



**Broward Workforce Development Board**  
**Executive Committee**  
Monday, December 4, 2023  
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 848 4614 7769  
Zoom Passcode: 813293  
Zoom Call in: 1 646 876 9923

**CareerSource Broward Boardroom**  
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309

**This meeting is being held in person. This meeting is also accessible via a Zoom video conference.**

**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.**

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## MEETING AGENDA

### IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

### SELF-INTRODUCTIONS

### APPROVAL OF MINUTES

Approval of the Minutes of the 10/9 Executive Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Minutes of the Meeting

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### NEW BUSINESS

#### 1. Membership Renewals

Consideration of the renewal of BWDB members whose terms will expire in January 2024 and who are eligible for renewal for an additional two years. The fourteen (14) members being recommended for renewal are 1) Dr. Ben Chen 2) Paul Farren 3) Cynthia Gaber 4) Michael Goldstein 5) Rufus James 6) Dr. Lisa Knowles 7) Kevin Kornahrens 8) Dawn Liberta 9) Felipe Pinzon 10) Jim Ryan 11) Mark Schaunaman 12) Cynthia Sheppard 13) Shane Strum and 14) Marjorie Walters. The CSBD Council of Elected Officials appoints board members following a recommendation from the Board. Approved at the 11/13 Ad hoc Organizational Resources Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Memo #01 – 23 (EXEC)

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**2. Food and Beverage Purchases**

Consideration to approve up to \$27,000 from the General Fund for food and beverage expenses for 2024. This is the same amount set aside last year. We use these funds for 1) board and committee meetings 2) staff planning sessions and day-long staff training 3) employer forums 4) networking events such as chamber of commerce/industry association meetings 5) community meetings attended by the President/CEO, Executive Vice Presidents, and management and 6) staff appreciation up to 3 times per year. Funds not expended remain in the General Fund.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      None

**3. Incumbent Worker Training (IWT) Contract with Locality Bank**

Consideration to approve entry into an IWT contract with Locality Bank to provide sales training for up to fifty (50) employees. The employees will receive training in sales processes, prospecting, sales cycles, managing sales teams, and accountability. The contract will provide for up to \$120,000 for the cost of the training through June 2024. Pursuant to the Workforce Innovation and Opportunity Act requirements, Locality Bank will contribute 10% to the cost of the training by paying employee wages while they are in training. Because Board member Keith Costello is a partner and Board Chair Heiko Dobrikow is Chair of the advisory board and a shareholder of the Bank, this recommendation must be approved by a 2/3 vote of the Board members present at a meeting with an established quorum and by the State following Board approval. Approved at the 11/20 Employer Services Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      None

**4. WIOA Youth Work Experience Contract Approval for Locality Bank**

Consideration to approve a Workforce Innovation and Opportunity Act Youth Work Experience (WEX) contract with Locality Bank for Program Year 23/24. WEX contracts are non-financial, as CSBD is the employer of record. Youth will be placed in clerical positions working with database management. Because Board member Keith Costello is a partner and Board Chair Heiko Dobrikow is Chair of the advisory board and a shareholder of the Bank, this recommendation must be approved by a 2/3 vote of the Board members present at a meeting with an established quorum. Approved at the 11/20 Employer Services Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      None

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**5. Broward Health Work-Based Training**

Healthcare occupations are in high demand in Broward County. To assist individuals entering these occupations, Broward Health, a part of the Broward County public health system, will work with CSBD to provide Internships, On-the-Job Training (OJT), and Incumbent Worker Training (IWT). These training efforts will be supported by the Health Care Initiative discretionary funding and WIOA if needed. We anticipate obligating up to \$250,000 across these work-based options. Because Board member Shane Strum serves as the President/CEO of Broward Health, a 2/3 vote of the Board members present at a meeting with an established quorum is required. The internship contracts are non-financial in nature; however, the OJT and IWT contracts will be submitted to FloridaCommerce for their approval as required under the state's contracting policy for related parties. Approved at the 11/20 Employer Services Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

**6. 2024 Stop-Loss Coverage**

Consideration to approve the purchase of Stop-Loss coverage for the CSBD self-insurance health policy from Sirius Point America at a cost of \$197,200 based on our current census. This insurance caps payouts in the event of claims in excess of \$75,000 per individual and includes a pharmacy cap for employees. A Request For Proposals was issued in October for 2024 coverage and allows for three (3) renewals depending upon the reasonableness of the increase if any. We received two quotes. One from Benecon Insurance who declined to quote and the other was from Sirius Point America Insurance Company, offering the same rates as our current carrier. American Fidelity, our current carrier is no longer offering Stop-Loss coverage. Approved at the 11/13 Ad hoc Organizational Resources Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

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**7. Clarification of Match for the Employee Deferred Compensation Plan**

