
MINUTES

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

**Partnership Meeting #213
Thursday, January 24, 2019
CareerSource Broward, 2890 West Cypress Creek Road, Ft. Lauderdale 33309**

The Board and Council are 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 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, Gary Arenson, Josie Bacallao, Zac Cassidy, Kristen Cavallini-Soothill, Dr. Ben Chen, Dr. Mildred Coyne, Heiko Dobrikow, Paul Farren, Cynthia Gaber, Dr. Lisa Knowles, Francois Leconte, Dawn Liberta, Ismael Martinez, Mayor Frank Ortis, Dr. Gertrudis Perez-Dusek (via phone), Pam Sands, Cynthia Sheppard (via phone), Anna Silva, John Simmons, Bob Swindell, Dr. Steve Tinsley, Enid Valdez, Marjorie Walters and Janet Wincko

PLEDGE OF ALLEGIANCE:

MISSION MOMENT

Christine Frederick, Executive Director, and Ayita Tarpley, participant of the Flite Center provided the mission moments.

MEMBER SPOTLIGHT

Dr. Lisa Knowles was the Board member spotlight.

Steven Breslin, VETS/WP/TAA Program Manager, was the staff spotlight.

PRESENTATION TO THE BOARD

Ann Deibert and Bill Sipala of Broward County Housing Authority were recognized for their outstanding invaluable construction expertise during renovation of the Administrative Office.

APPROVAL OF MINUTES

Approval of the minutes of the December 13, 2018 Broward Workforce Development Board/CareerSource Broward Council Partnership Meeting #212.

A motion to approve the minutes of the December 13, 2018 BWDB Partnership/CareerSource Broward Council meeting #212 was made by Mayor Frank Ortis and seconded by Enid Valdez. The Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the December 13, 2018 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 Mayor Frank Ortis and seconded by Kristen Cavallini-Soothill, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of January 24, 2019.

1. Monthly Performance Report

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

2. BWDB Committee Summary

Summary of actions taken at the following meeting:

One Stop Services Committee – 1/8/19
Executive Committee – 1/14/19

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.

NEW BUSINESS

1. Food and Beverage

This is the same amount as was approved last year. The Workforce Board Accountability Act prohibits regional workforce boards from purchasing food and beverages with grant funds. To be able to serve food and beverages at business meetings the CareerSource Broward governing boards have approved use of the General Fund. Consideration to allocate funds for calendar year 2019 from the General Fund to purchase food and beverages for 1) Board and Committee meetings 2) staff planning sessions 3) day long staff training 4) employer forums 5) networking events such as Chamber of Commerce/Industry meetings 6) community meetings attended by the President/CEO, Executive Vice President and management and 7) Start-Up Now, for a total of \$23,500. *(This is in alignment with the BWDB goal to maintain our role as local workforce development leaders.)*

Mason Jackson stated that local workforce boards have not been able to use grant funds for the purchase of food and beverages since 2009. Mr. Jackson further stated we set aside funds for Start-up Now mentoring gatherings and committee meetings.

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 food and beverage funds for calendar year 2019.

2. New Courses For Existing ITA Provider – Broward College (BC)

Consideration to approve current ITA provider BC's request to add its 1) Diagnostic Medical Sonography A.S. degree and 2) Human Services A.S. degree programs to the Customer ITA list. CSBD reviewed the applications for completeness and to ensure that Board mandated criteria are met for the training programs and related occupational titles. Because a Board member, Dr. Mildred Coyne, is employed by BC 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 1/8 One Stop Services and 1/14 Executive Committee meeting. *(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 employed by Broward College. She abstained from voting and will be required to submit a conflict of interest form.

On a motion made by John Simmons and seconded by Francois LeConte, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved new courses for existing ITA provider- Broward College by a 2/3 vote of the seated quorum.

3. December 2018 Planning Session

The BWDB held its annual planning meeting on 12/13 at CSBD's new administrative office building in Ft. Lauderdale. There were 43 attendees, including BWDB members, guests and CSBD staff. This year's planning session began with welcoming remarks provided by Mayor Josh Levy, Mayor Dean Trantalis and Mason Jackson, CSBD President/CEO. An overview of each discussion group is provided in the attached memo with their consolidated recommendations. Items will be sent to the committees to deploy once approved by the Board. Approved at the 1/14 Executive Committee meeting. *(This is in alignment with the BWDB goal to maintain our role as local workforce development leaders).*

Mason Jackson stated that the planning session was outstanding this year. He informed the board that some of the community partners have reached out to him to get additional information on our services. Mason Jackson reminded the board that the recommendations will be incorporated into the matrices of the various board committees to work on during the year.

