
MEETING MINUTES

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

**Partnership Meeting #245
Thursday, October 27, 2022
CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

This meeting is being held in person. Due to Covid-19, in the interest of keeping our board, staff, and public safe this meeting is also accessible via a Zoom video conference.

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.

Attendees via Zoom/in-person: Mayor Josh Levy, Commissioner Tim Ryan, Dr. Ben Chen, Keith Costello, Paul Farren, Cynthia Gaber, Dr. Lisa Knowles, Kevin Kornahrens, Dawn Liberta, Ismael Martinez, Sandy McDonald, Jim Ryan, Pam Sands, Richard Shawbell, Bob Swindell, Marjorie Walters, and Heiko Dobrikow, who chaired the meeting.

Guests: Jim Stubblefield, Mills Electric Service, Inc., Dr. Vicki Cartwright, Broward County Public Schools, Lynn Goldman, and Christy Bradford, Broward Technical Colleges & Technical High Schools.

Staff: Carol Hylton, Ron Moffett, Rochelle Daniels, Kim Bryant, Tony Ash, Nadine Jackson, Yahalia Franklin, Reynold Hicks, Debbie Bragg, Maurice Gardner, Michael Watson, Luchresia Childs, and Amy Winer.

AWARD PRESENTATIONS:

Ms. Hylton recognized the One-Stop Managers and Center Managers for meeting our performance measures and excellence in customer service.

MISSION MOMENT

Jim Stubblefield, Mills Electric Service, Inc. provided the mission moment.

Mr. Dobrikow inquired as to how many apprentices successfully completed their programs. Mr. Stubblefield responded that 12 graduated from the program.

BOARD MEMBER RECOGNITION

Mr. Dobrikow stated that Gina Alexis and Mayor Michael Carn have resigned from the Board.

PRESENTATION

Ms. Nadine Jackson, our One-Stop Operator, provided a summary of 1) her activities in coordination with our one-stop partners and 2) the USDOL pilot project to build capacity to leverage Community Reinvestment Act efforts through bank investment in employment for low-income individuals.

Mr. Dobrikow thanked Ms. Jackson for a very informative presentation.

Mr. Costello stated he is looking forward to assisting with our financial literacy efforts.

APPROVAL OF MINUTES

Approval of the minutes of the 8/25 BWDB meeting #244.

On a motion made by Jim Ryan and seconded by Paul Farren, the BWDB unanimously approved the minutes of the 8/25 Meeting #244.

Approval of the minutes of the 8/31 CSBD Council of Elected Officials meeting.

On a motion made by Commissioner Tim Ryan and seconded by Mayor Josh Levy, the CareerSource Broward Council of Elected Officials unanimously approved the minutes of the 8/31 CSBD Council of Elected Officials meeting.

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 Keith Costello and seconded by Dr. Lisa Knowles, the BWDB/CSBD Council of Elected Officials unanimously approved the Consent Agenda of 10/27/22.

1. Monthly Performance Report

The current performance for the month of August is provided. August's data reflects that within the Big 7 Regions CSBD is in a four-way tie for 1st in WIOA Entered Employment Rate (EER) and ranks 1st in Wagner Peyser and Veterans EER, and 1st in WTP All Family and Two-Parent Participation Rate.

2. Letters of Support

Letters of support were written for 1) HANDY's grant application with Camp Live Oak to recruit 150 youth to promote social and emotional well-being 2) Broward College's (BC) Broward UP Expansion to assist with high school graduation, and successful transition 3) BC's National Science Foundation STEM Education grant proposal and 4) GhostPunch's Quick Response

Training grant that will assist in the creation of 12 jobs for programmers, artists, designers, and quality assurance analysts with an average yearly salary of \$78,750.