Consideration to approve a clarification to the match for the employee deferred compensation plan. In 2021 as a part of the overall review of employee compensation and benefits, it was recommended that CSBD match employee contributions to the deferred compensation plan “dollar for dollar”. At that time the allowable match was \$10,250, and this figure was a part of the motion and reported as such in the minutes. Since then, the IRS has increased the cap for the allowable contribution, so now instead of employees receiving a “dollar for dollar” match, they are being matched at 82%. To fulfill the original intent of the governing boards a clarification that the intent was to match “dollar for dollar” is requested. In the future when the IRS raises the cap for contributions, we would be able to increase the match for CSBD and one-stop (ISG) staff. Approved at the 11/13 Ad hoc Organizational Resources Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      None

**8. Executive Committee and BWDB 2024 Meeting Schedule**

Consideration of the 2024 meeting schedule for the Executive Committee and BWDB meetings. All members are encouraged to attend in person. On occasion, if necessary, a member can attend via Zoom.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Meeting Schedule

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**9. World Emblem Inc. Incumbent Worker Training Grant Application**

Consideration to award World Emblem Inc. an Incumbent Worker Training (IWT) grant in the amount of \$82,000 to train 12 employees to learn Lean Practitioner methodologies. Pursuant to the Workforce Innovation and Opportunity Act requirements, World Emblem Inc. will contribute 50% to the cost of the training. In accordance with governing boards’ policy, IWT grant applications of \$50,000 or more and recommended by the rating committee go to the Employer Services and the Executive Committees for consideration, with a report to the BWDB/CSBD Council of Elected Officials at their next meeting. Approved at the 11/20 Employer Services Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #11 – 23 (BR)

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**10. Addition of Courses to the WIOA Individual Training Account (ITA) List**

Consideration to approve the addition of 1) Broward College's Phlebotomy Technician and 2) McFatter Technical College's Forklift Certification to the WIOA ITA list. These programs provide opportunities to train for careers in the healthcare and manufacturing industries and are in high demand. CSBD reviewed the programs for completeness and to ensure that Board-mandated criteria have been met for the training programs and related occupational titles. CSBD adds schools and courses that meet federal, state, and local criteria to give customers more choices. Because Board member, Dr. Peter Licata is employed by Broward County Public Schools, this recommendation must be approved by a 2/3 vote of the Board members present at a meeting with an established quorum. Approved at the 11/28 One Stop Services Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

**11. Addition of Occupational Title to Current Targeted Occupation List (TOL)**

Consideration to approve adding Data Analyst/Scientist to our local TOL. Over the year CSBD receives input from our industry intermediaries, eligible training providers, and employers and evaluates our local TOL. A Data Analyst/Scientist is an analytical data expert with strong math and technical skills. Data Analysts work with a variety of programming languages. CSBD staff has been able to establish local demand for Data Analyst/Scientist and that all Board mandated criteria have been met for this occupational title to be added to the TOL for Program Year 23/24. Approved at the 11/28 One Stop Services Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	Memo #10 – 23 (OPS)

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## **12. Request for Proposals (RFP) for WIOA Youth Providers**

Consideration to allow flexibility in serving ISY and OSY for providers serving both categories of youth under the new RFP to be released. CSBD will be releasing an RFP for OSY and ISY services as there are no renewals remaining for the OSY contracts and only one renewal remaining for the ISY contracts. This will place OSY and ISY contracts on the same schedule. The RFP will encompass the WIOA 14 elements as required by the statutes. Currently, FloridaCommerce has a waiver allowing local areas to divide youth funds 50/50 for ISY and OSY as opposed to the 25/75 allocation of funds required by the statute. If the waiver continues, it is recommended that flexibility in the ratio of expenditures and numbers of youth served be incorporated into the RFP for providers serving both ISY and OSY. Approved at the 11/6 Youth Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

## **13. Industry-Related Informational Videos**

Consideration to set aside up to \$90,000 from our dedicated grants to produce industry-specific informational videos that identify career paths in 1) manufacturing 2) marine 3) information technology and 4) healthcare as these are in-demand occupations for employers. The videos will portray the day-to-day requirements of the various career pathways available. They will expand awareness among our most barriered job seeker populations and demonstrate success through these upskilling opportunities. The videos will be posted on our website and distributed county-wide. Approved at the 11/28 One Stop Services Committee meeting.

<b>RECOMM</b>	Approval
<b>ACTION</b>	Motion for Approval
<b>EXHIBIT</b>	None

## **REPORTS**

### **1. All BWDB Officers Will be Entering the 2<sup>nd</sup> Year of their Term in January 2024**

In the past, we would present a slate of Officers annually. The updated By-Laws approved by the governing boards align with the REACH Act, which provides for officers to serve 2-year terms. Our current officers will continue in their offices for the upcoming year, which will be the second year in their positions. A new slate will be presented next fall with the officers selected taking their seats in January of 2025.

