



**Broward Workforce Development Board
Executive Committee**

Monday, October 11, 2021

12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 843 6338 8492

Zoom Password: 081953

Zoom Call in: +1 646 876 9923

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

This meeting is being held in person. Due to Covid-19, in the interest of keeping our board, staff, and public safe this meeting is also accessible via a Zoom video conference.

PROTOCOL FOR TELEPHONE/ZOOM MEETING

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

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

MEETING AGENDA

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

SELF-INTRODUCTIONS

APPROVAL OF MINUTES

Approval of the Minutes of the 9/13/21 meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 6 – 11

NEW BUSINESS

1. 2022 BWDB Legislative Agenda

We align our workforce legislative agenda with that of the Florida Workforce Development Association (FWDA). This year, the FWDA is not recommending adopting an agenda and instead, members are encouraged to make concerted efforts to become better known to their legislative delegations. This is something that we have always done. We have a number of ideas for better educating our delegation. There are also some concerns we have surrounding HB 1507 implementation and we are recommending coordination with our CSBD Council member lobbyists to assist in providing input to the bill's implementation. Consideration to approve 1) legislative strategies and 2) coordinate with our CSBD Council member lobbyists to assist in providing input to the implementation of HB 1507. Approved at the 10/5 Strategic Planning Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBITS	Memo #11 – 21 (QA) 2022 Legislative Session Dates 2022 Broward Legislative Delegation Directory 2022 Board Legislative Contact Tracker

Pages 12 – 28

2. **Board Member Terms**

Consideration to approve the Ad Hoc Organizational Resource Committee's (ORC) recommendations made at their 7/26 meeting on how best to implement the new state requirement limiting board member terms to 8 years. The Committee approved 1) implementing a rotation of 25% of the membership every 2 years to avoid having to appoint a new board every 8 years and 2) that the members' rotation be determined in the order of attrition, volunteers, and random selection. The rotation schedule, if approved by the governing boards will begin with the reappointment of members in January, 2022.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #03 – 21 (LS) Revised

Pages 29 – 31

3. **President/CEO Evaluation**

In accordance with the Broward Workforce Development Board, Inc. and CareerSource Broward Council of Elected Official's policy, the Executive Committee evaluates the President/CEO using an instrument developed by the Organizational Resources Committee. The evaluation instrument was distributed to the Executive Committee members by the Legal Department in August. The scores have been tabulated and averaged.

RECOMM	Review of President/CEO Evaluation
ACTION	Discussion
EXHIBITS	Memo #09 – 21 (LS) President/CEO Evaluation Form

Pages 32 – 35

4. Request for Quotes for an Economic Study

Consideration to approve releasing a Request for Quotes for up to \$25,000 of formula funds for an economic study to localize and augment the economic data we get from the State and the Greater Fort Lauderdale Alliance. The information gained will 1) assist us in better localizing our labor market information to guide our resource investment recommendations for our Four-Year Plan 2) help us assess economic conditions in our workforce area 3) assess our workforce capabilities as this is a fundamental driver of local economic development and will help us work with our education partners in identifying training for emerging jobs, thereby expanding the supply of prepared workers 4) answer board member questions, such as occupations seeing the most worker attrition and 5) provide us with information specific to our area, which we often need when we pursue discretionary grants. Approved at the 10/5 Strategic Planning Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

5. Renewal of MOU Between CSBD and the Urban League of Palm Beach County

Consideration to renew the Memorandum of Understanding with the Urban League of Palm Beach County (ULPBC) as required under the Workforce Innovation and Opportunity Act. ULPBC became a mandatory one-stop partner when they were awarded a Title V Senior Community Services Employment Program discretionary grant by the US Department of Labor.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #08 – 21 (LS)

Pages 36 – 37

6. Opportunity Zone On the Job Training (OJT) Wage Reimbursement Waiver Request

CareerSource Broward is seeking approval to engage in a discussion with the Florida Department of Economic Opportunity to request a waiver from the US Department of Labor. To increase our OJT wage reimbursement rate from 75% to 90% the waiver would apply to 1) employers in an Opportunity Zone or distressed zip code and 2) employers willing to hire and train participants that reside in these targeted areas. Approved at the 9/1 Employer Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #01 – 21 (CBR)

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REPORTS

1. CareerSource Broward's 2021 "Paychecks for Patriots" Veterans Hiring Fair

CareerSource Broward will host its 9th annual "Paychecks for Patriots" Veterans Hiring Fair on Thursday, November 18th as part of an initiative by the Florida Department of Economic Opportunity to hold veteran-themed hiring events across the state during the month of November. Due to the Pandemic, last year's event was 100% virtual. We are excited to welcome job seekers back to this year's event as we offer a combination of in-person and virtual experiences.

