



**Broward Workforce Development Board
Executive Committee**

**Monday April 10, 2023
12:00 Noon – 1:30 p.m.**

**Zoom Meeting ID: 896 3339 0451
Zoom Password: 840681
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: Frank Horkey, Jim Ryan, Dr. Lisa Knowles, Francois Leconte, Kevin Kornahrens, Rick Shawbell, and Heiko Dobrikow, who chaired the meeting.

ATTENDEES VIA ZOOM: Zac Cassidy, Dr. Ben Chen, Dawn Liberta, and Sandy McDonald.

STAFF: Carol Hylton, Ron Moffett, Rochelle Daniels, Mark Klinecicz, and Michele Baldis.

APPROVAL OF MINUTES

Approval of the Minutes of the 2/13 meeting.

On a motion made by Rick Shawbell and seconded by Frank Horkey, the Executive Committee unanimously approved the minutes of the 2/13 meeting.

NEW BUSINESS

1. Broward Workforce Development Board Appointments

Considered recommending the appointments of 1) Dr. Earlean Smiley, Interim Superintendent of Broward County Public Schools to fill the mandatory core partner Adult Basic Education seat and 2) Dr. Stacy Volnick, Interim President, Florida Atlantic University to fill the required post-secondary seat on the BWDB. Carol Hylton, President/CEO has spoken to each of the prospective appointees, and they have agreed to serve. Approved at the 3/24 Organizational Resources Committee meeting.

Mr. Horkey complimented Ms. Hylton for her diligent pursuit of both candidates. They are significant additions to the board.

On a motion made by Rick Shawbell and seconded by Frank Horkey, the Executive Committee unanimously approved 1) Dr. Earlean Smiley, Interim Superintendent of Broward County Public Schools and 2) Dr. Stacy Volnick, Interim President, of Florida Atlantic University to be recommended for appointment to the BWDB.

2. PY 23/24 School Board of Broward County (SBBC) Out-of-School Contract Renewal

Considered approval of 1) the renewal of the SBBC out-of-school youth contract for PY 23/24 not to exceed \$615,185 subject to negotiation and 2) which includes an increase of 20% to account for staff wage and benefit increases. The number of youth to be served is the same as last year, up to 135 youth. This is the 4th and final renewal under the current contract. Because SBBC is represented on the BWDB, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 3/27 Youth Committee meeting.

Ron Moffett pointed out that this is the 4th and final renewal under the current contract.

On a motion made by Frank Horkey and seconded by Francois Leconte, the Executive Committee unanimously approved the renewal of the SBBC out-of-school youth contract for PY 23/24 not to exceed \$615,185 subject to negotiation.

3. PY 23/24 Navigator Out of School Youth (OSY) Contract Renewals

Considered approval of the PY 23/24 contract renewals for three Navigator contracts, 1) Helping Advance and Nurture the Development of Youth (HANDY) for up to \$156,900 2) The Fort Lauderdale Independent Training and Education (FLITE) Center for up to \$257,947 3) The Center for Independent Living, Broward (CILB) for up to \$67,662 and 4) which includes increases of 20% to account for staff wage and benefit increases subject to negotiation. The number of youth to be served by each provider is the same as last year. Approved at the 3/27 Youth Committee meeting.

Mr. Leconte inquired if an RFP is required for the renewal of the contracts.

Ms. Daniels indicated that this is the last renewal for this contract under the current procurement. However, at the end of the contract renewal period, the Board could recognize that there is a limited number of performing youth providers in the community and move to renew the contracts without an RFP. This would have to be a formal action by the board at that time.

On a motion made by Francois Leconte and seconded by, Jim Ryan the Executive Committee unanimously approved the PY 23/24 navigator OSY contract renewals.

