

---

## MINUTES

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

**Partnership Meeting #219  
Thursday, September 26, 2019  
CareerSource Broward, 2890 West Cypress Creek Road, Ft. Lauderdale 33309**

**The Committee is 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.**

**Attendees: Commissioner Tim Ryan (via phone), Gina Alexis (via phone), Gary Arenson, Josie Bacallao (via phone) Michael Carn, Zac Cassidy, Kristen Cavallini-Soothill, Dr. Mildred Coyne, Heiko Dobrikow, Paul Farren, Cynthia Gaber, Dr. Lisa Knowles, Francios LeConte, Ismael Martinez, Dr. Gertrudis Perez-Dusek (via phone), Sam Robbin, Jim Ryan, Pam Sands (via phone), John Simmons, Bob Swindell, Dr. Steve Tinsley, Marjorie Walters (via phone), Janet Wincko (via phone)**

#### **PLEDGE OF ALLEGIANCE**

#### **MOMENT OF SILENCE**

For former BWDB member Robert P. Legg.

#### **MISSION MOMENT**

Michelle Alexander, a previous customer, through the Ticket to Work program provided the mission moment.

#### **MEMBER SPOTLIGHT**

Zac Cassidy gave the Board member spotlight.

Christina Johnson, Center Manager, gave the staff spotlight for Board.

#### **APPROVAL OF MINUTES**

Approval of the minutes of the July 25, 2019, Broward Workforce Development Board/CareerSource Broward Council Partnership Meeting #218.

**A motion to approve the minutes of July 25, 2019, BWDB Partnership/CareerSource Broward Council meeting #218 was made by Michael Carn and seconded by Gary Arenson. 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 Gary Arenson and seconded by Dr. Mildred Coyne, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of September 26, 2019.

#### **1. Monthly Performance Report**

The current performance for the month of July is provided. This month's data reflects that within the Big 7 Regions, CSBD is in a five-way tie for 1<sup>st</sup> in WIOA Entered Employment Rate (EER), ranks 1<sup>st</sup> in WTP EER, ranks 2<sup>nd</sup> in Veterans EER and in WTP All Family Participation Rate and ranks 3<sup>rd</sup> in WTP Two-Parent Participation Rate.

#### **2. BWDB Committee Summary**

Summary of actions taken at the following meeting:

Executive Committee –9/9/19

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

Letters of support were written for 1) OIC of South Florida for the U.S Department of Labor YouthBuild grant. Youth ages 17 - 24 will receive career placement services and continued post-secondary education and 2) Broward Technical Colleges to add 83 industry certifications for 2020 - 2021. All are occupations in demand and met the criteria to be on the targeted occupations list.

## **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**

---

**NOTE:** One Stop Services and Employer Services had to be canceled due to Hurricane Dorian so items normally considered by them were brought straight to the Executive Committee. For all items, a backup was sent to the Committee members prior to the Executive Committee meeting. We received no comments or concerns prior to the Executive Committee's consideration.

## **1. Membership Renewals**

Consideration of BWDB membership renewals of Broward Workforce Development Board members whose terms have expired in 9/19 and who are eligible for renewal for a two-year term. The renewal of there are is through September 2021. The two members are 1) Dr. Mildred Coyne of Broward College and 2) Cynthia Gaber of the Department of Vocational Rehabilitation. CareerSource Broward Council of Elected officials appoints board members by a vote of the Council following a recommendation from the Board. Approved at the 9/9 Executive Committee meeting. *(This is in alignment with the BWDB goal to maintain our roles as workforce development leaders.)*

**On a motion made by Mayor Josh Levy and seconded by Commissioner Tim Ryan, the CareerSource Broward Council of Elected Officials unanimously approved the membership renewals.**

## **2. Registered Apprenticeship Upgrade OJT contract with Advanced Roofing**

Consideration to approve an upgrade On-the-Job Training (OJT) contract and/or a separate IWT contract if some of the 10 must be served as incumbent workers with Advanced Roofing for up to \$137,280. Advanced Roofing has requested an OJT contract with CSBD to train ten (10) employees as part of their registered apprenticeship program for roofing. The funding will be used to pay a portion of the employees' wages while in training. Each employee will receive up to one thousand forty (1,040) hours of training where they will advance in construction careers earning average wages of \$17 per hour. 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 9/9 Executive Committee meeting. *(This is in alignment with the BWDB goal to Align Broward's services to maximize employment and training opportunities for targeted populations.)*

It was noted that Kevin Kornahrens had a conflict of interest for this item as he is employed by Advanced Roofing. He was not there but will be required to submit a conflict of interest form.

