



Broward Workforce Development Board
Executive Committee
Monday, May 10, 2021
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 860 0288 8108
Zoom Password: 003164
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. Telephone users must press *6 to mute or unmute yourself.
3. Votes in the affirmative should be “aye” and in opposition should be “no” (delays in responding sometimes make it difficult to determine the intent of the vote).
4. Please be in a quiet area free of background noise, so we may hear you clearly when you are speaking. When using Zoom, please make sure the background is appropriate or choose one of their virtual backgrounds.
5. If you are calling and must leave the call, please don’t put your phone on hold. In some cases, we will get music or recorded messages and we will not be able to conduct business.
6. If you are using your phone for audio, please identify yourself on the screen and state the last 4 digits of the number you are calling from.
7. Please note the chat function has been disabled.

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

MEETING AGENDA

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

APPROVAL OF MINUTES

Approval of the Minutes of the 3/8/21 meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Minutes of the Meeting

Pages 12 – 15

NEW BUSINESS

1. Updated Master Agreement Between DEO and CareerSource Broward

Consideration to approve the changes to the Master Agreement between DEO and CSBD to meet the state deadline of 5/27/21. The Agreement sets forth the terms and conditions under which the State is sub-granting the WIOA formula grants to the local workforce areas. This was approved last year by the CSBD governing boards however; DEO has reviewed a number of provisions and has modified or deleted them based upon local area comments. Some of the material changes are 1) allows the continuity of contract for the annual audit beyond five years as long a different partner is assigned to the engagement and 2) removes the requirement for level II background checks.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #18 – 20 (LS)

Pages 16 – 17

2. Summer Youth Work Experience Contract With Riverside Hotel

Consideration to approve a Summer Youth Employment Program (SYEP) contract with Las Olas Company dba Riverside Hotel for summer 2021. Riverside Hotel has requested eight youth. The SYEP contracts are non-financial, entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board member, Heiko Dobrikow is employed by the Riverside Hotel a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 5/4 One Stop Services Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Memo #57 – 20 (OPS)

Page 18

3. Work Experience Contract With Broward Education Foundation (BEF)

Consideration to approve a Workforce Innovation and Opportunity Act Youth Work Experience (WEX) contract with the BEF for PY 21-22. The WEX Contract is non-financial. CSBD is the employer of record. Because Board Chair Frank Horkey is a member of the BEF Board, a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 5/4 One Stop Services Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Memo #59 – 20 (OPS)

Page 19

4. April 2021 Planning Session

The Board held its annual planning meeting on 4/22/21 via Zoom. There were 31 attendees. Following welcoming remarks by the Chair, Frank Horkey, and President/CEO, Carol Hylton, Congressman Ted Deutch opened the planning session with insights into the new administration's plans for workforce development and infrastructure. Attendees were then divided into two work groups to discuss and respond to various thought questions. Once approved, the responses to the thought questions will form the Board's strategic objectives for the upcoming year and will be sent to the committees to deploy.

RECOMM	Approval of Report
ACTION	Motion for Approval
EXHIBIT	Memo #11 – 20 (QA)

Pages 20 – 24

5. New State Policy Affecting WIOA Performance Measures

Following a review by the USDOL, DEO is changing the way in which participant activities are recorded. Local area ability to manage participant exits will be reduced. DEO is recommending all local areas exit cases prior to 6/30/21, based upon their 1) longevity in the system 2) minimal progress or 3) evidence of disengagement. This will limit the impact on performance to 1 year instead of 2 years when the changes to Employ Florida take effect and can result in sanctions. We have done an analysis of the caseloads and this will minimally affect adult/dislocated worker performance but it is anticipated will impact youth performance. CSBD has developed nine (9) strategies we are implementing with the providers to support the youth who will be exited into follow up services. Youth will receive 12 months of case management, supportive services, and referral to community resources. Consideration to approve actions necessary to comply with DEO guidance. Approved at the 5/4 One Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #15 – 20 (LS)

Pages 25 – 27

6. PY 21 – 22 Broward College (BC) Out of School (OSY) Contract Renewal

Consideration to approve the renewal of the BC OSY contract for PY 21–22 in an amount not to exceed of \$540,000, subject to negotiation to serve 120 youth. This is the same amount as last year. This is the second renewal under the current contract. Because Board member, Dr. Mildred Coyne, is employed by 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 5/4 One Stop Services Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Memo #48 – 20 (OPS)

Pages 28 – 30

7. PY 21 – 22 School Board of Broward County (SBBC) OSY Contract Renewal

Consideration to approve the renewal of the SBBC OSY contract for PY 21 – 22, not to exceed \$600,000, and subject to negotiation to serve 135 youth. This is an increase of \$50,000 to cover the cost of a 1) Recruiter and 2) master tutors. As only school board personnel have access to student records, the Recruiter will be able to recruit for both the SBBC and BC. The master tutors are needed to work with youth to better prepare them to pass the GED exam. This is the second renewal under the current contract. Because 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 5/4 One Stop Services Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Memo #47 – 20 (OPS)

Pages 31 – 33

8. PY 21 – 22 Navigator OSY Contract Renewals

Consideration to approve PY 21 – 22 renewals for the 3 OSY Navigator programs. The providers have submitted funding requests which are all subject to negotiation upon governing boards' approval as we traditionally do. The amounts which are increases from last year are as follows 1) Helping Abused Neglected Disadvantaged Youth \$130,750 2) The Fort Lauderdale Independent Training and Education \$234,794 and 3) The Center for Independent Living Broward for up to \$60,000. This is the 2nd renewal under the current contracts. Approved at the 5/4 One Stop Services Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Memo #49 – 20 (OPS)

Pages 34 – 36

9. PY 21 – 22 First Staff DBA EmpHire Staffing, Inc., Contract Renewal

This is to recommend the renewal of the First Staff dba EmpHire Staffing, Inc. contract for PY 21-22. EmpHire staffs our one-stop career centers. They were selected as a result of a Request for Proposals released in PY 17 - 18. They meet all of our financial and personnel requests and work to keep benefit and insurance costs contained. Their fee remains the same as last year at \$66.50 per employee, per pay period for a total fee of approximately \$183,274 based on the current payroll. This is the 3rd and last renewal under the current procurement. Approved at the 5/4 One Stop Services Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Memo #04 – 20 (HR)

Page 37

10. One-Stop Operator Contract Renewal

Considerations to 1) renew the contract with Workforce Guidance Associates, LLC to continue as the One-Stop Operator and 2) budget up to \$56,000.00. This is the same amount as last year. CSBD is pleased with the work Ms. Jackson has accomplished thus far and we are recommending continuing our contract with Workforce Guidance Associates, LLC. This is the 2nd and last renewal under the current procurement. Approved at the 5/4 One Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #61 – 20 (OPS)

Pages 38 – 39

11. Accept Additional WIOA Dislocated Worker Funds

Consideration to accept \$28,438 in WIOA Dislocated Worker funds for the current Program Year, 20-21. Funds will be used to provide assessment, referrals to training and placement. Approved at the 5/4 One Stop Services Committee meeting.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #60 – 20 (OPS)

Page 40

12. PY 21 – 22 Preliminary Budget

Consideration to approve the PY 21-22 preliminary budget. The Preliminary Budget being presented reflects an overall decrease of 4.9% largely due to reduced carryforward funds. The total amount of formula and carryforward that we project to be available in PY 21-22 is \$19,229,696 as compared to \$20,218,995 actual in PY 20-21. The budget is allocated to address the local recovery efforts from the COVID pandemic, continues to emphasize investments in customer training and getting the unemployed back to work. Approved at the 5/4 One Stop Services Committee.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	Memo #09 – 20 (FS)

Pages 41 – 48

13. Port Everglades Navigation Improvement Project

In late April we received a request from Board member Sam Robbin, who is also Chair of the Greater Fort Lauderdale Alliance for a letter in support of Broward County’s Fiscal Year 2022 request for \$32 million for the Port Everglades Navigation Improvement Project. This funding will be used to initiate coral relocation plans and also facilitate continued progress on the U.S. Coast Guard Station.

RECOMM	Discussion
ACTION	Motion Dependent on Discussion
EXHIBIT	Letter

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REPORTS

1. Local Employer Awareness and Satisfaction Survey Results

This memo highlights the results of the 2021 Employer Awareness and Satisfaction Survey and outlines initiatives to address various components of the results. Every two years, CareerSource Broward (CSBD) conducts a survey to measure employers 1) awareness of CSBD and 2) customer satisfaction. With respect to recruitment events, 92% of employers that held an event with CSBD were either very satisfied / satisfied with the quality of service received from the staff and the candidates. This year we increased the number of employers we survey by engaging our economic development partner the Greater Fort Lauderdale Alliance and various Chambers of Commerce, to share the survey with companies they work with. 80% of the employers that responded heard of CSBD. This is an affirmation that our social media and marketing campaigns are effective. Approved at the 5/3 Employer Services Committee meeting.

ACTION Review
EXHIBIT Memo #12 – 20 (CBR)

Pages 50 – 51

2. Hospitality Employment Task Force

CSBD convened a task force to address the shortage of workers in the local hospitality industry based on feedback received from employers in the industry. Over 30 industry representatives attended the meeting including transportation, education, and child care partners. They developed several strategies to address the talent shortage including 1) develop a CSBD marketing campaign to invite new workers to the industry and 2) connecting Broward College and School Board with employers to conduct informational sessions targeting students in their hospitality programs and 3) survey former workers to determine how to attract them back to the industry. The survey has been sent to over 4,000 customers in Employ Florida and to hospitality employers for distribution to their previous workers, in three languages, English, Spanish, and Haitian-Creole. The results of the survey are due back in three weeks.

ACTION Review
EXHIBIT Memo #13 – 20 (CBR)

Pages 52 – 54

3. Small Business Administration Restaurant Revitalization Fund

The American Rescue Plan Act established the Restaurant Revitalization Fund to provide funding to help restaurants and other eligible businesses keep their doors open. The application opened on 5/3 and CSBD with assistance from the Employer Services Committee has already implemented strategies to provide outreach to employers to educate them of this opportunity.

