
MEETING MINUTES

BROWARD WORKFORCE DEVELOPMENT BOARD, INC.

**Meeting #244
Thursday, August 25, 2022
CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

The Board 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: Zac Cassidy, Dr. Ben Chen, Dr. Mildred Coyne, Heiko Dobrikow, Paul Farren, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Ismael Martinez, James Payne, Jim Ryan, Pam Sands, Rick Shawbell, Cynthia Sheppard, Marjorie Walters, and Lori Wheeler

Guests: Kareen Torres, Broward College

Staff: Carol Hylton, Ron Moffett, Rochelle Daniels, Kim Bryant, Tony Ash, Amy Winer, Christine Azor, Michael Lockhart, and Mark Klineciewicz

TONI BROWN CUSTOMER SERVICE AWARD

The CSBD Toni Brown Customer Service Award was presented to Michael Lockhart, Employment Security Representative II who works at our Central One Stop in honor of long-time Career Counselor, Toni Brown.

APPROVAL OF MINUTES

Approval of the minutes of the 7/28 Partnership meeting #243.

On a motion made by Ismael Martinez and seconded by Rick Shawbell, the BWDB unanimously approved the minutes of the 7/28 Meeting #243.

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 James Payne and seconded by Zac Cassidy, the BWDB unanimously approved the Consent Agenda of 8/25.

1. Monthly Performance Report

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

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. Selection of a One-Stop Operator (OSO) for PY 22/23

Considered approval of the Review Committee's recommendation to award the contract for the OSO to Workforce Guidance Associates, LLC. (WGA) at an annual cost of \$65,000, which is an increase of \$5,000 over the current contract. The slight increase is for additional hours of work that we added to the contract. On 7/11 CSBD issued a Request For Quotes (RFQ) for an OSO. The RFQ was published in three papers and on our website. A notice was also sent to every entity which is registered to receive notice when proposals are released. We received one quote from the current OSO, WGA. The contract will be for one (1) year with up to two (2) one-year renewals for a total of three (3) years. Approved at the 8/15 Executive Committee meeting. *(This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Ms. Hylton stated that the current contract ends in September and provided an overview of the RFQ review process used by CSBD. Ms. Hylton thanked Dr. Lisa Knowles for her assistance with chairing the Review Committee.

On a motion made by Paul Farren and seconded by Jim Ryan, the BWDB unanimously approved the recommendation to award the contract for the OSO to Workforce Guidance Associates, LLC. (WGA) at an annual cost of \$65,000.

2. **Approval of Contract Renewal with Anthony Brunson P.A.**

Considered renewal of the Agreement between CareerSource Broward (CSBD) and Anthony Brunson, P.A., at the same rate as last year \$33,000, for the conduct of the Fiscal Year 21/22 audit. Staff was satisfied with their services last year. This will be the fourth and last renewal under their current contract. Approved at the 8/15 Audit and Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Ms. Daniels stated that Anthony Brunson, P.A., has conducted our fiscal year audit for the last four (4) years and we are satisfied with the work he has done.

On a motion made by Rick Shawbell and seconded by James Payne, the BWDB unanimously approved the renewal of the agreement between CSBD and Anthony Brunson, P.A., at the same rate as last year \$33,000, for the conduct of the Fiscal Year 21/22 audit.

3. **Selection of External Fiscal Monitoring Firm**

Considered the approval of the Review Committee's recommendation to award the contract for fiscal monitoring services to Cherry Bekaert LLP at a cost of \$24,000 a visit or \$72,000 for three visits per year. This is an increase of \$4,500 over their current contract. On 7/12 CSBD issued a RFQ. We received three (3) quotes. A Review Committee met on 8/9 to consider the proposals. The contract will be for one (1) year with up to four (4) one-year renewals for a total of five (5) years. Approved at the 8/15 Audit and Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Ms. Daniels stated that the current contract with Cherry Bekaert LLP expires in September and that Cherry Bekaert LLP was ranked number 1 by the Review Committee. They were also the low bidder. Ms. Daniels thanked Mr. Martinez for chairing the committee.

