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## MINUTES

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

**Partnership Meeting #223  
Thursday, February 27, 2020  
CareerSource Broward, 2890 West Cypress Creek Road, Ft. Lauderdale 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 before the meeting whether or not you are able to attend the meeting if you have a conflict with any agenda items.

**Attendees: Mayor Josh Levy, Commissioner Tim Ryan, Mayor Dean Trantalis, Gina Alexis (via phone), Gary Arenson, Josie Bacallao, Micahel Carn, Zac Cassidy (via phone), Kristen Cavallini-Soothill (via phone), Dr. Ben Chen, Dr. Mildred Coyne, Heiko Dobrikow, Paul Farren, Cynthia Gaber, Frank Horkey, Francois LeConte, Dawn Liberta (via phone), Ismael Martinez, Mayor Frank Ortis, James Payne, Dr. Gertrudis Perez-Dusek (via phone), Sam Robbin, Pam Sands (via phone), Rick Shawbell, Cynthia Sheppard, Dr. Steve Tinsley, Marjorie Walters, and Janet Wincko**

Moment of Silence held for Mayor Justin Flippen, Mayor of Wilton Manors who passed away.

### **PLEDGE OF ALLEGIANCE**

### **MISSION MOMENT**

Melinda Bradley-Lee, Deputy Circuit Administrator with the Florida Department of Corrections provided the mission moment.

### **MEMBER SPOTLIGHT**

Rick Shawbell gave the Board member spotlight.

Carol Hylton, Executive Vice President, gave the staff spotlight.

### **PRESENTATION TO THE BOARD**

Naomie Labaty, Program/Project Coordinator (CENSUS), Environmental Protection and Growth Management Department, presented on the importance of the Census and the work being done by the Full Count Committee.

Naomie Labaty stated that the Census is a county of all the people who live in the United States. The census helps decision-making in governments and communities. The U.S. Constitution requires a census every 10 years, in years ending in zero. A complete count of people living in your community helps to make sure that your community gets its fair share of more than 1.5 trillion dollars in federal funding per year. Census data helps communities decide on where and how to provide public housing, prepare for emergencies, build hospitals, and much more.

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Paul Farren inquired how will a person who lives part-time in South Florida be counted? Naomie Labaty stated that the city and state you live in for six months and 1 day is where they will be counted.

Commissioner Tim Ryan inquired if the homeless and prisoners get counted? Naomie Labaty responded yes, the census does count the homeless and prisoners. On 3/30 - 4/1 the census will go out to the homeless locations and get a count. The prisoners are allocated to Broward County.

### **APPROVAL OF MINUTES**

Approval of the minutes of January 23, 2020, Broward Workforce Development Board/CareerSource Broward Council Partnership Meeting #222.

**A motion to approve the minutes of the January 23, 2020, BWDB Partnership/CareerSource Broward Council meeting #222 was made by Mayor Dean Trantalis 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 Frank Horkey and seconded by Mayor Frank Ortis, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of February 28, 2020.**

#### **1. Monthly Performance Report**

The current performance for the month of December is provided. This month's data reflects that within the Big 7 Regions CSBD is in a four-way tie for 1<sup>st</sup> in WIOA Entered Employment Rate (EER), ranks 1<sup>st</sup> in WTP EER and WTP Two Parent Participation Rate, ranks 2<sup>nd</sup> in WTP All Family Participation rate, and ranks 3<sup>rd</sup> in Veterans EER.

#### **2. BWDB Committee Summary**

Summary of actions taken at the following meeting:

Employer Services 2/3/20  
One Stop Services Committee –2/4/20  
Audit Committee – 2/10/20  
Executive Committee – 2/10/20

### **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*

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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. Anthony Brunson, P.A. Audit for FY 2018- 2019 Presentation**

Anthony Brunson, PA has completed its Audit Report for the 2018 – 2019 CareerSource Broward fiscal year. The audit is a clean opinion with no findings and no material weaknesses. Approved at the 2/10 Audit and Executive Committee meetings. *(This is in alignment with the BWDB goal to improve the sustainability of the workforce system through increased funding, efficiency and relevancy).*

Audrey Robinson, Audit Supervisor, stated the scope of the examination includes audit of financial statements pursuant to the generally accepted auditing standards and government auditing standards; review of internal controls governing financial operations, as well as laws and regulations.