ACTION	None
EXHIBIT	None

MATTERS FROM THE EXECUTIVE COMMITTEE

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

THE NEXT EXECUTIVE COMMITTEE MEETING IS TBD
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Broward Workforce Development Board
Executive Committee
Monday, September 13, 2021
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 862 6803 7753
Zoom Password: 441850
Zoom Call in: +1 646 876 9923

MEETING MINUTES

The Committee was 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.

Attendees via zoom/phone: Gary Arenson, Zac Cassidy, Michael Carn, Dr. Ben Chen, Jim Ryan, Kevin Kornahrens, Rick Shawbell, Frank Horkey, Marjorie Walters, and Janet Wincko

Guests via zoom/phone: Ruben Aguilera, New Horizons, and Cecil Kidd, Florida Vocational Institute

Staff via zoom/phone: Carol Hylton, Rochelle Daniels, Ron Moffett, and Amy Winer

APPROVAL OF MINUTES

Approval of the Minutes of the 7/12/21 meeting.

On a motion made by Dr. Ben Chen and seconded by Gary Arenson, the Executive Committee unanimously approved the minutes of the 7/21/21 Executive Committee meeting.

NEW BUSINESS

1. Revision to the BWDB By-Laws

Considered the adoption of amendments to the By-Laws occasioned by new State policies and legislation. The By-Laws amendments address member terms, reinstates the Organizational Resources Committee as an Ad Hoc Committee to be called for specific purposes when needed, describes officer and committee responsibilities, nominations procedures, meetings requirements, conflict of interest requirements, and incorporates some BWDB practices not previously set forth in the By-Laws. Approved at the 8/27 Ad Hoc Organizational Resources Committee meeting.

On a motion made by Dr. Ben Chen and seconded by Michael Carn, the Executive Committee unanimously approved the revisions to the BWDB By-Laws.

2. Governing Boards Meeting Schedule

Considered the adoption of the 1) new Board schedule of every other month 2) allow staff to add more meetings if necessary and 3) retain the current calendar dates on members'

schedules in the event an additional meeting needs to be added. This will encourage and allow more members to serve on committees without an additional obligation of their time than was committed when attending monthly Board meetings. At the May Board meeting, this was referred to the Ad Hoc Organizational Resources Committee to provide a final recommendation. If approved we will meet again in October and December of 2021, which aligns both with the current and the new schedule. Approved at the 7/26 Ad Hoc Organizational Resources Committee meeting.

Gary Arenson stated that at the Ad Hoc meeting he indicated he was not in favor of the new meeting schedule.

On a motion made by Dr. Ben Chen and seconded by Jim Ryan, six members were in favor of the new schedule with meetings every other month and two members, Gary Arenson and Michael Carn were opposed to the new schedule so the motion carried.

Frank Horkey stated that there were six members in favor and three opposed including himself but as chair he did not vote as he was not needed to break a tie.

3. Management Study/Organizational Assessment

Considered requesting quotes for a management study. Commissioner Ryan suggested that CSBD consider engaging a firm to conduct an organizational assessment that could provide current management and the governing boards with some fresh perspectives on existing practices. The impact of the pandemic and recent personnel changes have opened the door to re-evaluating some key organizational structures as a part of continuous improvement to assist us in more efficiently achieving the governing board's goals. Cost is estimated at \$50,000. State approval is required and has been obtained. The 8/27 Ad Hoc Organizational Resources Committee recommended that the entity selected in consultation with the President/CEO be able to expand the study without an increase to the cost, if they identify additional areas to be studied and that one of those areas be the inclusion of allowable fundraising activities. Approved at the 8/27 Ad Hoc Organizational Resources Committee meeting.

Ms. Hylton stated that Commissioner Ryan thought it would be a good time to do a management study to provide a fresh perspective on existing practices. This will be an administrative cost and still keeps us within the cap of 9%. Ms. Hylton reviewed the various areas recommended for the study.

Ms. Hylton explained that the Ad Hoc Organizational Resources Committee recommended that the entity selected in consultation with the President/CEO be able to expand the study without an increase to the cost, if they identify additional areas to be studied and that one of those areas be the inclusion of allowable fundraising activities.

Mr. Horkey asked if this is going to affect programming or does this still fall under administrative cost. Rochelle Daniels opined that it could be cost allocated as program funds. Note: after the Meeting, Rochelle indicated she misunderstood Frank's reference to cost allocation. We wanted to clarify that the study must be charged to administrative costs.

