
MEETING MINUTES

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

**Partnership Meeting #246
Thursday, December 15, 2022
CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

This meeting is being held in person. Due to Covid-19, in the interest of keeping our board, staff, and public safe this meeting is also accessible via a Zoom video conference.

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 Dean Trantalis, Commissioner Tim Ryan, Dr. Vickie Cartwright, Zac Cassidy, Dr. Ben Chen, Keith Costello, Heiko Dobrikow, Paul Farren, Cynthia Gaber, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Jim Ryan, Pam Sands, Rick Shawbell, Cynthia Sheppard, Marjorie Walters, Lori Wheeler, and Frank Horkey who Chaired the meeting

Guests: Dr. Jennifer O'Flannery Anderson, Community Foundation of Broward County, Lynn Goldman, Broward Technical Colleges & Technical High Schools, Jason Kruszka, Broward County Commissioners office, Michael Liquerman, Office of Congresswoman Debbie Wasserman Shultz, Kareen Torres, Broward College, Raphael Borrero, U.S. Century Bank, and Brian Liffick, Cherry Bekaert

Staff: Carol Hylton, Ron Moffett, Rochelle Daniels, Christine Azor, Tony Ash, Kim Bryant, Deborah Nunez, and Amy Winer

MISSION MOMENT

Michael Liquerman, Office of Congresswoman Debbie Wasserman Shultz, provided the mission moment and shared how his office partnered with us for the P4P event to assist veterans in the community. Congresswoman Wasserman chairs the Veteran's Committee and is heavily involved in helping Veterans obtain needed services, including workforce development through training and job placement services.

Mr. Horkey thanked Mr. Liquerman and informed the board that in addition to himself, Heiko Dobrikow, Zac Cassidy, and Rick Shawbell attended the event, which he characterized as marvelous. He stated that there were 75 employers and over 200 job seekers. Mr. Dobrikow noted that it was well organized and appreciated that the first hour was dedicated to the veterans. He further stated that the location was fantastic. Mr. Shawbell stated that it was a world-class event put on by world-class staff.

Mrs. Deborah Nunez, WP/VETS/TAA Program Manager, was recognized for her contributions toward the success of the P4P event and was awarded the 2022 Leadership Award.

APPROVAL OF MINUTES

Approval of the minutes of the 10/27 BWDB meeting #245.

On a motion made by Francois Leconte and seconded by Jim Ryan, the BWDB unanimously approved the minutes of the 10/27 Meeting #245.

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 Keith Costello and seconded by Dr. Lisa Knowles, the BWDB/CSBD Council of Elected Officials unanimously approved the Consent Agenda of 12/15/22.

1. Monthly Performance Report

The current performance for the month of October is provided. October's data reflects that within the Big 7 Regions, CSBD is in a four-way tie for 1st in WIOA Entered Employment Rate (EER) and ranks 1st in Wagner Peyser and WTP EER and 1st in WTP All Family and Two-Parent Participation Rate and 2nd in Veterans EER.

2. Letter of Support

A letter of support was written for Bankers Healthcare Group's Quick Response Training grant application that will create 75 jobs over the next 12 months with an average yearly compensation of \$85,000.

3. Continuing Eligibility for Florida Career College and Galen College of Nursing

Considered approving existing eligible training providers (ETP) 1) Florida Career College and 2) Galen College of Nursing with continuing eligibility for the period 12/15/22 thru 12/15/24 and 3) maintaining their currently approved occupational training programs on our ITA list. This is in accordance with WIOA which requires providers to be re-evaluated and approved for continuation on the ETP List after their initial year of eligibility. Both of these providers have met continued eligibility requirements that include, but are not limited to, licensure, accreditation, issuance of an industry-recognized credential and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness and to ensure that CareerSource Florida requirements and Board mandated criteria are met for both schools. Approved at the 11/1 One Stop Services and 12/5 Combined Executive and Audit 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).*

4. Accept Supplemental WIOA Dislocated Worker (DW) Funding

Considered the acceptance of \$983,715 in WIOA DW supplemental funds for PY 22/23. These funds will be used to 1) increase community outreach and expand marketing campaigns 2)

provide scholarships for customers and 3) fund work-based training opportunities such as paid work experience, incumbent worker training, and on-the-job training. Approved at the 11/1 One Stop Services and 12/5 Combined Executive and Audit 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).*

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. Slate of Broward Workforce Development Board, Inc. Officers for 2023

Considered approval of the 2023 slate of Officers. Our Chair and Vice Chair are ineligible for re-election as they are completing their second term. On 9/30 Carol Hylton, President/CEO, asked BWDB members to submit nominations via e-mail for consideration by the Organizational Resources Committee. The CareerSource Broward Council of Elected Officials has final approval of the slate. Approved at the 11/7 Ad Hoc Organizational Resources and 12/5 Combined Executive and Audit 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 introduced the item and reviewed the nominations for the 2023 slate of officers.

