



Broward Workforce Development Board
**Combined Audit and
Executive Committee**

Monday February 13, 2023
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 861 4610 2753
Zoom Password: 009119
Zoom Call in: +1 646 876 9923

MEETING MINUTES

CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309

The Committees were reminded of the conflict-of-interest provisions.

ATTENDEES IN-PERSON: Frank Horkey, Dawn Liberta, Francois Leconte, Kevin Kornahrens, Rick Shawbell, Sandy McDonald, Keith Costello, and Heiko Dobrikow, who chaired the meeting

ATTENDEES VIA ZOOM: Zac Cassidy, Dr. Ben Chen, Dr. Lisa Knowles, Jim Ryan, Marjorie Walters, and Bob Swindell

GUESTS: Anthony Brunson, P.A., and Audrey Robinson with Brunson, P.A.

STAFF: Carol Hylton, Ron Moffett, Rochelle Daniels, Mark Klinecicz, Christine Azor, and Amy Winer

APPROVAL OF MINUTES

Approval of the Minutes of the 12/5 meeting.

On a motion made by Frank Horkey and seconded by Rick Shawbell, the combined Executive and Audit Committee unanimously approved the 12/5 minutes.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Mr. Dobrikow thanked Frank Horkey for his service as Chair.

Mr. Dobrikow reviewed the economic and workforce dashboard with the committee and used it to discuss his vision for the next two years. Mr. Dobrikow envisions:

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- CSBD to be the workforce incubator for Broward County meaning that we will continue telling our story and educating employers on the value of being registered in Employ Florida and using our services such as posting positions, referring candidates, and assisting with upskilling their employees.
 - Increasing paid internships and expanding the SYEP to more youth and employers and,
 - Continuing our partnership with Prosperity Broward to assist those who do not job search on the internet and to encourage employers to go into these communities and build relationships.

MATTERS FROM THE AUDIT COMMITTEE CHAIR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton informed the committee that she had a productive meeting with Bob Swindell and David Coddington of the Fort Lauderdale Alliance, regarding areas of emphasis for our out-stationed staff. They discussed the State's new letter grades which are partially based on local board expenditures. In the past, our staff out-posted to the Fort Lauderdale Alliance focused on bringing state funds to Broward County through the Quick Response Training program. Now, with the implementation of the letter grades, a better use of our out-stationed staff would be to market CSBD employer-based training services like Incumbent Worker Training program to local employers.

Ms. Hylton went on to discuss some of the changes that were implemented as a result of the Management Study. These included 1) separating communications from the Communications and Business Relations Department 2) creating a Communications Department and 3) hiring a Senior Vice President of Communications, Andrew Skobinsky. Mr. Ash continues as Vice President of Business Services. To reduce the direct reports to the Office of the President it was also recommended that the position of Executive VP of Operations be created. Mr. Klinecicz, VP of Information Technology was promoted to the Executive Vice President of Operations position.

Mr. Leconte inquired about Mr. Skobinsky's background. Ms. Hylton responded that Andrew brings considerable experience in corporate and cross-cultural communications forged over a 30+ year career.

Ms. Hylton reminded the committee that CareerSource Florida (CSF) is meeting on Friday to discuss local area realignment with the board directors, at which time the Ernst and Young report will be presented. On Monday, Ms. Hylton and Dr. Knowles will be in attendance at the Florida Workforce Development Association meeting. CSF's Board meeting is the same day as our Board meeting so Ron will remain and attend the meeting. We are hopeful that Ron will be able to update us during our governing boards' meeting with the CSF Board's recommendation.

Lastly, Ms. Hylton reported on our staff planning session which occurred last week. We combined the staff from all the centers over five days and hired an outside facilitator to frame the discussion and provide the reports. This was the first time this approach was used, and we have had positive feedback from staff.

NEW BUSINESS

1. Anthony Brunson, P.A. Audit for FY 21/22 Presentation

Considered acceptance of the Audit Report for the period ending 9/30/22. Anthony Brunson, PA, has completed its draft Audit Report for the 21/22 CareerSource Broward fiscal year. The audit is clean and has an unqualified opinion. There are no findings or management recommendations.

Anthony Brunson, P.A. provided details of the Audit Report for the 21/22 fiscal year. stating there were no findings or management recommendations.

Mr. Frank Horkey inquired if the “Due to Due from” had been resolved and if Mr. Brunson agreed with the actions taken. Mr. Brunson responded yes he was in agreement and that this had been resolved. Mr. Horkey thanked everyone who worked on this.

Mr. Dobrikow recognized the CSBD team for a clean audit report.

On a motion made by Frank Horkey and seconded by Francois Leconte, the combined Executive and Audit Committee unanimously approved the Audit Report for the 21/22 fiscal year.

2. Appointments to the Broward Workforce Development Board

Considered recommending the appointment of 1) Mark Schaunaman, Business Manager, International Union of Operating Engineers Local 487, and President, AFL-CIO South Florida Building Trades Council and 2) Tara Williams, Director, Broward County Human Services Department to the Organized Labor and Community Based Organization Category. The appointees will fill open slots in this mandatory category of membership due to the resignation of Mayor Frank Ortis and the retirement of Ismael Martinez. Approved at the 2/6 Organizational Resources Committee meeting.

