



**Broward Workforce Development Board  
One Stop Services Committee  
Thursday, September 9, 2021  
12:30 p.m. – 2:00 p.m.  
Zoom Meeting ID: 835 2334 4439  
Zoom Password: 370561  
Zoom Call in: 1 646 876 9923**

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## **MEETING MINUTES**

Due to Coronavirus, in the interest of keeping our board, staff, and public safe this meeting was held via a Zoom video conference.

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

#### **ATTENDANCE:**

**One Stop Services Committee Members:** Rick Shawbell, Gary Arenson, Cassandra Evans, Jill Denis-Lay, Felipe Pinzon, Marjorie Walters, Cynthia Sheppard and Audrey Llung.

**Staff:** Carol Hylton, Ron Moffett, Rochelle Daniels, Kimberly Bryant, Barbara Cevieux and Michell Williams.

**Guests:** Andree Garnier, Andrew Jarcas, Brian Johnson and Olivia Sarson.

#### **APPROVAL OF MINUTES**

Approval of the Minutes of the 6/8/21 One Stop Services Committee Meeting.

**On a motion by Gary Arenson and seconded by Cassandra Evans, the One Stop Services Committee unanimously approved the minutes of the 6/8/21 One Stop Services Committee Meeting.**

#### **NEW BUSINESS**

##### **1. WIOA In-School Youth Work Experience Program**

Considered approving the allocation of up to \$500,000 in WIOA youth funds for an In-School Youth program. This will provide up to 100 high school seniors with employability skills and a work experience related to their career interests. We are in the process of requesting quotes in anticipation of the Committee's consideration.

Kim Bryant explained this In-School Youth (ISY) program will serve up to 100 high school seniors to provide them with work experience and employability skills related to their employment goals. This is in alignment with the One Stop Services Committee Matrix on increasing the impact on youth who are currently in school.

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Cassandra Evans asked how the schools are selected and identified for the program. Rochelle Daniels explained WIOA eligibility for ISY requires that youth be economically disadvantaged, live in a high poverty area designated through the USDOL formula, and have a barrier to employment. Rochelle stated it does not matter which school, youth that fit eligibility requirements should be able to participate. The idea is to target the youth during their last semester to keep them engaged in school and assure they receive their high school diploma, while providing them with employability skills and work experience.

Gary Arenson asked if it is geared toward the last semester of the youth graduation year or to our program year and, if so, will we have difficulties getting the youth processed in time. Rochelle stated the last semester of the school year aligns with the last two quarters of our program year. If approved, we plan to release a request for quotes after the September Board meeting and hope to get responses in time for the October Board meeting. The provider or providers that are funded can start recruiting the youth and will be ready to start by mid-January.

**On a motion by Cassandra Evans and seconded by Gary Arenson, the One Stop Services Committee unanimously approved allocating up to \$500,000 in WIOA youth funds for an In-School Youth Work Experience program.**

## **2. Community Needs Assessment Survey**

CSBD is championing innovative ways to increase our impact on the distressed communities in Broward County. An integral part of successfully achieving our goal is to identify the needs of these communities and assess the impact of our outreach. This will be accomplished using a Community Needs Assessment Survey. This survey will assist us in developing outreach strategies that will result in increased job seeker participation in CSBD job search and training initiatives that lead to higher self-sufficiency among the distressed community residents. The One Stop Services Committee reviewed and provided input on the Community Needs Assessment Survey.

Kim Bryant stated this too is an initiative stemming from the One Stop Services Committee Matrix. Kim explained that we are bringing the survey to the committee for their review, input and feedback on the survey questions.

Cassandra Evans reviewed the survey and suggested we use more plain language for easier understanding, such as low pay rate for the reason for unemployment and add more behavioral health occupations as examples of "Social Services."

She also recommended we use the word "barrier" in question four and add language or cultural barrier as an option. And expand on how customers may hear from us to include newspaper/local magazine. Also, include the addresses of the centers to question seven and elaborate on customers' ability to have regular access to the internet, including device used (e.g., cell phone)

Felipe Pinzon agreed that adding the language as a barrier would be good.

Audrey suggested including if they are skilled in using the Microsoft Office Suite and expanding examples on the types of marine industry jobs.

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Carol indicated that we will make the required changes and email it to the committee members to ensure we incorporated all their changes before sending out to the community.

Cassandra Evans asked how people are selected to receive the survey. Kim stated the survey will be sent to customers recently registered in Employ Florida. Re-employment assistance requires claimants to register in order to receive benefits and those customers from the distressed community zip codes as listed in the Prosperity Broward Initiative will be targeted.

Cassandra stated she would like to expand the survey to ensure that we are receiving responses from those who are really in need.

Carol agreed and stated she would follow up to see if we could share the survey with our community partners using our online survey system or another way, so they can have their customers do the assessment as well. Once we receive the results, it should provide us with insight needed to improve our outreach to these communities.

