



Zoom Meeting ID:	813 8357 2264
Zoom Password:	706729
Zoom Call in:	+1 646 876 9923

VIRTUAL MEETING

Due to Coronavirus, in the interest of keeping our board, staff, and public safe this meeting is being held via a Zoom video conference. Please do not attend in person.

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 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

APPROVAL OF MINUTES

Approval of the Minutes of the 10/12/20 meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 5 – 9

NEW BUSINESS

1. Broward Workforce Development Board (Board) Officers for 2021

Consideration of the 1) Board Officers for 2021 as all officers are completing their second term and 2) a waiver of the two-year term limit for Dr. Ben Chen so he may serve as Vice-Chair for Legislative Affairs, as permitted by the by-laws. On 10/20 requests for nominations of officers were sent to Board members for consideration by the Executive Committee. The CareerSource Broward Council of Elected Officials ultimately selects the officers.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #08 – 20 (Exec)

Pages 10 – 11

2. Board and Executive Committee 2021 Meeting Schedule

Consideration of the 2021 meeting Schedule for the Board and Executive Committee meetings. The frequency of our meetings may change as it is scheduled to be discussed at the Board planning session.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Board and Executive Committee Schedule

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REPORTS

1. Board Member Recognition

Dr. Gertrudis Perez-Dusek has notified CSBD she is resigning from the Board.

ACTION	None
EXHIBIT	None

2. Appointment to CareerSource Florida

Samuel Robbin has been appointed to the CareerSource Florida Board of Directors.

ACTION	None
EXHIBIT	None

3. Report on Advanced Manufacturing Employer Forum

CareerSource Broward (CSBD) held a virtual employer forum on 10/29 focused on manufacturing. Thirty-five (35) individuals came together to discuss how the industry has been affected by COVID-19. Issues discussed included 1) the shift to remote work and its impact on employees' workload and company culture and 2) challenges related to skill gaps in the industry. Our intermediary is following up with employers and Operations staff is following up with our training providers to discuss how to better meet educational gaps.

ACTION	None
EXHIBIT	Memo #04 – 20 (CBR)

Pages 13 – 14

4. New Format for Monthly Unemployment Data

Each month we provide unemployment figures in an email. We include the statewide release and the most recent Q&A's along with the Press Releases for the three regions. To make it more accessible and convenient for you we 1) created a dashboard to graphically display the data 2) added the information to our website and 3) made it mobile device friendly. Staff used September data which the Board has already seen to illustrate the new format.

ACTION	None
EXHIBIT	New format for unemployment data

Pages 15 – 16

MATTERS FROM THE EXECUTIVE COMMITTEE

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON TO BE DETERMINED.



Zoom Meeting ID: 832 8131 5445
Zoom Password: 847117
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MEETING MINUTES

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

Attendees VIA Zoom/phone: Gary Arenson, Michael Carn, Dr. Ben Chen, Paul Farren, and Mayor Frank Ortis

Staff VIA Zoom/phone: Carol Hylton, Ron Moffett, Rochelle Daniels, Tony Ash, and Amy Winer

APPROVAL OF MINUTES

Approval of the Minutes of the 9/14/20 meeting.

On a motion made by Dr. Ben Chen and seconded Mayor Frank Ortis the Executive Committee unanimously approved the minutes of the 9/14/20 Executive Committee meeting.

NEW BUSINESS

1. Addition of New Courses for Existing Training Provider – Atlantic Technical College

Consideration to approve the addition of 7 rapid credentialing programs at Atlantic Technical College to the Individual Training Account list 1) 6 programs in the areas of HVAC, automotive mechanic and computer support for WIOA and 2) 1 nursing assistant program for the Welfare Transition Program. Rapid credentials include technical certificates, clock hour career certificates, and industry certifications that articulate into AS or BAS degrees. They vary in length from 1 – 18 weeks. Because Board member, James Payne is employed by the School Board of Broward County this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at the Board meeting.

