
MINUTES

BROWARD WORKFORCE DEVELOPMENT BOARD, INC. & CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

Partnership Meeting #218

Thursday, July 25, 2019

CareerSource Broward, 2890 West Cypress Creek Road, Ft. Lauderdale 33309

The Committee is reminded of 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: Commissioner Tim Ryan, Mayor Dean Trantalis, Gina Alexis, Gary Arenson, Josie Bacallao (via phone), Michael Carn, Zac Cassidy, Kristen Cavallini-Soothill, Dr. Ben Chen (via phone), Dr. Mildred Coyne, Heiko Dobrikow, Paul Farren, Cynthia Gaber (via phone), Dr. Lisa Knowles, Francois Leconte, Dawn Liberta, Ismael Martinez, Mayor Frank Ortis, Samuel Robbin, Jim Ryan, John Simmons, Bob Swindell, Enid Valdez (via phone), and Janet Wincko

PLEDGE OF ALLEGIANCE

MISSION MOMENT

Sebastien DesMarais, President of Hollywood Woodwork, provided the mission moment.

MEMBER SPOTLIGHT

Ismael Martinez gave the Board member spotlight.

Melanie Magill, Sr. Quality Assurance Analyst, gave the staff spotlight.

PRESENTATION

Bob Swindell, President and CEO, of the Greater Fort Lauderdale Alliance (GFLA) provided an update on their efforts improving the lives of residents within Broward County through economic development.

Bob Swindell distributed a Visual map and indicated it has been a useful tool during visits with perspective employers considering relocating to Broward.

Gina Alexis inquired if Bob Swindell would consider doing a visual map for the Life Sciences industry. Gina stated that they continually receive calls from these employers who are interested in moving to Florida. Bob stated that this is something they would like to do. Currently, they are working on a map for the Aviation industry.

Sam Robbin also agreed that a visual map is a great tool when pursuing companies by showing them that the talented educated workforce is here.

Dr. Mildred Coyne stated that having visual maps will also help educate our current residents on what's available here. She added that having a designation as a "livable city" was very effective for some areas, such as Pittsburg and Nashville, to draw the attention of young people seeking a great place to live.

Bob Swindell agreed that there is a need to better brand South Florida for talent recruitment, to create a draw for talent because companies will follow.

Heiko Dobrikow asked whether Bob Swindell would consider creating a map similar to the Tech Gateway map on their website to highlight south Florida's educational systems given that education is the number one economic driver in our community. Heiko stated that we want to "teach them and keep them." Bob Swindell agreed that this was a good thought in an effort to retain talent in our region.

Commissioner Tim Ryan inquired about efforts to aid the film industry in South Florida since there is no longer State funding to subsidize film production. He noted that local areas, such as Miami Dade County, are offering some economic incentives, especially to small film companies. He recommended that GFLA look into a film incentive ordinance sponsored by Miami Commissioner Sally Heyman, to evaluate whether this is something Broward County could replicate to encourage the film industry back to South Florida.

Bob Swindell noted that the film industry is a great source of good paying jobs and has demonstrated a proven return for tax dollars spent and agreed there is a need to provide incentives to the film industry.

Mayor Ortis commented that the City of Pembroke Pines provides film industry incentives that have attracted a couple of film industries. As for millennials, the Pembroke Pines City Center has 1,822 apartments housed by millennials.

Bob Swindell mentioned that SunTrust Foundation is providing a seventy-five-thousand dollar grant to the Alliance Foundation to help nurture and coach entrepreneurs in Broward County. The grant will fund a pilot program with a special focus on entrepreneurs in six of Broward County's most economically challenged zip codes.

Bob Swindell mentioned that the Prosperity Broward Initiative is an innovative approach to the six targeted zip codes to job training, employment and support services. The initiative will include services for child care, transportation, and other social services to help transition residents' into the workforce.

Mason Jackson stated that as part of our efforts to be a talent hub, we will need to deal with three issues 1) affordable housing 2) convenient transportation 3) affordable & accessible childcare.

APPROVAL OF MINUTES

Approval of the minutes of the June 27, 2019 Broward Workforce Development Board/CareerSource Broward Council Partnership Meeting #217.

A motion to approve the minutes of the June 27, 2019 BWDB Partnership/CareerSource Broward Council meeting #217 was made by Kristen Cavallini-Soothill and seconded by

Mayor Frank Ortis. The Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the minutes.

CONSENT AGENDA

Consent Agenda items are items that may not need individual discussion and may be voted on as one item. Any member wishing to discuss an item may move to have it considered individually.

ACCEPTANCE OF CONSENT AGENDA

On a motion made by Michael Carn and seconded by Mayor Frank Ortis, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of July 25, 2019.

