
MEETING MINUTES

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

**Partnership Meeting #238
Thursday, October 28, 2021
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, Mayor Dean Trantalis, Commissioner Tim Ryan, Gina Alexis, Gary Arenson, Zac Cassidy, Kristen Cavallini-Soothill, 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, Mayor Frank Ortis, James Payne, Sam Robbin, Pam Sands, Rick Shawbell, Cynthia Sheppard, Marjorie Walters, and Janet Wincko.

Guests: Lynn Goldman, Broward Technical Colleges & Technical High Schools, Marcela Henriquez, Bradford Marine, Melissa Clarke, Carlos Rodanes, New Horizons, Jason Kruszka, Broward County Commissioner's Office.

Staff: Carol Hylton, Ron Moffett, Rochelle Daniels, Tony Ash, Kimberly Bryant, Joseph McCarthy, Michael Stambaugh, Mark Klinecicz, and Amy Winer.

MISSION MOMENT

Marcela Henriquez, Human Resources Manager at Bradford Marine, provided the Mission Moment.

APPROVAL OF MINUTES

Approval of the minutes of 9/23/21 Partnership Meeting #237.

On a motion made by Francois Leconte and seconded by Ismael Martinez, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the minutes of the 9/23/21 Partnership meeting #237.

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 Dean Trantalis and seconded by Gary Arenson the Broward Workforce Development Board, Inc./CareerSource Council of Elected Officials unanimously approved the Consent Agenda of 10/28/21.

1. Monthly Performance Report

September's data reflects that within the Big 7 Regions CSBD is in a four-way tie for 1st in WIOA Entered Employment Rate (EER), ranks 1st in all three WTP measures - EER, Two Parent and All Family Participation Rate and, ranks 2nd in Wagner Peyser and Veterans EER.

2. Letters of Support

Letters were written to support the grant application for 1) the South Florida Smart and Connected Communities Coalition's application for the American Rescue Plan Act Build Back Better Regional Challenge and Quick Response customized training applications for training executives for primary managerial functions for 2) American Queen Steamboat Company to assist in the creation of 100 new jobs with an average annual salary of \$66,000 and 3) West Marine to assist in the creation of 60 new jobs with an average salary of \$200,000.

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. 2022 BWDB Legislative Agenda

Generally, we align our workforce legislative agenda with that of the Florida Workforce Development Association (FWDA). This year, the FWDA lobbyist has recommended that FWDA refrain from adopting an agenda, and instead FWDA members are encouraged to make concerted efforts to become better known to their legislative delegations. This is something that we have always done. We have a number of ideas for better educating our delegation and the committees. There are also some aspects of HB 1507 implementation which we should follow as they will impact us. To maximize our ability to provide input we are recommending coordination with our CSBD Council member lobbyists to assist us. Approved at the 10/5 Strategic Planning and 10/11 Executive Committee meetings. *(This is in alignment with the Board goal to develop and utilize a legislative agenda to improve employment services and opportunities in Florida.)*

Ms. Hylton stated that we are monitoring two aspects of HB 1507. One, It creates a "no-wrong door" policy where customers can access services from any workforce partner. Our initial concern was that other organizations could enroll customers into WIOA training programs and encumber our funds. Ms. Hylton explained that she spoke with Casey Penn, Bureau Chief of One Stop and Program Support, of DEO and he indicated the State is not planning to allow

other organizations to enroll participants into our training program but rather to make them aware of all resources they may be eligible for. Ms. Hylton advised that the State has contracted with KPMG to do a feasibility study on how to move forward.

Second, the State will be issuing report cards/letter grades to each local board. We are monitoring to ensure it is in alignment with our WIOA performance measures as that is how our funding is determined. Ms. Hylton indicated that the State has also invited the directors to a meeting in Tallahassee next month to update us on the implementation of HB 1507.

Lastly, we are requesting approval of the legislative strategies and coordination with our CSBD council member lobbyists so they are aware of the areas we are monitoring.

Commissioner Ryan stated that Marti does a good job and inquired if we can hire our own lobbyist. Ms. Hylton stated that some regions have their own but that we use the FWDA lobbyist, Marti Coley. Commissioner Ryan asked the Board for their thoughts on the matter.

