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**Minutes**

**BROWARD WORKFORCE DEVELOPMENT BOARD, INC. &  
CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS**

**Partnership Meeting #211  
Thursday, October 25, 2018**

**CareerSource Broward Vision Room, 2600 West Oakland Park Blvd., Oakland Park, 33311**

**The Board and Council are reminded of 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 whether or not you are able to attend the meeting if you have a conflict with any agenda items.**

**Attendees: Commissioner Tim Ryan, Mayor Josh Levy (Via phone), Gina Alexis, Gary Arenson (Via phone), Josie Bacallao (Via phone), Michael Carn, Zac Cassidy, Dr. Ben Chen (Via phone), Dr. Mildred Coyne, Heiko Dobrikow, Cynthia Gaber, Dr. Lisa Knowles, Dawn Liberta, Mayor Frank Ortis, Samuel Robbin, Anna Silva (Via phone), John Simmons, Bob Swindell (Via phone), Dr. Steve Tinsley, Enid Valdez (Via phone), and Janet Wincko.**

**Members who were unable to attend were: Mayor Dean Trantalis, Kristen Cavallini-Soothill, Paul Farren, Frank Horkey, Kevin Kornahrens, Francois LeConte, Dr. Gertrudis Perez-Dusek, Cynthia Sheppard and Marjorie Walters.**

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

Michael Carn gave the invocation.

**INTRODUCTION OF NEW MEMBERS AND SELF-INTRODUCTIONS**

**STAFF SPOTLIGHT**

Alpha Balde, Disability Disaster Grant Project Coordinator gave the staff spotlight.

**BOARD MEMBER RECOGNITION**

Recognition of Carlos Arboleda service to the Broward Workforce Development Board.

**APPROVAL OF MINUTES**

Approval of the minutes of the September 27, 2018 Broward Workforce Development Board/CareerSource Broward Council Partnership Meeting #210.

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**A motion to approve the minutes of the September 27, 2018 BWDB Partnership/CareerSource Broward Council meeting #210 was made by Michael Carn and seconded by John Simmons. The Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the September 27, 2018 minutes.**

### **APPROVAL OF MINUTES**

Approval of the minutes of the October 4, 2018 CareerSource Broward Council of Elected Officials Meeting #210. Please note the Elected Officials voted to require Board and Elected official approval for single item purchases for \$50,000 and greater.

**A motion to approve the minutes of the September 27, 2018 CareerSource Broward Council of Elected Officials Meeting #210 was made by Commissioner Tim Ryan and seconded by Mayor Josh Levy. The Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the October 4, 2018 minutes of the CareerSource Broward Council of Elected Officials.**

### **CONSENT AGENDA**

Consent Agenda items are items that may not need individual discussion and may be voted on as one item. Any member wishing to discuss an item may move to have it considered individually.

### **ACCEPTANCE OF CONSENT AGENDA**

**On a motion made by Michael Carn and seconded by John Simmons, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of October 25, 2018.**

#### **1. Monthly Performance Report**

The current performance for the month in WTP, WP, VET, and WIOA (Adult & Dislocated Worker) is provided. This month's data reflects that within the Big 7 Regions CSBD is in a 6 - way tie for 1<sup>st</sup> in WIOA Entered Employment Rate (EER), ranks 1<sup>st</sup> in WTP EER, ranks 2<sup>nd</sup> in Vets EER and WTP Two Parent participation rate and ranks 3<sup>rd</sup> in WTP All Family Participation Rate.

#### **2. BWDB Committee Summary**

Summary of actions taken at the following meeting:

Executive Committee – 10/15/18

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## REGULAR AGENDA

*These are items that the Council and Board will discuss individually in the order listed on the Agenda. Individuals who wish to participate in these discussions may do so merely by raising their hand during the discussion and being recognized by the Chair. The Chair will determine the order in which each individual will speak and the length of time allotted.*

### **NEW BUSINESS**

#### **1. Broward Workforce Development Board, Inc. (BWDB) Planning Session 2018**

Discussion of strategic areas to cover during the 12/13 annual planning session. In preparation we would like to have a discussion on the issues to be considered this year. Current events have highlighted the strategic role of Boards, upskilling our workers, how digital is affecting the workplace, the Opioid crisis, and how to engage young out of school adults in selecting a career path that will be relevant in 2030. At the 10/15 Executive Committee meeting there were several suggestions 1) invite as a guest speaker, Tony Carvajal, Executive Vice President, of the Florida Chamber Foundation to address the economic outlook for 2030 2) incorporate the Broward Alliance SWOT analysis and 3) invite key community partners to the session. As always food and beverage costs will be covered by the General Fund and/or private donations. Approved at the 10/15 Executive Committee meeting. *(This is in alignment with the BWDB goal to maintain our roles as workforce development leaders.)*

Mason Jackson mentioned he invited Tony Carvajal, Executive Vice President, of the Florida Chamber Foundation to be our guest speaker at the planning session. Mr. Jackson stated that the Executive Committee has asked that we invite key community partners for their input on the pressing workforce issues. He further noted that we are going to incorporate the Broward Alliance SWOT analysis.

