
MEETING MINUTES

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

**Partnership Meeting #239
Thursday, December 9, 2021
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.

Attendees via Zoom/in-person: Commissioner Tim Ryan, Mayor Dean Trantalis, Gina Alexis, Gary Arenson, Michael Carn, Zac Cassidy, Dr. Ben Chen, Dr. Mildred Coyne, Heiko Dobrikow, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, James Payne, Sam Robbin, Jim Ryan, Pam Sands, Richard Shawbell, Cynthia Sheppard, Bob Swindell, Marjorie Walters, and Janet Wincko.

Guests: Lillian DeFrance, City of Hollywood, Ella Evans, Florida Career College, Vaughan Sterzbach EmpHire, Jason Kruszka, and Eugen Bold, Broward County Commissioner's Office, and Ed Estriplet Jr., CareerSource Broward.

Staff: Carol Hylton, Ron Moffett, Rochelle Daniels, Kim Bryant, Christine Azor, Tony Ash, Michael Stambaugh, Mark Klinecicz, Rosamond Parker-Pickett, and Amy Winer.

MISSION MOMENT

Mr. Ash provided an overview of Paychecks for Patriots job fair and played a short video taken at the event.

Mayor Dean Trantalis inquired about how many candidates came to the job fair. Mr. Ash responded that we are still gathering this information but estimated several hundred. Mr. Horkey asked how many candidates were pre-registered. Mr. Ash responded that we had over 500 customers pre-register. Mr. Arenson inquired if any customers had been hired. Mr. Ash stated he is aware that there were hiring offers made on the spot and noted others are still going through the hiring process with scheduled interviews and background checks.

Mayor Trantalis and Mr. Shawbell congratulated staff on a job well done.

PRESENTATIONS

Mr. Horkey presented plaques to Board members, Janet Wincko and Sam Robbin. He thanked them both for their service. Mr. Horkey advised the Board that Ms. Bacallao could not attend today's meeting and that her plaque would be presented to her at an upcoming meeting.

APPROVAL OF MINUTES

On a motion made by Francois Leconte and seconded by Gary Arenson, the BWDB/CSBD Council of Elected Officials unanimously approved the minutes of the 10/28/21 Partnership meeting #238.

CONSENT AGENDA

Consent Agenda items are items that may not need individual discussion and may be voted on as one item. Any member wishing to discuss an item may move to have it considered individually.

ACCEPTANCE OF CONSENT AGENDA

On a motion made by Gary Arenson and seconded by Dr. Lisa Knowles, the BWDB/CSBD Council of Elected Officials unanimously approved the Consent Agenda of 12/9/21.

1. Monthly Performance Report

October's data reflects that within the Big 7 Regions CSBD is in a six-way tie for 1st in WIOA Entered Employment Rate (EER), ranks 1st in Welfare Transition Program (WTP) EER and in WTP Two-Parent and All-Family Participation Rate, and ranks 2nd in Wagner Peyser EER.

2. Letters of Support

Letters of support were written for 1) Bankers Healthcare Group Quick Response Training grant application to assist in the creation of 79 new jobs focused on their financing services offered to medical professions in the healthcare community from IT and Financial Services to Customer Service with an average yearly compensation of \$95,440 and 2) City of Lauderhill application for the National League of Cities Youth Excel Cohort. The grant will empower youth and families residing within the city limits through careers, education, and training.

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 2022

Officers for the CareerSource Broward (CSBD) Council of Elected Officials were selected for the 2022 calendar year. Current CSBD Council officers are Mayor Dean Trantalis, Chair, Commissioner Tim Ryan, Vice-Chair, and Mayor Josh Levy, 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.)*

Commissioner Ryan suggested that Mayor Trantalis continue as the Chair.

On a motion made by Commissioner Tim Ryan and seconded by Mayor Dean Trantalis, the CSBD 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 for 2022.

