
MINUTES

CAREERSOURCE BROWARD (CSBD) COUNCIL OF ELECTED OFFICIALS #210

Thursday, October 4, 2018

**CareerSource Broward Central Illumination 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.

This meeting was held via telephone conference.

SELF-INTRODUCTIONS

ATTENDEES: Mayor Dean Trantalis and Mayor Josh Levy

STAFF: Ms. Carol Hylton, Executive Vice President, Ms. Rochelle Daniels, General Counsel, and Amy Winer, Executive Administrative Assistant

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. 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.)*

Ms. Carol Hylton advised that BWDB membership renewals are held in July and September so we stagger the renewals accordingly.

On a motion made by Mayor Josh Levy and seconded by Mayor Dean Trantalis, the CSBD Council of Elected Officials unanimously approved the recommendation for Membership Renewals.

2. 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.)*

On a motion made by Mayor Josh Levy and seconded by Mayor Dean Trantalis, the CSBD Council of Elected Officials unanimously approved the appointment of the five individuals in the targeted industries and the “double hatting” of Cynthia Gaber.

3. 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.)*

On a motion made by Mayor Josh Levy and seconded by Mayor Dean Trantalis, the CSBD Council of Elected Officials unanimously approved the selection of Anthony Brunson PA as the CSBD Firm.

4. 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.)*

Ms. Rochelle Daniels, indicated that in accordance with guidance from the Florida Department of Economic Opportunity, CSBD recommends increasing the purchasing thresholds for procurements to be aligned with the requirements of the federal Uniform Guidance for grant funds and that we be allowed to automatically align the purchasing thresholds with the federal guidance at any time there is a change to the purchasing caps.

Mayor Dean Trantalis inquired about the current micro purchase threshold and what the increase will be? Rochelle stated that the current micro purchase threshold is up to \$3,000, with quotes needed for small business purchases costing \$3,000 and greater up to \$150,000. Items that are \$150,000 and greater will require formal publicly advertised procurements.

She explained that the federal government recently increased the thresholds for micro purchases up to \$10,000, for quotes up to \$250,000 and for competitively advertised purchases to \$250,001 and up. The state and our fiscal monitors are advising us to align our purchasing thresholds with the requirements of the Uniform Guidance.

Mayor Dean Trantalis, asked 'whether Micro purchases needed board approval'? Ms Daniels responded: "No." The Mayor followed up by asking: "what items go to the board for approval?" Ms Daniels said: "items needed for day to day approval are not required to come to the governing boards for approval." Also Mason Jackson can approve contracts under \$50,000 for on the job training, incumbent worker training and customized training. All other contracts necessary to implement the grants are brought to the governing boards for approval. Ms Hylton further clarified that because the governing boards meet monthly the ability to make purchases assures that services are not delayed. She went on to say that any single item purchased in excess of \$10,000, is reported to the boards.

Mayor Dean Trantalis stated that to protect Mason and the board he would be more comfortable with bringing purchases over a certain amount for board approval. Mayor Trantalis asked Mayor Levy what the threshold for approval was at the City of Hollywood? Mayor Levy said the City Council approves purchases over \$50,000.

Mayor Levy asked whether staff, could recall any purchases made over \$100,000 in the last six months. Rochelle Daniels said we don't usually have many purchases in that amount and that the most recent purchase was a server which required state

approval before purchasing. We haven't had any other item in several years in that amount.

Mayor Levy asked staff if there was a number we would be comfortable with bringing back for board approval which would not hinder day to day operations.

Rochelle Daniels stated that as long as our purchasing thresholds are aligned with the federal thresholds for procurement purposes she was sure Mason would be fine with bringing purchases to the board for approval based on their recommendation. Mayor Trantalis indicated the he was comfortable with having any single item over \$50,000 being brought to the Board for approval.

Rochelle Daniels then asked if she could summarize their agreement in a motion and then suggested the following motion for their consideration:

1) CSBD is authorized to align its purchasing thresholds for purposes of procurement with the federal thresholds. 2) The purchase of any single item costing \$50,000 and greater shall be brought to the Board for their approval.

On a motion made by Mayor Josh Levy and seconded by Mayor Dean Trantalis, the CSBD Council of Elected Officials unanimously approved the motion.

Ms Daniels then states that consideration was still needed for approving increases to the thresholds in the future and asked if they would agree to the following motion:

CSBD is authorized to align the purchasing thresholds with that of the federal Uniform Guidance as they may be adjusted from time to time.

On a motion made by Mayor Dean Trantalis and seconded by Mayor Josh Levy the CSBD Council of Elected Officials unanimously approved the motion.

5. 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.*)

Ms. Carol Hylton stated that we currently have a One Stop Services & Special Populations Committee and a Youth Committee; however it is no longer a requirement for them to be separate. Mason Jackson spoke with other regions regarding the structure of their committees and found that many of them had combined the two.

We have tested it by combining them both over the last few months and it worked well. Ms. Carol Hylton further noted that this makes for better strategic planning.

On a motion made by Mayor Josh Levy and seconded by Mayor Dean Trantalis, the CSBD Council of Elected Officials unanimously approved the merger of the One Stop Services & Special Populations and Youth Committees and renamed to One Stop Services Committee.

MATTERS FROM THE COUNCIL

Prior to the close of the meeting Mayor Levy asked whether the meeting was publicly noticed in accordance with the Sunshine Laws and when the next meeting was scheduled.

Ms. Hylton responded that the meeting was noticed in accordance with the Sunshine Laws and that the next meeting was scheduled for October 25, 2018. She then called their attention to the date of the annual board planning session scheduled for December 13, 2018, described in item 5 of their Agenda. She explained that we moved the timing of the meeting from November to December last year because of community conflicts, like the boat show, with the planning session dates. Mayor Trantalis mentioned the difficulty regarding meetings during the holiday season

MATTERS FROM THE STAFF

None

MATTERS FROM THE PUBLIC

None

ADJOURNMENT 8:51 A.M.

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