



**Broward Workforce Development Board  
One Stop Services Committee  
Tuesday, January 11, 2022  
12:30 p.m. – 2:00 p.m.  
Zoom Meeting ID: 827 0366 7790  
Zoom Password: 264543  
Zoom Call in: 1 646 876 9923**

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## **MEETING MINUTES**

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

**Due to Coronavirus, in the interest of keeping our board, staff, and public safe this meeting is also being held via a Zoom video conference using the link below.**

**<https://us02web.zoom.us/j/82703667790?pwd=N0dnNFIVR0F5WFVaTIIPcIlhUWIWQT09>**

**THE COMMITTEE WAS REMINDED OF CONFLICT OF INTEREST PROVISIONS.**

### **ATTENDANCE:**

**One Stop Services Committee Members:** Rick Shawbell, Ann Deibert, Cassandra Evans, Felipe Pinzon, Audrey Ljung and Dawn Liberta.

**Staff:** Carol Hylton, Ron Moffett, Rochelle Daniels, Kimberly Bryant, Mark Klincewicz, Christine Azor, Nadine Jackson and Michell Williams.

**Guests:** Jamie Cooper and Renato Cortez.

### **APPROVAL OF MINUTES**

Approval of the Minutes of the 11/2/21 One Stop Services Committee Meeting.

**On a motion by Felipe Pinzon and seconded by Ann Deibert, the One Stop Services Committee unanimously approved the minutes of the 11/2/21 One Stop Services Committee Meeting.**

### **PRESENTATION**

Nadine Jackson provided an update on her role as One Stop Operator.

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## NEW BUSINESS

### 1. Program Year 21-22 Revised Budget

This is our annual update from the preliminary budget presented in May. It is the adjusted budget based upon the final grant awards received by CSBD. The CSBD formula grants for PY 21-22 total \$19,256,235, a slight increase of \$26,539 or 0.14% from the planning numbers presented in May. Dedicated grants total \$5,178,111, an increase of \$1,366,775. Our total available budget (\$19,256,235 + \$5,178,111) is \$24,434,346 for PY 21-22.

Carol Hylton provided an overview of the PY 21-22 revised budget and the revisions made to the budget based upon the final grant awards received by CSBD. This does not include our general fund which is reported separately. She stated CSBD does adhere to the guiding principles listed in the budget and maintains the administrative cap of 9% approved by the governing boards, although the statutory limit for administration is 10%.

**On a motion by Dawn Liberta and seconded by Audrey Ljung, the One Stop Services Committee unanimously approved the revised budget for PY 21–22.**

### 2. Addition of New Course for Existing ITA Provider – Florida Atlantic University

Considered adding existing eligible training provider Florida Atlantic University's Pharmacy Technician course to the ITA list. The course submitted offers two training modalities 1) online and self-paced and 2) online and live. CSBD reviewed the application for completeness and ensured that Board mandated criteria are met for the school, the training program and related occupational title.

Kim Bryant explained the recommendation to add the Pharmacy Technician course to the ITA list for existing eligible training provider Florida Atlantic University.

**On a motion by Ann Deibert and seconded by Felipe Pinzon, the One Stop Services Committee unanimously approved adding the Pharmacy Technician course for existing provider Florida Atlantic University to the ITA list.**

### 3. One Stop Services (OSS) Committee Strategic Planning Matrix Updates

Considered the updates to the OSS Committee Strategic Planning Matrix.

Kim Bryant reviewed the matrix updates with the committee and highlighted the progress made on the various objectives and strategies.

**On a motion by Audrey Ljung and seconded by Dawn Liberta, the One Stop Services Committee unanimously approved the updates to the One Stop Services Committee Strategic Planning Matrix.**

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#### **4. Community Needs Assessment Survey Results**

CareerSource Broward (CSBD), with input from our Committee members, developed and sent out a survey to “hear the voice of the community” so that we could gauge community awareness of CSBD’s services and hear from our residents regarding their workforce needs and interests. This memo highlighted the survey results and initiatives to address the results.

Kim Bryant discussed the general results and strategies we plan to implement based on the feedback from the Community Needs Assessment Survey. Audrey Ljung stated the report was great and thorough and one of the best she’s read in a long time.

**On a motion by Audrey Ljung and seconded by Cassandra Evans, the One Stop Services Committee unanimously reviewed and approved the strategies based on the Community Needs Assessment Survey Results.**

### **REPORTS**

#### **1. Get There Faster Veterans and Military Spouses Grant Funds**

At the December CSBD governing boards meeting they accepted \$1,096,113 from the Department of Economic Opportunity (DEO) for the Get There Faster Veterans and Military Spouses Grant. This will allow CSBD to provide targeted, in-demand employment opportunities through career training, job placement, and supportive services to military veterans and eligible spouses of active-duty military or veterans facing barriers to employment, with a focus on homeless and disabled veterans. Michelle Dennard, CareerSource Florida President, and Casey Penn, DEO Bureau Chief for One Stop and Program Support attended our Patriots for Paychecks recruitment event on 11/18 and announced the award of the grant. This is a two-year grant and funds are available from 10/1/21 to 9/30/23.