2. Nomination of Broward Workforce Development Board, Inc. (BWDB) 2022 Vice-Chair

On 10/20/21 requests for nominations for the Vice-Chair were sent to Board members for consideration by the Ad Hoc Organizational Resources and Executive Committees. The CSBD Council of Elected Officials ultimately selects the officers. The BWDB and the CSBD Council of Elected Officials considered approval of Mr. Heiko Dobrikow as Vice-Chair to serve out the remaining one-year term of Ms. Wincko beginning on 1/1/22. All other officers will begin the second year of their terms on 1/1/22. Approved at the 11/18/21 Ad Hoc Organizational Resources and 11/30 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, providing information and intelligence to stakeholders with feedback from the community.)*

On a motion made by Francois Leconte and seconded by Gary Arenson, the BWDB unanimously approved recommending Heiko Dobrikow as Vice-Chair to serve out the remaining one-year term beginning on 1/1/22.

On a motion made by Commissioner Tim Ryan and seconded by Mayor Dean Trantalis, the CSBD Council of Elected Officials unanimously approved the recommendation to appoint Mr. Heiko Dobrikow as Vice-Chair to serve out the remaining one-year term beginning on 1/1/22.

3. Membership Renewals and Fixed and Staggered Terms Under WIOA

Considered the reappointment of all Board members with the newly assigned fixed and staggered terms beginning 1/1/22. Members are listed in alphabetical order by last name within their category of membership and assigned to a 1 or 2-year term. Where an individual represents 2 categories it has been noted in the chart. The CSBD Council of Elected Officials appoints Board members following a recommendation from the Board. Approved at the 11/17 Ad Hoc Organizational Resources and 11/30 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, providing information and intelligence to stakeholders with feedback from the community.)*

Ms. Daniels advised that all members were assigned to a 1 or 2-year term and that all members are eligible to serve for eight years.

Ms. Hylton explained that two of our members are “double hatted” but are only counted once for the purpose of establishing the fixed and staggered terms.

On a motion made by Gary Arenson and seconded by Dr. Lisa Knowles, the BWDB unanimously approved recommending the Membership Renewals and Fixed and Staggered Terms under WIOA.

On a motion made by Commissioner Tim Ryan and seconded by Mayor Dean Trantalis, the CSBD Council of Elected Officials unanimously approved the appointment of the Board Membership Renewals in accordance with fixed and staggered terms as required by WIOA.

4. Food and Beverage Purchases

Considered approval up to \$23,500 from the General Fund for food and beverage expenses for 2022, as the state does not allow us to use grant funds for these expenses. We use these funds for 1) board and committee meetings 2) staff planning sessions and day-long staff training 3) employer forums 4) networking events such as chamber of commerce/industry association meetings 5) community meetings attended by the President/CEO, Executive Vice President, and management and 6) staff appreciation for up to 3 times per year. We have not spent much while meeting virtually but we are slowly returning to in-person meetings. This is the same amount set aside in previous years. Unspent funds remain in the General Fund. Approved at the 11/30 Audit and 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, providing information and intelligence to stakeholders with feedback from the community.)*

Mr. Horkey advised that there are no changes to the amount approved last year or to the various uses of the funds. He further indicated that we never use the full amount allocated.

On a motion made by Gary Arenson and seconded by Francois Leconte, the BWDB unanimously approved up to \$23,500 from the General Fund for food and beverage purchases for 2022.

On a motion made by Commissioner Tim Ryan and seconded by Mayor Dean Trantalis, the CSBD Council of Elected Officials unanimously approved up to \$23,500 from the General Fund for food and beverage purchases for 2022.

5. Compensation Study

Considered adjustments to CSBD and EmpHire staffs' compensation. Staff compensation and benefits were last reviewed in 2015. This year we had 41 resignations and currently have 14 open positions with compensation cited by most as the reason for leaving. DEO is reporting inflation at 4.2% in Broward County. CSBD surveyed the other large boards, the Council governmental units as well as partner agencies, Children's Services Council (CSC) and Early Learning Coalition (ELC). While staff conservatively recommended a lower Cost Of Living Adjustment (COLA), during the 11/17 Organizational Resources Committee (ORC) meeting the ORC recommended following the County's recent COLA. At the 11/30 Executive Committee meeting, it was recognized that there had been no compensation plan adjustments for 6 years. To be competitive in the labor market the Committee recommended that 1) CSBD and EmpHire staff be awarded a 5% COLA 2) the employer retirement plan match be increased up to \$10,250 per employee, about 5% of the salaries of those participating and 3) adjust salary ranges by 3%. The cost of the COLA will be \$306,241 and the increase to the retirement contribution will be \$117,831 for a total of \$424,072. Approved at the 11/17

Organizational Resources and 11/30 Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Ms. Hylton presented an overview of the current labor market and the changes being recommended. She added that if the recommendations are approved we will still be within the 9% administrative cap.

