
MEETING MINUTES

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

**Partnership Meeting #253
Thursday, February 22, 2024
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: Mayor Dean Trantalis, Commissioner Tim Ryan, Zac Cassidy, Dr. Ben Chen, Keith Costello, Paul Farren, Michael Goldstein, Frank Horkey, Rufus James, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Felipe Pinzon, Jim Ryan, Pam Sands, Mark Schaunaman, Richard Shawbell, Cynthia Sheppard, Shane Strum, Marjorie Walters, Lori Wheeler, Tara Williams, and Heiko Dobrikow, who chaired the meeting.

Guests: Jason Kruszka, Eugen Bold, Anthony Brunson, Tim Garling, Audrey Robinson.

Staff: Carol Hylton, Ron Moffett, Mark Klinecicz, Rochelle Daniels, Tony Ash, Michael Bateman, Kimberly Bryant, Kaminnie Kangal, Andrew Skobinsky, Johnil Beckford, Carlisle Anderson, Barbara Cevieux, Nadine Jackson, Deborah Nunez, Douglas Saenz, and Samantha Vazquez.

MISSION MOMENT

The Board members viewed the Inaugural State of the Workforce video. Chair Heiko Dobrikow acknowledged the event's success, recognizing Ms. Hylton along with Chamber Presidents Dan Lindblade, Marie Suarez, Jean McIntyre, and Peter Mason, as well as the CareerSource staff and board members who provided sponsorships, all of whom helped create a memorable event. Mr. Dobrikow also acknowledged Ms. Hylton's accomplishment in engaging County Administrator Monica Cepero to provide free transportation to and from the event for jobseekers in the prosperity zip codes. He then introduced Mr. Tim Garling, from Broward County Transit as the mission moment.

Mr. Garling, Deputy General Manager of the Broward County Transportation Department, discussed his collaboration with CSBD and expressed appreciation for the great feedback, support, and professionalism of the staff. He discussed having a table at the job fair explaining the benefits of the

jobs in transit and, with the support of Commissioner Tim Ryan and the County Commission, a new labor contract was recently approved, and the starting bus driver salary was raised from \$16.32 to \$20.78.

Mr. Garling stated that three rotating bus routes throughout the duration of the event facilitated the transportation of over 200 job seekers to and from the Convention Center. Mr. Garling rode a bus to and from the event and shared an encounter he had with a rider. He encountered a visibly concerned woman holding on to a CareerSource Broward binder in the morning while going to the job fair. They made introductions, and he wished her luck at the job fair. Post-event, Mr. Garling encountered the same woman on the return bus ride, now wearing a radiant smile. He inquired about her experience at the job fair, and she enthusiastically shared that it went exceptionally well, expressing her confidence in a potential job prospect. Additionally, she disclosed the free bus ride was crucial to her attendance as she could not afford gas for her car, being unemployed for over two months.

Mr. Garling explained that this encounter brought home for him the profound impact of participating in initiatives like this that can positively alter the course of individuals' lives. He concluded by expressing his thanks and stating that he was very happy with our partnership and looked forward to further collaboration in the future.

Mr. Dobrikow thanked Mr. Garling, his staff, and Ms. Monica Cepero for their collaboration and presented him with a token of appreciation for making the Inaugural State of the Workforce event a success. He explained that a survey was going to be sent to the employers in attendance to get their feedback that will be used during the course of planning for next year's event.

Mayor Trantalis stated that Broward Transit's increase in hourly wage was great. He expressed appreciation towards the County for the work it does and mentioned that access to affordable transportation is key as it connects people to jobs.

Mr. Pinzon, on behalf of himself and the 15 Hispanic Unity staff who attended the event, congratulated the team on such an amazing event. He inquired if any job placement data was available from the job fair. Ms. Hylton responded that it takes time to get data from any job fair due to lengthy HR processes; however, we typically get a 15% to 20% increase in our performance at the end of the year when the state pulls the wage records on jobseekers that secured employment.

APPROVAL OF MINUTES

Approval of the minutes of the 12/14 BWDB meeting #252.

On a motion made by Keith Costello and seconded by Lori Wheeler, the BWDB/CSBD Council of Elected Officials unanimously approved the minutes of the 12/14 meeting #252.