Kim Bryant provided a brief overview of the Get There Faster Grant and shared the P4P job fair video clip with the committee. Carol stated as we discussed earlier in the meeting, the survey results showed that there is room for improvement as it relates to the awareness of veteran services. These funds support this effort by expanding services to veterans. Our staff is preparing the program’s implementation and developing advertising to get messaging out to the community about how this program benefits veterans and eligible spouses and will show the additional services we have for Veterans.

#### **2. Selection of Providers for WIOA In-School Youth Program**

At their December meeting the CSBD governing boards approved up to \$500,000 to be divided among 2 providers subject to staff negotiation with 1) the School Board of Broward County (SBBC) and 2) Junior Achievement of South Florida. The majority of the funds are to be awarded to the SBBC because of their WIOA experience and as recommended by the Review Committee which met on 11/16. The Review Committee was comprised of members of the Board and the One Stop Committee. The contracts will be for an initial 18 month period and two (2) renewable one-year terms.

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Kim explained the In School Youth (ISY) Program funds were awarded between two (2) providers, the School Board of Broward County and Junior Achievement of South Florida. The contracts would be for an initial 18 month period and two (2) renewable one-year terms. The ISY goal is to provide high school seniors with paid work experience tied in with their career goals to gain skills before they graduate.

### **3. Delivery of Out of School Youth Services Through the Career Centers**

Our RFP for the career center staffing company was general and allows us to add youth case managers under that procurement. In the spring of 2021, all local areas were advised to exit participants who were not making sufficient progress in their programs. Because of the changes that would have to be made to their program design Broward College recently informed us that they would like to terminate the contract for convenience and regroup in the future to see how we might partner more effectively. To assure we meet OSY expenditure goals CSBD recommended that we provide services to a cohort of OSY through the career centers. This was approved by the governing boards.

Kim shared Broward College recently informed CSBD they wanted to terminate their OSY contract for convenience with the option of regrouping in the future, however they will remain an eligible training provider on our ITA list. To ensure that we meet the OSY expenditure requirements set by the state and that Broward County youth have access to scholarships for occupational skills training, we will have this cohort of OSY available through the career centers which was approved by the Board in December. Youth can receive scholarships to any of the various programs on the ITA list and are not limited just to Broward College; this provides more training options to WIOA eligible youth.

Rick Shawbell asked what the expectation was for the future, would OSY remain in the career centers or be returning to Broward College and what was preferred by CSBD? Carol stated this is an option we are considering. CSBD will be meeting with Broward College to see what could be done differently to continue a cohesive partnership. Carol shared we do have a relationship with Broward College because many of our youth elect to go to a public college. Our staffing company procurement allows us to be able to assign a Success Coach from the centers. When a youth assessment is complete we can connect the youth with any of the training providers because case management is done at the career centers.

### **4. Women in Tech Seminar**

On 12/16, CSBD hosted our first 'Women in Tech' seminar. The event featured 3 prominent female leaders from the Information Technology (IT) Industry as well as our Information Technology training providers. The event was held in person and was offered virtually via Zoom. The event introduced the audience to various occupational career pathways in the IT industry. We marketed the event through social media targeting our WTP participants and the distressed communities. Over 100 customers attended and feedback has been overwhelmingly positive. Our team is following up on those who expressed interest in enrolling in training.

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Kim explained CSBD hosted their first 'Women in Tech' seminar that featured three (3) prominent female leaders from the Information Technology Industry. The goal was to inform women about the various employment opportunities available in the IT Industry. There were over 100 participants for the hybrid seminar and many of them expressed interest in moving forward, once the results are monitored and eligibility is verified those who are interested will be connected with the training that's most suitable.

## **5. Request for Quotes for an Economic Study**

On 1/3 CSBD released a Request for Quotes for up to \$25,000 of formula funds for an economic study to augment the economic data we got from the State and the Greater Fort Lauderdale Alliance. The information gained would 1) assist us in better localizing our labor market information to guide our resource investment recommendations for our Four-Year Plan 2) help us assess economic conditions in our workforce area 3) assess our workforce capabilities as this was a fundamental driver of local economic development and would help us work with our education partners in identifying training for emerging jobs, thereby expanding the supply of prepared workers 4) answer board member questions, such as occupations seeing the most worker attrition and 5) provide us with information specific to our area, which we often need when we pursue discretionary grants.