4. PY 23/24 SBBC In-School Contract Renewal

Considered approval of 1) the renewal of the SBBC in-school youth contract for PY 23/24 not to exceed \$360,000 subject to negotiation and 2) which includes an increase to the number of youth to be served from 50 to 100 youth as USDOL has granted the state a waiver allowing us to spend up to 50% of our youth funds on in-school youth. The contract targets youth in their senior year providing them with employability skills and a work experience related to their career interests. As this year's program started in January current performance is not yet available. Because SBBC is represented on the BWDB, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 3/27 Youth Committee meeting.

Ms. Hylton indicated that the State requested the waiver to increase the allowable expenditure rate for in-school youth and the U.S. DOL has approved the waiver. The State is reviewing all the policies pertaining to this before they provide guidance to the local areas. Knowing what other states have already done we are anticipating the youth threshold may move to 50/50 for the expenditures.

On a motion made by Francois Leconte and seconded by, Dr. Lisa Knowles the Executive Committee unanimously approved the renewal of the SBBC in-school youth contract for PY 23/24 not to exceed \$360,000 subject to negotiation.

5. PY 23/24 Junior Achievement of South Florida (JASF) In-School Contract Renewal

Considered approval of 1) the renewal of the JASF in-school youth contract for PY 23/24 not to exceed \$300,000 subject to negotiation and 2) an increase to the number of youth to be served from 25 to 50 youth as USDOL has granted the state a waiver allowing us to spend up to 50% of our youth funds on in-school youth. The contract targets youth in their senior year, providing them with employability skills and a work experience related to their career interests. As this year's program started in January current performance is not yet available. Approved at the 3/27 Youth Committee meeting.

On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the renewal of the JASF in-school youth contract for PY 23/24 not to exceed \$300,000 subject to negotiation and 2) an increase to the number of youth to be served from 25 to 50 youth.

Accept Funds for the Summer Youth Employment Program (SYEP)

Considered the acceptance of an additional 1.4 million from the Children's Services Council of Broward (CSC) to increase the number of youth who can participate in the SYEP. The funding will be used to serve up to an additional 280 economically disadvantaged youth ages 16-18 years old in the 2023 SYEP. The SYEP will provide each youth with three days of employability skills training and an eight-week meaningful summer work experience. Approved at the 3/27 Youth Committee meeting.

Ms. Hylton indicated that she conducted a presentation of the SYEP for the CSC board. At the end of the presentation the Board voted to give CSBD an additional 1.4 million for the SYEP program. We anticipate we should be able to serve an additional 280 to 300 youth. Staff is finalizing the budget for submission to CSC.

Ms. Hylton further explained, we have contacted the School Board and they are sending out an email to the youth in their healthcare track to apply for SYEP. We kept the portal open to give them time to do so. Youth may be able to receive credit and a credential through the Network for Teaching Entrepreneurship for the work experience. We are talking to the School Board about this opportunity.

Ms. Hylton stated that she has spoken to Shane Strum about creating additional opportunities for youth to work in the Broward Health hospitals. He has connected us with staff and we are going through that process.

Mr. Dobrikow recognized the staff and leadership of CSBD. For the CSC Board to make such a quick decision, speaks to our reputation in the community.

Both Mr. Horkey and Mr. Shawbell thanked Ms. Hylton for a well-delivered presentation and CSC for the additional funds.

On a motion made by Frank Horkey and seconded by Rick Shawbell, the Executive Committee unanimously approved the acceptance of an additional 1.4 million from the CSC for the SYEP.

6. Accept Funds for the SYEP

Considered the acceptance of \$100,000 from the Community Foundation of Broward to serve an additional 20 economically disadvantaged youth ages 16-18 years old in the 2023 SYEP. The SYEP will provide youth with three days of employability skills training and an eight-week meaningful summer work experience. Approved at the 3/27 Youth Committee meeting.

Ms. Hylton indicated that during the recent ALICE Summit, the Community Foundation announced that CSBD will be awarded \$100,000 for our SYEP.