1. Monthly Performance Report

The current performance for the month of May is provided. This month's data reflects that within the Big 7 Regions CSBD ranks 2nd in WTP and Veterans EER, and in WTP All Family Participation Rate, and ranks 3rd in WTP Two Parent Participation Rate, and Wagner Peyser EER.

2. BWDB Committee Summary

Summary of actions taken at the following meeting:

One Stop Services Committee – 7/2/19
Audit Committee – 7/15/19
Executive Committee – 7/15/19

REGULAR AGENDA

These are items that the Council and Board will discuss individually in the order listed on the Agenda. Individuals who wish to participate in these discussions may do so merely by raising their hand during the discussion and being recognized by the Chair. The Chair will determine the order in which each individual will speak and the length of time allotted.

OLD BUSINESS

1. New Courses For Existing ITA Provider – Florida National University (FNU)

Consideration to approve FNU's four (4) year degree programs in 1) Accounting 2) Registered Nursing 3) Finance and 4) Marketing and Sales Management to the ITA List. All programs meet Board criteria. During the 4/25 Board meeting FNU's request to add programs to the ITA list was deferred for additional information. FNU has had approved courses on ITA list since 2011. Due to the schools location only 4 participants have attended and we have had a 75% success rate. The Florida Statue 445.007(6) prohibits...local boards [from] restrict[ing] the choice of training providers based upon cost, location, or historical training arrangements and their application is compliant, it is recommend the new programs be approved. FNU will be

present to answer questions. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations.)*

Mason Jackson mentioned that FNU representatives were available at the meeting to answer any questions. He further noted that FNU is an existing provider with 2-year courses. We are recommending adding several 4-year courses, allowable under a newly created policy for students who are within 2 years of obtaining a degree. Mason stated that FNU has passed rigorous accreditation and met our placement criteria. He reminded the Board that according to state law, we cannot consider the cost of training or location when selecting an ITA provider.

Commissioner Tim Ryan noted the lack of a placement rate on two of the programs, Finance and Marketing and Sales Management. He questioned for new programs, if there is supposed to be a history and percentage of graduates placed in jobs. Mason indicated that our policy is to only refer 10 clients initially to a new provider, after which we evaluate the success rate, thereby limiting our risk. Ron Moffett clarified that those programs are also new to the provider.

Ron Moffett added that we want to offer our customers those opportunities in emerging occupations that may be new to Broward County and in good paying jobs.

Mason pointed out that two courses are new so there isn't any established success, while the other two courses have placement rates for the general population that exceed our criteria. Mason noted that we have an extensive accreditation process that is detailed starting on Pages 30-32.

Francois LeConte declared a conflict of interest for this item as his sister in law is a Director for FNU. He abstained from voting and will be required to submit a conflict of interest form.

On a motion made by Michael Carn and seconded by Mayor Frank Ortis, the CareerSource Broward Council of Elected Officials unanimously approved the new courses for existing ITA Provider, Florida National University (FNU).

NEW BUSINESS

1. New Courses For Existing Individual Training Account Provider – Broward College (BC)

Consideration to approve Broward College's (BC) application to add its 1) Avionics Certificate program and 2) Supply Chain Management Bachelor's degree program to the Individual Training Account (ITA) list. CSBD reviewed the applications for completeness and to ensure Board mandated criteria were met for the training programs and related occupational titles. Because Dr. Mildred Coyne is a Board member and is employed by BC State rules require the governing boards approve this item by a 2/3 vote of the established quorum at the Board meeting. Approved at the 7/2 One Stop Services and 7/15 Executive Committee meetings. *(This is in alignment with the BWDB goal to Align Broward's services to maximize employment and training opportunities for targeted populations.)*

Dr. Mildred Coyne declared a conflict of interest for this item as she is works for Broward College. She abstained from voting and will be required to submit a conflict of interest form.

On a motion made by Bob Swindell and seconded by Gary Arenson, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials

unanimously approved the new courses for existing ITA provider, Broward College, by a 2/3 vote of the seated quorum.

2. Membership Renewals

Consideration of BWDB membership renewals of Broward Workforce Development Board members whose terms have expired in 5/19 or will expire 7/19 and who are eligible for renewal for a two-year term. The renewal of their terms is through July 2021. The fifteen members are 1) Dr. Lisa Knowles 2) Dr. Steven Tinsley 3) Dr. Gertrudis Perez - Dusek 4) Marjorie Walters 5) Mayor Frank Ortis 6) Josie Bacallao 7) Gary Arenson 8) Michael Carn 9) Dr. Ben Chen 10) Paul Farren 11) Frank Horkey 12) Francois LeConte 13) Cynthia Sheppard 14) Janet Wincko and 15) Sam Robbin. All whom have agreed to continue. CareerSource Broward Council of Elected officials appoints board members by a vote of the Council following a recommendation from the Board. Approved at the 7/15 Audit and Executive Committee meetings. *(This is in alignment with the BWDB goal to maintain our roles as workforce development leaders.)*

On a motion made by Commissioner Tim Ryan and seconded by Mayor Dean Trantalis, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the membership renewals.

