



Broward Workforce Development Board
One Stop Services Committee
Tuesday, May 17, 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

MEETING MINUTES

CareerSource Broward Main Conference Room, 2890 W. Cypress Creek Road, Ft. Lauderdale, FL 33309

This meeting was held in person. Due to Coronavirus, in the interest of keeping our committee members, staff, and public safe this meeting was also accessible via a Zoom video conference using the link below.

<https://us02web.zoom.us/j/82703667790?pwd=N0dnNFIVR0F5WFVhTlIPc1lhUWlWQT09>

THE COMMITTEE WAS REMINDED OF CONFLICT OF INTEREST PROVISIONS.

ATTENDANCE:

One Stop Services Committee Members: Rick Shawbell, Frank Horkey, Ann Deibert, Cassandra Evans, Cynthia Sheppard, Marjorie Walters, Jill Denis-Lay, Felipe Pinzon, Audrey Ljung and Dr. Mildred Coyne

Staff: Carol Hylton, Rochelle Daniels, Ron Moffett, Kimberly Bryant, Christine Azor, Jennifer Becker, Rosamond Parker-Pickett and Michell Williams

Guests: Brian Johnson and Jennifer Wennberg

APPROVAL OF MINUTES

Approval of the Minutes of the 3/1 One Stop Services Committee Meeting.

On a motion by Cassandra Evans and seconded by Ann Deibert, the One Stop Services Committee unanimously approved the minutes of the 3/1 Committee meeting.

NEW BUSINESS

1. Selection of a Staffing Company for the One-Stop Centers

Considered approving the contract with Integrative Staffing Group, the low bidder, to staff the three (3) one-stop centers in the amount of \$85.00 per employee, per pay period estimated at \$176,800 and the cost of the 90 day "Temp to Perm" of 1.4% for an estimated \$16,416 for a total of \$193,216. As with our previous staffing contract this doesn't include benefits and taxes

which are pass through costs. The contract is for an initial one year period and for three (3) renewable one-year terms. The current contract with EmpHire will be extended to allow for a small transition period.

Mr. Moffett explained CSBD had to procure the staffing company for the One-Stop Centers as the number of renewals had ended. The Request For Proposals (RFP) was sent out in March for a period of four weeks, and over thirty staffing companies and associations were alerted via email that an RFP was posted. He explained CSBD received three proposals, one was deemed unresponsive and two were responsive. The RFP Rating Committee met, reviewed and rated both proposals and unanimously selected Integrated Staffing Group (ISG). The committee consisted of Frank Horkey, Board Chair and Board members. Mr. Moffett explained that the difference between the two staffing companies were their fees on the rate per employee, per pay period, with ISG having the lower fee.

ISG was recommended as the staffing company however, EmpHire remains eligible if CSBD does not move forward with ISG. This contract also has a 90-day temp to perm component

Mr. Shawbell asked if the extension of EmpHire to allow for a short transition time be added in the recommendation. Ms. Daniels concurred with the recommendation to add it.

On a motion by Frank Horkey and seconded by Cassandra Evans, the One Stop Services Committee unanimously approved the selection of ISG to concur with the recommendation of the RFP Review Committee and include a short transition period from EmpHire Staffing to ISG.

2. PY 22/23 Preliminary Budget

The Preliminary Budget presented reflected a 3.5% increase in formula funds of \$660,566 which was largely due to an increase in carry forward. The total amount of formula and carry forward projected to be available in PY 22/23 was \$19,750,731 as compared to \$19,090,165 actual in PY 21/22. The budget continues to emphasize investments in customer training and getting unemployed people to work and aligned with WIOA and achieving Board strategic initiatives and key business results.

Ms. Hylton indicated that the state has requested a waiver to allow up to 50% of WIOA Youth funds to be spent on in-school youth (ISY). If they receive the waiver, the committee could revisit our current youth budget to increase funding to in school youth.

Mr. Horkey stated the Board wants to keep the administrative cost at 9%, the cap is 10%.

Mr. Pinzon asked if the total training cost is \$6.5 million, how does that compare to last fiscal year. Ms. Hylton explained that the overall budget last year dedicated to training was 35%, this year it is 33%, and reminded the committee that it does not include dedicated grants which also allows for training customers.

Ms. Ljung asked for more information on the youth waiver. Ms. Hylton explained with respect to our youth funding we have to spend 75% on our out-of-school youth (OSY) Program. We allotted 80%, to ensure we always make meet the requirement. This year we are also funding two small the ISY programs the School Board and Junior Achievement (JA) program.

On a motion by Frank Horkey and seconded by Felipe Pinzon, the One Stop Services Committee unanimously approved Program Year 22/23 Preliminary Budget.