Gary Arenson asked, so there are no recommendations from the auditors to change anything. ? Audrey Robinson responded that is correct.

Commissioner Tim Ryan suggested we consider using a “consultant” to come in to do a management study if the funds allow us to use it that way. Mason indicated we will look into it.

Frank Horkey thanked the staff for doing a great job.

Mason Jackson thanked Carol Hylton, Rochelle Daniels and Christine Azor for doing a great job.

**On a motion made by Gary Arenson and seconded by Frank Horkey, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the 2018 – 2019 fiscal year audit report.**

### **2. New Course Addition for Existing ITA Provider- Broward College**

Considered approving Broward College’s request to add Marine Engine Technology AS Degree program to the Workforce Innovation and Opportunity Act - Individual Training Account List. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational titles. 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 at the Board meeting. Approved at the 2/4 One Stop Services and 2/10 Executive Committee meetings. *(This is in alignment with the BWDB goal to encourage job seekers to choose CSBD for comprehensive employment, education and training services, and to connect them to the workforce system using our central job bank.)*

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

Francois LeConte declared a conflict of interest for this item as he serves on the Broward College Business Advisory Committee. He abstained from voting and will be required to submit a conflict of interest form.

**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 new course addition for existing ITA provider- Broward College by a 2/3 vote of the seated quorum.**

### **3. State Apprenticeship Expansion Grant Funds**

Considered accepting \$100,000 in additional funding from the Florida Department of Economic Opportunity to fund the State Apprenticeship Expansion Grant for the period of 12/1/19 - 6/30/21. This Grant is a collaborative partnership between CareerSource Broward, the School Board of Broward County (SBBC) - Atlantic Technical College and the Marine Industries Association of South Florida to train up to 20 WIOA eligible apprentices as Yacht Service Technician for the marine industry. Because a Board member, James Payne is employed by SBBC, this recommendation must be approved by a 2/3 vote of the Board members at the Board meeting. Approved at the 2/4 One Stop Services and 2/10 Executive Committee meetings. *(This is in alignment with the BWDB 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).*

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 Michael Carn and seconded by Frank Horkey, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved state apprenticeship expansion grant funds by a 2/3 vote of the seated quorum.**

### **4. Industry Employer Forums**

Considered to 1) plan and implement seven employer forums to learn from employers about issues that impact recruiting, hiring and training decisions including what skills gaps exist and 2) use of up to \$2,000 per forum for a total of \$14,000 of the funds already reserved for food and beverage out of the general fund. Approved at the 2/3 Employer Services and 2/10 Executive Committee meetings. *(This is in alignment with the BWDB goal to encourage employers by engaging and identifying their needs, educating and connecting them to the workforce system to produce innovative workforce solutions.)*

Mason Jackson stated that from 2012 – 2015, CSBD held a series of employer forums specific to the targeted industries of Aviation, Marine, Automotive, Healthcare/Life Sciences, Construction, and Technology.

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Josie Bacallao inquired if these will be tapped and if board members will be invited. Mason Jackson responded no this will not be tapped. He further noted that board members are welcome.

Mayor Dean Trantalis asked how many employers do we expect? Mason Jackson responded approximately 30. Mayor Trantalis stated that we need to do what we can to save money in the amount set aside for each forum. Mason indicated that it is up to \$2,000 per event, so we do not expect to expend that per event so it will remain in set aside for food.

Frank Horkey inquired if we needed to amend the motion to say that the number of forums is determined by staff but to limit the total amount of funds to \$14,000 for all forums.

**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 number of forums to be determined by staff but to limit the amount of funds to \$14,000.**

## **5. Start-Up Now Program**

Considered of seeking governing board approval to 1) to request State approval which is required whenever a local board wants to deliver training services and to 2) allocate approximately \$205,405 from WIOA to support Start-Up Now from 3/1/20 - 2/29/21, serving 40 people. Current funding ends on 2/29/20, and we have not found additional community support. We have WIOA funds available and the enrollees would have to be WIOA eligible. CSBD could run the program for one year utilizing WIOA funding while it seeks out a partner to fund the program. *(This is in alignment with the BWDB 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).*

Mason Jackson stated that we aren't getting enough funding to keep the Start-Up Now Program going. We need a continuation of funds. The entrepreneurial training is an allowable WIOA activity and can be supported with WIOA funds for eligible individuals.