Dr. Chen inquired if we are going to select volunteers for the selection committee. He further noted that he would like to volunteer to be on the committee. Ms. Hylton responded

that once quotes are received they will be brought back to the Ad Hoc Committee for rating and a recommendation and Ben is on the Ad Hoc Orc committee.

Mr. Horkey inquired about a time to complete the process for selecting an entity to complete the study. Ms. Hylton responded that this recommendation is set to go to the September board meeting; if approved we will send out the Request for Quotes in October. Mr. Horkey indicated we should be able to make a recommendation at the December Board meeting. That way we can start after the first of the year. Rochelle agreed.

Dr. Chen stated that he thinks this is a good timeline and will allow the study to be completed in time for the April planning session.

On a motion made by Dr. Ben Chen and seconded by Janet Wincko, the Executive Committee unanimously approved requesting quotes up to a cost of \$50,000 for an entity to conduct a Management Study/Organizational Assessment.

4. The Greater Fort Lauderdale Alliance (GFLA) Economic Sourcebook Ad

Considered approving the placement of an advertisement in the GFLA 2022 Economic Sourcebook to increase employer awareness of our business services. The cost of the ad is \$3,823. GFLA is a partner in the Sourcebook and will realize about \$380 from the ad. Because Board member, Bob Swindell, represents GFLA, which will realize a pecuniary benefit, State and WIOA conflict rules require that this item be approved by a 2/3 vote of the Board after a quorum has been seated and a conflict has been declared. Approved at the 9/1 Employer Services Committee meeting.

On a motion made by Dr. Ben Chen and seconded by Kevin Kornahrens, the Executive Committee unanimously approved to place an advertisement in the GFLA 2022 Economic Sourcebook.

5. WIOA In-School Youth Work Experience Program

Considered approving the allocation of up to \$500,000 in WIOA youth funds for an In-School Youth program. This will provide up to 100 high school seniors with employability skills and a work experience related to their career interests. We are in the process of requesting quotes in anticipation of the Committee's consideration so if approved we can proceed. Approved at the 9/9 One Stop Services Committee meeting.

Ms. Hylton stated the providers selected to deliver the program will need to be able to recruit youth on the school premises and also conduct employability skills. We will try to align the youth's studies and career interests with their work experience. Our experience has been that work experience is invaluable and we are looking forward to offering our services to in-school youth.

Dr. Ben Chen inquired if we see a need to exceed the 25% expenditures allowable for in-school youth. Ms. Hylton responded, not at this time, as we have already allocated our remaining youth funds to serve out-of-school youth.

Michael Carn asked if juniors who participated in our Summer Youth Employment Program and who are now seniors would be given any preference for this In-School program. Ms.

Hylton responded yes, we could do so if they meet eligibility requirements. Carol reminded the committee that the eligibility for the Children's Service's Council (CSC) program is much more flexible than WIOA. We will outreach to the SYEP youth letting them know about the program.

Mr. Horkey inquired if we are going to stay in compliance with the requirement that at least 75% of our WIOA youth funds are spent on out-of-school youth. Ms. Hylton responded yes. Mr. Horkey asked if we expect to spend the funds this year and if we have staff on board.

Ms. Hylton responded that we are going to be getting quotes from community agencies who are interested in running the program. We will not be providing the services ourselves.

On a motion made by Dr. Ben Chen and seconded by Jim Ryan, the Executive Committee unanimously approved the allocation of up to \$500,000 in WIOA youth funds for an In-School Youth Work Experience Program.

REPORTS

1. Individual Training Account (ITA) Performance Report

All ITA providers are contractually required to have a minimum 70% training-related placement rate for graduates who complete their programs within 180 days of graduation. CSBD conducted the bi-annual analysis of ITA provider performance in August and found that all training providers met the placement threshold.

Ron Moffett stated that the ITA providers did well during the pandemic and they have all met performance.

2. Employer Services Updates on Various Initiatives

To further our role as conveners of workforce development services and to increase outreach and visibility to businesses within the targeted industries, CSBD has staff assigned to six (6) targeted industries. The selected industries are aligned with the emerging sectors identified by the Greater Fort Lauderdale Alliance and Broward County Government. The industries are Healthcare, Technology, Construction, Marine, Aviation/Aerospace, and the Hospitality/Tourism industries. This is an update on CSBD's employer services initiatives and activities.

Ms. Hylton provided an overview of the various employer services initiatives.