Carol Hylton indicated that at the last Board meeting we presented a new web page with resources to assist hospitality workers, which included rapid credentialing program links to the School Board of Broward County and Broward College. Some of the programs have a cost associated with them. We would like to add these programs to our ITA list so we can assist with scholarships for eligible customers. We also anticipate receiving additional applications from Sheridan and McFatter after this meeting, if so we will bring those recommendations directly to the Board meeting to expedite getting them on the list to make them available for customers, but wanted the committee know.

Paul Farren asked if we are allowed to move it with the amendments to include the additional applications. Carol Hylton explained the courses you are voting on today are completed applications. The additional ones have not been received as of yet, those will go directly to the Board if appropriate, as a separate item, but this way we won't delay providing scholarships to eligible customers.

On a motion made by Paul Farren and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the addition of new courses for existing training provider Atlantic Technical College.

2. Addition of New Courses for Existing Training Provider – Broward College

Consideration to approve the addition of 6 training programs at Broward College to the Individual Training Account list 1) 3 programs in the areas of Health IT Professional, Medical Assistant and Medical Transcription for WIOA and 2) 3 programs in the areas of health care support and nursing assistant for the Welfare Transition Program. 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 by a 2/3 vote of the Board members present with an established quorum at the Board meeting.

Carol Hylton stated we are adding three programs for WIOA and three for our welfare transition program customers, as these programs will provide a stepping stone to get them started in healthcare which is a career path that can lead to self-sufficiency.

On a motion made by Paul Farren and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the addition of new courses for existing training provider Broward College.

3. Addition of New Course for Existing Training Provider – Florida Atlantic University

Consideration to approve an application submitted by training provider Florida Atlantic University to add their Computer Science Bachelor Degree program to the Individual Training Account list. Training enrollments into Bachelor degree programs require the eligible participant to be at or within 24 months of program completion.

Carol Hylton stated we train up to two years and training enrollments into Bachelor degree programs require the eligible participant to be at or within 24 months of program completion.

On a motion made by Dr. Ben Chen and seconded by Paul Farren, the Executive Committee unanimously approved the addition of a new course for existing training provider Florida Atlantic University.

4. Intermediaries

To provide the Executive Committee with an update on CareerSource Broward's industry intermediary initiatives and to solicit feedback with respect to additional strategies we can implement.

Carol Hylton stated she wanted to give the committee an update on our efforts to expand our reach into various industries. We have intermediary staff that targets Healthcare, Technology, Construction, Marine, Aviation, Manufacturing, Hospitality/Tourism, and Small Business. She provided an in-depth review of each of the initiatives and asked for the members' input on any additional strategies or initiatives we could also implement.

Dr. Ben Chen suggested we may want to explore the possibility of connecting with the unions representing these workers who have been or are about to be affected by the pandemic such as flight attendants and hospitality workers particularly those that work in the hotel industry. He stressed we need a long term plan to address training/retraining workers whose jobs are never coming back. Dr. Chen added that for example, we should look at opportunities to transition laid-off airline mechanics into HVAC careers. Carol Hylton thanked Ben for his suggestions and responded we will work on coming up with strategies for these and others in the airline industry such as baggage handlers, ticket agents, and those working in the supply chain to see where we can assist. We are coordinating an industry presentation for the Board on the impact COVID-19 has had on the Aviation industry.

REPORTS

1. Virtual Healthcare Job Fair

To assist healthcare employers to recruit talent, CSBD in partnership with CareerSource Palm Beach and CareerSource Research Coast is holding a Virtual Healthcare and Life Sciences Job Fair on 10/21/20 from 9 a.m. to 1 p.m. Participating employers include Cleveland Clinic, Benelink, and Diagnostic Clinic Medical Group who are recruiting for a variety of positions such as Certified Nursing Assistants, Medical Assistants, and Paramedics.

Gary Arenson inquired who produced the Healthcare flyer. Carol Hylton responded we did. Mr. Arenson asked why we did not use our color logo. Tony Ash responded that we follow branding guidelines from the State of Florida. The state guidelines require that we use our white logo when there is a color background.

2. CareerSource Broward's 2020 "Paychecks for Patriots" Veterans Hiring Fair

CareerSource Broward will host its 8th annual "Paychecks for Patriots" Veterans Hiring Fair on Thursday, November 12th 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. At last year's fair CSBD broke new ground and offered a partial virtual career fair

component. Building on that success, this year's event will be 100% virtual. We are currently in the planning stages and already have seven employers signed up to participate.

