
MINUTES

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

**Partnership Meeting #214
Thursday, February 28, 2019
CareerSource Broward, 2890 West Cypress Creek Road, Ft. Lauderdale 33309**

The Committee is reminded of 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: Mayor Josh Levy (via phone), Mayor Dean Trantalis, Gina Alexis (via phone), Gary Arenson, Josie Bacallao, Zac Cassidy, Kristen Cavallini-Soothill, Heiko Dobrikow, Paul Farren, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Dawn Liberta, Mayor Frank Ortis, Dr. Gertrudis Perez-Dusek, Sam Robbin (via phone), Jim Ryan, Pam Sands (via phone), John Simmons, Bob Swindell (via phone), Dr. Steve Tinsley, Marjorie Walter, Janet Wincko

PLEDGE OF ALLEGIANCE

PRESENTATION TO THE BOARD

Presentation of plaques to 1) former Chair, Mayor Frank Ortis and 2) Anna Silva who has resigned from the Board.

Daniel Pierson and Grayson Dunn of the Department of Economic Opportunity gave the annual presentation on the our performance in accordance with state law.

APPROVAL OF MINUTES

Approval of the minutes of the January 24, 2019 Broward Workforce Development Board/CareerSource Broward Council Partnership Meeting #213.

On a motion made by Gary Arenson and seconded by Frank Horkey, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the January 24, 2019 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 Frank Horkey and seconded by Gary Arenson, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of February 28, 2019.

1. Monthly Performance Report

The current performance for the month in WTP, WP, VET, and WIOA (Adult & Dislocated Worker) is provided. This month's data reflects that within the Big 7 Regions CSBD is in a 6 - way tie for 1st in WIOA Entered Employment Rate (EER), ranks 1st in WTP EER and All Family Participation Rate, ranks 2nd in WTP Two Parent Participation Rate, and ranks 3rd in Vets EER.

2. BWDB Committee Summary

Summary of actions taken at the following meeting:

Employer Services Committee – 2/4/19
SPPDLAR Committee – 2/5/19
Audit Committee – 2/11/19
Executive Committee – 2/11/19

3. Acceptance of Summer Youth Employment Program Funds

Consideration to accept \$1,835,153 from the Children's Services Council (CSC) to serve 617 youth. The CSC funds include an increase of \$30,638 over last year to cover the \$.21 increase in the minimum wage now \$8.46 per hour. Approved at the 2/11 Combined Organization Resources and 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.)*

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 hand 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 2017- 2018 Presentation

The firm Anthony Brunson, P.A. has completed its Audit Report for the 2017 – 2018 CareerSource Broward Fiscal year. Anthony Brunson, CEO of Anthony Brunson P.A., presented the audit report. The audit was a clean opinion with no material weaknesses and no findings. Approved at the 2/11 Audit and Combined Organization Resources and Executive Committee meetings. *(This is in alignment with the BWDB goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Mason Jackson introduced Anthony Brunson, CEO of Anthony Brunson P.A., to present the audit findings for FY 2017-2018. The audit was a clean opinion with no material weaknesses and no findings.

On a motion made by Marjorie Walters and seconded by Mayor Frank Ortis, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the 2017- 2018 Fiscal Year Audit Report.

2. **BWDB 2019 State Legislative Agenda**

CareerSource Broward coordinated with community partners relating to workforce issues in developing the 2019 Broward Workforce Development Board (BWDB) State Legislative Agenda. Approved at the 2/5 SPPLDAR and 2/11 Combined Organization Resources and Executive Committee meetings. *(This is in alignment with the BWDB goal to maintain our role as local workforce development leaders.)*

Mason Jackson noted that most of the legislative items we have supported over the years are also contained in our local partners' agendas; such as, supporting full funding of the Sadowski Act, whose funds have often been swept out over past years to plug holes in the state budget. He added that "this year" the Speaker of the House has signaled that he will be against using Sadowski Act funds to fill gaps in the state budget. Mr. Jackson stated that United Way of Broward County's 2019 Public Policy Initiatives include expanding education and skills that diversify workforce development programs to close the skills gap in Florida. Mr. Jackson stated that Florida Children's Council 2019 Public Policy Agenda includes programs to increase accessibility of affordable housing for families with young children in poverty.

Mason Jackson stated that we live in an area that we don't have all the people counted in the decennial Census. Broward County started a full count committee comprised of six sub committees. We have started recruitment within the communities and walking the neighborhood.

Josie Bacallao indicated that an accurate Census count is important for Broward County. Ms. Bacallao asked whether we could add an item supporting the full count. Mason Jackson indicated that we could.

On a motion made by Gary Arenson and seconded by Frank Horkey, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials added an amendment to the BWDB State Legislative Agenda stating that the BWDB supports any effort by the state of Florida to ensure that there is a full census count.

On a motion made by Mayor Frank Ortis and seconded by Kristen Cavallini-Soothill, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved BWDB State Legislative Agenda.