3. cTORQ Assessment Software to Assist job Seekers

CSBD utilizes software to assist job seekers with skills assessments in relation to the in-demand skills sought by employers. We use TORQ at a cost of \$31,000 a year for these assessments and have unlimited number of licenses. The tool helps identify careers that match their skill set. CSBD received quotes from two (2) other vendors. cTORQ was the least expensive and best met the needs of our customers. This is being reported in accordance with our board policy to report single purchases over \$10,000.

Mr. Horkey requested that we speak about how long we have been using the software during the upcoming Board meeting. Ms. Hylton stated that staff will do so.

4. Qualtrics Survey Software

CSBD uses an online survey software to obtain feedback from our job seeker customers, employers, partners, staff and board members. Qualtrics costs \$15,000 a year. In accordance with our procurement policy, CSBD received four (4) quotes and this was the least expensive. This is being reported in accordance with our board policy to report single purchases over \$10,000.

5. eSkill Software to Assist job Seekers

CSBD utilizes software to assist job seekers with assessing the in-demand skills sought by employers. We use eSkill at a cost of \$15,000 a year for hard and soft skills assessments and have an unlimited number of licenses. The tool assists with current skill strengths and can be used for customers to create a “prove it” file for interviews. We also use it for applicant screening at the requests of employers with job orders in our system. In accordance with our procurement policy, CSBD received two (2) quotes and eSkill was the least expensive and best met the needs of our customers. This is being reported in accordance with our board policy to report single purchases over \$10,000.

Mr. Horkey asked if this was to assist participants with documenting their level of knowledge and proficiency skills. Ms. Hylton responded yes. In addition, this tool is also used by us to assist employers with applicant screening so that we only refer customers that meet their specific skill requirements to the job order. Employers tell us this is a great service we provide to them.

6. Summer Youth Employment Program (SYEP) Report

On 8/17, the Children Services Council of Broward County (CSC) concluded their annual financial and administrative review of the CSC funded Summer Youth Employment Program. Based on the review, CSBD was commended for a Fiscal and Administrative monitoring with no findings.

Mr. Horkey stated that he is very happy with this report.

Dr. Ben Chen asked how many SYEP positions did we fill this year according to our available funds. Ms. Hylton responded approximately 850 youth. She stated this was a challenging year because many kids that started the program later found out they needed to go to summer school and that increased the number of youth who left the program early. Dr. Chen further asked about how many applications we received. Ms. Hylton responded we received approximately two thousand. Dr. Chen inquired if we had a problem finding employers to fill the 850 positions. Ms. Hylton responded yes. Normally we have the School Board, Libraries, and the Boys and Girls Club who host many youth. However, because of the pandemic, many of these places could not take the same number of youth this summer. The good news is that we developed about 60 new private employers this year.

Dr. Chen commended the staff on a wonderful job filling up the positions and spending the money that was allocated and inquired if we still had Bank of America participating. Ms.

Hylton responded yes, we have Bank of America, City of Fort Lauderdale, and for the first year the city of Dania Beach. Lastly, Dr. Chen asked if CSC gave us additional funds this year. Ms. Hylton responded yes, over \$500,000.

Mr. Horkey stated that as part of the management study we may looking into additional fundraising activities for these programs. He suggested that we put together an info graph to show the return on investment to the community.

MATTERS FROM THE EXECUTIVE COMMITTEE

Frank Horkey advised that DEO expressed their support and commended us for doing the management study noting that they (DEO) wished more boards would do similar management studies.

Mr. Horkey advised that we are hosting four ice cream socials and he will be joining in on two of the events. He further invited the committee to join.

Dr. Chen inquired when we plan to meet in person. Ms. Hylton responded that the plan was to return in September but she spoke to Chair Frank Horkey and due to the Delta variant it was decided to keep it virtual for September.

Mr. Horkey inquired if we could have a zoom meeting in the boardroom. Ms. Hylton responded yes, we could in addition teleconference.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton noted that September is the Workforce Professional Month. We will be recognizing and honoring the contributions of our workforce professionals. We will be hosting the Ice cream socials at each center and our administrative office. Board members are invited to join us at the centers to help celebrate.

The U.S. Department of Labor Employment and Training Administration is preparing a recovery and employment readiness consultation with DEO and certain workforce boards. We have been selected to participate. The purpose of these consultations is to ensure states and local areas are ready to serve large numbers of workers who need help finding a job and employers who need skilled workers.

Carol announced there is a bus driver shortage in the tri-county area. To assist we held a recruitment last month and have another one for this month. We are working with Prosperity Broward and our community partners on the recruitment event.

ADJOURNMENT: 1:01 pm

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON OCTOBER 11, 2021.

