
MEETING MINUTES

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

**Partnership Meeting #230
Thursday, October 22, 2020
Ft. Lauderdale, FL 33309**

The Board and Council are 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 whether or not you are able to attend the meeting if you have a conflict with any agenda items.

Due to COVID-19 and in the interest of keeping our governing board members, staff, and public safety, this meeting was held via Zoom.

Attendees: Mayor Josh Levy, Commissioner Tim Ryan, Mayor Dean Trantalis, Gary Arenson, Zac Cassidy, Kristen Cavallini-Soothill, Dr. Ben Chen, Dr. Mildred Coyne, Heiko Dobrikow, Paul Farren, Dr. Lisa Knowles, Kevin Kornahrens, Dawn Liberta, Ismael Martinez, Mayor Frank Ortis, James Payne, Dr. Gertrudis Perez-Dusek, Rick Shawbell, Sam Robbin, Jim Ryan, Pam Sands, Cynthia Sheppard, Bob Swindell, Dr. Steve Tinsley, and Marjorie Walters.

Guests: Stephen Belleme, Charlene Talbot, Lynn Goldman, Ken Richards, and Nicole Willis.

Staff: Carol Hylton, Ron Moffett, Rochelle Daniels, Tony Ash, Mark Klinecicz, Amy Winer, Kim Bryant, Javon Lloyd, and Joseph McCarthy.

MISSION MOMENT

Kim Bryant, Senior Vice President of Operations, gave an overview of her professional background, expressed her passion for our mission, and thanked CSBD for the opportunity to serve.

PRESENTATION

Stephen Belleme, Business Development Manager, Broward County Aviation Department at Fort Lauderdale Airport, and Ken Richards, Sr. Manager Training Operations, at Spirit Airlines provided their perspectives on the impact COVID-19 is having locally on the aviation industry.

Dr. Chen asked Mr. Belleme if it would be possible to provide Carol Hylton with a tenant directory of the businesses located at the airport. Mr. Belleme stated he would do that. Dr. Chen requested a copy of today's presentation be sent to all Board members and that Mr. Belleme keep Carol Hylton informed of any significant updates.

Mr. Sam Robbin stated that he has been in contact with Ms. Hylton discussing the transferable skills pilots have to the high-tech industry.

Commissioner Ryan asked if it was safe to fly. Mr. Belleme responded it is and that the planes have HEPA filters and they recycle the air every three minutes. Commissioner Ryan stated the public needs to know that flying is safe.

Mr. Richards noted that flying is safe, as the airplanes are continuously cleaned and sanitized. He further believes that, per the CDC guidelines, customers will be wearing masks for some time. Ken Richards stated that Spirit Airlines have offered voluntary leave to some of their employees. He further noted that they are paying these employees until the end of the year and conveyed that the CARES Act is what kept Spirit Airlines afloat.

Mr. Richards stated that CSBD can help the airlines by building relationships. He encourages a partnership with Spirit Airlines and stated he would have his HR department contact Ms. Hylton.

Mr. Robbins inquired about the status of the new headquarters for Spirit Airlines. Mr. Richards responded that the construction is on hold.

Heiko Dobrikow stated that the airlines are a big driver and lifeline to our local economy. He inquired if airline workers have the skills to move into other industries. Mr. Richards responded yes and no, and clarified that pilots are highly specialized and have high salary ranges.

Gary Arenson stated the importance of how the message is presented to the general public that the airport atmosphere is safe. Mr. Richards stated that individual airlines do a good job on their websites to keep customers informed and what is needed for COVID-19 protection and that it is safe to fly if everyone takes the correct precautions.

Carol Hylton stated that our industry intermediary, Joseph McCarthy, will reach out to Mr. Belleme and Mr. Richards to discuss ways we can assist the industry's employers and employees until COVID 19 is resolved.

APPROVAL OF MINUTES

Approval of the minutes of 9/24/20 Partnership Meeting #229.

On a motion to approve the minutes of 9/24/20, BWDB Partnership/CareerSource Broward Council meeting #229, was made by Gary Arenson and seconded by Jim Ryan, 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 Gary Arenson and seconded by Bob Swindell, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of 10/22/20.

