
MINUTES

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

**Partnership Meeting #226
Thursday, May 28, 2020
Ft. Lauderdale, FL 33309**

Due to Covid- 19, in the interest of keeping our board, staff, and public safe this meeting is being held via Zoom. The CSBD Offices are closed; please do not attend in person.

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: Mayor Josh Levy, Commissioner Tim Ryan, Mayor Dean Trantalis, 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, Dawn Liberta, Ismael Martinez, Mayor Frank Ortis, Dr. Gertrudis Perez-Dusek, Sam Robbin, Jim Ryan, Pam Sands, Cynthia Sheppard, Bob Swindell, Dr. Steve Tinsley, Marjorie Walters, and Janet Wincko

PLEDGE OF ALLEGIANCE

ROLL CALL AND SELF INTRODUCTIONS

MISSION MOMENT

Patricia Palacios-Colon, Director of Human Resources, A&S Total Cleaning, provided the mission moment.

PROTOCOL FOR TELEPHONE/ZOOM MEETING

1. Please state your name when making or seconding a motion. Such as "I move the item, and your name – "Jane Doe". Please also identify yourself when asking a question.
2. Put your phone/microphone on mute when not speaking. Don't forget to take it off when you wish to speak.
3. Votes in the affirmative should be "aye" and in opposition should be "no" (delays in responding sometimes make it difficult to determine the intent of the vote).
4. Please be in a quiet area free of background noise, so we may hear you clearly when you are speaking. When using Zoom, please make sure the background is appropriate or choose one of their alternative backgrounds.
5. If you must leave the call, please don't put your phone on hold. In some cases, we will get music or recorded messages and we will not be able to conduct business.
6. If you join after roll call, please announce your presence.

APPROVAL OF MINUTES

Approval of the minutes of April 23, 2020, Broward Workforce Development Board/CareerSource Broward Council Partnership Meeting #225.

A motion to approve the minutes of April 23, 2020, BWDB Partnership/CareerSource Broward Council meeting #225 was 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 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 Michael Carn and seconded by Heiko Dobrikow, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of May 28, 2020.

1. BWDB Committee Summary

Summary of actions taken at the following meeting:

One Stop Services Committee – 5/5/20
Executive Committee – 5/11/20

2. Monthly Performance Report

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

OLD BUSINESS

1. Appointment of CareerSource Broward (CSBD) President/CEO Upon the Retirement of the Current President/CEO

Consideration for approval of Ms. Carol Hylton, current CSBD Executive Vice President to the position of CSBD President/CEO upon the retirement of CSBD President/CEO Mason C. Jackson. The Council members have completed their interviews with Ms. Hylton, as requested at the April meeting. Ms. Hylton is recommended to the position by the CSBD President/CEO Mason Jackson, the members of the Broward Workforce Development Board, Inc. (BWDB), and the former BWDB Chairs still serving on the Board. (*Maintain our role as workforce development leaders through advocacy by the board, collaboration, providing information and intelligence to stakeholders with feedback from the community.*)

Mason Jackson stated that at the April BWDB meeting he recommended Carol Hylton, our Executive Vice President of 13 years, to be appointed to the President/CEO position upon his retirement. At that meeting, the elected officials requested that interviews be set up with Ms. Hylton before they vote. Mr. Jackson reported that the interviews were conducted right after the April board meeting. Mr. Jackson also reported that the past CEO chairs submitted a signed letter of support recommending Carol to the position of President and it was provided to the elected officials.

Mayor Josh Levy stated that the elected officials all had an opportunity to interview Ms. Hylton. He further stated that they all benefitted from learning about her, and the vision she has for CSBD; Mayor Levy then asked for a motion.

Commissioner Tim Ryan motioned that the Council of Elected officials appoints Ms. Carol Hylton as the President/CEO and that Mayor Josh Levy acts on behalf of the Council to negotiate a contract with Carol to be presented at the next BWDB meeting, including her salary based on her education, experience, and aptitude and considering Mason's salary and his years of experience. Mayor Dean Trantalis seconded this motion.

A discussion ensued. Mayor Levy asked Mason Jackson if he has a contract for his position. Mason Jackson stated that he has never had a contract during his tenure.

Mayor Levy further inquired what Mason Jackson's expectations were with respect to being available for consultation in the months of transition. Mason Jackson stated that he was not planning on leaving the organization in the lurch during the Covid-19 situation until we get on an even keel; and that the definition of even keel is when the Council and Board Chairs agree, at which time he would like to start his 3 months of part-time.