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

1. Monthly Performance Report

The performance for December was provided. The data reflects that within the Big 7 Regions, CSBD is in a five-way tie for 1st in WIOA Entered Employment Rate (EER), 1st in Welfare Transition (WT) All Family Participation Rate and Two-parent Participation Rate, and 2nd in Wagner Peyser and Veterans EER.

2. Construction Industry Job Fair

CSBD partnered with the Broward County Office of Economic and Small Business Development (OESBD) and Balfour Beatty and hosted a Construction Industry Job Fair on 1/17 at the Central Career Center. The job fair was to support the Broward County Convention Center Expansion Project. BWDB member and director of the OESBD, Sandy McDonald, welcomed the employers and over 120 job seekers. BWDB member Rick Shawbell recruited for electrical apprenticeship positions. Ten construction companies participated, including Southeast Mechanical Contractors, Conti Corp., and Lotspeich, with job openings from entry-level to managerial positions. Employers at the event shared that they were pleased with the number and skill of the applicants. Based on the success of this job fair, several employers expressed a desire to hold additional recruitment events.

3. Letter of Support

Letters of support were written for HANDY, Inc.'s grant applications to the 1) Children Services Council to provide 130 youth ages 10 – 15 with supportive educational transition and workforce development services and 2) US Department of Labor's YouthBuild Program to serve underrepresented and economically disadvantaged youth to prepare and assist with obtaining jobs in the construction industry and as a partner 3) Florida Atlantic University's (FAU) proposal submitted in response to the NOAA 2023 Climate Ready Workforce for Coastal States, Tribes, and Territories Competition to create a module-based climate resilience training initiative for workforce participants.

On a motion made by Francois Leconte and seconded by Dawn Liberta, the BWDB/CSBD Council of Elected Officials unanimously approved the Consent Agenda of 2/22.

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 22/23 Presentation

Considered the acceptance of the Audit Report for the period ending 9/30/23. Anthony Brunson, PA, has completed its draft Audit Report for the 22/23 CareerSource Broward fiscal year. The audit is clean and has an unqualified opinion. There are no findings or management recommendations. Approved at the 2/12 combined Audit and Executive Committee meeting. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, technology and relevancy.)*

Mr. Dobrikow introduced Mr. Brunson and asked him to present the item.

Mr. Brunson directed attention to the audit results on the unmodified audit opinion on the financial statements. He provided an overview of the Audit Report for the PY 22/23 fiscal year, stating there were no findings, which reflects a strong internal control system. There are no management recommendations. Mr. Brunson expressed that the results are certainly a testament to the efforts of CSBD staff.

Mr. Horkey congratulated Ms. Kangal on a very good job, especially as she is new in her role as CFO. Mr. Horkey inquired about the transfer in of \$167,000 to the general fund and transfer out from the special revenue fund on page 13 of the audit report. Ms. Kangal explained the transfer was due to depreciation for the use of the building.

On a motion made by Frank Horkey and seconded by Francois Leconte, the BWDB/CSBD Council of Elected Officials unanimously approved the Audit Report for the period ending 9/30/23.

2. Accept Funds from FloridaCommerce

Considered the acceptance of \$3,000,000 from FloridaCommerce, which will be used to rehabilitate the Pompano Care Center Multipurpose Facility in partnership with Broward Health, which will be investing funds as well. CSBD and Broward Health will be collocated at the Center, which will offer workforce and health services to the community. Approved at the 2/12 combined Audit and 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.)*

Mr. Dobrikow recognized Ms. Jackson and Mr. Bateman for being instrumental in writing the grant application to secure these funds and asked Ms. Hylton to introduce and present the item.

Ms. Hylton reviewed the item and discussed the collaboration with Mr. Strum and Broward Health staff to finalize the grant application in a short time. Ms. Hylton explained the unique nature of this joint venture will see the development of a medical clinic in an area known as a “health desert” along with a satellite CSBD center that will provide workforce development resources in the community.

Mr. Strum added that Ms. Hylton presented the item perfectly. He further explained that this is a prime example of collaboration through a wonderful partnership of the two teams working together to better the community by providing workforce and health services.

Mr. Horkey inquired if the purpose of these funds is for construction. Ms. Hylton answered yes, funds will be used to renovate an existing building. Mr. Horkey further asked if the funds would be on our financial records and be a fixed asset.