Mr. Arenson inquired if the 5% COLA is applied as a pay raise. Ms. Hylton responded, yes, it is a one-time increase applied to the employee's current pay.

Heiko Dobrikow asked how often we complete a compensation study. Mr. Horkey responded that in the past we relied on the CareerSource Palm Beach study which is done every two years. Mr. Horkey mentioned that at the Ad Hoc and Executive Committee meeting there was discussion for us to do our own compensation study as CareerSource Palm Beach shared their numbers but not the entire study.

Mr. Leconte asked if the 5% COLA will now bring us into alignment with others in the community. Ms. Hylton responded that it will bring us closer. Mr. Horkey added that we are losing staff to our providers who are paying higher wages.

Commissioner Ryan inquired whether it was being recommended that the 5% COLA be approved as an annual increase or as a one-time increase. He also asked whether staff receive a performance increase. Ms. Hylton responded that the recommendation was for a one-time 5% COLA this year and that staff will still be able to receive up to a 3% merit increase based on their annual performance evaluation. The Commissioner stated he could support the recommendation.

Mayor Trantalis commented that the one-time 5% COLA, awarded for the immediate past 6 years, is catch-up given the current inflation rate.

Mr. Horkey stated that traditionally we have not offered a COLA. He advised that the 5% is cumulative for the past six years. Ms. Hylton stated that at the Executive Committee they recommended that in the future we monitor when the County does a COLA and bring that information back to the board.

Jim Ryan stated that the last couple of years changed the job market and we should review compensation every couple of years. He asked if these positions are capped within the salary range or based on tenure. Ms. Hylton responded that each position is assigned a salary range and that the top of the range cannot be exceeded. One of the benefits of doing a compensation study every couple of years is that it will allow us to adjust the salary range based upon the current labor market.

Mr. Arenson stated that everyone should be eligible for a 5% COLA and up to a 3% merit increase regardless of whether a local, state or federal cap applies no matter the salary range cap. He further indicated that he would like Ms. Hylton to have the authority to exceed or change the salary range cap if needed to ensure everyone gets the COLA and up to the 3% merit increase.

On a motion made by Francois Leconte and seconded by Gary Arenson, the BWDB / CSBD Council of Elected Officials unanimously approved the 1) award a 5% COLA 2) an increase to the employer retirement plan match up to \$10,250 per employee and 3) adjusting the salary ranges by 3%.

On an amended motion made by Gary Arenson and accepted and seconded by Francois Leconte, the BWDB/CSBD Council of Elected Officials unanimously approved the 5% COLA and up to the 3% merit increase for every employee, regardless of local, state, or federal caps even if the raise needed to be supported by the General Fund because of the caps. The President was also authorized to review those positions considered critical and to adjust the ranges as needed for those positions.

6. “Due to Due from” Balance

Considered zeroing out a “due to due from” balance. During the presentation of the 2018 - 2019 Audit to our governing boards and staff we were informed that there was a “due to due from” of about \$1,000,000, on our books. The origin of the “due to due from” dated back to the period during which the CSBD Audit was performed by Grau & Associates. This was not a compliance finding. It was a marker denoting funds might need to be transferred from one funding stream to another. Research identified \$600,000, which was noted in the 2019 – 2020 CSBD Audit Report, reducing the “due to due from” to \$366,747. In preparation for this year’s audit, we researched all the way back to 2011 but were unable to identify any funding stream which has not been reconciled and balanced. After conferring with our Audit Firm, we are asking the governing boards to approve our zeroing out this balance. We believe the “due to due from” resulted from the myriad of aggregated adjustments we were directed to do by Grau & Associates, which did not tie back to individual costs. It should be noted that all of our federal and state grant reports balance and no findings have been identified going back to 2011 that would support the remaining balance of the “due to due from.” Approved at the 11/30 Audit and Executive Committee meetings. *(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 advised that per Mr. Brunson’s guidance we are asking for approval to zero out the “due to due from” so it no longer appears in our financials as we found no outstanding balances going back over 10 years.