Memorandum #11 – 21 (QA)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: 2022 BWDB Legislative Agenda

Date: October 6, 2021

SUMMARY

Generally, we align our workforce legislative agenda with that of the Florida Workforce Development Association (FWDA). This year, the FWDA lobbyist has recommended that FWDA refrain from adopting an agenda and instead FWDA members are encouraged to make concerted efforts to become better known to their legislative delegations. This is something that we have always done. We do have a number of ideas for better educating our delegation and the committees, which oversee our workforce legislation as described below. However, there are some concerns we have surrounding HB 1507 implementation and we are recommending coordination with our CSBD Council member lobbyists to assist in providing input to the bill's implementation. Approved at the 10/5 Strategic Planning Committee meeting.

BACKGROUND

The FWDA lobbyist, Marti Coley, is recommending that FWDA members refrain from adopting a legislative agenda, as it is unlikely that there will be additional workforce legislation this session. As board members may recall, major changes to workforce delivery implementation were adopted in the last session resulting in the passage of HB 1507. Ms. Coley recommends that members spend time strengthening their relationships with their legislative delegations.

DISCUSSION

- A. Currently, we provide our legislative delegation with our infographic and our newly minted newsletter. We visit legislative offices locally and when we are in Washington D.C. To further the recommendation of the FWDA Lobbyist, we will:
1. Invite our legislators to tour our one-stop career centers.
 2. Give aggregate data of our successes in their districts.
 3. Cross reference board members with the delegation and arrange joint visits.
 4. Provide a presentation to the Broward League of Cities.
 5. Invite a representative from the Governor's Office to our Board Planning Session.

B. Implementation of HB 1507 raises concerns above and beyond the cap on board member terms, which we have discussed in detail with our members. This includes:

1. A “no wrong door policy,” which might allow other organizations to enroll individuals into the WIOA program. This might allow outside entities to encumber our funds and to enroll individuals not ready for our programs because they lack the qualifications (per WIOA, such as educational foundation, resources to be able to attend training, and stable food, clothing and shelter) to successfully participate in our programs.
 - One way of addressing this is to provide sufficient funds to outstation individuals trained with respect to the WIOA requirements by CSBD.
 - Another way would be to enhance technological connections that would virtually bridge the customer wherever they are with our one-stop centers.
2. Issuing local board report cards with letter grades: A, B, C and D. This could be a problem if the criteria are not in alignment with our WIOA performance measures. Some of the board members may remember that this is what happened with the state’s performance improvement pilot initiative. (That initiative was voluntary, however, we needed to withdraw from the pilot as it was not aligned with our federal performance measures).
 - Rather, CSBD is recommending that the letter grade criteria are aligned with our federal performance measures, for which we are accountable, while this part of HB 1507 is in the rule-making process.

We believe that it is critical that we have a voice in the development of the policies for implementing these initiatives. To do this, it is recommended we approach our CSBD Council member lobbyists¹ to apprise them of the impact the legislation may have and ask to be included as a part of their legislative agenda. We have done this in the past and it is a way for us to leverage assistance with our advocacy initiatives without incurring any costs.

RECOMMENDATION

Approve 1) the legislative strategies and 2) coordination with our CSBD Council member lobbyists to assist in providing input to the bill’s implementation.

¹ For the County that would be the Legislative and Intergovernmental offices.

2022 SESSION DATES

December 3, 2021	5:00 p.m., deadline for submitting requests for drafts of general bills and joint resolutions, including requests for companion bills
January 7, 2022	5:00 p.m., deadline for approving final drafts of general bills and joint resolutions, including companion bills
January 11, 2022	Regular Session convenes (Article 11 1, section 3(b), State Constitution) 12:00 noon, deadline for filing bills for introduction (Rule 3.7(1))
February 26, 2022	Motion to reconsider made and considered the same day (Rule 6.4(4)) All bills are immediately certified (Rule 6.8)
March 1, 2022	50th day - last day for regularly scheduled committee meetings (Rule 2.9(2))
March 11, 2022	60th day - last day of Regular Session (Article III, section 3(d), State Constitution)



2022

BROWARD LEGISLATIVE DELEGATION
DIRECTORY

Broward Legislative Delegation
115 South Andrews Avenue, Room 429
Fort Lauderdale, Florida 33301

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BrowardLegislativeDelegation



BrowardLegDel

Rep. Michael Gottlieb
Chair

Rep. Patricia H. Williams
Vice Chair

Andrea C. Knowles, MPA
Executive Director

Sydni B. Wilson
Administrative Coordinator

Louis Reinstein, Esq.
Delegation Counsel

Chair



Representative Michael Gottlieb

michael.gottlieb@myfloridahouse.gov

House District 98

District Office

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Tallahassee Office

1003 The Capitol
402 South Monroe Street
Tallahassee, FL 32399
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Committee Assignments:

Civil Justice & Property Rights Subcommittee • Judiciary Committee • Justice Appropriations Subcommittee, **Ranking Democrat** • Post-Secondary Education & Lifelong Learning Subcommittee • Professions & Public Health Subcommittee • Rules Committee

Staff:

Linda Segall,
Shannon Wilson

Vice Chair

Representative Patricia H. Williams

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House District 92

District Office

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Tallahassee Office

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402 South Monroe Street
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Committee Assignments:

Appropriations Committee • Children, Families & Seniors Subcommittee • Post-Secondary Education & Lifelong Learning Subcommittee • Early Learning & Elementary Education Subcommittee • Education & Employment Committee, **Ranking Democrat** • PreK-12 Appropriations Subcommittee



Staff:

Nadlie Charles
Robert Moore

Andrea C. Knowles, MPA

Executive Director

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Sydni B. Wilson

Administrative Coordinator

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Senators

Senator Tina S. Polsky

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Senate District 29



District Office

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Tallahassee Office

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Staff:

John "JJ" Piskaldo
Daphne Fernandez
David Siegel

Committee Assignments:

Agriculture • Appropriations Subcommittee on Education •
Community Affairs • Education • Ethics and Elections • Judiciary

Senator Lauren Book

Minority (Democratic) Leader

book.lauren@flsenate.gov

Senate District 32



District Office

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Plantation, FL 33324
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Tallahassee Office

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Staff:

Zoraida Druckman
Angel Gonzalez
Sean LeHockey

Committee Assignments:

Children, Families, and Elder Affairs, **Vice Chair** • Regulated Industries, **Vice Chair** • Appropriations • Appropriations Subcommittee on Health and Human Services • Health Policy • Rules • Joint Legislative Budget Commission

Senator Perry E. Thurston, Jr.

thurston.perry@flsenate.gov

Senate District 33



District Office

2151 NW 6th Street
Fort Lauderdale, FL 33311
(954) 321-2705
Fax: (888) 284-6086

Tallahassee Office

206 Senate Office Building
404 South Monroe Street
Tallahassee, FL 32399
(850) 487-5033

Committee Assignments:

Agriculture • Appropriations Subcommittee on Agriculture, Environment, and General Government • Banking and Insurance • Education • Judiciary • Rules

Staff:

Kirstie Clinton
La'Toya Jones
Malcolm Robbs

Senate Staff emails: lastname.firstname@flsenate.gov

Senators

Senator Gary Farmer

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Senate District 34



District Office

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Fort Lauderdale, FL 33301
(954) 467-4227

Tallahassee Office

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Tallahassee, FL 32399
(850) 487-5034

Staff:

Jacob Flaherty
Matthew Singer
Diane Randolph

Committee Assignments:

Appropriations Subcommittee on Health and Human Services •
Community Affairs • Government Oversight and Accountability • Rules



Senator Shevrin D. "Shev" Jones

jones.shevrin@flsenate.gov

District 35

District Office

606 NW 183rd Street
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Miami Gardens, FL 33169
(305) 493-6002

Tallahassee Office

214 Senate Office Building
404 South Monroe Street
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(850) 487-5035

Staff:

Miles Davis
Marina Moore-Braynon
Emily Rodrigues

Committee Assignments:

Education, **Vice Chair** • Appropriations Subcommittee on Health and
Human Services • Finance and Tax • Health Policy • Transportation •
Joint Administrative Procedures Committee



House of Representatives

Representative Chip LaMarca

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House District 93

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1827 NE 24th Street
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Tallahassee Office

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(850) 717-5093



Staff:

Samantha Verner
Natalie Martinez

Committee Assignments:

Public Integrity & Elections Committee • Tourism, Infrastructure & Energy
Subcommittee **Vice Chair** • Early Learning & Elementary Education
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Memorandum #03 – 21 (LS) (Revised)

To: Executive Committee
From: Carol Hylton, President/CEO
Subject: Board Member Terms
Date: October 6, 2021

SUMMARY

Consideration to approve the Ad Hoc Organizational Resource Committee's (ORC) recommendations made at their 7/26 meeting on how best to implement the new state requirement limiting board member terms to 8 years. The Committee approved 1) implementing a rotation of 25% of the membership every 2 years to avoid having to appoint a new board every 8 years and 2) that the members' rotation be determined in the order of attrition, volunteers, and random selection. The rotation schedule, if approved by the governing boards will begin with the reappointment of members in January, 2022.