On a motion made by Rick Shawbell and seconded by Francois Leconte, the BWDB unanimously approved the 2023 slate of Officers as follows: Heiko Dobrikow, Chair; Jim Ryan, Vice Chair and Zac Cassidy, Secretary/Treasurer.

On a motion made by Mayor Dean Trantalis and seconded by Commissioner Tim Ryan, the CareerSource Broward Council of Elected Officials unanimously approved the 2023 slate of Officers as follows: Heiko Dobrikow, Chair, Jim Ryan, Vice Chair and Zac Cassidy, Secretary/Treasurer.

2. Election of CareerSource Broward Council of Elected Officials Officers for 2023

Officers for the CareerSource Broward (CSBD) Council of Elected Officials must be selected for the 2023 calendar year. There are no legal or By-Law requirements for the selection of officers. Current CSBD Council officers are Mayor Dean Trantalis Chair, Commissioner Tim Ryan Vice-Chair, and Mayor Josh Levy Chair Pro Tem. *(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 introduced the item and turned it over to the Council for discussion and a motion.

On a motion made by Mayor Dean Trantalis and seconded by Commissioner Tim Ryan, the CSBD Council of Elected Officials unanimously approved the 2023 Council of Elected Officials Officers as follows: Commissioner Tim Ryan Chair, Mayor Josh Levy Vice Chair, and Mayor Dean Trantalis Chair Pro Tem.

3. Membership Renewals

Considered the renewal of BWDB members whose terms will expire in January 2023 and who are eligible for renewal for an additional two years. The thirteen (13) members being recommended for renewal are 1) Bob Swindell 2) Francois Leconte 3) Frank Horkey 4) Heiko Dobrikow 5) Ismael Martinez 6) Keith Costello 7) Lori Wheeler 8) Pam Sands 9) Richard Shawbell 10) Sandy McDonald 11) Zac Cassidy 12) Dr. Mildred Coyne and 13) Dr. Vickie Cartwright who was appointed to the BWDB in October, to fill the remaining term of James Payne. The CSBD Council of Elected officials appoints board members by a vote of the Council following a recommendation from the Board. Approved at the 11/7 Ad Hoc Organizational Resources and 12/5 Combined Executive and Audit 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 introduced the item and provided an overview of the renewal criteria for BWDB members whose terms will expire in January 2023 and who are eligible for an additional two years.

On a motion made by Heiko Dobrikow and seconded by Paul Farren, the BWDB unanimously approved recommending the membership renewals of 1) Bob Swindell, 2) Francois Leconte, 3) Frank Horkey, 4) Heiko Dobrikow, 5) Ismael Martinez, 6) Keith Costello 7) Lori Wheeler 8) Pam Sands 9) Richard Shawbell 10) Sandy McDonald 11) Zac Cassidy 12) Dr. Mildred Coyne and 13) Dr. Vickie Cartwright.

On a motion made by Commissioner Tim Ryan and seconded by Mayor Dean Trantalis, the CSBD Council of Elected Officials unanimously approved the membership renewals of 1) Bob Swindell, 2) Francois Leconte, 3) Frank Horkey, 4) Heiko Dobrikow, 5) Ismael Martinez, 6) Keith Costello 7) Lori Wheeler 8) Pam Sands 9) Richard Shawbell 10) Sandy McDonald 11) Zac Cassidy 12) Dr. Mildred Coyne and 13) Dr. Vickie Cartwright.

4. Broward Workforce Development Board (BWDB) Appointments

Considered the nominations of 1) Rufus James, Airport Director, Fort Lauderdale Executive Airport from the Aviation/Aerospace targeted industry 2) Michael Goldstein, President/CEO of Lan Infotech from the Information Technology/Environmental sector 3) Shane Strum, President/CEO, Broward Health from the Healthcare/Life Sciences industry to fill slots on the BWDB in the private sector category and from the roster we keep for future member consideration 4) Felipe Pinzon, President/CEO of Hispanic Unity of Florida in the Organized Labor and CBO category. Approved at the 11/7 Ad Hoc Organizational Resources and 12/5 Combined Executive and Audit 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 introduced the item and provided background information on each of the nominees.