Mayor Levy stated that with Carol taking the position of President/CEO he believes that Ms. Hylton should signal to the elected officials when it is the right time to transition Mason Jackson to part-time and that, of course, Ms. Hylton will discuss this with Mason. Mayor Levy requested General Counsel, Rochelle Daniels, work on the contract and present it to him.

Mayor Dean Trantalis asked Carol if she had someone in mind for her position. Ms. Hylton replied that she appreciated the Council and Board's support but that she had not yet considered a possible replacement because she did not feel it was appropriate to start making decisions before the Council had taken action on her appointment.

Carol Hylton then expressed her appreciation to Mayor Levy, Mayor Trantalis, and Commissioner Ryan, for their belief and trust in her abilities to carry our wonderful organization into the future. Ms. Hylton thanked Mason for his guidance and support stating: "Mason has set the bar high and I have learned a lot under his leadership." Ms. Hylton further thanked everyone who recommended her to become the next President/CEO and said she looks forward to working with the Council, the Board, the staff, and the community.

Gary Arenson inquired if the board is required to make a motion to confirm her appointment besides the elected official's motion. Mason Jackson responded no, the board already voted to recommend Ms. Hylton.

Dr. Mildred Coyne stated that she was unable to hear the full motion and requested to hear the motion again. Commissioner Tim Ryan stated: The motion is to make Carol Hylton our new President/Chief Executive Officer. She will take the helm as soon as Mason Jackson transfers his status from full-time to part-time. Mayor Josh Levy is authorized to negotiate an employment contract, including salary, with Carol somewhere between what she is making

now and Mason's salary taking into account his experience. The negotiated contract is to be presented at the next BWDB meeting.

On the motion made by Commissioner Tim Ryan and seconded by Mayor Dean Trantalis, the CSBD Council of Elected Officials approved the motion.

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. Program Year (PY) 2020 – 2021 Preliminary Budget

Considered approving the PY 20-21 preliminary budget. The preliminary budget being presented reflects a decrease of 9.3% in formula and carryforward funds. The total amount of formula and carryforward that we project to be available in PY 20-21 is \$20,193,306 as compared to \$22,255,496 actual in PY 19-20. The budget is allocated to address the local recovery efforts from the COVID pandemic, supports the ability to offer our services virtually, and continues to emphasize investments in participant training and getting people back to work. Subsequent to both committee meetings we received additional budget information from the state. While the actual dollar figures are slightly different the proportional share among the categories is the same. Approval at the 5/5 One Stop Services and 5/11 Executive Committee meetings. *(This is in alignment with the BWDB goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, and ex-offenders).*

Mason Jackson stated that the CSBD Council of elected officials receives a more detailed outline, per their request, and also goes to any Board member requesting more detail.

The preliminary budget does not include dedicated grants. The preliminary budget presented reflects a decrease of 9.3% in formula and carryforward funds. The total formula and carryforward funds that we project to be available in PY 20-21 are \$20,193,306 as compared to \$22,255,496 in PY 19-20. There have been multiple changes in the budget since the One Stop Services and Executive Committee meetings. We will provide a true-up of the budget in January.

Mr. Jackson noted that the WIOA AD and DW total PY 20-21 allocation is \$10,156,935.

Due to COVID 19 and the shelter-in-place order, our youth was not able to participate in WEX. The funds set aside will be carried forward to next year. The projected PY 20 – 21 allocations for WIOA youth is \$3,901,014.

Mr. Jackson stated the factors impacting the budget:

State requirements are 50% of WIOA AD and DW funds to be spent on training, which were reduced last year to 30% because of the good economy. CSBD has budgeted 100% for out-of-school youth. However, the federal WIOA law requires 75% of youth be spent on out-of-school youth.

Mr. Jackson stated that for PY 19-20, we budgeted 28% for program support staff. Next year, we budgeted 27%. He further noted that our facilities and related costs are \$3,056,532.

Gary Arenson inquired about the Summer Youth Program funds. Mason Jackson responded that those funds are considered dedicated grants. The majority of those funds come from Children Services Council.

Dr. Coyne asked if we have considered any money for staff to enhance remote services. Mason Jackson responded, yes, we are looking into enhancing remote services.

Mayor Dean Trantalis inquired if the State is going to ramp up its allocations to the local boards knowing that the need is more significant due to the pandemic. Mason Jackson responded that the CareerSource Florida is allowed to take 15% of the WIOA overall allocations and keep it at the state level for projects they want to fund. They are going to recommend to their board to allocate most of the funds to the local regions, which means they will have less discretionary funds statewide for multi-regional projects.