Commissioner Tim Ryan mentioned that he would reach out to the Florida Panthers to see if he can assist with their support for funding the Start-Up now program.

Commissioner Tim Ryan further inquired if we can reach out to Magic Leap for funding. Mason Jackson responded that he will get in contact with Bob Swindell to help with Magic Leap.

Jim Ryan stated that he can assist with contacts if we needed.

Michael Carn suggested that if funding is available we could have an alumni for Start-Up Now take part in a video where we highlight the program and it may help our efforts to get more funding.

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

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unanimously approved the 1) to request State approval which is required whenever a local board wants to deliver training services and to 2) allocate approximately \$205,405 from WIOA to support Start-Up Now from 3/1/20 - 2/28/21, serving 40 people.

#### **6. President/CEO Evaluation**

In accordance with Broward Workforce Development Board, Inc. and CareerSource Broward Council of Elected Official's policy, the Executive Committee evaluates the President/CEO using an instrument developed by the Organizational Resources Committee. The evaluation instrument was distributed to the Executive Committee members by the Legal Department in December. The scores have been tabulated and averaged. Approved at the 2/10 Executive Committee meeting. *(This is in alignment with the BWDB 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.)*

Mason thanked the Executive Committee for their taking their time to respond.

Gary Arenson stated that in the Executive Committee meeting he requested that in the future we explore expanding the rating scale to maybe 1 – 10 rating rather than a 1 – 4 scale.

Mason indicated that we will put the suggestion on the Executive committee to address.

**On a motion made by Michael Carn and seconded by Heiko Dobrikow, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the President/CEO Evaluation.**

#### **7. Florida-95 / I-595 Construction Case Management Services Funding**

Considered accepting up to \$35,850 from HNTB Corporation for case management services related to the I-95 / I-595 roadway construction project. CSBD will provide 1) provide case management services for 26 new hires for up to one year and 2) provide support services such as transportation assistance and safety attire (e.g., work boots) through the grant. Approved at the 2/10 Executive Committee meeting. *(This is in alignment with the BWDB 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).*

Michael Carn requested that we invite HNTB Corporation to a board meeting, as this is a wonderful initiative.

**On a motion made by Gary Arenson and seconded by Frank Horkey, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the Florida-95 / 595 construction case management services funding.**

#### **8. Additional Funds for The FLITE Center Contract**

Considered approving an increase of \$21,000 to the Fort Lauderdale Independence Training & Education (FLITE) Center contract. Funds are available in the youth allocation. The funds will

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be used for an additional navigator who will be dedicated to working with youth affected by human trafficking. Approved at the 2/4 One Stop Services and 2/10 Executive Committee meetings. *(This is in alignment with the BWDB 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).*

Mason Jackson stated that the FLITE Center recently received a grant from the Broward County Children's Services Administration to serve chronically homeless youth which includes survivors of human trafficking as defined by the Trafficking Victims Protection Act. Youth will have access to FLITE services as well as the 14 WIOA elements such as but not limited to work experience, ITA's, case management, and support services.

**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 the additional funds for the FLITE Center contract.**

#### **9. Expand Out Of School Youth Eligibility**

Considered to 1) expand "out of school" youth eligibility by defining the term, "needs additional assistance to enter or complete an educational program or to secure or hold employment." Youth in the distressed communities are often subject to stressors occasioned by their family circumstances. In looking toward the future and our services to the distressed communities, we researched ways to broaden the eligibility criteria and if approved 2) incorporate the changes to the CSBD 4-year plan. Approved at the 2/4 One Stop Services and 2/10 Executive Committee meetings. *(This is in alignment with the BWDB 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).*

Commissioner Tim Ryan asked what we are going to do to help the distressed community? Mason Jackson stated this will broaden the outreach in the distressed communities and expand our out of school program. By expanding the eligibility purposes. We will be able to provide additional tuition assistance so customers can complete educational programs, assist them to secure and hold employment.

