
MEETING MINUTES

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

**Partnership Meeting #231
Thursday, December 10, 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 safe, this meeting was held via Zoom.

Attendees: Mayor Josh Levy, Commissioner Tim Ryan, Mayor Dean Trantalis, Gary Arenson, Josie Bacallao, Michael Carn, Zac Cassidy, Dr. Mildred Coyne, Heiko Dobrikow, Paul Farren, Cynthia Gaber, Frank Horkey, Dr. Lisa Knowles, Dawn Liberta, Mayor Frank Ortis, James Payne, Sam Robbin, Jim Ryan, Pam Sands, Rick Shawbell, Cynthia Sheppard, Bob Swindell, and Marjorie Walters.

Guests: Janet Ward

Staff: Carol Hylton, Ron Moffett, Rochelle Daniels, Tony Ash, Mark Klinecicz, Amy Winer, Kim Bryant, Javon Lloyd, Elisa Westfall, Rosamond Parker-Pickett, and Michael Bateman.

MISSION MOMENT

Erin Wagner, WIOA Participant, provided the mission moment.

APPROVAL OF MINUTES

Approval of the minutes of 10/22/20 Partnership Meeting #230.

On a motion to approve the minutes of 10/22/20, BWDB Partnership/CareerSource Broward Council meeting #230, was made by Gary Arenson and seconded by Heiko Dobrikow, 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 Francois LeConte and seconded by Sam Robbin, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of 12/10/20.

1. BWDB Committee Summary

Summary of actions taken at the following meetings:

Executive Committee	11/16
One Stop Services Committee	12/1

2. Report on Advanced Manufacturing Employer Forum

CareerSource Broward held a virtual employer forum on 10/29 focused on manufacturing. Thirty-five (35) individuals came together to discuss how the industry has been affected by COVID-19. Issues discussed included 1) the shift to remote work and its impact on employees' workload and company culture and 2) challenges related to skill gaps in the industry. Our intermediary is following up with employers and CSBD staff is reaching out with our training providers to discuss how to better address the skills gap.

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

CSBD hosted the eighth annual "Paychecks for Patriots" Veterans Hiring Fair on 11/12. Sixty-seven (67) employers with one hundred and seventy (170) open positions attended the virtual hiring fair. Almost one hundred (100) job seekers many of whom were veterans participated. Feedback from both employers and job seekers has been positive and we are following up with those who attended to see if they were hired. We are planning several additional industry-focused job fair events.

4. Monthly Performance Report

The performance for the month of October is provided. This month's data reflects that within the Big 7 Regions CSBD is in a five-way tie for 1st in WIOA Entered Employment Rate (EER), ranks 3rd in Wagner Peyser and WTP EER, and is tied for 3rd in WTP All Family Participation Rate. (Since the end of March 2020 participants for WTP have been on a waiver and not required to participate, therefore the reported performance is only applicable to months when there was reported activity.)

5. Letters of Support

Letters of support were written for the following organizations for the U.S. Department of Labor H-1B One Workforce Partnership grant 1) Urban League of Broward County 2) Broward College 3) OIC of South Florida and 4) Gang Alternatives. Additional letters were written for the Pathways to Career Opportunities grant for 5) The School Board of Broward County's Concrete Formwork Carpentry Pre-Apprenticeship 6) Atlantic Technical College's Electronic System – Fire Alarm Low Voltage and 7) Carpentry Apprenticeships 8) Broward College's Registered Information Technology and 9) Registered Telecommunications Pre-apprenticeships and 10) FloridaMakes Advanced Manufacturing Apprenticeship programs.

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. Election of CareerSource Broward Council of Elected Officials Officers for 2021

Officers for the CareerSource Broward (CSBD) Council of Elected Officials must be selected for the 2021 calendar year. There are no legal or by-law requirements for the selection of officers. Current CSBD Council officers are Mayor Josh Levy, Chair, Mayor Dean Trantalis, Vice-Chair, and Commissioner Tim Ryan, Chair Pro Tem. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, providing information and intelligence to stakeholders with feedback from the community.)*

Mayor Josh Levy indicated that he was in favor of Mayor Dean Trantalis being Chair, Commissioner Tim Ryan as Vice-Chair and himself as Chair Pro Tem.