Zac Cassidy stated that lobbyists can be expensive and that if we can afford it that we should consider the possibility of hiring our own or explore the feasibility of splitting the cost with the Miami Dade and West Palm Beach workforce boards if they have lobbyists.

Commissioner Ryan stated that perhaps we should reach out to some of the Florida Chambers, the Greater Fort Lauderdale Alliance and the Broward Workshop to collaborate with them to see if there are areas we have in common for lobbying.

Mayor Dean Trantalis indicated we should consider a longer term approach as it is good to have someone who has established relationships in Tallahassee.

Ms. Hylton stated that we can bring the consideration of getting a lobbyist to the Strategic Planning Committee for them to review and make a recommendation.

Francois Leconte asked for clarification on what is the motion is that we are voting on. Rochelle Daniels responded that we are moving the recommendation to approve the legislative strategies and the monitoring of the two issues of the HB 1507 that affect us.

On a motion made by Commissioner Tim Ryan and seconded by Zac Cassidy, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the legislative strategies and the monitoring of the two issues of HB 1507.

2. Request for Quotes for an Economic Study

Considered approving the release of a Request for Quotes for up to \$25,000 of formula funds for an economic study to augment the economic data we get from the State and the Greater Fort Lauderdale Alliance. The information gained will 1) assist us in better localizing our labor market information to guide our resource investment recommendations for our Four-Year Plan 2) help us assess economic conditions in our workforce area 3) assess our workforce capabilities as this is a fundamental driver of local economic development and will help us work with our education partners in identifying training for emerging jobs, thereby expanding the supply of prepared workers 4) answer board member questions, such as occupations seeing the most worker attrition and 5) provide us with information specific to our area, which we often need when we pursue discretionary grants. Approved at the 10/5 Strategic Planning and 10/11 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.)

Following a comment by Carol on the study there was no further discussion.

On a motion made by Mayor Dean Trantalis and seconded by Francois Leconte, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the release of a Request for Quotes for up to \$25,000 of formula funds for an economic study.

3. Additional ITA Programs for WIOA Youth

Considered allowing our WIOA out of school youth to enroll in courses on the Eligible Training Provider List currently limited to our Welfare Transition customers. These courses are in-demand occupations as is required under WIOA but they result in placements below the wage needed for WIOA adult performance. As the youth wage needed for performance is much lower than that required for adult performance this will open up more training options for youth, many of them courses are short in duration allowing quick successes for youth who are generally new entrants into the labor market. Since Board members, Dr. Mildred Coyne, Francois LeConte, and James Payne have conflicts this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board 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.)*

Francois Leconte declared a conflict of interest for this item as serves on the BC Business Advisory Committee. He abstained from voting and will be required to submit a conflict of interest form.

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

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

On a motion made by Commissioner Tim Ryan and seconded by Mayor Dean Trantalis the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved allowing our WIOA out of school youth to enroll in courses on the Eligible Training Provider List currently limited to our Welfare Transition customers.

4. Renewal of MOU Between CSBD and the Urban League of Palm Beach County

Considered the renewal of the Memorandum of Understanding with the Urban League of Palm Beach County (ULPBC) as required under the Workforce Innovation and Opportunity Act. ULPBC became a mandatory one-stop partner when they were awarded a Title V Senior Community Services Employment Program discretionary grant by the US Department of Labor. Approved at the 10/11 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.)

Ron Moffett indicated the ULPBC has opted for a technological presence on our webpage and this recommendation is to renew the MOU and infrastructure agreement.

On a motion made by Mayor Dean Trantalis and seconded by Gina Alexis, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the renewal of the MOU between CSBD and ULPBC.

5. President/CEO Evaluation

In accordance with the Broward Workforce Development Board, Inc. and CareerSource Broward Council of Elected Official's policy, the Executive Committee evaluated 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 August. The combined overall rating totaled 3.9 out of a possible 4.0. Approved at the 10/11 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 stepped out of the room to allow for open discussion among the board and Council members. Dr. Knowles stated there is a recommendation to increase Ms. Hylton's pay to Mason Jackson's ending salary of \$225,000.

