



**Broward Workforce Development Board
Ad Hoc Organizational Resources Committee**

**Monday November 7, 2022
12:00 Noon – 1:30 p.m.**

Zoom Meeting ID:	880 2044 5118
Zoom Password:	802754
Zoom Call-in:	+1 646 876 9923

MEETING MINUTES

The Committee is reminded of the conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Board, 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.

ATTENDEES IN-PERSON: Frank Horkey, Zac Cassidy, and Kevin Kornahrens who chaired the meeting.

ATTENDEES VIA ZOOM: Ismael Martinez, Dr. Lisa Knowles, and Pam Sands.

STAFF: Carol Hylton, Ron Moffett, Rochelle Daniels, and Amy Winer.

APPROVAL OF MINUTES

Approval of the Minutes of the 2/9 Ad Hoc Organizational Resources (ORC) Nomination Committee meeting.

On a motion by Frank Horkey and seconded by Zac Cassidy, the ORC Committee unanimously approved the minutes of the 2/9 committee meeting.

Approval of the Minutes of the 6/13 Ad Hoc Organizational Resources Committee (ORC) meeting.

On a motion by Frank Horkey and seconded by Ismael Martinez, the ORC unanimously approved the minutes of the 6/13 committee meeting.

NEW BUSINESS

1. Nominations for Broward Workforce Development Board, Inc. (BWDB) Officers

Considered the approval of a slate of Officers for 2023 for presentation to the BWDB and Council. Current officers are ineligible for re-election as they are completing their second term. On 9/30 Carol Hylton, President/CEO, asked BWDB members to submit nominations via e-mail for consideration by the Organizational Resources Committee. The CareerSource Broward Council of Elected Officials has final approval of the Slate.

Ms. Hylton stated that under WIOA the Chair must be from the private sector and presented the nominations received for the slate of officers as follows 1) Chair, Heiko Dobrikow 2) Vice Chair, Jim Ryan, Keith Costello, Francois Leconte, Rick Shawbell and Pam Sands and 3) Secretary/Treasurer, Zac Cassidy.

In making their decision, the Committee looked at the individuals nominated and considered whether they represented key industries, their length of time on the Board, attendance, and service as a committee chair.

Mr. Kornahrens inquired if Mr. Ryan was interested in serving as the vice chair. Ms. Hylton responded that she would speak with him before the next Executive Committee meeting if he is recommended by the ORC.

Ms. Daniels added that per the By-Laws, the ORC recommends the slate to the Executive Committee.

On a motion made by Frank Horkey and seconded by Zac Cassidy, the ORC unanimously approved the nomination of Heiko Dobrikow as Chair for the 2023 – 2025 term.

On a motion made by Frank Horkey and seconded by Ismael Martinez, the ORC unanimously approved Jim Ryan as Vice-Chair for the 2023 – 2025 term.

On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the ORC unanimously approved a waiver of the two-year term limit for Zac Cassidy so he may serve as Secretary/Treasurer.

2. Membership Renewals

Considered the renewal of BWDB members whose terms will expire in January 2023 and who are eligible for renewal for an additional two years. The thirteen (13) members being recommended for renewal are 1) Bob Swindell 2) Francois Leconte 3) Frank Horkey 4) Heiko Dobrikow 5) Ismael Martinez 6) Keith Costello 7) Lori Wheeler 8) Pam Sands 9) Richard Shawbell 10) Sandy McDonald 11) Zac Cassidy 12) Dr. Mildred Coyne and 13) Dr. Vickie Cartwright who was appointed to the BWDB in October, to fill the remaining term of James Payne, and is also recommended for renewal for a 2-year term.

Ms. Hylton stated that even though we added Dr. Cartwright to the board last week, she took the place of James Payne, whose term expires in January, so her position requires renewal.

Mr. Horkey asked if Dr. Cartwright is a required member and is limited to 8 years. Ms. Hylton responded that the School Board is a required member and is not limited to eight years.