Mayor Dean Trantalis thanked Mayor Levy for the opportunity to be the Chair. Commissioner Tim Ryan stated his agreement with Mayor Levy's recommendation.

On a motion made by Mayor Josh Levy and seconded by Mayor Dean Trantalis, the CareerSource Broward Council of Elected Officials unanimously approved Mayor Dean Trantalis as Chair, Commissioner Tim Ryan as Vice-Chair and Mayor Josh Levy as the Chair Pro Tem of the CSBD Council of Elected Officials.

2. Broward Workforce Development Board Officers for 2021

Consideration of a waiver of the two-year term limit for 1) Janet Wincko to serve as Vice-Chair and 2) Dr. Ben Chen to serve as Vice-Chair for Legislative Affairs as permitted by the by-laws and 3) new Board Officers for 2021 as all current officers are completing their second term. On 10/20 requests for nominations of officers were sent to Board members for consideration by the Executive Committee. The CSBD Council of Elected Officials ultimately selects the officers. Approved at the 11/16 Executive Committee meeting. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, providing information and intelligence to stakeholders with feedback from the community.)*

Mayor Levy stated his support to waive the two-year limit for Janet Wincko and Dr. Ben Chen for the slate of officers.

On a motion made by Mayor Josh Levy and seconded by Commissioner Tim Ryan, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the slate of officers for 2021 as follows: Frank Horkey, Chair, Janet Wincko, Vice Chair. Zac Cassidy, Secretary/Treasurer and Dr. Ben Chen Vice-Chair of Legislative Affairs.

3. Selection of Stop–Loss Health Insurance Carrier

CSBD established its self-insurance health policy in coordination with Broward County which called for including Stop–Loss Coverage to limit payouts in the event of health insurance claims in excess of \$75,000 per individual. Because the cost exceeds \$250,000 we issued a Request for Proposals on 11/5. We received two responses and are recommending the lowest bidder, American Fidelity Assurance Company at a cost of \$273,968.88, which is \$34,992 less than last year. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Rochelle Daniels explained that in 2019, the County advised us that we would need to get our own Stop-Loss policy which we did last year. She stated that the Stop-Loss policy covers the balance of the cost of claims that are more than \$75k per individual claim.

On a motion made by Frank Horkey and seconded by Gary Arenson, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved CSBD to contract with American Fidelity Assurance Company for Stop-Loss Insurance Coverage at an estimated annual cost of \$273,968.88.

4. Board and Executive Committee 2021 Meeting Schedule

Consideration of the 2021 meeting schedule for the Board and Executive Committee meetings. The frequency of our meetings may change as it is scheduled to be discussed at the Board planning session. Approved at the 11/16 Executive Committee meeting. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, providing information and intelligence to stakeholders with feedback from the community.)*

Carol Hylton advised that at a recent Executive Committee meeting it was recommended that we include the frequency of Board meetings as a topic for discussion at the board planning session. Therefore, the schedule approved today may change slightly after the next planning session.

On a motion made by Marjorie Walters and seconded by Mayor Frank Ortis, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the 2021 Board and Executive Committee schedule.

5. Addition of New Course for Existing Eligible Training Provider – New Horizons

Consideration to approve an application submitted by current Eligible Training Provider, New Horizons, to add their Network Administrator Preparatory program to the Individual Training Account list. The program will prepare WIOA customers for employment as a Computer Support Specialist. We have reviewed the application for completeness to ensure that Board mandated criteria are met for the training program and related occupational title. Approved at the 12/1 One Stop Services 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 New Horizons has been in business for 35 years and they have been one of our providers since 2009. This is a bundle of six certifications that leads to employment as a Computer Support Specialist.