1. BWDB Committee Summary

Summary of actions taken at the following meeting:

Executive Committee 10/12/20

2. Monthly Performance Report

The current performance for the month of August is provided. This month's data reflects that among the Big 7 Regions CSBD is in a three-way tie for 1st in WIOA Entered Employment Rate (EER), ranks 1st in Veterans EER, and ranks 3rd in WP EER.

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 hands 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.

NEW BUSINESS

1. Addition of New Courses for Existing Training Provider – Atlantic Technical College

Consideration to approve the addition of 7 rapid credentialing programs at Atlantic Technical College to the Individual Training Account list 1) 6 programs in the areas of HVAC, automotive mechanic and computer support for WIOA and 2) 1 nursing assistant program for the Welfare Transition Program (WTP). Rapid credentials include technical certificates and industry certifications that articulate into AS or BAS degrees. They vary in length from 1 – 18 weeks. Because Board member, James Payne, is employed by the School Board of Broward County, this recommendation must be approved by a 2/3 vote of the Board members present at the Board meeting where there is an established quorum. Approved at the 10/12 Executive Committee meeting. *(This is in alignment with the Board goal to align Broward County community services, social services, and education, to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

Carol Hylton informed the board that there are seven rapid credentialing programs at Atlantic Technical College leading to jobs that are in high demand that we would like to add to our ITA list. The programs are in the areas of HVAC technician, automobile mechanics, computer support, and a nursing assistant.

James Payne declared a conflict of interest for this item as he is employed by the School Board of Broward County. He abstained from voting and will be required to submit a conflict of interest form.

On a motion made by Heiko Dobrikow and seconded by Marjorie Walters, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the addition of new courses by the existing training provider, Atlantic Technical College, by a 2/3 vote of the seated quorum.

2. Addition of New Courses for Existing Training Provider – Broward College

Consideration to approve the addition of 6 training programs at Broward College to the Individual Training Account list 1) 3 programs in the areas of Health IT Professional, Medical Assistant and Medical Transcription for WIOA and 2) 3 programs in the areas of health care support and nursing assistant for the WTP. Because Board member, Dr. Mildred Coyne, is employed at Broward College and Board Member, Francois LeConte, serves on the Broward College Business Advisory Committee, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at the Board meeting. Approved at the 10/12 Executive Committee meeting. *(This is in alignment with the Board goal to align Broward County community services, social services, and education, to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

Ron Moffett stated that Broward College is a great provider and partner. These programs will assist customers who are looking to quickly gain credentials in short-term courses leading to jobs that are in high demand.

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

It was noted that Francois LeConte had a conflict of interest for this item as he serves on the Broward College Business Advisory Committee. He was not present in the meeting but will be required to submit a conflict of interest form.

On a motion made by Heiko Dobrikow and seconded by Marjorie Walters, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the addition of new courses by the existing training provider, Broward College, by a 2/3 vote of the seated quorum.

3. Amendment to the One-Stop Memorandum of Understanding with the School Board

Consideration to approve an Amendment to the One-Stop Memorandum of Understanding (MOU) with the School Board of Broward County to incorporate additional explanatory language requested by the Florida Department of Education with respect to 1) access to services 2) the steps taken to agree on the infrastructure contribution 3) that we do not accept in-kind contributions for infrastructure costs 4) we adhere to accessibility requirements and 5) we will appeal to the Governor if we cannot reach agreement on the MOU and Infrastructure Agreement. *(This is in alignment with the Board goal to align Broward County community services, social services, and education, to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

Rochelle Daniels, General Counsel, stated that we negotiated the MOU with the School Board in July. When the School Board submitted the MOU to the Florida Department of Education (FLDOE), FLDOE requested that we incorporate additional explanatory language. The School Board and CSBD staff agreed to include the requested clarifications.

On a motion made by Marjorie Walters and seconded by Gary Arenson, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the Amendment to the One-Stop Memorandum of Understanding (MOU) with the School Board of Broward County.