Ms. Hylton stated yes, as we are the recipient of the grant, but that it is not a fixed asset as it is not our building. She further added that Mr. Strum was able to get the building from the County, a building they are not using but is in disrepair. Mr. Horkey emphasized the County's involvement and acknowledged a great collaboration.

Ms. Hylton expressed gratitude to Commissioner Ryan and Mr. Bold as they were vital in coordination between us, Mr. Strum, and the County.

On a motion made by Mayor Trantalis and seconded by Felipe Pinzon, the BWDB/CSBD Council of Elected Officials unanimously approved acceptance of \$3,000,000 from FloridaCommerce.

3. Accept Funds from Broward County for the Summer Youth Employment Program

Considered the acceptance of \$385,000 from Broward County for the Summer Youth Employment Program (SYEP). The funding will serve up to 83 economically disadvantaged youth who have and/or had contact with the Juvenile Justice continuum residing in one of the six distressed zip codes ages 16-18. With this additional funding, the SYEP will serve approximately 1,130 youth this year. The youth application portal opened on 12/1. We have received nearly 2,200 applications. Each youth will be provided with three days of employability skills training and an eight-week meaningful summer work experience. Approved at the 2/6 Youth and 2/12 combined Audit and 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.)*

Mr. Dobrikow recognized Ms. Bryant, Ms. Jackson, and Ms. Daniels for being instrumental in securing these funds. He then asked Ms. Liberta to introduce and present the item.

Ms. Liberta reviewed the item and expressed gratitude for the hard work that went into securing this grant, indicating the need for us to provide workforce services to justice-involved youth who are exiting the system.

Mr. Horkey highlighted the SYEP's impressive growth, which has doubled in size over the past three to four years in terms of funds and youths served. Mr. Heiko echoed the statement.

On a motion made by Dawn Liberta and seconded by Keith Costello, the BWDB/CSBD Council of Elected Officials unanimously approved acceptance of \$385,000 from Broward County for the SYEP.

4. Program Year (PY) 23/24 Revised Budget

Considered approval of the annual update from the preliminary budget presented in June. This is the adjusted budget based upon the final grant awards received by CareerSource Broward.

The formula grants for PY 23/24 total \$19,423,045 an increase of \$158,052 or less than 1% from the planning numbers presented in June. Dedicated grants total \$11,804,969, an increase of \$4,683,312. Our total available budget is \$31,228,014 (\$19,423,045 + \$11,804,969) for PY 23/24. Approved at the 1/30 One Stop Services and 2/12 combined 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.)*

Mr. Dobrikow asked Mr. Shawbell to introduce and present the item. Mr. Shawbell reviewed the budget with the members. There was no further discussion.

On a motion made by Rick Shawbell and seconded by Jim Ryan, the BWDB/CSBD Council of Elected Officials unanimously approved the revised annual budget.

5. Addition of Occupational Titles to the Targeted Occupation List (TOL)

Considered the approval to add three (3) occupations to our local TOL 1) Computer Programmers 2) Nursing Assistants and 3) Veterinary Assistants/Laboratory Animal Caretakers. Over the year, CareerSource Broward (CSBD) receives input from our industry intermediaries, eligible training providers, our economist, and employers to evaluate our local TOL. With this input and using labor market analytic tools such as Employ Florida and Lightcast, CSBD staff has been able to establish local demand for these 3 occupations, and that all Board-mandated criteria have been met for these occupational titles to be added to the TOL for Program Year 23/24. Approved at the 1/30 One Stop Services and 2/12 combined Audit and 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. Dobrikow asked Mr. Shawbell to introduce and present the item. Mr. Shawbell reviewed each of the three recommendations and expressed his support for adding the occupational titles to the TOL. There was no further discussion.

On a motion made by Rick Shawbell and seconded by Mayor Trantalis, the BWDB/CSBD Council of Elected Officials unanimously approved the addition of 1) Computer Programmers 2) Nursing Assistants and 3) Veterinary Assistants/Laboratory Animal Caretakers to our local TOL.