**On a motion made by Michael Carn and seconded by Bob Swindell, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved registered apprenticeship upgrade OJT contract with Advanced Roofing by a 2/3 vote of the seated quorum.**

---

### **3. Additional Courses for Existing ITA Provider – McFatter Technical College**

Consideration to approve existing training provider McFatter Technical College applications to add 1) Electricity and 2) Professional Culinary Arts & Hospitality programs to the Workforce Innovation and Opportunity Act Individual Training Account (ITA) list and 3) Forklift Certification course to the Welfare Transition Program ITA list. CSBD reviewed the applications for completeness and to ensure that Board mandated criteria are met. Because Enid Valdez is a Board member and is employed by Broward County Public Schools, this recommendation must be approved by a 2/3 vote of the members present with an established quorum at the Board meeting. Approved at 9/9 Executive Committee meeting. *(This is in alignment with the BWDB goal to Align Broward's services to maximize employment and training opportunities for targeted populations.)*

Mason Jackson stated the Forklift certification program will provide WTP customers with a three (3)-year OSHA certification in the field.

Commissioner Tim Ryan inquired if this certification is the pathway to becoming a commercial electrician. Mason Jackson responded that this is an introductory to the field of becoming an electrician. This program prepares students for employment opportunities as electrician helpers, installing, maintaining, and repairing electrical wiring, equipment, and fixtures.

It was noted that Enid Valdez had a conflict of interest for this item as she is employed by the School Board of Broward County. She was not there but will be required to submit a conflict of interest form. President/CEO Mason Jackson was informed later that same day that Ms. Valdez had been transferred from her position effective the date of the meeting and would no longer be serving as the AEFLA representative to the BWDB. Therefore while a 2/3 vote was taken, we are unable to get the requisite conflict statement and have determined that there is no requirement for the same as there was no member on the board with a conflict at the time of the vote (Superintendent Robert Runcie will provide us the name of a new representative).

**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 additional courses for existing ITA provider McFatter Technical College by a 2/3 vote of the seated quorum.**

### **4. Broward Workforce Development Board, Inc. (BWDB) Planning Session 2019**

As we have successfully done in the past, the BWDB and the CareerSource Broward Council of Elected Officials have traditionally set aside time each year in order to plan for the upcoming year. We recommend having it as an extension to the BWDB meeting set for Thursday, December 12<sup>th</sup>. *(This is in alignment with the BWDB goal to maintain our roles as workforce development leaders.)*

Mason Jackson stated that the planning session will be held here in our office. We will have a brief BOARD meeting beforehand and then go straight into the planning session.

**On a motion made by Michael Carn and seconded by John Simmons, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the 2019 Planning Session.**

---

**5. Acceptance of the Wells Fargo Funds for Start-Up Now**

Consideration to accept a grant award of \$5,000 from Wells Fargo for the Start-Up Now program. This was a Community Development grant and will be used to fund the costs of the program, which reaches out to lower and moderate-income individuals. In April 2017, the Board approved for CSBD to seek financial support for Start-Up Now. *(This is in alignment with the BWDB goal to improve the sustainability of the workforce system through increased funding, efficiency and relevancy).*

Mason Jackson stated we are prospecting out in the community.

**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 acceptance of the Wells Fargo funds for Start-Up Now.**

**6. Recommendation for Selection of the One-Stop Operator (OSO)**

On 6/17/19, CSBD released a Request for Quotes for the OSO. We received three (3) proposals. A review committee composed of Board and One Stop Services members met to review, rate, and rank the proposals. Consideration to award the contract to the #1 ranked proposer, Workforce Guidance Associates, LLC with a budget not to exceed \$55,765. The contract will be for one (1) year with two (2) yearly renewals for a total of three (3) years. Approved at the 9/9 Executive Committee meeting. *(This is in alignment with the BWDB goal to maintain our roles as workforce development leaders.)*

Mason Jackson stated a notice was placed in three newspapers; the Sun-Sentinel, Westside Gazette, Daily Business Review and also posted on the CSBD website. We received 3 proposals. The proposals were distributed to the Review Committee for the One-Stop Operator. The Review Committee met on 8/9/19 and consisted of Board Chair, Dr. Lisa Knowles, former Board Chairs, Gary Arenson, Dr. Ben Chen, Frank Horkey, and Michael Carn, Board Member and One Stop Services Committee Co-Chair Gina Alexis and One-Stop Services committee member, Audrey Ljung. The One-Stop Operator will be Nadine Gregoire-Jackson. She previously worked as the One-Stop Senior Program Manager and knows WIOA and the local system very well.