A number of ideas and suggestions were made regarding items to discuss at the retreat: Bob Swindell recommended we invite Matt Rocco, President of the South Florida Manufactures Association. Josie Bacallao stated she would send a research report on upskilling immigrants developed by the Urban League for Mason Jackson to review and distribute to the Board. Enid Valdez recommended we review changes to the Carl D. Perkins Act and Mason said he would review the material with Enid when it is forwarded. Commissioner Ryan indicated that Florida job market is evolving, especially over the next 30 years, how can we partner with education to address it. Mayor Ortis stated that millennials are our future and that we should continue to look at workforce trends related to millennials.

**On a motion made by Michael Carn and seconded by John Simmons, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the Planning Session 2018.**

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## **2. BWDB and Executive Committee 2019 Schedule**

Consideration of the 2019 meeting Schedule for the BWDB and Executive Committee meetings. Approved at the 10/15 Executive Committee meeting. *(This is in alignment with the BWDB goal to maintain our roles as workforce development leaders.)*

**On a motion made by Dr. Mildred Coyne and seconded by Dr. Lisa Knowles, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the 2019 BWDB and Executive Committee schedule.**

## **3. Changing the Invocation to a Mission Moment**

The mission moment will be success stories, inspirational anecdotes or data from our programs to remind us of our vision, mission and the needs of job seekers or employers. Discussed at the 10/15 Executive Committee meeting. *(This is in alignment with the BWDB goal to maintain our roles as workforce development leaders.)*

Mason Jackson asked the board if they would consider substituting a mission moment at the start of our meetings in place of the invocation. This would provide an opportunity to bring in customers to discuss their success stories.

**On a motion made by John Simmons and seconded by Gina Alexis, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the changing the invocation to a mission moment.**

## **REPORTS**

### **1. Presentation Broward College**

Dr. Mildred Coyne, Executive Director, Workforce Education & Economic Development, provided a presentation on apprenticeships.

### **2. Current Marketing Campaigns**

To maximize program outreach staff is deploying marketing campaigns consisting of various media approaches.

Mason Jackson reported that we are currently running ads at the movie theaters, and on billboards, in targeted areas and the radio through public service announcements. We have sent out direct mailers to over 150 organizations and an e-blast to 1,500 faith-based and community-based organizations advertising our services.

Commissioner Tim Ryan stated he would like to be involved with our outreach efforts and asked how we can better communicate our message to parents and kids. The Commissioner also asked whether we have sufficient funds in our budget to do professional television advertising. Mason Jackson stated that we would probably need to partner with someone in the community to do a professional television ad.

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### **3. Greater Ft. Lauderdale Alliance Foundation to Improve Workforce Initiatives**

JPMorgan Chase & Co announced today that it is investing \$240,000 in the Greater Fort Lauderdale Alliance Foundation to improve employment opportunities in six Broward County zip codes that have the highest rates of unemployment and poverty.

Mason Jackson recognized the Greater Ft. Lauderdale Foundation for being awarded the JP Morgan Chase & Co Grant. Bob Swindell stated that they pulled all the analysis from the 2016 Greater Fort Lauderdale Alliance Workforce Skills Gap Study, also funded by JPMorgan Chase.

Commissioner Ryan suggested that Bob Swindell or Mason Jackson should contact Commissioner Dale Holness since he is closely aligned with these zip codes. Mr. Swindell responded that Commissioner Holness and Newton Sanon of the OIC have been assisting with the initial skills gap study.

Heiko Dobrikow and Janet Wincko expressed an interest in being a part of the GFLCC committee working to get parents to understand the value of “middle skilled “opportunity jobs” which do not require a baccalaureate degree.

### **4. Administrative Building Update**

The renovation of the new Administrative office building is 75% complete as of 9/30/18 with an anticipated move in date the last week of November. The renovation contract with Anatom Construction, the General Contractor, was originally \$1,399,294 and the contract with the architect was \$46,000. Based on change orders due to unforeseen circumstances and architect errors there is a total overrun of 6.75% to the original total amount or \$97,522 (\$78,865/Anatom and \$18,657/Architect). Per our consultants, on this project, the Broward County Housing Authority, a 10% contingency factor is standard with building construction projects.

Mason Jackson stated we are working closely with the Broward County Housing Authority for their expertise to address issues as they have arisen. They have been there every step of the way.