**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 the expansion of out of school youth eligibility.**

#### **10. New Course Addition for Existing ITA Provider - South Florida Academy of AC**

Considered approving South Florida Academy of Air Conditionings' request to add HVAC Maintenance Technician program to the ITA list. This training program provides students with the basic repair knowledge needed to gain employment in the Heating, Ventilation, and Air Conditioning (HVAC) field. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational title. Approved at the 2/4 One Stop Services and 2/10 Executive Committee meetings. *(This is in alignment with the BWDB goal to encourage job seekers to choose CSBD for comprehensive employment, education and training services, and to connect them to the workforce system using our central job bank.)*

James Payne inquired if the 60-hour training program meets our criteria? Mason Jackson responded that while it is a short program, it will provide students with the basic HVAC repair knowledge needed to gain employment.

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**On a motion made by Frank Horkey and seconded by Marjorie Walters the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the new course addition for existing ITA Provider- South Florida Academy of AC.**

**11. Selection of Staffing Companies for Disaster Relief**

CSBD utilizes staffing companies who serve as the employer of record for temporary workers for clean-up, humanitarian aid and recovery efforts, including demolition, repair, renovation and reconstruction of damaged and destroyed structures, facilities and lands affected by a disaster. We issued an RFP and received five (5) proposals. All proposers are eligible to participate. Consideration to approve these staffing agencies to be a part of a vendor list to provide temporary disaster relief workers when a state of emergency is declared. Approved at the 2/4 One Stop Services and 2/10 Executive Committee meetings. *(This is in alignment with the BWDB goal to encourage job seekers to choose CSBD for comprehensive employment, education and training services, and to connect them to the workforce system using our central job bank.)*

Mayor Josh Levy asked if there is communication between the county and CSBD to find people to assist in pre-emergency preparations? Mason Jackson responded that our role is to come in after the disaster and work with the companies on our vendor's list to provide relief staff to do clean up, restoration and humanitarian work for the County, the municipalities and not for profit entities in the community.

Rochelle Daniels stated that we have sent out worksite agreements to the counties and municipalities. She further noted that we can help after a hurricane but not before the hurricane. We have to wait until we receive a notice of funding before we can start our recovery efforts.

The Red Cross tries to assist but does not have enough personal before or during the storm. Broward County has asked the City of Fort Lauderdale to help collaborate and find personal.

Commissioner Tim Ryan stated that the statue speaks to requirements for school districts to provide staff for the shelter but don't always get enough staff. Commissioner Ryan further noted that CSBD should ask the state if there is any way to provide funding before the emergency as people are needed to staff the shelters which open up before a hurricane. Mason Jackson stated that we could write a letter to the state asking for advanced funding.

Frank Horkey inquired if this was just to put vendors on the list for after a storm cleanup. Mason Jackson responded, yes, CSBD works with the companies on the vendor's list to provide relief clean up, restoration and humanitarian aid. Not every staffing company can provide cleanup, humanitarian aid, and recovery efforts.

**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 the selection of the staffing companies for disaster relief.**



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## REPORTS

### 1. Budget vs. Actual Expenditure Report

As reported in December and as can be seen from the Budget vs. Actual memo we are working on increasing expenditures with respect to our WIOA Youth and Wagner Peyser funding streams. Reviewed at the 2/10 Audit Committee which meets directly prior to the Executive Committee meeting.

### 2. General Fund Balance

On 10/31/19 the General Fund balance was \$648,873. At this time the General Fund balance is \$569,126 (total revenues) – (minus) \$423,147 (annual set aside) which leaves \$145,979 in the General Fund. We expect to see continued revenues through TTW. Reviewed at the 2/10 Audit Committee which meets directly prior to the Executive Committee meeting.

### 3. Employer Services Infograph November - December 2019

CSBD hosted 28 mass recruitment events for employers seeking to fill over 700 vacant positions. Also through the industry intermediaries, CSBD posted 43 available jobs for employers in Broward's targeted industries during this time period.

### 4. Individual Training Account (ITA) Performance Report

ITA providers are required to have a minimum 70% training-related placement rate for graduates who complete their programs within 180 days of graduation. CSBD conducted the semi-annual analysis of ITA provider performance and found that The Academy of South Florida's Application Architect program did not meet the required performance. They are at a 64% placement rate and are working with several customers to secure employment to increase their placement rate. The Board has requested that CSBD take action to suspend programs when necessary and to report the action to the Board rather than waiting for a meeting. CSBD has suspended customer referrals until receipt of evidence to confirm the attainment of a 70% or better graduate training-related placement rate.