4. **Property & General Liability Insurance Renewal**

CSBD maintains property and general liability insurance coverage which must be renewed annually in December. Quotes were solicited by our agents from three companies. As the other quotes were much higher, we are recommending that we select our current carrier, the Nautilus Insurance Company Inc. for our 1) commercial general liability at an annual cost of \$44,821, 2) commercial property coverage at an annual cost of \$51,775, and 3) Allianz Global Corporate & Specialty Marine Insurance Company Electronic Data Processing coverage at an annual cost of \$12,639. The total annual premium will be \$109,235. This is an increase of \$2,344 over last year. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Rochelle Daniels stated that we added cybersecurity insurance to the package. The total annual premium for all insurance is \$109,235. This is a slight increase from last year.

On a motion made by Heiko Dobrikow and seconded by Gary Arenson, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the Property & General Liability Insurance Renewal.

5. **Addition of New Course for Existing Training Provider – Florida Atlantic University**

Consideration to approve an application by Florida Atlantic University to add their Computer Science Bachelor Degree program to the Individual Training Account list. Training enrollments into Bachelor's degree programs require the eligible participant to be at or within 24 months of program completion. Approved at the 10/12 Executive Committee meeting. *(This is in alignment with the Board goal to align Broward County community services, social services, and education, to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

Carol Hylton stated that the courses on the ITA list are for programs that are up to two years. Several years ago, the board approved adding Bachelor's Degree programs so long as we limit referrals to customers who are within striking distance and have two years or less to finish their degree. This computer science degree program leads to IT occupations that have high wages and are in demand.

On a motion made by Dr. Steve Tinsley and seconded by Kristen Cavallini-Soothill, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the addition of existing training provider - Florida Atlantic University's Computer Science Bachelor Degree to the ITA list.

6. **Accept Funds for 2021 Summer Youth Employment Program (SYEP)**

Consideration to accept the Children's Services Council award of \$1,944,577 to serve 617 youth for our 2021 SYEP. This is an increase of \$76,058 over last year to offset the anticipated increase in minimum wage. The program will continue to provide participants with three (3) days of employability skills training and an eight (8) week meaningful summer work experience for economically disadvantaged Broward County youth ages 16-18.

Carol Hylton informed the board that the Children's Services Council award of almost \$2M to serve youth for the 2021 SYEP included an increase of \$76,000 over last year to offset the anticipated increase in the minimum wage.

Dr. Chen inquired if we are going to have the SYEP this year. Ms. Hylton responded we hope to have the program and are planning accordingly. She informed the board that CSBD and CSC have discussed doing a hybrid approach to conducting the 3 days of employability skills training. It could be both virtual and in-person, to reduce the youths' presence in the schools to maintain social distancing.

Dr. Chen inquired if there would be any impact on our liability. Mr. Hylton responded that we will have a waiver that will need to be signed by the parents.

Marjorie Walters inquired if the SYEP could be moved to the fall. Ms. Hylton responded that this would conflict with the school day.

On a motion made by Marjorie Walters and seconded by Dr. Ben Chen, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved accepting the funds for 2021 SYEP.

REPORTS

1. The Greater Fort Lauderdale Alliance's Aviation Asset Map

To tell the story of aviation in South Florida and showcase the large cluster of aviation industry businesses, including maintenance, repair and operations, parts companies, training facilities, airports, fixed-base operators, carriers, and original equipment manufacturers, The Greater Fort Lauderdale Alliance and its regional partners recently published an Aviation Asset Map.

2. Update on Intermediary's Initiatives

Carol Hylton reported that we are working on making connections with the different industries, as we did for the hospitality industry, and provided an in-depth review of each of the initiatives.

Carol pointed out that we are collaborating with Rick Shawbell to engage trade unions to provide on-the-job training to assist with their registered apprenticeship programs. To date, 9 apprentices in the electrical trades are taking advantage of the program.

Rick Shawbell thanked CSBD for the opportunity. He stated that he hopes we can get more apprenticeships into the programs.

Mr. Ash mentioned that on 10/29, in partnership with the South Florida Manufacturing Association, we will host a virtual employer forum to discuss topics that impact the manufacturing industry. Broward College, School Board, and the GFLA will be discussing the short and long-term impacts on the workforce.

Ms. Hylton stated that CSBD has been coordinating with Dr. Steve Tinsley and the Broward County Office of Economic and Small Business Development to create a stronger presence on their website. We are working on a partnership that introduces CSBD to new businesses when they register at the county and we plan to hold workshops for small and medium-sized employers to learn about our services.