<b>ACTION</b>	None
<b>EXHIBIT</b>	None

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**2. Update on WIOA Youth Performance for Program Year 23/24**

This Youth Performance report provides the Committee with provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act. CSBD funds four (4) Out-of-School (OSY) and two (2) In-School Youth (ISY) programs. Programs are on target for the first quarter of the year.

**ACTION**                      None  
**EXHIBIT**                      Memo #10-23 (OPS)

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**3. Individual Training Account (ITA) Provider Performance**

CSBD conducted its semi-annual analysis of ITA provider performance in October and found that all training programs have achieved a 70% training-related employment rate.

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

**MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR**

**MATTERS FROM THE EXECUTIVE COMMITTEE**

**MATTERS FROM THE FLOOR**

**MATTERS FROM THE PRESIDENT/CEO**

**ADJOURNMENT**

<p><b>THE NEXT EXECUTIVE COMMITTEE MEETING IS TBD</b></p>
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**Broward Workforce Development Board  
Executive Committee  
Monday, October 9, 2023  
12:00 Noon – 1:30 p.m.**

**Zoom Meeting ID:** 831 6013 5791  
**Zoom Password:** 926290  
**Zoom Call in:** 1 646 876 9923

**MEETING MINUTES**

**CareerSource Broward Boardroom  
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

**The Committee was reminded of the conflict-of-interest provisions.**

**ATTENDEES IN-PERSON:** Rick Shawbell, Zac Cassidy, Kevin Kornahrens, and Heiko Dobrikow, who chaired the meeting.

**ATTENDEES VIA ZOOM:** Dr. Ben Chen, Francois Leconte, Sandy McDonald, Marjorie Walters, Frank Horkey.

**STAFF:** Carol Hylton, Ron Moffett, Rochelle Daniels, Mark Klinecicz, and Michell Williams.

**APPROVAL OF MINUTES**

Approval of the Minutes of the 10/9 Executive Committee meeting.

**On a motion made by Frank Horkey and seconded by Rick Shawbell, the Executive Committee unanimously approved the minutes of the meeting.**

**NEW BUSINESS**

**1. Registered Apprenticeship On-the-Job Training (OJT) Contract with Advanced Roofing**

Considered approval of an upgrade OJT contract with Advanced Roofing to train up to ten (10) employees participating in their registered apprenticeship program. The apprentices will receive training in roofing, including handling asphalt equipment, detail sheet metal fabrication, and installation. The contract will provide 75% reimbursement for wages paid to the apprentices while in training, totaling up to \$150,000. Because Board member Kevin Kornahrens is employed by Advanced Roofing, this recommendation must be approved by a 2/3 vote of the Board members present at a meeting with an established quorum. Approved at the 9/11 Employer Services Committee meeting.

Mr. Leconte presented the item.

Mr. Kornahrens declared a conflict, stating he was employed by Advanced Roofing and abstained from the vote.

There was no further discussion.

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**On a motion made by Dr. Ben Chen and seconded by Frank Horkey, the Executive Committee unanimously approved entry into an upgrade OJT training contract with Advanced Roofing to train up to ten (10) employees totaling up to \$150,000.**

**2. 2024 Draft BWDB Legislative Agenda**

Considered 1) approval of the 2024 draft BWDB Legislative Agenda and 2) identification of Committee members who can reach out to our local delegation to present our agenda. Approved at the 10/3 Strategic Planning Committee Meeting.

Mr. McDonald presented the item. He reviewed the proposed legislative items with the committee members and suggested that when members meet with our local delegation, they should talk about our economic dashboard as it contains useful labor market and economic information that relates to legislative agenda items.

**On a motion made by Francois Leconte and seconded by Zac Cassidy, the Executive Committee unanimously approved 1) the 2024 draft BWDB Legislative Agenda and 2) identification of Committee members who can reach out to our local delegation to present our agenda.**

**3. 2024 Community Partner Legislative Agenda**

To fulfill our role as conveners, we collect community partner legislative agendas for reference and consideration. As of 10/3/23, the only community partner agenda with items related to workforce development that has been published was the Florida Manufacturing & Supply Chain Agenda. Approved at the 10/3 Strategic Planning Committee Meeting. Approved at the 10/3 Strategic Planning Committee Meeting.

Mr. McDonald presented the item. Ms. Hylton stated that as additional workforce-related legislative agenda items are published by community partners, we will bring updates to the BWDB.

**On a motion made by Zac Cassidy and seconded by Dr. Ben Chen, the Executive Committee unanimously approved support of the community partner legislative agenda.**

**4. Accept Summer Youth Employment Program Funds**

Considered the acceptance of \$4,215,656 from the Children's Services Council (CSC) to serve 913 economically disadvantaged youth ages 16-18 in the 2024 Summer Youth Employment Program. The success of the 2023 summer program, has led to the continued award of an additional 1.4 million in funding. The funds will allow us to maintain the youth wage of \$14.00 per hour. Youth will participate in three days of employability skills training and an 8 week meaningful summer work experience. Approved at the 9/27 Youth Committee Meeting.