Commissioner Tim Ryan stated we discussed efforts to increase our exposure to employers and customers in the community. Mason Jackson replied that we are using social media, direct advertisement at movies theatres and billboards to increase our exposure. Mr. Jackson further stated that we have reached out to distressed communities as well.

On a motion made by Anna Silva and seconded by Kristen Cavallini-Soothill, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the adoption of the report and recommendations of the 2018 board planning session.

4. Program Year (PY) 2018-19 Revised Budget

This is our annual update to the preliminary budget presented last May. It is the adjusted budget based upon the actual amounts of the grants received by CSBD. The CSBD formula grants for Program Year (PY) 2018-19 total \$21,230,997, an increase of \$2,969,908 or 16% from the planning numbers presented in May. This is due to 1) an increase in most of the formula allocations and 2) a higher carry forward in the WIOA Dislocated Worker and Youth funding streams than forecasted. Dedicated grants total \$5,651,474. Formula funding of \$21,230,997 including dedicated grants of \$5,651,474 totals \$26,882,471 for PY18-19. Approved at the 1/8 One Stop Services and 1/14 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).*

Mason Jackson advised that we have maintained our administrative cap. CareerSource Florida reduced mandatory expenditures on training from 50% to 30%. Gary Arenson inquired if the reduction is statewide or local? Mason Jackson responded that it is statewide.

Commissioner Tim Ryan asked what attributed the 58% increase of support services for participants. Mason Jackson stated that because the mandatory training expenditures rate was decreased to 30% we were able to increase the allocation for support costs for gas cards, clothing vouchers, bus passes, and participant performance incentives for WIOA Adult, Dislocated Workers, Youth, and Welfare Transition Customers.

Mayor Josh Levy inquired if there is reimbursement for UBER. Mason Jackson responded no. Mayor Levy further inquired if there was a cap on gas cards. Mason Jackson replied customers who are active participants in WIOA activities are eligible to receive \$25 per month.

On a motion made by Pam Sands and seconded by Kristen Cavallini-Soothill, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved Program Year (PY) 18/19 Revised Budget.

5. Selection of Stop Loss Insurance Carrier

CSBD employees are included in the Broward County Health Self - Insurance Plan. Stop loss coverage is to prevent us from exceeding the amount budgeted overall for health coverage annually. When we aligned our purchasing policy caps with the new federal and state caps the CSBD Council requested we bring single item purchases in excess of \$50,000 to them for approval. As the cost of the Stop loss insurance exceeds \$50,000 threshold it is required to be approved by the CSBD governing boards. CSBD sought quotes for its stop loss coverage and is recommending Symetra our current carrier and low bidder in the amount of \$204,069. Approved at the 1/14 Executive Committee meeting. *(This is in alignment with the BWDB goal to maintain our role as local workforce development leaders.)*

Mason Jackson stated that CSBD employees are covered by the Broward County Health Plan. We have set aside funds for the health self-insurance plan and we also pay for stop loss coverage. Our stop loss coverage is to prevent us from exceeding the amount budgeted for health coverage annually.

On a motion made by Gary Arenson and seconded by Heiko Dobrikow, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved Symetra as the Stop Loss Insurance Carrier.

6. Acceptance of Frederick A. DeLuca Foundation Funds for Start-Up Now

Consideration to accept a grant award of \$102,457 from the Frederick A. DeLuca Foundation for the Start-Up Now Program. In April 2017, the Board approved for CSBD to seek financial support for Start-Up Now. The funds will cover a portion of the cost of the program including instruction, and mentoring. We anticipate the annual cost to be \$130,000 for one cohort of 20 people and \$243,000 for 2 cohorts for a total of 40 participants (due to overlapping cohorts). We will start with one cohort in March of 2019. We continue to do fund development and have several strong leads. The Frederick A. DeLuca Foundation will present the grant award to support Start up Now program. Approved at the 1/8 One Stop Services and 1/14 Executive Committee meeting. *(This is in alignment with the BWDB goal to improve the sustainability of the workforce system through increased funding, efficiency and relevancy).*

Mason Jackson thanked Dr. Angelika Schlanger and Mr. Jonathan DeLuca for their grant award of \$102,457 towards Start-Up Now.

On a motion made by Francois Leconte and seconded by Marjorie Walters, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved Acceptance of Frederick A. DeLuca Foundation Funds for Start-Up Now.

