



**Broward Workforce Development Board
One Stop Services Committee
Tuesday, June 6, 2023
12:30 p.m. – 2:00 p.m.
Zoom Meeting ID: 879 9185 6079
Zoom Password: 768744
Zoom Call in: 1 646 876 9923**

MEETING MINUTES

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

This meeting was held in person. This meeting was also accessible via a Zoom video conference using the link below.

<https://us02web.zoom.us/j/87991856079?pwd=OG9BbHV4NEdnMjIiHQ2VRR3dScVpPdz09>

THE COMMITTEE WAS REMINDED OF CONFLICT OF INTEREST PROVISIONS.

ATTENDANCE:

One Stop Services Committee Members: Karen Torres, Marjorie Walters, Audrey Ljung, Cynthia Sheppard, and Rick Shawbell who chaired the meeting.

Staff: Ron Moffett, Rochelle Daniels, Mark Klinecicz, Kimberly Bryant, Christine Azor, Kaminnie Kangal and Michell Williams.

Guests: None

APPROVAL OF MINUTES

Approval of the Minutes of the 5/2 meeting.

On a motion by Rick Shawbell and seconded by Karen Torres, the One Stop Services Committee unanimously approved the minutes of the 5/2 meeting.

NEW BUSINESS

1. Memorandums of Understanding (MOU) Between CSBD and the One-Stop Partners

Considered the approval of the new MOUs with our legislative One-Stop partners. Pursuant to the Workforce Innovation and Opportunity Act, the governing boards are required to enter into MOUs for the coordination of services to participants, which may be technological through the one-stop career system. Our new MOU includes CrossWalk for cross referrals and a one-stop strategic plan. The partners must also support the infrastructure and operating costs of the one-stop proportionate to their use, as a part of the MOU. The legislative core partners requiring an MOU are 1) The School Board of Broward County 2) Broward College 3) Vocational Rehabilitation 4) Broward County 5) AARP and 6) OIC of South Florida. Because Board members Cynthia Gaber, Tara Williams, and Dr. Smiley are employed by one-stop

partners, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting.

Ms. Daniels explained that WIOA requires local Boards and Local Councils of Elected Officials to enter into an MOU with every Legislative One-Stop partner. We have MOUs in place, but they must be renewed every three years. Ms. Daniels stated that some slight changes had been made to the MOUs to bring our One-Stop partners further along in cross referrals, exchanging or sharing information, and coordinating to make the process more seamless for the customers needing the services.

Ms. Daniels added that our One-Stop Operator, Nadine Jackson implemented the Crosswalk software that allows organizations to enter their referrals to CSBD. CSBD can also enter referrals to other organizations. The partners using the new software are pleased and implementation is making a difference to clients and our partners.

Ms. Ljung asked about how the partners support the infrastructure and operating cost for the One-Stop. Ms. Daniels replied that we use a mall approach for partners which co-locate. The partners have a lease for their space and their share of the common space. Our other partners have opted for a technological connection and pay for a web presence and have assigned staff always available for co enrollment and cross referral.

On a motion by Rick Shawbell and seconded by Audrey Ljung, the One Stop Services Committee unanimously approved the MOU between CSBD and the One-Stop Partners.

2. Accept National Dislocated Worker Grant Funds

Considered the acceptance of \$1,000,000 in National Dislocated Worker Grant funds from the Department of Economic Opportunity. This award is aimed to provide temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the local areas affected by the recent flooding that occurred in April.

Ms. Bryant explained that this consideration was to accept \$1,000,000 in National Dislocated Worker Grant funds awarded to Broward County due to the flooding in April. These funds would serve local businesses to assist with repairs and job seekers who may have lost their jobs due to company closures caused by the flooding. We are using the Business Disaster Assessment results that the DEO completed with employers in Broward County.

On a motion by Rick Shawbell and seconded by Audrey Ljung, the One-Stop Services Committee unanimously approved the acceptance of \$1,000,000 in National Dislocated Worker Grant funds from the Department of Economic Opportunity.

3. Integrative Staffing Group Contract Renewal PY 23/24

Considered the renewal of the Integrative Staffing Group, Inc. (ISG) contract for PY 23/24. ISG staffs our one-stop career centers. They have met all of our financial and personnel requests and worked to keep benefit and insurance costs contained. Their fees remained the same as last year at \$85 per employee per pay period for a total fee of approximately \$181,220 based on our projected staffing level. This was the first of three one-year renewal terms under the current procurement. CSBD was very pleased with their performance.