ACTION Review
EXHIBIT Memo #16 – 20 (CBR)

Pages 55 – 56

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

The Board has authorized the President/CEO to make the purchase of D&O Insurance with a report to the governing boards each year. The current policy for D&O and Employee Practices Liability Insurance is expiring. Our current carrier, Philadelphia Insurance was the only response received to our agent's request for quotes. The cost of the policy is \$12,142, which is \$2,758 more than last year's premium of \$9,384. The Employment Practices Liability deductible is increased from \$10,000 to \$25,000. As the cost of the policy is in excess of \$10,000 it is being reported to the governing boards.

ACTION None
EXHIBIT Memo #13 – 20 (LS)

Page 57

5. Board Member Resignation

Dr. Steven Tinsley has notified CSBD he is resigning from the board. He has accepted employment with the City of Oakland Park.

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 JUNE 14, 2021.



Zoom Meeting ID: 841 5218 4498
Zoom Password: 832287
Zoom Call in: +1 646 876 9923

MEETING MINUTES

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

MEETING AGENDA

Attendees via zoom/phone: Gary Arenson, Zac Cassidy, Dr. Ben Chen, Paul Farren, Frank Horkey, Dr. Lisa Knowles, Jim Ryan, Rick Shawbell, Dr. Steve Tinsley, Marjorie Walters, and Janet Wincko

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

APPROVAL OF MINUTES

Approval of the Minutes of the 2/8/21 meeting.

On a motion made by Gary Arenson and seconded by Jim Ryan, the Executive Committee unanimously approved the minutes of the 2/8/21 Executive Committee meeting.

NEW BUSINESS

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

The Committee considered approval of 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.

On a motion made by Dr. Ben Chen and seconded by Paul Farren, the Executive Committee unanimously approved to renew the SYEP contract with Advanced Roofing.

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

The Committee considered approval of the addition of two training programs at Broward College (BC) 1) Aviation Maintenance Management and 2) Avionics Technician to the WIOA Training Account list. 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.

Carol Hylton stated that one of the board's criteria for approving a course is that there is a minimum of 25 job openings. We are just shy of this. Since these are both two year programs we spoke Sam Robbin and the President of the Greater Miami Aviation Association to get their input. They told us that these positions are often filled through word of mouth and they are often advertised on industry job boards. They further stated that before the pandemic, these occupations were in high demand and they anticipate the demand will be back after the rollout of vaccinations and recommended we add them to the ITA list.

Frank Horkey inquired if the recommendation is to make an exception to our policy and add them as a provider although they are a few jobs short of our policy to add. Ms. Hylton responded yes, based on the recommendation of the industry leaders.

On a motion made by Gary Arenson and seconded by Janet Wincko, the Executive Committee unanimously approved the addition of two new courses for existing eligible training provider – Broward College.

3. Local Employer Awareness and Satisfaction Survey

Every two years, CSBD conducts a survey to measure our employer awareness of CSBD 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.

This year's survey will ask questions about the COVID-19 related impacts on the employers' workforce so we can determine what we can do to assist. Mr. Ash stated that we are collaborating with the Greater Fort Lauderdale Alliance and the various Chambers of Commerce to send out the survey to employers that are not currently in our system, which is what we did in the past.

On a motion made by Dr. Ben Chen and seconded by Janet Wincko, the Executive Committee unanimously approved the local employer awareness and satisfaction survey.

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.

Tony Ash stated that we are planning a virtual job fair for the industry on March 23rd. He stated that we have been in contact with the General Manager's Consortium, which is a group of South Florida hotel general managers. They have informed us that hotels are starting to sell out on the weekends, and their conference rooms and rooftop spaces for events are being booked.

Mr. Ash reported that 1) we are coordinating with the County on transportation for these industry workers as often they live to the west and transportation to and from the east has become an issue; 2) we have developed OJT's for construction industry apprenticeship programs 3) we are working with Balfour Beatty and Broward County to develop apprenticeship OJT's with sub-contractors for the convention center construction project and 4) we are working with them to assist with candidate recruitment.

Amazon is opening distribution centers in Deerfield Beach and Pompano Beach. Mr. Ash also reported that we are finalizing "A Day in the Life of an Apprentice" video that will showcase the benefits of apprenticeships for individuals that are looking to upgrade their skills and advance their career development.

In closing Mr. Ash stated we held a virtual job fair for Tesla in January and are we having another later this month. Mr. Ash further stated that we are conducting ongoing candidate referrals for Tesla for auto service technicians and solar roofing installers.

Rick Shawbell offered to assist in any way he can with the onboarding of our new apprenticeship navigator.

2. Presentations at the March Board Meeting

Daniel Harper, Senior Management Analyst Supervisor at 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.

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.

Ms. Hylton mentioned that our monitors; Taylor Hall Miller and Parker also monitor several other regions and informed us that no other region has as many customers voluntarily participating in work activities as we do.

Dr. Chen asked if we could provide the percentage of customers who are participating in WTP at the Board meeting. Ms. Hylton responded that she would follow up.

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.

MATTERS FROM THE EXECUTIVE COMMITTEE

Jim Ryan recognized Carol Hylton and all women board members for International Women's Day.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton informed the committee that we have some concerns with several House and Senate bills that have been filed recently. She highlighted some of the proposed changes that would affect us such as 1) the creation of the Office of Reimagining Education and Career Help 2) an MOU with the Department of Children and Families to utilize SNAP and TANF without having to visit a One Stop Center and 3) reducing the term limits of board members to six years. With respect to the board term limits, Carol explained this is too short of a term as it would not give a board member time to understand the various programs and move up the leadership ladder to the chair position.

Carol added there is also a requirement to establish a workforce opportunity portal and integrate state information systems. We recognize this is something they want to do but per federal law, the kind of information they want to add isn't something we can share since it is confidential.

Rochelle Daniels added that we have also connected with the large boards to identify the items we collectively want to address. We divided the work up between us and sent the items to Palm Beach who is going to put it together. We will distribute talking points to the board for those members who wish to reach out to the delegation.

Ms. Hylton advised that Tesla will be the Mission Moment at the board meeting, the State will provide their performance presentation and John Wensveen, from Nova University will discuss the new Alan B. Levan Innovation Center as requested by the Board.

ADJOURNMENT 12:52 p.m.

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

Memorandum #18 – 20 (LS)

To: Executive Committee

From: Carol Hylton President/CEO

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

Date: May 5, 2021

SUMMARY

Consideration to approve the changes to the Master Agreement between DEO and CSBD to meet the state deadline of 5/27/21. The Agreement sets forth the terms and conditions under which the State is sub-granting the WIOA formula grants to the local workforce areas. This was approved last year by the CSBD governing boards however; DEO has reviewed a number of provisions and has modified or deleted them based upon local area comments. Some of the material changes are 1) allows the continuity of contract for the annual audit beyond five years as long a different partner is assigned to the engagement and 2) removes the requirement for level II background checks.

BACKGROUND

The State released a new Master Agreement last year. The Master Agreement has traditionally been a restatement of the Uniform Guidance now found at 2 CFR 200. However last year as a result of various monitoring findings related to other local areas the Agreement had a number of provisions not very favorable to the local level. It also contained some provisions which local boards would not be able to comply with causing a slew of comments to the state regarding the Agreement requirements. As the Agreement was a condition for receipt of our funding it was recommended for approval. It was presented to CSBD governing boards, and approved at the 7/23/20 meeting. Over the course of the year DEO reviewed a number of the provisions and modified or deleted them based upon the local area comments and added a few additional requirements. The new Agreement is discussed below.

DISCUSSION

The Master Agreement presented includes the following material changes:

1. Requires that costs determined to be unallowable be refunded to DEO and includes any related associated interest.¹
2. Defines consultants distinguishing them from professional services and as in the previous agreement caps their allowable daily rate. Ref. 5 CFR 304.102
3. Allows the continuity of contracts for the annual audit beyond five years as long as a different partner is assigned to the engagement.

¹ This has been in the regulations for some time. The requirement to repay disallowed costs with interest is rarely imposed but the DEO and USDOL have to right to request it.

4. Removes the requirement for Level II background screening.
5. Allows payment of dues to the Florida Workforce Development Association (FWDA) so long as FWDA adds a new private sector category of membership.
6. No longer requires a board member with a conflict to remove themselves from the room prior to discussion and voting on an item involving the conflict.

The other changes related to actions already required under the previous agreement and are ministerial. They concern the posting of documents to our website, uploading documents to the state, reporting executive level compensation, and conflicts of interest in a required format within certain deadlines.

RECOMMENDATION

Approve the changes and enter into a new Master Agreement.

Memorandum #57 – 20 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Summer Youth Work Experience Contract Approval for Riverside Hotel

Date: May 4, 2021

SUMMARY

Consideration to approve a Summer Youth Employment Program (SYEP) contract with Las Olas Company dba Riverside Hotel for summer 2021. Riverside Hotel has requested eight youth. The SYEP contracts are non-financial, entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board member, Heiko Dobrikow is employed by the Riverside Hotel a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 5/4 One Stop Services Committee meeting.

BACKGROUND

The Las Olas Company dba Riverside Hotel would like to participate in the 2021 SYEP funded by a grant from the Children Services Council of Broward County. Wages for youth interns in CSBD/CSC 8-week summer program are subsidized and paid 100% by CSBD through the grant.

DISCUSSION

The summer program contracts provide for a private, public or not-for-profit entity to serve as a host worksite for summer youth interns. The agreements are non-financial as CSBD is the youths' employer of record and assigns the youth to the various host worksites.

The Riverside Hotel will host up to 8 youth. As the Riverside Hotel is represented by Mr. Heiko Dobrikow on the Board, we are following our conflict of interest policy and requesting a 2/3 affirmative vote of those present. Mr. Dobrikow, will need to declare a conflict of interest.

RECOMMENDATION

Approve the non-financial SYEP contract with Riverside Hotel for summer 2021.

Memorandum #59 – 20 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: WIOA Youth Work Experience Contract Approval for Broward Education Foundation, Inc.

Date: May 4, 2021

SUMMARY

Consideration to approve a Workforce Innovation and Opportunity Act Youth Work Experience (WEX) contract with the BEF for PY 21-22. The WEX Contract is non-financial. CSBD is the employer of record. Because Board Chair Frank Horkey is a member of the BEF Board, a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 5/4 One Stop Services Committee meeting.

BACKGROUND

The BEF has been a WEX site for the WIOA Youth program since 2017.