3. Renewal of Audit Contract with Anthony Brunson P.A.

Consideration to renew the contract for an organization wide audit with Anthony Brunson, P.A, at a cost of \$29,000 the same fee paid last year. CSBD was satisfied with their work. Approved at the 7/15 Audit and Executive Committee meetings. *(This is in alignment with the BWDB goal to align Broward's services to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

On a motion made by Michael Carn and seconded by Bob Swindell, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved to renew the Audit contract with Anthony Brunson P.A. for PY 19 – 20.

4. Renewal of the Contract with Taylor Hall Miller Parker, PA

Consideration to renew the contract for program monitoring with Taylor Hall Miller Parker, PA at a cost of \$28,000 per visit for a total of \$84,000 for 3 visits a year. This is an increase of \$500 per visit over last year. CSBD was satisfied with the work performed last year. Approved at the 7/15 Audit and Executive Committee meetings. *(This is in alignment with the BWDB goal to maintain our roles as workforce development leaders.)*

On a motion made by Gary Arenson and seconded by Kristen Cavallini-Soothill, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved to renew THMP Monitoring Contract for PY 19 -20 for program monitoring.

5. Renew the Contract with Cherry Bekaert LLP

Consideration to renew the contract for fiscal monitoring with Cherry Bekaert LLP, at a cost of \$22,500 per visit for a total of \$67,500 for 3 visits a year. This is the same cost as last year. CSBD was satisfied with the work performed last year. Approved at the 7/15 Audit and Executive Committee meetings. *(This is in alignment with the BWDB goal to align Broward's services to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

On a motion made by Michael Carn and seconded by Mayor Frank Ortis, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved to renew Cherry Bekaert, LLP's contract for PY 19-20 for the conduct of the Fiscal Year monitoring.

6. New Course For Existing ITA Provider – Florida Atlantic University (FAU)

Consideration to approve Florida Atlantic University's (FAU) application to add its Project Management Professional (PMP) Exam Preparation course at their Davie Campus to the Customer ITA list. CSBD reviewed the application for completeness and to ensure that Board mandated criteria is met for the training program and related occupational title. Approved at the 7/2 One Stop Services and 7/15 Executive Committee meetings. *(This is in alignment with the BWDB goal to Align Broward's services to maximize employment and training opportunities for targeted populations.)*

On a motion made by Francois Leconte and seconded by Mayor Dean Trantalis, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved new course for existing ITA Provider, Florida Atlantic University (FAU).

7. Addition of New Course for Existing ITA Provider – Concorde Career Institute

Consideration to approve Concorde Career Institute's application to add its Pharmacy Technician training program to the Customer ITA list. CSBD reviewed the application for completeness and to ensure that Board mandated criteria is met for the training program and related occupational title. Approved at the 7/2 One Stop Services and 7/15 Executive Committee meetings. *(This is in alignment with the BWDB goal to Align Broward's services to maximize employment and training opportunities for targeted populations.)*

On a motion made by Mayor Dean Trantalis and seconded by Francois Leconte, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the addition of a new course for existing ITA provider, Concorde Career Institute.

REPORTS

1. General Fund Balance

As of 5/31/19 the current General Fund balance is \$572,597. Since 12/31/18, we have realized gross revenues of \$229,712 and have had expenditures of \$306,735 for costs related to the completion of the renovation of the new building, Ticket to Work staff, and food and beverage expense.

Dr. Lisa Knowles pointed out Melanie Magill's due diligence to generate revenue under the Ticket to Work program.

2. Cherry Bekaert LLP Fiscal Monitoring Report #3 PY 17-18 Issued 12/2018

Cherry Bekaert LLP conducted fiscal monitoring for the period 4/1/18 through 6/30/18. Monitoring was issued December 2018. There were 0 findings and 2 observations. One of the observations cited the bus pass support logs because the bus pass numbers were out of sequence. This took some time to research. It was determined that there were 2 logs maintained for different programs by 2 different staff. Each entering their distribution sequentially. Together the 2 logs accounted for all bus passes and were sequential. The other observation was corrected. Cherry Bekaert reviewed a total of 818 elements during the review and CSBD achieved a zero error rate for the period.

3. Cherry Bekaert LLP Fiscal Monitoring Report #1 PY 18-19 Issued 5/2019

Cherry Bekaert LLP conducted fiscal monitoring for the period 10/1/18 through 12/31/18. There were 0 findings and 0 observations. Cherry Bekaert reviewed a total of 680 elements during the review and CSBD achieved a zero error rate for the period.

Mason Jackson and Board members congratulated staff on achieving a zero error rate.

