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**Broward Workforce Development Board**  
**Executive Committee**  
Monday, July 13, 2020  
12:00 Noon – 1:30 p.m.

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Zoom Meeting ID: 840 1813 3535  
Zoom Password: 025802  
Zoom Call in: +1 646 876 9923

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## **VIRTUAL MEETING**

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

### **PROTOCOL FOR TELEPHONE/ZOOM MEETING**

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

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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 6/15/20, Executive Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Minutes

**Pages 7 – 14**

**NEW BUSINESS**

1. **Master Agreement between the Department of Economic Opportunity (DEO) and CareerSource Broward (CSBD)**

Consideration to approve entry into a Master Agreement with DEO. The Agreement sets forth the terms and conditions under which the States is sub-granting the Workforce Innovation and Opportunity Act formula grants to the local workforce areas. Although there is an item that will need to be clarified, we recommend signing to meet the state deadline.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBITS</b>	Memo #02 – 20 (LS)

**Pages 15 – 16**

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2. **Memorandums of Understanding (MOU) Between CSBD and the One-Stop Partners**

Consideration to enter into MOU's with One Stop partners. Pursuant to the Workforce Innovation and Opportunity Act the governing boards are required to enter into MOU's regarding the delivery and coordination of statutory one-stop partner programs through the one-stop career system.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #03 – 20 (LS)

**Pages 17 – 18**

3. **Renewal of Audit Agreement with Anthony Brunson P.A.**

Consideration of renewal of the agreement between CSBD and Anthony Brunson, PA, at a fee of \$33,000 an increase of \$4,000 from the cost last year of \$29,000, for the conduct of the Fiscal Year 2019-2020 audit. Staff was satisfied with their services last year. This will be the second renewal under their contract. As the Audit Committee did not meet this month, this memo was emailed to the committee members and any comments will be brought to the Executive Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #01 – 20 (LS)

**Page 19**

4. **New Courses for Existing Eligible Training Provider – Sheridan Technical College**

Consideration to approve current Eligible Training Provider Sheridan Technical College's applications to add 1) Accounting 2) Diesel Mechanic 3) Electrocardiograph Technician 4) Medical Billing and 5) Pharmacy Technician programs to the Individual Training Account (ITA) list. CSBD reviewed the applications for completeness and to ensure that Board mandated criteria are met. Because James Payne is a Board member and is employed by Broward County Public Schools this recommendation must be approved a 2/3 vote of the Board members present at a meeting with an established quorum. As the One Stop Services Committee did not meet this month, this memo was emailed to the committee members and any comments will be brought to the Executive Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBITS**                      Memo #05 – 20 (OPS)  
   ITA Course Summary Spreadsheet

**Pages 20 – 22**

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5. **New Courses for Existing Eligible Training Provider - Broward College**

Consideration to approve current Eligible Training Provider Broward College's applications to add 1) Certified Information Security Manager 2) Certified Information Systems Auditor and 3) Information Security Training programs to the ITA list. CareerSource Broward reviewed the application for completeness and to ensure that Board mandated criteria are met for the training programs and related occupational titles. Because Board member, Dr. Mildred Coyne, is employed at Broward College and Board Member, Francois LeConte serves on the Broward College Business Advisory Committee this recommendation must be approved a 2/3 vote of the Board members present at a meeting with an established quorum. As the One Stop Services Committee did not meet this month, this memo was emailed to the committee members and any comments will be brought to the Executive Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBITS**                    Memo #03 – 20 (OPS)  
   ITA Course Summary Spreadsheet

**Pages 23 – 25**

6. **New Courses for Existing Eligible Training Providers - Florida Atlantic University and City College**

Consideration to approve current Eligible Training Provider Florida Atlantic University's applications to add 1) Computer Technology 2) Dental Assistant 3) Hemodialysis Technician 4) Inpatient Auditing 5) Pharmacy Technician 6) Physical Therapy Office Professional to the **WIOA ITA list** and 7) Patient Care Technician and 8) Veterinary Assistant programs to the **WTP List** and City Colleges applications to add 1) Broadcasting 2) Healthcare Administration and 3) Surgical Technology to the **WIOA ITA list**. CSBD reviewed the applications for completeness and to ensure that Board mandated criteria are met for the training programs and related occupational titles. As the One Stop Services Committee did not meet this month, this memo was emailed to the committee members and any comments will be brought to the Executive Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBITS**                    Memo #04 – 20 (OPS)  
   ITA Course Summary Spreadsheet

**Pages 26 – 31**

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7. **Acceptance of Funds from Bank of America for Summer Youth Employment Program (SYEP)**

Consideration to accept \$17,500 in SYEP funds from a Bank of America (BOA) grant. The funding was initially targeted for this year's SYEP. However, due to the COVID-19 pandemic, our plans for the summer program changed. BOA decided to provide funding that would be held for next year's 2021 SYEP so we may serve additional economically disadvantaged Broward County youth. As the One Stop Services Committee did not meet this month, this memo was emailed to the committee members and any comments will be brought to the Executive Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #06 – 20 (OPS)

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8. **Acceptance of Funds From City of Hollywood for the Bridging the Digital Divide for the Economically Disadvantaged**

Consideration to accept \$7,000 from the City of Hollywood to fund an initiative called Bridging the Digital Divide for the City of Hollywood residents in WIOA training programs. The funding was initially targeted for the Summer Youth Program (SYEP). However, due to the COVID-19 pandemic, our plans for the summer program changed. The City and CSBD have agreed to use the funds to assist City of Hollywood residents in our WIOA training programs who could benefit from being given a laptop to make it easier for them to participate in their studies remotely. As this item would normally go to One Stop Services Committee and the committee did not meet in July, this memo was emailed to the committee members and any comments will be brought to the Executive Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #07 – 20 (OPS)

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## REPORTS

### 1. Congresswomen Debbie Wasserman Schultz Résumé & Interview Workshop with CSBD

Congresswomen Debbie Wasserman Schultz conducted a résumé and interview workshop in a Q&A format. She requested two subject matter experts from CSBD to join her to highlight best practices and resources available to get south Florida residents back to work. The workshop was posted on Rep. Wasserman Schultz's Facebook page and we added it to our social media platforms. Rep. Wasserman Schultz wrapped up the session by expressing her appreciation to us and the work we do every day "for helping to make sure that we can get people connected with the right type of employment."