On a motion made by Lori Wheeler and seconded by Keith Costello, the BWDB unanimously approved recommending the appointments of 1) Rufus James, Airport Director, Fort Lauderdale Executive Airport 2) Michael Goldstein, President/CEO of Lan Infotech 3) Shane Strum, President/CEO, Broward Health and 4) Felipe Pinzon, President/CEO of Hispanic Unity of Florida.

On a motion made by Mayor Dean Trantalis and seconded by Commissioner Tim Ryan, the CSBD Council of Elected Officials unanimously approved the appointments of 1) Rufus James, Airport Director, Fort Lauderdale Executive Airport 2) Michael Goldstein, President/CEO of Lan Infotech 3) Shane Strum, President/CEO, Broward Health and 4) Felipe Pinzon, President/CEO of Hispanic Unity of Florida.

5. Food and Beverage Purchases

Considered approving up to \$27,000 from the General Fund for food and beverage expenses for 2023. This is a slight increase due to the rising cost of food from the \$23,500 set aside in previous years. We use these funds for 1) board and committee meetings 2) ½ day staff training and planning sessions 3) employer forums 4) networking events such as chamber of commerce/industry association meetings 5) community meetings attended by the President/CEO, Executive Vice President, and management and 6) staff appreciation up to 3 times per year. Funds not expended remain in the General Fund. Approved at the 12/5 Combined Executive and Audit 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. Daniels stated that we are asking for a slight increase in the budget. Our costs have been higher due to the rising prices of food. It was requested that we look into sponsorships, but this can be covered under grant funds as an outreach activity when applicable.

On a motion made by Francois Leconte and seconded by Zac Cassidy, the BWDB unanimously recommended approval up to \$27,000 from the General Fund for food and beverage expenses for 2023.

On a motion made by Commissioner Tim Ryan and seconded by Mayor Dean Trantalis, the CSBD Council of Elected Officials unanimously approved up to \$27,000 from the General Fund for food and beverage expenses for 2023.

6. BWDB Youth Committee

Considered the 1) creation of a Youth Committee and 2) adoption of an amendment to Article IV Section 4 paragraph 1 of the By-Laws to add the Youth Committee to the list of standing committees. CSBD has received community feedback encouraging the reinstatement of the Youth Committee, which was merged into the One Stop Services Committee several years ago. The thought at the time was to combine committee engagement focused on job seeker services. However, the youth programs would benefit from a committee devoted to their unique needs and programs. During discussion at the One Stop Committee, there was

unanimous consent for this action. The amendment to the By-Laws will require a 2/3 vote of the Board members present at a meeting with an established quorum. Approved at the 11/1 One Stop Services, 11/7 Ad Hoc Organizational Resources, and 12/5 Combined Executive and Audit 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. Hylton stated that recently, we have received feedback requesting that we separate the youth from the One Stop Services so that we can provide more focus on the youth and their needs.

On a motion made by Heiko Dobrikow and seconded by Jim Ryan, the BWDB unanimously approved the creation of a standing Youth Committee and the adoption of an amendment to Article IV Section 4 paragraph 1 of the By-Laws.

On a motion made by Commissioner Tim Ryan and seconded by Mayor Dean Trantalis, the CSBD Council of Elected Officials unanimously approved the creation of a standing Youth Committee and the adoption of an amendment to Article IV Section 4 paragraph 1 of the By-Laws.

7. President/CEO Evaluation

In accordance with the 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 November. The scores have been tabulated and averaged. The BWDB Executive Committee reviewed the evaluation scores and is recommending to the governing boards that the President/CEO receive a 4% increase. Approved at the 12/5 Combined Executive and Audit 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 indicated she would step out of the room to allow for a free and open discussion.

Mr. Horkey opened the discussion by stating that her assessment was almost perfect, and from his vantage point as Chair, he felt she was doing "a fabulous job." Mr. Horkey reviewed a list of Ms. Hylton's accomplishments during the past year, including being appointed to the FWDA Executive Committee as the Member-At-Large representing the large boards, spearheading the Economic Study, navigating her staff through the COVID Pandemic and introducing new strategies to address workforce shortages. Ms. Hylton has met with community leaders, has had perfect monitoring reports, and successfully produced the first Apprenticeship Forum in the State. He stated his support for a merit increase and indicated that Ms. Hylton had informed him she would not accept a merit increase of more than 4% as that is the maximum merit increase that staff can receive.