6. Addition of New Eligible Training Provider HCI College and Courses

Considered approval to add HCI College as an Eligible Training Provider and 1) Nursing A.S. Degree 2) Substance Abuse Counseling A.S. Degree 3) Medical Assisting Diploma and 4) Practical Nursing Diploma programs to the Workforce Innovation and Opportunity Act Individual Training Account list. CareerSource Broward adds schools and courses that meet federal, state, and local criteria to give customers more choices. Approved at the 1/30 One Stop Services and 2/12 combined Audit and 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).)*

Mr. Dobrikow asked Mr. Shawbell to review the item and recommendations.

Mr. Leconte asked if the additions were being made based on demand. Ms. Hylton indicated that they are currently in-demand occupations.

Mr. Dobrikow referenced the “2030 occupation growth projections” on the dashboard and stated that Nursing is one of the top jobs that are needed, growing by more than 33%.

On a motion made by Rick Shawbell and seconded by Felipe Pinzon, the BWDB/CSBD Council of Elected Officials unanimously approved the addition of HCI College as an Eligible Training Provider and 1) Nursing A.S. Degree 2) Substance Abuse Counseling A.S. Degree 3) Medical Assisting Diploma and 4) Practical Nursing Diploma programs to the WIOA ITA list.

7. CSBD Chatbot

Considered approval to implement a Chatbot on the CSBD Website as a way to make the website more user-friendly for employers. The Chatbot is a form of artificial intelligence designed to simulate conversation with people using Natural Language Processing. The Chatbot can answer questions and provide information based on programmed algorithms or predefined responses. The Chatbot will help employers navigate our website to find the information they are looking for, and if successful, we will expand the Chatbot to assist job seekers. The estimated cost of doing this is less than \$10,000. Approved at the 1/22 Employer Services and 2/12 combined Audit and 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. Dobrikow asked Mr. Leconte to introduce and present the item.

Mayor Trantalis asked Ms. Hylton to elaborate on the aspects and functionality of the chatbot. Ms. Hylton informed the committee that after procurement, the vendor will create algorithms based on our processes, which will include pre-determined questions and answers that will be used to automate and improve the employer's experience when using our website to learn about and access our services.

Ms. Wheeler asked if the feature has already been tested or if this rollout will be considered the test. Ms. Hylton confirmed that the rollout will be CSBD's first test with the chatbot. She stated that Adrienne Johnston, President of CareerSource Florida, is also interested in the feature and would like to be briefed on the results of our implementation. Ms. Hylton further explained that chatbots are commonplace on most websites today. Mr. Ryan confirmed Ms. Hylton's statement and advocated for the feature, stating that his company has also been using it for years, which has greatly assisted with handling interactions with the many customers they serve.

Mr. Costello asked if we would be developing our own resources or contracting out. Ms. Hylton confirmed that it would be contracted out with a vendor to collaborate with us and develop the chatbot.

Ms. Wheeler expressed interest in applying a chatbot to her business operations. Ms. Hylton stated that we would be open to sharing the resource with anyone who is interested.

On a motion made by Francois Leconte and seconded by Keith Costello, the BWDB/CSBD Council of Elected Officials unanimously approved the implementation of a Chatbot on the CSBD Website to make the website more user-friendly for employers.

8. Increase to the Moore Communications Group Contract

Considered the approval of an increase of \$15,000 to the contract with Moore Communications Group. Earlier this year, the governing boards approved their contract in the amount of \$50,000, and while there are still unexpended funds, an additional \$15,000 is necessary for launching the Career Exploration Worlds of Work (WOW) event. In planning our WOW event we found out that Moore Communications had supported a similar event in Tallahassee and we would like for them to provide us with all of the same services which include but are not limited to the 1) design of the WOW student handbook 2) creation of the Exhibitor and Supporter information packets 3) landing page for the different worlds on our website and 4) run of show. *(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.)*

Mr. Dobrikow asked Ms. Hylton to introduce and present the item. There was no further discussion.

On a motion made by Francois Leconte and seconded by Lori Wheeler, the BWDB/CSBD Council of Elected Officials unanimously approved the increase of \$15,000 to the contract with Moore Communications Group.

