



**A G E N D A**

*CareerSource Broward*  
2890 West Cypress Creek Road – Main Conference Room, Ft. Lauderdale, FL 33309

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

**SELF-INTRODUCTIONS**

**APPROVAL OF MINUTES**

Approval of the Minutes of the February 10, 2020, Executive Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Minutes

**Pages 5 – 12**

**NEW BUSINESS**

**1. WIOA Local Plan for Program Years 2020/21 – 2023/24**

Consideration to approve our Workforce Innovation and Opportunity Act (WIOA) Local Plan. WIOA requires each local workforce development board (LWDB) in partnership with the local chief elected official to develop and submit a comprehensive four-year plan to the state. Our LWDB plan addresses how we will coordinate service delivery with the core programs and is based on the current and projected needs of the workforce investment system in Broward County. As required, the plan was posted on our web page for 30-days for public review. There were no comments.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #11 – 19 (QA)

**Pages 13 – 20**

---

2. **Summer Youth Work Experience Contract Approval for Advanced Roofing, Inc.**

Consideration to approve a Summer Youth Employment (SYEP) contract with Advanced Roofing for summer 2020. Advanced Roofing will serve as a worksite for one youth. Board member Mr. Kevin Kornahrens works for Advanced Roofing, Inc. State rules require the governing boards approve this item by a 2/3 vote, after a conflict has been declared at the Board meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #29 – 19 (OPS)

**Page 21**

3. **Additional Funds for Summer Youth Employment Program**

Consideration to accept funds from 1) the City of Fort Lauderdale in the amount of \$190,000 to serve 65 youth and 2) a report on the Summer Program to date.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #17 – 19 (Exec)

**Page 22**

4. **WIOA State-level Funds**

Consideration to accept \$33,523 in WIOA state-level funds. The funds will be used to enhance one-stop accessibility, assessment and training software as well as for basic and individualized participant services.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #30 – 19 (OPS)

**Page 23**

---

## REPORTS

### 1. Presentations at March Board Meeting

1) Daniel Harper of the Department of Economic Opportunity will provide the performance presentation via webinar and 2) Magic Leap may present.

**ACTION**                      None  
**EXHIBIT**                      None

### 2. Ticket to Work Report

As requested during the last board meeting, we have provided a report on the Ticket to Work program (TTW). This program is sponsored by the Social Security Administration, which reimburses an Employment Network, such as CSBD, for placing eligible participants in a job. Since 2008 to date, CSBD staff has placed 519 customers, which has generated a total of \$2,558,924 for the General Fund. According to the Social Security Administration's provider, Maximus, for the past seven (7) years the CSBD TTW program is ranked #1 in the nation among workforce board sponsored programs.

**ACTION**                      None  
**EXHIBIT**                      Memo #09 – 19 (QA)

**Page 24**

### 3. Precautions Related to the Corona Virus

Over the past few weeks, we have seen increasing information and concerns about the Corona Virus in Broward County, through its most recent declaration as Public Health Emergency in the state of Florida. We've taken steps to maintain a clean and safe work environment and are developing strategies to provide alternative means to the public for accessing our services.

**ACTION**                      None  
**EXHIBIT**                      Memo #18 – 19 (Exec)

**Pages 25 – 26**

---

**MATTERS FROM THE EXECUTIVE COMMITTEE**

**MATTERS FROM THE FLOOR**

**MATTERS FROM THE PRESIDENT/CEO**

**ADJOURNMENT**

**NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON APRIL 13, 2020.**



## MINUTES

*CareerSource Broward*  
2890 West Cypress Creek Road – Main Conference Room, Ft. Lauderdale, FL 33309

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

### SELF-INTRODUCTIONS

Gary Arenson, Michael Carn, Dr. Ben Chen, Paul Farren, Dr. Lisa Knowles, Pam Sands (via phone), Dr. Steven Tinsley, Marjorie Walters and Janet Wincko (via phone)

### APPROVAL OF MINUTES

Approval of the Minutes of the January 13, Executive Committee meeting.

On a motion made by Michael Carn and seconded by Gary Arenson the Executive Committee unanimously approved the minutes of the January 13, Executive Committee.

### NEW BUSINESS

#### 1. Anthony Brunson, P.A. Audit for FY 2018- 2019 Presentation

Anthony Brunson, PA has completed its Audit Report for the 2018 – 2019 CareerSource Broward fiscal year. The audit is a clean opinion with no findings and no material weaknesses. As the Audit Committee meets directly prior to the Executive meeting the recommendations will be presented at the Executive meeting.

Anthony Brunson indicated that the scope of the examination includes Audit of financial statements pursuant to generally accepted auditing standards and government auditing standards. His report will show a review of internal controls governing financial operations as well as laws and regulations, test of compliance pursuant to the uniform guidance.

He further noted that there were no significant weaknesses noted in the internal control systems governing financial reporting. Mr. Brunson does advise that we reconcile due to/from accounts.

Pam Sands congratulated our team on a job well done.

---

**On a motion made by Gary Arenson and seconded by Dr. Steven Tinsley the Executive Committee unanimously approved the 2018 – 2019 fiscal year audit report.**

**2. New Course Addition for Existing ITA Provider- Broward College**

Considered to approve Broward College's request to add Marine Engine Technology AS Degree program to the Workforce Innovation and Opportunity Act (WIOA) Individual Training Account (ITA) List. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program 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 by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 2/4 One Stop Services Committee meeting.