DISCUSSION

Youth assigned to the BEF obtain skills on how to maintain detailed and accurate inventories of merchandise in a warehouse setting. CSBD and the BEF would like to continue this successful partnership for PY 21-22. Because Frank Horkey is on the board of the BEF and also a Broward Workforce Development Board member he must declare a conflict of interest if present and the contract must be approved by a 2/3 vote of the majority of the board after a quorum is seated.

RECOMMENDATION

Approve the recommendation to enter into a non-financial Work Experience contract with the Broward Education Foundation, Inc. for PY 21-22.

Memorandum #11 – 20 (QA)

To: Executive Committee
From: Carol Hylton, President/CEO
Subject: Report on 2021 Board Planning Session
Date: April 29, 2021

SUMMARY

The Broward Workforce Development Board, Inc. (Board) held its annual planning session on 4/22. There were 31 attendees. Following welcoming remarks by the Chair, Frank Horkey, and President/CEO, Carol Hylton, Congressman Ted Deutch opened the planning session with insights into the new administration's plans for workforce development and infrastructure. Board members were divided into two work groups to strategize for next year. Their recommendations can be found in the body of this memo.

BACKGROUND

Each year the Board holds a planning session to 1) discuss workforce issues affecting our community, 2) review the goals and objectives of the preceding year and 3) make planning recommendations for the upcoming year.

DISCUSSION

As is our tradition, the Chair, Frank Horkey, opened the meeting welcoming the Board members to our first ever virtual Board planning session. This was followed by a welcome and review of the agenda by President/CEO, Carol Hylton. While waiting for the Congressman to join the meeting, Ms. Hylton introduced the years' highlights depicted in a video that included CSBD and career center staff. The Board was reminded of the many CSBD activities and accomplishments during a year of challenges occasioned by the pandemic, which was never before experienced in the history of the organization. Some of those highlights included:

- Assistance to the public needing to file for unemployment compensation.
- Reaching out to residents of our distressed communities in partnership with the Broward Alliance and Broward College to provide training scholarships and referral to jobs.
- Converting the career centers to safe havens so that staff and visitors could be served safely.
- Convening taskforces to address the needs of the businesses and occupational sectors hit hardest by the pandemic.

Congressman Ted Deutch followed the video with a broad perspective of President Biden's plans for job creation through infrastructure, green, and workforce development initiatives. Members also had an opportunity to ask questions, and it was clear from the members' interest in the conversation that a follow-up visit by the Congressman would be welcomed.

Congressman Deutch set the stage for our two breakout groups, which immediately followed his remarks. Carol reminded the board that due to the virtual nature of the meeting, rather than reassemble for the report out, staff would collect the notes and we would report the recommendations at the next board meeting, after which the goals and objectives will be incorporated into the matrices of the various board committees to work on during the year.

Carol also took the opportunity to thank the CSBD team who all contributed to making the session a success. The break out groups were chaired by board members Bob Swindell of the Greater Fort Lauderdale Alliance and Jim Ryan from OutPlex.

We have combined the groups' responses, compressed the thought questions, and eliminated duplication to highlight the strategies recommended.

Issue #1

Addressed by the groups was how to position CSBD to provide the employers with the services they will need and to provide the greatest opportunities for customer advancement when funds become available for the infrastructure projects.

Group Summary:

1. Work with our Council of Elected Officials so that CSBD is included in discussions on the various infrastructure projects and can represent customers and employers in those discussions.
2. CSBD in partnership with board members should connect to the various municipalities and work proactively to identify infrastructure programs within the municipalities, as well as encourage first source hiring and the listing of the jobs to be created in Employ Florida.
3. Work with Broward County's Office of Small Business with respect to engagement strategies with the municipalities that will have significant infrastructure projects.
4. Continue to educate employers on the advantages of using the career centers to list jobs and recruit workers.
5. Plan meaningful and impactful outreach and recruitment strategies to engage customers from the zip codes representing our most economically disadvantaged customers. Inform them of job opportunities, the skills needed to be successful, the scholarships and work-based learning opportunities that will prepare the customers to be competitive in the labor market.
6. Include the Hispanic and Haitian communities in outreach to customers, as well as the various chambers to outreach to small and minority businesses.
7. Explore regional opportunities for joint media outreach.
8. Encourage first source hiring local ordinances that can be incorporated into all infrastructure project agreements that emphasize the advantage of using CSBD.
9. Assure CSBD is included in the 6 Pillar strategic planning process.
10. Review the Eligible Training Provider List for inclusion of training programs that will provide the skills needed to help customers be competitive for new and emerging jobs in the labor market area.

Issue # 2

Discussed by the breakout groups was assisting businesses and customers to adapt to the post-COVID environment.

Group Summary:

1. Continue the virtual job fairs, virtual interactions with job seekers and employers, and “day in the life” multimedia presentations.
2. Consider adding training/workshops/HR webinars for employers on adapting to a post-COVID environment as a business service. Include use of the communication tools available, such as GoToMeetings, ZOOM, and TEAMS, recording virtual job interviews, and virtual one-stop software in the training.
3. Convene occupational sector information workshops for interested job seekers and youth. Invite industry leaders including local union representatives to conduct live and virtual lectures on demand industry requirements and apprenticeship opportunities.
4. Collect information on how the prospective \$15.00 minimum wage will impact jobs and share the information with employers, including jobs in the construction sector.

Issue # 3

Directed the groups to consider strategies to get young adults into the workforce and help move them to a self-sufficient wage.

Group Summary:

1. Explore the feasibility of placing a CSBD representative or having a physical presence that provides information to graduating seniors. Explore outreach to youth who are not employed and not in school.
2. Strategize on the expansion of career exploration activities for youth. Make soft skills a part of career exploration.
3. Schedule Board members for participation in events that promote opportunities in various occupational sectors. They would be ambassadors to jobs in those sectors and would participate in “Chat with CEO” sessions for the youth.
4. Consider having youth provide testimonials and place them on TikTok or other social media sites that the youth use to increase our brand visibility. Have the testimonials incorporate a pride of accomplishment, such as being able to care for their family, buy a car, or other similar successes.
5. Consider funding internships for in-school juniors and/or seniors.
6. Provide a warm welcome for youth coming into the career centers referred from the annual “My Next Move” campaign.
7. Consider the creation of a campaign to help inspire the youth, such as “My Career is Going Here.”

8. Consider streamlining the program application through utilization of technology. *(Update: The state has just passed legislation stating that they would be developing a common application.)*
9. Work on leveraging relationships with other organizations.
10. Research the effectiveness of social media influencers as a component of our outreach strategies.

Issue # 4

Asked board members to recommend strategies in response to the adoption of term limits for workforce board members. *(Update: Since our planning session, the legislature has adopted 8-year terms for board members beginning July 1, 2021 and requires the terms be staggered, which is also a WIOA requirement)*

Group Summary:

1. Consider a staggered approach; for example, every 4 years.
2. Consider terms of 2, 4 and 6 years so that there is always institutional knowledge at the table.
3. Consider having board members leave the board and join a committee for a year and then join the board again – cycle in and out.
4. Consider switching the board members out every so often.

Issue # 5

The board meeting schedule was suggested to be considered by one of our board members. Currently, our governing boards meet 10 times a year and reserves an additional month for the Planning Session. The members discussed whether 11 meetings is the right number of meetings or whether another schedule should be adopted. If the number of meetings is reduced, should we ask members to still reserve the 4th Thursday of the month.

Group Summary:

1. Consider going to 7 meetings, plus the Board Retreat / Planning Session, for a total of 8 meetings. Board members should still reserve the 4th Thursday of every month as a placeholder. CSBD will let the Board know at the beginning of the month if we need to utilize a placeholder meeting.

Issue # 6

Considered by both groups was whether to make any changes to the board's Vision, Mission and Goals. The group agreed with all goals and added language as indicated below.

Group Summary:

1. Amend Goal 5 to include older workers:

To align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).

2. Consider adding a new goal: To anticipate political, environmental, and economic changes in the near and long-term future and prepare for those changes.

Issue #7

The final task assigned to the break out groups was to brainstorm.

Group Summary:

A suggestion was made that we find out whether there was a way to encourage workers to come to Florida for increases in worker demand during the winter months, especially in tourism and hospitality.

Evaluation Survey

As your staff, we always want to continuously improve how we do things. To that end, and to consider the constraints of a virtual environment, which did not allow for a meet and greet registration period, allow members to enjoy an ice cream break so we can network, or enjoy a communal lunch, we adjusted the planning session schedule to fit into the traditional lunch period between 12:00 p.m. and 2:00 p.m. It was very gratifying to learn from the survey responses that many of the members found the session to be invigorating and would have liked to continue beyond the scheduled meeting end-time. Hopefully, next April we will be meeting in person, able to network, talk and enjoy a more relaxed time period in which to accomplish our annual planning objectives.

Based upon the evaluation results, everyone was satisfied or very satisfied with this year's virtual planning event. Some of the comments were:

- Very well done!
- Great subjects prepared by the staff for the breakout session.
- I like that the Board Members are knowledgeable and open to discussion.
- No matter the circumstances, we (staff and board members) continue to work together, seamlessly, as one unit.
- I loved being able to hear intelligent people with caring hearts that come up with possible solutions. Truly inspiring. It gives me hope for the world.
- The food was great.
- Interaction within our breakout group with the other members was strong.
- I really thought you guys did an amazing job, especially since it had to be virtual.
- Very well organized and easily accessible.
- It was great to hear from our Congressman Ted Deutch.
- Can't wait to see everyone in person.

RECOMMENDATION

That the Board adopts the above report, along with the new goals and strategic objectives.

Memorandum #15 – 20 (LS)

To: Executive Committee
Through: Carol Hylton
From: Rochelle Daniels
Subject: New State Policy Affecting WIOA Performance Measures
Date: May 4, 2021

SUMMARY

Following a review by the USDOL, DEO is changing the way in which participant activities are recorded. Local area ability to manage participant exits will be reduced. DEO is recommending all local areas exit cases prior to 6/30/21, based upon their 1) longevity in the system 2) minimal progress or 3) evidence of disengagement. This will limit the impact on performance to 1 year instead of 2 years when the changes to Employ Florida take effect and can result in sanctions. We have done an analysis of the caseloads and this will minimally affect adult/dislocated worker performance but it is anticipated will impact youth performance. CSBD has developed nine (9) strategies we are implementing with the providers to support the youth who will be exited into follow up services. Youth will receive 12 months of case management, supportive services, and referral to community resources. Consideration to approve actions necessary to comply with DEO guidance. Approved at the 5/4 One Stop Services Committee meeting.