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Mr. Dobrikow presented the item.

Mr. Horkey commented on the increase of the Children's Services Council award over the past few years, which has almost tripled due to the success of the program and congratulated Ms. Hylton and the staff.

**On a motion made by Frank Horkey and seconded by Rick Shawbell, the Executive Committee unanimously approved the acceptance of \$4,215,656 from the Children's Services Council to serve up to 913 economically disadvantaged youth ages 16-18 years old in the 2024 Summer Youth Employment Program.**

**5. Accept Florida Healthcare Training Initiative Funds**

Considered the acceptance of \$916,666 in Florida Healthcare Training funds. This is a 2 year discretionary grant that will end 6/30/25. CSBD was one of two Boards in the state selected by FloridaCommerce to receive this funding. The purpose of the award is to support the healthcare industry by funding initiatives to reduce the shortage of employees in healthcare occupations and reduce turnover. Approved at the 9/26 One Stop Services Committee Meeting.

Mr. Shawbell presented the item. Ms. Hylton reported that CSBD plans to partner with our eligible training providers and hospitals such as Broward Health, Memorial, and Cleveland Clinic to utilize the funds in innovative ways. For example, the funds may be used to provide specialized training for nurses.

**On a motion made by Rick Shawbell and seconded by Frank Horkey, the Executive Committee unanimously approved the acceptance of \$916,666 in Florida Healthcare Training funds. This discretionary grant is for 2 years and will end 6/30/25.**

**6. President/CEO Evaluation**

In accordance with the Board and CareerSource Broward Council of Elected Officials' policy, the Executive Committee evaluates the President/CEO using an instrument developed by the Organizational Resources Committee. As is the custom the evaluation instrument was distributed to the Executive Committee members by Ms. Daniels, the CSBD General Counsel in September. The scores have been tabulated and averaged.

Ms. Hylton excused herself from the room and Mr. Dobrikow then presented the item. He noted that she received an overall rating of 3.9. He then read the comments of the raters which were all positive in support of the President/CEO's performance.

Mr. Dobrikow asked if Ms. Daniels had any additional comments.

Ms. Daniels stated that in accordance with the Committee's request she had collected information on Workforce Board CEO salaries from around the state and distributed a chart depicting the salaries and retirement benefits for the President/CEO's of the six largest boards in the state. Ms. Hylton ranked 5<sup>th</sup> and while she was eligible for a deferred income match,

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which included an additional approximately \$2,000 over that awarded to staff, it required a contribution on her part and that she did not receive a dedicated retirement contribution as did the other President/ CEO's.

Ms. Daniels shared that Ms. Hylton was gratified by the support of the Board and asked that if an increase was recommended that it be in line with the 4% maximum set by the Board for all staff.

Ms. Daniels advised the Committee of the federal cap on salaries and that while a portion of the increase would come from the General Fund the committee could consider a discretionary employer contribution to Ms. Hylton's retirement 401A account which funds could be charged to the grants under the rules.

Mr. Horkey commented on Ms. Hylton's excellent performance and on her dedication to hearing and meeting board member requests and suggestions for moving CSBD forward and proposed 1) awarding a 4% merit increase and 2) awarding an annual discretionary employer contribution of \$20,000 to her 401A retirement account. The combination compensation and benefits will place Ms. Hylton 3<sup>rd</sup> when compared to that received by her peers in the large areas.

Mr. Leconte stated his support of the motion and commended Ms. Hylton on her marketing of CSBD which is changing the perception of CSBD in the community.

**On a motion made by Frank Horkey and seconded by Rick Shawbell, the Executive Committee unanimously approved 1) a 4% merit increase and 2) awarding an annual discretionary employer contribution to her retirement 401A account of \$20,000.**

Ms. Hylton was invited to returned to the room, and Mr. Dobrikow informed her of the committee's recommendation. Ms. Hylton expressed her appreciation and recognized the staff for the wonderful work they do to support the mission.

## **7. Accept Non-Custodial Parent Employment Program Funds**

Considered the acceptance of \$950,742 in Non-Custodial Parent Employment Program funds. This is a one-year discretionary grant that ends 6/30/24. CSBD was one of three Boards in the state selected by FloridaCommerce to receive this funding. The grant will assist non-custodial parents struggling to meet child support obligations because they are underemployed or unemployed to obtain employment. CSBD will provide career services, occupational and work-based training and support services to remove barriers to employment.

Ms. Hylton presented the item stating that to create awareness of the services to non-custodial parents we have reached out to the Broward Sheriff's Office and Broward County.

Mr. Horkey inquired if the women enrolled in the Single Mothers grant program could be a source of referrals.

Ms. Hylton indicated yes, and informed the committee that we plan to provide the flyers to that group to share with their non-custodial partner.

