
MEETING MINUTES

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

**Partnership Meeting #240
Thursday, February 24, 2022
CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

The Board and Council are reminded of the conflict of interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Board 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting whether or not you are able to attend the meeting if you have a conflict with any agenda items.

Attendees via Zoom/in-person: Mayor Josh Levy, Zac Cassidy, Dr. Ben Chen, Dr. Mildred Coyne, Heiko Dobrikow, Paul Farren, Cynthia Gaber, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Ismael Martinez, James Payne, Jim Ryan, Richard Shawbell, Bob Swindell, and Marjorie Walters.

Guests: Jason Kruszka, Broward County Commissioner's Office, Kristen Cavallini-Soothill former Board member, Elizabeth Black, daughter of Kristen Cavallini-Soothill, Josie Bacallao former Board member, Anthony Brunson, and Audrey Robinson, Brunson, P.A., Christy Bradford, Broward County Public Schools and Cassandra Kancel, mission moment.

Staff: Carol Hylton, Ron Moffett, Rochelle Daniels, Kim Bryant, Christine Azor, Tony Ash, Michael Stambaugh, and Amy Winer.

MISSION MOMENT

Cassandra Kancel, a participant in the WIOA Out of School youth program at the School Board of Broward County provided the mission moment.

PRESENTATIONS

Mr. Horkey presented plaques to former Board members, Josie Bacallao and Kristen Cavallini-Soothill. He thanked them both for their service. Mr. Horkey advised the Board that Gary Arenson could not attend today's meeting and that his plaque would be presented to him at an upcoming meeting.

APPROVAL OF MINUTES

On a motion made by Mayor Levy and seconded by Heiko Dobrikow, the BWDB unanimously approved the minutes of the 12/9 Partnership Meeting #239.

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 Josh Levy and seconded by Dr. Lisa Knowles, the BWDB unanimously approved the Consent Agenda of 2/24.

1. Monthly Performance Report

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

2. Letters of Support

Letters of support were written for 1) Village South, Inc's application for American Rescue Plan Act Economic Adjustment Assistance to assist in the creation of jobs and provide expansion for healthcare in Broward County and 2) Koinonia Worship Center and the Village in their Stand Down Grant application to assist homeless veterans.

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. Anthony Brunson, P.A. Audit for FY 20/21 Presentation

Anthony Brunson, PA completed its Audit Report for the 20/21 CareerSource Broward fiscal year. The audit is clean and has an unqualified opinion. There are no findings or management recommendations. Approved at the 2/14 Audit and Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy).*

Anthony Brunson provided a detailed overview of the Audit Report for the 20/21 CareerSource Broward fiscal year.

Mr. Horkey thanked the staff for a clean audit and asked if any members had any questions. Hearing none, the chair called for a motion.

On a motion made by Heiko Dobrikow and seconded by Mayor Josh Levy, the BWDB unanimously approved the 20/21 Audit Report.

2. Nominations to the Broward Workforce Development Board (BWDB)

Considered the 1) reclassification of BWDB member, Mr. Robert Swindell, to the private sector category as this is allowed under WIOA for individuals who represent employer associations 2) nomination of Mr. Sandy McDonald, Director Broward County Office of Economic and Small Business Development, to the government/economic and community development category and 3) nominations for Sandra Mayor and Keith Costello from the financial/banking sector and Lori Wheeler from the marine industry to the BWDB in the private sector category. CSBD governing boards appoint board members by a vote of the Council following a recommendation from the BWDB. Approved at the 2/9 Ad Hoc Organizational Resources-Nomination and 2/14 Executive Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Mr. Horkey stated that we have four nominations but one of these, Ms. Mayor, informed us she is unable accept the nomination to join the board. He noted that Mr. Swindell would move to the private sector.

Ms. Hylton explained that Ms. Mayor was notified by her legal department that she could not join our board due to potential conflicts.

Mr. Dobrikow inquired if Mr. Swindell had to abstain from voting since we are changing his category. Ms. Daniels responded no.