Commissioner Ryan stated that Ms. Hylton's strategy to proactively approach the stakeholders with CareerSource Florida, the Governor's office, Legislative leaders, consultants, and lobbyists with regard to board realignment, has been very beneficial in supporting the re-designation of our area and conveying the reasons for not merging our board with another. Commissioner Ryan expressed his support for Ms. Hylton's 4% increase.

Mayor Trantalis stated that Ms. Hylton had been a fantastic leader. She made many presentations and delivered convincing arguments as to why Ernest and Young should not recommend merging us with another region. Her leadership has stood out, and the board appreciates her.

Mr. Dobrikow agreed and stated that Ms. Hylton had brought a cultural change to CSBD over the past two years, and emphasized that it is not easy to change the culture; it takes a strong leader. She has made CareerSource Broward a better place to work.

Dr. Chen said he would like to give her more than a 4% increase. Mr. Horkey reiterated his conversation with Carol that she would not accept more than 4%.

On a motion made by Dr. Ben Chen and seconded by Keith Costello, the BWDB/CSBD Council of Elected Officials unanimously approved the President/CEO to receive a 4% increase.

8. Addition of New Course for Existing Eligible Training Provider - Broward College

Considered approving the addition of Broward College's Commercial Driver's License (CDL) Program to the Individual Training Account List. CDL is in high demand in Broward County and pays a good wage. The course is offered in person with road experience 1) on an 8-week schedule or 2) in a condensed 4-week program to meet students' needs. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational title. Because Board member, Dr. Mildred Coyne, is employed by Broward College this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 11/1 One Stop Services and 12/5 Combined Executive and Audit 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. Moffett reviewed the course and the recommendation.

Dr. Mildred Coyne was not present at the meeting, but as she is employed by Broward College, she will be required to submit a conflict-of-interest form.

On a motion made by Zac Cassidy and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved the addition of Broward College's Commercial Driver's License (CDL) Program to the WIOA Individual Training Account List by a 2/3 vote of the seated quorum.

9. Addition of New Course for Existing Training Provider – Florida Atlantic University

Considered approving the addition of Florida Atlantic University's (FAU) Innovation and Business Development Training Program for Entrepreneurs and Innovators to the Individual Training Account (ITA) list. Through community outreach for the Veterans' *Get There Faster Grant*, CSBD was approached by FAU regarding its entrepreneurial program targeted at training Veterans to go into business for themselves following a 15-week course. This is an excellent opportunity for Veterans many of whom want to start their own businesses. The course has been operating successfully for some time. Initially, enrollment will be limited to Veterans eligible for the *Get There Faster Grant*. CSBD reviewed the application for

completeness and to ensure that Board mandated criteria have been met for the training program and related occupational title. This recommendation was sent to the Executive and One-Stop Committee members, and any comments received will be brought to the governing boards.

Ms. Hylton said that this opportunity to assist Veterans came as a result of a discussion she had with Dr. Sandra D. Marin Ruiz, Regional Director, Florida SBDC at Florida Atlantic University, about our Veterans' Get There Faster Grant. FAU's program is a 15-week course for Veterans who want to become entrepreneurs. For this partnership, we will use a training room in our Central One Stop Center as an incubator.

Mr. Horkey stated that this is similar to our StartUp Now entrepreneurship program we had a couple of years ago; and that this is an excellent program.

On a motion made by Keith Costello and seconded by Lori Wheeler, the BWDB/CSBD Council of Elected Officials unanimously approved the addition of Florida Atlantic University's Innovation and Business Development Training Program for Entrepreneurs and Innovators to the WIOA Individual Training Account list.

10. Executive Committee and BWDB 2023 Meeting Schedule

Considered adopting the 2023 Executive Committee and BWDB meeting schedule. Last year we asked members to put a placeholder on the dates in the off months when we were not scheduled to meet in case a meeting was needed. In reviewing the schedule for next year, we have added an additional meeting for a total of 7 meetings. Members no longer need to reserve time in the off months. All members are encouraged to attend in person and we will also have a Zoom option. Approved at the 11/7 Ad Hoc Organizational Resources, and 12/5 Combined Executive and Audit 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. Moffett stated that in developing the schedule, we took into consideration major events such as the annual Fort Lauderdale International Boat Show, the National Association of Workforce Boards Forum, and holidays.