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**On a motion made by Frank Horkey and seconded by Rick Shawbell, the Executive Committee unanimously approved the acceptance of \$950,742 in Non-Custodial Parent Employment Program funds. This discretionary grant is for one year and ends 6/30/24.**

**8. Accept Hope Florida – Pathway to Promise Funds**

Considered the acceptance of \$217,815.45 Hope Florida – Pathway to Promise funds. Under this discretionary grant CSBD will direct participants referred by the Florida Department of Children and Families to consider new career pathways as well as providing training to lead to self-sufficiency. Participants will be referred to community service providers based on their needs fostering community collaboration between the private sector, faith-based and community-based organizations, and non-profits. Board members Heiko Dobrikow, Riverside Hotel, Kevin Kornahrens, Advanced Roofing, and Shane Strum, Broward Health, have agreed to become Hope Florida employers embracing their roles as leaders, convenors of workforce services, and ambassadors. Approved at the 9/26 One Stop Services Committee Meeting.

Mr. Shawbell presented the item recommending acceptance of the funds to provide employment services to the individuals referred.

Ms. Hylton informed the Committee that the State is giving all the Workforce Boards funding for a “Navigator” position to work with community-based organizations and employers who pledge to be Hope employers.

**On a motion made by Rick Shawbell and seconded by Frank Horkey, the Executive Committee unanimously approved the acceptance of \$217,815.45 Hope Florida – Pathway to Promise funds.**

**9. Continued Eligibility – Hollywood Career Institute**

Considered approval of 1) current eligible training provider Hollywood Career Institute’s (HCI) continued eligibility status for the period 12/1/23 through 12/1/25 and 2) retention of all of their current programs on the Individual Training Account list. The State requires that eligible training providers be renewed every 2 years. HCI has met continued eligibility requirements that include but are not limited to, licensure, accreditation, issuance of an industry-recognized credential, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness and to ensure that CareerSource Florida requirements and board-mandated criteria are met. Approved at the 9/26 One Stop Services Committee Meeting.

Mr. Shawbell presented the item. There was no further discussion.

**On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved 1) current eligible training provider Hollywood Career Institute’s (HCI) continued eligibility status for the period 12/1/23 through 12/1/25 and 2) retention of all of their current programs on the Individual Training Account list.**

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## **10. Distribution of Fully Depreciated Computers**

Considered approval to expand the distribution of CSBD computers to include summer youth, veterans' as well as CSBD/ISG/DEO staff. CSBD cycles computers out of use every 5 years in accordance with our rotation policy. Per Board policy, we offer them to WIOA youth, Welfare program participants or other non-profit organizations. Because many of our participants receive technology through support services or from the training institution, we still have computers left after offering them to WIOA youth and Welfare participants. By expanding the distribution of the old computers, we can reach additional participants as well as staff who could benefit from being able to add technology to their homes. Approved at the 9/27 Youth Committee Meeting.

Ms. Hylton presented the item stating that the quantity of available computers varies by year. Approval of this recommendation will allow for the inclusion of additional participants as well as our own staff. Participants are informed when computers are available and computers are provided on a first come, first served basis.

Ms. Daniels added that the IRS and Department of Labor consider the computers to be supplies and, are no longer depreciable. Adoption of the recommendation will help reduce inventory storage fees for the computers that have not been claimed by existing participants.

**On a motion made by Rick Shawbell and seconded by Frank Horkey, the Executive Committee unanimously approved expanding the distribution of CSBD computers to include 1) summer youth 2) veteran participants and 3) CSBD/ISG/DEO staff.**

## **REPORTS**

### **1. Update on Meetings with Elected Officials**

To increase awareness about CSBD and to strengthen community relationships, Carol Hylton, President/CEO, and CSBD staff have been meeting with local legislators and city officials. via Zoom or in person, including tours of our career centers and attendance at employer job fairs and workforce events hosted by CSBD. These meetings provide an opportunity to listen to their priorities and to highlight the benefit of our customizable job seeker and employer workforce-related services available to their constituents. Since March 2023, Ms. Hylton, President/CEO, and staff have met with 15 elected officials. Additional meetings are planned going forward.

Ms. Hylton provided an overview of the various meetings. She emphasized the advantage of holding the meetings at our centers so elected officials can see firsthand how are services are delivered and can meet with the staff providing the services.

Mr. Dobrikow asked that the legislative contact list be expanded to include the County Commissioners and encouraged committee members to reach out and establish relationships with the members of the delegation.

Ms. Hylton asked that the committee members send any contacts they would like to add to the list to Michell Williams or herself.

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## **2. Update on WIOA Youth Performance for Program Year 23/24**

This Youth Performance report provides the Youth Committee with provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act. CSBD funds 4 Out-of-School and 2 In-School Youth programs. Since the beginning of the program year, which began on 7/1, CSBD staff has been meeting with each of the providers to discuss contract expectations, offer ongoing technical support, and receive updates on recruitment activities. The report shows that all of our youth providers are off to a great start and actively enrolling youth to meet their deliverables.