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. Appointment of New Board Member

CSBD was recently notified by the Superintendent of Broward County Public Schools, Dr. Vickie Cartwright that she will be replacing James Payne as the designated representative on the Board. Considered recommending Dr. Vickie Cartwright to fill the Education slot. The CareerSource Broward Council of Elected Officials appoints board members by a vote of the Council following a recommendation from the BWDB. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

On a motion made by Commissioner Tim Ryan and seconded by Mayor Josh Levy, the BWDB/CSBD Council of Elected Officials unanimously approved the appointment of Superintendent of Broward County Public Schools, Dr. Vickie Cartwright to the Board in the Education category.

2. Registered Apprenticeship On-the-Job Training Contract with Advanced Roofing

Considered approval of entry into an upgrade On-the-Job Training contract with Advanced Roofing to train up to ten (10) employees participating in their registered apprenticeship program. The apprentices will receive training in roofing, including handling asphalt equipment, detail sheet metal fabrication, and installation. The contract will provide up to a 75% reimbursement for wages paid to the apprentices while in training totaling up to \$150,000. Because Board member, Kevin Kornahrens, is employed by Advanced Roofing, this recommendation must be approved by a 2/3 vote of the Board members present at a meeting with an established quorum and by the State following governing board approval. Approved at the 10/3 Employer Services and 10/10 Executive Committee Meetings. *(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, older workers, and ex-offenders).*

Mr. Moffett introduced the item, provided the details of the program and thanked Advanced Roofing for their long-standing partnership.

Kevin Kornahrens declared a conflict of interest for this item as he is employed by Advanced Roofing. He abstained from voting and will be required to submit a conflict-of-interest form.

On a motion made by Commissioner Tim Ryan and seconded by Keith Costello, the BWDB/CSBD Council of Elected Officials unanimously approved the Registered

Apprenticeship On-the-Job Training Contract to train up to ten (10) employees and reimburse wages paid to the apprentices totaling up to \$150,000 with Advanced Roofing by a 2/3 vote of the seated quorum.

3. WIOA Local Workforce Plan Two-Year Modification

Considered approval of modifications to our existing WIOA Local Workforce Plan. WIOA requires each local workforce development board to develop a two-year modification to their four-year WIOA Local Workforce Plan. Our modifications include 1) the addition of WIOA in-school youth programs 2) the incorporation of relevant data from our Economic and Labor Market Analysis conducted for Broward County and 3) the use of WTP funds for year-round youth. In accordance with the law, we posted the plan on our website on 8/18 for the requisite period per state guidance to allow for public review and comment. We also held a publicly noticed meeting on 8/30 to allow community input. Approved at the 9/7 One Stop Services and 10/10 Executive Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Ms. Daniels stated that the four-year plan gets modified every two years and reviewed the modifications. She explained that the plan serves as a road map to our services and the resources invested to support the programs we will make available to the community.

On a motion made by Jim Ryan and seconded by Paul Farren, the BWDB/CSBD Council of Elected Officials unanimously approved the WIOA Local Workforce Plan Two-Year Modification.

4. Property & General Liability Insurance Renewal

Considered approval of our commercial liability, property, and data processing insurance coverage. CSBD maintains property and general liability insurance coverage which is renewed annually in December. Quotes were solicited by our agent from three companies. We are recommending that we continue with our current carriers, which were the lowest quotes received as follows 1) Nautilus Insurance Company Inc. for our commercial general liability at an annual cost of \$53,924, and commercial property coverage at an annual cost of \$78,021, and 2) Allianz Global Corporate & Specialty Marine Insurance Company for electronic data processing coverage at an annual cost of \$14,644. The total annual premium for the insurance will be \$146,589. This is a total increase of \$25,328 or 21% over last year. Our agent has indicated that this reflects increases industry-wide. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Ms. Daniels stated that as this amount is over \$50,000 our procurement process requires board approval. Ms. Daniels added the renewal includes cyber security and that our current carrier was the lowest bidder.

On a motion made by Jim Ryan and seconded by Paul Farren, the BWDB/CSBD Council of Elected Officials unanimously approved the renewal of the Property & General Liability Insurance.