On a motion made by Dr. Lisa Knowles and seconded by Jim Ryan the Executive Committee unanimously approved the acceptance of \$100,000 from the Community Foundation of Broward for the SYEP.

7. Implementation of Career Awareness for Youth 14 - 16

Considered the approval of a career awareness initiative with a budget up to \$100,000. This initiative for youth ages 14 – 16 will educate in-school youth in our target areas, regarding one-stop and CSBD services, and introduce youth at an earlier age to career options. This will also help to establish a pipeline for youth to utilize our resources when seeking training or employment. This would be funded with TANF funds to the extent they are available under the purpose of preventing individuals from needing TANF. Approved at the 3/27 Youth Committee meeting.

Ms. Hylton indicated that we plan to discuss this initiative with the Superintendent, of the Broward County Public Schools and also the Youth Committee to flesh out the details for the event. This would allow economically disadvantaged youth to experience the various career pathways that are available to them.

Ms. Daniels indicated we have discussed targeting in-school youth, ages 14 to 16 years.

Mr. Horkey stated that Broward Education Foundation does something similar and that we may be able to coordinate efforts.

Mr. Shawbell offered his services to help with this Career Awareness initiative as it is in his wheelhouse and very important to him.

On a motion made by Rick Shawbell and seconded by Frank Horkey the Executive Committee unanimously approved the implementation of a Career Awareness initiative for in-school youth with a budget of up to \$100,000.

8. CareerSource Broward (CSBD) Ambassador Program for BWDB Members

Considered the adoption of a no-cost outreach campaign devised by our Broward Workforce Development Board (BWDB) Chair to be led by our workforce board members. The plan would make each of our BWDB members an ambassador in the employer community, increasing awareness of our employer services. As part of this effort, BWDB Chair Heiko Dobrikow has worked with staff to create a letter/email for board members to use to encourage employers to avail themselves of CSBD's employer services. The Committee is asked 1) to approve the letter /email template and 2) to identify additional outreach strategies for the ambassador program. Approved at the 4/3 Employer Services Committee meeting.

Mr. Dobrikow expressed his desire for the board members to use their sphere of influence to increase awareness of our business services.

On a motion made by Rick Shawbell and seconded by Frank Horkey, the Executive Committee unanimously approved the CSBD Ambassador Program for BWDB Members.

REPORTS

1. Summer Youth Employment Program (SYEP) Update

The SYEP youth application portal opened on 12/19 and closed on 3/31. We received over 2,000 applications. With the additional funds awarded by the CSC and Community Foundation, we will be able to serve a total of 1,226 youth this year. SYEP preparation activities include 1) Youth intake and enrollment 2) Recruiting additional employer worksites and conducting site visits and 3) starting to match the youth to the available positions. The program kicks off on 6/12 with a three-day orientation and employability skills training workshops. Youth will start working at their assigned workplaces on 6/20, and the program ends on 8/9.

Ms. Hylton recognized the staff that worked together to prepare an additional 500 youth packets to be mailed out to youth for the additional slots.

Mr. Dobrikow thanked Latema King for the effort she has put forth as SYEP Manager. The program has grown from 600 to over 1,200 youth.

2. Update on Chamber of Commerce Outreach Contracts

In alignment with our Marketing and Communications Strategic Plan, CSBD entered into outreach agreements with 1) Greater Fort Lauderdale, 2) Greater Hollywood, and 3) Broward County Black Chambers of Commerce to expand awareness and engagement with the business community. The agreements make the Chambers our partners in providing opportunities for us to provide detailed information about the range of employer services businesses can access.

Ms. Hylton indicated that the outreach micro contracts with the chambers, as well as community partners, are proving to be successful in growing our brand and ensuring the employer community is aware of the services we provide. The chambers are writing articles, posting on social media, and arranging for CSBD to conduct presentations on our Economic Dashboard. We will be building on this momentum next year.

Mr. Horkey inquired which organizations we contracted with for the micro contracts.

