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## **MEETING MINUTES**

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

**Partnership Meeting #233  
Thursday, March 25, 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: Mayor Josh Levy, Commissioner Tim Ryan, Mayor Dean Trantalis, Gina Alexis, Gary Arenson, Josie Bacallao, Michael Carn, Zac Cassidy, Kristen Cavallini-Soothill, Dr. Ben Chen, Dr. Mildred Coyne, Heiko Dobrikow, Paul Farren, Cynthia Gaber, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Francois LeConte, Dawn Liberta, James Payne, Samuel Robbin, Jim Ryan, Rick Shawbell, Cynthia Sheppard, Bob Swindell, and Janet Wincko**

**Guests: Taylor Eubanks, John Wensveen, Charles Williams, Daniel Harper, and Charlene Talbot**

**Staff: Carol Hylton, Rochelle Daniels, Ron Moffett, Tony Ash, Kim Bryant, Mark Klincewicz, Christina Johnson, Lucrechia Childs, Reynold Hicks, Doug Saenz, Robert Evans, Michael Bateman, Christine Azor, Javon Lloyd, and Amy Winer**

### **MISSION MOMENT**

Taylor Eubanks, Tesla Recruiting Representative for Florida, discussed Tesla's successful recruitment collaboration with CareerSource Broward.

### **PRESENTATIONS TO THE BOARD**

There were two presentations 1) John Wensveen, Chief Innovation Officer at Nova Southeastern University, who discussed the new Alan B. Levan Innovation Center, and 2) Daniel Harper, Senior Management Analyst Supervisor at the Department of Economic Opportunity (DEO) provided the annual performance presentation.

At the conclusion of Mr. Wensveen's presentation Frank Horkey inquired if in the future we could have a board meeting at the Alan B. Levan Innovation Center. John Wensveen responded yes.

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Daniel Harper described the program year 2019 primary indicators of performance. He said that in PY 2019 CSBD's actual performance exceeded all negotiated targets and that CSBD had no fiscal findings, no issues of non-compliance, no observations, and just one instance where technical assistance was provided. He noted that CSBD kept administrative expenditures at 8% which is good and that we also exceeded the expenditure requirements for the WIOA training requirement of 50% of the adult and dislocated worker programs.

Carol Hylton inquired how we compare to the other regions in the state in terms of performance. Mr. Harper responded that CSBD is doing very well and that CSBD is one of only a few boards that exceeded all of their measures, pointing out that our targets are very high so exceeding all of them is a notable accomplishment.

Gary Arenson inquired if the technical assistance support was considered negative. Mr. Harper stated that a technical assistance does not even rise to the level of an observation so it is very minor.

Ms. Hylton stated that DEO prefers that you maintain about two months of incentive cards on hand. During the year there was a threat of a major hurricane approaching, and in anticipation of it, we strategically made the decision to maintain a little more on hand so we would be prepared to assist customers if necessary.

Heiko Dobrikow congratulated the staff for a job well done and Gary Arenson thanked the staff for a wonderful job.

## **APPROVAL OF MINUTES**

Approval of the minutes of 2/25/21 Partnership Meeting #232.

Frank Horkey requested that the minutes be corrected based on the following changes:

- 1) Under New Business, item 1 the sentence, "They fall under the same funding streams but it is "are" distributed at the federal level based upon need, and these funds are not part of our formula dollars."
- 2) Under Reports, item 6 the sentence, "Mayor Josh Levy stated that three times a year is reasonable and that he had confidence it will not be spent in a ~~spend-thrift~~ "spendthrift" manner."