On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the ORC unanimously approved 1) Bob Swindell 2) Francois Leconte 3) Frank Horkey 4) Heiko Dobrikow 5) Ismael Martinez 6) Keith Costello 7) Lori Wheeler 8) Pam Sands 9) Richard Shawbell 10) Sandy McDonald 11) Zac Cassidy 12) Dr. Mildred Coyne and 13) Dr. Vickie Cartwright for membership renewals for an additional two years.

3. Broward Workforce Development Board (BWDB) Appointments

Considered adding three (3) private sector members from the targeted industries of 1) Aviation/Aerospace 2) Information Technology/Environmental and 3) Healthcare/Life Sciences to the BWDB. On 9/30, as is our custom, President/CEO Carol Hylton, sent an email to the members seeking private sector nominations. We received five recommendations for the three targeted industry slots. It is recommended that the Ad Hoc Organizational Resources/Nomination Committee consider recommending one individual from each of the targeted industry sectors.

The five individuals we received nominations for were 1) Rufus James, Airport Director, Fort Lauderdale Executive Airport 2) Michael Goldstein, President, Lan Infotech 3) Shane Strum, President/CEO, Broward Health 4) Ms. Gabriella West, VP of International Services & Global Operations, Broward Health and 5) Janet Wincko, Director Human Resources, Memorial Healthcare.

Mr. Horkey asked if we were looking for one person from each industry. Ms. Hylton responded, "yes", stating that if Mr. Strum is unable to serve, we can ask him whether he would like to recommend Gabriella West or someone else from his organization, in which case we will return to the Committee for consideration.

Mr. Horkey also asked the committee to consider Felipe Pinzon, President/CEO, Hispanic Unity of Florida, to be nominated as a member in the Workforce/Labor category. He has been on our One Stop Services Committee for the past year, and he would be replacing Josie Bacallao.

Mr. Cassidy inquired about adding Janet Wincko back to the board. Ms. Hylton replied that she had approached Ms. Wincko in this regard some time ago and Ms. Wincko indicated she was not available due to time constraints. We can check with her again if the Committee so directs.

On a motion made by Frank Horkey and seconded by Zac Cassidy, the ORC unanimously approved Rufus James, Aviation/Aerospace, and Michael Goldstein, Information Technology/Environmental to be recommended for appointment to the BWDB.

On a motion made by Frank Horkey and seconded by Zac Cassidy, the ORC unanimously approved Shane Strum, Healthcare/Life Sciences to be recommended for appointment to the BWDB.

On a motion made by Frank Horkey and seconded by Ismael Martinez the ORC unanimously approved Felipe Pinzon to be recommended for appointment to the BWDB in the Workforce (Organized labor/CBO) category.

4. CareerSource Broward Youth Committee

Considered 1) creating a Youth Committee and 2) adopting an amendment to Article IV Section 4 paragraph 1 of the By-laws to add the Youth Committee to the list of standing committees. CSBD has received community feedback encouraging the reinstatement of the Youth Committee which was merged into the One Stop Services Committee several years ago. The thought at the time was to combine committee engagement focused on job seeker services. However, the youth programs would benefit from a committee devoted to their unique needs and programs. During discussion at the One Stop Committee, there was unanimous consent to form a standing Youth Committee. The amendment to the By-Laws will require a 2/3 vote of the Board members present at a meeting with an established quorum. Approved at the 11/1 One Stop Services Committee meeting.

Ms. Hylton stated that over the last year, we have had discussions and determined that we should separate the youth programs from the One Stop Services Committee based on feedback from the community.

Mr. Horkey inquired if the elected officials would need to vote on the By-laws change. Ms. Hylton stated yes, after a 2/3 vote by the BWDB members.

On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the ORC unanimously approved 1) the creation of a standing Youth Committee and 2) adopting an amendment to Article IV Section 4 paragraph 1 of the By-laws to reflect the addition of the Youth Committee as a standing committee of the BWDB.

5. Staff Professional Development Day

Considered approving the closing of the CareerSource Broward one-stop centers and administrative office to the general public for one day each year beginning in 2023 for staff professional development training and team building. We have polled other regions and found that they do this as it is a best practice. This requires governing board approval and notice to DEO.

Mr. Horkey asked if this was enough time or whether we need to approval for an additional day. Ms. Hylton responded that we conduct training routinely, but this will allow all staff to be trained at the same time and to celebrate our successes as a group. If we need additional time in the future, we will come back to the committee with a recommendation.

