
MINUTES

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

Partnership Meeting #210

Thursday, September 27, 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, Gina Alexis (Via phone), Gary Arenson, Josie Bacallao, Michael Carn, Kristen Cavallini-Soothill, Dr. Ben Chen (Via phone), Dr. Mildred Coyne, Cynthia Gaber, Dr. Lisa Knowles, Francois LeConte, Kevin Kornahrens, Sam Robbin, Pam Sands (Via phone), Cynthia Sheppard, Anna Silva (Via phone), John Simmons, Bob Swindell, Dr. Steve Tinsley, Enid Valdez, Marjorie Walters and Janet Wincko.

Members who were unable to attend were: Mayor Josh Levy, Mayor Dean Trantalis, Paul Farren, Frank Horkey, Mayor Frank Ortis and Dr. Gertrudis Perez-Dusek.

PLEDGE OF ALLEGIANCE

INVOCATION

Michael Carn gave the invocation.

MEMBER SPOTLIGHT

Francois LeConte gave the Board member spotlight.

APPROVAL OF MINUTES

Approval of the minutes of the July 26, 2018 Broward Workforce Development Board/CareerSource Broward Council Partnership Meeting #209.

A motion to approve the minutes of the July 26, 2018 BWDB Partnership/CareerSource Broward Council meeting #209 was made by Michael Carn and seconded by Kristen Cavallini-Soothill. The Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved

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 Gary Arenson, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of September 27, 2018.

1. Monthly Performance Report

The current performance for the month of July is provided. This month's data reflects that within the Big 7 Regions CSBD is in a seven-way tie for 1st in WIOA Entered Employment Rate (EER), ranks 1st in WTP EER and WTP All Family Participation Rate, ranks 2nd in Veterans EER, and ranks 3rd in Wagner-Peyser EER.

Mason Jackson stated this is a monthly report based on performance comparisons with other large regions in the state. Mr. Jackson stated that CSBD is seeing caseloads drop in the TANF two parent families. We are being told by community partners that immigrant families are afraid to seek out governmental assistance. Josie Bacallao agreed and indicated that it was directly related to a government document that was leaked back in March.

Josie Bacallao stated there are also issues with the census that is soon to come out. A new question added asks if you are a US citizen, which may prevent people from competing the census.

2. BWDB Committee Summary

Summary of actions taken at the following meeting:

Combined One Stop Services & Special Populations & Youth Committee – 9/4/18
Organizational Resources Committee – 9/5/18
Employer Services Committee – 9/6/18
Executive Committee – 9/12/18
Audit Committee – 9/17/18

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. On-the-Job Training Contract for Total Marine Solutions

Consideration to approve Total Marine Solutions for an On-the-Job (OJT) contract up to but not including \$25,000. Because Anna Silva, is a Board member and employed by Total Marine Solutions this recommendation must be approved by a 2/3 vote of the members present with an established quorum at the Board meeting (*This is in alignment with the BWDB goal to*

adjust our services to maximize employment and training opportunities for targeted populations.)

It was noted that Anna Silva had a conflict of interest for this item as she is employed by Total Marine Solutions. She was not present but will be required to submit a conflict of interest form.

On a motion made by Michael Carn and seconded by Francois LeConte, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved On-the-Job training contract for Total Marine Solutions by a 2/3 vote of the seated quorum.

2. Membership Renewals

Consideration of BWDB membership renewals of Broward Workforce Development Board members whose terms have expired in May 2018 or will expire September 2018 and who are eligible for renewal for a two-year term. The renewal of their terms is through September 2020. The seven members are 1) Gina Alexis 2) Kristen Cavallini-Soothill 3) Kevin Kornahrens 4) Pam Sands 5) John Simmons 6) Bob Swindell and 7) Enid Valdez. CareerSource Broward Council of Elected officials appoints board members by a vote of the Council following a recommendation from the Board. Approved at the 9/5 Organizational Resources and 9/12 Executive Committee meetings. *(This is in alignment with the BWDB goal to maintain our role as local workforce development leaders.)*

Mason Jackson stated Commissioner Tim Ryan is the only elected official present at the board meeting so there is not a quorum of The Elected Officials. He further noted that we will publicly notice a meeting of the elected officials to appoint board member renewals before the next Board meeting.

On a motion made by Francois LeConte and seconded by Marjorie Walters, the Broward Workforce Development Board, Inc. unanimously approved the recommendation for Membership Renewals.