On a motion made by Francois Leconte and seconded by Paul Farren, the BWDB unanimously approved recommending to the Council of Elected Officials the 1) reclassification of BWDB member, Mr. Robert Swindell, to the private sector category 2) nomination of Mr. Sandy McDonald, Director Broward County Office of Economic and Small Business Development, to the government/economic and community development category and 3) nominations for Keith Costello from the financial/banking sector and Lori Wheeler from the marine industry to the private sector category.

3. Selection of OIC to Serve Non-Custodial Parents and Justice Involved Parents

Considered accepting the BWDB and One Stop Services review Committee recommendations to 1) fund OIC of South Florida, Inc. (OIC) for up to \$150,000 to serve up to 50 non-custodial/parents justice involved WTP parents and 2) that we make an exception to our reimbursement policy and allow the equivalent of a 1 month draw which will be reconciled monthly before the next draw. This is in response to an OIC request and it will make it easier for OIC to work with us. We will monitor the process to assure the integrity of the funds. The contract will be written for PY 21/22 followed by up to four (4) one-year renewal periods. Because Board member, Mayor Michael Carn, is consulting for OIC a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 2/14 Executive Committee meeting. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).*

Ms. Daniels explained we are recommending that we contract with OIC and allow them the ability to draw down the equivalent of 1 month of the contract budget (based upon a one year budget) which will have to be reconciled before the next draw. The amount of the contract is relatively small and we can monitor the process closely.

It was noted that Michael Carn had a conflict of interest for this item as he consults for OIC. He was not at the meeting but will be required to submit a conflict of interest form.

On a motion made by Heiko Dobrikow and seconded by Dawn Liberta, the BWDB unanimously approved the selection of OIC to serve non-custodial parents and justice involved parents by a 2/3 vote of the seated quorum.

4. Summer Youth Work Experience Contract With Riverside Hotel

Considered approving a Summer Youth Employment Program (SYEP) contract with Las Olas Company dba Riverside Hotel for summer 2022. Riverside Hotel has requested up to fifteen youth. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board member, Heiko Dobrikow is employed by the Riverside Hotel a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 2/14 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.)*

It was noted that Heiko Dobrikow has a conflict of interest for this item as he is employed by the Riverside Hotel. He abstained from voting and will be required to submit a conflict of interest form.

On a motion made by Francois Leconte and seconded by Dr. Lisa Knowles, the BWDB unanimously approved the SYEP contract with Riverside Hotel by a 2/3 vote of the seated quorum.

5. Summer Youth Work Experience Contract With Advanced Roofing, Inc.

Considered approving a Summer Youth Employment Program (SYEP) contract with Advanced Roofing, Inc. for summer 2022. Advanced Roofing has requested up to two youth. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board member, Kevin Kornahrens is employed by Advanced Roofing a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 2/14 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.)*

It was noted that Kevin Kornahrens has a conflict of interest for this item as he is employed by Advanced Roofing, Inc. He abstained from voting and will be required to submit a conflict of interest form.

On a motion made by Francois Leconte and seconded by Paul Farren, the BWDB unanimously approved the SYEP contract with Advanced Roofing, Inc. by a 2/3 vote of the seated quorum.

6. Work Experience Contract With Broward Education Foundation (BEF)

Considered approving a Workforce Innovation and Opportunity Act Youth Work Experience (WEX) contract with the BEF for PY 22/23. The WEX contract is non-financial as CSBD is the employer of record. Because Board Chair, Frank Horkey is a member of the BEF Board, a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 2/14 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.)*

Because BWDB Chair Frank Horkey is a member of the BEF Board, Mr. Horkey turned the meeting over to Heiko Dobrikow, Vice-Chair. Frank Horkey declared a conflict of interest for this item. He abstained from voting and will be required to submit a conflict of interest form.

On a motion made by Mayor Josh Levy and seconded by Paul Farren, the BWDB unanimously approved the WIOA Work Experience contract with BEF by a 2/3 vote of the seated quorum.

After the vote, Heiko Dobrikow, Vice-Chair turned the meeting back to Frank Horkey, who chaired the rest of the meeting.