**On a motion made by Sam Robbin and seconded by Jim Ryan, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the minutes of the 2/25/21 Partnership meeting #232.**

## **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 Dean Trantalis and seconded by Dr. Ben Chen, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of 3/25/21.**

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### 1. **Committee Summary**

Summary of actions taken at the following meetings:

Employer Services Committee	3/1/21
Executive Committee	3/8/21

### 2. **Monthly Performance Report**

January's performance data reflects that among the Big 7 Regions CSBD is in a four-way tie for 1<sup>st</sup> in WIOA Entered Employment Rate (EER), 1<sup>st</sup> in Wagner Peyser and Veterans EER, and 2<sup>nd</sup> for Welfare Transition EER and All Family Participation. (Work activity participation has been waived for WTP since the end of March 2020 and the reported performance is only applicable to months when there were reported participation activities.)

### 3. **Letters of Support**

Letters of support were written for 1) Purpose Built Families Foundation Homeless Veteran's Reintegration Program grant application and 2) City of Pompano Beach for FAA's Aviation Maintenance Technical Workers Workforce Development Grant Program.

## **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. **Summer Youth Work Experience Contract Approval for Advanced Roofing, Inc.**

Considered approval of a Summer Youth Employment contract with Advanced Roofing for summer 2021 to serve as a worksite for one youth. Because Kevin Kornahrens is a Board member and employed by Advanced Roofing, this recommendation must be approved by a 2/3 vote of the members present with an established quorum at the Board meeting. Approved at 3/8 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, and ex-offenders.)*

Carol Hylton stated this is a non-financial contract with Advanced Roofing.

Kevin Kornahrens declared a conflict of interest for this item, as he is the Vice President of Advanced Roofing, Inc. He abstained from voting and will be required to submit a conflict of interest form.

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**On a motion made by Commissioner Tim Ryan and seconded by Paul Farren, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved to renew the SYEP contract with Advanced Roofing for up to, but not exceeding, \$3,000 for summer 2021 by a 2/3 vote of the seated quorum.**

**2. Addition of New Courses for Existing Eligible Training Provider– Broward College (BC)**

Considered approval of two training programs at BC to be added to the WIOA ITA list: 1) Aviation Maintenance Management and 2) Avionics Technician. While we did not identify 25 openings through Employ Florida or JobsEQ, we checked with Board Member, Sam Robbin, and Aviv Tzur, President of the Greater Miami Aviation Association. They both indicated that as these are 2-year courses, by the time students complete the training, the demand for individuals trained in these occupations will exist. Since Board members, Dr. Mildred Coyne is employed at BC and Francois LeConte serves on a BC Advisory Committee, 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 3/8 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, and ex-offenders.)*

Ron Moffett stated we spoke to Board member, Sam Robbin, and the President of the Greater Miami Aviation Association to get their input. They stated that before the pandemic, these occupations were in high demand and they anticipate the demand will be back after the rollout of vaccinations.

Mayor Trantalis inquired if this two-year program was similar or parallel to the Fort Lauderdale High School avionics job-training program with Atlantic Technical College. Mayor Trantalis stated that they have exceeded capacity. Ms. Hylton stated we do not know if Broward College's programs are similar but we will look into it and get back to the board.

Dr. Mildred Coyne had a conflict of interest for this item, as she works for Broward College. She was not present at the time of the vote 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 BC Business Advisory Committee. He abstained from voting and will be required to submit a conflict of interest form.

**On a motion made by Sam Robbin and seconded by Dr. Lisa Knowles, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the addition of Broward College's 1) Aviation Maintenance Management and 2) Avionics Technician AS degree programs to the WIOA ITA List by a 2/3 vote of the seated quorum.**

**3. Accept Additional Funds for Summer Youth Employment Program**

Considered acceptance of an additional award of \$572,464 from the Children's Services Council which will allow us to serve an additional 200 youth. The SYEP provides each economically disadvantaged youth 16 – 18 with three days of employability skills training and an eight-week meaningful summer work experience. *(This is in alignment with the Board goal*

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*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.)*

Dr. Chen inquired if we will have enough sites to provide jobs to the youth with the additional funds we receive. Ms. Hylton responded that we are in the process of developing those worksites. She asked the Board to follow Advanced Roofing's footsteps and consider hosting a youth this summer. Ms. Hylton reported that she gave an address to the Black Chamber of Commerce and took the opportunity to encourage the employers to consider serving as host worksites.