BACKGROUND

In March, the state called all the workforce areas together to discuss the WIOA performance measures. During the meeting DEO stated:

1. That per USDOL, states and local areas will be subject to sanctions for failing to meet a performance measure two (2) years in a row beginning next year.
2. DEO was implementing a change to the way in which participant activities are coded. Changes to Employ Florida (EF) will in many instances determine participant exits. Therefore, these coding changes will impact performance.

As the governing boards are aware each performance measure is determined by applying a formula developed by the USDOL.

DISCUSSION

During the meeting with DEO, local areas were advised to review adult/dislocated worker and youth caseloads for 1) longevity 2) progress and 3) engagement to review and appropriately close cases prior to 6/30/21.

DEO explained that this is the last program year in which participants can be exited from the system without impacting performance two years in a row. WIOA mandated sanctions can only be applied when a measure is not met 2 years in a row.

Adult/Dislocated worker

In reviewing the cases with our one stop case managers we have some adult/dislocated workers that fit the above description but we believe this is unlikely to have a major impact on the adult/dislocated worker performance.

Out of School Youth (OSY)

In reviewing cases with our youth providers we may have a different result, as we know OSY present the most challenges because they have the most barriers. Exiting the youth before the end of this year is likely to negatively affect performance. The employment measures are likely to be affected in PY 21-22, while the education measures are more likely to impact performance in PY 22-23 because they are longitudinal.

Several years ago we changed the youth program design encouraging youth providers to exercise leniency to help youth complete educational programs. We adopted a philosophy that allowed youth to stay connected to the program even when “life intervened” and they stopped participating in program activities for a period of time. However, the coding changes DEO has announced, will not allow us to continue youth in the program if their progress is minimal or if they stop participating for a period of time.

Using the State’s criteria of longevity and progress we are identifying cases across all youth providers which should be closed based on the state’s guidance. The significant majority of these cases are youth enrolled in training.

In reviewing the cases some factors that have impacted the closures include:

1. COVID-19 closures. Both the School Board and Broward College were closed for almost half of PY 19-20. Broward College campuses are still closed. Broward Schools are only reopening now. No one could have predicted that this would align with a USDOL review of DEO.
2. All GED test sites were closed so our youth who were ready to test could not take the test. Some testing sites began reopening in the fall but they were bottlenecked and our youth were not given a priority. Many of the youth who were ready to take the test last year were therefore discouraged and did not want to come back for refreshers or return to the classroom again to hone their skills for the test.
3. Youth were provided with technology to be able to take advantage of virtual learning options when virtual classes became available, and if their course was offered virtually. However, not all youth adapted to virtual classes, and some disengaged while classes were suspended and have not indicated an inclination to return.
4. Many of our OSY held part-time and full-time jobs prior to COVID - 19 and are receiving extended unemployment and incentive checks which is a deterrent to returning to the program.

5. Youth were allowed to enroll in long term training on a part time basis. When they enrolled the measurable skills gain measure was not yet implemented. The students are not taking sufficient hours required to meet the “progress” measure. These students are considered a “fail” for purposes of the measure.

To minimize the impact on exiting youth:

1. We are looking at alternative methods to support youth who may be able to complete during follow-up. For example, CSBD is examining its support services policies to increase payments to the youth while in follow up. They can use the funds for tuition if there are only a few credits short of completion and are not attending full time.
2. Youth who are attending over the summer and will complete over the summer can be exited and their tuition paid prior to 6/30 as their summer semester begins during this program year.
3. All youth will continue with their case manager during follow up who will connect them with community resources as needed.
4. Youth who are on a break may be able to return to our adult program at the end of the 12 month follow up and their youth case manager can make a warm hand off to the adult program.
5. Youth will be advised that if they would like to return to the program in the future they will be able to reapply.
6. We will also explore other funding streams that may be able to support the youth in training, which are not subject to performance measures.
7. We have asked Broward College to see whether youth have taken sufficient courses to be awarded a certificate related to their studies or can get a rapid credential before the end of the year.
8. We are working with the School Board to identify GED test sites for the youth.
9. We are working with all the providers to identify jobs available in which to place the youth.

RECOMMENDATION

Following a review with the providers, approval to close participant cases in line with the DEO guidance.

Memorandum #48 – 20 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: PY 21 – 22 Broward College Out of School Youth (OSY) Contract Renewal

Date: May 4, 2021

SUMMARY

Consideration to approve the renewal of the Broward College (BC) OSY contract for program year PY 21–22 in an amount not to exceed of \$540,000, subject to negotiation, to serve 120 youth. This is the same amount as last year. Since Board member, Dr. Mildred Coyne, is employed by 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 5/4 One Stop Services Committee meeting.

BACKGROUND

CareerSource Broward (CSBD) released an RFP in the Spring of PY 18 – 19 to serve out-of-school youth. Broward College's proposal to serve OSY ages 17 – 24 in post-secondary occupational skills training, followed by placement into employment, the military or further post-secondary education, was approved for funding as a result of that RFP. This is the 2nd renewal.

DISCUSSION

Several years ago we changed the youth program design encouraging youth providers to exercise leniency to help youth complete educational programs. We adopted a philosophy that allowed youth to stay connected to the program even when "life intervened" and they stopped participating in program activities for a period of time.

As can be seen from the chart below BC carried forward 100 youth last year and is carrying forward 100 youth this year. More than 50% of the youth being carried forward have been in training for at least two (2) years. This was a result of youth choosing to go part time, changing courses of training, coming into the program but waiting a few months to enroll in a course of study, or choosing a course of study that required pre-requisites that result in four (4) years of training. As can be seen from the performance chart that follows, very few youth are exiting the program at the end of the program year.

At the start of the last program year, we met with BC and advised that in recruiting new students emphasis should be placed on youth interested in shorter term training. Youth unable to go full time should not be enrolled as the performance measures are tied to hours in class and the

grades. We also asked that youth sign FERPA releases, giving CSBD access to their grades so that if a tutor or additional assistance was needed it could be authorized.

However, due to disruptions caused by the pandemic, and with all the Broward College Campuses closed and continuing to be closed through the spring of this year, it was very difficult to implement some of the agreed changes.

While youth were provided with technology to be able to take advantage of virtual learning options, the classes they needed were not all available virtually on the original schedule. Some youth were ill and missed class, others did not adapt to virtual learning, and some disengaged while classes were suspended and have not indicated an inclination to return.

As reported to you earlier in the Agenda, DEO has advised local areas to review caseloads for longevity and progress and to close cases over a year old where progress is minimal. We are working with BC to identify the youths' for their likelihood to succeed and we are following the steps identified in our earlier memo to minimize the impact on the cases recommended for closure.

We have summarized the current status of BC's performance.

BROWARD COLLEGE (BC) – GET REAL PROGRAM			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 120 youth into post-secondary training	6/30/21	100 youth were carried forward from PY 19-20. 13 new youth were enrolled this year.	
90% of youth enrolled in training must achieve an MSG.	6/30/21	29 of the 97 youth (30%) who were enrolled in training received an MSG.	We hope to increase this number by the end of the year. Youth who are not progressing will be exited in accordance with the state's guidance
90% of the youth must attain the credential associated with their program of study.	6/30/21	97 youth were enrolled in training this PY. 23 of 26 (88%) youth who ended training this PY have received a credential.	
90% of the youth who exit the program will exit into the military, post-secondary education and unsubsidized employment.	6/30/21	33 of the 35 youth, or (94%), who have exited this year were employed or went on to post-secondary education.	Youth who are not participating will be exited in accordance with the state's strategy discussed above.

CSBD believes in this program for these reasons, 1) OSY need post-secondary skills to be able to advance 2) Broward College is “the” community college offering courses of training in a variety of in-demand occupations, is respected by employers and results in jobs for those that complete and 3) youth that apply to Broward College show they are motivated so recruitment can be coordinated with an existing pool of youth.

However, as programs mature, we often work with providers to tweak problem areas in the design that interfere with performance. In addition to the actions identified above the chart, in discussion, we will do the following either before the close of this year or over the course of next year PY 21-22:

1. Rather than continuing to enroll youth in the 4th quarter which affects our performance we will focus on recruiting youth in the 4th quarter (April – June) for the new program year.
2. We will get a commitment from the youth that they will attend full time and agree to continue attending through the summer session, which is offered by BC each year, so they can finish in a reasonable time.
3. Recruitment into short-term programs will be a requirement for a percentage of the new students.
4. It will be mandatory that work experience be treated as work study and integrated with the youth’s concurrent course of study.
5. In addition to the BC recruitment efforts, we will fund a recruiter position to work on recruitment for both of our large youth contracts (SBBC and BC). The recruiter will be a School Board employee who will be able to access the records of youth who have graduated but did not attend post-secondary school. They will have the training to assess the youth and to assure youth are matched with courses of training aligned with their interests and in which they have the skills to be successful in the BC program.

We believe these changes will have positive results. In accordance with DEO guidance, exiting the youth who have minimally progressed or are not committed to full-time school will allow us to recruit youth who will attain their credentials in a reasonable time. All youth exiting will continue to receive follow up and the services in the earlier memo.

CSBD recommends renewal of the BC OSY contract in an amount not to exceed \$540,000, subject to negotiation. This is the same amount as last year to serve 120 youth.

RECOMMENDATION

Approve the renewal of the BC OSY contract in an amount not to exceed \$540,000, subject to negotiation to serve 120 youth.

Memorandum #47 – 20 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: PY 21 – 22 School Board of Broward County (SBBC) Out of School Youth (OSY) Contract Renewal

Date: May 4, 2021

SUMMARY

Consideration to approve the renewal of the School Board of Broward County's (SBBC) out-of-school youth (OSY) contract for program year (PY) 2021 – 2022, not to exceed \$600,000, and subject to negotiation to serve 135 youth. This is an increase of \$50,000 to cover the cost of 1) a Recruiter and 2) master tutors. As only school board personnel have access to student records, the Recruiter will be able to recruit for both the SBBC and Broward College. The master tutors are needed to work with youth to better prepare them to pass the GED exam. 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 5/4 One Stop Services Committee meeting.