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

### 2. Janitorial Services

In August 2019, we procured janitorial services for our building on W. Cypress Creek Rd. and entered into a one year contract with the low bidder, AK Building Services. We have been very pleased with their service. The contract is set for renewal in August 2020 at the same price as last year \$42,240. Because it is a single purchase of over \$10,000, a report is required to the CSBD governing boards.

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

## MATTERS FROM THE EXECUTIVE COMMITTEE

## MATTERS FROM THE FLOOR

## MATTERS FROM THE PRESIDENT/CEO

## ADJOURNMENT

<b>NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON SEPTEMBER 14, 2020.</b>
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**Broward Workforce Development Board  
Executive Committee**  
Monday, June 15, 2020  
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 847 0555 3306  
Zoom Password: 675903  
Zoom Call in: +1 646 876 9923

## MEETING MINUTES

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

Attendees VIA Zoom/phone: Gary Arenson, Michael Carn, Dr. Ben Chen, Paul Farren, Dr. Lisa Knowles, Dr. Steve Tinsley, Janet Wincko and Marjorie Walters

### APPROVAL OF MINUTES

Approval of the Minutes of the 5/11/20, Executive Committee meeting.

**On a motion made by Michael Carn and seconded by Gary Arenson the Executive Committee unanimously approved the minutes of the 5/11/20 meeting.**

### NEW BUSINESS

**1. Work Experience Contract with Early Learning Coalition, Inc. (ELC)**

Considered approving a Workforce Innovation and Opportunity Act (WIOA) youth Work Experience contract with the ELC for Program Year (PY) 20-21. While we do not know the exact number of Work Experience customers ELC will take, we do not anticipate the non-financial contract amount will exceed \$24,000. Because Mason Jackson Jr., President/CEO of CSBD serves on the ELC Board, a 2/3 vote of the Board members present at a Board meeting with an established quorum will be required. Approved at the 6/9 One Stop Services Committee meeting.

Mason Jackson stated the WIOA Youth have benefited from their work experiences at the ELC and we would like to continue this successful partnership.

**On a motion made by Michael Carn and seconded by Dr. Ben Chen the Executive Committee unanimously approved the WIOA youth work experience contract with ELC.**

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2. **Work Experience Contract with Broward Education Foundation (BEF)**

Considered approving a WIOA youth Work Experience contract with the BEF for PY 20-21. While we do not know the exact number of Work Experience customers BEF will take, we do not anticipate the non-financial contract amount will exceed \$24,000. Because Board member Frank Horkey is also the Chair of the Board of Directors for the BEF, a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 6/9 One Stop Services Committee meeting.

Mason Jackson stated the BEF has been a Work Experience site for the WIOA Youth program, since 2017. The work experience partnership has been successful.

**On a motion made by Dr. Ben Chen and seconded by Gary Arenson the Executive Committee unanimously approved the WIOA youth work experience contract with BEF.**

3. **Work Experience Contract with Jewish Adoption and Foster Care Options (JAFCO)**

Considered approving a WIOA adult Work Experience contract with JAFCO for PY 20-21. While we do not know the exact number of Work Experience customers JAFCO will take, we do not anticipate the non-financial contract amount will exceed \$24,000. Because Ron Moffett, Senior Vice President of Operations is related to JAFCO's site director, a 2/3 vote of the Board members present at a Board meeting with an established quorum will be required. Approved at the 6/9 One Stop Services Committee meeting.

Mason Jackson stated this has been a successful partnership and our WIOA customers have benefited from the opportunity to gain work experience at JAFCO.

**On a motion made by Michael Carn and seconded by Gary Arenson the Executive Committee unanimously approved the work experience contract with JAFCO.**

4. **FLITE Navigator Out of School Youth contract**

Considered approving the addition of \$29,412 for FLITE center for PY 20 – 21 which begins on 7/1/20. This will bring the amount allocated to the FLITE contract from \$188,790 to \$218,202. Although we did budget a slight increase to their contract when the Board approved their renewal in April, there was a delay in hiring the additional Navigator due to COVID-19. They have selected a candidate and would like to hire them at a higher rate than originally budgeted due to their level of experience in working with victims of human trafficking. As there are sufficient funds in the youth budget we are recommending the increase. The additional funds will also cover an increase in the percentage of time to be devoted by the supervisor, related fringes, and payroll taxes.



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Rochelle Daniels stated there was a delay in hiring the additional Navigator due to Covid-19. Now that FLITE is filling the position they have selected a candidate and would like to hire the person at a higher rate than originally budgeted. Rochelle explained the increase is due to the selected candidate's level of experience in working with victims of human trafficking. The additional funds will also cover an increase in the percentage of time to be devoted by the supervisor, related fringes, and payroll taxes.

**On a motion made by Gary Arenson and seconded Marjorie Walters the Executive Committee unanimously approved the FLITE navigator out-of-school youth contract.**

**5. Approval of the Renewal of Taylor Hall Miller Parker and Cherry Bekaert Monitoring Contracts**

Considered renewing the contracts 1) Cherry Bekaert LLP, at a cost of \$22,500 per visit for a total of \$67,500 for 3 visits a year for fiscal monitoring and 2) Taylor Hall Miller Parker, P.A. (THMP) at a cost of \$28,000 per visit for a total of \$84,000 for 3 visits a year for program monitoring. CSBD was satisfied with the work performed last year. While the Audit Committee did not meet on this matter we sent the memo to the members and asked for their feedback. All responses we receive will be brought to the Executive Committee meeting.

Mason Jackson stated that Cherry and THMP have been conducting fiscal and program monitoring according to their contracts and that their reports are timely and in a format approved by staff and the Audit Committee.

**On a motion made by Michael Carn and seconded by Gary Arenson the Executive Committee unanimously approved the renewal of THMP and Cheery Bekaert LLP monitoring contracts.**

**6. Region 22 Targeted Occupations List (TOL) for PY 20-21**

Considered approving the TOL for PY 20-21. We sent the preliminary TOL for PY 20-21 provided by the state to local education and business stakeholders to get input and gather additional relevant labor market data. We also held a publicly noticed meeting to review the occupational changes to Region 22's TOL and gather additional information. CSBD recommends 1) retaining 21 occupations proposed by the State for removal and 2) adding 7 new occupations. Approved at the 6/9 One Stop Services Committee meeting.