3. Workforce Boards May Continue To Use Zoom

Ms. Daniels stated that Mr. Arenson inquired if the Governor's order requires the board to have live meetings. Ms. Daniels stated that per the Florida Statute we can meet via Zoom or teleconference as long as the meeting is open to the public and properly noticed.

The Governor's office announced that public entities required to have a live quorum but who were using Zoom or other telecommunications technology during the pandemic would be required to return to meeting the live quorum requirement. Per the Florida Statutes at 445.007 this does not apply to local workforce boards, their committees, or the Council comprised of local governmental units. The statutes allow us to use "any method of telecommunications to conduct meetings, including establishing a quorum through telecommunications" so long as there is 1) public notice of the telecommunications meeting and 2) reasonable access for the public to observe and when appropriate, participate in the meeting.

4. Virtual Healthcare Job Fair

To assist healthcare employers to recruit talent, CSBD in partnership with CareerSource Palm Beach and CareerSource Research Coast held a Virtual Healthcare and Life Sciences Job Fair on 10/21 from 9 a.m. to 1 p.m. Participating employers included Cleveland Clinic, Benelynk, and Diagnostic Clinic Medical Group who are recruiting for a variety of positions such as Certified Nursing Assistants, Medical Assistants, and Paramedics.

Mr. Ash stated that the fair was well attended by both employers and job seekers and the feedback received was positive.

5. CareerSource Broward's 2020 "Paychecks for Patriots" Veterans Hiring Fair

CSBD is in the planning stages to host its 8th annual "Paychecks for Patriots" Veterans Hiring Fair on Thursday, 11/12 as part of an initiative by the Florida Department of Economic Opportunity to hold veteran-themed hiring events across the state during November. At last year's fair CSBD broke new ground and offered a partial virtual career fair component. Building on that success, this year's event will be 100% virtual.

Mr. Shawbell stated that he may know some employers that may be interested in participating and asked if we are still looking for additional employers. Mr. Ash responded that we are still actively recruiting employers for the event. Mr. Shawbell indicated that he would follow-up with Tony.

6. State Employee Salary and Rent Increases

Carol Hylton advised that the State notified us that the state employees would receive a 3% salary increase, which will cost \$53,000. We have a vacancy that we do not intend to fill that will cover the increase. Ms. Hylton further noted the state is raising the rent in the two-state buildings that house our two One-Stop Centers. She indicated that we recently did some refreshing to our centers so we have reduced that category in our budget to accommodate the rent increase.

Bob Swindell inquired if this directly affects our CSBD employees. Ms. Hylton stated the State does not give yearly raises, and it does not affect CSBD or EmpHire employees as both these groups are eligible for up to a 3% merit increase.

7. Broward County Unemployment

The unemployment rate in Broward County was 8.2 percent in September 2020. The rate was 5.4 percent higher than the region's rate a year ago of 2.8 percent. In September 2020, Broward County's unemployment rate was .6 percent higher than the state rate (7.6 percent) and .5 percent higher than the national rate (7.7 percent). Out of a labor force of 1,016,854, there were 83,428 unemployed Broward County residents.

Carol Hylton stated that we will see the results of the phase three opening on next month's unemployment release. She also stated staff is working on an updated way to present the unemployment information to the board.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

None

MATTERS FROM THE BOARD

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton presented a few pictures of the youth who live in Hollywood that received laptops from the Bridging the Digital Divide funds we received from the city.

Ms. Hylton thanked Bob Swindell for highlighting CSBD in the Alliance's Economic Sourcebook.

Ms. Hylton congratulated Sam Robbin for being named Chair of the Board for the Greater Fort Lauderdale Alliance for the 2020-2021 fiscal year.

Ms. Hylton congratulated Dr. Ben Chen, Chen Moore, and Associates and Janet Wincko, City Furniture for their respective company being listed in the Sun-Sentinel's Top Workplaces 2020.

Lastly, Ms. Hylton reminded the Board to send back their nominations for officers by 11/5 so that we have them in time to place the slate on the agenda for the 11/16 Executive Committee meeting.

ADJOURNMENT 1:41 p.m.

THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEDULED FOR DECEMBER 10, 2020, AT 12:00 P.M.