
MEETING MINUTES

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

**Partnership Meeting #228
Thursday, July 23, 2020
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: Mayor Josh Levy, Commissioner Tim Ryan, Gary Arenson, Josie Bacallao, Michael Carn, Zac Cassidy, Kristen Cavallini-Soothill, Dr. Ben Chen, Dr. Mildred Coyne, Heiko Dobrikow, Cynthia Gaber, Dr. Lisa Knowles, Dawn Liberta, Ismael Martinez, Dr. Gertrudis Perez-Dusek, Sam Robbin, Jim Ryan, Cynthia Sheppard, Bob Swindell, Dr. Steve Tinsley, Marjorie Walters, and Janet Wincko

PLEDGE OF ALLEGIANCE

ROLL CALL AND SELF INTRODUCTIONS

MISSION MOMENT

Eduardo Perez, Corporate Recruiter, BeneLynk, provided the mission moment.

PRESENTATION

Dr. Jerry D. Parrish, Chief Economist, Florida Chamber Foundation presented on technology classifications beyond computer operations and environmental jobs per Commissioner Tim Ryan's request.

APPROVAL OF MINUTES

Approval of the minutes of 6/25/20 Partnership Meeting #227.

A motion to approve the minutes of 6/25/20, BWDB Partnership/CareerSource Broward Council meeting #227 was made by Heiko Dobrikow and seconded by Francois Leconte. 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 Gary Arenson, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of 7/23/20.

1. BWDB Committee Summary

Summary of actions taken at the following meeting:
Executive Committee 7/13/20

2. Monthly Performance Report

The state is delayed in providing the data we use for the Monthly Performance Report. Geographic Solutions, which is the software developer of Employ Florida, recently upgraded its servers and they are incompatible with DEO. DEO has informed us that Geographic Solutions is working on a solution and as soon as there is a fix in place they will notify us.

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. Registered Apprenticeship Contract for Training with Advanced Roofing

Consideration to approve entry into a contract with the Advanced Roofing Company to train up to ten (10) apprentices. The contract will provide up to a 75% wage reimbursement for wages paid to the apprentices while in training, totaling up to \$125,000. 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 boards' approval. *(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 explained this is the second time we are contracting with Advanced Roofing to train apprentices.

Kevin Kornahrens has a conflict of interest for this item as he is employed by Advanced Roofing. He was not present at the meeting but will be required to submit a conflict of interest form.

On a motion made by Mayor Josh Levy and seconded by Commissioner Tim Ryan, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the apprenticeship contract for training with Advanced Roofing by a 2/3 vote of the seated quorum.

2. New Courses for Existing Eligible Training Provider – Sheridan Technical College

Consideration to approve current Eligible Training Provider Sheridan Technical College's applications to add 1) Accounting Certificate 2) Diesel Mechanic 3) Electrocardiograph Technician 4) Medical Billing and 5) Pharmacy Technician programs to the Individual Training Account (ITA) list. CSBD reviewed the applications for completeness to ensure that Board-mandated criteria were met. Because James Payne is a Board member and is employed by the School Board of Broward County this recommendation must be approved a 2/3 vote of the Board members present at a meeting with an established quorum. Approved at the 7/13 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 that Sheridan Technical College has been an eligible training partner for many years and that we are looking forward to adding these courses to our ITA list as the programs lead to good wages for locally in-demand jobs.

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

On a motion made by Gary Arenson and seconded by Heiko Dobrikow, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the new courses for existing eligible training provider- Sheridan Technical College by a 2/3 vote of the seated quorum.

3. New Courses for Existing Eligible Training Provider - Broward College

Consideration to approve current Eligible Training Provider Broward College's applications to add 1) Certified Information Security Manager 2) Certified Information Systems Auditor and 3) Information Security Training programs to the ITA list. CSBD reviewed the application for completeness to ensure that Board-mandated criteria were met. Because Board member, Dr. Mildred Coyne, is employed at Broward College and Board Member, Francois LeConte, serves on the Broward College Business Advisory Committee, this recommendation must be approved by a 2/3 vote of the Board members present at a meeting with an established quorum. Approved at the 7/13 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.)*

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

On a motion made by Michael Carn and seconded by Gary Arenson, 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.

4. Memorandums of Understanding (MOU) Between CSBD and the One-Stop Partners

Consideration to enter into MOUs with the legislatively required one-stop partners. Pursuant to WIOA the governing boards are required to enter into MOUs regarding the delivery and coordination of one-stop partner programs through the one-stop career system. Approved at the 7/13 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.)*

Carol Hylton stated one-stop partners must support the infrastructure and operating costs of the one-stop proportionate to their use, and we are allowed to utilize technological solutions. We have several partners that have opted for a technological presence to provide access to their programs and they pay for space on our website. Carol said others like AARP and Voc Rehab have elected to rent space in the centers.

