



Broward Workforce Development Board
Executive Committee
Monday, March 8, 2021
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 841 5218 4498
Zoom Password: 832287
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 2/8/21 meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 6 – 13

NEW BUSINESS

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

Consideration to approve a Summer Youth Employment contract with Advanced Roofing for summer 2021. 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 #50 – 20 (OPS)

Page 14

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

Consideration to approve the addition of two training programs at Broward College 1) Aviation Maintenance Management and 2) Avionics Technician to the WIOA Training Account list. While we did not identify 25 openings through Employ Florida or JOBSEQ, our labor market tool, we checked with industry representatives, Board Member Sam Robbin and Aviv Tzur, the President of the Greater Miami Aviation Association to gain industry insights. They both indicated that given that the courses are 2 year programs, by the time students complete, the demand for individuals trained in these occupations will exist. Since Board member, Dr. Mildred Coyne, is employed at BC and Board Member, Francois LeConte, serves on the BC Business Advisory Committee this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBITS	Memo #51 – 20 (OPS) ITA Course Summary Spreadsheet

Pages 15 – 17

3. Local Employer Awareness and Satisfaction Survey

Every two years, CSBD conducts a survey to measure our awareness and customer satisfaction among employers in the area. We will also use this opportunity to learn of the impacts of the pandemic on employers and their short-term hiring plans. Collecting this data will allow us to better gauge employer awareness and satisfaction at the local level and determine which areas of service need improvement. Approved at the 3/1 Employer Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBITS	Memo #09 – 20 (CBR) Draft survey questions

Pages 18 – 22

REPORTS

1. Employer Services Updates on Various Initiatives

Recently, CSBD has developed several industry-related workforce initiatives, some designed to assist employers with workforce challenges related to the pandemic. This is an update on the initiatives and activities.

ACTION Discussion
EXHIBIT Memo #10 – 20 (CBR)

Pages 23 – 25

2. Presentations at the March Board Meeting

Daniel Harper, Senior Management Analyst, Supervisor of the Department of Economic Opportunity will provide the performance presentation and 2) John Wensveen, Chief Innovation Officer at Nova Southeastern University will discuss the new Alan B. Levan Innovation Center.

ACTION None
EXHIBIT None

3. Welfare Transition (WTP) & Supplemental Nutrition Assistance (SNAP) Waivers

The Department of Children and families is continuing to waive the work requirements for WTP and SNAP Programs through 3/31/21. Customers referred during the waiver period will not be required to participate in job search activities. CSBD staff continues to encourage customers to voluntarily participate to help them get back to work quickly.

ACTION None
EXHIBIT None

4. Reemployment Assistance (RA) Waivers

The Department of Economic Opportunity is continuing to waive the work registration and work search requirements through 4/24/21. This means those who are applying for RA benefits are not required to work register in Employ Florida (EF). In addition, individuals already receiving benefits are not required to look for work.

ACTION None
EXHIBIT None

MATTERS FROM THE EXECUTIVE COMMITTEE

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON APRIL 12, 2021.



Broward Workforce Development Board
Executive Committee
Monday, February 8, 2021
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 835 7718 0163
Zoom Password: 060053
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.

MEETING AGENDA

Attendees VIA Zoom/phone: Gary Arenson, Zac Cassidy, Michael Carn, Paul Farren, Frank Horkey, Dr. Lisa Knowles, Mayor Frank Ortis, Jim Ryan, Rick Shawbell, and Dr. Steve Tinsley

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

Guests via zoom/phone: Danielle Daver and Carlos Rodanes

APPROVAL OF MINUTES

Approval of the Minutes of the 11/16/20 meeting.

On a motion made by Gary Arenson and seconded by Paul Farren, the Executive Committee unanimously approved the minutes of the 11/16/20 Executive Committee meeting.

NEW BUSINESS

1. Anthony Brunson, P.A. Audit for FY 2019 - 2020 Presentation

Anthony Brunson, P.A., has completed its Audit Report for the 2019 – 2020 CareerSource Broward fiscal year. The audit is clean and has an unqualified opinion. There are no findings or management recommendations. As the Audit Committee meets directly prior to the meeting, the recommendations will be presented at the Executive meeting.

Tony Brunson, P.A., advised that the results are an unmodified opinion with no findings or management recommendations.

Frank Horkey suggested we spell out SEFA for the Board meeting

On a motion made by Gary Arenson and seconded by Paul Farren, the Executive Committee unanimously approved the 2019 – 2020 Audit Report.

2. 2021 Draft BWDB Legislative Agenda

Considered approving 1) the draft 2021 BWDB Legislative Agenda that includes our leading priorities as identified by the Florida Workforce Development Association and 2) support and monitor community partner legislative positions for items associated with local workforce-related issues. The new format of presenting legislative priorities was approved at the last committee meeting. Approved at the 2/1 SPPDLAR Committee meeting.

