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## **MEETING MINUTES**

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

**Partnership Meeting #241  
Thursday, April 28, 2022  
CareerSource Broward Boardroom  
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

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

Attendees via Zoom/in-person: Mayor Josh Levy, Mayor Dean Trantalis, Gina Alexis, Zac Cassidy, Dr. Ben Chen, Heiko Dobrikow, Paul Farren, Frank Horkey, Dr. Lisa Knowles, Francois Leconte, Dawn Liberta, Ismael Martinez, Sandy McDonald, James Payne, Jim Ryan, Marjorie Walters, Kevin Kornahrens, Dr. Mildred Coyne, Pam Sands and Lori Wheeler.

Guests: Lynn Goldman, Sheridan Technical College, Eugen Bold, Broward County Commissioner's Office, Renato Cortez, Broward College, Ana Maria Delfani and Charlene Pou, New Horizons.

Staff: Carol Hylton, Ron Moffett, Rochelle Daniels, Jennifer Becker, Tony Ash, Kim Bryant, Mark Klinecicz and Amy Winer.

### **MISSION MOMENT**

New Board members Sandy McDonald and Lori Wheeler introduced themselves.

### **APPROVAL OF MINUTES**

Approval of the minutes of 2/24 Broward Workforce Development Board (BWDB) Meeting #240.

**On a motion made by Heiko Dobrikow and seconded by Francois Leconte, the BWDB unanimously approved the minutes of the 2/24 Meeting #240.**

Approval of the minutes of 3/7 CSBD Council of Elected Officials Meeting.

**On a motion made by Mayor Josh Levy and seconded by Mayor Dean Trantalis, the Council of Elected Officials unanimously approved the minutes of the 3/7 Meeting.**

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## 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 Heiko Dobrikow and seconded by Francois Leconte, the BWDB/CSBD Council of Elected Officials unanimously approved the Consent Agenda of 4/28.

#### 1. Monthly Performance Report

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

#### 2. Letters of Support

Letters of support were written for 1) United Way of Broward County for their Homeless Veterans Reintegration Project grant to provide career services to Veteran families who are homeless 2) Boys and Girls Club Of Broward County to assist with their employability and digital skills training 3) Westcare Foundation to support their efforts in substance use disorder and recovery support services 4) Broward Health to strengthen the rehabilitation of a housing complex and job creation 5) Broward College and the Florida STEM Pathways and Pipeline Project grant to grow the educational and career pathways of students 6) Broward College for Broward UP to assist unemployed, veterans and with the skills and credentials needed for employment 7) Broward County Libraries Division for the Teen Leadership Intern Program to serve economically disadvantaged youth ages 16 – 18 8) OIC of South Florida's STEM to grow the educational and career pathways for existing out-of-school youth ages 14 – 21 9) Florida East Coast Electrical JATC to recruit, and guide Veterans, ESL/Spanish Speakers, Women through a career-readiness program and 10) Junior Achievement of South Florida to assist in job training enrollment for youth ages 16 -24.

## 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.*

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## **NEW BUSINESS**

### **1. Summer Youth Work Experience Contract with the City of Oakland Park**

Considered approval of a Summer Youth Employment Program (SYEP) contract with the City of Oakland Park for summer 2022. The City of Oakland Park has requested up to nine youth. The SYEP contracts are non-financial; entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board member, Mayor Michael Carn is employed by the City of Oakland Park, a 2/3 vote of the Board members present at a meeting with an established quorum is required. *(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.)*

Mr. Horkey introduced the item.

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

**On a motion made by Francois Leconte and seconded by Jim Ryan, the BWDB/CSBD Council of Elected Officials unanimously approved the SYEP work experience contract with the City of Oakland Park by a 2/3 vote of the seated quorum.**

### **2. PY 22/23 School Board of Broward County (SBBC) OSY Contract Renewal**

Considered approving the renewal of the SBBC out of school youth contract for PY 22/23, not to exceed \$512,654 and subject to negotiation to serve up to 135 youth. This is the same amount and number of youth as last year. This is the third renewal under the current contract which may be extended for an additional four one-year terms. Because Board member, James Payne, is employed by the SBBC, a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 4/4 Executive Committee meeting. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders.)*

Mr. Horkey explained that James Payne has a conflict of interest for this item as he is employed by SBBC. Mr. Payne stated his conflict, abstained from voting and will be required to submit a conflict of interest form.