BACKGROUND

CareerSource Broward (CSBD) released an RFP in the spring of PY 18 – 19 to serve out-of-school youth. The SBBC proposal to serve OSY in GED programs, followed by placement into employment or post-secondary education, was approved for funding as a result of that RFP. This is the second of three possible renewals. The SBBC serves youth ages 18 to 24 who have not completed high school and are within 6 – 9 months of completion of their GED. CSBD provides funding for case management, career pathway planning, employability skills training, GED, paid internships and placement into jobs or post-secondary training.

DISCUSSION

As we reported to the Board earlier this year, the SBBC was allowed to increase its enrollments following their early reported positive performance numbers. This is because youth exit at different times depending upon when they are enrolled and when they earn their GED credentials. Going into the program year the SBBC carried forward 159 youth.

As members will note from the performance chart that follows, the SBBC has struggled with performance due to the disruptions caused by the pandemic. COVID-19 started to impact performance beginning last March, as government and businesses closed, which have continued through the spring of this year. In some cases, youth became ill, the organizations followed local lock down guidance from Broward County, state or federal governments, parents did not want youth to participate, or virtual participation was not successful.

We worked with the SBBC to come up with a plan that would exit youth who were not continuing with their GED by balancing the exits with those youth who were successfully completing their GED.

As reported to you earlier in the Agenda, DEO has advised local areas to review caseloads for longevity and progress and to close cases over a year old where progress is minimal. This has derailed our carefully thought-out plan. However, we are working with the SBBC to identify the youths' likelihood for success and we are following the steps identified in our earlier memo to minimize the impact on the cases recommended for closure.

The School Board of Broward County (SBBC) OSY GED PROGRAM (HS DROP OUTS)			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 135 youth into the OSY GED program.	6/30/21	159 youth were carried forward from PY 19-20. 34 new youth were enrolled this year.	
80% of youth enrolled in GED must achieve a Measurable Skills Gain (MSG).	6/30/21	75 of 133 youth (56%) enrolled in training this year received an MSG.	We hope to increase this number by the end of the year. Youth who are not progressing will be exited in accordance with the state's guidance.
75% of youth enrolled in training must complete their GED or obtain their high school credential.	6/30/21	37 of 133 youth (28%) enrolled in training obtained their GED.	37 of the 133 youth enrolled in training this year received a credential. For the remaining 96, 58 were unsuccessful and 38 remain in training.
90% of youth who exit the program, will exit into the military, post-secondary education or unsubsidized employment.	6/30/21	50 of 136 youth, or (37%), exited positively.	Of 193 youth, 136 were exited. 50 were positive. 86 were exited in accordance in accordance to DEO guidance. The remaining 57 youth are being assessed and youth who are not participating will be exited in accordance with the state's strategy discussed above.

Going into PY 21-22:

1. We will work with the Recruiter to identify youth interested in getting their high school credential and assess youth for their readiness to enroll and take GED training.
2. We will engage master tutors to assist youth who show they are struggling based on their GED ready assessment.
3. We will use ZOOM or GOTO MEETINGS to increase contact with youth who are participating in GED virtually as some youth attended virtually prior to the pandemic when these tools were not as prevalent.

CSBD recommends renewal of the SBBC OSY contract in an amount not to exceed \$600,000, subject to negotiation. We believe the reboot of the program with no more than 135 youth in combination with other corrective action discussed with the SBBC will be successful

RECOMMENDATION

Approve the renewal of the SBBC OSY contract in an amount not to exceed \$600,000, subject to negotiation, to serve 135 youth.

Memorandum #49 – 20 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: PY 21 – 22 Navigator Out of School Youth Contract Renewals

Date: May 4, 2021

SUMMARY

Consideration to approve PY 21 – 22 renewals for the 3 Out of School Youth (OSY) Navigator programs. The providers have submitted funding requests which are all subject to negotiation upon governing boards' approval as we traditionally do. The amounts which are increases from last year are as follows: 1) Helping Abused Neglected Disadvantaged Youth (HANDY) \$130,750 2) The Fort Lauderdale Independent Training and Education (FLITE) \$234,794 and 3) The Center for Independent Living, Broward (CILB) for up to \$60,000. This will be the 2nd renewal under each of their contracts. Approved at the 5/4 One Stop Services Committee meeting.

BACKGROUND

The Navigator contracts target OSY youth ages 17 to 24 already in the caseloads of community based organizations serving the WIOA eligible OSY population. CSBD funds navigator/case managers which then serve to reduce the overall caseload for these youth and also can provide youth appropriate for WIOA services with Individual Training Accounts, computer-assisted instruction, GED preparation, career pathway planning, tutoring, employability skills training, paid internships, and placement into post-secondary training and jobs.

In PY 2018 – 2019 CSBD issued a Request for Proposals for OSY services. The CSBD governing boards approved three navigator contracts. This will be the 2nd renewal for each of these contracts entered into as a result of the PY 2018 – 2019 procurement.

Our three OSY Navigator providers are 1) HANDY 2) FLITE and 3) CILB.

DISCUSSION

We will be meeting with our providers as we traditionally do to negotiate final contract amounts. We are recommending renewal of the contracts subject to negotiation not to exceed the following:

Provider	PY 2020 - 2021	PY 2021 -2022
HANDY	\$115,253	\$130,750
FLITE	\$218,202	\$234,794
CILB	\$56,385	\$60,000

As members will note from the performance charts that follow our providers have struggled with performance due to the disruptions cause by the pandemic. COVID 19 started to impact performance beginning last March as government and businesses closed and have continued through the spring of this year. In some cases youth became ill, the organizations followed local lock down guidance from the County, State or Federal governments, parents did not want youth to participate, or virtual participation was not successful.

As business are opening up employers are struggling to find employees. We believe this will create unexpected opportunities for our youth in the navigator programs who generally receive employability skills, an internship and are placed in a job.

Provider performance to date is immediately below.

HANDY OSY Program

Serves youth with barriers to employment/education through case management; referral to WIOA funded services, career pathway planning, employability skills training, paid internships, GED preparation, placement into jobs and follow up services.

HANDY – THE LIFE PROGRAM			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 25 youth into the program.	6/30/21	12 youth were carried forward from PY 19-20 and 7 new youth were enrolled.	As can be seen from the number of youth exiting, placement was affected by the Pandemic. We are working with HANDY to exit youth who are work ready and place them into jobs as there are more entry level jobs at this time than there are applicants. We hope to exit more youth into employment by the end of the program year.
90% of youth enrolled into training must achieve a measurable skills gain (MSG).	6/30/21	Of the 4 youth in training 1 has achieved an MSG and 2 have until 6/30 to meet the MSG. The 4 th youth is disengaged.	
75% of youth enrolled training must obtain their credential.	6/30/21	Of the 4 youth in training, 1 has received their credential, 2 are still in training and 1 dropped out of classes and is disengaged.	
90% of youth enrolled shall be exited into military, post-secondary education a job.	6/30/21	2 of 3 (67%) youth exited and entered employment.	

FLITE OSY Program

Serves foster care youth/Road-to-Independence (RTI) and Victims of Human Trafficking through referral to WIOA funded services, paid internships, work experience, GED preparation, support services, and placement into jobs and post-secondary education.

THE FLITE CENTER			
Contract Deliverables	Due Date	Current Performance	CSBD Comments
Enroll 36 youth into the program.	6/30/21	13 youth were carried forward from PY 19-20 and 18 new youth were enrolled.	We are working with FLITE to exit youth who are work ready and place them into jobs as there are more entry level jobs at this time than there are applicants. We hope to exit more youth into employment by the end of the program year.
90% of youth enrolled in training must achieve a measurable skills gain.	6/30/21	N/A not required	
75% of youth enrolled in training must obtain their GED or credential.	6/30/21	N/A	
90% of youth shall be exited into military, post-secondary education or a job.	6/30/21	7 of the 7 (100%) youth are employment or in post-secondary education.	

CILB OSY Program

Serves youth with disabilities to help them achieve their career and occupational goals through peer counseling, employability skills training, work experience and access to all WIOA services.

CENTER FOR INDEPENDENT LIVING BROWARD (CILB) - JOBS FOR YOUTH PROGRAM			
Contract Deliverables	Due Date	Current Performance	CSBD Comment
Enroll 12 youth into the program	6/30/21	12 youth were carried forward from PY 19-20 and 2 new youth were enrolled.	CILB is actively working to enroll new youth to replace the 8 youth who have exited.
90 % of youth enrolled shall be exited into military, post-secondary education and unsubsidized employment.	6/30/21	8 of 8 (100%) youth have gone on to employment or post-secondary education.	

RECOMMENDATION

Approve the renewal of the OSY Navigator contracts not to exceed the amount listed subject to negotiation: 1) HANDY at \$130,750 2) FLITE at \$234,794 and 3) CILB at \$60,000.

Memorandum #04 – 20 (HR)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Renewal of First Staff DBA EmpHire Staffing, Inc., Contract

Date: May 4, 2021

SUMMARY

This is to recommend the renewal of the First Staff dba EmpHire Staffing, Inc., (EmpHire), contract for Program Year (PY) 20 - 21. EmpHire staffs our one stop career centers. They were selected as a result of a Request for Proposals (RFP) released in PY 17 - 18. They meet all of our financial and personnel requests and work to keep benefit and insurance costs contained. Their fee remains the same as last year at \$66.50 per employee, per pay period for a total fee of approximately \$183,274 based on the current payroll. This is the 3rd and last renewal under that procurement. Approved at the 5/4 One Stop Services Committee meeting.

BACKGROUND

In June 2018, the CareerSource Broward (CSBD) governing boards approved entry into a contract with EmpHire to staff the career centers following a competitive RFP. The contract provides for three (3) one-year renewal periods. This will be their 3rd and final renewal under the current contract.

DISCUSSION

EmpHire has been an excellent contractor. They work within our rules, which prohibit advance payments, and manage the cost of the payroll. They have learned our cost allocation requirements and closely monitor time sheets to assure staff follow the cost allocation rules. They also agreed to a flat fee per employee per pay period as our rules prohibit cost plus contracts.

EmpHire also manages workers compensation and benefits costs, which are pass-through expenses. They provide Employment Practices Liability Insurance for the career center staff and liability insurance. EmpHire provides us with weekly reports regarding personnel changes and has two dedicated staff people servicing our contract.

