



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

**Monday, July 26, 2021
12:00 Noon – 1:30 p.m.**

Zoom Meeting ID:	868 0748 3012
Zoom Password:	627369
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 VIA ZOOM/PHONE: Pam Sands, Chair; Gary Arenson; Michael Carn; Zac Cassidy; Dr. Ben Chen; Frank Horkey; and Janet Wincko

STAFF VIA ZOOM/PHONE: Carol Hylton; Ron Moffett; Rochelle Daniels; and Moya Brathwaite

APPROVAL OF MINUTES

N/A First Meeting

Frank Horkey asked Pam Sands to Chair the Committee. Ms. Sands accepted.

NEW BUSINESS

1. Meeting Schedule

Pam Sands stated the first item for consideration before the committee was the staff's recommendation to adopt a new Board schedule for the upcoming year. It was recommended during our Board Planning Session that we move to a schedule of 8 meetings including the Planning Session. At the May Board meeting during the "Report Out" for the Planning Session this issue was referred to the Ad Hoc Organizational Resources Committee to provide a final recommendation. Staff surveyed the other large Florida Boards and noted that the large boards meet 4 – 6 times a year. Moving to 6 meetings will encourage and allow more members to serve on committees without an additional obligation of their time than was committed when attending monthly board meetings.

Dr. Ben Chen motioned to approve the staff recommendation of changing to a schedule of 6 meetings a year to be re-evaluated after one year and Zac Cassidy seconded.

Ms. Sands asked if there was any discussion.

Rochelle Daniels reminded the Committee that at the Planning Session only one workgroup was able to consider the meeting schedule not both workgroups which is why this Committee was asked to review the schedule. In addition to researching other board schedules, staff also reviewed the items typically brought to the Board, and determined these items could easily fit into the proposed schedule. By reserving the current dates on members' calendars, while trying out the new schedule, a meeting could be called if needed in the "off" months.

Gary Arenson stated that he was concerned that if meetings were moved to every other month members' participation would decrease and we might have difficulty getting a quorum. He also said he looked forward to the meetings for the opportunity to socialize, make a contribution to the community and form valued relationships. Mr. Arenson asked if consideration of a change to the meeting schedule was requested by the Board.

Ms. Hylton responded: Yes, it was recommended at a board meeting that we have it as an item at the board planning session.

Mr. Arenson then suggested maintaining the current schedule with the understanding that meetings could be cancelled as needed.

Mr. Horkey stated that meetings could be calendared and canceled when no meeting was needed. He also wondered whether fewer meetings would result in sessions of 2 to 2 ½ hours.

Dr. Ben Chen stated he did not agree. He said six meetings per year "are doable". Dr. Chen explained several things could be consolidated into one item for discussion on the agenda. He said a vote should be called. Dr. Chen motioned to call the question.

Ms. Daniels advised that the committee needed to vote on calling the question to determine whether to end discussion. If the vote failed, discussion would continue.

There were 4 votes against calling the question and 3 votes in favor. Ms. Daniels stated the discussion would continue. Pam Sands then recognized Janet Wincko who had indicated she wanted to speak.

Janet Wincko stated between the 11 Board meetings and the various Committee meetings and the Executive Committee meetings there were a lot of meetings monthly.

Mr. Frank Horkey asked Rochelle if Board training was a legal requirement, indicating that fewer meetings might make the delivery of board training difficult if meetings were longer.

Rochelle Daniels replied yes, but that training could be done at Committee meetings or we could add the board training modules to the CSBD University for access by Board members at any time.

Pam Sands stated the motion on the floor is the recommendation to move to six meetings per year.

Dr. Ben Chen asked Rochelle if he could amend the motion at this time.

Rochelle Daniels replied he could amend his own motion.

Dr. Chen amended his motion to include giving staff the flexibility to add any additional meetings to the calendar or cancel the meetings as needed.

Rochelle Daniels restated the original motion along with the amendment for the committee.

Approve the staff's recommendation to adopt a new Board schedule calling for meetings every other month, with staff having the flexibility to add any additional meetings to the calendar as needed. The schedule would be re-evaluated after one year.

Pam Sands asked if there was any further discussion.

On a motion made by Dr. Ben Chen and seconded by Janet Wincko, the Ad Hoc Organizational Resources Committee, with a vote of 5 in favor and 2 against, approved the change to the Board Meeting schedule.

2. Agenda Packet Format

Mr. Frank Horkey took over as chair for the rest of the meeting as Ms. Sands needed to leave. The next item on the Agenda was consideration to 1) condense our agenda packets by eliminating the back-up for items which are sufficiently described in the agenda blurb and 2) excluding the Committee Summaries from the agenda as the information is duplicative of committee actions which are included in the Governing Boards' agenda for action or as a report.

Mr. Horkey asked Ms. Hylton to comment.

Ms. Hylton, asked the members to look at page 11 regarding the acceptance of funds. She pointed out that the blurb states exactly the same information found in the memo. Under the new format we would not include a memo for this item. She then called the committee's attention to the monthly performance and explained that in this instance a memo would be included in the Agenda Back-up as all the information could not be included in the blurb.

Ms. Daniels added that the purpose of the recommendation is not to eliminate explanations when they are necessary, but to minimize duplication when the explanation is in the blurb.

Gary Arenson asked if a backup memo would still be available on the internet.

Ms. Hylton responded that it would not be necessary, as the details of the memos would be covered by the lengthier blurb.

Michael Carn then stated that it was a courtesy of staff to bring this item to the committee. It is not a legislative matter and therefore in his opinion no vote was required. He stated that he trusted the staff to bring us the information needed so board members would be able to make educated votes on the matters coming before them.