Mayor Trantalis inquired about Ms. Hylton's current salary. Ms. Daniels stated that Ms. Hylton is currently making \$200,000. Ms. Daniels reported that HR did some research to see what other CEOs in Broward County and other workforce board directors are making and this recommendation is in alignment with those salaries. Ms. Daniels also reported that Ms. Hylton's overall performance is 3.9 out of 4.

Commissioner Ryan stated that Ms. Hylton was a strong assistant to the previous leader but at the time of her appointment we took a conservative approach to her salary so that we could see her performance. He then said: "She is doing well and she deserves the increase."

Mayor Josh Levy stated that it was a step approach as the Commissioner stated but we do see the dedication and improvements that have taken place under her management. "This is well deserved and appropriate. I am looking forward to a lot of good work from our CEO and organization."

Sam Robbin stated that from a private business side and as an industry representative Ms. Hylton has reached out to him several times asking very specific questions about the Aviation industry and where we saw growth, and opportunities for CSBD to assist. He was impressed that she took the time to understand it from an employer's perspective.

Ms. Hylton returned to the room and was told of the Board and Council's recommendation. She thanked everyone for their support.

On a motion made by Commissioner Tim Ryan and seconded by Mayor Dean Trantalis, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved Ms. Hylton's salary increase to \$225,000.

6. Board Member Terms

Considered approving the Ad Hoc Organizational Resource Committee's (ORC) recommendations on how best to implement the new state requirement limiting board member terms to 8 years. The ORC approved 1) implementing a rotation of 25% of the membership every 2 years to avoid having to appoint a new board every 8 years and 2) that the members' rotation be determined in the order of attrition, volunteers, and random selection. The rotation schedule, if approved by the governing boards will begin with the reappointment of members in January 2022. Approved at the 7/26 ORC and 10/11 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.)*

Ms. Daniels repeated the recommendations in case there were any questions. There were none.

On a motion made by Mayor Dean Trantalis and seconded by Dawn Liberta, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved 1) implementing a rotation of 25% of the membership every 2 years to avoid having to appoint a new board every 8 years and 2) that the members' rotation be determined in the order of attrition, volunteers, and random selection.

7. Opportunity Zone On the Job Training (OJT) Wage Reimbursement Waiver Request

CareerSource Broward is seeking approval to engage in a discussion with the Florida Department of Economic Opportunity to request a waiver from the US Department of Labor. To increase our OJT wage reimbursement rate from 75% to 90%. The waiver would apply to 1) employers in an Opportunity Zone or distressed zip code and 2) employers willing to hire and train participants that reside in these targeted areas. Approved at the 9/1 Employer Services and 10/11 Executive Committee meetings. *(This is in alignment with the Board goal to encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.)*

Mr. Ash stated that if granted by USDOL this will help to increase upward economic mobility among individuals and employers in disadvantaged communities. If approved we will engage in a discussion with DEO to request the waiver.

Dawn Liberta stated that this is an amazing opportunity for those who reside in these targeted industries.

Mayor Trantalis asked if this is an existing program or is this us asking DEO to explore what programs they can offer. Mr. Ash responded that OJT is an existing program and that currently the cap on reimbursement to employers is 75% of the wage. Ms. Daniels advised that we are allowed under WIOA to ask for a waiver. She noted that when this came up we did some research and found that this was a waiver that has been granted in other areas.

Commissioner Ryan asked if we have to bring the waiver to DEO. Ms. Daniels responded yes, we have to provide it to DEO and they will bring it to USDOL with a recommendation.

On a motion made by Francois Leconte and seconded by Dawn Liberta, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the request to engage in a discussion with DEO regarding the waiver request.