Carol Hylton stated this is a big event and this year we are placing additional emphasis on assisting the spouses and children of veterans.

Tony Ash stated this year's event will be 100% virtual and we are currently engaging employers to sign up.

Gary Arenson inquired about the level of participation in these virtual events. Mr. Ash stated that all of our virtual events have been well attended. Ms. Hylton stated the last job fair we hosted had several hundred people in attendance, virtually.

Mr. Arenson further inquired if someone is tracking the virtual attendance so we can have further discussion on continuing virtual or going back to in-person events. Mr. Ash responded that we are tracking the number of employers and job seekers that attend.

3. State Employee Salary and Rent Increases

The state recently notified us that 1) state employees will be receiving a 3% salary increase, effective 10/1, which will cost \$53,000 for which the state did not budget additional funds to cover the increase, we have a vacancy and by not filling it we will have sufficient budget to cover the salary increase and 2) the rent for the 2 state buildings housing our central and south centers will also be increasing and will cost an additional \$179,913. As we did a physical refresh of the centers recently, we do not need to allocate as much funds to that category this year and have adjusted our budget to accommodate the rent increase.

Carol Hylton indicated the state will give its staff a 3% increase. The state did not budget additional funds to cover the increase. We have a vacancy we do not plan to fill and that will provide sufficient funds to cover the increase.

Dr. Ben Chen inquired how often the state provides increases. Ms. Hylton stated that this is the first increase for state employees in the past several years. He inquired what the increase is for other staff at CareerSource Broward. Ms. Hylton responded that in the past, we used to have up to 4% annual increase but in the last recession, we lowered it to up to 3%. Dr. Chen asked what the average percentage is. Ms. Hylton stated the average is around 2.5%.

Dr. Chen stated he gives his staff merit increases in addition to the yearly increase. Ms. Hylton stated that we do not provide a cost of living adjustment.

Ms. Hylton also told the board that the rent for the 2 state buildings housing our Central and South One Stop Centers will be increasing. She reminded the committee that we recently did a physical refresh of the centers; therefore, we do not need to allocate as much funds to that category this year and have adjusted our budget to accommodate the rent increase.

MATTERS FROM THE EXECUTIVE COMMITTEE

Dr. Ben Chen asked whether we could review the need for monthly meetings. Mr. Arenson stated there are things we need to vote on. Ms. Hylton stated there are pros and cons to having a meeting each month. On the pro side, it creates a very cohesive Board as we see each other frequently. The con is it is a big-time commitment for the members. Ms. Hylton suggested that we bring this topic to the board planning session for discussion; our committees do meet every other month so it would be a good discussion.

Mr. Arenson expressed his support for bringing this topic to the planning session.

MATTERS FROM THE FLOOR: None

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton stated the MOU between us the School Board will be brought to the Board in October. Ms. Daniels informed the committee the School Board submitted the MOU to the Florida Department of Education and they requested some changes and that she is finalizing the MOU with the School Board.

Ms. Hylton advised we are going to do a deep dive with the Ticket to Work program to get customers back to work. We are planning a job fair on October 28th.

Ms. Hylton relayed to the members that we are getting quotes for the various insurances that need to be renewed in December. If they are over 50K we will bring each item for action to the next meeting or if they are under the 50k it will be brought as a report.

Ms. Hylton shared the news of the sudden passing of Dr. Lisa Knowles' brother last week.

ADJOURNMENT: 12:58 p.m.

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON NOVEMBER 16, 2020.

Memorandum #08 –20 (Exec)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Nomination of Broward Workforce Development Board, Inc. (Board) Officers

Date: November 10, 2020

SUMMARY

The Board officers will all have served 2 consecutive 1 year terms at the end of this calendar year, thereby requiring a new slate of officers be appointed. An email was sent on 10/20 to the Board to solicit nominations with a request to respond by 11/5. The Executive Committee recommends a slate of officers to the Board. The Board recommends the slate to the CSBD Council of Elected Officials (Council) which appoints the officers.