Mason Jackson stated we held a public meeting via Zoom and invited comments from eligible training providers, community partners, business leaders, and industry intermediaries. Over thirty people participated in the meeting including Board member Bob Swindell and Board Chair Dr. Lisa Knowles. Mason explained that based upon our research and input from the community CSBD recommends retaining twenty-one (21) occupations proposed by the State for removal and adding seven (7) new occupations proposed by the State.

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Dr. Ben Chen inquired if the dollar amount for the Architectural and Civil Managers and Drafters is an average or is it at the low or high end of the pay scale. Mason Jackson responded that it is the median and not the mean or average in the pay scale and the numbers come from the state.

**On a motion made by Gary Arenson and seconded Dr. Ben Chen by the Executive Committee unanimously approved Region 22 TOL for PY 20 – 21.**

**7. Continued Eligibility for Miami Dade College**

Considered approving Miami Dade College's Continued Eligibility for the next two year period 7/1/20 thru 6/30/22. WIOA requires Eligible Training Providers (ETPs) to submit new applications every two years to remain on the Eligible Training Provider List. Miami Dade College has met the ETP application renewal requirements. Approved at the 6/9 One Stop Services Committee meeting.

**On a motion made by Michael Carn and seconded Gary Arenson the Executive Committee unanimously approved Miami Dade College's continued eligibility as an Eligible Training Provider.**

**8. CareerSource Broward Marketing and Communications Plan for PY 20-21**

Each year, CSBD implements targeted and strategic outreach to job seekers, employers, and community stakeholders through the press and digital, print, and social media, in an effort to increase awareness of our services. This plan identifies CSBD's communication goals and objectives for PY 20-21. This year, a majority of our marketing efforts will center on the "Help Is Here" campaign in response to the coronavirus pandemic. Approved at the 6/1 Employer Services Committee meeting.

Tony Ash provided an overview of the plan. Tony pointed out that this year's marketing strategies will focus on a localized "help is here" campaign. He noted the plan emphasizes outreach to the hardest-hit industries such as hospitality and that we will also target messaging to the distressed communities and the Latin/Caribbean communities. Tony mentioned that CSBD will be partnering with Broward County to develop informational videos such as virtual recruitment do's and don'ts and hiring tips to employers and job seekers.

Michael Carn stated that he was very impressed by the plan and thanked staff. He inquired if we have any success stories during this pandemic? Mason Jackson responded that during the pandemic we proactively pivoted to hosting several virtual job fairs to assist customers and that these have been very well attended by both employers and job seekers. Mr. Carn further mentioned he would like to see CSBD continue hosting virtual job fairs and keep pushing out good information at a moment's notice. Mason Jackson responded that we will continue to do so and that CSBD is in the process of scheduling additional virtual job fairs.

Carol Hylton thanked the staff for the great job advertising and hosting virtual job fairs from day one of this pandemic and informed the members that CSBD held the first job fair within the first two weeks of the Covid-19 outbreak.

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Dr. Ben Chen inquired if we have statistics on how many people attended the virtual job fairs and how many of them got jobs. Mason Jackson responded that our first job fair we had over 8,000 registered for the event although not all attended. Mr. Jackson noted that it could take months for us to hear back from the employers that attended regarding any new hires from the job fair.

Paul Farren noted that he is not a heavy social media user but he has noticed that CSBD is doing a good job posting information on Facebook and Instagram.

**On a motion made by Janet Wincko and seconded Dr. Steven Tinsley the Executive Committee unanimously approved the CSBD Marketing and Communications Plan for PY 20 – 21.**

**9. Outreach to Large/Small Employers and Employers in Distressed Communities**

Considered approving CSBD's strategies for outreach and engagement of employers in alignment with the Employer Services Committee's Strategic Planning Matrix. Due to the impacts on the local workforce as a result of the Coronavirus pandemic, CSBD developed strategies for outreach and engagement of employers in order to identify those with current hiring and training needs in this changed landscape. Approved at the 6/1 Employer Services Committee meeting.

Tony Ash briefed the committee members on the strategies and noted that due to the Covid-19 pandemic new strategies had been implemented in response to the changing labor market conditions. Tony thanked Paul Farren for his leadership and guidance in developing the strategies.

**On a motion made by Michael Carn and seconded Janet Wincko the Executive Committee unanimously approved the strategies for outreach to large/small employers and employers in the distressed communities.**

**10. Additional Workforce Innovation and Opportunity Act (WIOA) Funds**

Considered the acceptance of \$100,569 in WIOA state-level funds. This is Region 22's share of funds awarded by the State for WIOA performance under their performance model. These additional funds will be used to build capacity to serve the anticipated increase in dislocated workers who will be coming to our centers for re-employment assistance. CSBD will continue to monitor demand and program expenditures to assure the maximum number of individuals is being served. Approved at the 6/9 One Stop Services Committee meeting.

**On a motion made by Paul Farren and seconded Dr. Steven Tinsley the Executive Committee unanimously approved the acceptance of \$100,569 in additional WIOA funds.**

**11. Acceptance of Bank of America Charitable Foundation Funds for Start-Up Now**

Considered the acceptance of a grant award of \$10,000 from the Bank of America Charitable Foundation for the Start-Up Now Program. In April 2017, the Board approved for CSBD to seek financial support for Start-Up Now. CSBD completed the Bank of America grant application in February and has been awarded \$10,000 in private funding. These funds will be

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used to cover PY 20 – 21 costs such as grant writing, tuition for non-WIOA applicants, and food for program events. Approved at the 6/9 One Stop Services Committee meeting.

Mason Jackson stated these funds will be used to attract additional investments in the program. Mr. Jackson further noted these funds will be used to cover PY 20 - 21 program year costs such as grant writing, tuition for non-WIOA applicants, and food for program events.

**On a motion made by Michael Carn and seconded Gary Arenson the Executive Committee unanimously approved the acceptance of a grant award of \$10,000 from the Bank of America Charitable Foundation for the Start-Up Now Program.**

## REPORTS

### 1. **Directors & Officers (D&O) Insurance with Employment Practice Liability**

The Board authorized the President/CEO to make the purchase of D&O Insurance with a report to the governing boards each year. Our current carrier, Philadelphia Insurance gave us the lowest quote. The current policy for D&O and Employee Practices Liability Insurance is expiring. The cost of the policy is \$9,384, which is \$1,766 more than last year's premium of \$7,618 because we added, fiduciary liability coverage for the staff 401K and workplace violence coverage up to \$250,000.