Mason Jackson stated that Marine Engine Technology and the Yacht Technical program reflects the greater commitment to the Marine Industry.

Michael Carn inquired if this is the only training provider. Mason Jackson responded no, we have had other training programs in the past. He further noted that the community partners all got together and put a curriculum together for the program.

**On a motion made by Michael Carn and seconded by Gary Arenson the Executive Committee unanimously approved the New Course Addition for Existing ITA Provider- Broward College.**

**3. State Apprenticeship Expansion Grant Funds**

Considered to accept \$100,000 in additional funding from the Florida Department of Economic Opportunity to fund the State Apprenticeship Expansion Grant for the period of 12/1/19 - 6/30/21. This Grant is a collaborative partnership between CareerSource Broward, the School Board of Broward County (SBBC) - Atlantic Technical College and the Marine Industries Association of South Florida to train up to 20 WIOA eligible apprentices as Yacht Service Technician for the marine industry. Because a Board member, James Payne, is employed by SBBC, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 2/4 One Stop Services Committee.

**On a motion made by Gary Arenson and seconded by Marjorie Walters the Executive Committee unanimously approved the State Apprenticeship Expansion Grant Funds.**

**4. Industry Employer Forums**

Considered to 1) plan and implement seven employer forums to learn from employers about issues that impact recruiting, hiring and training decisions including what skills gaps exist and 2) use of up to \$2,000 per forum for a total of \$14,000 of the funds already reserved for food and beverage out of the general fund. Approved at the 2/3 Employer Services Committee meeting.

---

Mason Jackson stated that CSBD hosted an industry employer forum four years ago. At the 2019 planning session, there was a suggestion that we host additional forums.

Michael Carn inquired where the forums will be hosted. Mason Jackson responded in the CSBD board room. Michael Carn suggested that we should consider hosting them in the community if possible.

**On a motion made by Gary Arenson and seconded by Paul Farren the Executive Committee unanimously approved the Industry Employer Forums.**

## **5. President/CEO Evaluation**

In accordance with 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 December. The scores have been tabulated and averaged.

Rochelle Daniels stated that she sent the evaluations to the Executive Committee in December. She further noted that we have a President/CEO who rises above others. We have great staff and leadership.

Dr. Ben Chen asked why the comments weren't listed. He further indicated that he previously requested a list of diversity of the staff members and would like to see those numbers sent out to all the members that rate the president. Rochelle Daniels responded that there weren't many comments made but she would list them for the board meeting and she would provide the list of the diversity of the staff members in the future to the executive members.

Rochelle Daniels stated that Gary Arenson feels we should change our evaluation instrument to be 1 – 10 instead of 1-4. She further noted that going forward we will look into changing the evaluation instrument.

Mason Jackson stated that he is not interested in a merit increase.

## **6. Florida-95 / I-595 Construction Case Management Services Funding**

Considered accepting up to \$35,850 from HNTB Corporation for case management services related to the I-95 / I-595 roadway construction project. CSBD will provide 1) provide case management services for 26 new hires for up to one year and 2) provide support services such as transportation assistance and safety attire (e.g., work boots) through the grant.

Mason Jackson stated that HNTB reached out to us to provide case management services to assist with their new hires.

Dr. Ben Chen stated that he has worked with this firm before. He mentioned they are a national firm. He inquired if their new hires were from distressed communities. Mason Jackson responded that he asked HNTB if this was for the distressed community but he was told no, not specifically.

---

**On a motion made by Marjorie Walters and seconded by Michael Carn the Executive Committee unanimously approved the Florida – 95/ I-595 Construction Case Management Services Funding.**

**7. Additional Funds for The FLITE Center Contract**

Considered to approve an increase of \$21,000 to the Fort Lauderdale Independence Training & Education (FLITE) Center contract. Funds are available in the youth allocation. The funds will be used for an additional navigator who will be dedicated to working with youth affected by human trafficking. Approved at the 2/4 One Stop Services Committee meeting.

Rochelle Daniels stated that FLITE is requesting additional funding to hire a navigator which will provide services to 12 – 15 out-of-school youth who are survivors of human trafficking.

Dr. Ben Chen inquired if we have more than one navigator. Rochelle Daniels responded yes, we have the Center for Independent Living, FLITE, and HANDY.

**On a motion made by Gary Arenson and seconded by Marjorie Walters the Executive Committee unanimously approved the additional funds for the FLITE Center Contract.**

**8. Expand Out Of School Youth Eligibility**

Considered to 1) expand “out of school” youth eligibility by defining the term, “needs additional assistance to enter or complete an educational program or to secure or hold employment.” Youth in the distressed communities are often subject to stressors occasioned by their family circumstances. In looking toward the future and our services to the distressed communities, we researched ways to broaden the eligibility criteria and if approved 2) incorporate the changes to the CSBD 4-year plan. Approved at the 2/4 One Stop Services Committee meeting.

Mason Jackson stated that this is something that Rochelle Daniels brought to our attention. We are increasing the eligibility criteria for youth and this should also increase expenditures in the youth program as a result.