Carol Hylton stated that when the legislative agenda was presented to the SPPDLAR Committee one of their recommendations was to align it to 1) leading priorities 2) items we support and 3) items we are monitoring. The BWDB Legislative Agenda has been reformatted in this way.

Ms. Hylton stated that we are recommending that the State maintains TANF funding for the local workforce boards. Currently, there is a waiver in place so customer are not required to do work participation activities, so while the expenditures now are low the cases are increasing in our caseload. Ms. Hylton added that before the pandemic, we had about 345 cases, but as of January we have 934 cases. As soon as the waiver lifts, there is going to be a significant increase in case management activities and funds will be needed to ensure that we are doing quality work with increased customer demand. Our position is that those funds should not be reduced this year.

Ms. Hylton stated the second leading priority is to support the State of Florida's local workforce development governance structure. Our current structure allows for innovation, agility, flexibility, and integration among the various workforce programs. As an example, she explained when the pandemic occurred and the hospitality industry was negatively impacted, we were able to quickly provide outreach services to engage those laid off to assist with reemployment services.

Ms. Hylton advised that the third priority item is to support apprenticeship expansion. Apprenticeships allow you to earn while you learn.

Ms. Hylton mentioned our partners' legislative agenda initiatives where there is relevance to workforce development.

Carol Hylton indicated that Marti Coley, represents the Florida Workforce Development Association on matters related to the Florida Legislature and the State. She will be presenting at the February Board meeting to help us understand what legislative efforts the Florida Workforce Development Association (FWDA) is working on.

Ms. Daniels stated that at the federal level they maybe adding \$15 billion to the workforce system. She noted that Congress would like to fund infrastructure and green climate-related jobs. We are asking that when you speak with the delegation you indicate to them that we would like them to think about the important role the workforce system can play and to invite us to the table for these discussions.

Frank Horkey inquired if there are any proposals at the state level to make the changes to TANF funding or governance or is this preemptive strike? Carol Hylton responded that we are aware that they have been trying to get information from other states that have more state controlled workforce models. There is a bill that we anticipate will be filed in the near future, so we will know more.

On a motion made by Gary Arenson and seconded by Dr. Steve Tinsley, the Executive Committee unanimously approved the 2021 Draft BWDB Legislative Agenda.

3. Letter to Broward Delegation and Congressional Representatives

Considered approving a letter from the BWDB to our Congressional Representatives asking that they support a role for the local workforce delivery system in infrastructure and climate control initiatives. The local workforce system has been instrumental in bringing together job seekers and employers quickly and seamlessly through the American Job Center system and can be catalysts for matching these projects with workers, especially those hardest hit by the pandemic. Approved at the 2/1 SPPDLAR Committee meeting.

On a motion made by Gary Arenson and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the letter to Broward Delegation and Congressional representatives.

4. Food and Beverage Purchases

Each year, CSBD requests approval to use the General Fund to pay for food and beverage expenses. This is because the State does not allow local boards to use WIOA funds for the purchase of food and beverages. Since COVID-19 has dictated the need to meet virtually, this past year we only spent \$2,184 of the \$23,500 approved through 12/31/2020. It is requested that approval be given to spend up to the same amount requested for prior years, which is \$23,500 in anticipation of being able to meet in person as we did prior to COVID-19. We also requested approval to add staff appreciation for up to 3 times per year, for achievements and excellent service. Funds not expended remain in the General Fund. As the Audit Committee meets directly prior to this meeting, the recommendations will be presented at the Executive meeting.

Carol Hylton stated that due to the pandemic, we have only spent \$2,184 of the \$23,500. We are asking to set aside the same amount as last year. The expenses would be used for staff planning sessions, employer forums, networking events, and community meetings attended by management. We have also added staff appreciation for their hard work and diligence.

Frank Horkey stated he thought it was a good idea to support staff in this way and reminded the committee that in the past the previous Board Chairs donated to buy ice cream for staff.

On a motion made by Gary Arenson and seconded by Zac Cassidy, the Executive Committee unanimously approved the food and beverage expenses.

5. Addition of New Courses for Existing Training Provider – Broward College (BC)

Considered approving the addition of two training programs at BC to the Workforce Innovation and Opportunity Act Individual Training Account list 1) Medical Assistant and 2) Medical Billing. Since Board member, Dr. Mildred Coyne, is employed at BC and Board Member, Francois LeConte, serves on the BC Business Advisory Committee, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 2/2 One Stop Services Committee meeting.

On a motion made by Rick Shawbell and seconded by Paul Farren, the Executive Committee unanimously approved the addition of two new courses for existing training provider – BC.

6. Addition of New Courses for Existing Training Provider – McFatter Technical College

Considered approving the addition of two rapid credentialing programs at the School Board of Broward County's (SBBC) McFatter Technical College to the Individual Training Account list 1) Electrocardiograph Technology program for WIOA and 2) Patient Care Technician for the WTP ITA list. Since Board member, James Payne, is employed by the SBBC, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 2/2 One Stop Services Committee meeting.