3. Broward Workforce Development Board, Inc. (Board) Appointments

There are currently several vacancies on the Board. We sent a request to all our Board members as we usually do seeking nominations. Consideration to appoint 5 individuals from targeted industries. All have been properly nominated by the appropriate organizations. There are 2 Private Sector individuals 1) Heiko Dobrikow, General Manager of Riverside Hotel - Hospitality 2) Jim Ryan, CEO of Talk2Rep - Cloud Technology/Mobile Communications. There are 3 Organized Labor/CBO/Youth individuals 3) Zac Cassidy of IBEW Local 728 - Labor and Employee Representative and 4) Dawn Liberta of the Department of Children and Families Circuit 17 - representing youth 5) Ismael Martinez, Director of Family Success – representing youth. Also to “double hat” Ms. Cynthia Gaber, of Vocational Rehabilitation to be counted in both Organized Labor/CBO/Youth and Economic/Community Development. Approved at the 9/5 Organizational Resources and 9/12 Executive Committee meetings. *(This is in alignment with the BWDB goal to maintain our role as local workforce development leaders.)*

Mason Jackson stated Commissioner Tim Ryan is the only elected official present at the board meeting, so there is not a quorum of the Elected Officials. He further noted that we will publicly notice a meeting of the elected officials to appoint board members before the next Board meeting.

Mason Jackson discussed the five nominees and indicated that he is also recommending Cynthia Gaber to be a “double hat”. He further noted that while Vocational Rehabilitation is a mandatory partner in the Economic/Community Development category they also will need to use 15% of their monies for youth so she would be counted in both Organized Labor/CBO/Youth and.

Mason Jackson thanked Bob Swindell for all the nominations he has provided.

On a motion made by John Simmons and seconded by Gary Arenson, the CareerSource Broward Council of Elected Officials unanimously approved the appointment of the five individuals in the targeted industries and the “double hatting” of Cynthia Gaber.

4. Selection of CSBD Audit Firm

Consideration to recommend Anthony Brunson PA as the CSBD auditor. After soliciting quotes from seven firms which included the firms performing the annual audits for CareerSource Palm Beach, CareerSource South Florida and CareerSource Southwest Florida it is recommended that Anthony Brunson, PA be approved as the CSBD auditor at a cost of \$29,000. Approved at the 9/17 Audit Committee meeting. *(This is in alignment with the BWDB goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Rochelle Daniels stated due to communications issues which arose during the course of the annual audit over the past two years with Grau, CSBD decided to seek a new firm. Mrs. Daniels noted that CSBD reached out to some on the larger boards to see who they were using but were unsuccessful finding someone local. Mr. Brunson is familiar with CSBD having served as our auditor in the past.

On a motion made by Gary Arenson and seconded by Kristen Cavallini-Soothill, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the selection of Anthony Brunson PA as the CSBD auditor.

5. Purchasing Thresholds

CSBD follows the federal guidelines in setting its purchasing thresholds. As they recently increased the thresholds for each category of purchases, CSBD is recommending we align with their guidelines and 1) raise the micro purchase threshold to up to \$10,000, quotes to greater than \$10,000 up to \$250,000 and competitively advertised procurement for items greater than \$250,000 and 2) be able to automatically increase the purchasing thresholds at any time there is a change to the federal guidance applicable to the procurement caps. Approved at the 9/17 Audit Committee meeting. *(This is in alignment with the BWDB goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Mason Jackson stated that CSBD follows the federal guidelines in setting its purchasing thresholds. They recently increased their thresholds and we are recommending we align with the new thresholds. We would also like to be able to automatically increase the purchasing thresholds at any time there is a change to the federal guidance applicable to the procurement caps.

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 purchasing thresholds.

6. Broward Workforce Development Board, Inc. (BWDB) Planning Session

Consideration to pair the annual governing boards' planning session with the December board meeting as we did in 2017. This year the date will be December 13, 2018. This will relieve members of scheduling conflicts because November has become increasingly busy with community activities, which impacted attendance at the planning session. *(This is in alignment with the BWDB goal to maintain our role as local workforce development leaders.)*

Mason Jackson indicated that combining the December board meeting and the annual governing board's planning session was a success last year.

On a motion made by Michael Carn and seconded by Enid Valdez, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the recommendation to combine the December board meeting and the annual governing board's planning session.

7. Creation of a New Committee

Consideration to merge the One Stop Services & Special Populations and Youth Committees which if approved will be renamed the One Stop Services Committee. This will allow for cohesive strategic planning and decision making for all populations served. This item will make changes to the Board's By-Laws and in accordance with the By-Laws must be approved by a 2/3 vote of the established quorum at a Board meeting. Approved at the 9/4 combined One Stop Services & Special Populations and Youth, 9/5 Organizational Resources and 9/12 Executive Committee meetings. *(This is in alignment with the BWDB goal to maintain our role as local workforce development leaders.)*

Mason Jackson stated we are requesting to combine the One Stop Services & Special Populations (OSS&SP) and Youth Committees. This is in alignment with other boards around the state. He further indicated that when we took the recommendation to the OSS&SP and Youth Committee they changed the recommended new name from "Operations Committee" to "One Stop Services Committee".