Rochelle Daniels provided an overview and explained the reasons for adding fiduciary liability and workplace violence coverage.

### 2. **Worker's Compensation**

This is to report that Bridgefield Employers Insurance Company, which is A-rated and our current carrier for worker's compensation insurance will continue to be our carrier effective 5/1/20 at a rate of \$24,751.94. This is a decrease from our rate last year of \$38,882.59 and is a result of not operating the summer youth program this year. Prior to coverage from our current carrier we had to enter the State Joint Underwriting Association pool. We sought quotes from other carriers but they declined to respond. This policy covers CSBD employees. EmpHire has its own policy for the center staff.

Mason Jackson stated that the Board has authorized him to make the purchase of Worker's Compensation with a report to the governing boards each year. He explained the rate is cheaper than last year due to the fact that we did not have our summer youth employment program this year.

Gary Arenson asked if our workers compensation insurance covers employees working from home if they get hurt. Rochelle Daniels responded yes, it does.

### 3. **Update on Re-Opening the Three One Stop Career Centers and Admin Office**

This memo provides an update on the re-opening of CSBD administrative office and the three one stop career centers. In preparation to re-open the centers, CSBD developed a detailed project plan. We executed that plan and successfully re-opened each of the three centers to staff and customers on Monday, 6/1.

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Mason Jackson stated that during the Covid-19 Pandemic, CSBD quickly adapted and developed new virtual methods to serve job seekers and employers and we are now providing our services in a greater variety of formats than ever before in our history.

**4. Summary of CSBD's On-going Communication During COVID-19**

Since the outbreak of COVID-19, CSBD has been extremely proactive in sharing important workforce development resources and support programs with Broward County job seekers, employers, community partners, local municipalities, and more. Staff used all communication channels including 1) frequent updates to our Website 2) media relations and 3) social media to inform customers and the community about our services and the availability of resources needed to help recover. The included exhibit is a summary of messaging completed and planned by CSBD's communications department through 6/10/2020.

Mason Jackson pointed out that thanks to Dr. Steven Tinsley we were able to use Broward County's emergency operations center and received staff assistance to create and produce videos.

**5. At-A-Glance Guide to Re-Employment Assistance**

As a result of COVID-19, there are many types of assistance available to those whose employment has been affected by the virus. This is an at-a-glance guide to 1) Florida's reemployment assistance 2) the assistance available under The Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 and 3) Disaster Unemployment Assistance.

Mason Jackson advised that congress has several names for the Coronavirus assistance programs they offer and it has become confusing to customers. He noted that we have put together a summary and a link to assist customers to help lessen the confusion.

**6. CSBD Presentation to the Council of Chamber Executives**

At the last year's Board Planning session, one of the goals developed was for staff to make a presentation at a Council of Chamber Executives meeting. At their 6/10/20 meeting, we participated via Zoom and made a presentation covering the array of services we provide. The Council of Chamber Executives consists of the presidents of the Chambers of Commerce in Broward County. The presentation covered our employer solutions such as training grants, virtual job fair services, job posting and pre-screening, and resources to employers related to the COVID-19 pandemic. The presentation was well received and we have already received requests to meet and present with individual chambers and connect our services such as On-the-Job Training and Paid Internships to chamber member companies as well as the chambers themselves. These presentations are being scheduled.

Mason Jackson noted that this was in response to a recommendation made by Michael Carn to make a presentation of the services we offer at a Council of Chamber of Executives meeting.

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**7. Update on CEO Transition**

Mason Jackson provide an update on the transition and indicated that both chairs have agreed that Carol Hylton will be promoted to CEO/President on 7/1 and that he will go part time for three months as planned. Mason noted that Mayor Levy requested a plan that will include introducing Ms. Hylton around town and the various boards the CEO sits on.

Carol Hylton stated that Rochelle had a good meeting with Mayor Levy. Ms. Daniels will draft the contract which we will send to Mayor Levy in time for it to be on the next board agenda.

On behalf of the members, Dr. Lisa Knowles thanked Mason Jackson and the staff for a job well done with the smooth transition.

**MATTERS FROM THE EXECUTIVE COMMITTEE**

None

**MATTERS FROM THE FLOOR**

None

**MATTERS FROM THE PRESIDENT/CEO**

None

**ADJOURNMENT: 1:01 p.m.**

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

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**Memorandum #02 – 20 (LS)**

**To:** Executive Committee

**Through** Carol Hylton, President/CEO

**From:** Rochelle Daniels, General Counsel

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

**Date:** July 8, 2020

**SUMMARY**

This is to recommend the entry into a Master Agreement with DEO. The Agreement sets forth the terms and conditions under which the State is sub-granting the WIOA formula grants to the local workforce areas.

**BACKGROUND**

Every several years the State releases a new “Master Agreement” which usually mirrors the federal grant guidelines. In the past the Master Agreement was signed by the President/CEO and was not required to be brought to the board for approval. Recently the state and several local areas came under the scrutiny of the United States Department of Labor (USDOL). As a result the State has included provisions specific to DEO and is requiring the signatures of the CSBD governing boards. We are therefore bringing this to the governing boards for their approval.

**DISCUSSION**

Because local governmental units are responsible for the funds coming into the local area DEO is asking that the local elected officials and workforce boards are made aware of the requirements of the Master Agreement. As DEO included language not required under WIOA the state and the local areas have been trying to negotiate the terms for several months. The final agreement was issued by DEO without their agreeing to the changes requested by the local areas. We did have an opportunity to speak with the state outside of the group meetings and we were told that many of the clauses were being recommended by the USDOL.

Some of the concerns the local areas tried to negotiate with DEO include:

1. The ability to reduce or suspend funding in the event of non-compliance with the grant requirements. Under WIOA we would be entitled to a hearing first this right is being waived.
2. Special audit requirements in addition to those required by the Florida Statutes or the federal rules and regulations.
3. New web posting requirements. We have always understood we were subject to Sunshine Laws and Public Records Act requirements. Not all local boards complied in the same

way. The result is that the state is requiring personnel and administrative records be posted on our website as opposed to being made available upon request.