On a motion made by Gary Arenson and seconded by Dr. Steve Tinsley, the Executive Committee unanimously approved the addition of two new courses for existing training provider – Mc Fatter Technical College.

7. Memorandum of Understanding Between CSBD and the Urban League of Palm Beach

Considered entering into a Memorandum of Understanding as required under the Workforce Innovation and Opportunity Act with the Urban League of Palm Beach County, which 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. Approved at the 2/2 One Stop Services Committee meeting.

Rochelle Daniels stated that the Urban League of Palm Beach 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. WIOA requires all mandatory one-stop partners to enter into a one-stop MOU and infrastructure agreement with the local workforce board.

On a motion made by Rick Shawbell and seconded by Paul Farren, the Executive Committee unanimously approved the Memorandum of Understanding.

8. Transfer of WIOA Dislocated Worker Funds to WIOA Adult Funds

Considered approving the transfer of up to \$1,800,000 from the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker (DW) funding stream to the WIOA Adult funding stream. WIOA allows local boards 100% transferability between the two funding streams.

We monitor the demand for services and the expenditure rate of the funding streams and we request transfer authority as needed. These funds will be used to provide adult customers with employment services that include 1) occupational skills training 2) work experience and 3) on-the-job training. Approved at the 2/2 One Stop Services Committee Meeting.

Ron Moffett stated that we monitor the demand for services and request the transfer of WIOA funds as needed. At this time, CSBD has determined there is a need to transfer DW funds to the WIOA Adult funding stream.

Dr. Steve Tinsley inquired if we are just voting to approve the ability to transfer the funds. Frank Horkey responded yes.

On a motion made by Gary Arenson and seconded by Rick Shawbell, the Executive Committee unanimously approved the transfer of up to \$1,800,000 of WIOA Dislocated Worker funds to WIOA Adult funds.

9. Program Year (PY) 20-21 Revised Budget

This is our annual update from the preliminary budget presented in May. It is the adjusted budget based upon the final grant awards received by CSBD. The CSBD formula grants for PY 20-21 total \$20,190,557, a slight decrease of \$2,749 or -0.01% from the planning numbers presented in May. Dedicated grants total \$5,144,403. Total available budget (\$20,190,557 + 5,144,403) is \$25,334,960 for PY 20-21. Approved at the 2/2 One Stop Services Committee Meeting.

Carol Hylton advised that this is our annual update from the preliminary budget. She explained the available CSBD formula grants for 2021 are \$20,190,557. This is a slight decrease of \$2,749 from the preliminary budget presented last May. With the addition of the dedicated grants, we have a little over \$25 million in our budget. We have maintained the administrative cap at 9% and we are spending a minimum of 30% of WIOA Adult and Dislocated Worker funds on training per state rules. Ms. Hylton stated that the Children's Services Council also has awarded an increase of \$45,635 to cover the increase to the minimum wage.

On a motion made by Gary Arenson and seconded by Rick Shawbell, the Executive Committee unanimously approved the PY 20 – 21 revised budget.

10. Continued Eligibility for Jersey College and Connecticut School of Broadcasting

The WIOA requires eligible training providers (ETP) to submit new applications every two years to remain on the ETP List. Current providers, Jersey College and Connecticut School of Broadcasting, have met the application renewal requirements. The courses for both ETPs have already been approved by the board and will remain on the ITA list as long as they meet performance and the occupations remain in-demand. CSBD recommends renewal of Continued Eligibility status for 1) Jersey College for the next two-year period of 04/04/21 thru 04/04/23 and 2) Connecticut School of Broadcasting for the next two-year period of 02/26/21 thru 02/26/23. Approved at the 2/2 One Stop Services Committee Meeting.

Ron Moffett stated that these providers are in good standing. The board has previously approved these schools and their courses. Our recommendation is to continue to certify them for the next two years.

On a motion made by Dr. Steve Tinsley and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the continued eligibility for Jersey College and Connecticut School of Broadcasting.

11. Accept Funds for the CSBD Apprenticeship Navigator

The State invited workforce boards to apply for funding as part of an initiative to expand registered apprenticeship in their local regions. Considered accepting \$75,000 from the Florida Department of Economic Opportunity to fund an Apprenticeship Navigator to work with our targeted industry and educational partners to identify and develop Registered Apprenticeship programs. Approved at the 12/7 Employer Services Committee meeting.

Carol Hylton stated that this will allow us to expand the apprenticeship program in our region.

On a motion made by Gary Arenson and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved to accept the funds for the CSBD Apprenticeship Navigator.

REPORTS

1. Budget vs Actual Expenditure Report

The Budget vs. Expenditure Report indicates that we are on target to meet all planned expenditures in our various funding streams with initiatives in place for the WIOA Youth and Veteran's funding streams. In the WIOA Youth funding stream we are seeing an increase in work experience participation since last quarter and we plan to add technological tools to assist Veterans as well as increasing job fairs for them to connect them to work, as businesses return to normal. Reviewed at the 2/8 Audit Committee, which meets directly prior to the Executive Committee meeting.