Mr. Moffett shared that ISG was the employer that staffed our One-Stop Career Centers during PY 22/23. Their cost would remain the same as last year at \$85 per employee per pay period. They have been responsive to all requests over the past year and implemented electronic timekeeping. Mr. Moffett stated CSBD was happy with ISG and recommended renewing ISG's contract for PY 23/24.

On a motion by Rick Shawbell and seconded by Kareen Torres, the One-Stop Services Committee unanimously approved renewing the Integrative Staffing Group, Inc. contract for PY 23/24.

4. One-Stop Operator Contract Renewal

Considered the renewal of the contract with Workforce Guidance Associates, LLC. (WGA) and increased the roles and responsibilities from part-time to full-time to encompass additional duties. This included supervising the community liaison, assisting with grant acquisition, and overseeing some discretionary grants in addition to the OSO duties. This would save us money by utilizing WGA already under contract with us. The contract would be increased from \$65,000 to \$110,000, subject to negotiation, to cover wages and benefits. This was the first of two renewals under the current procurement. The cost would stay the same through the next renewal.

Ms. Daniels identified Ms. Nadine Jackson as our assigned one-stop operator. Ms. Daniels stated Ms. Jackson has been called upon many times this year to assist and had been gracious about giving her time when needed. Ms. Daniels shared that Ms. Jackson has been with the organization for several years and she does a great job, the community likes her, and she also manages the Community Liaison. She has been extremely impactful in expanding our reach to all the cities in our county.

On a motion by Rick Shawbell and seconded by Audrey Ljung, the One-Stop Services Committee unanimously approved 1) the contract renewal with Workforce Guidance Associates, LLC and 2) increasing the contract up to \$110,000 for the additional roles and responsibilities and moving to full-time.

5. PY 23/24 Preliminary Budget

The Program Year (PY) 23/24 Preliminary Budget reflected an overall decrease of 8.6% or (\$1,801,836) in formula funds. The decrease in formula funds is due to an overall reduction in State allocations. The total amount of PY 23/24 formula and carry forward that we projected to be available was \$19,264,993 compared to \$21,066,829 actual in PY 22/23. The budget continues to emphasize investments in customer training and getting the unemployed back to work, and it aligns with WIOA and achieving Board strategic initiatives and key business results. CSBD recommended the acceptance and approval of the preliminary PY 23/24 budget.

Mr. Moffett explained that we recently received our planning allocations from the State. Overall, we project an 8.6% decrease in available formula funding. As most committee members know, formula allocations are based on local factors in relation to other states and other areas within our State, such as unemployment, poverty rates, long-term unemployment, and mass lay-off data. Broward's unemployment rate and other applicable factors were lower than many other regions impacting our allocations.

Mr. Moffett explained that CSBD had done a few things to absorb the reduction in the allocations, such as allowing temporary positions to end, managing the vacancy fill rate, and budgeting for less for upgrades such as furnishings and refreshing of equipment and facility-related costs. Mr. Moffett reviewed the tables and categories in the preliminary budget for the total amount of formula and carry forward projected for PY 23/24, and the factors taken into consideration in constructing the budget.

Ms. Ljung asked for more details about the reduction in the youth budget allocation. Mr. Moffett replied because of the tight labor market, youth in our programs are not as interested in occupational training as they used to be; they know they can go directly to work and want to work. Many of our youth are older, are part of our GED program, and already have part-time jobs. After a review, we realized we could reduce some of the budget allocated for WEX because it would not be expensed.

Ms. Ljung suggested looking at providing youth with mental health services. Ms. Daniels responded that we recognize that mental health is an issue and referral for support services including mental health services is one of the 14 elements under WIOA. We also have Making Strides here to connect with our mental health providers in the community through the One-Stops to make referrals. Each of our youth providers know that as they prepare an Individual Service Strategy for the youth that if the youth requires mental health services, they can refer them to Henderson Behavioral Clinic or one of our other partners in the community.

On a motion by Rick Shawbell and seconded by Audrey Ljung, the One-Stop Services Committee unanimously approved the Preliminary Budget for PY 23/24.