5. **Addition of New Training Provider – Hollywood Career Institute**

Considered approval of Hollywood Career Institute as an Eligible Training Provider and add 1) Behavior Health Technician 2) Medical Coding and Billing and 3) Phlebotomy Technician to the WIOA Individual Training Account (ITA) List and 4) Home Health Aide and 5) Patient Care Technician to the Welfare Transition Program and WIOA youth ITA List. CSBD reviewed the applications for completeness and to ensure that Board-mandated criteria are met for the school, training programs, and the related occupational titles. Approved at the 9/7 One Stop Services and 10/10 Executive Committee meetings. *(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, older workers, and ex-offenders)).*

Mr. Moffett stated that Hollywood Career Institute has been in business since 2013 and has applied to become an eligible training provider and add 5 of their courses to our Individual Training Account lists. The Home Health Aide and Patient Care Technician are being added to the Welfare Transition Program and WIOA youth ITA List because in each case the entry wage for the occupation is lower than what is needed for WIOA adult performance. Hollywood Career Institute will be under our initial eligibility status and we limit enrollment to 10 customers in each course until performance can be established.

On a motion made by Keith Costello and seconded by Paul Farren, the BWDB/CSBD Council of Elected Officials unanimously approved the Addition of a New Training Provider – Hollywood Career Institute.

6. **Accept Single Mothers Funds**

Considered accepting \$500,000 from the Florida Department of Economic Opportunity to 1) fund intensive career assistance including work-based learning opportunities and 2) provide coordination with community resources for low-income mothers. This pilot program will support up to 100 pregnant women and new moms, with special emphasis on neighborhoods in which residents tend to have lower incomes and higher barriers to employment. *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, older workers, and ex-offenders).*

Ms. Hylton stated that we had submitted a proposal for \$250,000 and were subsequently asked if we would accept \$500,000. We will assist up to 100 pregnant women, and new moms, residing in lower-income areas by providing them with employment. As board member Ms. Pamela Sands requested that we recognize staff who have worked on the grant applications, Ms. Hylton reported that Ms. Nadine Jackson and Ms. Rochelle Daniels should be recognized in this regard with respect to this grant.

Mr. Costello inquired about whom we are working with to deploy the funds. Ms. Hylton responded that we are in talks with the Healthy Mothers, Healthy Babies Coalition of Broward County, Inc., and several hospitals. Due to the healthcare shortage, we want to work with the hospitals to assist in filling their vacant positions by providing mothers with work-based or occupational skills training in the healthcare field.

On a motion made by Dr. Lisa Knowles and seconded by Pam Sands, the BWDB/CSBD Council of Elected Officials unanimously approved the acceptance of \$500,000 from the Florida Department of Economic Opportunity for the Single Mothers pilot program.

7. Accept Apprenticeship Navigator Funds

Considered the acceptance of \$62,500 from the Florida Department of Economic Opportunity to fund outreach activities in our targeted industries to develop and expand Registered Apprenticeship programs. With the funding we will 1) identify career pathways 2) convene industry partners to promote programs 3) continue to develop expertise among our industry intermediaries regarding the operation of apprenticeship programs and 4) engage community-based organizations to increase access to registered apprenticeship opportunities. Approved at the 10/3 Employer Services and 10/10 Executive Committee Meetings. *(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).*

Ms. Hylton thanked Zac Cassidy and Rick Shawbell for participating in the informational session on apprenticeship hosted by CSBD. Ms. Hylton acknowledged Michael Bateman, Tony Ash, and Doug Saenz who worked on securing the grant.

On a motion made by Paul Farren and seconded by Dr. Lisa Knowles, the BWDB/CSBD Council of Elected Officials unanimously approved the acceptance of the Apprenticeship Navigator Funds.

REPORTS

1. CareerSource Florida Local Workforce Area Alignment Update

Ernst and Young (EY) is in the process of completing Phase 2 of their local workforce area boundaries realignment study for CareerSource Florida. They have been holding listening and Q & A sessions around the state. Many of our board members and community partners have participated in these events. The consensus voiced to EY was that it was important to maintain the current boundaries for our workforce area. We are proud and thankful for the support voiced by board members and the community regarding the critical position CSBD occupies within the social service network of our community.