Carol Hylton indicated that chart 1 depicts funding streams at 50% of the program year. As businesses reopen, we are seeing an increase in youth work experience participation. Ms. Hylton stated that the Welfare Transition Program funds are slightly underspent due to COVID-19 and the Governor's waiver of mandatory participation requirements, but we have developed strategies to expend the funds.

2. General Fund Balance

On 06/30/20, the General Fund balance was \$644,985. Since then, we have realized revenues of \$245,947 and expenditures of \$151,446 resulting in a balance of \$739,486 as of 12/31/20. We expect to see continued revenues through TTW. Reviewed at the 2/8 Audit Committee, which meets directly prior to the Executive Committee meeting.

3. Presentation at the February Board Meeting

Marti Coley of PinPoint Results, LLC, represents the Florida Workforce Development Association on matters related to the Florida Legislature and the State. Ms. Coley will be providing an update on the upcoming State Legislative Session at the next Board meeting.

4. Taylor Hall Miller Parker (THMP), P.A. Program Monitoring Report Issued 10/20

Taylor Hall Miller Parker (THMP) conducted program monitoring for the period 4/2/20 through 7/30/20. They reviewed a total of 172 files consisting of 7,480 elements. There were 7 findings and 11 observations. The findings equate to a .09% error rate (less than 1%). All findings and observations were corrected except where cases were closed and no further action could be taken. Reviewed at the 2/8 Audit Committee, which meets directly prior to the Executive Committee meeting.

5. Cherry Bekaert, LLP Fiscal Monitoring Report #1 Issued 12/20

Cherry Bekaert conducted fiscal monitoring for the period 7/1/20 through 9/30/20. Cherry Bekaert reviewed a total of 870 elements during the review period. There were no findings or observations, which reflects an error rate of 0%. Reviewed at the 2/8 Audit Committee, which meets directly prior to the Executive Committee meeting.

Frank Horkey thanked the staff for doing such a good job.

6. Individual Training Account (ITA) Performance Report

CSBD conducted its semi-annual analysis of ITA provider performance in January and found 1) South Florida Academy of Air Conditioning's HVAC Residential & Lt. Commercial Technician and 2) The Academy of South Florida's Cloud and Network Security Administrator programs did not achieve a 70% training-related employment rate. Per Board policy, we suspended referrals to these programs and notified both schools.

Carol Hylton stated that the Board has approved us to remove providers from the ITA list if they did not achieve 70% placement rate. We continue to work with them to see what we can do to assist with improving their training-related placements.

7. Board Members Recognition

We will be presenting plaques to 1) former Chair, Dr. Lisa Knowles, and 2) Dr. Gertrudis Perez-Dusek, who has resigned from the board at the Board meeting.

Frank Horkey thanked Dr. Knowles for all her hard work and contributions as chair.

MATTERS FROM THE EXECUTIVE COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Carol stated that we have heard that American Airlines will be laying off a significant number of workers. We have previously met with the aviation tenants at the airport, so we reaching out to them to see if Broward will be impacted. We had already created an aviation section on our website and we have set up rapid responses to meet with any affected employees.

Gary Arenson inquired if we know what Dade County is doing? Carol Hylton responded that we will reach out to them. She further advised that we are working with several regions on a job fair with Tesla for solar panels.

Carol relayed that Bob Swindell and Sam Robin were named to South Florida Business Journal's 2021 Power Leaders 250 list.

Ms. Hylton has been recognized as Legacy's magazine South Florida's 2020 Most Influential & Prominent Black Women in Business & Industry.

ADJOURNMENT 1:07 pm

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON MARCH 8, 2021.

Memorandum #50 – 20 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

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

Date: March 1, 2021

SUMMARY

Consideration to approve a Summer Youth Employment (SYEP) contract with Advanced Roofing for summer 2021. Advanced Roofing has requested one slot (one youth) so we anticipate the non-financial contract amount will not exceed \$3,000. Because Broward Workforce Development Board, Inc. (Board) member, Mr. Kevin Kornahrens works for Advanced Roofing, Inc. State rules require the governing boards approve this item by a 2/3 vote of the seated quorum, after a conflict has been declared at the Board meeting.

BACKGROUND

Advanced Roofing was initially approved as a SYEP worksite by the CareerSource Broward (CSBD) governing boards in 2018. Advanced Roofing would like to continue to participate in the SYEP. This has been a successful partnership and our summer youth customers have benefited from the opportunity to gain work experience at Advanced Roofing.

DISCUSSION

Advanced Roofing, Inc. is seeking to participate in our private sector initiative to employ youth during the summer months. Under this initiative 100% of the youth's wages for the 8-week summer program will be supported by the Children Services Council of Broward County. Advanced Roofing has requested one slot (one youth) so we anticipate the non-financial contract amount will not exceed \$3,000.