3. Continued Eligibility for Atlantic, McFatter and Sheridan Technical Colleges

Considered approval of the current eligible training providers Atlantic, McFatter, and Sheridan Technical College's continued eligibility status beginning 7/1/22 thru 6/30/24 and 4) retention of all of their current programs on the Individual Training Account list. The State requires that eligible training providers be renewed every 2 years. Each of these providers have met continued eligibility requirements that include, but are not limited to, licensure, accreditation, issuance of an industry recognized credential and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness and ensured that CareerSource Florida requirements and Board mandated criteria were met for all three schools. Because Board member, James Payne, is employed by the School Board of Broward County, this recommendation was approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting.

Ms. Bryant explained Atlantic, McFatter and Sheridan Technical Colleges were being considered for continued eligibility and for their training programs to remain on the ITA list. The State requires that eligible training providers be renewed every 2 years to ensure each of these providers have met the continued eligibility requirements. She stated numbers 3, 5 and 6 of the agenda are similar motions for approval.

Mr. Horkey asked could numbers 3, 5 and 6 of the agenda be approved together. Ms. Hylton stated number 5 had a conflict, Dr. Coyne of Broward College. Mr. Shawbell stated the motion for number 5 would be done separately and the motion for number 3 and 6 would be done together.

On a motion by Rick Shawbell and seconded by Felipe Pinzon, the One Stop Services Committee unanimously approved public schools Atlantic, McFatter, Sheridan Technical Colleges, and 14 private schools: 1) AAA School of Dental Assisting 2) Bar Education dba Southeastern College 3) City College 4) Concorde Career Institute 5) Florida Atlantic University 6) Florida National University 7) FVI School of Nursing & Technology 8) Jersey College 9) Miami Dade College 10) New Horizons Computer Learning Center 11) PC Professor 12) Ruby's Academy for Health Occupations 13) South Florida Academy of Air Conditioning and 14) The Academy of South Florida continued eligibility status, 7/1/22 thru 6/30/24 and retention of all of their current programs on the ITA list.

4. Addition of New Courses for Current Provider Atlantic Technical College

Considered approval of Atlantic Technical College's application to add eight (8) courses the WIOA Individual Training Account (ITA) list and their Patient Care Technician program to the WTP ITA list for a total of nine (9) programs. CSBD reviewed the applications for completeness and ensured that Board mandated criteria were met for the school, training programs and related occupational titles. All occupations are in demand in Broward County. Since Board member,

James Payne is employed by the School Board of Broward County this recommendation was approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting.

Ms. Bryant stated CSBD met with the directors of the 3 technical colleges to meet the new leadership staff and strengthen our partnership. As a part of that meeting, we asked them to ensure the training programs they have that are eligible to be on our ITA list are actually listed, and Carol encouraged them to submit applications to add more programs. ATC is adding 8 courses to the WIOA ITA list and their Patient Care Technician program to the WTP/Youth ITA list for a total of 9 programs. Ms. Bryant explained this is to increase the variety of training options available for customers when selecting a scholarship.

Dr. Coyne stated this is brilliant and the more opportunities we have for people to engage, the better chance we have at getting a more robust workforce. Dr. Coyne asked if CSBD could consider streamlining the submission process for the vendors.

Ms. Hylton replied CSBD did review the process a few years ago, she explained for the continued eligibility process there is a short check list that must be reviewed to ensure everything is in place. She stated the process for the schools can be reviewed to see if there are ways to shorten the checklist or streamline the process. Ms. Hylton indicated that CSBD will connect with Renato Cortez, the point person for Broward College and Dr. Coyne agreed and thanked Ms. Hylton.

Ms. Hylton stated as a result of the REACH Act, the State is looking to change the process for adding schools to the list.

Mr. Horkey inquired if Board could pass a resolution that allows CSBD to report it to them instead of having to approve each one or are they required to approve each one.

Ms. Daniels explained that it is required that CSBD receive Board approval for the individual programs and their continued eligibility. She further added that is why information on performance is provided, and is a required element when considering approvals. Mr. Horkey stated his question was answered and thanked Ms. Daniels.

On a motion by Rick Shawbell and seconded by Mildred Coyne, the One Stop Services Committee unanimously approved Atlantic Technical College's application to add 8 courses to the WIOA ITA list and their Patient Care Technician program to the WTP ITA list for a total of 9 programs.

5. Continued Eligibility for Broward College

Considered approval of current eligible training provider Broward College's continued eligibility status beginning 7/1/22 thru 6/30/24 and retention of all of their currently approved occupational training programs on the Individual Training Account list. The State requires that eligible training providers be renewed every 2 years. Broward College (BC) has met continued eligibility requirements that include, but is not limited to, licensure, accreditation, issuance of an industry recognized credential and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the application for completeness and ensured that CareerSource Florida requirements and Board mandated criteria were met. Because Board member,

Dr. Mildred Coyne, is employed by BC and Board member, Francois LeConte, serves on the BC Business Advisory Committee, this recommendation was approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting.