BACKGROUND

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

1. Limits all local non-governmental workforce board members to 8 year terms. The terms began 7/1/21. On our board this is the mandatory representative from Vocational Rehabilitation and the mandatory representatives from public education.

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

2. Limits the Chair's term to 2 terms of 2 years.
3. Maintains the WIOA requirement for fixed and staggered terms.

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

Prior to the adoption of our new By-Laws at the September meeting of the governing boards a member's term ended if they resigned or if they ceased to represent the category to which they were appointed as we had no term limits. The new By-Laws include the adoption of the new non-governmental workforce board member term limit of 8 years.

DISCUSSION

The Ad Hoc Organization Resource Committee (ORC) met on 7/26 to discuss and make recommendations to the governing boards on how best to implement the new state requirement limiting board member terms to 8 years.

The ORC discussed:

- The initial length of the staggered terms
- When the rotation of board members should begin; and,
- The order for board member rotation.

The ORC considered the options below in arriving at their recommendation.

Chart of Options

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

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

After considering the options the ORC approved recommending to the governing boards that 25% of the Board members be rotated every 2 years. The discussion then moved to how the terms should be implemented. The Committee discussed:

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

The Ad Hoc committee approved the members' rotation be determined in the order of attrition, volunteers, and random selection if needed.

The new By-Laws passed at the BWDB / CSBD Council September meeting call for the reappointment of all members beginning in January 2022 with a new assignment of fixed and staggered terms. The rotation schedule, if approved by the governing boards will begin with the reappointment of members in January 2022.

RECOMMENDATION

Approve:

1. That 25% of the BWDB members be rotated every 2 years for 4 rotations.
2. The rotation be determined in the order of 1) attrition 2) volunteers and 3) random selection.

Memorandum #09-21 (LS)

TO: Executive Committee

FROM: Rochelle J. Daniels, General Counsel

SUBJECT: President/CEO Evaluation

DATE: October 5, 2021

SUMMARY

In accordance with the Broward Workforce Development Board, Inc. (BWDB) and CareerSource Broward Council of Elected Official's policy, the Executive Committee evaluates the President/CEO using an instrument developed by the Organizational Resources Committee. The evaluation instrument was distributed to the Executive Committee members by the Legal Department at the end of August.

BACKGROUND

Each year the President/CEO is evaluated and the Executive Committee makes a recommendation regarding a merit increase. The evaluations were sent to all the Executive Committee members in August. Members were provided with a copy of the Evaluation Instrument and a copy of the Milestones Report and the Milestones Video which was produced for the annual Planning Session held in April 2021. As the Executive Committee members completed the evaluations they were returned to the Legal Department for review and tally. We emailed the Executive Committee members twice, called and texted to remind members to complete the evaluation instrument as we always do.

DISCUSSION

A completed evaluation was received from all of the Executive Committee members except one. Scores were averaged for each rating criteria. The combined overall rating totaled 3.9 out of a possible 4.0.

The Executive Committee is charged with making recommendations regarding the President/CEO's merit increase.

RECOMMENDATION

That the BWDB Executive Committee review and approve the President/CEO's evaluation.

RJD/
Attachment



PRESIDENT/CHIEF EXECUTIVE OFFICER EVALUATION FORM 2021

PRESIDENT/CEO: CAROL HYLTON

RATING	DESCRIPTION	POINTS
OUTSTANDING	Exceptional in all areas, superior	4
EXCELLENT	Exceeds position requirements, high quality, consistent	3
MEETS EXPECTATIONS	Competent level of performance, meets standards	2
NEEDS IMPROVEMENT	Deficient in some areas, room for improvement	1
UNSATISFACTORY	Unacceptable, needs immediate improvement	0

Directions: Carefully review the performance of the President/CEO over the course of the past year. Keep in mind the essentials of the job. Review work product, projects, or programs in which the President/CEO may have been involved. We have attached the milestone video from our Planning Session and the milestone report which is more detailed and includes many of the projects and programs delivered this year.

Be as objective as possible. If there is a category for which you do not feel comfortable placing a rating, insert "N/A" next to that category. This will in no way reflect the overall rating.

INTERPERSONAL RELATIONSHIPS

Appearance; attitude; business sense; cooperation; motivation; achieves appropriate balance among public service objectives, organizational objectives, and employee interests.

Rating:

3.8

LEADERSHIP

Formulates and articulates a vision for the organization; inspires teamwork and effectiveness; demonstrates a positive and exemplary approach to work; involves and encourages employees; maintains high professional standards.

