MEETING MINUTES

BROWARD WORKFORCE DEVELOPMENT BOARD, INC. &

**CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS**

##### Partnership Meeting #235

**Thursday, June 24, 2021**

**Ft. Lauderdale, FL 33309**

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

**Attendees: Mayor Josh Levy, Commissioner Tim Ryan, Mayor Dean Trantalis, Zac Cassidy, Dr. Ben Chen, Dr. Mildred Coyne, Heiko Dobrikow, Paul Farren, Cynthia Gaber, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Dawn Liberta, Ismael Martinez, James Payne, Jim Ryan, Pam Sands, Bob Swindell, Marjorie Walters, and Janet Wincko.**

**Guests: Lovely Metellus, SYEP Monitor, Darnelle Daverman and Charlene Pou, New Horizons, Jason Kruszka, and Eugen Bold, Broward County Commission Office, Lynn Goldman, Broward Technical Colleges & Technical High Schools, Latrinsha Greaves City of Ft. Lauderdale Neighbor Leadership Academy.**

**Staff: Carol Hylton, Ron Moffett, Rochelle Daniels, Kim Bryant, Mark Klincewicz, Tony Ash, Javon Lloyd, Elisha Westfall, Latema King, and Amy Winer.**

###### MISSION MOMENT

Lovely Metellus, a Summer Youth Employment Program monitor, provided the mission moment.

Heiko Dobrikow inquired if Ms. Metellus would be willing to provide a video testimonial for CSBD to use in their marketing materials. Ms. Metellus responded, yes.

**PRESENTATION**

To increase awareness of apprenticeships, we created three videos in 1) construction with Advanced Roofing 2) manufacturing with Decimal Engineering and 3) a “day in the life” of an apprentice.

Mr. Ash thanked board members Rick Shawbell and Zac Cassidy for reviewing drafts of the videos and providing feedback. Mr. Ash stated we have shared the videos with the Broward County Office of Economic and Small Business Development and with Broward County Public Schools (BCPS). BCPS will be sharing the videos with the students who have not yet decided their plans after high school, Talent Forge Work-based Learning Consortium, and it will be posted on the My Next Move virtual platform for seniors.

Dr. Mildred Coyne stated the videos were well done and very representative of apprenticeship programs. She requested to have the videos sent to her so she can share them with her network. Carol indicated that we would send the links to the videos that are posted on our You Tube channel.

Carol Hylton acknowledged Kevin Kornahrens and Lynn Goldman for their contributions with the apprenticeship videos.

###### APPROVAL OF MINUTES

Approval of the minutes of 5/27/21 Partnership Meeting #234.

**On a motion made by Heiko Dobrikow and seconded by Mayor Dean Trantalis, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the minutes of the 5/27/21 Partnership meeting #234.**

### CONSENT AGENDA

**Consent Agenda items are items that may not need individual discussion and may be voted on as one item. Any member wishing to discuss an item may move to have it considered individually.**

**ACCEPTANCE OF CONSENT AGENDA**

**On a motion made by Mayor Dean Trantalis and seconded by Commissioner Tim Ryan, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of 6/24/21.**

1. **Committee Summary**

Summary of actions taken at the following meetings:

One Stop Services Committee 6/8/21

Executive Committee 6/14/21

1. **Monthly Performance Report**

April’s data reflects that within the Big 7 Regions CSBD ranks 1st in Wagner Peyser and Veterans Entered Employment Rate (EER), and ranks 2nd in WTP EER, WTP Two Parent Participation, and WTP All-Family Participation.