Ms. Hylton thanked our community partners and board members who attended these sessions for their support. Ms. Hylton explained there was a call for the Elected officials scheduled for 1 p.m. today.

2. CareerSource Broward's Economic and Labor Market Analysis

CSBD issued a press release highlighting the economic and labor market analysis we commissioned. This resulted in a Sun Sentinel interview with our President regarding the information we learned. We have also used the information to 1) update our four-year plan 2) add courses to our ITA list to prepare workers for emerging occupations and 3) create a user-friendly data dashboard on our website that will allow users to drill down on the data to view trends and extrapolate information.

Mr. Ash gave an overview of the economic and labor market analysis which was followed by Dr. Aaron Schmerbeck who gave a more detailed analysis.

Mr. Dobrikow inquired if we could share the link and ask other organizations like the Chambers, the Broward Workshop, and the Greater Fort Lauderdale Alliance to put a link to the dashboard on their websites. Ms. Hylton indicated she would reach out to each of these organizations and ask them to do so.

3. CareerSource Broward's 2022 Paychecks for Patriots Veterans Hiring Fair

CSBD will host its annual Paychecks for Patriots Veterans Hiring Fair on 11/9 at the City of Plantation Central Park. The first two hours of the event will be reserved for veterans and their family members. The event is being marketed to job seekers and employers through social media, radio ads, distribution of flyers to community partners, advertising in the career centers, and word-of-mouth.

Mr. Ash stated that this is one of the signature events we hold each year. We have approximately 75 employers who have signed up for the event.

4. Crosswalk Agency-to-Agency Referral System

To facilitate the process of agency-to-agency referrals we are implementing the digitally-based Crosswalk System which was shared with us at no cost by CareerSource Suncoast which developed the system. CSBD and partner agency staff will be alerted when referrals are received so they can immediately engage the customer. The new system will encourage coordination and eliminate duplication. The portal is web-based and can be accessed anywhere, anytime, on any device.

Ms. Hylton stated the Crosswalk System is a web-based portal that allows real-time agency-to-agency referrals for customers. We are implementing it with our partners in the community. This will assist with coordination to remove barriers and increase awareness of our services in the community.

5. Connecting our Public Education Partner Students with Work Experience

CSBD is launching an initiative with Broward College, the Technical Colleges, and Florida Atlantic University to identify students in their last year, so they can gain employment and workplace skills in alignment with their education and career goals through a CSBD-paid work experience.

Mr. Moffett stated that we are growing our partnerships with the technical colleges, FAU, and BC so that more students are aware of our services. This is an initiative to make sure students who are not currently enrolled in WIOA and who are within six months of graduating can gain exposure to the world of work in their chosen career field with workplace skills training through WIOA-paid internships.

6. Individual Training Account (ITA) Provider Performance

CSBD conducted its semi-annual analysis of ITA provider performance in August and found that all training programs have achieved a 70% training-related employment rate.

Mr. Moffett stated that we run a report twice a year to assess the training-related placement rates of our eligible training providers and their programs. All providers are meeting this contractual requirement.

7. Report on Trip to DC with the Ft. Lauderdale Chamber

As part of our visit to D.C. with the Ft. Lauderdale Chamber which included BWDB members Zac Cassidy and Francois Leconte, we were able to share some of our PY 21/22 highlights with our legislative delegation. The highlights include that we 1) assisted nearly 2,000 job seekers in finding a new or better job 2) provided employability and job retention skills training to over 7,700 customers through our workshops and 3) assisted over 2,850 Broward businesses with various recruitment, placement, and work-based services.

8. Update on Marketing Initiatives for PY 22/23

Our recent marketing efforts to jobseekers through media channels, print, social media, and speaking engagements between the months of July to date has resulted in over 660 expressions of interest from jobseekers and youth seeking our services. Staff is following up with them.

Mr. Ash stated that we rolled out our marketing initiatives over the summer and as a result of its success the leads have been rolling in.