4. A requirement to conduct Level 2 screenings for anyone with access to confidential data. Currently workforce boards are not considered eligible entities for requesting and getting level 2 screenings. DEO is aware and is addressing with the appropriate authorities.
5. A requirement to follow State out of county travel rules as opposed to local travel rules including per Diem.

Failure to sign the Agreement may result in the State holding up our funds. To make sure we are in compliance with the new requirements we have created a chart of the requirements and are entering the policy or practice that brings us into compliance or which needs to be updated to bring us into compliance. It is therefore our recommendation that entry into the agreement is approved.

### **RECOMMENDATION**

Approve entry into the agreement.



**Memorandum #03 – 20 (LS)**

**To:** Executive Committee

**From:** Carol Hylton, President/CEO

**Subject:** Memorandum of Understanding (MOU) Between CareerSource Broward (CSBD) and the One-Stop Partners

**Date:** July 8, 2020

**SUMMARY**

Consideration of entry into the Workforce Innovation and Opportunity Act (WIOA) required MOU. Pursuant to WIOA the Broward Workforce Development Board, Inc. (BWDB) and the CSBD Council of Elected Officials (Council) are required to enter into an MOU regarding the delivery and coordination of statutory one-stop partner programs through the one-stop career system. CSBD has been negotiating with each of the required one-stop partners and is seeking approval to enter into these MOUs.

**BACKGROUND**

The vision articulated in WIOA is the integration and alignment of the diverse workforce programs available to job seekers and employers through the American Job Center Network which we refer to locally as the CSBD Career Centers.

Currently, CSBD administers the following one-stop partner funding streams and is not required to enter into an MOU with itself. Table 1 indicates those funding streams:

**Table 1 One Stop Legislative Partner Funding Streams Administered by CSBD**

WIOA Title I Adult, Dislocated Worker and Youth programs
Wagner-Peyser Employment Services
Local Veterans' Employment Programs
Disabled Veterans' Outreach Program
Trade Adjustment Assistance Programs
Unemployment Compensation Programs
TANF (WTP)

WIOA requires all one-stop partners provide access, which may be technological, to their programs through the one-stop system. The partners must also support the infrastructure and operating costs of the one-stop proportionate to their use, as a part of the MOU.

Table 2 below identifies the partners and their funding streams which must provide access to their programs through the one-stop system and enter into an MOU with CSBD.

**Table 2 One Stop Legislative Partner Funding Streams Requiring an MOU**

<b>One Stop Partner</b>	<b>One-Stop Partner Funding Stream</b>
The School Board of Broward County	Family Literacy and Adult Education Act (CSBD Provider for Out of School Youth)
The School Board of Broward County	Career and Technical Education (Perkins Act) (CSBD ITA Provider)
Broward College	Career and Technical Education (Perkins Act) (CSBD ITA Provider)
Office of Vocational Rehabilitation	Vocational Rehabilitation (Co-located in the one-stop)
Broward County	Community Services Block Grant
AARP	Title V Older Worker Program (Co-located in the one-stop)
OIC of South Florida	Second Chance Act programs (reintegration of ex-offenders)
OIC of South Florida	Youth Build

**DISCUSSION**

The MOU incorporates the following:

1. A description of the services provided through the one-stop
2. The method for providing partner access to the services including whether the partner is co-located in the one-stop
3. How partners coordinate services through the one stop
4. The method for referring participants among the one-stop partners
5. The one-stop budget which includes the infrastructure agreement as an attachment to the MOU and which is entered into between CSBD and the partner for support of the one-stop
6. Information on how the one-stop will be accessible to workers, youth, and individuals with barriers to employment, including individuals with disabilities
7. The Term of the MOU
8. The process for amending the MOU
9. The process for appealing to the Governor if the partners cannot agree on the funding of the one' stop.

To address infrastructure costs, we have adopted a mall approach with AARP and Vocational Rehabilitation. They are co-located in the South CSBD Career Center and we have entered into leases with them that cover the cost of their space and use of the common areas. Our other partners have opted for a technological presence in the provision of access to their programs. The CSBD IT Department has calculated the cost of hosting and maintaining a web page which is displayed through the CSBD website and can connect one-stop visitors to our partner programs. Partners pay up to \$300 a year for technological access depending on the size and content of their web page.

**RECOMMENDATION:**

Approve entry into an MOU with the following required one-stop partners:

- The School Board of Broward County (Literacy and Carl Perkins Partners)
- Broward College
- The Board of Broward County Commissioners
- Vocational Rehabilitation
- AARP, Title V Older Worker Programs
- OIC of South Florida

**Memorandum #01 – 20 (LS)**

**To:** Executive Committee

**From:** Rochelle J. Daniels, General Counsel

**Subject:** Approval of the Renewal of the Agreement with Anthony Brunson, PA for Audit Services

**Date:** July 8, 2020

**SUMMARY**

Consideration of renewal of the agreement between CareerSource Broward (CSBD) and Anthony Brunson, PA, at a fee of \$33,000 an increase of \$4,000 from the cost last year of \$29,000, for the conduct of the Fiscal Year 2019-2020 audit. Staff was satisfied with their services last year. This will be the second renewal under their contract. The state prohibits us from contracting with the same firm for more than 5 years.

**BACKGROUND**

Our current agreement with Anthony Brunson PA, the firm we engaged to perform our annual audit expires in September.

**DISCUSSION**

CSBD staff and its' governing boards were satisfied with the conduct of the audit last year by Anthony Brunson, PA. CSBD contacted Anthony Brunson, PA, as we do each year regarding the renewal and negotiation of terms. Our engagement partner, Mr. Anthony Brunson, has requested an increase to their fee, for the 3<sup>rd</sup> term of our agreement. The fee would increase from \$29,000 to \$33,000. The increase would remain constant for the balance of their engagement, another 2 years. This is an increase of 8% and is the same fee we paid our previous audit firm over 5 years ago.

**RECOMMENDATION**

Consideration to renew the agreement for audit services with Anthony Brunson, PA for a third term at a cost of \$33,000.