7. 2022 Board Planning Session

Considered approving the 2022 Board Planning Session. The Planning Session scheduled for 4/28 will begin at 11:30 when members are invited to pick up their materials and lunch, followed by a short board meeting leading directly into our planning session as we have done in previous years. This will be our first in-person planning session in two years. Our theme is, "Embracing Change As We Move Forward" with a focus on our role as conveners of workforce services by coordinating partnerships to build and meet talent pipeline needs. We have invited the State to talk about some of their future initiatives to make sure we align objectives and to kick off the Planning Session. We will separate into groups as usual and come together to discuss common goals. Some of our members have requested that we include discussion topics related to worker shortages, revenue generation, and the changing nature of work and how this affects service delivery in the one-stops which is related to the use of Artificial Intelligence and technology to serve customers. Approved at the 2/14 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, and providing information and intelligence to stakeholders with feedback from the community.)*

Ms. Hylton stated the Planning Session is scheduled for 4/28. She noted that it will begin at 11:30 a.m. Members are invited to pick up their materials and have lunch. Following lunch, there will be a short board meeting, which will lead directly into our planning session as we have done in previous years.

Ms. Hylton indicated that she has invited Casey Penn, Chief, Bureau of One Stop and Program Support for the Department of Economic Opportunity to the planning session.

Ms. Hylton further explained to the Board that the State is looking to reduce the number of local boards. She stated the State plans to hire a contractor to conduct an analysis to determine if it is feasible to reduce the number of Boards and, if so, to recommend the criteria to be used. Ms. Hylton stated that we would be bringing this item to our planning session as a thought question so we can strategize the best course of action for us to take, as it relates to maintaining local control.

Ms. Daniels advised that when WIOA passed, Congress put a protection clause for the local areas mandating governors must approve requests for designation from the chief local elected official for a workforce area as long as the area is meeting performance and has no fiscal issues.

Mr. Horkey stated that this happened five years ago when he was chair. He mentioned that CareerSource Florida unveiled a plan and it was a surprise to all of the directors.

On a motion made by Francois Leconte and seconded by Paul Farren, the BWDB unanimously approved the 2022 Board Planning Session.

8. Program Year (PY) 21/22 Revised Budget

This is our annual update from the preliminary budget presented in May. It is the adjusted budget based upon the final grant awards received by CSBD. The CSBD formula grants for PY 21/22 total \$19,256,235, a slight increase of \$26,539 or 0.14% from the planning numbers presented in May. Dedicated grants total \$5,178,111, an increase of \$1,366,775. Our total available budget is \$24,434,346 (\$19,256,235 + \$5,178,111) for PY 21/22. Approved at the 1/11 One Stop Services and 2/14 Executive Committee Meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy).*

Ms. Hylton stated that this is the annual update on the preliminary budget. She explained that the available CSBD formula grants for PY 21/22 are \$19,256,235. This is a slight increase of \$26,539 from the planning numbers presented last May. With the addition of dedicated grants, we have a little over \$24 million in our budget. We have maintained the administrative cap at 9%. She noted that we received \$50k from the City of Dania Beach, which will employ 14 youth for our summer program. We also received additional funds for RESEA of \$206k.

Mr. Leconte inquired if the 9% administrative cost is in our by-laws. Ms. Hylton responded that it can go up to 10% but the Board has requested that we stay at 9%. Mr. Leconte asked if we have enough resources to maintain staff and be competitive in attracting new talent. Mayor Levy responded that we do not want to be top-heavy and would like the funds allocated towards the mission.

Mr. Horkey stated that the 10% limit is established by federal law but the Board wants to keep it at 9%. Ms. Hylton further explained administrative costs are those items that go towards the general administration of the agency and most staff salaries are not in the administrative cost category.

On a motion made by Heiko Dobrikow and seconded by Mayor Josh Levy, the BWDB unanimously approved the Program Year (PY) 21/22 Revised Budget.