On a motion made by Heiko Dobrikow and seconded by Paul Farren, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved adding New Horizons' Network Administrator Preparatory program to the Individual Training Account list.

REPORTS

1. Performance Update on WIOA Youth Program Activities – PY 20-21

CSBD, funds five (5) Out-of-School Youth (OSY) programs. The OSY receive education and employability skills training through case management and career pathway planning. The pandemic affected each provider's program and CSBD is working with our full-service providers to successfully exit youth carried forward and with our three navigator providers on youth recruitment. The memo provides an update on the youth provider performance outcomes thus far for Program Year 20-21.

Rochelle Daniels stated that we are working with Broward College and the School Board of Broward County to help reduce the number of carry forward youth so that more youth can be enrolled. She explained the pandemic has presented challenges for youth providers and our youth. CSBD will continue to monitor progress, provide technical assistance and provide updates to the One Stop Services Committee.

2. Summer Youth Employment Program (SYEP) for 2021

This is to update the Board on the 2021 SYEP and the steps we are taking now due to COVID-19 to prepare for a safe summer experience for the youth and staff.

Carol Hylton commented that we are looking forward to having a Summer Youth Employment Program this year. As part of our planning process we are making changes to ensure a safe and successful summer program. For example, our eligibility process will be done virtually. On January 4th the 2021 application will be available on our website. We have expanded our efforts to make sure that the host worksites are adhering to CDC guidelines.

3. Appointment to CareerSource Florida

Samuel Robbin has been appointed to the CareerSource Florida Board of Directors. He will be able to bring a local perspective to the State meetings.

Carol Hylton congratulated Sam Robbin for being appointed to the CareerSource Florida Board of Directors. We are excited because we know that Sam will bring a local perspective to their meetings.

4. Board Member Resignation

Dr. Gertrudis Perez-Dusek has notified CSBD she is resigning from the Board. The Board still meets the mandatory certification requirements as we do not have a mandatory seat for a veteran's representative as we did under the Workforce Investment Act.

Carol Hylton indicated that we have reviewed Broward County's and the Greater Fort Lauderdale Alliance's targeted industries and have identified Healthcare and Finance to be areas we may want to consider seeking a representative for the Board.

Michael Carn asked that the minutes reflect that Dr. Perez-Dusek resigned due to a technicality within her organization. Ms. Hylton advised that her employer did not want her to be a voting member and as a board member you need to be able to vote.

Gary Arenson asked if she can still attend but not vote. Ms. Daniels stated that our meetings are open to the public so anyone can attend but our current structure is such that we do not have non-voting members on the board.

Dr. Lisa Knowles inquired if she could be on a committee. Ms. Daniels responded, yes, she could be on a committee if she was able to vote however, she is always welcome to attend as a member of the public.

Commissioner Ryan asked if Ms. Hylton could explain the membership categories or areas that are mandatory to be on the board, stating he would like to see someone from finance or manufacturing on our board. Carol Hylton responded that the private sector is required to make up 51% of the Board and in the past we have identified the targeted industries in Broward County to seek representation for the Board. This way we have someone on the board that can assist us to address local workforce needs.

Commissioner Ryan stated that we are trying to attract Goldman Sachs to open in South Florida in particular Broward County. It would behoove this board to have a person from the financial sector on the Board. Ms. Hylton agreed and indicated that the Ft. Lauderdale, Pompano, and Deerfield Beach Metro division showed the second-highest annual job growth compared to all the metro areas in the state in finance.

Heiko Dobrikow stated that we do have an economic agency on the board, however, we are missing the Chamber of Commerce, and they have over 30 councils representing different agencies. He further inquired if we would want to bring them onto our board. Gary Arenson agreed with Mr. Dobrikow about adding someone from the chamber. Ms. Hylton indicated that we will include their recommendation when we seek to fill additional slots on the Board or Committees.