On the Board, Advanced Roofing, Inc., is represented by Mr. Kevin Kornahrens. State rules require that the Board approve entry into contracts with board members by a 2/3 vote of the majority after a quorum is seated and a conflict of interest has been declared. While the funds associated with this item are not federal funds, we are following our conflict of interest policy and seeking a 2/3 vote. Whether present or not, Mr. Kevin Kornahrens, will need to declare a conflict of interest and complete the State Form 8B.

RECOMMENDATION

Approve the recommendation to renew the SYEP contract with Advanced Roofing for up to, but not exceeding, \$3,000 for summer 2021.

Memorandum #51 – 20 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Addition of New Courses for Existing Eligible Training Provider – Broward College

Date: March 2, 2021

SUMMARY

Consideration to approve two training programs at BC to the Workforce Innovation and Opportunity Act Individual Training Account list 1) Aviation Maintenance Management and 2) Avionics. These are 2 year courses and while we did not identify 25 openings through Employ Florida or JOBSEQ, we checked with industry representatives, Board Member Sam Robbin and industry job boards they recommended to us that all indicate demand will be there by the time training is completed. This is in accordance with our review of 2 year courses during recessionary periods where we look to the future. Since Board member, Dr. Mildred Coyne, is employed at BC and Board Member, Francois LeConte, serves on the BC Business Advisory Committee this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting.

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) requires classroom or online training to be provided through individual training accounts (ITA) at schools on the approved Eligible Training Provider (ETP) List and for courses in demand occupations on the Targeted Occupations List (TOL) approved by the local workforce board. The programs must also meet Board established evaluation criteria. This includes but is not limited to licensure, accreditation, issuance of an industry recognized credential, and reporting to the Florida Education and Training Placement Information Program (FETPIP).

DISCUSSION

BC, an approved ETP, submitted applications for 2 courses in the avionics field which are each 2 year courses leading to an AS degree. The courses are:

1. First-Line Supervisors of Mechanics, Installers, and Repairers
2. Avionics Technicians

The attached summary sheet outlines then length, cost and entry wage associated with each of the courses.

We generally use tools such as JobsEQ and Employ Florida to cross reference courses to occupational titles which allows us to determine demand. These tools did not produce the evidence of the minimum of 25 job openings needed for the courses to be added to our ITA list. We also checked pre COVID-19 demand as we realized that the airlines industry has been severely impacted by COVID-19.

Because the avionics industry is highly specialized we reached out to Sam Robbin, the President/CEO at National Jets, and Aviv Tzur, the President of the Greater Miami Aviation Association (GMAA) to get some industry insights. They both indicated that given that the courses are 2 year courses, by the time students complete, the demand for individuals trained in these occupations will exist. Our experts told us that most of these jobs are not posted in Employ Florida and that hires happen via word of mouth or industry job boards.

In the past, during times of recession when it was difficult to determine demand we have turned to industry experts to assess future demand for 2 year programs. Projecting into the future for the end of the pandemic, especially as more and more of the population becomes vaccinated and the travel industry returns to pre-COVID-19 strength, these courses will offer participants high paying jobs.

A CSBD review team comprised of staff from Operations, Quality Assurance, and our business intermediaries evaluated the applications. The committee determined that all other Board mandated criteria have been met for the training programs and recommended their addition to the ITA list. Enrollment will be limited to 10 customers as is our policy until performance is established.

Since 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.

RECOMMENDATION

Approve the addition of BC courses Aviation Maintenance Management, and Avionics to the ITA list.

**ITA Course Summary Spreadsheet
Attachment to Memo #51-20 OPS**

School Name / Location	Accreditation / State Agency Approval	Is School Enrolled in FETPIP?	FL DOE License	Course Title	Type of credential offered	Course Performance Rate	Length of Program	Credit / Clock Hours	Entry Wage	Course Offering	Class Size	Prerequisites	Tuition Cost	Books, Tools, Uniforms, etc.	Certification/License Costs	Program Total Costs
Broward College	Southern Association of Colleges and Schools, Commission on Colleges	Y	N/A	Aviation Maintenance Management	AS	*85%	2 years	83	\$18.49	100% Classroom	100	High School Diploma or GED	\$10,838	\$2,547	\$1,100	\$14,485
				Avionics	AS	*83%	2 years	60	\$19.60	Blended	100	High School Diploma or GED	\$7,447	\$674	\$500	\$8,621

* Performance rate is for general population as this is a new course to be added to ITA list.

Memorandum #09–20 (CBR) Revised

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Local Employer Awareness and Satisfaction Survey

Date: March 2, 2021

SUMMARY

Every two years, CareerSource Broward (CSBD) conducts a survey to measure our awareness and customer satisfaction among employers in the area. We will also use this opportunity to learn of the impacts of the pandemic on employers and their short-term hiring plans. The last survey conducted was in 2019. It is recommended that the Employer Services Committee review, provide input, and approve the questions for a forthcoming local employer awareness and satisfaction survey. Approved at the 3/1 Employer Services Committee meeting.