REPORTS

1. Update on Outreach Contracts with Urban League and Hispanic Unity

Stemming from a recommendation made by the One Stop Services Committee, CSBD entered into outreach agreements with Hispanic Unity of Florida (HUF) and the Urban League of Broward County (ULBC) to expand awareness and engagement. The agreements provided opportunities for CSBD to share detailed information about the range of job seeker services individuals could access. We also partnered on our recent Learn. Work. Win. Training and Job Fair that over 200 customers attended. CSBD shared the video of the Learn. Work. Win Training and Job Fair held at the Urban League of Broward County.

2. Community Outreach Liaison

To increase awareness of the job seeker and employer services, CSBD provides, we hired a Community Outreach Liaison (COL) to conduct outreach with community providers, municipalities, schools, and other organizations. The COL conducts outreach throughout Broward County, emphasizing the communities with the highest unemployment rates.

Ms. Bryant explained that our Community Outreach Liaison, Carlisle Anderson, has been working closely with Nadine Jackson to bring awareness to the community about CSBD services. Ms. Ljung added that she had seen Mr. Anderson at the Children Services Council of Broward County, and she was very impressed by his presentation.

3. CSBD Marketing Strategy – Geofencing

Geofencing allows us to advertise specific messages to potential customers within a particular geographic area. In support of their success, CSBD plans to reach out to attendees at large graduation ceremonies using geofencing, representing nearly 40 graduations throughout our community. Our messaging would remind them of the fantastic services provided at the centers. We aim to increase traffic from these populations at the centers, as many new and proud graduates plan to enter the workforce. Our goals are to put these graduating classes, and their families, on the road to financial independence and professional career pathways.

Ms. Bryant stated that we were strategically targeting 40 graduation ceremonies within a particular geographic area. Our messaging will remind them of the services we provide at our centers to assist them in finding employment in their fields.

4. Monthly Performance Report

The current performance for the month of April was provided. The data reflected that within the Big 7 Regions, CSBD was in a four-way tie for 1st in WIOA Entered Employment Rate (EER), WTP All Family and Two Parent participation rate, and ranked 2nd in Wagner Peyser EER.

Ms. Bryant reviewed the Performance Report for April.

5. Broward County and Florida Unemployment Information

The unemployment rate in Broward County was 2.3 percent in April 2023. This rate was 0.4 percentage points lower than the region's year-ago rate. In April 2023, Broward County's unemployment rate was the same as the State's rate. Out of a labor force of 1,083,332, up 28,204 (+2.7 percent) over the year, 24,633 Broward County residents were unemployed.

Ms. Bryant reviewed the Broward County and Florida Unemployment Information with the committee.

MATTERS FROM THE ONE STOP SERVICES COMMITTEE CHAIR: None

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MATTERS FROM THE FLOOR: None

MATTERS FROM THE PRESIDENT/CEO:

Mr. Moffett shared that Ms. Hylton and Dr. Knowles were attending the Florida Workforce Development Association Meeting and the CareerSource Florida Committee and Board meetings in Tallahassee. Mr. Moffett shared that as a result of House Bill 5 DEO will be changing their name to the Department of Commerce. House Bill 5 also eliminated Enterprise Florida as a stand-alone entity and that going forward it will be incorporated into the DOC.

Mr. Moffett mentioned that the governor approved the realignment that CareerSource Florida voted on for reducing workforce boards from 24 to 21. Although Broward was not affected, they want us to move forward on exploring ways to provide regional services across the South Florida. We were asked to pair with CareerSource South Florida (Miami-Dade and Monroe Counties) on regional initiatives.

CSBD has time to work on these initiatives because realignment has to take precedence, and Miami was one of the regions affected by removing Monroe County and realigning that county with Fort Myers. We would be looking at ways to provide regional-type initiatives, whether it's recruitment fairs or Paycheck for Patriots. Since our Board is forward-looking, these questions were a part of our recent Board planning session in April. The recommendations will be used to develop our PY 23/24 Matrices that are distributed to the various committees to work on throughout the year.

Mr. Moffett reported that we had over 1,000 youth enrolled in our Summer Youth Employment Program. Youth will begin their three-day employability skills orientation soon and then begin their eight-week work experience. Mr. Moffett thanked the Children Services Council for their support and generous funding.

ADJOURNMENT 1:29 p.m.

THE NEXT ONE STOP SERVICES COMMITTEE MEETING IS SCHEDULED FOR TUESDAY, 8/1/23, AT 12:30 p.m.