BACKGROUND

The Executive Committee recommends a slate of officers to the Board since it took over the responsibilities of the Organizational Resources Committee. The slate is approved by the Council following Board recommendation. The current officers are:

- Dr. Lisa Knowles, Chair
- Janet Wincko, Vice-Chair
- Gina Alexis, Secretary/Treasurer
- Dr. Ben Chen, Vice-Chair for Legislative Affairs.

Our By-laws limit officers' terms to 2 consecutive 1 year terms, after which officers must step down but can be re-nominated following a break. Some years ago the By-laws were amended to allow for a waiver of the 2 consecutive 1 year term limit if approved by the Board.

Ms. Hylton, the President/CEO sent an email to the Board soliciting nominations on 10/20, with a request to respond by 11/5.

DISCUSSION

Below are the nominations received. The committee can also make nominations.

2021 Nominations

Position	Nomination	Representing
Chair	Frank Horkey	Private Sector
Vice-Chair	Paul Farren	Private Sector
Secretary/Treasurer	Zac Cassidy	Workforce / Labor
	Heiko Dobrikow	Private Sector
Vice-Chair Legislative Affairs	Dr. Ben Chen	Private Sector

In nominating officers, the Executive Committee is reminded that the Chair must be from the private sector members. The Vice Chair serves as a back up for the Chair and is usually also selected from the private sector members.

Dr. Chen has served as the Vice Chair of Legislative Affairs during the past 2 year cycle. In presenting a slate, if Dr. Chen is recommended for the Vice Chair of Legislative Affairs the Board would also be asked to waive the 2 consecutive year limit when recommending the slate to the Council.

RECOMMENDATION

That the Executive Committee recommend 1) a slate of officers to be considered by the Board and 2) request the Board waive the 2 term limit if Dr. Chen is included in the slate as Vice Chair of Legislative Affairs.

2021 MEETING SCHEDULE
Broward Workforce Development Board, Inc./CareerSource Broward
Council of Elected Officials and
Executive Committee

EXECUTIVE COMMITTEE MEETINGS

MONTH	DAY
JANUARY	11
FEBRUARY	8
MARCH	8
APRIL	12
MAY	10
JUNE	14
JULY	12
AUGUST	No meeting
SEPTEMBER	13
OCTOBER	11
NOVEMBER	No meeting
DECEMBER	No meeting

Unless otherwise indicated, all Executive Committee meetings are scheduled at 12 noon.

*CareerSource Broward
2890 West Cypress Creek RD, Ft. Lauderdale, 33309*

BOARD MEETINGS

MONTH	DAY
JANUARY	28
FEBRUARY	25
MARCH	25
APRIL	22 Board & Planning Session
MAY	27
JUNE	24
JULY	22
AUGUST	No meeting
SEPTEMBER	23
OCTOBER	28
NOVEMBER	No meeting
DECEMBER	9

All BWDB, Inc/CareerSource Broward Council of Elected Officials Partnership Meetings are scheduled at 12 noon.

*CareerSource Broward
2890 West Cypress Creek RD, Ft. Lauderdale, 33309*

Memorandum #04 – 20 (CBR)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Report on Advanced Manufacturing Employer Forum

Date: November 12, 2020

SUMMARY

CareerSource Broward (CSBD) held an employer virtual forum on 10/29 focused on manufacturing. Thirty-five (35) individuals representing employers, the South Florida Manufacturing Association, Broward College, Broward Technical Colleges, the Broward County Office of Economic and Small Business Development, CareerSource Florida, and the Greater Fort Lauderdale Alliance (GFLA) came together to discuss how the industry has been affected by COVID-19. Issues discussed included 1) the shift to remote work and its impact on employees' workload and company culture and 2) challenges related to skill gaps in the industry.

BACKGROUND

On 10/29 to better understand the impacts of the coronavirus pandemic on local manufacturers CSBD held a virtual forum for employers, education partners, and economic development. The objective of the forum was to:

- 1) Determine the impact of COVID-19 on manufacturing; and,
- 2) Provide outreach information about CSBD services to determine ways in which to work with the manufacturing sectors.