BACKGROUND

In May 2019, CSBD conducted an email-based survey to Broward County employers to measure brand awareness. CSBD also used this opportunity to survey employers' satisfaction with our services. The survey targets were comprised of employers registered in Employ Florida, some of which were self-registered and hadn't used CSBD services before. Results from the survey showed that 83% of the employers surveyed were aware of CSBD and 81% were very satisfied or satisfied with the quality of service received from CSBD.

DISCUSSION

This year's survey targets will be comprised of employers registered in Employ Florida for Broward County, some of which are self-registered in the system and haven't used CSBD before. We also plan to increase the number of employers we survey by engaging our economic development partner the Greater Fort Lauderdale Alliance and the various Chambers of Commerce we are members of, to share the survey with companies they work with.

The survey will include a brief introductory message about the importance of employer feedback to enhance services to Broward County businesses. Staff will begin sending the survey upon approval of the Employer Services Committee.

Collecting this data will allow us to better gauge employer awareness and satisfaction at the local level and determine which areas of service need improvement. Questions about the COVID 19-related impacts on the employers' workforce are also included to give us an idea of employers' hiring plans as they continue to navigate through the pandemic. The survey questions are provided for review and input.

RECOMMENDATION

It is recommended that the Employer Services Committee review, provide input, and approve the questions on the local employer awareness and satisfaction survey.

CareerSource Broward

2021 Local Employer Awareness and Satisfaction Survey Questions

1. What industry is your company in?

- | | |
|--|---|
| <input type="checkbox"/> Administrative and Waste Services
<input type="checkbox"/> Agriculture, Forestry, Fishing and Hunting
<input type="checkbox"/> Arts, Entertainment, and Recreation
<input type="checkbox"/> Automotive
<input type="checkbox"/> Aviation/Aerospace
<input type="checkbox"/> Construction
<input type="checkbox"/> Educational Services
<input type="checkbox"/> Finance and Insurance
<input type="checkbox"/> Health Care and Social Assistance
<input type="checkbox"/> Hotel/Lodging
<input type="checkbox"/> Information Technology
<input type="checkbox"/> Life Sciences | <input type="checkbox"/> Management of Companies and Enterprises
<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Marine
<input type="checkbox"/> Mining
<input type="checkbox"/> Professional and Technical Services
<input type="checkbox"/> Public Administration
<input type="checkbox"/> Real Estate and Rental and Leasing
<input type="checkbox"/> Restaurant/Food Service
<input type="checkbox"/> Transportation and Warehousing
<input type="checkbox"/> Utilities
<input type="checkbox"/> Retail Trade
<input type="checkbox"/> Wholesale Trade
<input type="checkbox"/> Other _____ |
|--|---|

2. What size is your company?

- | | |
|--|---|
| <input type="checkbox"/> 0 to 50 employees
<input type="checkbox"/> 51 to 250 employees | <input type="checkbox"/> 251+ employees |
|--|---|

3. Did your business/organization hire any employees in the past 12 months?

- Yes No

4. How many employees (including full-time & part-time) did you hire in the last 12 months? Logic- only asked if answers yes to question 3.

- | | |
|---|--|
| <input type="checkbox"/> 1 to 10 employees
<input type="checkbox"/> 11 to 24 employees | <input type="checkbox"/> 25 to 49
<input type="checkbox"/> 50 + |
|---|--|

5. Do you anticipate hiring any employees in the next six months?

- Yes No Unsure

6. How many employees (including full-time & part-time) do you plan to hire in the next six months? Logic- only asked if answers yes to question 5.

- | | |
|---|--|
| <input type="checkbox"/> 1 to 10 employees
<input type="checkbox"/> 11 to 24 employees | <input type="checkbox"/> 25 to 49
<input type="checkbox"/> 50 + |
|---|--|

7. How do you advertise your vacancies? (select all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Newspaper Classifieds
<input type="checkbox"/> Online Job Board (e.g. CareerBuilder, Monster.com)
<input type="checkbox"/> Employ Florida
<input type="checkbox"/> We don't advertise vacancies
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Company Website
<input type="checkbox"/> Social Media |
|--|---|

8. **Have you heard of CareerSource Broward?**

- Yes No

9. **How did you hear about CareerSource Broward? (select all that apply) – Logic- only asked if answers yes to question 8.**

- | | |
|--|--|
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Radio Ad |
| <input type="checkbox"/> Chamber of Commerce | <input type="checkbox"/> Newspaper Ad |
| <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Internet Search |

10. **Within the last 12 months, which CareerSource Broward service(s) have you used? Select all that apply. Logic- only asked if answers yes to question 8.**

- | | |
|---|---|
| <input type="checkbox"/> Job postings over \$10/hour | <input type="checkbox"/> Training grants (e.g. work experience, on-the-job training) |
| <input type="checkbox"/> Job postings under \$10/hour | <input type="checkbox"/> Assistance with layoffs |
| <input type="checkbox"/> Virtual recruitment event | <input type="checkbox"/> Job Fair (e.g. Paychecks for Patriots, Hospitality Industry) |
| <input type="checkbox"/> Labor Market Information | |