On a motion made by Zac Cassidy and seconded by Rick Shawbell, the BWDB unanimously approved the Review Committee recommendation to award the contract for an External Fiscal Monitoring Firm to Cherry Bekaert LLP at a cost of \$24,000 a visit or \$72,000 for three visits per year.

4. **Selection of External Program Monitoring Firm**

Considered the approval of the Review Committee's recommendation to award the contract for program monitoring services to Taylor Hall Miller Parker, P.A. at a cost of \$27,000 per visit or \$81,000 for three visits per year. On 7/12 CSBD issued a RFQ. We received three (3) quotes. A Review Committee of the board chaired by Mr. Martinez met on 8/9 to consider the proposals. The contract will be for one (1) year with up to four (4) one-year renewals for a total of five (5) years. Approved at the 8/15 Audit and Executive Committee meetings. *(This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Mr. Ron Moffett stated that the external monitoring covers the WIOA, WTP, SNAP, and WP programs. Taylor Hall Miller Parker, P.A., (THMP) was the number 1 ranked proposal. He further stated that we are happy with the services THMP provides. The contract will be for one (1) year with up to four (4) one-year renewals for a total of five (5) years.

On a motion made by Rick Shawbell and seconded by James Payne, the BWDB unanimously approved the recommendation to award the contract for program monitoring services to Taylor Hall Miller Parker at a cost of \$27,000 per visit or \$81,000 for three visits per year.

5. Accept Additional Welfare Transition Program (WTP) Funds

Considered acceptance of a supplemental award of \$200,000 in WTP funds. These funds will be used to help Welfare Transition customers gain and/or retain employment through job skills training. The additional funding of \$200,000 will bring the total grant award for PY 21/22 to \$4,351,897. Approved at the 8/15 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. Moffett stated that the State reached out to us to see if we could use additional WTP funds as some other areas of the state were underspent and we said that we could use the funds.

On a motion made by Francois Leconte and seconded by Paul Farren, the BWDB unanimously approved acceptance of the supplemental award of \$200,000 in WTP funds.

6. Accept Additional Supplemental Nutrition Assistance Program (SNAP) Funds

Considered the acceptance of a supplemental award of \$287,902 in SNAP funds. These funds will be used to help SNAP customers gain and/or retain employment through assistance with 1) job skills training and 2) job search. The additional \$287,902 in funding will bring the total grant award for PY 21/22 to \$631,397. Approved at the 8/15 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. Moffett informed the committee that we did receive a supplemental award of \$287,902 in SNAP funds.

On a motion made by Zac Cassidy and seconded by Francois Leconte, the BWDB unanimously approved the acceptance of the supplemental award of \$287,902 in SNAP funds.

REPORTS

1. Required Board Training - Module 1 of 9

DEO requires local board training annually and has identified 9 topic areas. The first module will inform the board regarding the State's Vision, Mission and Goals. They are juxtaposed with the BWDB Vision, Mission and Goals so that BWDB members can see how they are aligned.

Ms. Daniels provided the training.

Dr. Coyne asked if CareerSource Florida's master credential list will include schools on the eligible training list. Ms. Daniels responded, yes, and there may be some criteria for private schools.

Ms. Hylton explained that the State is revisiting how we bring ITA providers onto the list and we are not sure how this will be implemented.

Dr. Coyne inquired about how many vendors we have on the list. Ms. Hylton responded that we have approximately 40 institutions which together offer 200 programs although the majority of our students go to either Broward College or the public technical colleges.

Mr. Leconte, asked if CSBD will get a money-back guarantee for students if they do not graduate. Ms. Daniels responded that we do not know how the state plans to implement this requirement.