On a motion made by Gary Arenson and seconded by Marjorie Walters, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the MOU's between CSBD and the legislatively required One-Stop partners.

5. Master Agreement between the Department of Economic Opportunity (DEO) and CSBD

Consideration to approve entry into a Master Agreement with DEO. The agreement sets forth the terms and conditions under which the State is sub-granting the WIOA formula grants to the local workforce areas. We recommend signing it to meet the state deadline however there are some items DEO still needs to clarify. Approved at the 7/13 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.)*

Carol Hylton stated that every couple of years the state requires us to enter into a master agreement. This is to ensure we carry out the duties and responsibilities assigned to us under each federal grant. This year DEO added some additional language to the agreement that has required some negotiation with the state. By way of example, Ms. Hylton brought attention to level two background screening of staff. Our positions at CSBD do not require a level 2 background check. In the Master agreement, DEO is requiring anyone who has access to confidential data to get a level 2 background screening. The problem with that is the Florida Department of Law Enforcement does not view the CareerSource workforce board's as being in the category to allow for level 2 screening. The state is aware of this and they are working on what the next steps will be for us.

In another area of the agreement, the boards are being required to waive their right to request a hearing before funds are suspended based upon DEO's determination of noncompliance.

Gary Arenson asked if the waiver is a general waiver or a temporary COVID-19 related waiver?

Rochelle Daniels responded that the state has had several audits around the state that did not go well and now they want to reserve the right to suspend funding anywhere they come into an audit and they find what they consider any wrongdoing. Under WIOA and federal law, we are supposed to have a hearing first and we have the right to appeal. It is not related to the pandemic. Ms. Daniels stated that she spoke with the state and their comment to her was that the United States Department of Labor is driving the Master Agreement.

Ms. Hylton stated that we do need to move forward and have the master agreement signed because failure to sign the agreement will result in the state holding up our funds.

On a motion made by Mayor Josh Levy and seconded by Heiko Dobrikow, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved entering into the Master Agreement between DEO and CSBD.

6. Renewal of Audit Agreement with Anthony Brunson P.A.

Consideration to renew the agreement between CSBD and Anthony Brunson, PA, at a fee of \$33,000 which is an increase of \$4,000 from last year's cost of \$29,000, for conducting the Fiscal Year 2019-2020 audit. Staff was satisfied with their services last year and the agreement provides for the negotiation of fees each year. Based upon fees proposed during our last procurement, the increase is reasonable. Approved at the 7/13 Executive Committee meeting. *(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 stated that the agreement provides for the negotiation of fees each year. There hasn't been an increase in two years. This year Mr. Brunson requested an increase to their fee for the 2nd renewal of their contract. The increase would remain constant for the balance of their engagement. The increase is reasonable and is the same fee we paid our previous audit firm over five years ago.

On a motion made by Francois LeConte and seconded by Sam Robbins, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the renewal of the audit agreement with Anthony Brunson P.A.

7. Acceptance of Funds From City of Hollywood for the Bridging the Digital Divide for the Economically Disadvantaged

Consideration to accept \$7,000 from the City of Hollywood to fund an initiative called Bridging the Digital Divide for the City of Hollywood residents in WIOA training programs. The funding was initially targeted for the Summer Youth Program. However, due to the COVID-19 pandemic, our plans for the summer program changed. The City of Hollywood and CSBD have agreed to use the funds to assist their residents who are in our WIOA training programs that could benefit from being given a laptop to make it easier for them to participate in their studies remotely. Approved at the 7/13 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 that the City of Hollywood normally provides funding for our summer youth program each year. However, due to the pandemic, we had to change our plans for the summer program. The City and CSBD came up with a strategy to provide ten laptops to City of Hollywood youth and adults enrolled in the CSBD WIOA training programs.

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 accepting the funds from the City of Hollywood for the Bridging the Digital Divide for the Economically Disadvantaged Initiative.

8. Funds from Bank of America for 2021 Summer Youth Employment Program (SYEP)

Consideration to accept \$17,500 in SYEP funds from a Bank of America (BOA) grant. The funding was initially targeted for this year's SYEP. However, due to the COVID-19 pandemic, our plans for the summer program changed. BOA decided to provide funding that would be held for next year's 2021 SYEP so we may serve additional economically disadvantaged Broward County youth. Approved at the 7/13 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 that for the last four years BOA has given us money for your SYEP. Due to the pandemic, we had to change our plans for this year's summer program. Rather than return the money, BOA asked for the funds to be applied to next year's SYEP.