Mason Jackson stated that at the last meeting everyone asked to see a report. We provide the report every six months. We did take off one of the providers The Academy of South Florida's Application Architect program as they did not meet 70%.

### 5. Targeted Community Outreach Infograph July 2019 – January 2020

CSBD continues to bring services directly to residents in targeted zip codes that have the highest unemployment in Broward County. Through this initiative, CSBD has placed 220 customers that reside in the targeted communities into employment since July 2019. This is 29% of all customers placed during the same timeframe. Also, 118 customers who received a WIOA scholarship or received work-based training through CSBD were from the targeted zip codes. This represents 26% of all customers during the same timeframe. CSBD also held 10 job readiness workshops in the communities.

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Mason Jackson stated that we have a new format, including different categories. We are giving you a running total. We will be advertising with the motor vehicle division in approximately 5-6 of their offices located in or around the distressed communities.

## **6. Legislative Update**

FWDA session update on two bills being monitored. HB1271 and companion clarify roles of state board, CSF, inc. and DEO. Also, SB 1568 which includes pre-apprentices under the State's workers compensation packages. The latter was part of the BWDB legislative priorities.

Mason Jackson stated that it is a short report. HB1271 clarifies the roles between the State board, CareerSource Florida and DEO.

Mason Jackson stated the SB 1568 includes the pre-apprentice program under the state's workers' compensation package. They are asking for real-time funding for the apprenticeship program.

Mason Jackson mentioned that he and Dr. Lisa Knowles went to the Capital last week in Tallahassee and met with several legislators. They also met with the new advocate Marti Coley Eubanks. He said that Dr. Ben Chen also visited legislators in Tallahassee and met with the new FWDA advocate Marti Coley Eubanks as well.

## **7. Taylor Hall Miller Parker (THMP), P.A. Program Monitoring Report #3 PY 18-19 – Issued November 2019**

THMP identified 5 findings and 23 observations during their program monitoring visit. They reviewed a total of 175 files consisting of 6,325 elements. The findings equate to an error rate of approximately .079%.

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Frank Horkey and Gary Arenson thanked the staff for doing a great job.

## **8. CSBD Info-graph Calendar YTD Through December 2019**

CSBD's info-graph was created to assist BWDB members with information to discuss with elected officials about CSBD. The info-graph summarizes key data points on Labor Market Information, customers served, business services delivered, community involvement, and reflects the numbers calendar year to date through December 2019.

## **9. Broward County Unemployment**

The unemployment rate in Broward County was 2.5 percent in December 2019. Lower by .6 percentage point over the year. In December 2019, Broward County's unemployment rate was equal to the state rate (2.5) and 0.9 percent point lower than the national rate (3.4 percent). Out of a labor force of 1,049,805, there were 26,705 unemployed Broward County residents.

Mason Jackson stated that we are keeping a close eye on the Coronavirus and what implications it will have over the courses of the next few months. At this time nothing is being canceled. We are concerned about hospitality and tourism layoffs. Mr. Jackson further noted that this could affect manufacturing layoffs as well.

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Gina Alexis mentioned that pharmaceutical companies are in China and people should make sure they prepared.

#### **MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL**

None

#### **MATTERS FROM THE BOARD**

- Michael Carn stated that the City of Oakland Park is hosting Taste of Oakland Park on 2/28 from 6:00 p.m. – 9:00 p.m.
- Gina Alexis stated that the BioFlorida Life Science Career Event is hosted at Nova Southeastern University on 2/29 at 8:15 a.m.

#### **MATTERS FROM THE FLOOR**

None

#### **MATTERS FROM THE PRESIDENT/CEO**

- Mason wished Hispanic Unity of Florida a happy birthday.
- Mason mentioned that he will be in Charlotte, North Carolina with the Greater Fort Lauderdale Alliance Leadership Study February 29<sup>th</sup> through March 4<sup>th</sup>.
- Mason stated that the Sadowski fund was approved for 240 million dollars.

#### **ADJOURNMENT**

**1:50 P.M.**

***THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEDULED FOR MARCH 26, 2020 AT 12:00 P.M.***