Gary Arenson inquired if the rules allow us to expand the categories. Rochelle Daniels responded yes, we can expand.

Michael Carn asked if this will go through the state process. Rochelle Daniels responded that we can give it to the state but we do not need state approval, once the Board approves.

**On a motion made by Dr. Ben Chen and seconded by Dr. Steven Tinsley the Executive Committee unanimously approved the Expand Out of School Youth Eligibility.**

**9. New Course Addition for Existing ITA Provider - South Florida Academy of AC**

Consideration to approve South Florida Academy of Air Conditionings’ request to add HVAC Maintenance Technician program to the ITA list. This training program provides students with the basic repair knowledge needed to gain employment in the Heating, Ventilation, and Air Conditioning (HVAC) field. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational title. Approved at the 2/4 One Stop Services Committee meeting.



---

**On a motion made by Michael Carn and seconded by Gary Arenson the Executive Committee unanimously approved the new course addition for existing**

**10. Selection of Staffing Companies for Disaster Relief**

CSBD utilizes staffing companies who serve as the employer of record for temporary workers for clean-up, humanitarian aid and recovery efforts, including demolition, repair, renovation and reconstruction of damaged and destroyed structures, facilities and lands affected by a disaster. We issued an RFP and received five (5) proposals. All proposers are eligible to participate. Consideration to approve these staffing agencies to be a part of a vendor list to provide temporary disaster relief workers when a state of emergency is declared. Approved at the 2/4 One Stop Services Committee meeting.

Mason Jackson stated this RFP is to provide relief clean up, restoration and humanitarian aid. We wanted to get ahead of hurricane season so we put out an RFP. All the proposers are eligible to participate.

Paul Farren inquired how we would handle if one of the proposers were not available after the hurricane. Mason Jackson responded that we would move forward with another company on the list.

Rochelle Daniels stated that the State put out an RFP and we are allowed to use the companies that are on their list.

**On a motion made by Gary Arenson and seconded by Dr. Ben Chen the Executive Committee unanimously approved the selection of staffing companies for disaster relief.**

**REPORTS**

**1. Budget vs. Actual Expenditure Report**

As reported in December and as can be seen from the Budget vs. Actual memo we are working on increasing expenditures with respect to our WIOA Youth and Wagner Peyser funding streams. Reviewed at the 2/10 Audit Committee which meets directly prior to the Executive Committee meeting.

Mason Jackson stated that we provided two charts. In the first chart, shows the youth allocation is underspent as funds set aside for work experience are not being used because youth are securing unsubsidized jobs. He further noted that additional expenditures are planned later in the program year for WP. Mason Jackson stated that in chart 2 we are at 25% of the year. He further noted that we are doing ok.

**2. General Fund Balance**

On 10/31/19 the General Fund balance was \$648,873. At this time the General Fund balance is \$569,126 (total revenues) – (minus) \$423,147 (annual set aside) which leaves \$145,979 in the General Fund. We expect to see continued revenues through TTW. Reviewed at the 2/10 Audit Committee which meets directly prior to the Executive Committee meeting.

Mason Jackson stated that this is the first time we have presented the format this way. Gary Arenson and Michael Carn suggested that we change our layout. Mr. Jackson stated that we

---

are showing the annual set-asides, the ticket to work program, food, and estimates for the amount needed this year. There is approximately \$145,979 unspoken for.

Gary Arenson stated that we are doing well for ticket to work program. He further inquired if we could get a report on how many people we are serving.

### **3. Presentation at Board meeting on Census and Full Count Committee**

Naomie Labaty, Program/Project Coordinator (CENSUS), Environmental Protection and Growth Management Department, will present at the Board meeting on the importance of the Census and on the work being done by the Full Count Committee.

Mason Jackson stated that we have allowed the Census access to our building to train customers. They will be presenting at our February Board meeting.

### **4. Broward College IT Apprenticeship**

Broward College, in collaboration with CareerSource Broward, is recruiting employers in South Florida to participate in its Information Technology Apprenticeship Program. Participating companies will provide work-based learning opportunities to individuals seeking a career in IT while providing a fast-tracked path towards filling vacant positions. Up to \$2,620 per apprenticeship is available to help cover a portion of wages and training costs. The committee is asked to share this information with businesses that have IT-related hiring needs.

Mason Jackson stated that we need technology companies. Graduates will receive certifications upon completion of the programs. If you know of any companies hiring for IT-related positions please let us know.

Dr. Steven Tinsley stated that they are working with a couple of companies and he will make a connection with CSBD.

### **5. Employer Services Infograph November - December 2019**

CSBD hosted 28 mass recruitment events for employers seeking to fill over 700 vacant positions. Also through the industry intermediaries, CSBD posted 43 available jobs for employers in Broward's targeted industries during this time period.

### **6. Individual Training Account (ITA) Performance Report**

ITA providers are required to have a minimum 70% training-related placement rate for graduates who complete their programs within 180 days of graduation. CSBD conducted the semi-annual analysis of ITA provider performance and found that The Academy of South Florida's Application Architect program did not meet the required performance. They are at a 64% placement rate and are working with several customers to secure employment to increase their placement rate. The Board has requested that CSBD take action to suspend programs when necessary and to report the action to the Board rather than waiting for a meeting. CSBD has suspended customer referrals until receipt of evidence to confirm the attainment of a 70% or better graduate training-related placement rate.