Rochelle suggested the motion be approved subject to the changes recommended during the meeting as listed in the minutes.

**On a motion by Cassandra Evans and seconded by Felipe Pinzon, the One Stop Services Committee unanimously approved the Community Needs Assessment Survey subject to including the changes from the committee.**

### **3. One Stop Services Committee Strategic Planning Matrix Update**

Reviewed and considered the updates to the One Stop Services Committee Strategic Planning Matrix.

Kim Bryant reviewed the matrix with the committee. She explained the next steps, bench marks and due dates have been added.

**On a motion by Cassandra Evans and seconded by Jill Denis-Lay, the One Stop Services Committee unanimously approved the updates to the One Stop Services Committee Strategic Planning Matrix.**

## **REPORTS**

### **1. Individual Training Account Performance Report**

All ITA providers are contractually required to have a minimum 70% training-related placement rate for graduates who complete their programs within 180 days of graduation. CSBD conducted the bi-annual analysis of ITA provider performance in August and found that all training providers met the placement threshold.

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Kim Bryant explained twice per year our training provider's performance is monitored and we require a minimum of 70% training-related job placement rate for graduates who complete their programs within 180 days of graduation and found that all training providers met the placement threshold and are in compliance.

## **2. Summer Youth Employment Program (SYEP) Report**

On 8/17, the Children Services Council of Broward County (CSC) concluded their annual financial and administrative review of the CSC funded Summer Youth Employment Program. Based on the review, CSBD was commended by CSC for a Fiscal and Administrative monitoring with no findings.

## **3. eSkill Software to Assist job Seekers**

CSBD utilizes software to assist job seekers with skills assessments in relation to the in-demand skills sought by employers. We use eSkill at a cost of \$15,000 a year for hard and soft skills assessments and have an unlimited number of licenses. The tool assists with current skill strengths and can be used for customers to create a "prove it" file for interviews. We also use it for applicant screening at the requests of employers with job orders in our system. In accordance with our procurement policy, CSBD received two (2) quotes and eSkill was the least expensive and best met the needs of our customers. This is being reported in accordance with our board policy to report single purchases over \$10,000.

Kim explained eSkill is software we've used in our career centers for several years and we recently renewed our agreement. This is being reported in accordance with board policy to report single purchases over \$10,000.

## **4. Monthly Performance Report**

July's data reflected that within the Big 7 Regions CSBD tied for 1<sup>st</sup> in WIOA Entered Employment Rate (EER), ranked 1<sup>st</sup> in WTP EER and ranked 2<sup>nd</sup> in Wagner Peyser and Veterans EER.

Kim reviewed the performance report with the committee.

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

The unemployment rate in Broward County for July 2021 was 5.1%, .7% lower from June's rate of 5.8% and compared to 13.6% in July 2020. The state unemployment rate is 5.1% compared to the national rate of 5.7%. In July 2021 nonagricultural employment in the Ft. Lauderdale-Pompano Beach-Deerfield Beach Metro Division was 817,100, an increase of 33,700 jobs (+4.3 percent) over the year.

Carol explained the unemployment rate in Broward County for July 2021 was 5.1%, a decrease from June.

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Also, CSBD has been involved in a series of recruitment events, most recently with Margaritaville and Riverside Hotel. Additionally, the state waivers ended and everyone receiving unemployment is required to register in Employ Florida.

Rick Shawbell stated he liked the overview and that Broward is seeing positive numbers.

**MATTERS FROM THE ONE STOP SERVICES COMMITTEE: None**

**MATTERS FROM THE FLOOR: None**

**MATTERS FROM THE PRESIDENT/CEO:**

Carol Hylton stated September is Workforce Professional Development month and thanked the committee for their dedication for the work they do. CSBD plans to recognize the staff with an ice cream social at each career center. This was approved by the Board and our current Board Chair Frank Horkey, along with Gary and some of our past chairs, will be in attendance at different locations to recognize the staff for their commitment and hard work.

Ms. Hylton explained the Fort Lauderdale/Hollywood International airport is looking to fill approximately 800 jobs and we are assisting with outreach and will attend the recruitment event to help engage the employers with our services.

Rick Shawbell asked for an update on the apprenticeship navigator. Carol stated the apprenticeship navigator recently resigned due to family matters. The position is scheduled to end in December so instead of hiring a replacement for the short period, the industry intermediaries will continue developing the apprenticeships for their industry that our navigator was working on. We are going to also hold an apprenticeship event later this year.

Rick stated he would like to keep the OSSC meetings virtual as they have been doing well using Zoom and the committee members agreed to continue the meetings virtually.

**ADJOURNMENT 1:32 P.M.**

**THE NEXT COMMITTEE MEETING IS SCHEDULED FOR TUESDAY, 11/2/2021 AT 12:30 P.M.**