On a motion made by Bob Swindell and seconded by Zac Cassidy, the BWDB/CSBD Council of Elected Officials unanimously approved zeroing out the “Due to Due from” so it no longer appears in our financials.

7. Governing Boards Meeting Schedule

Considered adoption of a new Board bi-monthly meeting schedule with members retaining the current calendar dates on their schedules in the event an additional meeting is needed. Staff surveyed the other large Florida Boards and noted that they meet 4 – 6 times a year. If approved, we will meet again in February of 2022. Approved at the 7/26 Organizational Resources and 9/13 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, providing information and intelligence to stakeholders with feedback from the community.)*

Mr. Horkey introduced the item. He said that he would like to leave all meetings on the calendar in the event an additional meeting is needed.

Mr. Arenson stated that the Board schedule was previously discussed at the Organizational Resources and Executive Committee meetings and he voted against the change and explained his reasons for doing so.

Commissioner Ryan stated that we are establishing the floor of six meetings annually, but that based upon workload additional meetings up to a total of 10 can be added.

Mr. Arenson stated that he would rather have the meetings on the schedule and cancel meetings rather than add the additional meetings. Commissioner Ryan responded that there will be 10 meetings placed on the calendar.

Mr. Horkey stated 10 meetings will be scheduled and that when a meeting is canceled a notice would be sent out two weeks in advance.

On a motion made by Commissioner Tim Ryan and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved the governing Boards meeting schedule for 2022.

8. Accept Get There Faster Veterans and Military Spouses Grant Funds

Considered the acceptance of \$1,096,113 grant from the Department of Economic Opportunity (DEO) for the Get There Faster Veterans and Military Spouses Grant. This will allow CSBD to provide targeted, in-demand employment opportunities through career training, job placement, and supportive services to military veterans and eligible spouses of active-duty military or veterans facing barriers to employment, with a focus on homeless and disabled veterans. Michelle Dennard, CareerSource Florida President, and Casey Penn, DEO Bureau Chief for One Stop and Program Support attended our Patriots for Paychecks recruitment event on 11/18 and announced the award of the grant. This is a two-year grant and the period for which the funds are available is from 10/1/21 to 9/30/23. *(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. Horkey introduced this item and provided an overview of the Get There Faster Veterans and Military Spouses Grant.

On a motion made by Francois Leconte and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved the acceptance of \$1,096,113 from DEO for the Get There Faster Veterans and Military Spouses Grant.

9. Selection of School Board (SBBC) to Provide a WIOA In-School Youth Program

Considered approval of up to \$500,000 to be divided among 2 providers subject to negotiation with the majority of the funds to be awarded to the SBBC because of their WIOA experience and as recommended by the Review Committee which met 11/16. The Review Committee was comprised of members of the Board and the One Stop Services Committee. The contract will be for an initial 18-month period and for two (2) renewable one-year terms. Since Board member, James Payne is employed by the SBBC, this recommendation must be approved by a 2/3 vote of the Board members present at a Board meeting with an established quorum. Approved at the 11/30 Executive Committee meeting. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize*

employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).

Mr. Moffett reported that the RFQ rating committee consisted of Rick Shawbell, Dawn Liberta, Ann Deibert, and Cassandra Evans. Both proposals were recommended for funding with the majority of the funds to be awarded to the SBBC because they have experience with WIOA youth eligibility and they have direct access to the youth who will be targeted for this program.

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

On a motion made by Heiko Dobrikow and seconded by Gary Arenson, the BWDB/CSBD Council of Elected Officials unanimously approved SBBC to provide a WIOA In-School Youth Program by a 2/3 vote of the seated quorum.

10. Selection of Junior Achievement (JASF) to Provide a WIOA In-School Youth Program

Considered approval of up to \$500,000 to be divided among 2 providers as recommended by the Review Committee which met 11/16. The Review Committee comprised of members of the Board and the One Stop Services Committee recommended staff negotiate sufficient funds to serve up to 20 youth as JASF is a new provider and has no experience with WIOA requirements. The contract will be for an initial 18-month period and for two (2) renewable one-year terms. Approved at the 11/30 Executive Committee meeting. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).*

Ron Moffett stated this is the second of the two proposals recommended by the review committee to receive funding for an in-school youth program. JASF will be a new provider and we are excited to partner with them.