11. **When you posted jobs on Employ Florida, how were they entered in the job bank? – Logic- only asked if job postings was marked in question 10**

- CareerSource Broward staff You/Employer

12. **When you received assistance from CareerSource Broward staff with entering a job posting, how satisfied were you with the assistance you received? – Logic – only asked if CSBD staff was marked in question 11**

- | | |
|---|--|
| <input type="checkbox"/> Very Satisfied | <input type="checkbox"/> Dissatisfied |
| <input type="checkbox"/> Satisfied | <input type="checkbox"/> Very Dissatisfied |

13. **When you entered your job posting in Employ Florida, how easy did you find the system to use? – Logic – only asked if You/Employer was marked in question 11**

- | | |
|--|---|
| <input type="checkbox"/> Very easy | <input type="checkbox"/> Somewhat difficult |
| <input type="checkbox"/> Somewhat easy | <input type="checkbox"/> Very difficult |

14. **When you posted jobs over \$10 an hour, how satisfied were you with the quality of applicants you received from CareerSource Broward? – Logic – only asked if Job postings over \$10/hour was marked in question 10**

- | | |
|---|--|
| <input type="checkbox"/> Very Satisfied | <input type="checkbox"/> Dissatisfied |
| <input type="checkbox"/> Satisfied | <input type="checkbox"/> Very Dissatisfied |

15. **When you posted jobs under \$10 an hour, how satisfied were you with the quality of applicants you received from CareerSource Broward? – Logic – only asked if Job postings under \$10/hour was marked in question 10**

- | | |
|---|--|
| <input type="checkbox"/> Very Satisfied | <input type="checkbox"/> Dissatisfied |
| <input type="checkbox"/> Satisfied | <input type="checkbox"/> Very Dissatisfied |

16. When you used CareerSource Broward for a virtual recruitment event, how satisfied were you with the applicants you interviewed? – Logic- only asked if Virtual Recruitment Event was marked in question 10

- | | |
|---|--|
| <input type="checkbox"/> Very Satisfied | <input type="checkbox"/> Dissatisfied |
| <input type="checkbox"/> Satisfied | <input type="checkbox"/> Very Dissatisfied |

17. When you used CareerSource Broward for your virtual recruitment event, which of our location(s) did you work with? Check all that apply. Logic- only asked if Virtual Recruitment Event was marked in question 10

- Coconut Creek Pkwy. in Coconut Creek
- W. Oakland Park Blvd. in Oakland Park
- Davie Road Extension in Hollywood

18. When you worked with the CareerSource Broward center for your virtual recruitment event, how satisfied were you with the service you received from CareerSource Broward staff? Logic- only asked if Virtual Recruitment Event was marked in question 10

- | | |
|---|--|
| <input type="checkbox"/> Very Satisfied | <input type="checkbox"/> Dissatisfied |
| <input type="checkbox"/> Satisfied | <input type="checkbox"/> Very Dissatisfied |

19. When you received a CareerSource Broward training grant, how satisfied were you with those services? Logic- only asked if training grant was marked in question 10

- | | |
|---|--|
| <input type="checkbox"/> Very Satisfied | <input type="checkbox"/> Dissatisfied |
| <input type="checkbox"/> Satisfied | <input type="checkbox"/> Very Dissatisfied |

20. When you received layoff assistance from CareerSource Broward, how satisfied were you with those services? Logic- only asked if Assistance with layoffs was marked in question 10

- | | |
|---|--|
| <input type="checkbox"/> Very Satisfied | <input type="checkbox"/> Dissatisfied |
| <input type="checkbox"/> Satisfied | <input type="checkbox"/> Very Dissatisfied |

21. Overall, please rate your satisfaction with the quality of services you received from CareerSource Broward. Logic- only asked if answers yes to question 8.

- | | |
|---|--|
| <input type="checkbox"/> Very Satisfied | <input type="checkbox"/> Dissatisfied |
| <input type="checkbox"/> Satisfied | <input type="checkbox"/> Very Dissatisfied |

22. Based on your experience with CareerSource Broward, would you refer another business to us for services? Logic- only asked if answers yes to question 8.

- Yes No

23. Do you consider yourself a Veteran-friendly employer?

- Yes No

24. **In this survey, you indicated dissatisfaction in one or more areas, and/or you would not refer another business to our organization for services. Please explain why.** – Logic- Only asked if Dissatisfied or Very Dissatisfied in marked anywhere in the survey or “No” to Q22.

25. **As a result of the Coronavirus pandemic, what changes, if any, were made to employment at your business location? (select all that apply)**

- Hired additional employees
- Increased employees' hours of work
- Reduced employees' hours of work
- Told employees not to work, with or without pay (for example, laid off or furloughed)
- Don't know
- Other, please specify:
- Increased salaries and wages
- Reduced salaries and wages
- None

26. **Did this business location offer more opportunities for employees to telework (work remotely) as a result of the Coronavirus pandemic? (select all that apply)**

- Yes, offered telework to employees who could not telework before the Coronavirus pandemic
- Yes, increased number of telework hours for employees already permitted to telework
- No change in existing telework arrangements
- No telework at this location both before and after the Coronavirus pandemic
- Don't know

27. **To help us better serve you, please provide us suggestions on how we can improve on any other workforce-related services you may need.** Logic- only asked if answers yes to question 8.