Mr. Payne stated that it would be helpful if South Florida was represented in the discussions about the money-back guarantee.

Mr. Dobrikow inquired if there was a process for the ROI Evaluation of programs (The A, B, C, grades). Ms. Daniels stated that the REACH Act passed in 2021 and the state has a number of areas the state needs to address under the legislation so it is taking some time.

2. General Fund Balance

On 9/30/21 the General Fund balance was \$863,625. Since then, we have realized revenues of \$313,367. This also reflects expenditures of \$166,058. The balance as of 6/30/22 is \$1,010,934 minus the reserves we have \$567,632.

Ms. Daniels stated that the general fund increased from \$863,625 to \$1,010,934 minus the reserves we have \$567,632. This includes what we have set aside for depreciation.

3. Budget vs. Actual Expenditure Report

This is the report on Budget vs. Actual Expenditure. Some under expenditures in the WIOA adult/dislocated worker and youth, and SNAP funding streams are noted. We are expanding our outreach efforts, scheduling ITA fairs, getting ready to launch two in-school youth programs, preparing to serve OSY through the one-stop, and purchasing additional online learning software to increase expenditures.

Ms. Hylton went over the Budget vs. Actual Expenditure report. She explained that the WIOA under expenditures were due to expending our COVID-19 grant funds prior to our formula funds as they ended on 3/31 and could not be carried forward. Ms. Hylton stated that to increase WIOA expenditures we are planning ITA fairs, ramping up work-based training with employers, and we are hoping for employer follow up as a result of the Apprenticeship Summit. Ms. Hylton reported that we are launching two in-school youth programs and the Veteran grant funds were extended by the State until 12/22 putting us on target to expend the funds. She further explained that SNAP fund expenditures are low due to customers receiving waivers from DEO as a result of COVID-19. The waivers have recently been lifted and our customer count has now started to pick up.

4. RFQ For Banking Services

CSBD has been informed by CitiBank, that it will no longer insure deposits in excess of the FDIC limit of \$250,000. CSBD is required to maintain its accounts in a bank that insures its funds up to the amount in its accounts which often exceeds \$250,000. There is a limited number of banks that will insure funds in excess of the FDIC limit. In the past CSBD notified each eligible banking institution along with CSBD's required criteria and solicited quotes from the banks. It is CSBD's intention to again issue a RFQ so that a new financial institution can be selected. Citibank has agreed to give us sufficient time to find a new bank.

Mr. Leconte inquired if we are looking for just one (1) bank to provide the service. Ms. Hylton responded yes.

5. Cherry Bekaert, LLP Fiscal Monitoring Report #2 PY 21/22 Issued 5/22

Cherry Bekaert conducted fiscal monitoring for the period 10/1/21 through 2/28/22. Cherry Bekaert reviewed a total of 1,050 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

Ms. Hylton thanked the Fiscal team for a job well done.

6. Taylor Hall Miller Parker, P.A. Program Monitoring PY 21/22 – Issued 6/22

Taylor Hall Miller Parker conducted program monitoring for the period 11/18/21 through 3/31/22. They reviewed a total of 177 files consisting of 6,154 elements. There were 4 findings and 12 observations. This equates to an error rate of (.065%) less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

Mr. Moffett thanked the Operations team for a job well done.

7. Children's Services Council of Broward County- 2022 Summer Youth Program Review

The Children's Services Council of Broward County (CSC) provides funding under the CSBD Summer Youth Employment Program. CSC conducted an administrative and fiscal review. There were no findings.

Ms. Hylton stated that CSC does an administrative and fiscal review on an annual basis. We had over 700 youth in the program and had zero findings.

8. Summer Youth Employment Program Update

This year, staff developed over 30 new employer host sites. The new sites included a dental office, eye institute, art camp, a public relations firm, and a social services business. The youth held various positions in marketing, graphic design, customer service, and clerical. CSBD served about 700 youth over the summer and we have already received many heartwarming testimonials from employers.