---

Mason Jackson stated that at the last board meeting our members inquired about receiving a report. We conducted a semi-annual analysis of the ITA provider performance in January and the report is in the agenda.

## **7. Targeted Community Outreach Infograph July 2019 – January 2020**

CSBD continues to bring services directly to residents in targeted zip codes that have the highest unemployment in Broward County. Through this initiative, CSBD has placed 220 customers that reside in the targeted communities into employment since July 2019. This is 29% of all customers placed during the same timeframe. Also, 118 customers who received a WIOA scholarship or received work-based training through CSBD were from the targeted zip codes. This represents 26% of all customers during the same timeframe. CSBD also held 10 job readiness workshops in the communities.

## **8. Legislative Update**

FWDA session update on two bills being monitored. HB1271 and companion clarify roles of state board, CSF, inc. and DEO. Also, SB 1568 which includes pre-apprentices under the State's workers compensation packages. The latter was part of the BWDB legislative priorities.

Mason Jackson stated we are working with Marti Coley Eubanks, lobbyist. Dr. Chen was in Tallahassee last week and met with her.

Dr. Ben Chen stated he spoke to the legislators about not spending the Sadowski Act. He further noted that they discussed two bills HB1271 and SB1568.

Mason Jackson further noted that it is good news that one of our major items is contained in one the bills in the Senate and that is that youth 18 years and under will be covered under the state's workers' compensation package. It appears this one could pass. We are currently working on real-time funding for apprentices.

## **9. Getting Ready for 5G: Preparing a Skilled Workforce for Future Wireless Networks**

Fifth-generation (5G) mobile communications networks are expected to disrupt nearly every job sector and ecosystem across the world as the deployment of these technologies enables more robotics and automation, adding to productivity wherever advanced network services are deployed. The sea change expected from the deployment of 5G networks can only happen with a sufficiently skilled labor force trained to design, install, and monitor these networks. This report aims to address the need for effective on-the-job training, classroom, and online education to meet the labor needs associated with this growth.

Mason Jackson said that Leticia Latino van-Splunteren, CEO of Neptuno USA Corp, provided a presentation to Employer Services. Mr. Jackson stated that the presentation was great. He mentioned that this is an opportunity for job creation. Mr. Jackson stated that we would like to have her present at an upcoming meeting.

Paul Farren stated that Ms. Latino van-Splunteren made a point that they are desperate for workers who can climb poles and that they are willing to train people.

---

**10. Taylor Hall Miller Parker (THMP), P.A. Program Monitoring Report #3 – PY 18-19 – Issued November 2019**

THMP identified 5 findings and 23 observations during their program monitoring visit. They reviewed a total of 175 files consisting of 6,325 elements. The findings equate to an error rate of approximately .079%.

Mason Jackson stated that all findings and observations were corrected except where cases were closed and no further action could be taken.

**MATTERS FROM THE EXECUTIVE COMMITTEE**

None

**MATTERS FROM THE FLOOR**

None

**MATTERS FROM THE PRESIDENT/CEO**

None

**ADJOURNMENT 1:25 p.m.**

**NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON MARCH 16, 2020.**

## Memorandum #11 – 19 (QA)

**To:** Executive Committee  
**From:** Mason Jackson, President/CEO  
**Subject:** WIOA Local Plan for Program Years 20/21 – 23/24  
**Date:** March 11, 2020

### SUMMARY

Consideration to approve the CSBD Workforce Innovation and Opportunity Act (WIOA) Local Plan for Program Years 20/21 – 23/24. WIOA requires local workforce development boards (LWDB), in partnership with the chief local elected officials, to develop and submit a comprehensive four-year plan to the state. Pursuant to CareerSource Florida's (CSF) guidelines, our LWDB plan addresses how we will coordinate service delivery with the core partners and is based on the current and projected needs of the workforce development system in Broward County. In accordance with the law, we posted the plan on our website on 2/10 to allow for a 30-day public review period. The final plan will be submitted to the state on 3/26.

### BACKGROUND

WIOA requires each LWDB, in partnership with the chief local elected officials, to develop and submit a comprehensive four-year plan to the state. The Plan follows the guidance received from CareerSource Florida (CSF). WIOA emphasizes the importance of collaboration and transparency in the development and submission of the plan, and requires that our partners and the public be given an opportunity to provide comments and input in the development of the plan.

On 2/7/2020 CSBD advertised in two community newspapers 1) the Sun-Sentinel and 2) the Broward Daily Business Review indicating the plan would be available for public review on 2/12/2020. No one attended the meeting. The plan was also published on our website in the section for public meeting notices.

### DISCUSSION

The plan provides a complete view of the system-wide needs of the local workforce development area and addresses how we will 1) foster strategic alignment, 2) improve service integration and 3) ensure that the workforce system is industry-relevant; responding to the economic needs of our local workforce development area and matching employers with skilled workers. Our local plan explains how we will strive toward greater efficiencies by working to reduce duplication and maximizing financial and human resources. Lastly, our plan addresses current and future strategies to address the continuous improvement of our local and statewide workforce system by focusing on customer service excellence while aligning with the business and market-driven principles of the CSF network.