No increase is proposed for next year. Their fee remains the same as last year at \$66.50 per employee, per pay period for a total fee of approximately \$183,274 based on the current payroll.¹

RECOMMENDATION

That the contract with EmpHire be renewed for the Program Year 21-22, at a rate of \$66.50 per employee/per pay period, for an estimated cost of \$183,274.

¹ This covers approximately 106 CSBD Career Center Staff.

Memorandum #61 – 20 (OPS)

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: Contract Renewal for the One Stop Operator

Date: May 4, 2021

SUMMARY

Consideration to renew the contract with Workforce Guidance Associates, LLC to continue to provide one stop operator services for up to \$56,000. This is the same amount as last year. CareerSource Broward (CSBD) is pleased with the work Ms. Jackson has accomplished thus far and we are desirous of continuing our contract with Workforce Guidance Associates, LLC. This is the 2nd and last renewal under the current procurement. Approved at the 5/4 One Stop Services Committee meeting.

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) requires local boards, with the agreement of the chief local elected officials, to competitively procure and select a One Stop Operator. In 2019, the CSBD governing boards approved the recommendation of the Review Committee chaired by Dr. Knowles to award the contract for the One Stop Operator to Workforce Guidance Associates, LLC, for up to \$55,765. The contract provides for two (2) one-year renewal periods. This will be their 2nd and final renewal under the current contract.

DISCUSSION

Nadine Gregoire-Jackson, the principal for Workforce Guidance Associates, LLC, previously worked for CSBD as the One Stop Senior Program Manager and as the principal for Workforce Guidance Associates now serves as the CSBD One Stop Operator. During this program year, Ms. Jackson has completed the contract deliverables on time and they are of a high quality. Over the course of the last few months she has done many positive things to deepen our relationships with our partners to the benefit of both parties and ultimately to the benefit of our mutual customers. Some examples include:

1. Coordinated the renewal of all CSBD one stop memoranda of understanding and infrastructure/resource sharing budgets to ensure they were current.
2. Developed and revised community partner referral process flow.
3. Observed on site operations, space configuration, customer flow and integration of services at the one stop centers and made recommendations for consideration.
4. Hosted a town hall with community partners and shared a list of best practices.
5. Served as the point of contact during the pandemic between CSBD and one stop partners including daily dissemination of information related to reemployment, emergency services and virtual job fairs.
6. Assisted in strengthening partnerships with community organizations such as the Urban League, SunServe, and Jewish Federation of Broward through training on our job seeker tools and services.

CSBD wishes to renew our sub-grant agreement with Workforce Guidance Associates, LLC, for \$56,000 the same amount as last year. This is the 2nd and final renewal under the current contract.

RECOMMENDATION

Approve the renewal of the contract with Workforce Guidance Associates, LLC, for the delivery of One Stop Operator services for up to \$56,000.

Memorandum #60 – 20 (OPS)

To: Executive Committee

From: Carol Hylton, President / CEO

Subject: Additional Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds

Date: May 4, 2021

SUMMARY

Consideration to accept \$28,438 in WIOA Dislocated Worker funds for the current Program Year, 20-21. Funds will be used to provide assessment, referrals to training and placement. Approved at the 5/4 One Stop Services Committee meeting.

BACKGROUND

From time to time the state increases our formula allocation with a supplemental award. These funds are added to our budget and used for the same categories of expenditures as all other formula funds.

DISCUSSION

The funds will allow us to increase services to our dislocated workers and to provide hard and soft skill assessments, training, job development and placement to participants.

RECOMMENDATION

Accept additional funding of \$28,438 in WIOA DW funds.

Memorandum #09 – 20 (FS) Revised

To: Executive Committee
From: Carol Hylton, President/CEO
Subject: Program Year (PY) 21-22 Preliminary Budget
Date: May 5, 2021

SUMMARY

The Program Year (PY) 21-22 Preliminary Budget being presented reflects an overall decrease of 4.9% in funds or (-\$989,299) which was largely due to reduced carryforward. The total amount of formula and carry forward that we project to be available in PY 21-22 is \$19,229,696 as compared to \$20,218,995 actual in PY 20-21. Approved at the 5/4 One Stop Services Committee meeting.

This does not include dedicated grants because those grants may only be spent for the specific purposes outlined in those grants. PY 21-22 dedicated grants total \$3,811,336 which when added to formula funds total \$23,041,032 as compared to the PY 20-21 total of \$25,937,362¹. This does not include our general (unrestricted) fund. CareerSource Broward (CSBD) recommends acceptance and approval of the preliminary PY 21-22 budget.

BACKGROUND

Below are the considerations for the PY 21-22 budget:

1. Workforce Innovation and Opportunity Act (WIOA) Adult (AD), Dislocated Worker (DW) and Youth
 - a. Formula allocations for WIOA are based on our local area's share of unemployed, long term unemployed, mass layoff data and other factors.² Based upon last year's spike in unemployment due to the pandemic our WIOA AD and DW formula allocations increased by 1.9% and our youth by 22%.
 - b. Although our formula allocation increased slightly, our carryforward is less due to the success of adding additional short term programs to our ITA list and the corresponding increase in enrollments. The AD and DW WIOA allocation including carry forward for PY 21-22 reflects a decrease of \$1,292,343 for a projected total allocation of \$8,837,918.
 - c. Over the past several years the State has awarded a supplemental allocation of AD/DW, and youth funding after the start of the year. We anticipate receiving a supplemental award in PY 21-22 as well at approximately the same amount as in PY 20-21 of \$1,038,705.
 - d. The youth allocation including carry forward for PY 21-22 is increased by \$301,932. The total amount available is \$4,425,206. While we are required to spend a minimum of 20% of the youth allocation on Work Experience, we have budgeted 26% of program costs to

¹ This includes an additional \$28,438 of WIOA DW on today's agenda for consideration.

² The data for our formula grants were based on the jobless numbers. South Florida, relies heavily on hospitality and tourism, and was hard hit which accounts for the increase in the allocation.

ensure we meet the requirement and allow for the maximum benefit to youth who need to be connected with work as the economy continues to improve.

2. The state allocations for Temporary Assistance for Needy Families (TANF), Wagner Peyser (WP), and Supplemental Nutrition Assistance Program (SNAP) funds are based on factors such as: participation rates, unemployment, and number of low income families.
 - a. TANF – This formula allocation funds our Welfare Transition Program. This formula is based on the relative number of TANF customers across the 24 regions. Our rolls have been increasing and our formula allocation was increased by 6.1%. Last summer during the height of the shutdown we were allowed to carry some funds forward. This is not available this year and we project an overall decrease in available funding of 3.2% or (-\$134,449).
 - b. We are projecting level funding for SNAP. WP and Veterans pass thru is expected to increase as can be seen in the chart below. This does not include the salaries for the state staff in the career centers which are paid by the state.
3. Reemployment Assistance (RA). We do not expect to receive funds this year. RA claimants continue to be on waivers from work search / work registration. The state has told us to use our WP funds for these one stop services.

A budget true-up based on the actual allocations will be presented by the January meeting in 2022.

Table 1 presents a comparison between PY 20-21 and PY 21-22 of the total allocations from the state and carryover funds which are available for budgeting. For PY 20-21, it includes the actual amount of carryforward which varies from year to year and supplemental allocations received. For PY 21-22, it includes the projected amount of carryforward and supplemental allocations. The WIOA Adult and DW funding streams are combined in Table 1 because WIOA allows 100% transferability between these funding streams.

**Table 1: Comparison of Projected Funds Including Carry Forward PY 20-21 TO PY 21-22
(% changes are rounded)**

Fund Name	PY 20-21 Total Funds Available	PY 21-22 Total Funds Available	\$ Change	% Change
WIOA (Adult/DW)				
Formula Funds	\$ 7,606,920	\$ 7,750,913	\$ 143,993	1.9%
Carryforward	2,523,341	1,087,005	(1,436,336)	-56.9%
Subtotal	10,130,261	8,837,918	(1,292,343)	-12.8%
WIOA (Youth)				
Formula Funds	2,550,209	3,112,167	561,958	22.0%
Carryforward	1,573,065	1,313,038	(260,027)	-16.5%
Subtotal	4,123,274	4,425,206	301,932	7.3%
Welfare Transition Program (WTP)				
Formula Funds	3,867,637	4,103,360	235,723	6.1%
Carryforward	370,172	0	(370,172)	-100.0%
Subtotal	4,237,809	4,103,360	(134,449)	-3.2%
Wagner Peyser (WP)	1,098,644	1,184,089	85,445	7.8%
Veterans (DVOP/LVER)	285,512	335,628	50,116	17.6%
Supplemental Nutritional Assistance Program (SNAP)	343,495	343,495	0	0.0%
Totals	\$ 20,218,995	\$ 19,229,696	\$ (989,299)	-4.9%

Table 2 presents a comparison between PY 20-21 and PY 21-22 of our dedicated grants. They are not included in the preliminary budget for PY 21-22 because the funds are dedicated to the below listed activities.

Table 2: Comparison of Dedicated Grants

Grant / Program	Description	PY 20-21 Amount \$	PY 21-22 Anticipated Amount \$
Children’s Services Council (CSC)	Summer Youth Employment Program (SYEP)	\$ 2,517,041	\$ 1,944,577
City of Fort Lauderdale	SYEP	190,000	190,000
Bank of America ³	SYEP	19,000	19,000
National Emergency	COVID 19	1,637,946	734,750
National Emergency	COVID 19 PPE	30,000	Ended
Reemployment Services and Eligibility Assessment (RESEA)	Reemployment assistance and assessments	617,989	617,989
Trade Adjustment Assistance (TAA)	Workers who become unemployed due to impact of international trade	169,172	169,172
Apprenticeship Expansion	Marine Industry Apprenticeship	100,000	88,848
Apprenticeship Navigator	Navigator will identify and develop Registered Apprenticeship programs	75,000	47,000
Pre-Apprenticeship Expansion (Youth)	Focus on Construction and Culinary Arts	236,092	Ended
Apprenticeship - IT	Focus on Information Technology	87,771	Ended
Apprenticeship Expansion	Program Manager	5,511	Ended
Pathways to Prosperity - Families Ascent to Economic Security (FATES)	Occupational training for the working poor	32,845	Ended
	Totals	\$ 5,718,367	\$ 3,811,336

³ By approving the preliminary budget the governing boards accept these additional funds for PY 20-21.