5. **Broward County Unemployment**

The unemployment rate in Broward County was 7.3 percent in October 2020. The rate was 4.5 percent higher than the region's rate a year ago of 2.8 percent. In October 2020, Broward County's unemployment rate was .9 percent higher than the state rate (6.4 percent) and .7 percent higher than the national rate (6.6 percent). Out of a labor force of 1,018,346, there were 74,411 unemployed Broward County residents.

Carol Hylton stated that we are moving in the right direction as the unemployment rate in September was higher at 7.8%. This is good news for job seekers and employers. However, we are currently seeing a spike in the COVID-19 numbers and leisure and hospitality industries are still seeing a significant loss of jobs and are not expected to rebound until the 3rd quarter of 2021. .

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

Mayor Levy stated that there has been a little buzz not just only on the financial sector and Goldman Sachs but the high tech industry.

Bob Swindell agreed and indicated that the Greater Ft. Lauderdale Alliance does a lot of advertising and recruitment outside of Florida which is why we may not see the ads, and that CSBD does have a staff person out posted at the Alliance to meet with employers considering relocating to Florida.

Commissioner Ryan suggested that we should have someone from the Greater Ft. Lauderdale Alliance IT sub-committee present at a future board meeting.

Jim Ryan stated that we have talent in south Florida we just do not have the investment capital.

Dr. Mildred Coyne stated that talent is a very important commodity and we need to be aware of the negative affect on talent being caused by the pandemic. Broward College is experiencing a 20% reduction in enrollment for the spring term. She advised that we need to rally as a community to increase enrollment as talent is needed for our future economy and growth in the community.

Mayor Levy asked if we should be building infrastructure like incubators for startup businesses, capitalist, and tech companies to attract talent to South Florida.

Mr. Swindell stated that there is no replacement for proximity. It is critically important to have places that people can meet up to collaborate.

He expressed it might be good to have John Wensveen, Chief Innovation Officer at Nova Southeastern University present at an upcoming Board meeting.

MATTERS FROM THE BOARD

Gary Arenson inquired what our policy was for Christmas Eve and New Year's Eve. Ms. Hylton responded that we are off Christmas Day and New Year's Day.

Ms. Hylton indicated that in previous years if Christmas Day and New Year's fell on a Friday that over the years the governing boards would approve the closure of our offices on Christmas and New Year's Eve.

Frank Horkey mentioned that in the past we have had board discussions and motions on this request. He inquired if the CSBD staff have the authority to approve days off. Ms. Hylton responded that the governing boards approve our holiday schedule.

Mayor Josh Levy inquired if Ms. Hylton had any concerns about lost productivity. Ms. Hylton responded, no as the Christmas and New year's holidays are historically slow times in the centers.

On a motion made by Frank Horkey and seconded by Gary Arenson, the Broward Workforce Development Board, unanimously approved the CSBD holiday office closure for Christmas and New Year's Eve.

On a motion made by Mayor Dean Trantalis and seconded by Mayor Josh Levy, the CareerSource Broward Council of Elected Officials unanimously approved the CSBD holiday office closure for Christmas and New Year's Eve.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton congratulated Mayors, Josh Levy and Dean Trantalis and Commissioner Ryan on being re-elected.

Ms. Hylton advised that the Master Agreement requires CSBD to do training for the board. There are two twenty-minute training sessions following the board meeting today. The training for today is on work-based training, distressed communities, job seeker journey, and tools of the trade.

Frank Horkey stated that when he was the chair we starting doing training as a part of the board meetings. He stated we are ahead of the curve and have always been more innovative than any of the other boards.

Ms. Hylton mentioned that she would be taking a vacation at the end of December and indicated that Mr. Moffett and Ms. Daniels will be available and that she will be available by phone.

Dr. Lisa Knowles thanked everyone for supporting her as the chair and letting her serve the community.

ADJOURNMENT 1:16 pm

THE NEXT DATE OF THE BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEDULED FOR JANUARY 28, 2021.