On a motion made by Dr. Lisa Knowles and seconded by Frank Horkey, the ORC unanimously approved the Staff Professional Development Day.

6. Roles of the Governance Bodies

Local workforce board staff are charged with providing training to their workforce board members and elected officials in accordance with a menu of topics DEO has prescribed. One of those topics is: understanding the roles of the governance bodies, our Council of Elected Officials, the BWDB, and Board staff. Our Chart of Responsibilities is attached so your input and review can be obtained.

Ms. Daniels stated that the chart is in the board orientation manual. She stated that the elected officials, board, and staff all have their responsibilities broken down in the chart. The assignment of responsibilities is prescribed in WIOA, the Inter-local Agreement between the governmental units, the Agreement between the Council of Elected Officials and the Board, and governing board actions over the years. Ms. Sands asked whether the chart could be cross-referenced to the law, and Ms. Daniels responded yes.

Mr. Horkey inquired who is responsible for setting the salary of the CEO. Ms. Daniels responded that the CEO's salary recommendation comes from the Executive Committee to the Council of Elected Officials, and she will update the chart to reflect this.

7. Executive Committee and BWDB 2023 Meeting Schedule

Considered adopting the 2023 Executive Committee and BWDB meeting schedule. This past year during the pilot phase of the new schedule members were asked to retain traditional calendar dates on their schedules in the event additional meetings were needed. We are recommending to not maintain the hold going forward.

Mr. Moffett stated that in creating the schedule we take our business cycle, holidays and known events such as the NAWB Forum, Workforce Summit, and Broward Days into consideration. This past year we moved to meetings every other month but asked members to place a hold on the dates for the off months on their calendars. In reviewing the schedule for next year we have added an additional meeting for a total of 7 meetings. Members will no longer be asked to maintain a placeholder on their calendars for the off months.

Mr. Horkey stated that additionally, in keeping with taking care of the staff, he would like to recommend that we give staff off on 12/23 & 12/30. He stated that no one is job searching, and since we do not give bonuses, he believes this would be nice for staff. Dr. Knowles expressed her agreement.

Ms. Sands asked if this puts the Council of Elected Officials in a difficult position. Ms. Daniels stated that we have reached out to the County and the Mayors offices to see if they will be opened or closed, and we are waiting for a response. Ms. Hylton added that staff will continue to research it before bringing this item forward.

On a motion made by Zac Cassidy and seconded by Frank Horkey, the ORC unanimously approved the 2023 Executive Committee and BWDB meeting schedule.

On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the ORC unanimously approved the recommendation to give staff 12/23 and 12/30 off.

MATTERS FROM THE ORGANIZATIONAL RESOURCES COMMITTEE

Mr. Horkey said he would like a "Matters from the Committee Chair" item added to the agendas and requested that the minutes of the committee meetings reflect who chaired the meeting.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton stated that we were watching the subtropical storm and reminded the committee that we follow the County for closure of our offices. She indicated that we may have to postpone our Paychecks for Patriots career fair due to the weather. She indicated that Ms. Dennard, CareerSource Florida, is not attending, however Adrienne Grant, Senior Vice President of External Affairs is planning to attend. Mr. Horkey inquired if we have a press release for the event. Ms. Hylton stated yes, we do, it generally goes out right before the event.

Ms. Hylton stated that the Management Study is progressing. She explained that the consulting firm has already provided some recommendations for adding positions to our organizational structure to increase capacity and better align with the demands of work. She stated based on their assessment a Senior Vice President of Communications position will be created. The consultants are also recommending that as many organizations do, we have 2 Executive Vice Presidents, one over Administration and one for Operations. We are also looking at software recommendations to better streamline the work of HR and communications.

Ms. Hylton indicated we are releasing an RFQ for outreach and marketing to continue our efforts to increase traffic and enrollments. We will let the elected officials know prior to its release as is our custom.

ADJOURNMENT: 1:14 p.m.

<p>THE NEXT AD HOC ORGANIZATIONAL RESOURCES COMMITTEE MEETING IS TO BE DETERMINED.</p>