Dr. Mildred Coyne indicated that she had a conflict on this item as she is employed by Broward College. She abstained from voting and will be required to submit a conflict-of-interest form.

On a motion by Jill Denise-Lay and seconded by Ann Deibert, the One Stop Services Committee unanimously approved continued eligibility for Broward College, beginning 7/1/22 thru 6/30/24 and retention of all of their currently approved occupational training programs on the ITA list.

6. Continued Eligibility for Fourteen (14) Current ITA Providers

Considered approval of fourteen (14) current eligible training provider's continued eligibility status beginning 7/1/22 thru 6/30/24 and retention of all of their currently approved occupational training programs on the Individual Training Account list. The State requires that eligible training providers be renewed every 2 years. All of these providers have met continued eligibility requirements that include, but are not limited to, licensure, accreditation, issuance of an industry recognized credential and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness and to ensure that CareerSource Florida requirements and Board mandated criteria are met for each of these schools. These providers are grouped together because we believe they can be passed as a group because there are no known conflicts of interest on the Board. They are

1) AAA School of Dental Assisting 2) Bar Education dba Southeastern College 3) City College 4) Concorde Career Institute 5) Florida Atlantic University 6) Florida National University 7) FVI School of Nursing & Technology 8) Jersey College 9) Miami Dade College 10) New Horizons Computer Learning Center 11) PC Professor 12) Ruby's Academy for Health Occupations 13) South Florida Academy of Air Conditioning and 14) The Academy of South Florida.

Approved above, see agenda item number 3.

7. Addition of New Courses for Existing Providers Concorde Career Institute, Florida Atlantic University, and PC Professor

Consideration to approve 1) Concorde Career Institute's Surgical Technology course 2) Florida Atlantic University's Cybersecurity course and 3) PC Professor's eight (8) Information Technology course applications to add a total of ten (10) programs to the Individual Training Account list. CSBD reviewed the applications for completeness and to ensure that Board mandated criteria are met for each of the schools, training programs and related occupational titles. All occupations are in demand in Broward County.

Ms. Bryant stated new courses were being added for existing providers Concorde Career Institute, FAU, and PC Professor, for a total of ten programs to the ITA list. CSBD reviewed the applications for completeness and ensured that Board mandated criteria were met.

On a motion by Frank Horkey and seconded by Mildred Coyne, the One Stop Services Committee unanimously approved the addition of Concorde Career Institute's Surgical Technology course, FAU's Cybersecurity course and PC Professor's eight (8) Information Technology courses for a total of ten programs to the ITA list.

8. Add New Training Providers Apex Training Center, Dick Robinson Media Code School dba Connecticut School of Broadcasting and Palm Beach Code School

Considered the approval of the following schools and courses for placement on our Eligible Training Providers List 1) Apex Training Center, Inc. to train for HVAC Mechanic Assistant 2) Dick Robinson Media Code School, LLC (DRMC) d/b/a Connecticut School of Broadcasting, to train for Radio and TV Broadcasting and 3) DRMC d/b/a Palm Beach Code School for training in Digital Filmmaking, Intro to Mobile Application Design and Development, Intro to Web Design & Development, and Social Media Marketing Specialist. CSBD reviewed the applications and they meet the Board mandated criteria. All occupations are in demand in Broward County.

Ms. Bryant stated Apex Training Center, Inc. is adding the HVAC Mechanic Assistant course, and two additional schools under the Dick Robinson Media Code School dba Connecticut School of Broadcasting and Palm Beach Code School. Ms. Bryant explained because these providers are new, the providers would be on initial eligibility for 1 year and limited to 10 enrollments in a program until performance is established.

Mr. Horkey clarified if the approval is provisionally for a year with up to 10 enrollments, Ms. Bryant replied yes, and after the 10 enrollments and performance has been established for the first group of 10, the providers can start enrolling more students.

On a motion by Audrey Ljung and seconded by Marjorie Walters, the One Stop Services Committee unanimously approved the following schools and courses for placement on our ETPL, Apex Training Center, Inc. for HVAC Mechanic Assistant, DRMC d/b/a Connecticut School of Broadcasting, for Radio and TV Broadcasting and DRMC d/b/a Palm Beach Code School in Digital Filmmaking, Intro to Mobile Application Design and Development, Intro to Web Design & Development, and Social Media Marketing Specialist.

9. Add New Training Providers Dentrilogy and Margate Medical Training Center

CSBD received applications from two (2) new schools to become Eligible Training Providers and add a total of two (2) courses to the WIOA ITA list. Consideration to approve 1) Dentrilogy and its Dental Assistant course and 2) Margate Medical Training Center and its Practical Nurse course. CSBD reviewed the applications for completeness and to ensure that Board mandated criteria are met for each of the schools, training programs and related occupational titles. All occupations are in demand in Broward County.

