adjusted)	Ft. Lauderdale-Pompano Beach-Deerfield Beach Metropolitan Division				Florida				Annualized Avg. Wages Broward County, Q4 2019
	Jun-20	Jun-19	change	percent change	Jun-20	Jun-19	change	percent change	
Total Employment	786,000	855,500	-69,500	-8.1	8,311,500	8,838,600	-527,100	-6.0	\$55,338.37
Mining and Logging	NA	NA	NA	NA	5,500	5,700	-200	-3.5	\$87,813.15
Construction	46,900	49,700	-2,800	-5.6	570,300	564,800	5,500	1.0	\$63,289.02
Manufacturing	27,700	29,000	-1,300	-4.5	372,200	385,200	-13,000	-3.4	\$61,580.94
Trade, Transportation, and Utilities	186,000	193,900	-7,900	-4.1	1,722,100	1,784,700	-62,600	-3.5	\$52,318.70
Wholesale Trade	50,500	51,000	-500	-1.0	341,200	352,000	-10,800	-3.1	\$80,185.37
Retail Trade	104,200	110,100	-5,900	-5.4	1,053,400	1,096,600	-43,200	-3.9	\$38,210.94
Transportation, Warehousing, and Utiliti	31,300	32,800	-1,500	-4.6	327,500	336,100	-8,600	-2.6	\$57,986.57
Information	18,200	20,000	-1,800	-9.0	128,100	139,400	-11,300	-8.1	\$93,374.52
Financial Activities	64,500	64,400	100	0.2	583,500	590,800	-7,300	-1.2	\$89,475.08
Professional and Business Services	141,900	151,600	-9,700	-6.4	1,298,500	1,385,500	-87,000	-6.3	\$66,994.98
Education and Health Services	103,900	111,300	-7,400	-6.6	1,284,200	1,323,600	-39,400	-3.0	\$56,380.41
Leisure and Hospitality	69,100	97,100	-28,000	-28.8	989,700	1,252,200	-262,500	-21.0	\$27,449.42
Other Services	30,900	37,800	-6,900	-18.3	321,200	354,800	-33,600	-9.5	\$38,388.76
Government	96,800	100,600	-3,800	-3.8	1,036,200	1,051,900	-15,700	-1.5	\$71,966.12

Population	2019	2018	change	percent change
CareerSource Broward (Broward County)	1,935,878	1,917,122	18,756	1.0
Florida	21,477,737	21,244,317	233,420	1.1

Average Annual Wage	2019	2018	change	percent change
CareerSource Broward (Broward County)	\$54,643	\$52,974	\$1,669	3.2
Florida	\$51,761	\$50,092	\$1,669	3.3

Note: All data are subject to revision.

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