REPORTS

1. Update on Chamber Marketing Initiative

Following a request for proposals to identify business associations to market and promote CSBD employer services to their members, CSBD has finalized the contracts with 1) the Greater Fort Lauderdale Chamber for up to up to \$65,000 and 2) the Greater Hollywood Chamber of Commerce for up to \$55,000. The Miramar/Pembroke Pines Chamber has elected not to move forward as they do not have sufficient staff at this time. The CSBD Business Services team has trained Chamber staff to begin developing commitments in the amount of \$350,000 for work-based training in OJTs, internships, and incumbent worker training contracts with their members. The contracts are aligned with our fiscal year and run from the date executed through 9/30. The funds awarded have been prorated to reflect the number of months between execution of the contract through 9/30.

Mr. Dobrikow asked Ms. Hylton to review the item.

Ms. Hylton reminded the members that during the previous meeting, we discussed the desire to engage the Chambers in a more collaborative relationship where they will assist us in securing leads for our work-based training programs.

Mr. Dobrikow indicated the Greater Fort Lauderdale Chamber hired a staff member to assist with the work required under their contract.

Mr. Leconte asked if the money that was to go to the Miramar or Pembroke Pines Chambers can be used toward reaching out to another chamber. Ms. Hylton indicated that as we are approaching the end of the program year it would be best to wait until the new program year and do another RFQ if this model is successful.

2. General Fund Balance

As of 6/30/23, we reported that the General Fund balance was \$1,020,281. From 7/1/23 through 12/31/23, we realized revenues of \$175,409 and incurred expenditures of \$106,410. The General Fund balance as of 12/31/23 is \$1,089,280. Of this amount, \$521,531 is held in reserve, leaving a balance of \$567,749.

Mr. Dobrikow asked Mr. Cassidy to introduce and present the item. Mr. Cassidy reviewed the General Fund report with the members. There was no further discussion.

3. Budget vs. Actual Expenditure Report

Pursuant to the Board's request, throughout the year, we provide a report on Budget vs. Actual expenditures. Each year, we budget to spend 100% of our grants. CSBD receives some of its funds based on its program year, which is 7/1 – 6/30, and some of its funds based on the federal fiscal year, 10/1 – 9/30, which is also the CSBD fiscal year. While Wagner Peyser, Veterans, and SNAP expenditures appear low, we have plans that will result in expending the funds.

Mr. Dobrikow asked Mr. Cassidy to review the item. There was no further discussion.

4. Cherry Bekaert LLP Fiscal Monitoring - Report #3 PY 22/23 Issued 9/29/23

Cherry Bekaert conducted fiscal monitoring for the period 3/1/23 through 6/30/23. Cherry Bekaert reviewed a total of 1,220 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

Mr. Dobrikow congratulated the staff on the 0% error rate

5. Cherry Bekaert LLP Fiscal Monitoring - Report #1 PY 23/24 Issued 1/12/24

Cherry Bekaert conducted fiscal monitoring for the period 7/1/23 through 9/30/23. Cherry Bekaert reviewed a total of 829 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

Mr. Dobrikow congratulated the staff on another 0% error rate.

6. Taylor Hall Miller Parker (THMP), P.A. Program Monitoring Report Issued 8/23

THMP conducted program monitoring for the period 2/22/23 through 08/17/23. They reviewed a total of 178 files consisting of 6,894 elements. There were 8 findings and 20 observations. This equates to an error rate of .12%, or less than 1%. All findings and observations were corrected except where cases were closed, and no further action could be taken.

Mr. Dobrikow congratulated staff on the excellent results of the monitoring.

7. The Children's Services Council (CSC) Monitoring Report

The Children's Services Council of Broward County conducted an administrative and fiscal review of the CSBD 2023 summer program, and we were commended for having no findings.

Mr. Dobrikow expressed his appreciation for another excellent monitoring report.

8. Update on Worlds of Work (WOW) Youth Career Exploration Event

CSBD, in partnership with the School Board of Broward County, will host the 2024 WOW at the Amerant Bank Arena. WOW is an immersive experiential learning event where over 1,100 youth in the 9th and 10th grades will engage in hands-on career experiences in nine growth industries 1) aviation 2) healthcare 3) information technology 4) manufacturing 5) construction, energy and utility 6) hospitality 7) logistics, transportation and automotive 8) marine and 9) public safety and service. CSBD Intermediary staff have engaged businesses related to the specific industries, education and community partners who have expressed an interest in supporting the event. A social media campaign was released on the week of February 5th and will be followed by a press release announcing the event.