DISCUSSION

Detailed below is our expenditure plan for the three one-stop centers, employer services, and participant training for all non-dedicated funding streams. This includes apprenticeships, On the Job Training, Individual Training Accounts, Incumbent Worker Training, subsidized work experience and administrative support.

In making the budget recommendations we address local recovery efforts and labor shortages from COVID 19, continue to support a hybrid of in-person and virtual service delivery and make investments in participant training including rapid credentialing and short term programs to get people back to work. Considerations affecting the budget recommendations include:

1. Last program year the state lowered the 50% minimum training requirement of the WIOA AD/DW expenditures to 30%. The state has not indicated if they will keep the 30% requirement, so we have budgeted 56% to have sufficient funds in the training category, should it go back up to 50%.
2. While WIOA requires that 75% of youth funds be spent on Out-of-School (OSY) the CSBD boards approved targeting all WIOA youth funds for OSY.
3. The cost of the EmpHire contract for staffing the one-stop centers which includes salaries and mandatory benefits, insurance, 401K and health insurance for the staff as well as the EmpHire fee.
4. The level of detail provided is in accordance with the CSBD governing boards' direction in the past. Additional detail is provided to the elected officials per their request. As always, anyone wanting that additional detail may have it upon request.
5. The distribution of the funds among the various activities and services listed is aligned with Board initiatives and key business results, the current labor market, federal and state performance measures.
6. All funds flowing through our system must pay their fair share and are charged our approved State indirect cost rate of 11.81%.
7. There is a set-aside of up to \$35,000 budgeted for the annual audit.
8. There is a set-aside of up to \$56,000 budgeted for the One Stop Operator.
9. There is a set-aside of up to \$152,000 for our external program and fiscal monitoring.⁴

⁴ We budgeted the same number for monitoring's, however this will be discussed at the Audit committee prior to the end of this year.

The recommended PY 21-22 Preliminary Budget categories are described below and are followed by a budget summary.

PROGRAM SUPPORT STAFF - \$5,667,301

This category includes all staff salaries and benefits other than the administrative, state Wagner Peyser staff, and Veterans staff. Included in this category is:

The EmpHire contract for staffing the one-stop centers and staff such as:

- a. The three center managers and, two assistant managers.
- b. Quality Assurance staff,
- c. WIOA AD/DW Success Coaches
- d. WTP Success Coaches
- e. SNAP (formerly Food Stamps) staff

FACILITIES AND RELATED COSTS – \$2,669,863

This category is for rent, supplies, customer assessments, equipment rental (copiers), telephones and information technology, high-speed lines, monitoring and auditing fees and costs associated with business outreach such as mileage, travel and membership dues.

Expenditures in this category include a rent increase for our North Center pursuant to our lease and an annualized rent increase for the South and Central Centers. Also included are technological upgrades to improve our ability to offer services virtually.

CONTRACTS – \$1,624,044

This category includes WIOA youth contracted services.

We have set aside funds for five (5) out of school youth (OSY) contracts providing high school and post-secondary credentials, employability and life skills, job skills and placement. The five contracts are: 1) HANDY 2) FLITE Center 3) the Center for Independent Living 4) School Board of Broward County and 5) Broward College.

Table 3: PY 21-22 Proposed Contract Amounts

Youth Providers amounts are subject to negotiation.

Contractor	Service	Funding Stream	PY 20-21 Amount	PY 21-22 Amount	% Change
FLITE Center	Youth	WIOA	218,202	234,794	8%
HANDY	Youth	WIOA	115,253	130,750	13%
Center for Independent Living	Youth	WIOA	56,385	60,000	6%
School Board Broward County (SBBC) - CTACE OSY	Youth	WIOA	550,000	600,000	9%
Broward College (BC)	Youth	WIOA	540,000	540,000	0%
Tutoring	Youth	WIOA	2,500	2,500	0%
Job Club Speakers	WTP	WTP	10,000	0	-100%
One Stop Operator	All	All	56,000	56,000	0%
Total			1,548,340	1,624,044	5%

1. Navigators - HANDY, FLITE and Center for Independent Living. Youth who are already receiving services from these agencies are enrolled into WIOA to receive employment services such as work experience, ITA's, leadership skills, employability skills, access to entrepreneurial skills, GED and training if appropriate.
2. Full Service Providers – School Board of Broward County and Broward College. OSY with one or more barriers to employment and/or education are recruited and enrolled to receive WIOA services including case management, employability skills, GED, and post-secondary training. We have added a counselor / recruiter position to the School Board contract to assist with identifying appropriate referrals for GED and Broward College.
3. Vendor for Tutoring – Tutoring set aside for youth in need.
4. One Stop Operator – Funded to coordinate the services of the various programs among one-stop partners. This is a required service under WIOA.
5. We have reallocated the Job Club speaker funds to support WTP customers as we anticipate caseloads will increase when the waiver ends.

TRAINING - \$6,758,890

This category includes 1) ITAs budgeted at up to \$12,000 per participant for tuition and education-related expenses 2) OJT reimbursements and other work based training activities such as IWT, upgrade OJT, subsidized work experience and apprenticeships so our customers can earn while they learn. This amount is for participants across all formula funding streams that allow training related expenditures.

PARTICIPANT SUPPORT SERVICES – \$760,759

This category funds participant support costs for 1) gas cards 2) clothing vouchers 3) bus passes and 4) participant performance incentives for WIOA AD / DW and Youth, and WTP. For PY 21-22, we added personal protection equipment and technology tools and kept the support services percentage the same as PY 20-21, which is 4% of the total budgeted allocation.

ADMINISTRATION – \$1,748,838

Currently our indirect cost rate is 11.81% and is comprised of 9% administrative and 2.81% program costs totaling 11.81%. Dedicated grants contribute their fair share in the same percentage to the indirect cost rate. The 9% Administration shown on Table 4 (presented on the next page) on the far right represents a simple percentage of total administration costs to total available funds.

Table 4 shows the detail of categories by funding streams with a comparison to last year's budget.

Pursuant to board permission we can spend up to 9% on administration. We have been able to maintain our administrative costs at 9% going into next year although the law allows us to spend up to 10%.

RECOMMENDATION

That the governing boards accept and approve the preliminary PY 21-22 budget.

Table 4: PY 21-22 Preliminary Budget Summary

TOTAL AVAILABLE FUNDING	WIOA Adult/DW		WIOA Youth		WTP		WP		DVOP/LVER		SNAP		PY 21-22 TOTAL \$	PY 20-21 % of	PY 21-22 % of
PY 20-21 Allocation	7,017,538		2,806,837		4,103,360		993,084		256,961		343,495		15,521,274		
PY 20-21 Supplemental	733,375		305,330		-								1,038,705		
PY 19-20 Carryforward	1,087,005		1,313,038		-		191,006		78,667				2,669,715		
TOTAL	8,837,918		4,425,206		4,103,360		1,184,089		335,628		343,495		19,229,696		
TOTAL EXPENDITURES															
Program Support	2,680,773	30%	375,618	8%	2,066,988	50%	286,515	24%	32,919	10%	224,488	65%	5,667,301	28%	29%
Facilities & Related Costs	735,237	8%	153,598	3%	621,901	15%	798,617	67%	274,886	82%	85,624	25%	2,669,863	14%	14%
Training	4,467,389	51%	1,857,398	42%	434,103	11%	-	0%	-	0%	-	0%	6,758,890	37%	35%
Contracts	29,478	0%	1,576,555	36%	12,719	0%	3,241	0%	694	0%	1,356	0%	1,624,044	8%	9%
Participant Support Services	35,420	0%	150,200	3%	575,139	14%	-	0%	-	0%	-	0%	760,759	4%	4%
Administration*	889,620	10%	311,835	7%	392,511	10%	95,716	8%	27,129	8%	32,026	9%	1,748,838	9%	9%
TOTAL	8,837,918	100%	4,425,206	100%	4,103,360	100%	1,184,089	100%	335,628	100%	343,495	100%	19,229,696	100%	100%

*Currently our in-direct cost rate is 11.81% it includes administration costs along with program costs.

**There may be rounding differences in this table.

To Be Forwarded to the Congressional Delegation

Dear Port Director Daniels:

The Broward Workforce Development Board has been asked to support the request for \$32,000,000 to relocate coral reefs and renovation of the coast guard station.

In consideration of the increase in jobs that it will bring to Broward County we support Broward County's Fiscal Year (FY) 2022 Community Project Funding request from the FY 2022 Energy & Water Appropriations bill to the U.S. Army Corps of Engineers (USACE) for the Port Everglades Harbor Deepening, Florida Project (PENIP).

This will provide \$32 million in preparation for the PENIP, for Port Everglades. This will help to initiate protection of the sensitive environment that exists off our coastline.

Please relay to our Washington, DC delegation that we highly encourage the funding of this vital infrastructure project as it will result in a stronger, better-skilled community, and region.

Sincerely,

Memorandum #12 - 20 (CBR) Revised

To: Executive Committee

From: Carol Hylton, President/CEO

Subject: 2021 Employer Awareness and Satisfaction Survey Results

Date: May 4, 2021

SUMMARY

This memo highlights the results of the 2021 Employer Awareness and Satisfaction Survey and outlines initiatives to address various components of the results. Every two years, CareerSource Broward (CSBD) conducts a survey to measure employers 1) awareness of CSBD and 2) customer satisfaction. With respect to recruitment events, 92% of employers that held an event with CSBD were either very satisfied / satisfied with the quality of service received from the staff and the candidates. This year we increased the number of employers we survey by engaging our economic development partner the Greater Fort Lauderdale Alliance and various Chambers of Commerce, to share the survey with companies they work with. 80% of the employers that responded heard of CSBD. This is an affirmation that our social media and marketing campaigns are effective. Approved at the 5/3 Employer Services Committee meeting.

BACKGROUND

In order to hear the voice of the customer, CSBD conducts a survey to measure satisfaction levels and awareness among local employers across various industries. The survey is conducted using web-based surveying technology and is completely anonymous (unless the employer chooses to reveal contact information). The last survey conducted was in 2019.

We increased the number of new employers surveyed by working with various chambers of commerce and the Greater Fort Lauderdale Alliance to share with companies they work with.