Ms. Hylton presented the report highlighting each provider's performance. She shared that, at the Youth Committee meeting, FLITE Center CEO Christine Frederick and Broward County Public Schools Curriculum Supervisor Christy Bradford spoke about their evidenced-based best practices for recruiting and engaging youth.

## **3. CSBD's 2023 Paychecks for Patriots Veterans Hiring Fair**

CSBD will host its annual Paychecks for Patriots Veterans Hiring Fair on 11/8 at The City of Plantation Central Park. The first two hours of the event will be reserved for veterans and their family members. The event will be marketed to job seekers and employees through social media, radio advertisements, distribution of flyers to community partners, advertising in the career centers, and word of mouth. To date, over 70 employers have expressed interest in recruiting at this year's event.

Mr. Leconte presented the report reviewing the details of the event and stated that this was his favorite CSBD event. He encouraged everyone to attend. Ms. Hylton told Committee members that there will be a videographer and that it will be live-streamed on social media.

## **MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR**

Mr. Dobrikow asked Ms. Daniels to provide an update on the status of the business services contracts with the Chambers.

Ms. Daniels, CSBD General Counsel, provided the report below. Following the issuance of a Request for Proposals (RFP) for business associations that could serve as intermediaries as well as require marketing work-based training to their members, we received 3 responses from 1) The Greater Fort Lauderdale Chamber of Commerce 2) The Greater Hollywood Chamber of Commerce 2) and 3) The Miramar Pembroke Park Chamber of Commerce. A review committee of BWDB members met and found all the proposals to be of merit.

As many of our Board Members are members of the Chambers a concern arose regarding assuring enough members for a vote. Ms. Daniels conferred with the Broward County Attorney and the Florida Commission on Ethics (COE). With respect to voting conflicts related to the item, as indicated to Ms. Daniels by the COE, it is addressed through the standard declaration of the conflict, abstaining from the vote and completing the State Form 8b. However, in discussion, a question arose regarding whether approval of a contract would consist of "doing business with

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one's own agency" which is generally prohibited by the Fla. Stat. §112.313. It was Ms. Daniels' opinion that Fla. Stat. §445.007 provides a waiver in this regard as it provides a process for FloridaCommerce to review such contracts and grant approval.

There are several opinions issued by the COE that have determined that Elected Officials appointed to a chamber board in their official capacity are not considered to be doing business with their own agencies, when voting to award funds to a chamber. However, the COE has not been queried with respect to workforce board members and therefore has not issued an opinion in this regard. Following two lengthy conversations with the on-call attorney for the COE, Ms. Daniels was advised that the question, if posited, would have to go to the COE for a formal opinion as opposed to staff attorney guidance and this could take some time.

Ms. Daniels pointed out she believed that Fla. Stat. 112.313 had to be read in context with Fla. Stat. 445.007 contract policy which appeared to create a waiver. The staff attorney stated that he was unfamiliar with the statutes governing workforce boards and would have to study them; and that while it was likely an opinion issued by COE would fall within the same guidelines as that found for Elected Officials, because the awards, as described, were to further a public purpose it was outside his scope to be able to provide guidance. As time is of the essence and CSBD is anxious to obligate the funds, Ms. Daniels shared that the CSBD President/CEO has the authority to enter into contracts up to a dollar threshold approved by the governing boards, and she inquired whether, if the contracts fell within the threshold, could that be a solution as the governing boards would not then be voting on an award that could be interpreted as "doing business with one's own agency". The staff attorney agreed that this could be a good 'solution.'

Based on the above, Ms. Daniels suggested the Executive Committee consider supporting a request to the governing boards to increase to the cap from \$50,000 to \$100,000, for a single item, by the CEO. Mr. Horkey and Mr. Dobrikow voiced their agreement with the solution.

Mr. Dobrikow then went on to mention a recent McKenzie and Company study discussing the impact of Artificial Intelligence (AI) on jobs citing the top 20 jobs slated for elimination and suggested that 1) CSBD also study this area and 2) consider bringing AI tools into One Stop Centers. Ms Hylton agreed.

Lastly, Mr. Dobrikow reviewed the new numbers on the Economic Dashboard and recommended we consider adding some new tiles.

## **MATTERS FROM THE EXECUTIVE COMMITTEE**

Mr. Horkey provided a summary of the Florida Workforce and Broadband Summits. Mr. Horkey suggested attending every year as good information is shared and there are many good contacts to be made with the State and other boards.

## **MATTERS FROM THE FLOOR**

None



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## **MATTERS FROM THE PRESIDENT/CEO**

Ms. Hylton reported on a number of events including 1) the staff training day held in September 2) the County Commission Workforce Development month Proclamation sponsored by Commissioner Ryan 3) the hospitality fair held at the Urban League on 10/5 that brought employers into an area with some of the highest unemployment rates in Broward 4) the State of Workforce breakfast to be held in partnership with Chambers scheduled tentatively for 1/24 and 5) the upcoming Career Exploration event for 9th and 10th graders, tentatively scheduled for 2/9.