On a motion made by Heiko Dobrikow and seconded by Michael Carn, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved accepting the funds from BOA for the 2021 SYEP.

9. New Courses for Existing Eligible Training Providers - Florida Atlantic University and City College

Consideration to approve the addition of six programs available through **FAU** 1) Computer Technology 2) Dental Assistant 3) Hemodialysis Technician 4) Inpatient Auditing 5) Pharmacy Technician and 6) Physical Therapy Office Professional to the WIOA ITA list and two programs 7) Patient Care Technician and 8) Veterinary Assistant to the WTP list as well as the addition of one program available through **City College** which is Surgical Technology to the WIOA ITA list. CSBD reviewed the applications for completeness to ensure that Board-mandated criteria were met. Approved at the 7/13 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 that there are 6 courses through FAU and 2 courses for City College.

Subsequent to the Executive Committee meeting we received information on two additional courses offered by City College that require additional research. We will do the research and bring this back to the board if warranted. Ms. Hylton stated that City College is more costly but the Florida state statutes governing WIOA state that the local workforce development board may not restrict the choice of training providers based upon cost, location, or historical training arrangements. Ms. Hylton further noted that we put things in place to guide our customers and encourage them to look at the details for all the colleges on the list.

On a motion made by Heiko Dobrikow and seconded by Jim Ryan, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the new courses for existing eligible training providers - FAU and City College.

REPORTS

1. Hospitality Workgroup

At the June Board meeting, Board member Heiko Dobrikow recommended that we strategize on how to help hospitality industry workers who lost their jobs as a result of the pandemic. On July 7th CSBD convened a workgroup to address this issue. A number of strategies were developed by the group and are being implemented.

Carol Hylton stated at Heiko's request we put together a workgroup to develop strategies to assist hospitality industry workers who lost their jobs due to the pandemic. The workgroup included board members Heiko Dobrikow, Josie Bacallao, Dr. Ben Chen, and staff from Riverside Hotel, Florida Restaurant & Lodging Association (FRLA) of Broward, Hispanic Unity and Broward College. James Payne was not able to make the meeting but the School Board of Broward County has indicated that they will be providing input for further support. Based upon the contributions from the workgroup members we developed 10 strategies to assist.

Ms. Hylton thanked Josie Bacallao for translating the informational packets into Spanish and Creole.

Tony Ash stated that after we had our meeting, we reserved specific days and times of the week for the impacted hospitality workers to visit our career centers and receive assistance with their job searches. We have provided the days and times to the FRLA and they will share it with the industry partners. We have scheduled a job fair for hospitality workers on 7/30. Mr. Ash noted that the rapid response zoom presentation has been scheduled for 7/23 from 9:00 a.m. – 10:00 a.m. and the flyer will be sent to the FRLA to distribute through the various hospitality employers with furloughed and/or laid-off employees. Mr. Ash further stated that there is a support group on Facebook and LinkedIn that we will be doing outreach with.

Heiko Dobrikow thanked the staff at CSBD for identifying current positions available in our county that have transferable skills for our hospitality staff that has been laid off.

Michael Carn asked if CSBD could send the packets in electronic format to the Mayors and Commissioners so that they can send it to our residents. Ms. Hylton responded yes. She further noted that the plan is to send the packets to the libraries, cities, and municipalities.

2. Training for Occupations Information Technology

At our last partnership meeting, Commissioner Ryan raised the question of the types of training offered to participants interested in Information Technology (IT) jobs. CSBD currently offers customers 52 different training programs to choose from on the ITA list. These programs result in varying credentials that include a certificate, diploma, or an Associate of Science Degree. In addition, participants receive IT training through work-based training, such as apprenticeships, On-the-Job Training, and Incumbent Worker Training. Since July 2018, we have enrolled over 540 participants into IT training programs.

Carol Hylton stated that there are 52 different programs on the ITA list. We have had over 540 participants enrolled in our IT training programs. We have a wide range of choices for customers.

Commissioner Tim Ryan stated that they had a long discussion at the county commission meeting today regarding emergency shelters and available staff during the pandemic. He stated the need to have more staff and shelters available. Due to COVID-19, there is a

concern if the shelters will be adequately staffed. Commissioner Ryan stated that Jason Kruszka, his Chief of Staff, will contact Ms. Hylton to discuss opportunities for someone looking for employment, training, and competitive wages, as there is a need to have back up staffing. Commissioner Ryan asked if we have funding for COVID-19 to staff shelters.