On a motion made by John Simmons and seconded by Enid Valdez, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the recommendation to combine both committees under the new name of One Stop Services Committee.

8. Individual Training Account (ITA) Provider Performance Report

Consideration to 1) suspend four (4) programs from three (3) providers that did not meet the placement criteria during the analysis of ITA provider performance 1) New Horizons' Help Desk, 2) The Academy of South Florida's Application Architect, 3) PC Professor's Computer Software Applications and 4) PC Professor's Technical Repair (A+/N+) program and 2) as recommended by the Executive committee, allow CSBD to suspend referrals to occupational training programs when it is determined they are not meeting performance, as this is an administrative function based on criteria previously approved by the Board. ITA providers are required to have a minimum 70% training related placement rate for those programs that have ten or more graduates who complete their programs within 180 days of graduation. All providers were given the opportunity to review data and provide additional placement information. Approved at the 9/4 combined One Stop Services & Special Populations and

Youth and 9/12 Executive committee meetings. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations.)*

Mason Jackson advised all eligible training providers are contractually required to have a minimum 70% training-related placement rate for graduates who complete their programs within 180 days of graduation. Mason Jackson recommended suspending four (4) programs from three (3) providers that did not meet the placement criteria during the analysis of ITA provider performance.

On a motion made by Francois LeConte and seconded by Marjorie Walters, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the recommendation to suspend of four (4) programs from three (3) providers that did not meet the placement criteria during the analysis of ITA provider performance.

9. New Courses For Existing ITA Provider – PC Professor

Consideration to approve current ITA provider, PC Professor's request to add its 1) Virtualization, and 2) Web Developer programs to the Individual Training Account (ITA) list. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational title. Approved at the 9/4 combined One Stop Services & Special Populations and Youth and 9/12 Executive committee meetings. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations.)*

On a motion made by Gary Arenson and seconded by Michael Carn, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the approve current ITA provider, PC Professor's request to add its 1) Virtualization, and 2) Web Developer programs to the Individual Training Account (ITA) list.

10. New Courses For Existing ITA Provider – Florida Atlantic University (FAU)

Consideration to approve the addition of FAU's 1) Certified Financial Planner, 2) HR Management, 3) HR Compensation & Benefits, 4) Medical Business Management and 5) PHR/SPHR Exam Preparation programs to the customer 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. Approved at the 9/4 combined One Stop Services & Special Populations and Youth and 9/12 Executive committee meetings. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations.)*

Mason Jackson mentioned that the attached summary spreadsheet shows the certification information including cost, program length and license.

On a motion made by Gary Arenson and seconded by Francois LeConte, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the new courses for existing ITA Provider FAU's 1) Certified Financial Planner, 2) HR Management, 3) HR Compensation & Benefits, 4) Medical Business Management and 5) PHR/SPHR Exam Preparation programs to the customer ITA list.

REPORTS

1. **Presentation Broward County Public School**

Mrs. Enid Valdez, Director Career, Technical, Adult, Community Education, will provide a presentation on apprenticeships.

Mrs. Enid Valdez, Director Career and Jim Payne, Curriculum Supervisor, provided a presentation on apprenticeships.

2. **Presentation Broward College**

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

Mason Jackson mentioned we will move this presentation to October as we did not have time to hear the presentation today.

3. **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 we 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.

4. **Administrative Building Update**

The renovation of the new Administrative office building is 75% completed as of 8/31/18 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.

5. **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.

6. **Summer Youth Employment Program (SYEP)**

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. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations.)*

7. CSBD Info-graph Calendar YTD Through June 2018

CSBD's info-graph was created to assist BWDB members with information to discuss with elected officials about CSBD. The info-graph summarizes key data points on Labor Market Information, customers served, business services delivered, community involvement, and reflects the numbers calendar year to date through June, 2018.

8. Broward County Unemployment

The unemployment rate in Broward County was 3.5 percent in August 2018. Lower by 0.5 percentage point over the year. In August 2018, Broward County's unemployment rate was 0.3 percentage point lower than the state rate (3.8) and 0.1 percent point lower than the national rate (3.9 percent). Out of a labor force of 1,033,196 there were 36,522 unemployed Broward County residents.

9. Professional Placement Network Attendee Places Third

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.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

None

MATTERS FROM THE BOARD

Dr. Ben Chen inquired if the budget passed by Congress would affect our funding. Mason Jackson responded that it his understanding that we should receive level funding.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

None

ADJOURNMENT 9:28 A.M.

THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEDULED FOR OCTOBER 25, 2018 AT 8:00 A.M.