Lastly, Ms. Hylton informed the members that as a part of her acceptance to Leadership Florida she is required to attend an event in December that conflicts with our board meeting date. Therefore, Ron Moffett will facilitate the December board meeting in her absence.

**ADJOURNMENT** – 1:24 p.m.

<p><b>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON DECEMBER 4, 2023.</b></p>
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## Memorandum #01 – 23 (Exec)

**To:** Executive Committee  
**From:** Carol Hylton, President/CEO  
**Subject:** Membership Renewals  
**Date:** November 27, 2023

### SUMMARY

Consideration of the renewal of BWDB members whose terms will expire in January 2024 and who are eligible for renewal for an additional two years. The fourteen (14) members recommended for renewal are 1) Dr. Ben Chen 2) Paul Farren 3) Cynthia Gaber 4) Michael Goldstein 5) Rufus James 6) Dr. Lisa Knowles 7) Kevin Kornahrens 8) Dawn Liberta 9) Felipe Pinzon 10) Jim Ryan 11) Mark Schaunaman 12) Cynthia Sheppard 13) Shane Strum and 14) Marjorie Walters. The CSBD Council of Elected Officials appoints board members following a recommendation from the Board. Approved at the 11/13 Ad hoc Organizational Resources Committee meeting.

### BACKGROUND

WIOA requires fixed and staggered terms of appointment for the members of the local workforce development boards.

The By-Laws call for the reappointment of all members beginning in January 2022 with a new assignment of fixed and staggered terms.

The rotation schedule whereby 25% of the BWDB members are rotated off beginning in January 2024 has been satisfied through attrition from resignations and retirements from the board over the past two years. Members who joined the Board after January 2022 were appointed to fill the remaining term of the initial incumbent to maintain the fixed and staggered structure.

### DISCUSSION

The By-Laws allow for members to be removed from the Board after three consecutive unexcused absences. Since being appointed, none of the members recommended for reappointment have had three consecutive unexcused absences.

The table below provides additional information and attendance information regarding the Board members recommended for reappointment.

**TERMS EXPIRING AS OF JANUARY 2024**

	NAME	Attendance 1/22– 10/23				Committee(s)	Category
		P	E	U	PS-23		
1	Dr. Ben Chen	13	1	0	Y	Executive Audit Org Resources Strategic Planning	BU
2	Paul Farren	14	0	0	Y	Employer Services	BU
3	Cynthia Gaber	10	4	0	Y	Strategic Planning	GRVRD
4	Michael Goldstein (Appointed 12/22)	4	2	0	N	Employer Services	BU
5	Rufus James (Appointed 12/22)	3	3	0	N	Youth	BU
6	Dr. Lisa Knowles	13	1	0	Y	Executive Org Resources Youth	ETPO
7	Kevin Kornahrens	10	4	0	Y	Executive Org Resources	BU
8	Dawn Liberta	13	1	0	Y	Executive Youth	WOD
9	Felipe Pinzon (Appointed 12/22)	5	0	0	Y	One-Stop Services	WOY
10	Jim Ryan	12	2	0	Y	Executive	BU
11	Mark Schaunaman (Appointed 2/23)	2	2	0	Y	Employer Services	WOLO
12	Cynthia Sheppard	8	6	0	Y	One-Stop Services	BU
13	Shane Strum (Appointed 12/22)	5	0	0	Y	Strategic Planning	BU
14	Marjorie Walters	14	0	0	Y	Executive One-Stop Services	GRO

The Legend for the chart above is as follows:

P	Present	Y	Yes
E	Excused Absence	N	No
U	Unexcused Absence	BU	Business, Private Sector Member
PS	Attended BWDB Planning Session	WOD	Workforce - CBO representing individuals with disabilities
GRVRD and GRO	Government Representative – Vocational Rehabilitation and Other	WOY	Workforce – Community-based organizations representing youth
ETPO	Education and Training Provider - Other Providers	WOLO	Workforce – Labor organization

**RECOMMENDATION**

That the committee recommends membership renewal for the fourteen (14) members of the Board listed above whose terms expire in January 2024. The renewal of their terms is to January 2026. The CSBD Council of Elected Officials appoints board members following a recommendation from the Board.

## 2024 MEETING SCHEDULE

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

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

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

Meetings are in person. On occasion, if necessary, for accessibility, a member can attend via Zoom.