On a motion made by Heiko Dobrikow and seconded by Francois Leconte, the BWDB/CSBD Council of Elected Officials unanimously approved the 2023 Executive Committee and BWDB meeting schedule.

11. 2023 Stop-Loss Coverage

Each year we bring to the BWDB the Stop Loss coverage for our self-Insurance health policy. This insurance caps payout in the event of claims in excess of \$75,000 per individual. The 2021 procurement allowed for two renewals, this is the 2nd and final renewal. Our insurer is not increasing our premiums this year and we are recommending renewing the policy with our current company, American Fidelity Assurance at the same projected cost as last year \$273,968. Approved at the 12/5 Combined Executive and Audit 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. Daniels stated that we started purchasing Stop Loss Coverage when we adopted the self-insurance model in conjunction with the County. The cost of the premium this year is the same as last year \$273,968.

On a motion made by Francois Leconte and seconded by Paul Farren, the BWDB/CSBD Council of Elected Officials unanimously approved renewing the policy with our current company, American Fidelity Assurance at the same cost as last year \$273,968 for the 2023 Stop-Loss Coverage.

12. Selection of a Bank for Banking Services

Considered recommending the selection of U.S. Century Bank to handle CSBD's banking services. CSBD was recently informed that Citibank would no longer qualify as a public depository in the State of Florida necessitating the selection of a new bank. CSBD issued a Request for Proposals for Banking Services distributing it to every qualified bank and received 3 responses. The U.S. Century Bank proposal was the number one ranked proposal following an evaluation of the proposals by a review committee comprised of Board members. Approved at the 12/5 Combined Executive and Audit Committee meeting. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Ms. Daniels stated that we distributed the RFP to every eligible bank that was on the State list.

Commissioner Ryan inquired why Citibank did not want to provide the service for us. Mr. Horkey explained that the State requires each bank that holds State money for local government to put up collateral into a pool that is proportionate to the amount of money it has in the total collection, and that way, if any bank fails, that collateral can be used to reimburse the local government that lost money. Mr. Horkey responded that perhaps Citibank management no longer wanted to participate in the pool arrangement and, therefore, no longer qualified as a public depository.

On a motion made by Keith Costello and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved the selection of U.S. Century Bank to handle CSBD's banking services.

13. Staff Professional Development Day

Considered approving the closure of the CSBD one-stop centers and administrative office to the general public for one day each year for staff professional development training and team building. This is a great way to 1) enable employees to innovate 2) allow staff from different locations to connect and 3) provide a venue where staff and management can inspire and educate each other. If approved, we will notify the Department of Economic Opportunity accordingly. Approved at the 11/7 Ad Hoc Organizational Resources and 12/5 Combined Executive and Audit 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. Hylton stated that this is a best practice allowing us to inform, celebrate and unify the staff. We polled the big regions, and several told us they do this.

Mr. Horkey stated that closing the office to the public requires board approval, and then we will advise the State.

Mayor Trantalis inquired if we have to allocate money for the training. Ms. Daniels responded no and explained that staff development and training are allowable grant expenditures.

On a motion made by Dr. Vickie Cartwright and seconded by Lori Wheeler, the BWDB/CSBD Council of Elected Officials unanimously approved the closure of the CSBD one-stop centers and administrative office to the general public for one day each year for staff professional development training.

14. Accept Children's Services Council Summer Youth Funds

Considered the acceptance of \$2,815,656 from the Children's Services Council of Broward County to serve up to 583 economically disadvantaged youth ages 16-18 for the PY 22/23 Summer Youth Employment Program. These funds will allow us to maintain the youth wage of \$14 per hour which was increased this past summer. The SYEP will continue to provide youth with three days of employability skills training and an eight-week meaningful summer work experience. The application for youth will open on December 19th and the program will begin on 6/12/23. We are in the process of recruiting work sites with an emphasis on private-sector employer sites to provide meaningful employment experiences that are aligned with the youth's career interests. Approved at the 11/1 One Stop Services Committee and 12/5 Combined Executive and Audit 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).*

Ms. Hylton stated that this is an increase of \$43,000 in funding from last year. The funds from the Children's Services Council will allow us to service 583 youth in our SYEP program and to maintain wages of \$14 per hour for the youth.

On a motion made by Mayor Dean Trantalis and seconded by Marjorie Walters, the BWDB/CSBD Council of Elected Officials unanimously approved the acceptance of \$2,815,656 from the Children's Services Council of Broward County for the PY 22/23 Summer Youth Employment Program.