4. Taylor Hall Miller Parker (THMP), PA, Program Monitoring Report #1 8/18 – 11/18

The THMP program monitoring report for the period 8/1/18 through 11/8/18 and cited 5 findings and 26 observations. They reviewed a total of 175 files consisting of 5,155 elements. The findings equate to an error rate of about .097%. All findings and observations were corrected except where cases were closed.

Mason Jackson noted a very low program error rate.

5. State DEO Program Monitoring Report 12/2018

The Florida Department of Economic Opportunity (DEO) issued their Program Monitoring Report for the period covering 1/1/17 – 12/3/17, on 12/12/18. DEO identified 8 findings and 7 "non-compliance" issues, which could be a finding in the future if not corrected and 1 observation. They reviewed a total of 261 files consisting of 9,255 elements. The findings equate to an error rate of about .16%. CSBD was informed that their Corrective Action Plan was accepted on April 18, 2019.

Mason Jackson noted that some of the findings were scrivener's errors, reversed digits, forms that needed to be placed in the file, and some were issues with Migrant Seasonal Farmworkers, of whom we deal with very few. Mason stated that with over 9,000 elements reviewed, the program error rate was very small and he congratulated the staff. Mason added that all of these items were reviewed in depth by the Audit Committee.

6. Professional Placement Network Project Plan

The Professional Placement Network (PPN) workshop is all about helping jobseekers become employed in their next right job. We teach the things jobseekers must do, things they must say, things they must prepare, and finally the things they must be to become successful in

their job search. The Plan addresses how the content is validated and refreshed. Reviewed at the 7/2 One Stop Services Committee meeting.

Mason Jackson noted that the PPN workshop is the program we offer to job seekers who have educational degrees or management experience. He encouraged Board members to read the report as it contains a very detailed plan on how to keep the workshop up to date in a rapidly changing environment. Michael Carn noted that he refers someone to this workshop at least once a week and that he always receives great feedback.

7. Update on Services to Special Populations

The Workforce Innovation and Opportunity (WIOA) has a focus on helping low-income and disadvantaged populations. CSBD has always targeted special populations to serve in order to assist them in being self-sufficient. This memo provides an update to the One-Stop Services Committee on CSBDs commitment to serving Special Populations. Reviewed at the 7/2 One Stop Services Committee meeting.

Mason Jackson encouraged Board members to read the report and carry it with them when out in the community. The report provides a short synopsis of the types of services we offer, such as for older workers, ex-offenders, people with disabilities, and those who speak other languages.

8. Outreach to Distressed Communities

As you may recall CSBD is increasing awareness of our services in the targeted distressed communities to educate them on our services such as the WIOA scholarship, employability workshops, and job placement assistance. To highlight our deliverables and community involvement efforts we created an info-graph that presents a visual summary of the key achievements of this initiative. Reviewed at the 7/2 One Stop Services Committee meeting.

Mason Jackson noted the infograph provides highlights of the outreach we have done in the distressed communities.

9. Motivational Interviewing Techniques for Staff

Last fall we brought in a workforce development and human services consulting firm to teach staff customer focused approaches, evidence based motivational interviewing techniques and ways to improve engagement and participation. It also helps in our alignment with the Homeless Continuum of Care providers. This is an update on how since then we continue to improve and implement change in this area to better engage customers as we assist them with employment services. Reviewed at the 7/2 One Stop Services Committee meeting.

Mason Jackson noted this training stemmed from an effort to have specialized types of counseling for all of our staff, specifically in response to the homeless population. We learned that the homeless assistance centers use a well-known technique in Social Work, known as motivational interviewing, and we have since trained all of our staff on this method.

10. Broward County Unemployment

The unemployment rate in Broward County was 3.3 percent in June 2019. Lower by 0.4 percentage point over the year. In June 2019, Broward County's unemployment rate was 0.2 percentage point lower than the state rate (3.5) and 0.5 percent point lower than the national rate (3.8 percent). Out of a labor force of 1,051,606 there were 34,774 unemployed Broward County residents.

Mason Jackson noted that the Broward County rate for June of 3.3% is not seasonally adjusted. He noted that a seasonally adjusted rate, that takes into account the effects of the tourist season and school closure, cannot be calculated at the county level. Therefore, Mason recommended comparing the current rate with last year's rate, in order to account for seasonality.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

None

MATTERS FROM THE BOARD

Michael Carn noted that Bob Swindell was youngest candidate to ever run for office in the City of Oakland Park.

Michael Carn noted for Javon Lloyd of Communications that we need a piece highlighting the Federal Bonding Program through social media to share this resource available to employers.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Mason Jackson stated that there will be no meeting in August. The next meeting will be in September and will include Superintendent Robert Runcie who will speak on partnerships with the School Board.

ADJOURNMENT 9:45 a.m.

<p><i>THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEUDLED FOR SEPTEMBER 26, 2019 AT 8:00 A.M.</i></p>