**REGULAR AGENDA**

*These are items that the Council and Board will discuss individually in the order listed on the Agenda. Individuals who wish to participate in these discussions may do so merely by raising their hands during the discussion and being recognized by the Chair. The Chair will determine the order in which each individual will speak and the length of time allotted.*

**NEW BUSINESS**

1. **Region 22 Targeted Occupations List (TOL) for Program Year 21-22**

Considered approval of the TOL for PY 21-22. We sent the preliminary TOL for PY 21-22 provided by the state to local education and business stakeholders to get input and gather additional labor market data. We also held a publicly noticed meeting on 5/25 to review the occupational changes to Region 22’s TOL and gather additional information. Based upon our review and community input, CSBD recommends 1) retaining 13 occupations proposed by the State for removal and 2) adding 20 new occupations. Approved at the 6/8 One Stop Services and 6/14 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).*

Carol Hylton advised that the TOL is used to determine how we may spend training funds.

We researched the list and compared it to the Board-approved criteria. Over 50 individuals from eligible training providers, community partners, business leaders, and industry intermediaries attended the TOL meeting on 5/25. We are recommending the retention of 13 occupational titles that the State proposed for removal and the addition of 20 new occupations proposed by the state.

Carol pointed out that one of the occupations on the list we are recommending to retain is in Avionics. Sam Robbin, and the President of the Greater Miami Aviation Association, previously indicated that before the pandemic, these occupations were in high demand and they anticipate the demand will be back once the pandemic ends.

**On a motion made by Pam Sands and seconded by Janet Wincko, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved Region 22 TOL for PY 21 – 22.**

1. **Accept Reemployment Services and Eligibility Assessment Program Funds**

Considered the acceptance of $220,314 in Reemployment Services and Eligibility Assessment (RESEA) funds. The funds will be used to provide mandatory career center services for the expected increase in RESEA customers. With the additional funding, the total amount received for RESEA is $838,303. Approved at the 6/8 One Stop Services and 6/14 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).*

Ron Moffett advised that RESEA customers are mandated to participate in the services of the program to continue receiving reemployment assistance. The funds will be used to support the staff, overhead, rent, office supplies, and equipment needed to increase operational capability.

**On a motion made by Heiko Dobrikow and seconded by Dr. Lisa Knowles, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the acceptance of the RESEA Program Funds.**

1. **Accept City of Dania Beach Summer Youth Funds**

Considered the acceptance of $22,114 from the City of Dania Beach to serve 7 economically disadvantaged youth ages 16-18 years old in the PY 20-21 Summer Youth Employment Program. Youth will receive three days of employability skills training and an eight-week meaningful summer work experience. Approved at the 6/8 One Stop Services and 6/14 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).*

Ms. Hylton stated that we are excited to be collaborating with the city of Dania Beach. This is the first year the city has partnered with us for the summer youth program. Their program will serve seven economically disadvantaged youth who reside within the boundaries of the city of Dania Beach. We look forward to growing our partnership.

**On a motion made by Commissioner Tim Ryan and seconded by Marjorie Walters, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the acceptance of the City of Dania Beach Sumer Youth Funds.**

1. **Accept Children’s Services Council Funds for Summer Youth Program**

Considered the acceptance of $2,772,408 from the Children’s Services Council (CSC) to serve 817 economically disadvantaged youth ages 16-18 years old in the PY 21-22 Summer Youth Employment Program. These funds will allow us to maintain the same number of youth we served this year and offset the anticipated increase in the minimum wage. Youth will receive three days of employability skills training and an eight-week meaningful summer work experience. Approved at the 6/8 One Stop Services and 6/14 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).*

Ms. Hylton also provided an update on this year’s SYEP Program. She noted that it has been a challenging year, as employers did not provide the same amount of jobs as they have in past years. She asked our partners, the chambers, municipalities, and current employers to see if they had additional positions for the youth. Ms. Hylton advised that she spoke to Sandy McDonald, Broward County Office of Economic and Small Business Development, asking if they could take additional youth this summer, and they agreed.

Ms. Hylton also thanked Board Member James Payne for assisting us with the use of two schools for our three days of employability skills training.

Mayor Dean Trantalis inquired how we allocate the job slots for the youth. Ms. Hylton explained that we do not allocate the slots, but rather we advertise for employers in Broward County to become a worksite. Youth are then matched to worksites aligned with their interests and in close proximity to their residence.