15. Accept City of Ft Lauderdale Summer Youth Funds

Considered accepting \$301,543 from the City of Fort Lauderdale to serve 63 economically disadvantaged youth ages 16-18 years old in the PY 22/23 Summer Youth Employment Program. The program will provide youth with three days of employability skills training and an eight-week meaningful summer work experience. Approved at the 11/1 One Stop Services and 12/5 Combined Executive and Audit 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).*

Ms. Hylton thanked Mayor Trantalis for the additional \$111,000 in funds.

Mayor Trantalis inquired if worksites located in the City of Ft. Lauderdale needed more than 63 youth would the City need to provide more funding? Ms. Hylton responded, no, as CSC's

funding is also used to fund youth residing in Fort Lauderdale. The City's money allows an additional 63 youth residing in Fort Lauderdale to be served by the program.

Commissioner Ryan inquired if we have outreach based on demographics for each zip code so that youth who reside in those communities are aware of the need to complete the application. Ms. Hylton responded that recruitment of the youth is accomplished by working with School Board of Broward County BRACE advisers and community partners who know when the application portal opens. The youth can apply from their phones, the one-stop centers, the school libraries, their own tablets/computers, or from the computers located in our community partners' offices. We also work with the youth at FLITE to assist youth in foster care and group housing. Ms. Hylton went on to say that we also seek funding from cities to supplement the CSC allocation. Participating cities change yearly. We have received funds from the Town of Davie, the City of Pompano, Dania Beach, and Hallandale Beach, as well as from Broward County, depending upon the availability of funds.

Mr. Dobrikow stated the Las Olas Company had eight kids last summer and that one of the youth working for him last year kept in contact with his payroll department and is coming back during the Christmas holiday break to work. The power of SYEP is building relationships with the youth.

On a motion made by Pam Sands and seconded by Heiko Dobrikow, the BWDB/CSBD Council of Elected Officials unanimously approved accepting \$301,543 from the City of Fort Lauderdale.

REPORTS

1. WIOA Youth Performance for Program Year 22/23

CSBD currently contracts with education partners and local organizations in Broward County to provide education and employment services to youth between the ages of 17 and 24. We have four (4) Out-of-School Youth and two (2) In-School Youth programs. As previously reported, since the pandemic our providers are struggling to meet their enrollment goals. We have been working with them on recruitment strategies, and we have seen an increase in enrollments as a result.

Mr. Moffett stated that enrollment has improved, and we are working with them now to increase the placement of youth into work experience.

2. Reconciliation Recommendation from External Monitors, Accounting and Audit Firm Cherry Bekaert, LLP

This is a summary of actions taken regarding a "due to due from" that appeared in our 2018/2019 Audit Report Financial Statements. To address the reconciliation of the "due to/due from" we sought guidance from our Sr. VP of Fiscal, our Audit Firm, our external fiscal monitors, who are CPAs and part of a multi-state Audit and Accounting Firm, as well as our Board Chair, who is a CPA and is also an auditor. This memo memorializes these actions and "zero's out" the "due to due from" and has been provided to the State for their records. Fiscal now reconciles between funding streams on a monthly basis.

Ms. Daniels, the CSBD General Counsel, summarized this matter for the governing boards stating that the board might recall that in 2018/2019, our financial statements reflected a \$1

million “due to/due from”. We followed up with our Auditor, Mr. Brunson, who explained that it was not a compliance finding but simply a part of the fund accounting noting that funds would need to be reclassified from one funding stream to another. In researching the matter, we identified \$633k of the “due to/due from,” and reclassified the funds as appropriate. This was recognized in our 2019/2020 Audit Report leaving a balance of \$366,747 that still needed to be reclassified.

Last year, although we did extensive research, we could not track the funds back to any specific financial transaction, and after conferring with our auditor, we were told we could seek board approval to make a book adjustment to write off the “due to/due from”. We did so, and the governing boards approved the write off however, after approval had been granted, the CSBD Fiscal team recommended we make an additional effort to reconcile the “due to/due from”.

After conferring with Anthony Brunson, P.A., and Mr. Frank Horkey, our Board Chair, who is also an auditor, myself and our finance team, it was recommended to the President that this matter be referred to Cherry Bekaert, as they had familiarity with our books and records and would look at our SERA reports, (the official reports provided to the state and USDOL), our audited financial statements and our financial records. The group then met with Mr. Brian Liffick of Cherry Bekaert, who agreed to perform the analysis.