An Executive Summary of the Plan is attached to this memo. contains the sections listed below. We have also indicated changes and updates, as required by the planning guidance, for each section. The final WIOA four-year plan will be submitted to the state on 3/26/2020 and will be effective 7/1/2020 for Program Years 20/21 – 23/24.

## **RECOMMENDATION**

Approval of Workforce Innovation and Opportunity Act (WIOA) Local Plan for Program Years 20/21 – 23/24.

## Executive Summary

### I. Organizational Structure

The elected officials entered into a Consortium Agreement which describes how they shall execute their duties and responsibilities. The Consortium Agreement was amended on January 28, 2016, at a publically noticed regularly scheduled combined elected officials and workforce board meeting to incorporate their WIOA responsibilities.

CSBD serves as staff to the local board and also as the fiscal agent. There is an agreement in place between the Board and the CSBD Council of Elected Officials. In accordance with the requirement that firewalls are to be in place to guard against conflict of interest, the Board, the CSBD Council of Elected Officials and CSBD have also implemented the following safeguards:

1. We have adopted a code of conduct applicable to the Board and to CSBD employees in accordance with the Uniform Guidance found at 2 CFR 200.
2. Because CSBD is a political subdivision under Florida Statutes 163.01, staff, the Board and the CSBD Council follow state statutes with respect to the application of conflict of interest policies, in accordance with the Florida state statutes and the code of ethics for public officials, and files Form 8B as required whenever there is a conflict, which arises in conjunction with a contract to be entered into by CSBD, or its governing boards.
3. CSBD follows the State Contracting Policy regarding conflict of interest, which is echoed by the Uniform Guidance that requires CSBD as a sub-recipient to notify the state (recipient) in the event of a conflict.
4. All issues concerning conflict of interest of board members or staff are also noted in the minutes of the meeting at which a vote is taken.
5. The BWDB has appointed an Audit Committee, which reviews all budget, monitoring and monetary issues.
6. CSBD contracts for external monitoring. All monitoring reports, state and external reports, as well as the annual audit appear on the Audit Committee Agenda and on the joint CSBD Council of Elected Officials and BWDB Board Regular Meeting Agendas for acceptance or action as appropriate.

Currently, CSBD procures a staffing company to manage and staff the one-stop career centers. CSBD will continue to use the staffing company model for the delivery of WIOA Title I adult and dislocated worker services and for the delivery of career services under any discretionary grants received. EmpHire Staffing is the staffing agency that was competitively procured to provide the staff who delivers the career services.

CSBD procured and contracted with a one-stop operator, Workforce Guidance Associates, LLC., to coordinate services among the partners.

## **II. Analysis of Need and Available Resources**

This section provides an analysis of existing and emerging in-demand industry sectors and occupations, along with the knowledge and skills needed to meet the needs of the employers in the workforce area.

All youth program elements are available to youth as part of a menu of services based on their objective assessment and Individual Service Strategy (ISS). The 14 elements identified by WIOA are available to youth on an as-needed basis through our contracted youth services providers. CSBD continues to contract with out-of-school youth service providers using three different service models 1) Navigator, 2) Vendor and 3) Traditional Full Service.

CSBD combines funds provided by the CSC and various local units of government to serve an estimated 600 – 800 at-risk and low-income youth, ages 16 – 18, during the summer months. WIOA funds, when available, may be used to serve youth with employability skills and a work experience. Welfare Transition Program funds, when available, may serve youth through age 24 with employability skills and a work experience.

## **III. Local Workforce Development Area Vision and Strategic Goals**

The Plan includes a description of the workforce development activities in the local workforce area, an analysis of the strengths and challenges experienced in the delivery of the services, and the capacity to provide services to meet the education and skill needs of job seekers and the employment needs of local employers.

The core partners all have seats on the BWDB as required by law and also serve on Board committees. CSBD has entered in a Memoranda of Understanding with both our core and legislative partners. Because of the presence of our core partners on the board and BWDB committees, they are a part of the decision-making process.

## **IV. Coordination of Services**

To expand our function as strategists and community conveners to hear “the voice of the customer” on the workforce needs of Broward County, we participate in community and business initiatives to harness the expertise that exists within the local workforce area. The intent of our participation in these collaborative efforts is to meet local workforce area development needs, coordinate services as well as to find solutions for special populations with barriers to employment. Recommendations from the meetings move on to our governing boards, culminating in the roadmap, which are both incorporated into this workforce services plan and also into a strategic planning matrix, as applicable to each of the board’s committees, so that the members can work on the objectives throughout the year.

As is required by WIOA, secondary and post-secondary education is represented on the Board. This provides an opportunity for education to be aware of and have input into Board initiatives and activities. Education representatives are also invited to business forums so they can hear directly from the business community with respect to training needs and skills gaps. The Plan identifies the advantages of a single school district,



technical college and community district has when working to meet employer and student needs.

#### **V. Description of Local One-Stop System**

All required partners are co-located in the CSBD career centers. The partners make their core services available through the one-stop centers. All one-stops are American with Disabilities Act (ADA) compliant. Integrated Resource Teams (IRT) are assembled for special needs individuals. Each center has a Disability Specialist assigned to assist these customers with using the assistive technology, or to schedule an interpreter as needed. CSBD assistive tools include: screen readers, screen magnifiers, JAWS software, bigger keyboards, and a specialized mouse. Staff is trained annually on disability etiquette and serving customers with disabilities.