### **5. General Fund Balance**

Since the beginning of the program year July 1, 2018, we have realized gross revenue of \$24,043. As of July 31, 2018 the current General Fund net balance is \$1,176,617. At the request of the 9/17 Audit Committee, we have provided an accounting for funds remaining in the General Fund to complete the renovation of the building. As of 8/31/18 the General Fund is \$1,176,234.

### **6. Cherry Bekaert LLP Fiscal Monitoring Report**

Cherry Bekaert LLP conducted fiscal monitoring in July 2018 for the period of 1/1/18 through 3/31/18. There were 0 findings and 2 observations. All findings and observations were corrected. Cherry Bekaert reviewed a total of 1,167 elements during the review period. Based upon the total elements reviewed, no finding equates to an approximate error rate of 0%. Reviewed at the 9/17 Audit committee meeting.

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Mason Jackson stated that we had a good monitoring report. Out of the 1,167 elements there were a total of 2 observations and zero findings.

#### **7. Summer Youth Employment Program**

This year 5 funders supported CSBD's summer program: The Children Services Council of Broward County, the City of Fort Lauderdale, the City of Pembroke Pines, Broward County and Bank of America. With this funding, CSBD served a total of 736 youth from 6/11 to 8/7. The Children Services Council has agreed to cover 100% of the wages for summer youth placed with private employers next year. Approved at the 9/4 combined One Stop Services & Special Populations and Youth and 9/12 Executive committee meetings.

Mason Jackson reported that CSBD served 736 youth this summer. We will be looking for more private sector slots in 2019. Mason Jackson thanked Heiko Dobrikow and Sam Robbin for being two of our private sector employers during the summer.

Heiko Dobrikow mentioned that we should start marketing early so that private businesses can budgeted for an SYEP/Intern. Mr. Dobrikow stated that culinary is the biggest issue within hospitality. He inquired why our program doesn't allow for SYEP to be in the culinary program. Mason Jackson responded there is an age requirement to work in the kitchens.

#### **8. Professional Placement Graduate Receives Award**

Anita Fain Taylor attended CSBD's Professional Placement Network workshop where she was encouraged to join Toastmasters to improve her interviewing skills. Ms. Taylor won the third-place trophy of the 2018 Toastmasters International World Championship of Public Speaking. After competing in the Semi-Finals with the top one hundred speakers from around the world, Taylor made it to the top ten with her speech, "Take Your Shot." Her final speech, "It is what it is. It ain't what it ain't," earned her a spot in the top three in the world.

Mr. Jackson mentioned that Ms. Taylor competed against 30,000 competitors representing countries from across the globe.

#### **9. Broward County Unemployment**

The unemployment rate in Broward County was 2.8 percent in September 2018. Lower by 0.9 percentage point over the year. In September 2018, Broward County's unemployment rate was 0.2 percentage point lower than the state rate (3.0) and 0.6 percent point lower than the national rate (3.6 percent). Out of a labor force of 1,044,868 there were 29,295 unemployed Broward County residents.

Mason Jackson stated this is the lowest unemployment rate since 2003 - 2004. Mr. Jackson mentioned there is competition within industries.

#### **10. Single Item Purchase Over \$10,000**

CSBD received a Disability Disaster Coordination Grant, which is designed to assist disabled customers in replacing adaptive technology and equipment that was lost or damaged due to Hurricane Irma or Hurricane Maria. In accordance with governing Boards' policy requiring a report of single purchases over \$10,000, we are reporting a single purchase of \$26,387 to outfit a mobility van to accommodate a disabled customer that lost her van by Hurricane Irma. The purchase enabled the conversion of a standard minivan into a wheelchair accessible van. CSBD received prior DEO approval for this purchase.

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Mason Jackson stated our rules are to report single item purchases over \$10,000 to the Board. Per our Council of Elected Officials we also bring any single item over \$50,000 to the governing boards for approval. He noted that we also requested state approval for the purchase of the mobility van.

**MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL**

None

**MATTERS FROM THE BOARD**

None

**MATTERS FROM THE FLOOR**

Lynn Goldman mentioned a dual enrolled student from Sheridan Technical College won the skills competition in the culinary program. The student received a scholarship to a culinary school.

**MATTERS FROM THE PRESIDENT/CEO**

- Mason Jackson announced that (1) Bob Swindell was awarded the 2018 Broward Education Foundation Hall of Fame and the 2018 South Florida Ultimate CEO by the South Florida Business Journal and (2) that Heiko Dobrikow was awarded the 2018 Men of Style award.
- Mason Jackson reminded the board that our Paychecks for Patriots hiring fair is November 14 from 10:00 a.m. to 2:00 p.m. at our South One Stop Center.

**ADJOURNMENT 9:43 A.M.**

***THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING AND ANNUAL PLANNING SESSION IS SCHEDULED FOR DECEMBER 13, 2018 AT 8:00 A.M. TO 2:30 P.M. BREAKFAST AND LUNCH WILL BE PROVIDED.***