DISCUSSION

In April 2021, CSBD conducted an email-based survey to Broward County employers to measure 1) satisfaction with our services and 2) brand awareness. CSBD also used this opportunity to survey employers'. Three hundred seven (307) employers responded to the survey with a majority (77%) comprised of small businesses with 50 or fewer employees. The majority of the businesses that responded were in the following industries:

Healthcare	11%
Construction	9%
Educational Services	8%
Manufacturing	6%
Professional and Technical Services	6%

The survey results for the satisfaction and awareness components are summarized below.

Employer Satisfaction

1. **Result:** 92% of employers that held a recruitment event with CSBD were either very satisfied or satisfied with the quality of service received from the staff.
2. **Result:** 92% of employers that held a recruitment event with CSBD were either very satisfied or satisfied with the quality of the applicants.
3. **Result:** 83% of the employers that received assistance with posting their job order(s) in Employ Florida (EF) were either very satisfied or satisfied with the assistance they received.
4. **Result:** Overall, 78% of the employers that responded were either very satisfied or satisfied with the quality of services received from CSBD.
 - o **Response:** Although overall comments made by the employer were positive, employers did comment about the lack of applicants for their vacancies. This could be driven by individuals' hesitancy to go back to work for various pandemic-related reasons. This is expected to improve as more people are vaccinated and schools go back to 100% in classroom learning later in the year. Staff is in the process of following up with respondents that provided their contact information to see how we can further assist them.

Employer Awareness

Result: 80% of the employers that responded heard of CSBD. This is an affirmation that our social media and marketing campaigns are effective as we expanded the scope of the employers who received the survey.

- **Response:** Staff is in the process of working with a digital advertising agency to launch several marketing campaigns designed to increase brand awareness among employers.

This year's survey included questions to measure the impacts of the pandemic on employers. The following information is based on employers' responses:

1. **Result:** 23% of employers hired additional workers while 12% either laid off or furloughed their employees.
2. **Result:** 22% of employers reduced their workers' hours of work while 9% increased their workers' hours.

While 75% of the employers that responded said they hired employees in the last 12 months, 71% plan to hire more in the next six (6) months.

Additionally, ninety-four (94) respondents provided their contact information and indicated an interest in receiving additional information about CSBD's business services. The contact information will be divided among the CSBD employer services team to follow up and meet with employers about available services.

RECOMMENDATION

None for informational purposes only.

Memorandum #13 – 20 (CBR)

To: Executive Committee
From: Carol Hylton, President/CEO
Subject: Hospitality Employment Task Force
Date: May 4, 2021

SUMMARY

CSBD convened a task force to address the shortage of workers in the local hospitality industry based on feedback received from employers in the industry. Over 30 industry representatives attended the meeting including transportation, education, and child care partners. They developed several strategies to address the talent shortage including 1) develop a CSBD marketing campaign to invite new workers to the industry and 2) connecting Broward College and School Board with employers to conduct informational sessions targeting students in their hospitality programs and 3) survey former workers to determine how to attract them back to the industry. The survey has been sent to over 4,000 customers in Employ Florida and to hospitality employers for distribution to their previous workers, in three languages, English, Spanish, and Haitian-Creole. The results of the survey are due back in three weeks. Reviewed at the 5/3 Employer Services Committee meeting.

BACKGROUND

The hospitality industry is at a critical junction. Increased customer demand is reflected in the growing number of people visiting hotels and restaurants as consumer confidence increases. However, many employers in the industry are expressing a shortage in the workforce to meet the needs of the businesses. For this reason, CSBD created a task force to identify, discuss and offer solutions regarding these shortages affecting hospitality employers in Broward County.

DISCUSSION

The task force is comprised of BWDB members, employers in the industry, Broward College, School Board of Broward County, Florida Restaurant & Lodging Association-Broward Chapter, Hispanic Unity, Early Learning Coalition, Children's Services Council of Broward County, Broward County Transit, Visit Fort Lauderdale, and Florida Atlantic University.

The task force met to discuss the challenges facing the industry and developed the following strategies to address them:

Strategy	Status
Broward College and School Board of Broward County to host employment informational sessions between students from their hospitality programs and industry employers	<p>In process</p> <ul style="list-style-type: none"> • CSBD has connected Broward College and the School Board with several large hotels to plan informational sessions targeting students in their hospitality programs.
Develop a marketing campaign about the benefits of working in the hospitality industry	<p>In process</p> <ul style="list-style-type: none"> • A statewide marketing campaign is in development by the industry association about the benefits of working in hospitality. • There will be a dedicated website, radio, and social media advertising in support of the campaign.
Develop a survey to workers that have not returned to jobs in the industry to determine the reason(s) why and determine their short-term employment plans	<p>Completed</p> <ul style="list-style-type: none"> • With assistance from Heiko Dobrikow of Riverside Hotel and Cate Farmer of Margaritaville Hollywood Beach Resort; CSBD created the survey and shared it with a list of hotel and restaurant managers to distribute to their workers who have not returned. • The survey was also sent to hospitality workers registered in Employ Florida. The survey was developed in English, Spanish, and Haitian-Creole. The survey results are not expected for 2 to 3 weeks.
Employers and the industry association will provide outreach to community organizations in Broward County that serve customers in special populations, such as justice-involved, persons with disabilities, senior workers, and the homeless.	<p>In process</p> <ul style="list-style-type: none"> • The Florida Restaurant & Lodging Association is creating a master list of community organizations to engage. • The task force will develop an outreach plan.
Communicate available hospitality jobs to schools and community organizations	<p>In process</p> <ul style="list-style-type: none"> • CSBD is creating a “Hot Jobs in Hospitality” list to share with Broward College, School Board of Broward County, Early Learning Coalition, and others. The list will be comprised of hospitality jobs listed in Employ Florida and will be updated and shared on a bi-weekly basis.

Below are additional strategies the task force discussed, which will be revisited at a later time or individual employers may choose to take action on:

1. Employers may consider providing:
 - a. Onsite child care
 - b. Child care subsidy
 - c. Flexible work schedules
 - d. Tuition reimbursement
2. Highlight the benefits and perks in job descriptions.
3. Offer sign-on bonuses to new employees.
4. Offer referral bonuses to existing employees who refer a friend who becomes employed/meets retention.
5. Partner with CSBD to hold on-site job fairs to give candidates a “feel” for the workplace and showcase the workplace to draw them in.

RECOMMENDATION

None. For information purposes only

Memorandum #16 – 20 (CBR) Revised

To: Executive Committee
From: Carol Hylton, President/CEO
Subject: Small Business Administration Restaurant Revitalization Fund
Date: May 5, 2021

SUMMARY

The American Rescue Plan Act established the Restaurant Revitalization Fund (RRF) to provide funding to help restaurants and other eligible businesses keep their doors open. The application opened on 5/3 and CareerSource Broward (CSBD) began providing outreach to employers educating them of this opportunity. Approved at the 5/3 Employer Services Committee meeting.

BACKGROUND

The American Rescue Plan Act established the Restaurant Revitalization Fund (RRF) to provide funding to help restaurants and other eligible businesses keep their doors open. This program will provide restaurants with funding equal to their pandemic-related revenue loss up to \$10 million per business and no more than \$5 million per physical location. Recipients are not required to repay the funding as long as funds are used for eligible uses no later than 3/11/23. On 4/29, the Florida Department of Economic Opportunity notified the local workforce boards that the application would be open on 5/3.

DISCUSSION

The following types of businesses that have experienced pandemic-related revenue loss are eligible to apply:

- Restaurants
- Food stands, food trucks, food carts
- Caterers
- Bars, saloons, lounges, taverns
- Snack and nonalcoholic beverage bars
- Bakeries (onsite sales to the public comprise at least 33% of gross receipts)
- Brewpubs, tasting rooms, taprooms (onsite sales to the public comprise at least 33% of gross receipts)
- Breweries and/or microbreweries (onsite sales to the public comprise at least 33% of gross receipts)
- Wineries and distilleries (onsite sales to the public comprise at least 33% of gross receipts)
- Inns (onsite sales of food and beverage to the public comprise at least 33% of gross receipts) and
- Licensed facilities or premises of a beverage alcohol producer where the public may taste, sample, or purchase products.

The application portal can be found at <https://restaurants.sba.gov>.

CSBD started and will continue to inform employers of this grant opportunity through the following strategies:

1. Eblast restaurants and other eligible businesses that are registered in Employ Florida
2. Eblast the Broward County Hotels General Managers List
3. Social media posts on LinkedIn, Twitter, Facebook, and Instagram and
4. Share the information with the public information officers in the municipalities and Broward County Government.

Additional strategies recommended by the Employer Services Committee that are being implemented include:

1. Enlist the Greater Fort Lauderdale Alliance to spread the word
2. Share the information with the Grater Ft. Lauderdale Chamber of Commerce's Business Council and
3. Share with local churches and religious organizations.

RECOMMENDATION

None for informational purposes only.

Memorandum #13 – 20 (LS)

To: Executive Committee
From: Carol Hylton, President/CEO
Subject: D & O Insurance with Employee Practices Liability
Date: April 16, 2021

SUMMARY

The Board has authorized the President/CEO to make the purchase of D&O Insurance with a report to the governing boards each year. The current policy for D&O and Employee Practices Liability Insurance is expiring. Our current carrier, Philadelphia Insurance was the only response received to our agent's request for quotes. The cost of the policy is \$12,142, which is \$2,758 more than last year's premium of \$9,384. The Employment Practices Liability (EPL) deductible is increased from \$10,000 to \$25,000. As the cost of the policy is in excess of \$10,000 it is being reported to the governing boards.

BACKGROUND

D&O is liability insurance to indemnify our board and elected officials and pays for the cost of defense as a result of a legal action brought for alleged wrongful acts. Our coverage also includes EPL for alleged wrongful terminations.¹

DISCUSSION

The current D&O policy expired on 4/30/21. CSBD asked its agent to get us quotes for the upcoming year. Our agent contracted CNA, Travelers and USLI all of which declined to quote.

The cost of insurance with our current carrier Philadelphia Insurance Company this year will be \$12,142. This is \$2,758 more than last year's premium of \$9,384. The EPL deductible is increased from \$10,000 to \$25,000. The coverage limits will be the same as last year of 1) \$3,000,000 for EPL, 2) fiduciary liability of \$3,000,000, and 3) workplace violence coverage of up to \$250,000.

As the cost of the policy is in excess of \$10,000 it is being reported to the governing boards.

RECOMMENDATION

None. For informational purposes only

¹ Note that Intentional illegal acts are typically not covered under D&O policies.