As a result of the analysis performed by Cherry, all agreed to the final disposition of the “due to due from”. The President directed that the Fiscal Department be instructed regarding appropriate procedures to prevent this from reoccurring. As a result, we will no longer see the “due to/due from” in the Audit and Financial Statements.

3. General Fund Balance

On 6/30, the General Fund balance was \$1,010,934. As noted in Memo #05-22 (LS), which preceded the General Fund Report on this Agenda, CSBD has been able to reconcile the remaining “Due to/Due From” which we reported to you last year. Based upon the work performed by Cherry Bekaert of the \$366,747 remaining in the “Due to Due From” noted in our last Audit Report, \$236,364 remains in the General Fund and \$130,383 will be moved from the General Fund to the Grant Funds. Since June, we have also realized revenues of \$99,420 and incurred expenditures of \$78,260. The total of all revenues, expenditures and adjustments is an ending balance of \$901,711, including the reserves in the General Fund as of 10/31.

Mr. Horkey stated that we have approximately 1 million in the general fund, and of that, we set aside \$250k just in case we have any questioned costs.

Ms. Daniels stated that chart two (2) reflects the budget and not actual expenditures, while chart three (3) shows the actual expenditures and revenues.

Mayor Trantalis inquired if the money being set aside is for the purchase of the 2890 W. Cypress Creek Blvd building. Ms. Daniels responded that we purchased the 2890 building with non-federal funds as the down payment and a mortgage. We own the building and land. The grants allow us to pay the interest on the mortgage but not the principal. The grants also allow us to use grant funds to pay for depreciation which is deposited into the General Fund. We set the depreciation funds aside as those funds are used to pay for the principal portion of the monthly mortgage. Right now the depreciation is significantly more than the principal payment which allows us to accrue the extra funds. When the principal increases and the interest payment decreases toward the end of the mortgage, we have calculated that there will be more than sufficient funds to pay the principal.

Ms. Daniels stated that at the April planning session, the board asked if we should consider buying the state-owned One Stop Center on Oakland Park Blvd. We have spoken to Sandra Einhorn from the CCB, and she recommended that we approach the State to buy the property. Ms. Hylton stated that Sandra is a member of a State housing committee and that when she spoke to the State, they responded that they are open to discussing using the space for housing and businesses.

Mr. Horkey said we would bring the next steps to the Audit Committee and put together a group to help us. We will return with renderings once we have further discussions with the Audit committee.

4. Budget vs. Expenditure Report

Detailed below is the Budget vs. Actual Expenditure Report. Some under expenditures in the WTP, WIOA adult/dislocated worker and youth, and Veteran's funding streams are noted. Since the onset of the pandemic, the workforce system has seen a reduction in traffic statewide and nationwide. While efforts to date have resulted in our youth providers meeting their enrollment goals we are still underspent in required work experience expenditures. To increase enrollments and spending in our formula funding streams, we have initiated a number of strategies as follows: 1) we have engaged Moore Communications and we released an RFP for marketing and outreach services to better promote our workforce brand and the services available to assist employers and job seekers 2) scheduled ITA fairs 3) we are offering paid internships to youth who are graduating from our eligible training providers which includes the Technical Colleges and Broward College 4) we are expanding employer awareness of apprenticeships and 5) we are participating in joint community partner events.

Ms. Hylton stated WTP funds for program year 21/22 were extended to 8/31. This means we did not start spending this year's allocation until 9/1, and this is why we are a little underspent. To increase spending, we have asked the State for permission to operate a year-round in-school program with TANF funds. As of today, we have not heard back from DEO, and we continue to follow up.

Ms. Hylton stated that to increase spending across the board, we are engaging Moore & Associates, the State's selected marketing firm. We have also issued an RFP for a local firm to conduct social media, digital, and multi-media campaigns to increase awareness of and demand for our services. We have entered into micro-purchase agreements with the Greater Fort Lauderdale Chamber of Commerce, the Greater Hollywood Chamber of Commerce, and the Broward County Black Chamber of Commerce, to attract employers to use our services and with Hispanic Unity of Florida, Inc. and the Urban League of Broward County Inc., to promote our programs to their customers.

Ms. Hylton stated that we worked with our youth providers to increase enrollments, which has shown improvement, and we are now seeing an uptick in youth placed into work experience, which will increase expenditures.