28. **Would you like for us to contact you to see how we can assist with your employment needs?**

- Yes
- No

29. **Please provide us your company name, contact person, email address, and phone number.** Logic- Only asked if Yes is marked in question 28

Memorandum #10-20 (CBR)

To: Employer Services Committee
From: Carol Hylton, President/CEO
Subject: Update on Employer Services Initiatives
Date: February 22, 2021

SUMMARY

This is an update on CareerSource Broward's (CSBD) employer services initiatives and activities.

BACKGROUND

To further our role as conveners of workforce development services and to increase outreach, access, and visibility to Broward County businesses within the targeted industries CSBD, for several years, has employed staff to engage employers in Healthcare, Technology, Construction, Marine, Aviation/Aerospace, and Hospitality Tourism and Retail industries. This has enabled us to become more knowledgeable about the specific needs of each targeted industry so that we can develop solutions specific to their workforce needs and to gain wider acceptance within the industry.

DISCUSSION

Recently, CSBD has developed several industry-related workforce initiatives, some designed to assist employers with workforce challenges related to the pandemic. Below is an update on the initiatives:

Help For Hospitality Workers

- A virtual job fair for the hotel industry is planned for 3/23. In order to prepare to the fair, CSBD staff has sent an e-blast to the General Manager's Consortium, a group of South Florida hotel general managers, inviting them to post their jobs with us and register for the event.
- We are contacting the General Manager's Consortium to determine if they can provide us with the zip codes of their staff residences, in order to coordinate with the county transportation. Many of the workers live quite far from their jobs. In order to explore the best transportation options for these workers.

Construction Industry Apprenticeships

- We have developed OJT's for nine apprentices in electrical where they are learning skills needed in order to have sustainable careers in the industry.
- We are working with Balfour Beatty and Broward County to develop apprenticeship OJT's with sub-contractors for the convention center construction project.

Tesla Recruitment

- We are conducting ongoing candidate referrals are being provided for auto service technicians and solar roofing installers as part of a statewide hiring initiative as Tesla expands operations in the state.
- A virtual job fair was held in January and another is planned for March where we will continue to match job seekers with the Tesla opportunities.

Apprenticeship Video

- CSBD is developing videos that highlight "A Day in the Life of an Apprentice" that will showcase the benefits of apprenticeships for individuals that are looking to skills upgrade and career development. Apprentices with Advanced Roofing and Decimal Engineering, two employers participating in apprenticeship programs with CSBD, are featured. We anticipate the video will be finalized and ready to use in March. We will share the video on social media, with our community partners, and eblast to job seekers. There will be an emphasis on sharing the video within the distressed communities in partnership with Prosperity Broward.

Healthcare Industry Apprenticeships

- CSBD is partnering with Hope Women Centers to provide OJT's for their registered nurses' apprenticeship which is expected to begin in April.

Amazon Recruitment

- Providing candidate recruitment for the new Deerfield Beach and Pompano Beach facilities to staff warehouse associates positions.

Layoffs in Aviation

- Created a resource page on the CSBD website (www.helpforaviationworkers.com) for affected workers in aviation and travel.
- As we receive each Worker Adjustment and Retraining Notification (WARN) announcing anticipated layoffs, the staff is contacting the employer to schedule presentations for the affected staff to make them aware our jobseeker services. Most recently, we held a rapid response for Norwegian Air Resources. Another virtual event for Norwegian is scheduled for 3/3.

- Engaged marine employers who are in need of hydraulic technicians/mechanics. Through our OJT program, they are planning to train aviation mechanics interested in marine careers.

City of Lauderdale Collaboration (Distressed Zip Code)

- CSBD is working with the city to hold a virtual job fair in May as part of the city's Return to Work Week.
- The week-long event is part of collaborative effort between CareerSource Broward, Greater Fort Lauderdale Alliances, Prosperity Broward, Haitian American Chamber of Commerce of Florida and others.

City of Dania Beach Collaboration

- We are developing an initiative with the city to train residents for careers in the marine industry. The city will provide some of the funding for scholarships and support services such as childcare and rent assistance.

Collaboration with the Broward County Office of Economic Development and Small Business (OEDSB)

- CSBD is now jointly presenting our menu of services through virtual meet and greets events hosted by OEDSB. The first one was held on 2/26. This is resulting in leads from employers requesting services.
- CSBD's presence on the county's website has been expanded.

Collaboration with the FAU Small Business Development Center (SBDC)

- FAU has added a CSBD presence to their SBDC's website with information about the benefit of CSBD services to small businesses and a link to our employer home page.
- Scheduling presentations with the SBDC to their small business clients about our services

RECOMMENDATION

None. For information purposes only.