**On a motion made by Mayor Dean Trantalis and seconded by Francois Leconte, the BWDB/CSBD Council of Elected Officials unanimously approved the renewal of the PY 22/23 SBBC OSY contract not to exceed \$512,654 and subject to negotiation to serve up to 135 youth by a 2/3 vote of the seated quorum.**

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### 3. PY 22/23 Navigator OSY Contract Renewals

Considered approving the PY 22/23 contract renewals for three Navigator contracts, 1) Helping Advance and Nurture the Development of Youth (HANDY) for up to \$130,750 2) The Fort Lauderdale Independent Training and Education (FLITE) for up to \$214,956 and 3) The Center for Independent Living, Broward (CILB) for up to \$56,385. The funding amounts are the same as last year and subject to negotiation. This is the 3<sup>rd</sup> renewal under the current contracts. The term of each of these Agreements may be extended for one additional year. Approved at the 4/4 Executive Committee meeting. *(This is in alignment with the Board goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations veterans, youth, individuals with disabilities, and ex-offenders).*

Mr. Horkey introduced the item. There being no further discussion, Mr. Horkey asked for a motion.

**On a motion made by Dr. Lisa Knowles and seconded by Paul Farren, the BWDB/CSBD Council of Elected Officials unanimously approved PY 22/23 Navigator OSY contract renewals.**

### 4. Additions to the Targeted Occupations List (TOL)

Considered adding 1) Emergency Medical Technician and 2) Paramedic to our local area's TOL. Using tools such as Jobs EQ and CareerOneStop, CSBD staff was able to establish that all Board mandated criteria have been met for these occupational titles to be added to the TOL. Approved at the 3/1 One Stop Services and 4/4 Executive Committee meetings. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community).*

Mr. Horkey introduced the item and explained the recommendation to add two occupations to the WIOA Targeted Occupations List. Mr. Horkey asked if anyone had any questions. Hearing none he then asked for a motion.

**On a motion made by Dr. Lisa Knowles and seconded by Paul Farren the BWDB/CSBD Council of Elected Officials unanimously approved the addition of 1) Emergency Medical Technician and 2) Paramedic to the WIOA TOL.**

### 5. Purchase of Workers' Compensation Insurance

Considered approving workers' compensation insurance for 5/1/22 – 4/30/23 from Bridgefield Employers Insurance Company (BEIC) at a cost of \$72,993.18 which is approximately \$4,291 less than last year's premium of \$77,284.48. The policy covers CSBD employees and the youth in our summer program. BEIC is our current carrier. This will be the 3<sup>rd</sup> and last renewal under the original procurement. Because it is a single purchase over \$50,000 it is required to be approved by the CSBD governing boards. Approved at the 4/4 Executive Committee meeting. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Dr. Ben Chen asked how many people are covered under the insurance. Ms. Daniels responded the coverage is for CSBD staff and the youth participants enrolled in the summer program.

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**On a motion made by Dr. Lisa Knowles and seconded by Dr. Ben Chen, the BWDB/CSBD Council of Elected Officials unanimously approved the purchase of Workers' Compensation Insurance at a cost of \$72,993.18 for 5/1/22 – 4/30/23.**

## **6. Server Colocation Facility Renewal**

Considered approving a contract with Biznessnesshosting dba Volico to provide colocation and hosting services. The 36-month term is up for renewal at a cost of \$71,172 over three years or \$1,977 per month. CSBD has secured two competitive quotes, one from the current colocation vendor and a second quote from a nearby vendor. The current vendor Volico presented the lowest quote. Because it is a single purchase over \$50,000 it is required to be approved by the CSBD governing boards. *(This is in alignment with the BWDB goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Frank Horkey explained the decision to use the services of a co-location facility was made years ago and that we have been pleased with the current provider.

Mayor Levy inquired why do we utilize a co-location facility rather than housing it at our building. Mr. Klincewicz, CSBD's Senior Vice President of Information Technology, responded that the co-location facilities cooling, power, bandwidth and physical security is far superior to ours. Housing it here would be more expensive and the system would be unreliable if we lost power. Ms. Hylton added that the co-location facility is also at the highest elevation in Broward County and can withstand a Category 5 hurricane.

Mr. Jim Ryan inquired if the contract is based on users or a fixed fee? Mr. Klincewicz responded that we are on a fixed fee.