Mr. Dobrikow asked Ms. Hylton to provide additional information about the upcoming event.

Ms. Hylton emphasized that each of the 9 “worlds” will provide an immersive experience. She expressed appreciation to the board members for their participation and support. She provided examples of the various interactive experiences across the industries that are to be at the event. Ms. Hylton recognized Commissioner Ryan and Mr. Bold’s efforts for getting public safety services to commit to the event.

Mr. Bold added that Mr. Kruszka, is a member of the Law Enforcement Board of Sunrise and was instrumental in procuring the public safety exhibit.

Mr. Klincewicz added that there are currently 49 registered exhibitors.

Mr. Dobrikow encouraged the Board to reach out to any of their connections who may have job simulations available and connect them with Mr. Klincewicz.

Mr. Pinzon asked when the event is taking place. Ms. Hylton informed everyone that the event takes place on March 14th and that the information had been shared with the Board via an Outlook calendar invite.

Mr. Pinzon asked if the non-profit industry could be considered as a “world” for next year’s event. Mr. Dobrikow thanked Mr. Pinzon for the suggestion.

Mr. Ryan asked if transporting youth to the Nova Allen B. Levan Broward Center of Innovation could be included in the event. Ms. Hylton indicated that the youth will be bused to the Amerant Arena and that we have partnered with the Levan Center, and they will have an A.I. exhibit at the event.

Ms. Wheeler asked if there was a cost to exhibit. Ms. Hylton indicated there are no registration fees for the exhibitors; however, we do pay for some of the costs associated with bringing some exhibits to the Arena.

Ms. Wheeler asked if exhibitor applications were still being accepted and if there was a limit. Ms. Hylton said yes, we are still accepting exhibitors and explained that while some worlds are near capacity, others, like Marine, still need exhibits.

9. Inaugural State of the Workforce Breakfast and Job Fair

On 1/24, CSBD in partnership with the chambers of commerce in Fort Lauderdale, Hollywood, Pompano Beach, and Tamarac, hosted the inaugural State of the Workforce Breakfast and

Job Fair at the Broward County Convention Center. The event featured a 1) networking breakfast where over 300 business leaders learned about the latest workforce trends and uncovered the dynamic relationship between AI and the workforce 2) Business Marketplace showcasing local vendors that offer services to help companies operate efficiently and 3) job fair where over 1,200 job seekers attended. Broward County Transit provided complimentary transportation to job seekers from economically distressed zip codes and Visit Lauderdale provided complimentary parking. This was the largest event that CareerSource Broward has brought to the community in our 51-year history. By all accounts, the event was an incredible success!

As this was discussed at the beginning of the meeting there was no further discussion.

10. New Education and Industry Consortium

Per Section 445.007(15), Florida Statutes, local workforce development boards must form an education and industry consortium. CSBD collaborated with Board chair Heiko Dobrikow to identify, recruit, and appoint selected members from the targeted industries. The consortium is comprised of representatives from educational entities and local businesses. The goal is to 1) review and discuss labor market trends and the talent pipelines and 2) identify workforce and educational programs, services, and partnerships needed to support demand occupations in Broward County. Meetings will occur quarterly, and a report will be presented to the governing boards. We are in the process of scheduling the first meeting for early March.

Mr. Dobrikow asked Ms. Hylton to introduce the item. Ms. Hylton reviewed the purpose and membership of the committee.

11. Rufus James Honored

Board Member Rufus James has been nominated 1) as part of the Florida Panther's annual "Celebration of Black Excellence" for making an impact and going above and beyond in our South Florida community and 2) by the Broward Metropolitan Planning Organization for their Champion Award for outstanding service and unwavering community effort. Congratulations Rufus!