CSBD has also hired staff to go out into the distressed communities to bring them information about CSBD services and also to bring our workshops to where the customers live. WIOA allows local boards to set the rate of reimbursed for OJT up to 75%. CSBD's OJT reimbursement rate is 75% straight-time wage reimbursement for all employers, including those with 251 or more employees that are located in a distressed zip code or opportunity tax zone. As job seekers work close to their homes, especially in distressed communities, it makes sense to offer this type of reimbursement to these employers instead of basing it on job seekers' characteristics, which could be discriminatory.

#### **VI. Description of Program Services**

The one-stop system provides access to the career services, as required by WIOA section 134 and integrates Wagner-Peyser, Veterans, RA and RESEA, WIOA Title I, TAA, WT/TANF, SNAP Employment and Training, Vocational Rehabilitation, Adult Education and Family Literacy Act funding streams and programs.

A key CSBD partnership with the Greater Ft. Lauderdale Alliance helps to prioritize industry clusters through sharing types of businesses relocating to our local workforce area. CSBD also reviews various industries' hiring demands, references Enterprise Florida's Statewide Strategic Plan along with the Florida Chamber Foundation's Six Pillars of Florida's Future Economy™.

Intermediaries are utilized to engage the targeted industries of Healthcare, Technology, Marine, Aviation, Hospitality/Tourism, Retail and Construction to partner with trade and professional associations expanding its service delivery to employers.

To comply with the WIOA priority emphasis to recipients of public assistance, low-income, and basic skills deficient job seekers and USDOL ETA TEGL 3-15, guidance CSBD has included the following priorities of service:

##### **ADULT PRIORITIES**

1. Veterans and eligible spouses who are WIOA eligible and who also have one of the barriers in the priority list which follows.
2. Individuals who are not veterans or eligible spouses, but who have any one or more of the barriers in the priority list which follows.

3. Veterans and their eligible spouses who do not have any of the barriers listed as a WIOA priority in the chart below including:
  - a. Military spouses who have lost employment as a direct result of a relocation to accommodate a permanent change in duty station of the spouse.
  - b. Military spouses who are a dependent spouse of a member of the Armed Forces on active duty whose family income is significantly reduced, as determined by the State or local area, because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the service member.
  - c. Military spouses who are unemployed or underemployed and are experiencing difficulty in obtaining or upgrading employment.
4. Individuals who are not veterans and do not have any of the adult barriers listed below.

The barriers referred to in the Adult Priorities chart are the barriers listed in WIOA, paragraph 24 (3) and below in alphabetical order and are defined pursuant to WIOA.

1. Disabled Individual
2. Displaced homemaker
3. Ex-Offender
4. Foster Care – dependent youth or who have aged out of the dependency system
5. Homeless or Runaway
6. Indian, Alaska Native, and Native Hawaiian as defined in WIOA Section 166
7. Individuals facing a substantial cultural barrier
8. Individuals within 2 years of exhausting lifetime eligibility under the Welfare Transition Program
9. Long-term unemployed individual (unemployed and looking for work 27 weeks or more)
10. Older individual
11. Migrant and seasonal farm worker
12. Single parent (including single pregnant women)

In addition to these priorities, customers must also meet income eligibility based on the BWDB Self-Sufficiency guidelines.

Dislocated workers have their own eligibility criteria.

CSBD supports the use of registered apprenticeships to enhance employment opportunities for job seekers. CSBD meets periodically with Atlantic Technical College to discuss additional ways we can partner to expand apprenticeship opportunities. CSBD added all the apprenticeships in Broward County to its ITA List, which is available to job seekers. CSBD has two representatives on its Board that provide training in the apprenticeship arena, which helps to enhance the awareness of apprenticeships and their use.

CSBD is providing entrepreneurial training to Broward County residents interested in starting their own businesses.

In PY 18-19, CSBD was awarded two CareerSource Florida Apprenticeship Grants; one is a pre-apprenticeship training in construction and the other is apprenticeship training in

the IT industry. Thirty-five (35) youth completed pre-apprenticeship training in administration, construction, culinary arts and horticulture. CSBD has also placed seven (7) individuals in a construction apprenticeship program with the Fort Lauderdale Housing Authority. In PY 19-20, CSBD was awarded a CareerSource Florida Apprenticeship Grant in the Marine Industry.

In addition to the Youth Program eligibility, CSBD wanted to expand the universe of youth able to be served under WIOA the One Stop Services Committee reviewed the current definition of “requires additional assistance.” Their recommendations were approved for inclusion in the plan by the CSBD governing boards as follows:

CSBD is defining the term “requires additional assistance” (for OSY) to enter or complete an educational program or to secure or hold employment as having low income (as referred by law) and one of the barriers listed below:

1. Historical or current personal or family substance abuse
2. Gang involved, affiliated, or affected due to family member involvement
3. Victim of abuse or domestic violence or family history of abuse or domestic violence
4. Victim of human trafficking
5. A youth who has a parent that is or was incarcerated within the past 24 months
6. A youth lacking a significant or positive work history based upon:
  - a. Their having been fired from one (1) or more jobs within the last six (6) months, or
  - b. Their having been employed in three (3) or more jobs within the last 12 months, and who is no longer employed or,
  - c. A youth who has actively been seeking full-time employment for at least two (2) months, but remains unemployed, or employed part-time. Includes a youth with no employment history.