Ms. Hylton stated that we currently have a contract with 3 of the biggest chambers, Ft Lauderdale, Hollywood, and Black Broward Chambers of Commerce, and 2 community partners, Hispanic Unity of Florida and the Urban League.

Mr. Horkey inquired if we considered a building contractors association, as they may be a good partner.

Ms. Hylton indicated we could look at additional partners for next year.

3. Board Members' Recognition

Presentation of a plaque for Dr. Mildred Coyne who resigned from the Board.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Mr. Dobrikow recognized staff for an outstanding job. He discussed the recent Employee Appreciation events at the centers and that he was very impressed with the positivity, and can-do attitude of the staff.

He voiced his appreciation for the Board members Jim Ryan, Dr. Chen, Rick Shawbell, Francois Leconte, Lisa Knowles, and Zac Cassidy for attending the staff luncheons at the centers. He was inspired by the way the staff talked about their leadership. Michael Watson, Lucrechia Childs, Maurice Gardner, and Reynold Hicks were hailed by their staff. Mr. Dobrikow learned a lot from the experience and highly recommended that all board members visit the Career Centers.

Mr. Dobrikow expressed his appreciation to Carol Hylton, Mark Klinecicz, Kim Bryant, Zac Cassidy, Frank Horkey, and Dr. Lisa Knowles for their attendance at NAWB this year.

Mr. Dobrikow indicated that in attending the workshops it was evident that CSBD is ahead of many other local areas that may now be tackling issues we addressed years ago. He also reviewed some of the points he took away from the conference:

- The American Job Centers across the country are underutilized by job seekers.
- A best practice is to market our value proposition which is the services we offer to employers to better engage them.
- The technology field is moving so fast that by the time a student completes their four-year degree the skills required for employment will have changed. Using a trade skill program in conjunction with a traditional degree will fill the gap.
- Trade skill education could be sufficient for many occupations across all industries.

Ms. Hylton agreed with Mr. Dobrikow's assessment. She added that one additional takeaway for her was the value of digital storytelling about the organization and a demonstration of a variety of available tools for us to utilize in accomplishing a better job of storytelling.

Dr. Knowles agreed and stated that many workshops she attended focused on apprenticeships and continual learning. A good model is to mix skill set learning with higher education.

Mr. Cassidy stated that he primarily attended workshops promoting apprenticeships and that we are ahead of the curve.

MATTERS FROM THE EXECUTIVE COMMITTEE

Mr. Ryan announced the eMerge America Conference on 4/20 and 4/21, concentrating on entrepreneurship. Florida is the #1 state in the nation in the creation of entrepreneurs, which in turn creates jobs. Mr. Ryan encouraged members to attend the conference.

Mr. Horkey pointed out a need to develop entrepreneurs through our centers. Ms. Hylton reminded the committee that we recently added FAU's entrepreneur program to our ITA list.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton announced that we are excited about our Learn. Work. Win. job fair that will be held on 4/20. We are partnering with the Urban League and Hispanic Unity of South Florida. Employers and training providers will be there so customers can seek employment or training. The Board and committees are invited to stop by, and we also plan to invite the Broward Legislative Delegation.

Ms. Hylton stated that at the Employer Services Committee, we brought a recommendation to increase the OJT wage cap to \$45 an hour to pull in dislocated workers and to close the gap of increased wages. While this operational issue was within the purview of CSBD we wanted to bring it to the Employer Services committee for their input, and it was supported.

At a special Women's History Month Reception, Representative Debbie Wasserman Shultz recognized CSBD for the good work we do in the community.

Ms. Hylton informed the committee that CSBD was just informed that we are the recipients of the 2023 District Partner of the Year Award by the Broward County Public School Board. The award will be presented on May 5th. She will pass along more information as it becomes available.

Lastly, Ms. Hylton reminded the committee of the upcoming April 13th Networking Event and the April 27th Board Planning Session.

ADJOURNMENT

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON MAY 8, 2023.</p>