Mr. Heiko Dobrikow stated that this is a great opportunity for the youth to explore careers in the hospitality industry. He shared his experience serving as a worksite and reported that he had hired some of the youth after the summer program ended.

Chair Frank Horkey asked about the total number of youth that will be served upon acceptance of the additional funds? Ms. Hylton responded that this year's Summer Youth Employment Program will place almost 1,000 kids in a summer work experience.

Dawn Liberta declared a conflict of interest for this item, as she is the chair of the Children's Services Council. She abstained from voting and will be required to submit a conflict of interest form.

**On a motion made by Francois LeConte and seconded by Bob Swindell, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved accepting an additional award of \$572,464 from the Children's Services Council for the SYEP.**

#### **4. Purchase of Workers' Compensation Insurance**

Considered approval of the purchase of workers' compensation insurance from Bridgefield Employers Insurance Company (BEIC) at a cost of \$77,284.48 for 5/1/21 – 4/30/22. BEIC is our current carrier. They were the only company to provide a quote. The policy covers CSBD employees and the youth in our summer program. The state covers participants in our WIOA and WTP programs. Our procurement allows us to renew the policy for three (3) one-year periods. This will be the 2<sup>nd</sup> renewal under the original procurement. Because it is a single purchase over \$50,000, it is required to be approved by the CSBD governing boards. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Carol Hylton advised there has been an increase over last year because we cover the youth in the Summer Youth Employment Program. The Children's Services Council does pay its fair share for the increase.

Commissioner Ryan asked how do we compare this year's premium to that of 2 years ago when we had a summer youth program. Ms. Hylton responded that the increase is because we are serving more youth this year and during the past few years we had several claims, so the insurance company considers us a higher risk.

Commissioner Ryan inquired if the claims are for both staff and SYEP. Carol Hylton responded yes.

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**On a motion made by Gary Arenson and seconded by Kristen Cavallini-Soothill, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the purchase of Workers' Compensation Insurance from Bridgefield Employers Insurance Company (BEIC) at a cost of \$77,284.48 for 5/1/21 – 4/30/22**

**5. New Courses For Existing ITA Providers – FAU and The Academy of South Florida**

Considered approval of additional courses for current Eligible Training Providers 1) Florida Atlantic University (FAU) to add seven (7) and 2) The Academy of South Florida to add two (2) for a total of nine (9) new courses. CSBD recommends approval of the addition of these courses to the WIOA Individual Training Account list. *(This is in alignment with the Board goal to align Broward County community services, social services, and education, to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

Ron Moffett stated that this is in alignment with our strategy to seek out and add shorter term programs that award certificates.

**On a motion made by Francois LeConte and seconded by Gary Arenson, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the addition of 7 courses for FAU and 2 courses for The Academy for a total of 9 new courses to the WIOA ITA list.**

**REPORTS**

**1. Employer Services Updates on Various Initiatives**

This is an update on the initiatives and activities CSBD has developed to assist employers with workforce challenges related to the pandemic.

Tony Ash highlighted several of the initiatives, including the hospitality industry job fair, which was attended by 36 employers who gave positive feedback and the collaboration with Lauderhill's Commissioner Melissa Dunn's Return to Work Week. He also mentioned the IT Palooza Technology Conference, which started the day before the meeting featuring some of the area's top companies such as City Furniture, Citrix, and e-Builder.

Heiko Dobrikow stated it is great to hear we had many employers attend the hospitality industry job fair. Mr. Dobrikow asked how many job seekers attended? Mr. Ash responded that attendance was low at 58 job seekers out of the 200 who registered. However, his team is following up with those who registered and did not attend.