## **VII. Public Comment Process**

In accordance with the WIOA regulations, which require local areas to establish a public comment process consistent with state direction, CSBD made available this plan to the public on its website on 02/10/2020 with notice advising the community of the public hearing to solicit their comments on CSBD’s WIOA Local Plan.

A public hearing was held on 02/12/2020, pursuant to an advertised notice. Present at the public hearing and representing was CSBD’s Quality Assurance and Executive Office staff.

A draft of the proposed CSBD Local Plan was posted on the CSBD website on 2/10/2020, and the public had 30-days to submit comments, including at its publicly held hearing on 02/12/2020.

Entities represented on the Broward Workforce Development Board and its committees, which include economic development, public and private education, veterans groups, community based organizations, chambers, entities representing the disabled, to name a few provided input to the plan by appearing at committee and board meetings to share their thoughts and recommendations regarding the local workforce system.

CSBD also held a planning “retreat” to solicit ideas for the plan in November 2019. Questions were formulated as a guide for the Board members, which centered on how to make our services more accessible to employers and job seekers, and enhance the effectiveness of CSBD.

**Memorandum #29 – 19 (OPS)**

**To:** Executive Committee

**From:** Mason Jackson, President/CEO

**Subject:** Summer Youth Work Experience Contract Approval for Advanced Roofing, Inc.

**Date:** March 11, 2020

**SUMMARY**

Consideration to approve a Summer Youth Employment (SYEP) contract with Advanced Roofing for summer 2020. Advanced Roofing will serve as a worksite for one youth. Board member Mr. Kevin Kornahrens works for Advanced Roofing, Inc. State rules require the governing boards approve this item by a 2/3 vote, after a conflict has been declared at the Board meeting.

**BACKGROUND**

CSC has approved the placement of youth with private sector employers. Advanced Roofing has served successfully as a summer worksite in the past.

**DISCUSSION**

Advanced Roofing, Inc. is willing to serve as a host worksite for a summer youth. Board member, Mr. Kevin Kornahrens is employed by Advanced Roofing. Mr. Kornahrens is therefore required to declare his conflict and for us to get a 2/3 vote of approval.

**RECOMMENDATION**

Approve the recommendation for Advanced Roofing to serve as a host worksite for youth during the 2020 summer program.

## Memorandum #17 – 19 (EXEC)

**To:** Executive Committee  
**From:** Mason Jackson, President/CEO  
**Subject:** Additional funding for Summer Youth Employment Program (SYEP)  
**Date:** March 10, 2020

### SUMMARY

The City of Fort Lauderdale (COF) awarded CareerSource Broward (CSBD) funding in the amount of \$190,000 to serve 65 youth in the Summer Youth Employment Program. The SYEP program will provide each participant with 3-days of employability skills training and an 8-week meaningful summer work experience. Consideration to accept the funds for the 2020 summer youth program from COF in the amount of \$190,000 to serve 65 youth.

### BACKGROUND

This is the tenth year COF is funding the summer program. All youth receive 3-days of employability skills training and an 8-week meaningful work experience. Youth participating in the program are economically disadvantaged aged 16-18. The COF youth all reside in the boundaries of the City.

### DISCUSSION

Each year we work with the COF to target and place City of Fort Lauderdale youth into worksites around the City. This year the City has awarded us \$190,000 to serve 65 youth. COF also provides the worksite for their youth each year. Some of the positions filled by the youth include, camp counselor aides, clerical, and landscaping. Each year the City provides an educational tour of the city's police, fire station, and the emergency operating center.

### RECOMMENDATION

Consideration to accept funds for the 2020 summer youth program from the City of Fort Lauderdale for \$190,000 to serve 65 youth.

## Memorandum #30 – 19 (OPS)

**To:** Executive Committee  
**From:** Mason Jackson, President/CEO  
**Subject:** Additional Workforce Innovation and Opportunity Act (WIOA) Funds  
**Date:** March 11, 2020

### SUMMARY

Consideration to accept \$33,523 in State WIOA funds. This is the Region 22 share of funds awarded by the State for WIOA performance under their performance model. The funds will be used to enhance one-stop accessibility, assessment and training software as well as for basic and individualized participant services.

### BACKGROUND

CSBD received an additional \$33,523 of WIOA state-wide discretionary funds awarded for achievements in the employer penetration and adult / dislocated worker training rate. These were criteria under the State's experiment with a new Performance Attainment Model. Several years ago we had opted out of the pilot performance model because the measures were not aligned with the federal measures. Nevertheless, the state applied the pilot's criteria to each board and awarded all the boards some portion of the funds set aside for meeting the goals set by the pilot. CSBD excelled in 2 categories even though we were not participating. They were employer penetration and participant participation in training.