DISCUSSION

The forum was attended by thirty-five (35) individuals representing employers, the South Florida Manufacturing Association, Broward College, Broward Technical Colleges, the Broward County Office of Economic and Small Business Development, CareerSource Florida, and the GFLA.

Tony Ash, Vice-President of Communications and Business Relations, opened the forum and provided an overview of the forum's purpose and agenda. Next Jack Bennings, Director of Workforce Services for CSBD/GFLA, gave a presentation about CSBD programs and services that help employers save money, energy, and time with their recruitment and training needs. Among the services mentioned were job postings, candidate recruitment, and the availability of funds to train new and existing employees.

David Rosen, Founder, and CEO, Kira Labs provided insight on how the pandemic affected his business and how they pivoted from manufacturing hair and skincare products to producing hand sanitizer. Mr. Rosen highlighted the innovative steps Kira labs took in refocusing its manufacturing operation helping to keep his employees on the payroll and maintain a full production schedule.

This was followed by a discussion spearheaded by a panel made up of local manufacturing companies. The panelists were:

- Donna Bean, Vice President of Human Resources with Terumo Aortic,
- Tara Matthews, Director of Advanced Operations with Stryker; and,
- Dennis Winters, Director of FAB Operations with Magic Leap.

Issues raised included the following:

Short and Long Term Effects COVID 19
The need to recruit talent from outside the industry
Lost revenue leading to workforce reductions
Increased workload on staff due to personnel reductions
Anticipating significant budget reductions in 2021
Adjusting to telework as the new normal
As an educational entity increased remote instruction and navigating e-learning
Decreased school enrollments
Learning ways to adapt to not having employees in the office, impact to the office culture
Challenging to acquire and retain new clients
Workforce separation/remote work, how to onboard new employees in a virtual world.

Skill Gaps
A need for technical skills such as tooling set-up and repair
English as a second language

Employers stated that CSBD can best assist by providing 1) candidate assessments to determine transferable skills and 2) Work-based training options such as On-The-Job training.

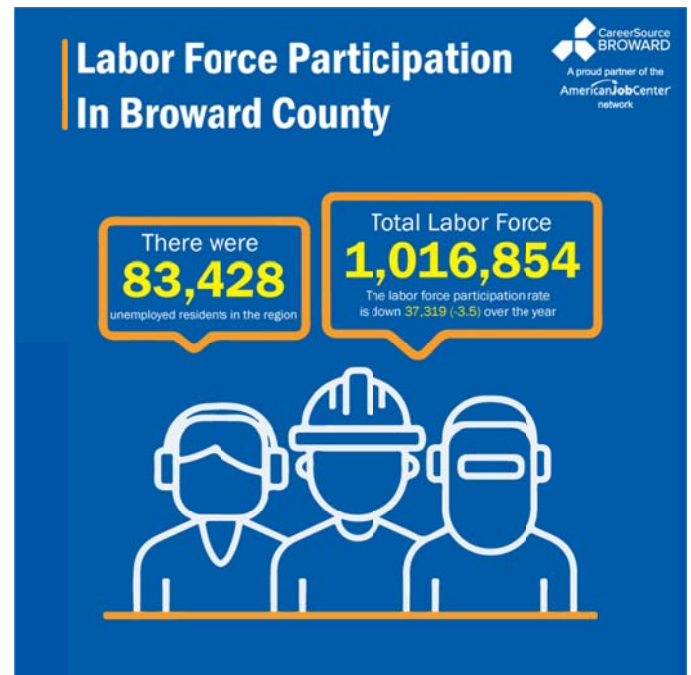
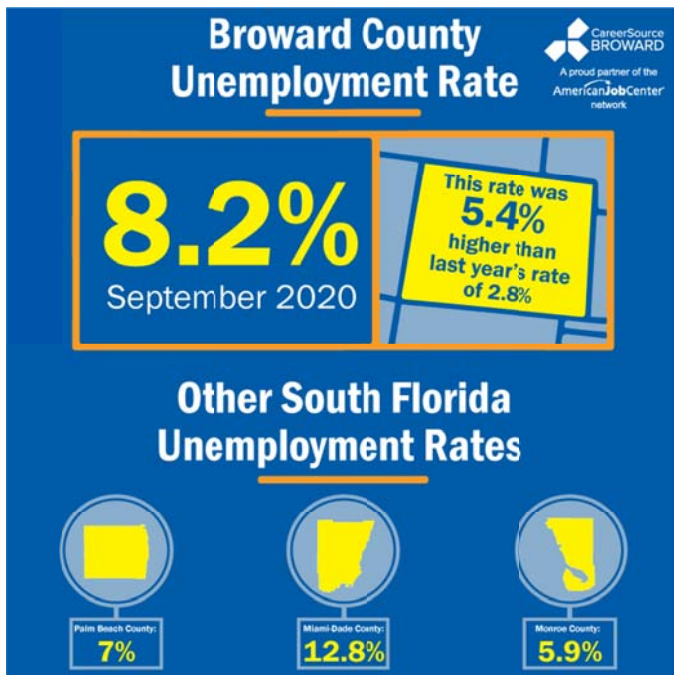
Staff member, Jack Bennings is following up with employers and Operations staff is following up with our training providers to discuss how to better meet educational gaps.