Mr. Dobrikow asked that we consider having an in-person job fair to increase the number of people who attend. He recommended we reach out to faith-based leaders to spread the word. Josie Bacallao stated that is a great idea, and that Hispanic Unity would help partner with the job fair. Ms. Hylton agreed that we may need to have in-person events and see if that has an impact on increasing the number of job applicants who attend.

Mayor Trantalis stated that it is disconcerting to see that ratio as unemployment in the City of Fort Lauderdale is high and yet hotel and restaurant businesses are finding it difficult to attract workers. He inquired if we need to vary or increase our outreach to job seekers.

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Mr. Ash stated that we used multiple ways to reach job seekers including robo calls to hundreds of job seekers, staff making in-person calls, e-blasts to job seekers, and shared flyers and information with community partners and education partners to get the word out.

Dr. Ben Chen indicated the low wages that the hospitality industry pays its workers may be a contributing factor.

Kevin Kornahrens stated that at Advanced Roofing, Inc., they are starting the pay at \$15 an hour and they are still having a low turnout and difficulty filling positions.

Mayor Levy indicated that many job seekers are finding it difficult to get to work and that we should reach out to Broward Transit to explore the possibility of an express bus running from west to east where the hotels need workers.

Ms. Hylton advised that we will form a hospitality task force and invite representatives from Broward College, Broward County Transit and the Early Learning Coalition to develop strategies to address the tight labor market.

## **2. Local Employer Awareness and Satisfaction Survey**

Every two years, CSBD conducts a survey to measure our awareness and customer satisfaction among employers and to determine which areas of service need improvement. We will use this opportunity to learn the impact of the pandemic on employers and their short-term hiring plans. This year we plan on increasing the number of employers we survey by engaging our economic development partner the Greater Fort Lauderdale Alliance and various Chambers of Commerce we are members of, to share the survey with companies they work with.

Frank Horkey inquired as to the timeframe of the questionnaire and the results. Mr. Ash indicated the survey will be distributed the beginning of April and we will get the results in by the end of April.

## **3. CSBD Info-graph Calendar YTD Through December 2020**

CSBD's info-graph was created to assist Board 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 2020.

## **4. Broward County Unemployment**

The unemployment rate in Broward County was 5.3 percent in January 2021. Higher by 1.9 percentage point over the year. In January 2021, Broward County's unemployment rate was 1.5 percentage points lower than the national rate (6.8 percent). Out of a labor force of 1,006,591, there were 53,023 unemployed Broward County residents.

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

None

## **MATTERS FROM THE BOARD**

Gina Alexis advised that on 4/1 there will be a virtual Career Connections event for the Life Science Industry.

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## **MATTERS FROM THE FLOOR**

None

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

Ms. Hylton reminded the board that our planning session is next month on Thursday, April 22<sup>nd</sup> and that U.S. Congressman Ted Deutch is scheduled to join us via Zoom to provide opening remarks.

Carol updated the members on a phone conversation she had with Ms. Marti Coley, Dr. Ben Chen, and Representative Chip LaMarca. They discussed one of the bills that propose to limit Board member term limits to six years. It was shared that it would be better to stagger the terms and provide a waiver for 1/3 of the private sector members to stay on.

Dr. Chen stated that he believes that the six-year term limit will pass.

Mr. Dobrikow suggested we could consider grooming new board members by starting them on the Board committees. Ms. Hylton responded, yes, we could have the organizational resources committee consider that as a strategy for them to learn about the various programs we administer.

Ms. Hylton thanked Kristen Cavallini-Soothill for attending the Marine Industry Forum. Employers that were on the call were very optimistic about the industry's rebound from the pandemic.

Ms. Hylton shared that we do have additional forums scheduled in construction, aviation, IT, and healthcare.

**ADJOURNMENT 1:36 P.M.**

***THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE  
BROWARD COUNCIL MEETING AND ANNUAL PLANNING SESSION IS SCHEDULED FOR  
4/22/21 AT 12:00 P.M. to 2:00 P.M.***