8. Property & General Liability Insurance Renewal

CareerSource Broward maintains property and general liability insurance coverage which must be renewed annually in December. Quotes were solicited by our agent from three companies. CSBD recommended that we select our current carriers, as the other quotes were much higher. Our carriers are the Nautilus Insurance Company Inc. for our 1) commercial general liability at an annual cost of \$47,287 2) commercial property coverage at an annual cost of \$59,708 and 3) Allianz Global Corporate & Specialty Marine Insurance Company for electronic data processing coverage at an annual cost of \$14,057. The total annual premium for all will be \$121,052. This is a total increase of \$11,717 over last year. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Ms. Daniels advised that we get bids every year and this year our insurance has increased by \$11,000. This was the lowest bid we received. We have been with Nautilus for many years and they keep their increases moderate. The increase is because of inflation and prices going up.

Commissioner Ryan inquired if we had claimed any losses last year. M. Daniels responded, no. Commissioner Ryan asked if we have looked at the cost of other counties' insurance rates. Ms. Daniels responded yes.

Mayor Trantalis questioned what building does our insurance cover. Ms. Daniels advised that we have to insure everything we own and rent. She stated that we have to insure our property such as the computers, printers, servers and our centers along with our administrative building.

On a motion made by Mayor Dean Trantalis and seconded by Francois Leconte, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the renewal of the property and general liability insurance.

REPORTS

1. CSBD Selected to Participate in Department of Labor Pilot Program

CareerSource Broward has been selected as one of only three workforce boards in the nation to participate in a Department of Labor pilot program. The purpose of the pilot is to demonstrate collaboration between the workforce development system and the financial services industry to inform future policy development and technical assistance. We will be working on strategies to build capacity within the workforce system to leverage Community Reinvestment Act efforts through bank investment in disability employment for low-income individuals.

Ms. Hylton reported that our One-Stop-Operator is our point person for the pilot. She has reached out to Board member Cynthia Gaber and Sandy McDonald from the Office of Economic and Small Business Development. We are also engaging bankers so that we can discuss connecting our funds with the Community Reinvestment initiatives.

2. CareerSource Broward's 2021 "Paychecks for Patriots" Veterans Hiring Fair

CareerSource Broward will host its 9th annual "Paychecks for Patriots" Veterans Hiring Fair on Thursday, November 18th as part of an initiative by the Florida Department of Economic Opportunity to hold veteran-themed hiring events across the state during the month of November. Due to the Pandemic, last year's event was 100% virtual. We are excited to welcome job seekers back to this year's event as we offer a combination of in-person and virtual experiences.

Tony Ash stated that this is the first in-person Paychecks for Patriots since 2019. We are currently recruiting for employers. Mr. Ash thanked Zac Cassidy and Rick Shawbell for their support as they will have a booth at the event.

3. Board Members Recognition

We would like to inform the board of Josie Bacallao's official resignation from the board as a result of her retirement which she announced earlier this year, Janet Wincko's resignation as she moves on to bigger and better things and Samuel Robbin's resignation on the occasion of his relocation.

Ms. Hylton advised that we would be celebrating all three members at the December meeting and recognizing them for their contributions to the board.

4. Broward County Unemployment

The unemployment rate in Broward County was 4.4 percent in September 2021. This rate was 3.3 percentage points lower than the region's year ago rate. In September 2021, Broward County's unemployment rate was 0.2 percentage points lower than the national rate (4.6 percent). Out of a labor force of 1,055,549, there were 46,144 unemployed Broward County residents.

Ms. Hylton advised that Broward County had the second-highest annual job growth in the State in Leisure and hospitality along with Construction.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

Commissioner Ryan inquired when the management study would take place. Ms. Hylton responded that our team is working on the specifications for the RFP. Once the RFP has been released, we will then have a review committee go through the process of rating the responses. Commissioner Ryan inquired about any additional areas we will study in addition to those in the memo. Ms. Hylton advised that we would consult with the proposers to see if they have suggestions for additional areas and if they can add those areas within the amount budgeted.

MATTERS FROM THE BOARD

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton advised that the In-School RFQ was released on 10/20.

Ms. Hylton stated we are working with EmpHire Staffing and making referrals to fill positions at the Boat Show.

ADJOURNMENT 1:07 p.m.

***THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD
COUNCIL MEETING IS SCHEDULED FOR 12/9/21 AT 12:00 P.M. to 2:00 P.M.***