**On a motion made by Heiko Dobrikow and seconded by Pam Sands, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the recommendation for the selection of the Oe-Stop Operator.**

**7. Additional Courses for Existing ITA Provider – The Academy of South Florida**

Consideration to approve existing training provider The Academy of South Florida applications to add 1) Cisco Certified Network Associate (CCNA) & Network+ Test Preparation 2) Cyber Security Professional 3) Helpdesk Technician and 4) Network Technician programs to the ITA list. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational title. Approved at 9/9 Executive Committee meeting. *(This is in alignment with the BWDB goal to Align Broward's services to maximize employment and training opportunities for targeted populations.)*

---

**On a motion made by John Simmons and seconded by Gary Arenson, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved additional courses for existing ITA provider – The Academy of South Florida.**

**8. New Training Provider – Florida Vocational Institute**

Consideration to approve 1) Florida Vocational Institute's application to become an eligible training provider and 2) add Cyber Security and Network Technician and 3) Web Development training programs to the ITA list. Staff reviewed the applications for completeness and to ensure that Board mandated criteria are met for the school and the training programs and related occupational titles. Approved at 9/9 Executive Committee meeting. *(This is in alignment with the BWDB goal to Align Broward's services to maximize employment and training opportunities for targeted populations.)*

Mason Jackson stated this is a new training provider.

**On a motion made by Dr. Steve Tinsley and seconded by Sam Robbin, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the new training provider- Florida Vocational Institute.**

**9. New Training Provider – AAA School of Dental Assisting**

Consideration to approve 1) AAA School of Dental Assisting to become a training provider and 2) add Entry Level Dental Assisting with Expanded Functions & Radiology program to the Individual Training Account (ITA) list. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational title. Approved at 9/9 Executive Committee meeting. *(This is in alignment with the BWDB goal to Align Broward's services to maximize employment and training opportunities for targeted populations.)*

Mason Jackson stated for the past 12 years, AAA School of Dental Assisting has been a training provider for CareerSource Central Florida. In March of 2018, the school opened a new campus in Pompano Beach.

**On a motion made by Paul Farren and seconded by Gary Arenson, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the training provider – AAA School of Dental Assisting.**

**10. Life. Less Taxing – Life Sciences**

Bob Swindell will present one of its series of industry marketing videos produced by the Alliance and Alliance CEO Council member company, Zimmerman Advertising. The latest video to be released is its "Life. Less Taxing - Life Sciences" video. Two other videos have been released - one is a general video about headquarters and another is about technology. They are available on the Alliance YouTube Channel and Facebook page. A fourth video on Aviation is forthcoming. *(This is in alignment with the BWDB goal to Align Broward's services to maximize employment and training opportunities for targeted populations.)*

Mason Jackson stated that at the Greater Fort Lauderdale Executive Committee meeting they played this video. I asked Bob Swindell to present it at the Board meeting.

---

## **11. Staying On the Right Side Of The Law**

General Counsel, Rochelle Daniels will provide a review of the related parties and conflict of interest rules applicable to our board members. *(This is in alignment with the BWDB goal to Align Broward's services to maximize employment and training opportunities for targeted populations.)*

Rochelle Daniels provided training.

## **REPORTS**

### **1. Strategic Plan for Services to Bahamians**

South Florida will be the initial impact area for Bahamian rescue. Securing employment will play a big part for those looking to recover from the storm's aftermath. The following is an initial plan for CSBD. We will take it through the One Stop Services Committee before bringing it for approval.

Mason Jackson stated that he wrote a plan for the Bahamians. We wanted the Board to know that we had a tentative plan for this disaster event. The plan will be brought back to the One Stop Services Committee for further input.

### **2. Employer Services Info-graph May - July 2019**

CSBD hosted 55 mass recruitment events for employers seeking to fill over 900 vacant positions. Also, through the industry intermediaries, CSBD posted 78 available jobs for employers in Broward's targeted industries during this time period.

### **3. CSBD Info-graph Calendar YTD Through June 2019**

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 June 2019.

### **4. Workforce Excellence Awards**

During the Workforce Professional Development summit in Orlando this month, two of our staff received awards 1) Jack Bennings, Director, Workforce Services, was presented the Barbara K. Griffin Workforce Excellence Award - this award acknowledges superb customer service, results-driven innovator and 2) Samora Cunningham, Disability Program Financial Success Coach, was recognized as the Workforce Professional Champion for Broward.