On a motion made by Gary Arenson and seconded by Janet Wincko, the BWDB/CSBD Council of Elected Officials unanimously approved the selection of Junior Achievement (JASF) to provide a WIOA In-School Youth Program.

11. Delivery of Out-of-School Youth Services Through the Career Centers

Considered approval of the delivery of out-of-school youth (OSY) services through the career centers under the EmpHire Contract in addition to our providers. Our RFP for the career center staffing company was general and would allow us to add youth case managers under that procurement. In the spring of 2021, all local areas were advised to exit participants who were not making sufficient progress in their programs. Because of the changes that would have to be made to their program design Broward College recently informed us that they would like to terminate the contract for convenience and regroup in the future to see how we might partner more effectively. To assure we meet OSY expenditure goals it is recommended that we provide services to a cohort of OSY through the career centers. Approved at the 11/30 Executive Committee meeting. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).*

Ms. Daniels stated that while we tried to work together to address the challenges the current Broward College program design was not conducive to the changes required as a result of the new DEO policies. We agreed to regroup to see how we could work together in the future and at the current time Broward College asked to terminate their contract with us for convenience, which we support.

Ms. Daniels noted that the funds budgeted for this contract will be reallocated to add youth case managers and to provide services to out-of-school youth from the centers. Case managers will be able to refer youth appropriate for training to any of the providers offering courses on the ITA list and will also be able to combine the training with work experience or, for those youth seeking employment, provide them with a paid internship, followed by employment or placement into post-secondary training.

Mr. Arenson asked if we are allowed to bring these services in house under our current procurement. Ms. Daniels stated that the RFP for the career center staffing company was general and would allow us to add youth case managers under that procurement. Lastly, she noted that WIOA allows boards/staff to provide youth framework services, just not training.

On a motion made by Francois Leconte and seconded by Gary Arenson, the BWDB/CSBD Council of Elected Officials unanimously approved the delivery of Out-of-School Youth Services through the Career Centers.

12. 2021 Stop-Loss Coverage

Each year we present the cost of the Stop-Loss Coverage for our self-insurance health policy. This insurance caps payouts in the event of claims in excess of \$75,000 per individual. This coverage also includes pharmacy expenses incurred by any employee. The Request For Proposals issued in 2020 allowed for 2 renewals depending on cost reasonableness. Our insurer is not increasing our premiums this year and we recommending renewing with our current company, American Fidelity Assurance, at the same projected cost as last year of \$273,968. Approved at the 11/30 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.)*

Mr. Horkey explained the 2021 Stop-Loss Coverage and that the cost was the same as last year.

On a motion made by Gary Arenson and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved 2021 Stop-Loss Coverage.

13. Add New Program for Existing Provider FVI School of Nursing & Technology

Considered adding existing eligible training provider FVI School of Nursing & Technology Nursing Assistant course to the Individual Training Account list for Welfare Transition Program & WIOA out-of-school youth participants. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for this school, the training program, and related occupational title. Approved at the 11/2 One Stop Services and 11/30 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).

On a motion made by Gary Arenson and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved the addition of the Nursing Assistant course for existing provider FVI School of Nursing & Technology to the ITA List for Welfare Transition Program & WIOA out-of-school youth participants.

14. Add New Training Providers Galen College of Nursing and Florida Career College

CareerSource Broward received applications from two new schools to become Eligible Training Providers and add a total of ten (10) programs to the Individual Training Account list. Consideration to approve 1) Galen College of Nursing and add three (3) training courses and 2) Florida Career College and add seven (7) courses to the ITA list. Approved at the 11/2 One Stop Services and 11/30 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).*

Ron Moffett advised we received two new training applications and that these 10 programs are in high-demand occupations. He further noted that one program is only for WTP and OSY youth referrals as the entry wage does not meet the performance standard for WIOA adult.

On a motion made by Janet Wincko and seconded by Francois Leconte, the BWDB/CSBD Council of Elected Officials unanimously approved adding New Training Providers Galen College of Nursing and Florida Career College, and the addition of a total of ten (10) programs to the ITA list.