Mayor Trantalis asked whether the worksites are needed to be able to spend the funds? Ms. Hylton responded, yes but that we are confident we will be able to secure sufficient worksites for youth to expend the dollars.

Frank Horkey mentioned that several years ago Dr. Ben Chen went out and solicited cities to get additional funding. He further indicated that the cities are currently working on their budgets right now and inquired if we wanted board members to reach out for additional funding? Mayor Trantalis agreed that the cities are in their budget cycle right now, but they just do not have their final budget numbers yet. Ms. Hylton indicated she will meet with Dr. Ben Chen on the issue.

Heiko Dobrikow suggested we should reach out to the League of Cities for assistance with the SYEP. Mr. Horkey replied that Carol or he could attend one of their meetings and get on their agenda. Mayor Trantalis responded that he could find out when the next board meeting is for them.

Dawn Liberta declared a conflict and abstained from voting, as she is the chair of the Children’s Services Council.

**On a motion made by Marjorie Walters and seconded by Mayor Dean Trantalis, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the acceptance of the Children’s Services Council Summer Youth Program funds.**

**REPORTS**

1. **Apprenticeship Awareness Campaign**

At the request of the Board, CareerSource Broward 1) created three (3) apprenticeship videos and 2) a digital and social media advertising campaign to increase awareness, targeting employers and those interested in exploring apprenticeship opportunities. Board members Rick Shawbell and Zac Cassidy reviewed a draft of the videos and provided feedback, which was incorporated. Apprenticeships are a proven training method benefitting both apprentices and businesses.

1. **City of Dania Beach Referrals Partnership**

Dania Beach Commissioner, Lori Lewellen, approached CSBD to see how we could work together to increase awareness and provide additional opportunities for Dania Beach residents to pursue marine-related careers. The city plans to utilize $75,000 in general fund revenues to provide supportive services to ten (10) Dania Beach residents enrolled in marine-related training programs through CSBD. Each individual could receive up to $7,500 in support to assist with items, such as transportation (to include rideshare or car purchase), childcare, and/or elderly care. We have 1) created a referral form that was approved by Dania Beach 2) trained staff on this new initiative and 3) started referring customers for additional support.

Ron Moffett stated that this is a good partnership and an example of how we can leverage funds.

Frank Horkey inquired if the city was going to administer the money themselves. Mr. Moffett responded, yes.

1. **Report on Marine and Health Care Industry Employer Forums**

CSBD held two (2) virtual employer forums, 1) the marine industry on 3/24 and 2) the healthcare industry on 4/27 to better understand the impacts of the COVID-19 pandemic. Each forum had a guest speaker followed by a panel discussion and open dialogue, allowing for those in attendance to participate and share their experiences and insights. Based on the information shared at the forum, we developed specific strategies and action steps to assist employers in each of these targeted industries.

Ron Moffett stated that this is in alignment with our role as conveners for workforce services. We periodically have targeted industry meetings with employers here in Broward County. Both the Marine and Health Care Forums were very well attended. The Industries were able to share with us some of the difficulties that they have as a result of the pandemic and skill gaps they are seeing. We were able to provide employers with our solutions and to make sure they were aware of our services such as work based training like OJT. Mr. Moffett thanked the board members who attended the forums for their support.

1. **Survey on In-Person Board Meetings**

The survey results indicated only two (2) members wanted to begin in-person Board meetings prior to September. Additional comments indicated that virtual attendance should continue to be an option, and masks and other safety protocols should be encouraged when in-person meetings begin. Both WIOA and the Florida Statutes allow for virtual or teleconference attendance so we can meet the board members’ requests.

Ms. Hylton advised that we sent a survey to the board to obtain their preference of when they would like to begin in-person meetings. The majority of members stated they would like to begin in September. Ms. Hylton indicated that members also noted that Zoom or teleconference should be available also.

Ms. Hylton indicated that both WIOA and the Florida Statutes allow for virtual or teleconference attendance so we can meet in person and also accommodate members who wish to attend the meetings remotely.