RECOMMENDATION

None. For information purposes only.

Broward County September 2020 Unemployment Data

Below is the latest data released by the Florida Department of Economic Opportunity for Broward County's September 2020 unemployment rate. Also included is information for the South Florida area.



Broward County

In September 2020 nonagricultural employment in the Ft. Lauderdale-Pompano Bch-Deerfield Bch Metro Division was 796,300, a decrease of 65,900 jobs (-7.6 percent) over the year.

The leisure and hospitality (-27,200 jobs); professional and business services (-8,500 jobs); trade, transportation, and utilities (-7,400); education and health services (-7,400 jobs); construction (-5,900 jobs); other services (-3,200 jobs); manufacturing (-2,500 jobs); government (-1,900 jobs); information (-1,700 jobs); and financial activities (-200 jobs) industries lost jobs over the year.

[Click here for additional details regarding October 2020 employment figures in Broward County.](#)

Palm Beach County

The unemployment rate in the CareerSource Palm Beach County region (Palm Beach County) was 7.0 percent in September 2020. This rate was 3.8 percentage points higher than the region's year ago rate of 3.2 percent. The region's September 2020 unemployment rate was 0.6 percentage point lower than

the state rate of 7.6 percent. The labor force was 699,888, down 37,953 (-5.1) over the year. There were 49,159 unemployed residents in the region.

In September 2020 nonagricultural employment in the West Palm Bch-Boca Raton-Delray Bch Metro Division was 585,700, a decrease of 47,200 jobs (-7.5 percent) over the year.

The leisure and hospitality (-20,300 jobs); professional and business services (-9,600 jobs); trade, transportation, and utilities (-6,100 jobs); education and health services (-6,100 jobs); other services (-2,500 jobs); government (-2,000 jobs); information (-1,000 jobs); and manufacturing (-700 jobs) industries lost jobs over the year.

[Click here for additional details regarding October 2020 employment figures in Palm Beach County.](#)

Miami-Dade/Monroe counties

The unemployment rate in the CareerSource South Florida region (Miami-Dade and Monroe counties) was 12.8 percent in September 2020. This rate was 10.5 percentage points higher than the region's year ago rate of 2.3 percent. The labor force was 1,459,773, down 29,061 (-2.0) over the year. There were 186,415 unemployed residents in the region.

Monroe County had the lowest unemployment rate (5.9 percent) in the CareerSource South Florida region followed by Miami-Dade County (13.0 percent).

The industries gaining in jobs over the year were financial activities (+1,200 jobs) and mining, logging, and construction (+100 jobs). The leisure and hospitality (-30,100 jobs); trade, transportation, and utilities (-13,200 jobs); education and health services (-11,000 jobs); government (-10,500 jobs); professional and business services (-6,900 jobs); other services (-4,800 jobs); manufacturing (-900 jobs); and information (-500 jobs) industries lost jobs over the year.

[Click here for additional details regarding October 2020 employment figures in Miami-Dade and Monroe counties.](#)

Note: All data are subject to revision.

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