Rochelle Daniels responded that we have contracts with several municipalities. We can step in quickly the minute the hurricane is over and an emergency is declared. Ms. Daniels further noted the county will need to provide the staffing until an emergency is declared. Ms. Hylton stated that we do have funding through our COVID-19 grant to be able to hire staff for that purpose once emergency has been declared.

Commissioner Tim Ryan stated that the county can pay for the advanced staffing of the shelters. Commissioner Ryan further noted that they will have PPE in the shelters, and that nurses and doctors will be onsite with less density in the shelters due to social distancing.

3. Training for Occupations in Environmental Related Jobs

At the June governing boards' meeting, Commissioner Ryan mentioned the County's interest in environmental-related jobs. This report addresses environment related jobs currently on the CSBD ITA List. There are 12 green sectors. Often environmental jobs are contained within broader occupational codes. We use the Bureau of Labor Statistics (BLS) information to determine whether a job is considered to be in the green/environmental classification. CSBD offers 51 different training options for participants interested in training for green sector jobs.

4. Janitorial Services

In August 2019, we procured janitorial services for our building on W. Cypress Creek Rd. and entered into a one-year contract with the low bidder, AK Building Services. We have been very pleased with their service. The contract is set for renewal in August 2020 at the same price as last year for \$42,240. Because it is a single purchase of over \$10,000, a report is required to the CSBD governing boards.

Carol Hylton stated that the janitorial services are for our administrative building. This is our 2nd and last renewal with AK Building Services.

5. Broward County Unemployment

The unemployment rate in Broward County was 11.8 percent in June 2020. It was higher by 8.6 percentage points over the year. In June 2020, Broward County's unemployment rate was higher than the state rate (10.7) and .6 percent higher than the national rate (11.2 percent). Out of a labor force of 992,435, there were 117,120 unemployed Broward County residents.

Carol Hylton stated that unemployment is 11.8% in June, this is down from 15.2% in May. She went on to say that we have a long road ahead of us as employers struggle to open with social distancing and with COVID-19 cases increasing. She reminded the members, as Dr. Parrish indicated, that leisure and hospitality had the most job loss with financial activities and information and manufacturing having the least.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

Mayor Josh Levy congratulated Heiko Dobrikow for doing a great job of moderating the economic report interview.

Commissioner Tim Ryan stated that he would like to find ways to create a partnership with industries and education to come up with strategies that will better get the message across to students and parents that they don't need to go off to college and get a four-year degree to find high wage jobs and meaningful work.

Carol Hylton indicated that there is a group that holds an event each year to showcase the many alternatives to a 4-year college degree. The event is called My Next Move and she mentioned that the event is designed to give participating employers the opportunity to recruit and present viable career pathways. Carol indicated that she would reach out to Jason once more information is available about next year's event so that Commission Ryan could be involved in the planning process.

MATTERS FROM THE BOARD

Josie Bacallao stated that the Hispanic Unity of Florida is hosting a virtual Entrepreneur Summit every Wednesday morning in August. The summit connects aspiring and emerging business owners to subject matter experts from the private, public and non-profit sectors to learn what it takes to succeed in business. She further thanked Jim Ryan for his assistance with the Summit. Please go to <https://hufesummit.org/>.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Carol announced Javon Lloyd, Senior Community Manager has been recognized as one of the local area's "40 under 40 Black Leaders of Today & Tomorrow," by Legacy Magazine.

Carol mentioned that this week we had our virtual ITA provider meeting with over 36 providers. We had good dialogue with the providers. They have enrollments coming up and we wanted to ensure we had open lines of communication.

Dr. Mildred Coyne stated that the projection for enrollment is low for those in the distressed communities. Dr. Coyne mentioned that as part of CSBD's marketing campaign we should target the lowest three income cohorts as they are not accessing/enrolling in training. We need to communicate the resources available. Now is the time to access the dollars while the funds are available.

Carol Hylton agreed and indicated that our distressed liaison Yvonne Jesus, just increased her zoom license so she can speak with over 100 people in the distressed community at once. We are doing outreach in those communities. We are hosting a virtual ITA recruitment fair so the community can hear from the providers. Broward College, the tech schools, and a few other providers will be at the next one scheduled in early August.

ADJOURNMENT: 1:35 PM.

THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEDULED FOR SEPTEMBER 24, 2020 AT 12:00 P.M.