7. Increase to Individual Training Account (ITA) CAP

Consideration to increase the ITA cap from \$8,200 to \$12,000 to keep pace with the increase to tuition and books at the public institutions. The last time the Broward Workforce Development Board (Board) approved an increase was in May of 2012. Since then the cost of tuition has increased and it has now reached a point where many of the public occupational training programs on our ITA list exceed the current cap. This change is in-line with the Tri-County workforce areas. Approved at the 1/8 One Stop Services and 1/14 Executive Committee meeting. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations.)*

Mason Jackson stated from time to time we analyze the market place to make sure that our ITA cap is aligned with the cost of education at the public institutions. We found that costs have increased since 2012.

Gary Arenson stated that he would like to see the ITA cap reviewed annually to keep pace with rising school tuition. Mason indicated that we can do that.

On a motion made by John Simmons and seconded by Heiko Dobrikow the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved Increase to Individual Training Account (ITA) CAP.

REPORTS

1. Janitorial Services

CareerSource Broward (CSBD) relocated its administrative offices to 2890 West Cypress Creek Road. We have solicited quotes for janitorial services. Because of our experiences in the past, we are giving the lowest bidder a 3 month trial period at a cost of \$13,770. Because it is a single purchase of over \$10,000, it is required to be reported to the CSBD governing boards. If we are satisfied at the end of the trial period, we will bring the annual contract to the Board for approval as the annual quote is over \$50,000.

2. Request for Proposals for WIOA Youth Providers

The CSBD youth provider contract terms are coming to an end in 6/19. Contracts were for one year with the option to renew for three more one year periods for a total of 4 years. At this time in accordance with our procurement rules we will be issuing an Request for Proposals for out of school WIOA youth services in the coming weeks.

Mason Jackson stated this is just a notice that we are issuing an RFP.

3. Broward County Unemployment

The unemployment rate in Broward County was 3.1 percent in December 2018. Lower by .3 percentage point over the year. In December 2018, Broward County's unemployment rate was 0.2 percentage point lower than the state rate (3.3) and 0.6 percent point lower than the national rate (3.7 percent). Out of a labor force of 1,038,689 there were 16,082 unemployed Broward County residents.

Mason Jackson stated there was a typo with the numbers for unemployed Broward County residents. The corrected number is 32,211 unemployed residents in the region. He further noted the unemployment rate went up through the entire state.

Paul Farren inquired how the government shutdown affects the unemployment figures. Mason Jackson responded that it does not affect the unemployment numbers as of yet because the government employees are on furlough and not unemployed.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

Mayor Josh Levy suggested that we provide information about our services to each of the cities in Broward county and that we could do this in a one page document that includes data on job seekers and employers.

Mayor Levy mentioned he would try and get Mason Jackson in front of the South Florida Auto Dealers Association to do a presentation.

Mayor Dean Trantalis provided an update that the City of Ft. Lauderdale and Broward County Public schools are having discussions to put together a technical Charter school associated with an airport operation. Our goal is to train technicians to fulfill needs and goals of airports.

We would like to assist at risk youth the opportunity to be trained and provide them a great job, decent pay and put them on a career path to their future.

MATTERS FROM THE BOARD

Heiko Dobrikow mentioned Multiple Pathways to the American Dream event is on 4/13 from 8:30 a.m. – 11:30 a.m. Multiple Pathways to the American Dream is an event for high school students and parents to learn about multiple pathways after high school graduation.

Bob Swindell mentioned Claim Your Future Showcase is on 2/6 from 8:00 a.m. – 1:00 p.m. Mason Jackson will send out an email to the Board with details.

Mayor Josh Levy mentioned Spark Hollywood is 5/22 at 5:30 p.m. Spark Hollywood is an event that promotes innovation and entrepreneurship for local startups and inventors.

Josie Bacallao mentioned that Free Tax Preparation will start Monday 1/28.

Heiko Dobrikow suggested that CSBD have a page on their website for community partners to link their flyers and upcoming events.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

- Mason Jackson stated that My Next Move will be on 4/18. The event is geared to assist high school seniors prepare for job interviews. Mayor Josh Levy suggested using a robo call to all schools and parents for this event.
- Mason Jackson inquired if the Board would prefer to have the ribbon cutting at the 4/25 Board meeting or Friday 4/26. Mayor Levy suggested the ribbon cutting be directly after the Board meeting.
- Mason Jackson stated that CSBD has enough money for SNAP and WTP to the end of February should the shutdown not end by that time. The state suggested moving the staff into WIOA funding if needed.
- Mason Jackson stated that he will be making appointments to meet the four new legislatures and inquired if any Board members would like to attend with him. If so just let Amy know.
- Mason Jackson stated that we opened up the SYEP application. Carol Hylton stated that we have over 2,000 kids in our program. Ms. Hylton mentioned that CSC will fund 100% for the private sector.

ADJOURNMENT 9:33 A.M.

THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEDULED FOR FEBRUARY 28, 2019 AT 8:00 A.M.