### Executive Committee Meetings

Month	Day
February	2/12
April	4/8
May	5/13
June	6/10
August	8/12
October	10/14
December	12/2

### Board Meetings

Month	Day
February	2/22
April	4/25 Board & Planning Session
May	5/23
June	6/27
August	8/22
October	10/31
December	12/12

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**Memorandum #11-23 (BR)**

**To:** Executive Committee

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

**Subject:** World Emblem International, Inc. Incumbent Worker Training Grant Application

**Date:** November 27, 2023

**SUMMARY**

Consideration to award World Emblem Inc. an Incumbent Worker Training (IWT) grant in the amount of \$82,000 to train 12 employees to learn Lean Practitioner methodologies. Pursuant to the Workforce Innovation and Opportunity Act requirements, World Emblem Inc. will contribute 50% to the cost of the training by paying employee wages while they are in training. In accordance with governing boards' policy, IWT grant applications of \$50,000 or more and recommended by the CSBD rating committee go to the Employer Services and the Executive Committees for consideration, with a report to the BWDB/CSBD Council of Elected Officials at their next meeting. Approved at the 11/20 Employer Services Committee meeting.

**BACKGROUND**

IWT is a work-based training option under WIOA to assist companies in remaining competitive by upgrading existing employees' skills. Employees must have been employed by the employer for at least six (6) months, and employers must contribute to the cost of the training based upon the number of their employees.

**DISCUSSION**

World Emblem International, Inc. is a 30-year-old business located in Broward County. As global competition grows, World Emblem needs to streamline its processes in order to maintain and grow its position in the marketplace. World Emblem submitted an IWT Application to train 12 employees at a cost of \$82,000. Employees in occupations such as sales, marketing, and research and development will learn Lean Practitioner methodologies such as Value Stream Mapping, Business Process Kaizen Overview, Value Added and Waste Reduction, and Hoshin Planning and Policy Deployment. World Emblem will contribute 50% to the cost of the training by paying the wages of employees while they are in training. Time-Based Management, Inc. is the trainer of choice for World Emblem, which offers coursework that is best suited for their training needs and was the most cost-effective among the training vendors they considered.

The occupations to be trained are on the Targeted Occupations List for Broward County. Employees will earn an average of \$49.42 per hour upon completion of the training. The training is projected to start in January 2024 and be completed by April 2024. A CSBD rating committee reviewed the application and recommends this grant for funding.

IWT grant applications of \$50,000 or more go to the Employer Services and the Executive Committees for consideration, with a report to the BWDB and CSBD Council of Elected Officials at their next meeting.

**RECOMMENDATION**

It is recommended that World Emblem International, Inc. be awarded an IWT Grant in the amount of \$82,000 to train 12 employees.

## Memorandum #10 – 23 (OPS)

**To:** Executive Committee

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

**Subject:** Addition of Occupational Title to Current Targeted Occupations List

**Date:** November 27, 2023

### SUMMARY

Consideration to approve adding Data Analyst/Scientist to our local Targeted Occupations List (TOL). Over the year CSBD receives input from our industry intermediaries, eligible training providers, and employers and evaluates our local TOL. A Data Analyst/Scientist is essentially an analytical data expert with strong math and technical skills. Data Analysts work with a variety of programming languages. CSBD staff has been able to establish local demand for Data Analyst/Scientist and that all Board mandated criteria have been met for this occupational title to be added to the TOL for Program Year 23/24. Approved at the 11/28 One Stop Services Committee meeting.

### BACKGROUND

In compliance with the Workforce Innovation and Opportunity Act (WIOA), the TOL governs the provision of the WIOA-funded training programs being offered to individuals needing training assistance within the workforce system. Once the TOL is approved by the Board, it becomes final and requires no further ratification by the CareerSource Florida, Inc. Board of Directors. The CSBD governing boards may approve changes and add new occupations to the TOL throughout the year. The occupation must meet all of the following criteria:

1. Have a minimum of twenty-five job openings in Broward County in the past ninety days
2. Have an entry wage rate equal to or greater than the Broward County wage rate of \$13.97
3. Require more than a high school diploma but less than a Master's degree and,
4. Require occupational training at a minimum that results in a postsecondary adult vocational training certificate, college credit certificate, applied technology diploma, Associate of Science degree, or Bachelor of Science degree.

## **DISCUSSION**

The Board may approve adding new occupations to the TOL at any time throughout the year. To fulfill our role as workforce convenors, over the year CSBD receives input from our industry intermediaries, eligible training providers, and employers to evaluate our local TOL.

During our recent review, we have established Data Analyst meets the criteria outlined above in the Background. The entry wage is \$26.42, with more than 25 unique job postings over the last 3 months. A data analyst is essentially an analytical data expert, with strong math and technical skills. Data analysts work with a variety of programming languages. They must analyze data for many different end results and communicate their findings to others in their organization. CompTIA Data+ certification is an industry-recognized credential that validates these skills to employers.

CSBD recommends approval of this addition to our local area's TOL for PY 23/24. If approved, we will notify the State.

## **RECOMMENDATION**

Approve adding Data Analyst/Scientist to our local Targeted Occupations List for PY 23/24.