Mayor Dean Trantalis asked if there is money available under the CARES Act. Mason Jackson responded not for us; it is available for reemployment services for unemployed persons, not training dollars.

No vote taken at this time; discussion only.

2. Renewal of First Staff DBA EmpHire Staffing, Inc., Contract

Considered renewing the First Staff DBA EmpHire Staffing, Inc., (EmpHire) contract for the staffing of the CSBD career centers. EmpHire has been staffing the career centers since July 2008. They have complied with all of our financial and personnel requests as well as worked aggressively to keep benefit and insurance costs contained. Their fee remains the same as last year at \$66.50 per employee/per pay period for a total fee of approximately \$172,900. Approved at the 5/5 One Stop Services and 5/11 Executive Committee meetings. *(This is in alignment with the BWDB goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders).*

Mason Jackson stated that this is the second renewal of a possible three-year contract. EmpHire has been an excellent contractor providing the staff in our career centers.

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 renewal of First Staff DBA EmpHire Staffing, Inc. contract.

3. Contract Renewal for a One-Stop Operator

Considered to 1) renew the contract with Workforce Guidance Associates, LLC, to continue as the One-Stop Operator and 2) budget \$56,000. Since being assigned as our One-Stop Operator last fall, Nadine Jackson has had a positive impact, has timely met the contract deliverables, and her work is of high quality. This will be the first of two yearly renewals. Approved at the 5/5 One Stop Services and 5/11 Executive Committee meetings. *(This is in alignment with the BWDB goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, providing information and intelligence to stakeholders with feedback from the community.)*

Mason Jackson stated that this is our contract with Workforce Guidance Associates, LLC, Nadine Jackson. She is doing a good job for us as the One-Stop Operator.

On a motion made by Mayor Dean Trantalis and seconded by Gary Arenson, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the contract renewal for a One-Stop Operator.

4. PY 2020 – 2021 Preliminary Budget

Considered approving the PY 20-21 preliminary budget. The preliminary budget being presented reflects a decrease of 9.3% in formula and carryforward funds. The total amount of formula and carryforward that we project to be available in PY 20-21 is \$20,193,306 as compared to \$22,255,496 actual in PY 19-20. The budget is allocated to address the local recovery efforts from the COVID pandemic, supports the ability to offer our services virtually, and continues to emphasize investments in participant training and getting people back to work. Subsequent to both committee meetings we received additional budget information from the state. While the actual dollar figures are slightly different, the proportional share among the categories is the same. Approval at the 5/5 One Stop Services and 5/11 Executive Committee meetings. *(This is in alignment with the BWDB goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, and ex-offenders).*

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 the PY 20 – 21 preliminary budget.

5. Continued Eligibility for Atlantic, McFatter and Sheridan Technical Colleges

Considered approving Atlantic, McFatter and Sheridan Technical College's continued eligibility for the next two-year period 7/1/20 thru 6/30/22. The Workforce Innovation and Opportunity Act require eligible training providers (ETP) to submit new applications every two years to remain on the Eligible Training Provider List (ETPL). Atlantic, McFatter and Sheridan Technical Colleges, have met the ETP application renewal requirements. Because Board member, James Payne, is employed by the School Board of Broward County (SBBC), a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 5/5 One Stop Services and 5/11 Executive Committee meetings. *(This is in alignment with the BWDB goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders).*

Mason Jackson stated that Atlantic, McFatter, and Sheridan Technical College's submitted their renewal application timely and each included all the mandated criteria. As a result, CSBD is recommending Atlantic, McFatter, and Sheridan Technical College for approval to continue on the CSBD ETPL for the next 2-year period 7/1/20 thru 6/30/22.

James Payne declared a conflict of interest for this item as he is employed by SBBC. 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 Kristen Cavallini-Soothill, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved continued eligibility for Atlantic, McFatter and Sheridan Technical Colleges by a 2/3 vote of the seated quorum.

6. Continued Eligibility for Broward College

Considered approving Broward College's continued eligibility for the next two-year period 7/1/20 thru 6/30/22. WIOA requires ETPs to submit new applications every two years to remain on the ETPL. Broward College has met the ETP application renewal requirements. Because Board members, Dr. Mildred Coyne, who is employed at Broward College, and Francois LeConte serves on the Broward College Business Advisory Committee, a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 5/5 One Stop Services and 5/11 Executive Committee meetings. *(This is in alignment with the BWDB goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders).*

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

Francois Leconte has a conflict of interest for this item as he serves on the Broward College Business Advisory Committee. He was not present at the meeting, but will be required to submit a conflict of interest form.