## Memorandum #05 – 20 (OPS)

**To:** Executive Committee

**From:** Carol Hylton President/CEO

**Subject:** Additional Courses for Existing Eligible Training Provider – Sheridan Technical College

**Date:** July 7, 2020

### SUMMARY

Consideration to approve current Eligible Training Provider, Sheridan Technical College's (STC) applications to add 1) Accounting 2) Diesel Mechanic 3) Electrocardiograph Technician 4) Medical Billing and 5) Pharmacy Technician to the Individual Training Account (ITA) list. CareerSource Broward (CSBD) reviewed the applications for completeness and to ensure that Board mandated criteria are met. Because James Payne is a Board member and is employed by Broward County Public Schools State rules require the governing boards to approve this item by a 2/3 vote of the Board members present at a meeting with an established quorum.

### BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) requires classroom or online training to be provided through ITAs at schools and for courses approved by the local workforce board. Additionally, all occupational training must prepare students for in-demand occupations appearing on the Targeted Occupations List (TOL) and meet the Board established minimum evaluation criteria. This includes but is not limited to licensure, accreditation, and issuance of an industry-recognized credential, and reporting to the Florida Education and Training Placement Information Program (FETPIP). All of our current eligible training providers meet these criteria.

### DISCUSSION

**STC**, an approved CSBD eligible training provider, is accredited by the Council on Occupational Education, which is an entity approved by the U.S. Department of Education. STC submits data reports to FETPIP. The courses submitted by STC will prepare WIOA customers for employment in the following demand occupations appearing on the TOL as shown in the Table on the next page.

Crosswalk of Training Courses to In-Demand Occupations on the TOL

<b>Training Provider</b>	<b>Occupational Training Program</b>	<b>Demand occupation on the TOL</b>	<b>Entry wage</b>	<b># of Job Openings</b>
<b>STC</b>	1. Accounting	Accountants	\$21.58	>25
	2. Diesel Mechanic	Diesel Engine Specialist	\$19.26	>25
	3. Electrocardiograph Technician	Cardiovascular Technicians	\$14.12	>25
	4. Medical Billing	Medical Secretaries	\$13.40	>25
	5. Pharmacy Technician	Pharmacy Technicians	\$15.04	>25

A cross-functional CSBD review team comprised of staff from Operations, Management Information Systems, Finance, and Quality Assurance evaluated the applications. The committee has determined that all Board mandated criteria have been met for the training programs and related occupational titles.

Because James Payne is a Board member and is employed by Broward County Public Schools State rules require the governing boards to approve this item by a 2/3 vote of the established quorum after a conflict has been declared at the Board meeting.

**RECOMMENDATION**

Approve the addition of five (5) courses offered by Sheridan Technical College 1) Accounting 2) Diesel Mechanic 3) Electrocardiograph Technician 4) Medical Billing and 5) Pharmacy Technician to the ITA List.

Details on Courses to be Added  
Attachment to Memo #05-20 OPS

School Name / Location	Accreditation / State Agency Approval	Is School Enrolled in FETPIP?	FL DOE License	Course Title	Type of credential offered	Length of Program	Entry Wage	Course Offering	Tuition Cost	Supply costs (Books, Tools, Uniforms, etc.)	Certification Costs	Program Total Costs
<b>Sheridan Technical College</b>	Council on Occupational Education	Y	Y	Accounting	Certificate	36 weeks	\$21.58	100% Online	\$2,520.00	\$491.00	\$0.00	\$3,011.00
		Y	Y	Diesel Mechanic	Certificate	20 weeks	\$19.26	Blended	\$2,585.00	\$39.00	\$0.00	\$2,624.00
		Y	Y	Electrocardiograph Technician	Certificate	20 weeks	\$14.12	Blended	\$1,447.00	\$392.00	\$175.00	\$2,014.00
		Y	Y	Medical Billing	Certificate	37 weeks	\$13.40	100% Online	\$3,409.00	\$1,609.00	\$0.00	\$5,018.00
		Y	Y	Pharmacy Technician	Certificate	35 weeks	\$15.04	100% Classroom	\$3,318.00	\$488.00	\$129.00	\$3,935.00

**Memorandum #03 – 20 (OPS)**

**To:** Executive Committee

**From:** Carol Hylton, President/CEO

**Subject:** New Courses for Existing Eligible Training Provider - Broward College

**Date:** July 7, 2020

**SUMMARY**

Consideration to approve current Eligible Training Provider Broward College's (BC), applications to add 1) Certified Information Security Manager, 2) Certified Information Systems Auditor and 3) Information Security Training programs to the Individual Training Account (ITA) list. CareerSource Broward (CSBD) reviewed the application for completeness and to ensure that the Broward Workforce Development Board (Board) mandated criteria are met for the training programs and related occupational titles. Because Board member, Dr. Mildred Coyne, is employed at Broward College and Board Member, Francois LeConte serves on the Broward College Business Advisory Committee this recommendation must be approved a 2/3 vote of the Board members present at a meeting with an established quorum.

**BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA) requires classroom or online training to be provided through ITAs at schools and for courses approved by the local workforce board. Additionally, all occupational training must prepare students for in-demand occupations appearing on the Targeted Occupations List and meet the Board established minimum evaluation criteria. This includes but is not limited to licensure, accreditation, and issuance of an industry-recognized credential, and reporting to the Florida Education and Training Placement Information Program (FETPIP). All of our current eligible training providers meet these criteria.

**DISCUSSION**

BC, an approved eligible training provider, submitted (3) applications to add their 1) Certified Information Security Manager, 2) Certified Information Systems Auditor and 3) Information Security Training programs to the ITA list. BC is accredited by the Southern Association of Colleges and Schools, which is an entity approved by the U.S. Department of Education and submits data reports to FETPIP.

Certified Information Security Manager (CISM), Certified Information Systems Auditor (CISA), and Information Security Training (IST) are online courses that offer credentials from ISACA: Information Systems Audit and Control Association, a globally recognized credentialing agency. These training programs prepare students for occupations that relate to Computer and Information Security Managers and Computer Systems Analyst.

As of 7/7/20, using tools such as Jobs EQ and Employ Florida, CSBD was able to validate that within the past ninety-day there have been 25+ job openings for these occupations in Broward County. CISM and CISA pay entry wages of \$36.86 per hour and IST pays an entry wage of \$22.15 per hour, making them high skill/high wage occupations.

A cross-functional CSBD review team comprised of staff from Operations, Management Information Systems, Finance, and Quality Assurance evaluated the applications. The committee has determined that all Board mandated criteria have been met for the training programs and related occupational titles.