1. **Janitorial Services**

Our current janitorial services contract for the Administrative Office expires on 8/4. In accordance with our procurement policy, we obtained quotes from five (5) vendors, including our current provider. Our current service provider, AK Building Services, was the lowest bidder and we have been very pleased with their service. The new contract will begin on 8/5 at a cost of $44,352, a slight increase of $2,112 over the previous year. Because it is a single purchase of over $10,000, it is being reported to the governing boards.

1. **City of Lauderhill’s Return 2 Work Week**

CSBD participated in the City of Lauderhill’s Return 2 Work Week that included multiple events to inform employers, job seekers, and the community of employment resources. CSBD staff conducted job-readiness workshops such as resume writing, interviewing, and professional networking. We also took part on a panel along with the Alliance to discuss challenges in the workforce and resources available to residents and business owners. Commissioner Melissa Dunn followed up to thank us for assisting in making the week a success and for our ongoing collaboration to get people back to work.

Mr. Ash advised that we participated in the City of Lauderhill’s Return 2 Work Week with Commissioner Melissa Dunn. We held a virtual job fair, conducted a job-readiness workshop, and participated in a hybrid virtual town hall event.

Mr. Horkey inquired if any other cities in the targeted zip codes have asked us to assist them with returning their residents to work. Ms. Hylton responded no, but we are reaching out to them to explain the benefits of the initiative. Ms. Hylton further noted that the City of Lauderhill has employed some of the youth from our summer youth program.

1. **Broward County Unemployment**

The unemployment rate in Broward County was 5.2 percent in May 2021. This rate was 12.2 percentage points lower than the region’s year-ago rate. In May 2021, Broward County’s unemployment rate was 0.3 percentage point lower than the national rate (5.5 percent). Out of a labor force of 1,044,242, there were 54,271 unemployed Broward County residents.

Ms. Hylton stated that overall; we’re continuing to see a downward trend in the unemployment rate since the height of the pandemic. This rate is roughly 12% lower than the region's year ago unemployment rate of 17.4%, which reflects the current recovery being seen in the labor market.

DEO indicated during the media call that they are seeing steady job gains in the hospitality and tourism industry across the state.

Ms. Hylton noted that The Ft. Lauderdale-Pompano and Deerfield Beach Metro Division had the second fastest annual job growth rate compared to all the metro areas in the state in leisure and hospitality (up 45%).

Mayor Trantalis asked Mr. Dobrikow if he was still having issues with hiring workers. Mr. Dobrikow responded, yes. Mr. Dobrikow stated that in his field the labor deficit is 54,300. He further stated that over the next three years a number of hotels will be built adding an additional 7,500 new rooms in the tri-county area. We are going to need a lot more workers. Lastly, he indicated that the apprenticeship program is very important as this can help fill the shortage of employees.

Ms. Hylton stated that the 54k is the need throughout the Palm Beach, Broward and Miami. The state was not able to break down the data to the individual county.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

None

MATTERS FROM THE BOARD

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

We are conducting an onsite, recruitment event at the Margaretville Beach Resort in July. This is one of the strategies of the hospitality task force to go on-site, to showcase the property, and perks to jobseekers. Heiko Dobrikow has also recommended that we, along with Palm Beach and Miami regions join the South Florida Business Council Tourism Embassy Board.

Ms. Hylton reminded the board members to submit their Financial Disclosure forms to the Supervisor of Elections as they are due July 1. There is a $25 per day late fee.

We have seen a 54% uptick in foot traffic in the centers. We went from 3,588 monthly visits to over 5,500 visits. Not including the virtual services, we provide.

Broward College has received a transformational gift of 30 million from Mackenzie Scott and her husband. The gift will support the Broward Up program.

Dr. Mildred Coyne stated they are overwhelmed and very excited.

ADJOURNMENT 1:00 pm

***THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEDULED FOR 7/22/21 AT 12:00 P.M. to 2:00 P.M.***