Rating:

3.8

JUDGEMENT

Exercises discretion and diplomacy; handles difficult situations in a professional and proactive manner.

Rating:

3.9

INTERGOVERNMENTAL RELATIONS

Aggressive advocate for the organization; maintains communications with elected and non-elected officials of local, state, and federal governments.

Rating:

3.9

BROWARD WORKFORCE DEVELOPMENT BOARD RELATIONS

Responds in a prompt, professional, and efficient manner; keeps the Board informed; submits comprehensive, concise and understandable agenda items; provides assistance and support in carrying out Board decisions.

Rating:

3.9

MEETS OVERALL BWDB OBJECTIVES

Includes overall financial management and effective management of public risk and financial needs. Ensures CareerSource Broward delivery of services in a cost effective and customer-oriented manner; meets performance standards, and achieves BWDB priorities.

Rating:

3.8

DIVERSITY

Hires and/or promotes employees in numbers that reflect the diverse makeup of the community (women and minorities); meets or exceeds organization goals in awarding acceptable number of contracts and services to minority and/or women-owned businesses.

Rating:

3.9

OVERALL RATING:

3.9

Comments:

Carol is great, exceeding all expectations.

We are lucky to have Carol - she [is] doing things differently and better.

Carol has demonstrated good leadership since assuming the role last year.

We are fortunate to have Carol and look forward to seeing her continue to thrive in this position.

Amid a global pandemic, Carol has taken Career Source Broward through the transition of leadership professionally and graciously never swaying from the vision and mission of CareerSource Broward and her leadership has proven she is more than capable to steer this ship.

Despite all the adverse situations Carol was able to work with staff and partners to maintain and improve our role as the Workforce Development Leaders.

Memorandum #08 – 21 (LS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Memorandum of Understanding (MOU) Between CareerSource Broward (CSBD) and the Urban League of Palm Beach County

Date: August 31, 2021

SUMMARY

Consideration to renew the Memorandum of Understanding (MOU) with the Urban League of Palm Beach County (ULPBC) as required under the Workforce Innovation and Opportunity Act (WIOA). ULPBC became a mandatory one-stop partner when they were awarded a Title V Senior Community Services Employment Program (SCSEP) discretionary grant by the US Department of Labor.

BACKGROUND

WIOA requires all mandatory one-stop partners enter into a one-stop MOU and infrastructure agreement with the local workforce board. SCSEP providers are mandatory partners. Last year the ULPBC was awarded a Title V Senior Community Services Employment Program (SCSEP) discretionary grant by the US Department of Labor, to serve older workers in Palm Beach and Broward Counties.

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.

The ULPBC has opted for a technological presence in the one-stop. 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. The ULPBC has agreed to the infrastructure payment requirements.

RECOMMENDATION:

Approve renewal of the MOU with the ULPBC as required under WIOA.

Memorandum #01 – 21 (CBR)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Opportunity Zone OJT Waiver Request

Date: September 2, 2021

SUMMARY

CareerSource Broward (CSBD) is seeking approval to engage in a discussion with the Florida Department of Economic Opportunity (DEO) to request a waiver from the United States Department of Labor (USDOL). The waiver is to increase our OJT wage reimbursement rate from 75% to 90% for 1) employers in an Opportunity Zone (OZ) or distressed zip code and 2) for employers willing to hire and train participants that reside in these targeted areas. Approved at 9/1 Employer Services Committee.

BACKGROUND

Broward County has thirty (30) OZs, which are low-income communities designated by the federal government as areas eligible for various investments and tax benefits designed to spur economic growth and job creation. Additionally, through the Prosperity Broward Initiative, six (6) zip codes have been identified as having the highest unemployment levels in the county.

CSBD currently reimburses employers located in an OZ and/or distressed zip code 75% of the wage for participants placed in OJT in accordance with Workforce Innovation and Opportunity Act (WIOA) guidelines.

DISCUSSION

In an effort to increase upward economic mobility through training and employment opportunities among individuals and employers in disadvantaged communities, we would like to engage into a discussion with DEO regarding a waiver request to USDOL to increase our OJT wage reimbursement rate from 75% to 90% for employers in an OZ or distressed zip code for employers willing to hire and train participants from those locations.

This waiver request is in alignment with the Board's emphasis on assisting employers in establishing or reestablishing their workforce as a result of the pandemic. This will also provide job seekers from disadvantaged communities, including those that lost their jobs due to the pandemic, with the opportunity to establish self-sufficiency and get Broward back to work.

RECOMMENDATION

Approval to engage into a discussion with the DEO regarding a waiver request.