3. **Board Recertification**

CareerSource Broward (CSBD) Council of Elected Officials are required to request subsequent designation and certify their local workforce development board every two (2) years. The Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials considered approving the submission to the state of a subsequent designation request and the CSBD Council's certification that the Broward Workforce Development Board, Inc. meets the criteria set forth in the law. *(This is in alignment with the BWDB goal to maintain our role as local workforce development leaders.)*

On a motion made by Mayor Josh Levy and seconded by Mayor Dean Trantalis, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved Board Recertification.

4. Start-UP Now Contract with Broward College

The Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials considered to 1) enter into a contract with Broward College (BC) to operate the Start-Up Now Entrepreneurial Program from March 1, 2019 - June 30, 2020, 2) accept \$34,000.00 in cash and \$85,734 of in-kind service from BC and 3) to utilize Workforce Innovation and Opportunity Act (WIOA) or Welfare Transition Program (WTP) funds as applicable to train the individual participants, or up to \$25,000 from general fund for those individuals not eligible for WIOA or WTP. Because a Board member, Dr. Mildred Coyne, is employed by BC this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at the Board 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 Dr. Mildred Coyne had a conflict of interest for this item as she is employed by Broward College. She was not there but will be required to submit a conflict of interest form.

On a motion made by Mayor Dean Trantalis and seconded by Mayor Josh Levy, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved Start-Up now Contract with Broward College by a 2/3 vote of the seated quorum.

5. State Apprenticeship Expansion Grant

The Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials considered accepting \$100,000 from the Florida Department of Economic Opportunity to fund a State Apprenticeship Expansion Grant for the period of 2/1/19- 8/31/20. This will be a collaborative partnership between CareerSource Broward, Broward County Public Schools (BCPS) and Helping Advance and Nurture the Development of Youth (HANDY) Inc. to train up to 12 apprentices in the building trades / construction industry. Because a Board member, Enid Valdez, is employed by BCPS this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at the Board meeting. Approved at the 2/11 Combined Organization Resources and Executive Committee meeting. *(This is in alignment with the BWDB goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

It was noted that Enid Valdez had a conflict of interest for this item as she is employed by Broward County Public Schools. She was not there but will be required to submit a conflict of interest form.

On a motion made by Gary Arenson and seconded by Mayor Frank Ortis, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved State Apprenticeship Expansion Grant by a 2/3 vote of the seated quorum.

6. Increase the Broward College Contract Budget for Out of School Youth

The Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials considered increasing Broward College (BC) contract budget for Out of School Youth (OSY) up to 1) \$5,000 to cover the cost of the background screenings and 2) \$10,000 to provide additional instruction for 11 disengaged youth who need assistance in order to graduate for a total increase of \$15,000 and a total budget of \$450,000. The funds are available in the WIOA youth funding stream and will be subject to further negotiation. Because a Board member, Dr. Mildred Coyne, is employed by BC this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at the Board meeting. Approved at the 2/11 Combined Organization Resources and 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 college is now required to do background screenings in order to allow youth to be able to work on the Broward College campus. Mr. Jackson noted that the additional increase will provide additional instruction for disengaged youth in their out of school program who need assistance in order to graduate.

It was noted that Dr. Mildred Coyne had a conflict of interest for this item as she is employed by Broward College. She was not there but will be required to submit a conflict of interest form.

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 to increase the Broward College contract budget for out of school youth by a 2/3 vote of the seated quorum.

7. President/CEO Evaluation

In accordance with Broward Workforce Development Board, Inc. and CareerSource Broward Council of Elected Official's policy, the Executive Committee evaluates the President/CEO using an instrument developed by the Organizational Resources Committee. The evaluation instrument was distributed to the Executive Committee members by the Legal Department in December. The scores have been tabulated and averaged. Approved at the 2/11 Combined Organization Resources and Executive Committee meeting. *(This is in alignment with the BWDB goal to maintain our role as local workforce development leaders.)*

Rochelle Daniels stated that the Organizational Resources Committee created an evaluation instrument. The evaluation instrument was distributed to the Executive Committee to evaluate the President/CEO. The comments are then sent to me and I compiled the comments and for the Executive Committee.

Frank Horkey inquired if we should discuss a salary increase. Mason Jackson stated that he is not interested in a salary increase. Mr. Horkey further noted that Mason Jackson does an exceptional job.

Pam Sands mentioned that it is important that we focus on the work at a state level; she stated Mason Jackson, Carol Hylton and Rochelle Daniels do a great job within the leadership they provide. She further noted that Mason Jackson does a good job.

Mason Jackson thanked everyone for sending the evaluations to Rochelle. Mr. Jackson indicated he was looking forward to continued service to the BWDB.

On a motion made by Frank Horkey and seconded by Mayor Frank Ortis, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the President/CEO evaluation.