12. Property & General Liability Insurance Report

This is to report on the purchase of insurance coverage for CSBD. As the governing boards are aware, insurance coverage continues to go up, and our insurance has increased by \$34,746 over last year. As coverage is renewed annually, in December, we issued an RFQ. The notice was sent to over 37 companies. We received quotes from one carrier in each category. Each of the policies is under \$100,000. CSBD has secured the following coverage 1) Commercial general liability, Nautilus Insurance Company Inc., for \$58,995 2) For the Cypress Creek Office, Commercial Property and Windstorm coverage, Frontline Insurance Unlimited for \$70,640.36 3) For the career centers Commercial Property and Windstorm coverage, Lloyds of London for \$29,188.07 4) For the North Center window coverage as required by the lease, USPlate Glass Insurance Co for \$1,621 5) For all Offices, AGCS Marine Insurance Company for electronic data processing for \$15,282.46 and 6) Umbrella coverage, Scottsdale Insurance Co for \$5,609.00 which extends our coverage on all policies.

Ms. Daniels explained the procurement process and reviewed the coverage amounts and costs for each of the providers.

13. Biennial Review of CSBD and One-Stop Compensation and Benefits

Pursuant to the Governing Board's direction to conduct a compensation study every two years, CSBD is in the process of getting quotes for the conduct of the study which is due this year 2024. This direction is in line with ensuring we keep up with market trends and fluctuations related to employee salaries and benefits.

Mr. Leconte expressed support for the study. There was no further discussion.

14. Broward County Unemployment

There is no report this month due to "benchmarking" which happens each year at this time when the 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.

Mr. Dobrikow reviewed the unemployment report. There was no further discussion.

15. Broward County Economic Dashboard

Pursuant to the Board's direction, CSBD added a new economic indicator on cruise passenger data to the dashboard. The new tile provides information regarding month-over-month cruise passenger data at Port Everglades. This information is useful in measuring the health of the local tourism industry, one of Broward's main economic drivers. Cruise passengers contribute to the local economy by spending money on various goods and services. CSBD's economist is finalizing two additional tiles 1) Business Confidence Indicator and 2) Hotel Lodging Index, to provide a year-over-year comparison of tax and revenue data to identify trends.

Mr. Dobrikow brought up the dashboard to share it with the members. He highlighted that there were recent major community events, such as the Broward Workshop, Fort Lauderdale Executive Association Economic Outlook, and State of the Workforce. During each event, the CSBD dashboard was referenced.

Mr. Horkey asked if there were any other boards in the state with similar dashboards. Ms. Hylton stated that there are none that she is aware of. Mr. Horkey congratulated the team for their work on the dashboard.

16. Upcoming 2024 Board Planning Session

The 2024 Board Planning Session is scheduled for 4/25 following a short board meeting as we have done in previous years. Workgroup thought questions will include topics covering local labor market conditions and WIOA reauthorization which seems to be moving forward in the House.

Mr. Dobrikow reminded everyone the planning session will be on Thursday, April 25th. There was no further discussion.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

None.

MATTERS FROM THE BROWARD WORKFORCE DEVELOPMENT BOARD CHAIR

Mr. Dobrikow expressed gratitude and congratulated Ms. Hylton and her leadership team for CSBD's growth and exposure in the community.

MATTERS FROM THE BOARD

Mr. Horkey stated that during his time as Board Chair, the first part of the management study was completed and inquired if we were planning on doing the second part of the study which was to look at fiscal and youth depts.

Ms. Hylton indicated that with the recent promotion of our new CFO, we also looked at the needs of the department and made changes already. Additionally, both our year-round and summer programs are doing well, so there doesn't seem to be a need to study those departments at this time. Mr. Horkey agreed.

MATTERS FROM THE FLOOR

Mr. Bold shared that, on behalf of Commissioner Ryan, he uses the dashboard to present economic data whenever the opportunity arises as it best encapsulates Broward County's economic makeup and workforce trends. Mr. Bold stated that their office will continue to advocate and promote CSBD as it truly provides invaluable employment services in the county.

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton expressed gratitude to the Board for their support and collaborative efforts.

Ms. Hylton reminded the members that they were sent the Annual Board Refresher training via email on February 14th. She asked that the members direct any of their inquiries to Ms. Daniels and send completion confirmations to Ms. Vazquez.

Lastly, Ms. Hylton discussed CSBD staff's participation in community volunteer events on their own time. She indicated one such opportunity is in May to assist with building a house.

ADJOURNMENT 1:32 p.m.

<p><i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING AND BOARD PLANNING SESSION IS APRIL 25, 2024.</i></p>
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