Ms. Bryant stated we have two additional new training providers Dentrilogy and Margate Medical Training Center. She explained Dentrilogy is adding a Dental Assistant course and Margate Medical Training Center is adding a Practical Nurse course. The providers will be on initial eligibility for 12 months and limited to 10 enrollments in a program until performance is established. Ms. Ljung asked the purpose on allowing new providers only 10 enrollments. Ms. Bryant explained because the programs are new that are being added to the ITA list, we wanted to ensure there are a sufficient demand for those occupations, and once the provider has 10 enrollments and they ensure the that students are placed in a training related occupation, then they can have additional enrollments.

On a motion by Frank Horkey and seconded by Felipe Pinzon, the One Stop Services Committee unanimously approved the following schools and courses for placement on our ETPL, Dentrilogy for Dental Assistant and Margate Medical Training Center for Practical Nurse.

REPORTS

1. PY 20 – 21 School Board of Broward County (SBBC) Out of School Contract Renewal

To ensure there was sufficient time to get the contract finalized before 7/1, the Board approved the renewal of the SBBC, Out of School youth contract for program year (PY) 22/23, for up to \$512,654 and subject to negotiation at its meeting on 4/28. This is the same amount and number of youth as last year. This is the third renewal under the current contract which may be extended for an additional four one-year terms. Because Board member, James Payne, is employed by the SBBC, this recommendation was approved by a 2/3 vote of the Board members present with an established quorum at the 4/28 Board meeting.

Ms. Bryant stated the Board approved the renewals for the WIOA Youth Provider contracts for PY 22/23; at level funding, subject to negotiation for SBBC, HANDY, FLITE, and CILB. Mr. Shawbell asked if this covered Reports number one and two on the agenda, Ms. Bryant stated yes.

2. PY 22-23 Navigator OSY Contract Renewal

To ensure there was sufficient time to get the contracts finalized before 7/1, the Board approved contract renewals for three Navigator contracts, 1) Helping Advance and Nurture the Development of Youth (HANDY) for up to \$130,750 2) The Fort Lauderdale Independent Training and Education (FLITE) for up to \$214,956 and 3) The Center for Independent Living, Broward (CILB) for up to \$56,385 PY 22/23 at its meeting on 4/28. The funding amounts are the same as last year and subject to negotiation. This is the 3rd renewal under the current contracts. The term of each of these Agreements may be extended for one additional year.

This item was discussed in number one of the Reports.

3. Summer Youth Employment Program Update

The Summer Youth Employment Program (SYEP) has seen an increase in youth applying to the program since having the wages increased. SYEP plans to serve 640 youth this summer and was currently in the enrollment process. SYEP will have a mandatory orientation with all worksite supervisors beginning 5/24. Per Board recommendation, we revised the worksite supervisor's training, to require they educate youth on the various occupations and career ladders in their industry. The program begins 6/13 and runs to 8/9.

Ms. Hylton stated SYEP recruitment is almost completed, we have about 700 youth in the program will begin with a 3-day employability skills training, the program runs from 6/13 to 8/9, and orientation is 5/24 with the worksite supervisors. Ms. Hylton indicated per the Board recommendation, the worksite supervisor's training was revised, to require supervisors to educate youth on the various occupations and career ladders in their industry.

4. Monthly Performance Report

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

Ms. Bryant reviewed March's performance report with the committee.

5. Broward County and Florida Unemployment Information

The unemployment rate in Broward County for March 2022 was 2.8% compared to 5.6% in March 2021. The state unemployment rate is 2.7% compared to the national rate of 3.8%. Out of a labor force of 1,039,821, there were 28,807 unemployed Broward County residents.

Mr. Moffett reviewed the March's Unemployment Information and stated April's Information will come out Friday, May 20, 2022.

MATTERS FROM THE ONE STOP SERVICES COMMITTEE:

None

MATTERS FROM THE FLOOR:

None

MATTERS FROM THE PRESIDENT/CEO:

Ms. Hylton advised that the Get There Faster career fair is scheduled for 5/25 at our South career center and we currently have 27 employers who plan to attend.

We are planning an Apprenticeship Forum at the Signature Grand to educate employers on how to develop an Apprenticeship program and how we can assist them. We anticipate hosting about 150 employers. We plan to also present our work-based training programs available to employers.

Ms. Hylton advised that CSBD is partnering with the Department of Children and Families for a recruitment event which will take place in early June.

Mr. Horkey encouraged all Committee and Board members to attend a CSBD job career fair or hiring event. He stated that it is important to speak with job seekers and employers to find out how things are going and hear the great feedback on our services.

ADJOURNMENT 1:32 P.M.

THE NEXT COMMITTEE MEETING IS SCHEDULED FOR WEDNESDAY, 9/7/2022 AT 12:30 P.M.