8. OJT Wage Reimbursement Rate

In an effort to increase employment opportunities for participants with barriers to employment, CSBD requested to increase OJT participation among large employers (greater than 50), who typically have more job openings than small employers. Consideration to 1) increase the wage reimbursement rate to 75% for large employers that develop OJT's for participants with a barrier to employment and 2) amend our four year strategic plan to include these strategies. Approved at the 2/4 Employer Services and 2/11 Combined Organization Resources and Executive Committee meetings. *(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 we are looking to increase OJT participation among large employers whom offer more job openings than smaller employers. We would like to make our wage reimbursement consistent with all companies. We will also increase outreach to businesses in the "opportunity tax zones" and in the zip codes of the distressed communities. This will serve as an economic stimulus in those areas and open up opportunities for residents of the opportunity tax zone.

Dr. Steve Tinsley stated that the Office of the Economic and Small Business Development is formulating a plan to work with the cities on marketing strategies. He further noted this will drive success within the small businesses.

On a motion made by Frank Horkey and seconded by Kristen Cavallini-Soothill, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the OJT Wage Reimbursement Rate.

REPORTS

1. Budget vs. Expenditures Report

The Budget vs. Expenditure Report is presented for the period July 1, 2018 through December 31, 2018. Reviewed at the 2/11 Audit Committee and Combined Organization Resources and Executive Committee meetings.

2. Program Year 2017-2018 State Financial Compliance Monitoring Report

The 2017-2018 Financial Compliance Monitoring Report covering the period 4/12/18 – 8/2/18 for CSBD was performed by the state monitors on October 23, 2018. There were no findings and 1 observation which was corrected. Reviewed at the 2/11 Audit Committee.

3. Taylor Hall Miller Parker (THMP) Program Monitoring Report

THMP conducted program monitoring for the period April 12, 2018, through August 2, 2018. There were 5 findings and 21 observations. All findings and observations were corrected except where cases were closed and no further action could be taken. The findings equate to an error rate of approximately .095%. Reviewed at the 2/11 Audit Committee.

Mason Jackson stated that THMP is our own contracted monitors. This is in addition to our yearly audit. By having these additional monitoring's they help us to make sure we do not have any findings.

4. Save The Date Ribbon Cutting for CareerSource Broward Building

We are happy to announce an Open House for our new administrative offices. The open house and ribbon-cutting ceremony will immediately follow the board meeting 4/25. We look forward to the Board members attending.

5. Single Item Purchase Over \$10,000

CSBD received a Disability Disaster Coordination Grant, which is designed to assist disabled customers in replacing adaptive technology and equipment that was lost or damaged due to Hurricane Irma or Hurricane Maria. In accordance with governing boards' policy requiring CSBD to report any single purchase over \$10,000, we are reporting a \$25,338 purchase of a motorized wheelchair to accommodate a severely disabled customer to replace one destroyed in Hurricane Irma. CSBD received quotes and obtained prior approval for this purchase from DEO.

Mason Jackson stated through our Disability Disaster Coordination Grant we are able to provide equipment such as a motorized wheelchair to a disabled customer who was affected by Hurricane Irma.

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 11th. February labor statistics for Florida will be released on March 22nd.

Mason Jackson stated if you take the monthly unemployment and put it side by side you will see the unemployment changes slightly month by month. The report is constantly changing. Once a year they do a true up in February.

Heiko Dobrikow inquired if we can identify those whom are in Section 8 and move them out of Section 8 and into the workforce. Mason Jackson responded that we have programs like TANF and SNAP that assist with Section 8 customers.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

None

MATTERS FROM THE BOARD

- Dr. Steve Tinsley mentioned the registration for the 2019 Broward Business and Beyond Conference is free and will be held on 5/3. Subject matter experts and 100s of businesses will be there. There will be international trade and networking, technical assistance training.
- Heiko Dobrikow mentioned that we need to have a training on the GIG Economy.
- Bob Swindell mentioned that at a future BWDB meeting we should have President Greg Hail and Dr. Mildred Coyne present on Broward Up. Josie Bacallao suggested that we invite Cindy Arenberg Seltzer from Children's Service's Council to discuss how we can bridge people together with the programs CSBD offers.
- Mayor Dean Trantalis thanked Mayor Frank Ortis for attending the Pride Parade. He further noted that this was the largest parade ever hosted in the county.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

- Mason Jackson stated that the March 28th meeting has been canceled.
- Mason Jackson advised that the Request for Proposals for Out of School Youth bidders conference was held on February 26th.
- Mason Jackson stated the Summer Youth recruitment is in full swing.
- Mason Jackson advised that CSBD is involved the Tech Talent Fest Job Fair on 2/28 at the Broward County Convention Center.
- Mason Jackson advised that CSBD is involved with the Job News Job Fair on 3/6 at the BB&T Center.
- Mason Jackson stated that Broward County Commissioners designated Tuesday, 2/26/19 as Josie Bacallao Appreciation Day in Broward County.

ADJOURNMENT 9:28 a.m.

<p><i>THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEUDLED FOR APRIL 25, 2019 AT 8:00 A.M.</i></p>