15. Release of a Request for Quotes

Frank Horkey explained that we have an item to add to the agenda. Earlier today we were informed by the State they have additional WTP funds available. Mr. Horkey asked for a motion to add the item to the agenda.

On a motion made by Gary Arenson and seconded by Francois Leconte, the BWDB/CSBD Council of Elected Officials unanimously approved adding the acceptance of additional WTP Funds to the agenda.

Ms. Hylton advised that the State called this morning and inquired whether we want additional WTP funds. DEO has not told us the amount of the supplemental allocation. If approved, we would like to release an RFP to serve non-custodial parents and possibly returning offender parents. Once we get the Notice of Fund availability we will bring that back to the governing boards to accept the additional funds.

On a motion made by Heiko Dobrikow and seconded by Dr. Mildred Coyne, the BWDB/CSBD Council of Elected Officials unanimously approved the release of an RFP to serve non-custodial parents and possibly returning offender parents.

REPORTS

1. Performance Update on WIOA Out-of-School Youth (OSY) Providers

This is to report on CSBD youth providers' program performance through the end of September 2021. CSBD has 5 OSY program contracts for the delivery of WIOA services to the youth of Broward County. The 2 full-service and 3 navigator OSY programs provide services to youth who have barriers to employment and need assistance with career development.

Ms. Daniels stated that most of our youth providers did a reset at the beginning of the year because of the required exits. She noted that recruitment has been slow but we have strategies in place and we are working with our providers on enrollment.

2. General Fund Balance

On 5/31/21 the General Fund balance was \$827,311. Since then, we have realized revenues of \$99,537. This also reflects expenditures of \$63,223. The General Fund balance as of 9/30/21 is \$863,625 and, of this amount, \$408,844 is held in reserve leaving a balance of \$454,781, which is uncommitted.

Mr. Arenson stated that we should be setting aside money in the general fund because principle payments will continue to increase each year for the next twenty years. He stated that Ms. Hylton mentioned at the last meeting the TTW program is down and we need to be aware of this.

Ms. Daniels advised that we are collecting the depreciation from the grants and using the depreciation to pay for the principal. She further noted that right now the principal payments are low, as they usually are with a mortgage in the beginning, and then mid-cycle of the mortgage the principal payments will start to go up.

3. Budget vs. Expenditure Report

The Budget vs. Expenditure Report indicates some under-expenditure in the WIOA adult/dislocated worker and youth funding streams. We are expanding our outreach efforts, scheduling ITA fairs, getting ready to launch an in-school youth program, and preparing to serve OSY through the one-stops in order to increase expenditures.

4. Comparison of PY 19-20 Programmatic Monitoring Results for the Big Seven Regions

At the request of the Audit Committee, CSBD asked the State for information on how our monitoring findings compared to the other big regions. For Program Year 19-20 CSBD had 2 program findings and 5 program non-compliance issues. This was the lowest number of all the big seven regions. The other regions' reports noted 3 to 13 findings and 6 to 13 non-compliance issues. Across all regions, for PY 19-20 there were a total of 183 findings and 151 non-compliance issues.

Mr. Horkey introduced this item. He advised that the Audit Committee asked how our monitoring findings are compared to the other big regions. Mr. Horkey advised that we had near perfect results in the monitoring's for items 4, 5, and 6.

Mr. Moffett advised that we had requested information on how we compare with the other big regions. They provided us with the information requested but did not identify the specific boards. The information provided by the State shows that we have the lowest number of findings and other non-compliance issues of any of the big boards.

5. DEO PY 20-21 Fiscal Monitoring Report Issued 8/21

The Florida DEO issued their 20-21 Financial Compliance Monitoring Report for the period 4/20, through 3/21, on 8/31/21. There were zero (0) findings, non-compliance issues, or observations.

6. DEO PY 20-21 Program Monitoring Report Issued 8/21

DEO issued their Program Monitoring Report for the period 4/20 through 3/21, on 8/31/21. They reviewed a total of 195 files consisting of 5,535 elements. There were 2 findings and 5 non-compliance issues. The findings equate to an error rate of (.04%) less than 1%. All findings and non-compliance issues were corrected except where cases were closed and no further action could be taken. Our Corrective Action Plan was accepted on 10/8/21.