5. Cherry Bekaert LLP Fiscal Monitoring Report #3 PY 21/22 Issued 8/22

Cherry Bekaert conducted fiscal monitoring for the period 3/1/22 through 6/30/22. Cherry Bekaert reviewed a total of 1,076 elements during the review period. There were no findings or observations. Based on the total elements reviewed, this was a 0% error rate.

Mr. Horkey thanked the fiscal staff for all their hard work.

6. Taylor Hall Miller Parker, PA, Program Monitoring Report #3 PY 21/22 Issued 10/22

THMP conducted program monitoring for the period 4/1/22 through 8/18/22. They reviewed a total of 175 files consisting of 6,736 elements. There were 3 findings and 6 observations. This equates to an error rate of (.045%) less than 1%. All findings and observations were corrected except where cases were closed, and no further action could be taken.

Mr. Horkey stated that we did an excellent job and thanked the staff for these outstanding results.

7. CSBD Healthcare Career and Training Fair

Our Broward County Economic and Labor Market Analysis indicates that occupations in the healthcare industry are expected to grow by 24.9% over the next 10 years. To increase the pipeline of talent CSBD held a Healthcare Career and Training Fair that featured dynamic guest speakers. Eleven of our eligible training providers were also present. The purpose was to expand awareness of our 1) work-based training opportunities in the healthcare field 2) scholarships and 3) employment services. The event was held on 12/8 at 10 a.m. at CSBD's South Center in Hollywood almost 40 customers attended and we already have 10 appointments scheduled for possible WIOA ITA enrollments.

Ms. Hylton added that we intend to hold more of these career and training fairs throughout the coming year.

8. Broward County Unemployment

The unemployment rate in Broward County was 2.6 percent in October 2022. This rate was 1.3 percentage points lower than the region's year-ago rate. In October 2022, Broward County's unemployment rate was 0.8 percentage points lower than the national rate (3.4 percent). Out of a labor force of 1,085,572 up 37,779 (+3.6 percent) there were 28,390 unemployed Broward County residents.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

None

MATTERS FROM THE CAREERSOURCE BROWARD BOARD CHAIR

Mr. Horkey stated that this is his last meeting as the Chair. He said that it has been an honor to work with Carol and the governing boards. He thanked the BWDB and the Council for all their support over the last two years.

Mr. Dobrikow thanked Mr. Horkey for his service. He stated that he learned a lot from him and how he ran the board. He said he would leave a legacy and thanked him for his leadership.

MATTERS FROM THE BOARD

None

MATTERS FROM THE FLOOR

Dr. Jennifer O'Flannery Anderson expressed her appreciation for the invitation to today's BWDB meeting. She stated that she would be happy to attend anytime and bring items to the CareerSource Florida Board meetings.

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton stated that the incoming Board Chair has asked us to review the monthly economic dashboard at each of the committee meetings, so this will be added as a standing item to the agendas.

Ms. Hylton stated that CareerSource Florida is scheduled to announce the realignment recommendations from Ernst and Young at their next Board meeting, which will be held directly before our next meeting on February 23rd. We will bring an update on their meeting to the BWDB meeting.

Ms. Hylton told the board that we would be setting a training date in the first quarter for the Board per state requirements. We will record it for anyone that is unable to attend so they can participate in the training at a convenient time for them.

Ms. Hylton stated that the consultants who did the Management Study provided a draft of their final report. The report recommends 1) separating the functions of Business Services and Communications 2) hiring a Senior VP of Communications 3) creating a new Executive Vice President position to oversee several departments 4) removing facilities management from HR and aligning it with Operations and 5) purchasing several software solutions to automate manual functions and increase efficiency. We are currently reviewing the report and have already begun implementing some of these changes.

Ms. Hylton reported that we received 500k for Single Mother's Grant. We already have over 300 women who have expressed interest, and staff is currently following up and enrolling eligible customers into the program. We are also enrolling into WIOA Adult, Dislocated Worker, and Youth to maximize the number served.

Ms. Hylton thanked the following Board members 1) Keith Costello for volunteering Locality Bank's services for Financial Literacy classes 2) Dawn Liberta for working with us to ensure cases referred by DCF are coded correctly so that they positively impact our performance and 3) Frank Horkey for his leadership over the past two years as Chair and for his support of CSBD over many years.

Lastly, Ms. Hylton stated that we would be making a slight change to our agenda and bringing Matters from the Council, Board Chair, and President/CEO closer to the beginning of the agenda.

ADJOURNMENT: 1:31 p.m.

<p><i>THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS FEBRUARY 23RD.</i></p>