Mason Jackson stated that Samora Cunningham was the Workforce Professional Champion and Jack Bennings was awarded the Barbara K. Griffin Workforce Excellence Award. He further noted that Dr. Lisa Knowles attended the FWCA during the Workforce Professional Development Summit

---

## **5. FLITE Center's 2<sup>nd</sup> Annual Heroes Luncheon**

Mason Jackson, President/CEO of CareerSource Broward, will be presented with the Transitional Independent Living System of Care Impact Award, at the FLITE Center's Heroes Luncheon on 9/20. This award is paying tribute to the unsung heroes who provide support and dedicate their lives to changing the future of transitioning youth.

Mason Jackson stated that CSBD was honored on 9/20. FLITE is a great partner, they are one of our navigators and help about 1200 foster care children. Of the kids who graduate with their GED 100% go and get their certification for in an demand occupations.

## **6. Ft. Lauderdale Chamber of Commerce 2019 Hall Of Fame Award**

Mason Jackson, President/CEO of CareerSource Broward, has been selected by the Greater Fort Lauderdale Chamber of Commerce to receive the 2019 Hall of Fame award at the Annual Salute to Business event at 5:30 p.m., on 10/29 at the Signature Grand. The award honors an individual and/or business organization that has made a significant impact in the community. Board members that wish to attend should let Amy Winer know by 10/15. Previous winners have been Wayne Huizenga, Terry Stiles, and Bob Swindell.

Heiko Dobrikow mentioned this is a legacy award. Mr. Dobrikow stated that Mason was born a leader. He is selfless and gives back to the community and his wisdom is amazing. He further noted that he is going to be purchasing a table at the Hall of Fame Award presentation to honor Mason.

Mason Jackson stated that he is honored to receive this award. We also have enough funds in what the Council of Elected Officials have already approved for food expense in the unrestricted funds to buy tickets for the event if any Board members that would like to attend.

Please let us know if you want us to register you for the event.

## **7. Janitorial Services**

In January 2019, in accordance with our procurement process, CSBD reported that we would give the lowest bidder for janitorial services for our Administrative Offices, a three month trial for an annual cost of \$55,080. We extended the trial through June and prior to returning to the Board for contract approval, we resurveyed the market to obtain additional quotes. We received a lower-priced vendor of \$42,240 for a comparable array of services. We have entered into a one-year contract and are reporting this contract for Janitorial Services to the Board. Because it is a single purchase of over \$10,000, a report is required to the CSBD governing boards.

Mason Jackson stated because it is a single purchase of over \$10,000, a report is required to the CSBD governing boards.

## **8. Broward County Unemployment**

The unemployment rate in Broward County was 3.3 percent in August 2019. Lower by 0.1 percentage point over the year. In August 2019, Broward County's unemployment rate was 0.2 percentage points lower than the state rate (3.5) and 0.5 percent point lower than the national rate (3.8 percent). Out of a labor force of 1,050,465, there were 34,956 unemployed Broward County residents.

---

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

None

## **MATTERS FROM THE BOARD**

Sam Robbin mentioned that he is working with the American Cancer Society funding raising "Making Strides, the real men wear pink". He further noted that Heiko Dobrikow is one of the top persons raising money for the event.

Sam Robbin mentioned that the Wings of Rescue has been using National Jets for bringing endangered pets back from the Bahamas.

Michael Carn stated that the City of Oakland Park is hosting the 15<sup>th</sup> Annual Oktoberfest, October 4<sup>th</sup> – 6<sup>th</sup> at Jaco Pastorios Park.

Dr. Steve Tinsley mentioned that the 2019 Florida International Trade and Cultural Expo will be hosted at the Greater Fort Lauderdale Convention Center on October 9 -10<sup>th</sup>.

Bob Swindell stated the Ocean Exchange will be held at the Greater Fort Lauderdale Convention Center on October 28<sup>th</sup> – 30<sup>th</sup>.

Gina Alexis stated that the Bio Florida's Life Science Career Connections will be held at Nova Southeastern in Davie on Saturday, November 16<sup>th</sup>.

Mason Jackson asked them to forward the event information to him and we would forward it to the Board to reach Board members who were absent.

## **MATTERS FROM THE FLOOR**

Nicole Willis with Atlantic Technical College mentioned there will be a community job fair on 10/18 at Arthur Ashe, Jr. Campus in Fort Lauderdale.

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

Mason Jackson stated that we are issuing an RFP for staffing agencies for humanitarian aid and relief. We have sent out worksite agreements for the RFP.

**ADJOURNMENT: 9:34 am**

***THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE  
BROWARD COUNCIL MEETING IS SCHEDULED FOR OCTOBER 24, 2019 AT 8:00 A.M.***