9. DEO's Release of an RFQ to Develop an Integrated Workforce Funding Intake System

In April we informed the governing boards HB 5001 passed this year stipulated that 25% of DEO funds be held in abeyance until DEO released an RFQ to develop an integrated intake system covering multiple workforce funding streams. Under the Bill's language, the holdout affects DEO staff salaries, benefits, and their other operating capital and would also include local formula funds (such as TANF and WIOA) which might impact cash flow to the local areas. We have been closely tracking this issue and can now report that DEO did publish the RFQ for this portal prior to their deadline.

Ms. Hylton explained that the State did meet the legislatures deadline and published the RFQ timely.

10. cTORQ Assessment Software to Assist Job Seekers

CSBD utilizes cTORQ software in the career centers to assess job seekers' skills applicable to in-demand jobs to help workers transition from unemployment to reemployment and to assist in making career decisions when enrolling into OJT programs. Pursuant to the contract, CSBD renewed the agreement for one additional term at the cost of \$31,000 a year for an unlimited number of licenses. This is being reported in accordance with our board policy to report single purchases over \$10,000.

Mr. Moffett explained that the cTORQ software is a database we use to assess job seekers relative skill fit in relation to various occupations. This helps unemployed customers explore non-traditional career pathways and we also use it in developing training plans for on-the-job training.

11. eSkill Software to Assist Job Seekers

eSkill is a type of software CSBD utilizes to assess participants to assist with career decisions, to develop skills and for employer applicant screening. Upon expiration of the current contract and in accordance with our procurement policy, CSBD sought quotes for similar assessment software. CSBD received two (2) quotes. eSkill at a cost of \$15,000 a year, which is the same as in prior years, was the least expensive and best meets the needs of our customers. This is being reported in accordance with our board policy to report single purchases over \$10,000.

12. Broward County Unemployment

The unemployment rate in Broward County was 2.6 percent in September 2022. This rate was 1.6 percentage points lower than the region's year-ago rate. In September 2022, Broward County's unemployment rate was 0.7 percentage points lower than the national rate (3.3 percent). Out of a labor force of 1,084,533, up 45,684 (+4.4 percent) there were 27,881 unemployed Broward County residents.

Ms. Hylton reviewed the unemployment data and pointed out that with the unemployment rate so low employers are struggling with finding the talent needed to fill open positions. To create more on-ramps for economically disadvantaged youth at risk of going on welfare she explained that we have asked the state to allow us to use funds from our WTP program for year-round work experience to assist with greater employment opportunities.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

None

MATTERS FROM THE BOARD

Mr. Horkey requested that Ms. Hylton share some of her efforts in reaching out to partner organizations in the community. Ms. Hylton reported that she had recently met with 1) Ms. Sandra Einhorn, Nonprofit Executive Alliance of Broward, to discuss affordable housing 2) Ms. Christy Bradford Career, Technical, Adult, and Community Education to discuss outreach to youth and their parents in an effort to increase GED program enrollments 3) Ms. Ann Deibert, Broward County Housing to discuss additional ways we can partner with them and 4) Melanie Geddes, President of LifeNet4Families to collaborate on ways CSBD can assist Broward County residents experiencing hunger, homelessness, and poverty.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton informed the board that the Employer Hospitality Forum included an open discussion on sharing recruitment, onboarding, and retention strategies. Those in attendance gave it high praise and asked that the Forum be held quarterly, which we will do.

Ms. Hylton reported that the State released its first report card with the letter grades and we received an A-. Staff has looked at the metrics and how the grades were calculated. As a result, we may need to adjust some of our strategies to achieve a straight A. By way of example, Ms. Hylton stated that using our discretionary funds, which have a shorter life than our formula grants hurt us. We are graded on meeting expenditure caps for our formula grants. There is no consideration given to the best money management strategy. We also often agree to accept funds not being spent by other boards late in the year. This also affects the calculation used to determine if we are meeting expenditure thresholds.

ADJOURNMENT 1:30 pm

***THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE
BROWARD COUNCIL MEETING IS SCHEDULED FOR 12/15/22 AT 12:00 p.m.***