Because Board member, Dr. Mildred Coyne, is employed at Broward College and Board Member, Francois LeConte serves on the Broward College Business Advisory Committee this recommendation must be approved a 2/3 vote of the Board members present at a meeting with an established quorum.

## **RECOMMENDATION**

Approve the addition of Broward College's 1) Certified Information Security Manager, 2) Certified Information Systems Auditor and 3) Information Security Training programs to the Individual Training Account list.



**ITA Course Summary Spreadsheet  
Summary to OPS Memo #03-20**

School Name / Location	Accreditation / State Agency Approval	Is School Enrolled in FETPIP?	FL DOE License	Course Title	Type of credential offered	Length of Program	Entry Wage	Course Offering	Tuition cost	Supply Costs (Books, Tools, Uniforms)	Certification Costs	Program Total Cost
<b>Broward College</b>	Southern Association of Colleges and Schools Commission on Colleges	Y	Y	Certified Information Security Manager	Certificate + Certified Information Security Manager (CISM)	6 months	\$36.86	Online	\$1,145	\$0	\$250	\$1,395
		Y	Y	Certified Information Systems Auditor	Certificate + Certified Information Security Auditor (CISA)	6 months	\$36.86	Online	\$1,145	\$0	\$250	\$1,395
		Y	Y	Information Security Training	Certificate + (CISA), (CISM) and (ISC)2 Certified Information Security Professional (CISSP).	9 months	\$22.15	Online	\$3,045	\$0	\$250	\$3,295

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## Memorandum #04–20 (OPS)

**To:** Executive Committee

**From:** Carol Hylton, President/CEO

**Subject:** Addition of New Courses for Existing Eligible Training Providers – Florida Atlantic University and City College

**Date:** July 7, 2020

### SUMMARY

Consideration to approve current Eligible Training Provider Florida Atlantic University (FAU) applications to **add six (6) courses to the Workforce Innovation and Opportunity Act (WIOA) Individual Training Account (ITA) List:** 1) Computer Technician 2) Dental Assistant 3) Hemodialysis Technician 4) Inpatient Auditing 5) Pharmacy Technician and 6) Physical Therapy Office Professional and to **add two (2) courses to the Welfare Transition Program (WTP) ITA list** 7) Patient Care Technician and 8) Veterinary Assistant, for a total of eight (8) programs. And, also to approve current Eligible Training Provider City College's applications to **add three (3) courses to the WIOA ITA List:** 1) Broadcasting 2) Healthcare Administration and 3) Surgical Technology. CareerSource Broward (CSBD) reviewed the applications for completeness and to ensure that the Broward Workforce Development Board (Board) mandated criteria are met for the training programs and related occupational titles.

### BACKGROUND

WIOA requires classroom or online training to be provided through ITAs at schools and for courses approved by the local workforce board. Additionally, all occupational training must prepare students for in-demand occupations appearing on the Targeted Occupations List (TOL) and meet the Board established minimum evaluation criteria. This includes but is not limited to licensure, accreditation, and issuance of an industry-recognized credential, and reporting to the Florida Education and Training Placement Information Program (FETPIP). All of our current eligible training providers meet these criteria.

The Board also approved adding schools and training programs to the Eligible Training Provider List that will be available only to our WTP participants as the training will not result in the wage we require for our WIOA participants. For WTP participants these programs will provide a stepping stone in a career path which can lead to self-sufficiency.

### DISCUSSION

**FAU**, an approved ITA provider, submitted applications to add six (6) new courses to the WIOA ITA List and add two (2) new courses to the WTP ITA List for a total of eight (8) new programs as summarized below. FAU is accredited by the Southern Association of Colleges and Schools, Commission on Colleges which is an entity approved by the U.S. Department of Education. FAU submits data reports to FETPIP.

Details on the Six Courses to be Added to the **WIOA** List

Training Provider	Occupational Training Program	Demand occupation on the TOL	Entry wage	# of Job Openings
<b>FAU</b>	1. Computer Technician	Computer Support Specialists	\$14.44	>25
	2. Dental Assistant	Dental Assistants	\$14.51	>25
	3. Hemodialysis Technician	Medical and Clinical Laboratory Technicians	\$14.56	>25
	4. Inpatient Auditing	Medical Secretaries	\$13.40	>25
	5. Pharmacy Technician	Pharmacy Technicians	\$15.04	>25
	6. Physical Therapy Office Professional	Physical Therapy Assistants	\$22.61	>25

Details on the Two Courses to be Added to the **WTP** List

Training Provider	Occupational Training Program	Occupation	Entry wage (does not meet TOL standard)	# of Job Openings
<b>FAU</b>	7. Patient Care Technician	Personal Care Aides	\$9.80	>25
	8. Veterinary Assistant	Veterinary Assistants	\$9.10	>25

**City College**, an approved CSBD eligible training provider, is accredited by the Accrediting Bureau of Health Education Schools, which is an entity approved by the U.S. Department of Education. City College submits data reports to FETPIP. The courses submitted by City College will prepare WIOA customers for employment in the following demand occupations appearing on the TOL as shown in the table below.

Details on the Three Courses to be Added to the WIOA List

Training Provider	Occupational Training Program	Demand occupation on the TOL	Entry wage	# of Job Openings
City College	9. Broadcasting	Audio and Video Equipment Technicians	\$13.02	>25
	10. Healthcare Administration	Medical and Health Services Managers.	\$18.07	>25
	11. Surgical Technology	Surgical Technologists	\$39.16	>25

A cross-functional CSBD review team comprised of staff from Operations, Management Information Systems, Finance and Quality Assurance evaluated the applications. The committee has determined that all Board mandated criteria have been met for the training programs and related occupational titles.

## **RECOMMENDATION**

1. Approve the addition of six (6) FAU programs to the **WIOA ITA** list  
1) Computer Technician 2) Dental Assistant 3) Hemodialysis Technician 4) Inpatient Auditing 5) Pharmacy Technician and 6) Physical Therapy Office Professional.
2. Approve the addition of two (2) FAU programs to the **WTP ITA** list  
1) Patient Care Technician and 2) Veterinary Assistant for a total of 8 programs.
3. Approve the addition of three (3) City College programs to the **WIOA ITA** list  
1) Broadcasting 2) Healthcare Administration and 3) Surgical Technology.