9. Career Center Hours of Operations

The Master Agreement between CSBD and the Florida Department of Economic Opportunity requires the governing boards' approval of the Career Center hours of operation. Considered approving the Career Center hours of operation to be Monday – Friday 8 a.m. – 5 p.m. Currently, the centers are open Monday – Thursday 8 a.m. – 6 p.m. and Friday 8 a.m. – 5 p.m. A review of our traffic indicates only 1.2% of visitors to the centers come between 5 p.m. - 6 p.m. In checking with the other large regions, they all close between 4:30 – 5 p.m. If approved we will allow for a two-week grace period to notify the public. Approved at the 2/14 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, and providing information and intelligence to stakeholders with feedback from the community.*)

Ms. Hylton stated that in talking with the staff there is a low number of customers between 5 p.m. – 6 p.m. Currently, the centers are open Monday – Thursday 8 a.m. – 6 p.m. and Friday 8 a.m. – 5 p.m. We checked with the other large regions, they all close between 4:30 – 5 p.m.

On a motion made by Francois Leconte and seconded by Paul Farren, the BWDB unanimously approved the Career Center Hours of Operations.

10. Addition of New course for Existing ITA Provider – Florida Atlantic University

Considered approving Florida Atlantic University's application to add its Pharmacy Technician course to the Individual Training Account list. The course submitted offers two training modalities 1) online and self-paced and 2) online and live. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the school, training program, and related occupational title. Approved at the 1/11 One Stop Services and 2/14 Executive Committee Meetings. *This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, older workers and ex-offenders).*

Ron Moffett stated that we have a long-standing partnership with FAU. The Pharmacy Technician course will be a good addition to our ITA list as both modalities can be completed in less than a year and the occupations are in high demand.

On a motion made by Mayor Josh Levy and seconded by Francois Leconte, the BWDB unanimously approved Florida Atlantic University's application to add its Pharmacy Technician course to the Individual Training Account list.

REPORTS

1. Community Needs Assessment Survey Results

CSBD, with input from our One Stop Services Committee (committee) members, developed and sent out a survey so that we could gauge community awareness of CSBD's services and also their workforce needs and interests. Over 650 job seekers responded to the survey. 85% indicated that they were familiar with CSBD. The services they were most aware of are: job search assistance, interview and resume help, career counseling, and reemployment

assistance. The survey indicated that we could benefit from additional media outreach to the community promoting 1) our individual training accounts which is our tuition assistance 2) our services to veterans and 3) outreaching to individuals with a disability. Many respondents cited a desire for virtual/online short-term programs of between 1 to 6 months. Committee members reviewed the results and assisted in creating a plan with strategies to prioritize new initiatives and offer additional suggestions to continue to increase job seeker awareness and participation in CSBD services.

Ms. Kim Bryant advised that based upon the feedback we are doing additional media outreach to the community and have ads running on radio stations such as Power 96 and 99 Jams. Additionally, 226 respondents indicated they wanted us to follow up with them so they could learn more about our services. Ms. Bryant indicated we have already started training fairs to highlight short-term online training programs and referrals to open positions.

Mr. Leconte asked what kinds of jobs were offered. Ms. Bryant responded that based upon the customer's qualifications and interest we provided customers with a customized list of open positions, we call "Hot Jobs". Positions ranged from Medial Office Assistants to Forklift Operators, to Bookkeepers and more.

Ms. Liberta inquired if CSBD works with the Broward Sheriff's Office and ChildNet. Ms. Hylton stated yes, indicating that we work with OIC and participate in the Re-entry Coalition. With respect to ChildNet we provide youth with opportunities in our Summer Youth Employment Program and also contract with FLITE to serve foster youth who have exited.

2. On-the-Job Training (OJT) Marketing Initiatives

CSBD began advertising the On-the-Job Training (OJT) program with a refreshed emphasis on marketing the fiscal value of the program and its benefits to an employer's competitive edge. An overview of the marketing initiatives was provided to members of the Employer Services Committee to get their input and assist with determining outreach strategies that can increase business engagement and use of our services.

Mr. Ash provided an overview of the various marketing initiatives.

Mayor Levy stated he was present during CSBD's OJT presentation at the Greater Hollywood Chamber. He inquired if we received any feedback from employers on the OJT process. Ms. Hylton responded that we work closely with employers to explain and guide them through the process so they understand the various requirements and the benefits of the program to their bottom line.

Mr. Horkey inquired if we have staff available to assist employers. Mr. Ash advised that yes we have a support team along with our Finance Department, to assist with answering their questions.