Mr. Francois Leconte asked if this is cloud-based? Mr. Klincewicz responded no. Mr. Leconte inquired about the cost comparison to move to cloud-based. Mr. Klincewicz said he would have to research the cost of moving to a cloud-based system.

Ms. Lori Wheeler asked if the server has a backup. Mr. Klincewicz responded yes; we back up the servers daily. We also do a once-a-week backup and those backups are stored at a different physical location.

**On a motion made by Mayor Josh Levy and seconded by Jim Ryan, the BWDB/CSBD Council of Elected Officials unanimously approved a contract with Biznessnesshosting dba Volico to provide colocation and hosting services at a cost of \$71,172 over three years.**

## **REPORTS**

### **1. Board Member Recognition**

The South Florida Business Journal has named 1) Bob Swindell and 2) Keith Costello on their 2022 Power Leaders 250 list.

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Mr. Horkey congratulated Mr. Swindell and Mr. Costello for being named to the 2022 Power Leaders 250 list.

**2. Directors & Officers (D&O) Insurance with Employment Practices Liability**

The Board has authorized the President/CEO to make the purchase of D&O Insurance with a report to the governing boards each year. The current policy for D&O and Employment Practices Liability Insurance is expiring. Our current carrier, Philadelphia Insurance provided a quote. The cost of the policy is \$12,425, which is \$283 more than last year's premium of \$12,142. As the cost of the policy is in excess of \$10,000 it is being reported to the governing boards.

**3. Legislative Update**

HB 1507 passed last year calls for an RFP to develop an integrated intake system covering multiple workforce funding streams. As the RFP has not yet been released the Appropriations Bill, HB 5001 passed this year stipulates that 25% of DEO funds be held in abeyance until DEO releases the RFP. Under the Bill's language the holdout will affect DEO staff salaries, benefits and their other operating capital and would also include local formula funds (such as TANF and WIOA) which might impact cash flow to the local areas. We have recently been advised by DEO that they are working diligently to get a solicitation out by September so that these funds will be available. We will continue to track this issue.

Mayor Trantalis asked if we are covered in the event DEO has 25% of its funds withheld. Ms. Hylton responded that our Fiscal Department called the State and the State advised they do not use their entire annual budget and so local funding should not be impacted.

Mr. Horkey further asked if they could withhold WIOA funds? Ms. Hylton responded yes and also TANF.

**4. Individual Training Account (ITA) Provider Performance**

All ITA providers are contractually required to have a minimum 70% training related placement rate for graduates who complete their programs within 180 days of graduation. CSBD conducted its semi-annual analysis of ITA provider performance in January and found that all training programs have achieved a 70% training related employment rate.

**5. Broward County Unemployment**

The unemployment rate in Broward County was 2.8 percent in March 2022. This rate was 2.8 percentage points lower than the region's year ago rate. In March 2021, Broward County's unemployment rate was 1.0 percentage point lower than the national rate (3.8 percent). Out of a labor force of 1,039,821, up 26,573 (+2.6 percent) there were 28,807 unemployed Broward County residents.

**MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL**

None

**MATTERS FROM THE BOARD**

None

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## **MATTERS FROM THE FLOOR**

None

## **MATTERS FROM THE PRESIDENT/CEO**

Ms. Hylton stated that May is Military Appreciation month. She advised that Fleet week starts May 1<sup>st</sup> and our staff will be on-site promoting our Veteran services including the additional services we can provide through the Get There Faster Grant. We are also planning a Veterans job fair on May 25<sup>th</sup> at Nova Southeastern University.

Ms. Hylton advised that we did not get any responses to the Management Study Request for Quotes (RFQ). She explained that we called the companies that downloaded the RFQ to see why they did not apply. We were told that the scope was too big for the amount of funding. We revised the scope to only include studying the areas of HR, Communications and Business Relations and released a new RFQ. Next year we will revisit the other two areas to be studied youth and fiscal.

Lastly, Ms. Hylton informed the board members that we are still struggling with hiring and retaining staff based on the current salaries. She stated that she spoke with our Elected Official Chair, Board Chair and Chair of the Organizational Resources Committee. They all agreed that we should move forward with procuring our own compensation study as the cost of living and inflation continue to increase. Ms. Hylton stated that she engaged the consultant that did the Palm Beach study to procure her services. The study will take approximately 6 – 8 weeks to complete.

**ADJOURNMENT: 12:27 pm**

***THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE  
BROWARD COUNCIL MEETING IS SCHEDULED FOR 6/23/22 AT 12:00 p.m.***