Broward Workforce Development Board
Ad Hoc Organizational Resources Committee
Wednesday, October 9, 2024
12:00 Noon – 12:30 p.m.

Zoom Meeting ID:	**876 7490 4962**
Zoom Password:	**608003**
Zoom Call-In:	**+1 646 876 9923**

MEETING MINUTES

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

The Committee was reminded of the conflict-of-interest provisions.

ATTENDEES: Zac Cassidy, Dr. Ben Chen, Heiko Dobrikow, Frank Horkey, Dr. Lisa Knowles, and Kevin Kornahrens, who chaired the meeting.

STAFF: Carol Hylton, Ron Moffett, Rochelle Daniels, and Samantha Vazquez.

APPROVAL OF MINUTES

Approval of the Minutes of the 11/13/23 Ad Hoc Organizational Resources Committee (ORC) meeting.

On a motion made by Frank Horkey and seconded by Heiko Dobrikow, the ORC unanimously approved the minutes of the 11/13/23 committee meeting.

NEW BUSINESS

1. **Compensation Study**

Considered approval of the 2024 Compensation Study recommendations which propose 1) a 3% adjustment to the salary ranges and 2) an adjustment to the wages of twelve (12) CareerSource Broward (CSBD) and Integrative Staffing Group (ISG) staff whose salaries are either below the starting salary for the range or per the study needed to be aligned to reflect the current market for the positions, at a cost of $25,059 and 3) creation of an annual retirement benefit for senior management who have worked for CSBD or our staffing company for at least 7 years. Currently, 9 senior management staff will qualify at a cost of $28,000. Based on an analysis of actual expenditures through the first quarter of this year sufficient budget in both program and administrative categories is available to fund the Study recommendations at a total of $53,059.

Kevin Kornahrens introduced the item He noted that this current proposal brings all eligible senior management staff into alignment with what was done last year and recognizes them for their tenure and hard work at CSBD.

Frank Horkey agreed and added that the Board's original intention, when starting this process, was to ensure a comprehensive study focused on all elements of total compensation including benefits and retirement. He added that the adjustments made to compensation and our pay ranges over the past few years have contributed to increased retention. He expressed confidence that the initiative would further enhance staff retention at the senior level.

Carol Hylton credited the Board for past adjustments that greatly improved compensation for center staff, who had previously experienced pay disparities in relation to the local labor market. She stated the majority of the 12 adjustments recommended will benefit both recent hires and long-term employees who work in the Centers.

Regarding senior management, Ms. Hylton explained the proposed retirement benefit will apply to nine of the fourteen senior management staff when implemented next June. She explained that this aligns with regional practices, such as Broward County and the City of Fort Lauderdale, where full vesting in the Florida Retirement System (FRS) occurs between six to eight years. CSBD selected seven years as the midpoint to ensure the benefit supports a retention strategy for those committed to the organization's long-term success.

Kevin Kornahrens concluded by thanking the team for their efforts and stating that the initiative would positively impact staff retention, commending the senior leadership team for their work.

On a motion made by Zac Cassidy and seconded by Dr. Lisa Knowles, the ORC unanimously approved 2024 Compensation Study recommendations which propose 1) a 3% adjustment to the salary ranges 2) an adjustment to the wages of twelve (12) CSBD and ISG staff and 3) creation of an annual retirement benefit for senior management who have worked for CSBD or our staffing company for at least 7 years.

MATTERS FROM THE ORGANIZATIONAL RESOURCES COMMITTEE CHAIR

None

MATTERS FROM THE ORGANIZATIONAL RESOURCES COMMITTEE

Heiko Dobrikow asked if CSBD compares its benefit packages with other workforce development boards, similar to how hotels in his industry assess their competitors. He emphasized the importance of offering a competitive compensation and benefits package to attract top talent, highlighting that recruiting and retaining highly skilled individuals contributes to greater organizational efficiency.

Carol Hylton responded that CSBD does regularly review the benefits offered by other workforce development boards, noting that there are currently 21 regions, which vary in size. She explained that larger regions, such as Miami-Dade, CareerSource Palm Beach, and CareerSource Northeast, participate in the Florida Retirement System (FRS), while CSBD does not. Ms. Hylton provided examples from several regions to demonstrate how their benefit structures differ.

Heiko Dobrikow clarified that he was referring to the broader benefits package, not just retirement contributions. He explained that his hotel conducted a staff survey, which resulted in the introduction of a paid holiday for employees during their birthday month. This initiative, he noted, made staff feel valued without significant cost to the company and has since been adopted by other businesses in his industry. He suggested that CSBD explore offering similar low-cost benefits to make employees feel appreciated and enhance the organization's workplace culture.

Frank Horkey stated that waiting for the next compensation study, which is two years away, could delay necessary action. He suggested that CSBD research non-monetary benefits that we could bring back to the committee during the alternating year of the compensation study. Mr. Horkey stressed that staying competitive with other boards is important. He noted that small changes, such as an additional day off, could significantly improve employee satisfaction, showing the employer's care for staff's well-being.

Heiko Dobrikow emphasized that these suggestions for further research do not need to be addressed at the upcoming Board meeting but agreed that it should be conducted in advance of the next compensation study.

Carol Hylton indicated that we will do the research and bring it back to the committee in the off-year between compensation studies.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton announced the annual performance report from the State will be presented at the upcoming Board meeting. The review highlights excellent performance and shows CSBD has exceeded (greater than 100%) all the negotiated measures for Program Year 2023.

Carol Hylton shared that the Atlanta team from the Small Business Administration (SBA) recently visited to discuss disaster response efforts. During this visit, the SBA provided valuable information, including loan applications that employers would need to complete in the event of a disaster. As a result, Mark Klincewicz developed a landing page on the CSBD website, designed to provide easy access for employers to these resources.

Heiko Dobrikow shared his screen displaying the landing page for the committee. Ms. Hylton added that CSBD also plans to integrate the State's survey assessment into the website resources, advancing our initiative to provide comprehensive support for both employers and other stakeholders. We will be sharing the page with local chambers of commerce to ensure more employers have access to these resources.

Ms. Hylton reminded everyone that our team is currently focused on preparing for our signature Paychecks for Patriots event scheduled for Thursday, 11/14.

ADJOURNMENT: 12:51 p.m.

THE NEXT ORGANIZATIONAL RESOURCES COMMITTEE MEETING IS TBD.