Mr. Dobrikow asked if we measure the number of OJT and WEX participants and compare the number year-over-year. Ms. Hylton responded that we do not measure it that way as demand from employer's changes from one year to the next. She acknowledged that participation is lower now than it has been in the past. To increase the number of OJTs we have a "leave no stone unturned" approach to advertise how OJT and WEX can benefit employers to make sure everyone is aware of all of our work based training services.

Mayor Levy asked if we could provide information about our services for specific employers. By example, he stated that we have automotive technicians in dealerships, and we could reach out to those HR departments. Ms. Hylton agreed and explained we have intermediaries who are working within the industries to ensure they are aware of our services.

Mr. Leconte asked what was the outcome from the waiver to increase our OJT wage reimbursement rate from 75% to 90%. Ms. Hylton responded that Casey Penn, DEO, stated that this is still in progress.

Mr. Swindell stated that the Greater Fort Lauderdale Alliance is working with CSBD to streamline the OJT program. He noted that these are federal funds so we have to have some level of paperwork for compliance. He further noted that CSBD has done a good job streamlining the process.

Ms. Daniels stated that once the OJT contract is signed and the employer adds individuals that it is just an addition of one page. Ms. Daniels further stated she will review the contracting process to see if there are ways to streamline it.

3. Summer Youth Employment Program 2022

The Summer Youth Employment program will run from 6/13 to 8/9. The Children's Services Council has increased the hourly wage from \$10.00 to \$14.00 an hour. We have reached out to the School Board of Broward County and our community partners to share this exciting news. We anticipate this will increase youth participation in the program. Per Board recommendation we have revised the worksite supervisor's training, to require they educate youth on the various occupations and career ladders in their industry. We are also recruiting additional private sector employers that are aligned to the youth's interests. We have provided the flyers for both the employers and youth to be shared with your colleagues.

4. Cherry Bekaert, LLP Fiscal Monitoring Report #1 PY 21/22

Cherry Bekaert conducted fiscal monitoring for the period 7/1 through 9/30. Cherry Bekaert reviewed a total of 892 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

5. Taylor Hall Miller Parker (THMP), P.A. Program Monitoring Report #1 – PY 21/22

THMP conducted program monitoring for the period 7/30 through 11/18. They reviewed a total of 180 files consisting of 7,258 elements. There were 15 findings and 14 observations. This equates to an error rate of (.21%) less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

6. Broward County Unemployment

There is no report this month due to "benchmarking" which happens each year at this time when previous year's statistics are "trued up". The January report will be issued on March 14th. February labor statistics for Florida will be released on March 25th.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

None

MATTERS FROM THE BOARD

Mr. Dobrikow asked Ms. Hylton to discuss Talent Forge. Ms. Hylton advised that the Talent Forge is an initiative to create a portal for 16-24 year-olds so they have access to internship opportunities. She noted that Latema King, SYEP Program Manager, worked with Talent Forge to help put together the training and employability skills.

Mr. Dobrikow inquired if we could discuss efforts to integrate justice-involved customers and citizens returning to South Florida at our planning session. Ms. Hylton indicated yes, and further noted that we are contracting with OIC to assist returning citizens with employment services.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton stated that we conducted a focus group with youth from our WIOA program. They provided us feedback on the apps they use. The youth told us they do not like the politics and drama with Twitter. They use Instagram more and it is the best way to reach out to them. She further noted that the youth's choice for transportation is to use ride sharing services.

Ms. Hylton thanked Heiko for inviting us to the Economic Engine Performance Report meeting on June 10th.

Ms. Hylton advised that we are working with the School Board to help them with their big recruitment fair that is happening soon and we will partner with them on additional upcoming events.

Lastly, Ms. Hylton advised that we will be presenting at Commissioner Gellar's Building Trades meeting next month to highlight our OJT training and apprenticeship program.

ADJOURNMENT 1:21 p.m.

***THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE
BROWARD COUNCIL MEETING AND ANNUAL PLANNING SESSION IS SCHEDULED FOR
4/28/22 AT 11:30 A.M. to 4:00 P.M.***