Attachment to OPS Memo #04-20  
ITA Course Summary Spreadsheet

School Name / Location	Accreditation / State Agency Approval	Is School Enrolled in FETPIP?	FL DOE License	Course Title	Type of credential offered	Length of Program	Entry Wage	Course Offering	Tuition Cost	Supply costs (Books, Tools, Uniforms, etc.)	Certification Costs	Program Total Costs
<b>Florida Atlantic University</b>	Southern Association of Colleges and Schools, Commission on Colleges	Y	Y	Computer Technician	Certificate	182 clock hours	\$20.50	100% Online	\$1,561.00	\$0.00	\$438.00	\$1,999.00
		Y	Y	Dental Assistant	Certificate	390 clock hours	\$14.51	100% Online + externship	\$3,269.00	\$600.00	\$0.00	\$3,869.00
		Y	Y	Hemodialysis Technician	Certificate	190 clock hours	\$13.99	100% Online	\$3,199.00	\$0.00	\$0.00	\$3,199.00
		Y	Y	Broward Inpatient Auditing	Certificate	410 clock hours	\$13.80	100% Online	\$2,299.00	\$400.00	\$0.00	\$2,699.00
		Y	Y	Pharmacy Technician	Certificate	520 clock hours	\$15.04	100% Online	\$2,270.00	\$600.00	\$129.00	\$2,999.00

Attachment to OPS Memo #04-20  
ITA Course Summary Spreadsheet

School Name / Location	Accreditation / State Agency Approval	Is School Enrolled in FETPIP?	FL DOE License	Course Title	Type of credential offered	Length of Program	Entry Wage	Course Offering	Tuition Cost	Supply costs (Books, Tools, Uniforms, etc.)	Certification Costs	Program Total Costs
<b>Florida Atlantic University</b>	Southern Association of Colleges and Schools, Commission on Colleges	Y	Y	Physical Therapy Office Professional	Certificate	395 clock hours	\$22.61	100% Online	\$3,499.00	\$400.00	\$175.00	\$4,074.00
		Y	Y	Veterinary Assistant-WTP only	Certificate	150 clock hours	\$9.80	100% Online	\$1,999.00	\$0.00	\$0.00	\$1,999.00
		Y	Y	Patient Care Technician-WTP only	Certificate	230 clock hours	\$9.54	100% Online	\$3,599.00	\$400.00	\$0.00	\$3,999.00
<b>City College</b>	Accrediting Bureau of Health Education Schools	Y	Y	Surgical Technology	Associates Degree	2yr	\$18.07	Blended	\$43,978.00	\$6,050.00	\$290.00	\$50,318.00
		Y	Y	Broadcasting	Associates Degree	2yr	\$13.02	Blended	\$38,323.00	\$1,250.00	\$0.00	\$39,573.00

Attachment to OPS Memo #04-20  
ITA Course Summary Spreadsheet

School Name / Location	Accreditation / State Agency Approval	Is School Enrolled in FETPIP?	FL DOE License	Course Title	Type of credential offered	Length of Program	Entry Wage	Course Offering	Tuition Cost	Supply costs (Books, Tools, Uniforms, etc.)	Certification Costs	Program Total Costs
<b>City College</b>	Accrediting Bureau of Health Education Schools	Y	Y	Healthcare Administration	Bachelor Degree	2yr	\$39.16	Blended	\$45,162.00	\$1,100.00	\$0.00	\$46,262.00

**Memorandum #06 – 20 (OPS)**

**To:** Executive Committee

**From:** Carol Hylton, President/CEO

**Subject:** Acceptance of Funds from Bank of America for Summer Youth Employment Program (SYEP)

**Date:** July 7, 2020

**SUMMARY**

Consideration to accept \$17,500 in SYEP funds from a Bank of America (BOA) grant. The funding was initially targeted for the SYEP. However, due to the COVID-19 pandemic, our plans for the summer program changed. BOA decided to provide funding that would be held for next year's 2021 SYEP so we may serve additional economically disadvantaged Broward County youth.

**BACKGROUND**

BOA has provided funding to the SYEP for the last four years through its charitable foundation. The funding was initially targeted for the SYEP. However, due to the COVID-19 pandemic, our plans for the summer program changed as most of Broward County's businesses, organizations, and municipalities shut down for some time.

**DISCUSSION**

Although the SYEP was suspended for the 2020 summer term due to the COVID-19 pandemic, BOA decided to still grant the funds they had set aside to us. Since the money is intended to serve economically disadvantaged youth, CSBD will hold the funds and apply them to next year's SYEP. The \$17,500 will help serve additional youth from the community next summer.

**RECOMMENDATION**

Accept \$17,500 in funds from Bank of America for the 2021 Summer Youth Employment Program to serve additional economically disadvantaged youth from the community.



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**Memorandum #07 – 20 (OPS)**

**To:** Executive Committee

**From:** Carol Hylton, President/CEO

**Subject:** Accept Funds from City of Hollywood for the Bridging the Digital Divide for Economically Disadvantaged Program

**Date:** July 8, 2020

**SUMMARY**

Consideration to accept \$7,000 from the City of Hollywood to fund an initiative called Bridging the Digital Divide for the City of Hollywood residents in WIOA training programs. The funding was initially targeted for the Summer Youth Program (SYEP). However, due to the COVID-19 pandemic, our plans for the summer program changed. The City and CSBD have agreed to use the funds to assist City of Hollywood residents in our WIOA training programs who could benefit from being given a laptop to make it easier for them to participate in their studies remotely.

**BACKGROUND**

Each year our summer program staff work with the County and our municipalities to contribute funds through community redevelopment or community service block grants. We use the funds to augment our summer program increasing the number of slots available. This year the City of Hollywood agreed to grant CSBD \$7,000. However as our governing boards are aware with COVID 19 still rampant it was not safe to deploy the summer program.

**DISCUSSION**

After discussions with CSBD staff the City of Hollywood determined that the funds could be used to help Hollywood adult and youth residents enrolled in WIOA training. The funds will provide up to 10 participants with laptops to make it easier for them to participate in classes remotely. CSBD and the City are calling the initiative, "Bridging the Digital Divide for the Economically Disadvantaged". The funds must be spent by 9/30/20. As always the grant will also pay its fair share to the CSBD indirect cost rate as required by the law.

**RECOMMENDATION**

Accept \$7,000 from the City of Hollywood to provide up to 10 laptops to City of Hollywood youth and adults enrolled in CSBD WOA training programs.