Ms. Hylton gave an overview of several of the testimonials received from employers who hired youth over the summer.

Mr. Dobrikow informed the members that Riverside Hotel hired one of the youth from the summer program. The young man is going to school and working at the hotel.

9. Developing Your Workforce Apprenticeship Summit Update

CSBD held their “Developing Your Workforce Apprenticeship Summit” on 8/11. The purpose was to bring in national, state and local subject matter experts and connect them to our local employer community in a stimulating and interactive forum. The Summit also provided an opportunity for CSBD to showcase how we can partner with employers and guide them with 1) facilitating partnerships 2) developing and registering apprenticeships and 3) provide financial assistance. Nearly two hundred (200) attended representing a broad spectrum of employers. All of the feedback we’ve received has been positive and our employer services team is busy following up on leads.

Mr. Ash gave an overview of the Apprenticeship Summit.

Ms. Hylton thanked Board members Jim Ryan, Sandy McDonald, and Rick Shawbell for participating in the event. She stated that we are working with Vice Mayor Dunn to partner on development of apprenticeships to pair job seekers with employers in the distressed communities to expand apprenticeships locally.

10. Board Member Recognition

We would like to inform the Board of Mayor Michael Carn’s resignation. We appreciate all that Mayor Carn has contributed to the Board over the years and wish him the best in all his endeavors.

11. Renewal of Janitorial Services Contract

We reported on the renewal of the janitorial services contract with AK Building Services (AK) for the main office. AK was selected as the lowest bidder following a procurement in 2021, at a

cost of \$44,352/year. The agreement provides for 2 one-year renewals. This is the first of the 2 renewal periods. The cost for the renewal period is \$47,952/year, an increase of \$3,600 due to increases in the minimum wage.

12. Broward County Unemployment

The unemployment rate in Broward County was 2.9 percent in July 2022. This rate was 2.2 percentage points lower than the region's year-ago rate. In July 2022, Broward County's unemployment rate was 0.9 percentage points lower than the national rate (3.8 percent). Out of a labor force of 1,071,543, up 33,758 (+3.3 percent) there were 30,619 unemployed Broward County residents.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

None

MATTERS FROM THE BOARD

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton reported on a number of meetings and presentation she had since the last board meeting. These included:

1. A presentation before the County Commission about our programs which was well received with Commissioners Geller and Rich speaking highly of CSBD and providing accolades for the work we do and our service to the community.
2. Serving as a panelist at the OIC Middle-Class Summit where she shared the stage with Gregory Haile, Rick Beasley, and Michelle Dennard.
3. Participating in the kick off for the Chamber Washington Summit hosted by Congresswoman Debbie Wasserman Schultz also attended by Mr. Zac Cassidy and Francois Leconte who would be going to the Summit with her the 3rd week of September.
4. A lunch meeting with Neeta Rancourt Director/Principal at Atlantic Technical College and Technical High School served by students in the program and at which a discussion on expanding our partnership by providing internships to graduating students was had with plans to implement access to the internships through work experience.

Ms. Hylton then updated the governing boards on the transition from EmpHire to Integrative Staffing Group indicating that it went very smoothly. She reported on the State Workforce Summit which was

coming up the 2nd week of September. Finally Ms. Hylton informed the board that we have had 3 out of 4 of our Celebration of Excellence meetings for Staff in the past two weeks. She thanked Rick Shawbell, Zac Cassidy, and Francois Leconte who came out to celebrate with the staff. Mr. Shawbell, Mr. Cassidy, and Mr. Leconte all stated that it was good to interact with staff. The fourth and last Celebration of Excellence is for the administrative staff and will be held on 8/26 at noon.

ADJOURNMENT: 1:13 pm

***THE DATE OF THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE
BROWARD COUNCIL MEETING IS SCHEDULED FOR 10/27/22 AT 12:00 p.m.***