Dr. Ben Chen agreed with Mr. Carn that no vote was required for this item.

Frank Horkey asked if everyone concurred. He stated he agreed the Committee did not have to be involved in the agenda format.

Mr. Horkey asked if there were any further comments.

There were none.

3. Board Member Terms

Mr. Frank Horkey stated that agenda item 3 was Board Member Terms. HB 1507, which passed in the last legislative session limits 1) local non-governmental workforce board member terms to 8 terms and 2) the Chair's term to 2 terms of 2 years, while maintaining the WIOA requirement for fixed and staggered terms. The terms began on 7/1/21. There are several ways to implement the term limits and incorporate fixed and staggered terms. The Committee is charged with discussion of the pros and cons for the various implementation methodologies so a recommendation can be made to the full Board.

The Committee first addressed the implementation of the term limit requirement. Michael Carn stated he read the memo and recommended option 2, to rotate 50% of the members after 4 years.

Ms. Daniels asked to explain the options before the committee and stated:

- 1) Allow all current board members to remain for 8 years reappointing the members in accordance with their fixed and staggered terms and then recruiting an entirely new board in 8 years.
- 2) Maintain the current membership for the next 4 years and then replace 50% of the members after 4 years with the balance of the members replaced at 8 years.
- 3) Rotate 25% of the members every 2 years about 6 members.
- 4) Rotate 12.5% of the members every year about 3 members.

Ms. Daniels asked the committee to consider the requirement to meet state certification criteria and the time needed to identify, recruit, vet and process nominations for potential board members could be an issue in replacing a large number of members at one time.

Mr. Carn then asked Ms. Daniels whether staff had a recommendation.

Ms. Daniels responded that staff believed a 2 year rotation requiring the recruitment of about 6 new members every two years, with each member able to serve a maximum of 8 years once newly appointed, would work well. Mr. Carn then said he would change his motion to align with the staff recommendation.

Gary Arenson asked if the terms were currently 1 year terms.

Ms. Daniels replied members are appointed for 2-year terms on a staggered basis. When a member leaves before the end of their term, the new appointee serves the balance of their term.

Frank Horkey stated there was a motion on the floor from Michael Carn. He requested a second. Dr. Ben Chen seconded the motion.

Frank Horkey asked if there was any further discussion.

On a motion made by Michael Carn and seconded by Dr. Ben Chen, the Ad Hoc Organizational Resources Committee voted to unanimously approve the staff recommendation to rotate 25% of board members every 2 years.

Rochelle Daniels then provided some background on the second part of this agenda item. She said the next issue to come before the committee is to decide on how to implement the 2 year rotation. Committee members were asked to look at all the considerations listed in the memo in deciding how to implement the rotation.

Gary Arenson asked if we could implement the rotation with the next reappointment schedule. He said he would like a staff recommendation since they are more knowledgeable regarding the members who are up for reappointment.

Rochelle Daniels said the committee should look at all the options in the memo as it was not appropriate for staff to provide an opinion as to who should rotate off the board.

Mr. Horkey asked Rochelle if the last board reduction was executed through a combination of attrition and volunteerism.

Ms. Daniels replied we did it through volunteers.

Frank Horkey said for clarification purposes we can implement the rotation in this order: 1) attrition, 2) volunteers, 3) random selection. Mr. Horkey asked if there were any other comments.

Frank Horkey then asked if there was any further discussion.

On a motion by Zac Cassidy and seconded by Dr. Ben Chen the Ad Hoc Organizational Resources Committee unanimously approved implementation of board member rotation through 1) attrition 2) volunteers and 3) random selection, if additional members are needed to complete the rotation.

Frank Horkey thanked staff for their hard work.

MATTERS FROM THE AD HOC COMMITTEE

None.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton reported to the committee on upcoming items that will be coming before the committee. The items include:

- By-Laws revisions.
- Review of compensation and benefits. We have approximately 12 vacancies and have lost people to other agencies offering higher salaries. Two years ago when Palm Beach did their compensation study we did not make any changes. They are now conducting another study. We would like to look at their findings.
- Consider allowing staff to work remotely 5 to 10 days annually to be able to wait for repair people or care for a sick relative without being charged for PLT. This may encourage a potential employee to choose CareerSource over another entity.
- The amount of our Retirement match. The ICMA benefits representative informed HR that our match is significantly less than other organizations.

Dr. Ben Chen asked Ms. Hylton if the Palm Beach study was for the entire organization or just administrative office.

Ms. Hylton replied the study was for all the staff.

Dr. Chen then stated that our overhead is only 8 or 9 %. We do have room to work.

Frank Horkey said, most of the staff fall under program costs and we are not spending all the funds we receive every year, so we have the ability to make wage increases that would fall under our budgetary cap. Mr. Horkey stated, retirement, wages and other benefits, could be covered at one meeting, and the board chair term and by-laws could be another meeting. He asked if we had the Palm Beach study.

Ms. Hylton responded, no, but she would check with HR to see if the Palm Beach study is completed and if they would share it with us as they did the last time.

Gary Arenson suggested that we bring in the County's retirement matching information also.

Frank Horkey said we can place the compensation and employee issues on the next agenda if we have it. He said the last time we reviewed wages was in 2015. We should address the compensation package in total rather than in bits and pieces. Mr. Horkey asked if we could address the by-laws within the next few weeks if the compensation is not done.

Rochelle Daniels responded yes.

Frank Horkey thanked staff again for their hard work.

ADJOURNMENT

1:30 p.m.

THE NEXT AD HOC ORGANIZATIONAL RESOURCES COMMITTEE MEETING
August 27, 2021 12:00 p.m. – 1:00 p.m.