Ron Moffett explained the Request for Quotes CSBD released was for a local Economic Study to address the needs of our community and to see what's happening in Broward County's labor market. The expectation is to receive the information back by April 1, 2022 to use at the next Board Planning Session. The RFQ is open and the link is posted, we are taking recommendations and the deadline is January 31, 2022 although it may be extended.

## **6. Monthly Performance Report**

The performance for the month of November was provided. November's data reflected that within the Big 7 Regions CSBD was in a six-way tie for 1st in WIOA Entered Employment Rate (EER), ranked 1st in Veterans EER, and ranked 2nd in Wagner Peyser and WTP EER, and WTP All Family Participation Rate.

Kim reviewed November's performance report with the committee.

## **7. Broward County and Florida Unemployment Information**

The unemployment rate in Broward County for November 2021 was 3.8% compared to 4.2% in October 2021 and 5.2% in November 2020. The state unemployment rate was 3.6% compared to the national rate of 3.9%. Out of a labor force of 1,053,694, there were 39,980 unemployed Broward County residents.

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Carol reviewed and provided an update on November's unemployment rate. She shared Fort Lauderdale, Pompano Beach and Deerfield metro division had the highest annual job growth compared to the all-metro areas in the state in construction and manufacturing.

The industries gaining jobs over the past year were Leisure and Hospitality and working with the hospitality task force and the association has helped get people back to work in those industries. CSBD is required to do a four year plan with the state and we expect the economic study will help in making decisions that will impact Broward to get people back to work with a livable wage. Cassandra Evans asked what we are hearing from businesses about the impact of the minimum wage increase, in the public sector they are seeing a phenomenal exodus of staff and a lot of movement happening.

Carol stated she believes there could many factors causing this, according to the Department of Labor, job openings surged to over 10 million in the last few months, the highest on record. Workers are bargaining between jobs and there are jobs that are 100% remote. High touch jobs were impacted because of the pandemic and to attract new applicants, some employers changed their benefit packages and some added onboarding bonuses. Employers are trying figure out what can be done to retain their workforce and grow their business.

Cassandra stated for those who have state jobs like her and can't move around with their jobs something different must be done, it's not equal anymore and state agencies may need to incentivize. She hopes the leadership at the state level can bring this to the attention of the governor's office because the conversation needs to be had sooner rather than later before we find ourselves in a crisis.

#### **MATTERS FROM THE ONE STOP SERVICES COMMITTEE:**

Audrey Ljung asked if CSBD has a relationship with the League of Cities and if it's possible to do a presentation at one of their meetings to bring them up to date. When we do various events we have plugged in the Public Information Officer's for the municipalities and the cities. We utilize our connections to spread the word about CSBD and follow them on Linked-In and other social media sites.

#### **MATTERS FROM THE FLOOR:**

None

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

Carol provided an overview of what's happening in the career centers, she explained after returning from the holidays there was a surge in the number of staff who either had Covid or had to quarantine after coming in contact with someone who had the virus. CSBD has returned to a hybrid work schedule for staff and will re-evaluate the schedule by monitoring the situation. She is focusing on implementing the strategies discussed from the Community Needs Assessment Survey and the Get There Faster Veterans Grant.

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She stated SYEP applications are lower than normal. She believes several reasons may be the cause, employers with entry-level jobs are hiring at higher wages and the youth are already working. Also, the School Board may have summer sessions which affected last year's SYEP enrollment. She asked the committee for insight and assistance to help increase youth participation in SYEP. Cassandra asked what we are doing on social media. Carol stated we are hitting some of the social media outlets, we have Instagram and Facebook.

Cassandra suggested Tik-Tok and Snap Chat to have youth promote SYEP and any youth organizations like South Florida Wellness Youth Coalition and Youth Movement. She also suggested using a famous person to do a quick PSA to promote the program and asked if we reached out to faith based organizations (FBO) for youth. Carol stated we do have a relationship with FBO's and we would follow up to see if the flyer for the youth was sent to them.

Dawn Liberta asked are we working with FLITE and requested the SYEP flyer be sent to her to distribute. Carol stated yes, we work with FLITE and very closely with ChildNet and we would resend her the flyer and if anyone had further suggestions to contact Kim. Audrey suggested there are over 180 social workers who work with the School Board in the area and we should try to meet with them. Carol stated she would follow up with Latema and Kim would call her for the School Board contact information.

Carol explained the WTP and WIOA caseloads have decreased. After the waivers lifted we expected an influx of new cases however that has not happened. Also, WIOA training enrollments are down; we are seeing the same issues the schools are having with low enrollments.

**ADJOURNMENT 1:54 P.M.**

**THE NEXT COMMITTEE MEETING IS SCHEDULED FOR TUESDAY, 3/1/2022 AT 12:30 P.M.**