### DISCUSSION

The funds can be spent on any allowable WIOA expenditure. It is proposed that we use the funds to meet new one-stop accessibility requirements, including new website accessibility criteria, as well as any distance assessment, workshop or training needs, which may arise as a result of the Corona Virus. Any leftover would be used for participant individualized services.

### RECOMMENDATION

Acceptance of \$33,523 in additional WIOA funds.

---

**Memorandum #09 – 19 (QA)**

**To:** Executive Committee  
**From:** Mason Jackson, President/CEO  
**Subject:** Ticket to Work (TTW) Report  
**Date:** March 10, 2020

**SUMMARY**

Since 2008, the Ticket to Work (TTW) Program has generated over \$2.5M for the General Fund and has assisted 519 customers to secure employment. According to the Social Security Administration's provider, Maximus, for the past seven (7) years the CSBD TTW program is ranked #1 in the nation and in Florida of workforce board Employment Networks, based on dollars earned.

**BACKGROUND**

The TTW Program is an employment program for people with disabilities who are interested in working. This program is sponsored by the Social Security Administration, which reimburses an Employment Network, such as CSBD, for placing eligible participants in a job. When a customer elects to participate in the program, a Disability Program Success Coach helps them secure employment by providing resume assistance, developing a Career Plan, referring them to jobs, and following up with them for job retention.

According to the Social Security Administration's provider, Maximus, for the past seven (7) years the CSBD TTW program is ranked #1 in the nation and Florida of workforce board Employment Networks, based on dollars earned.

**DISCUSSION**

The program assists our customers with disabilities with obtaining employment, along with helping us increase our services to our special populations. Each customer who gets a job can allow us to earn up to \$26,855 over a five-year period if their employment is retained throughout that time.

As a result of continued outreach, marketing, and word of mouth, we continue to receive new customers, giving us the opportunity to earn even more revenue. To expand our outreach efforts, we recently provided training to Vocational Rehabilitation and the Division of Blind Services.

Since 2008 to date, CSBD staff has placed 519 TTW customers, which has generated a total of \$2,558,924 for the General Fund.

**RECOMMENDATION**

None. For informational purposes only.



## Memorandum #18 – 19 (Exec)

**To:** Executive Committee  
**From:** Mason Jackson, President/CEO  
**Subject:** Precautions Related to the Corona Virus  
**Date:** March 11, 2020

### SUMMARY

This memo documents the agency's efforts to take precautions related to the Corona Virus. We are managing visits and exploring more ways of delivery services through technology.

### BACKGROUND

Over the past few weeks, we have seen increasing information and concerns about the Corona Virus in Broward County, through its most recent declaration as Public Health Emergency in the state of Florida. As the Governor and public health officials provide updates on the status of cases in Florida and Broward County, the agency has been proactive in its efforts to provide information and supplies to our staff. Additionally, we've taken steps to provide alternative means to the public for accessing our services. Both the State of Florida and the Broward County Commission have declared a State of Emergency.

### DISCUSSION

Our regular ongoing efforts to maintain a clean and safe work environment have been enhanced in light of this public health emergency. Additional efforts across all our offices include:

- a) Sharing advisories and updates from the Department of Health and/or the Centers for Disease Control (CDC) as we receive them. Advisories provide general guidance on precautions to take at home and work such as:
  - Clean and disinfect frequently touched objects and surfaces.
  - Always wash hands that are visibly soiled.
  - Frequently wash your hands with soap and water for at least 20 seconds.
  - When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
  - Avoid touching your eyes, nose, or mouth with unwashed hands.
  - Avoid close contact with people who are sick.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- b) Advising staff that have flu like symptoms to stay home until symptom free.
- c) Providing guidance for our Resource Room staff to more frequently:
  - Spray down keyboards and mice with Lysol throughout the day and in particular when center traffic is high.

- d) Additionally we have:
- Increased the number of new free-standing units, high yield, wipe dispensers, which each hold 1800 anti-bacterial wipes for staff and public use.
  - The cleaning crew has increased the frequency of wiping down/cleaning door handles, doors, common areas, elevator buttons etc.

We have also examined options to continue providing services to customers remotely given the growing concerns about the COVID-19 coronavirus. The following is a list of strategies we are developing:

- a) Allowing customers to complete on-line work registrations and orientations.
- b) Allowing customers to complete timesheets and other documents and text, email, photo-imaging or fax them to us.
- c) Conducting appointments via telephone.
- d) Providing additional virtual access to our e-learning and assessment tools.
- e) Assessing our ability to deliver workshops on-line.
- f) Working with employers who have scheduled on-site recruitments to determine if we can conduct the events as “virtual” recruitments.
- g) Assessing staff’s capacity to work remotely in the event our offices close so that we can continue providing services to job seekers, customers and employers, (e.g. face time, texting and photo-imaging.)
- h) We have also requested the state consider allowing flexibility for mandatory customers.
- i) Scheduled conference calls with our training and youth providers to learn if they are putting alternative plans to classroom programs such as on-line so we can jointly plan on how it will impact our customers.

With safety first and foremost we remain dedicated to serving the community and business’s everyday with the same commitment to our core values. Our focus is to ensure we meet customer needs while doing our part to keep our customers, our employees and our community safe.

The agency will continue to monitor this situation and act in the best interests of our staff and customers.

## **RECOMMENDATION**

None for information only.