7. Cherry Bekaert LLP Fiscal Monitoring Report #3 PY 20-21 Issued 8/21

Cherry Bekaert conducted fiscal monitoring for the period 3/1/21 through 6/30/21. Cherry Bekaert reviewed a total of 1,046 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

8. Taylor Hall Miller Parker, PA, Program Monitoring Report #3 PY 20 – 21 Issued 9/21

THMP conducted program monitoring for the period 2/26/21 through 7/29/21. They reviewed a total of 175 files consisting of 7,327 elements. There were 11 findings and 23 observations. This equates to an error rate of (.15%) less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

9. Broward County Unemployment

The unemployment rate in Broward County was 4.2 percent in October 2021. This rate was 1.9 percentage points lower than the region's year ago rate. In October 2021, Broward County's unemployment rate was 0.1 percentage point lower than the national rate (4.3 percent). Out of a labor force of 1,062,260, up 57,893 (+5.8 percent) there were 44,786 unemployed Broward County residents.

Mayor Trantalis stated that we are missing a group that continues to be unemployable. This became evident today when we had to terminate a program with BC. What are we doing to assist this group? Ms. Hylton stated that serving youth in the One Stop center will open more

possibilities for the youth. Over the past several months, we added programs that are short-term for quick success and can start the youth with a career pathway in an occupation in demand. This will widen the choices and opportunities for the youth.

Dr. Coyne said from the youth perspective Broward College had a very successful program. The rules changed and are stricter and limited whom we could serve or make them eligible for services with CSBD funds.

Ms. Daniels reported that there are some other things we will be doing as reported today. We will use WTP dollars for non-custodial young men and to assist returning offender parents. We are hoping to reach out to young people as well. One of the board-approved items was to have a recruiter embedded in the School Board. We met with them and came up with several strategies for the referral of youth who did not finish high school or have finished but did not go on to post-secondary school. We will be reaching out to parents or guardians to also make them aware of our programs.

Ms. Hylton said we are also working on expanding apprenticeship programs. She noted that not everyone wants to go to formal education and with apprenticeships it is an opportunity to earn while you learn. We are planning on having an apprenticeship forum around the summertime.

Ms. Hylton mentioned technology jobs are a great way to start a career. On 12/16 we are hosting the Women in Tech Seminar. We will have ITA providers on hand and several women speakers who can speak firsthand about their experiences and opportunities in the IT field.

Mr. Dobrikow stated that Mr. Ash has done a great job with providing the hospitality employers with data on the labor deficit. We are looking at the labor deficit in the tri-county area. He would like to see what the labor deficit looks like in other areas, such as manufacturing, construction, and the all the trade occupations. Mr. Dobrikow mentioned that the rate the labor force is leaving the county has increased significantly and many of our employees have transferable skills and are leaving for other industries. Mr. Dobrikow requested that we add a report of the labor deficit in Broward County for each of the targeted industries. Tony Ash indicated he will reach out to DEO to request the data. Mr. Dobrikow further noted that there is no housing for international employees and that we still lack a solid public transportation solution.

Mr. Horkey stated that we are the conveners of the community to address problems like this. He suggested that we add an item to address workforce housing to our retreat agenda. We cannot solve the problem ourselves but we can come up with ideas by bringing people together to assist.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

None

MATTERS FROM THE BOARD

None

MATTERS FROM THE FLOOR

Mr. Ed Estriplet Jr. read prepared remarks quoting from an email he sent to the Board and Elected Officials prior to the board meeting. Mr. Horkey thanked Mr. Estriplet and stated that there is a process for addressing issues and concerns and CSBD will follow up on the concerns identified.

Commissioner Ryan stated that we should hire a labor lawyer to get the outline of how this situation should be handled as to timeframes and who should be responding to make sure it is handled correctly.

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton mentioned that the SYEP portal would be open on 12/13. We are seeking employers for the SYEP.

Ms. Hylton thanked the Board on behalf of the staff for their approval of the compensation adjustments. Mr. Horkey suggested a “thank you” to staff for a job well done and their performance. Ms. Hylton advised that the Board has previously approved us to recognize staff performance up to 3 times a year and that she has already directed HR to coordinate a staff lunch to recognize their outstanding performance.

ADJOURNMENT 2:02 p.m.

THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS TO BE DETERMINED.