On a motion made by Mayor Dean Trantalis and seconded by Heiko Dobrikow, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved continued eligibility for Broward College by a 2/3 vote of the seated quorum.

7. Continued Eligibility for Ten (10) Current ITA Providers

Considered approving the continued eligibility for ten (10) of our current ITA providers for the next two-year period beginning 7/1/20 thru 6/30/22. WIOA requires ETPs to submit new applications every two years to remain on the ETPL. All ten schools have met the ETP application renewal requirements. These providers are grouped together because we believe they can be passed as a group since there are no known conflicts of interest on the board. Approved at the 5/5 One Stop Services and 5/11 Executive Committee meetings. *(This is in alignment with the BWDB goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders).*

On a motion made by Kristen Cavallini-Soothill and seconded by Pam Sands, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the continued eligibility for ten (10) current ITA providers.

REPORTS

1. CSBD's Plan to Re-Open Career Centers and Corporate Office

CSBD has been proactive in developing a plan for re-opening its office and career centers. For the past several weeks, staff have been brainstorming and putting together a plan to gradually reopen in phases. Since the presentation at the One Stop Services Committee, we have received a few plans from other Boards and overall the plans are consistent; although, our plan is more detailed. During the week of 5/26, staff will be trained on the safety and social

distancing protocols we developed, which are in line with the Center for Disease Control guidelines. We are scheduled to re-open on 6/1. For the safety of staff and customers, in accordance with social distancing rules, we will allow walk-in customers as space is available.

Mason Jackson stated that our re-open plan establishes our procedures to ensure centers are equipped for customer entry and social distancing of both customers and staff.

2. Disaster Dislocated Worker Grant

CSBD has received the funds for the Covid-19 Disaster Dislocated Worker Grant. We have notified the community by 1) posting it to our website and 2) sent the letter to community partners.

Mason Jackson stated we sent out a letter to non-profits and municipalities advising them of the ability for them to serve as host worksites for the worker/participants, similar to the way we work together after a hurricane. The temporary work assignments can include humanitarian assistance, cleaning of public facilities, and other recovery-related projects.

3. Broward County Unemployment

The unemployment rate in Broward County was 14.5 percent in April 2020. Higher by 11.7 percentage points over the year. In April 2020, Broward County's unemployment rate was higher than the state rate (13.3) and .1 percent point higher than the national rate (14.4 percent). Out of a labor force of 935,487, there were 136,008 unemployed Broward County residents.

Mason Jackson stated that this is the shortest press release he has seen. The unemployment rate was run early April before the big hit of coronavirus. Mr. Jackson noted that we are trying to expand manufacturing jobs here so that we can create higher-paying jobs. If you want the latest information on reemployment, you can go to floridajobs.org. You can access the state dashboard to see county by county or industry.

Josie Bacallao stated that she is currently working with the communities that have been hit hard. She mentioned that communities, like Century Village, are facing issues with getting jobs due to their age group. Mason Jackson stated that there is age bias happening in the workforce. He further noted that, if she would like CSBD could help assist her with her efforts, we would make it happen.

Dr. Ben Chen inquired if the state suspended the work search through the unemployment site. Mason Jackson responded, yes, they do not have to enter their work searches, but it will only last until the end of the month and they will be required to enter their work searches. Dawn Liberta stated that SNAP interviews and waivers have been extended until the end of June.

Mayor Dean Trantalis stated that Broward is not doing well with the Census count. He mentioned that workplaces should include a Census Day at work. Employers should ask their employees to take 5-10 minutes to register and complete the Census. Mason Jackson responded that we will find out the contact person at the Census and distribute the information to the board.

Paul Farren mentioned that he received the financial form. Mason Jackson responded that he will send out a reminder to the board to fill out the financial form.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

Commissioner Tim Ryan inquired if we received the \$1.5 million National Dislocated Worker Grant. Mason Jackson responded that the State allotted us approximately \$1.15 million. Commissioner Ryan asked how municipalities can help with hiring dislocated workers.

Mason Jackson responded CSBD will use the staffing companies recently procured and approved by the CSBD governing boards to provide the staff for the disaster relief employment.

Rochelle Daniels stated that we sent out worksite agreements to all the municipalities, the county, and nonprofits. We negotiated the worksite agreement with the county this week. CSBD has placed the agreement on our website for review.

Mayor Dean Trantalis wished Heiko Dobrikow a happy birthday.

MATTERS FROM THE BOARD

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Mason Jackson congratulated Dr. Lisa Knowles on becoming a full professor.

ADJOURNMENT: 1:13 PM.

THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEDULED FOR JUNE 25, 2020 AT 12:00 P.M.