Ms. Hylton informed the committee that Mayor Ortis would like to spend more time at his restaurant. Both of these positions on the board are required slots. Ms. Hylton contacted Mr. Cassidy to get a recommendation to fill the labor slot to replace Mayor Ortis and Mr. Cassidy recommended Mark Schaunaman. Ms. Hylton spoke with Ms. Tara Williams, Mr. Martinez's former supervisor, and she agreed to fill his slot on the board. Ms. Williams oversees the Family Success Administration, Community Partnerships, Broward Addiction Recovery, Elderly and Veterans Services, Crisis Intervention Services, Housing Options, Equity and Community Investments.

Mr. Shawbell inquired where we stand with replacing Dr. Cartwright. Ms. Hylton responded that she would reach out to the individual appointed to the interim superintendent position

within the next week and go from there.

On a motion made by Keith Costello and seconded by Dr. Lisa Knowles, the combined Executive and Audit Committee unanimously approved Mark Schaunaman, Business Manager, International Union of Operating Engineers Local 487, and President, AFL-CIO South Florida Building Trades Council to be recommended for appointment to the BWDB.

On a motion made by Francois Leconte and seconded by Rick Shawbell, the combined Executive and Audit Committee unanimously approved Tara Williams, Director of Broward County Human Services Department to be recommended for appointment to the BWDB.

3. 2023 BWDB Legislative Agenda

Considered 1) approving the 2023 BWDB Legislative Agenda and 2) identifying Committee members who can reach out to our local delegation to present our agenda. We also providing the 2023 session bills filed relating to workforce development. Approved at the 1/25 Strategic Planning Committee meeting.

Mr. McDonald discussed the 2023 BWDB Legislative Agenda and legislative session dates. He stated the Legislative Agenda would be updated if changes were needed.

Mr. Shawbell stated that he was keeping an eye on House Bills 461 and 459, which pertain to apprenticeships.

Mr. Dobrikow encouraged the committee members to track specific bills related to workforce so that they can reach out to our legislative delegation to discuss our agenda.

On a motion made by Sandy McDonald and seconded by Francois Leconte, the combined Executive and Audit Committee unanimously approved the 2023 BWDB Legislative Agenda and identified Committee members who can reach out to our local delegation to present our agenda.

4. 2023 Community Partner Legislative Agendas

Considered supporting legislative agendas from community partners that have items related to workforce development. At the 1/25 Strategic Planning Committee meeting Broward County and the United Way included workforce elements and were approved. Since then, we have added Florida Economic Development Council and Florida Restaurant & Lodging Association to the agendas we are supporting.

Mr. McDonald introduced the 2023 community partner legislative agenda items that pertain to workforce development. He stated that community partnerships are the key to using resources, getting the message out, and aligning with strategic planning across Broward County.

Mr. Leconte inquired why the County provides incentives to companies that are not located in Broward County instead of looking at Broward County businesses. Mr. McDonald stated that the BRAVO action team is not just recruiting new businesses but expanding existing businesses by providing incentives to them as well.

Mr. Costello inquired if there are any programs for small business loans. Mr. McDonald responded yes; there is the SOAR Fund, which came out of the CARE Act.

Ms. Hylton informed the committee that she has been working closely with Mr. McDonald on the employer side for events and promoting the use of our resources. We have a link on their website, and they have one on ours. We also have an initiative called Workforce Wednesdays which brings employers to our centers. This has proven to be beneficial for employers to learn about us and for us to connect with them.

Mr. McDonald stated one initiative that started this year is that all certified small businesses in Broward County are encouraged to schedule an introductory/orientation call with CSBD.

On a motion made by Sandy McDonald and seconded by Frank Horkey, the combined Executive and Audit Committee unanimously approved the 2023 Community Partner Legislative Agendas.

5. Accept Non-Custodial Parent Employment Program Funding

Considered 1) accepting \$950,742 from the Department of Economic Opportunity for a Non-Custodial Parent Employment Program and 2) increasing the amount previously approved for OIC by \$241,185 to serve an additional 50 participants. These funds will be used to serve non-custodial parents who are unemployed or underemployed. The remaining funds will be allocated to participant services such as paid work experience, life skills, employability skills, parenting, financial literacy education, support services, training, and job placement. CSBD was 1 of 3 Boards selected for funding. Pursuant to a Board member's recommendation to identify staff for recognition Michael Bateman, Vice President of Quality Assurance, developed this grant application. Approved at the 1/24 One Stop Services Committee meeting.

Mr. Shawbell informed the committee that OIC has partnered with CSBD for many years and is currently serving non-custodial parents who are unemployed or underemployed.

On a motion made by Rick Shawbell and seconded by Frank Horkey, the combined Executive and Audit Committee unanimously approved accepting \$950,742 from the Department of Economic Opportunity for a Non-Custodial Parent Employment Program and increasing the amount previously approved for OIC by \$241,185 to serve an additional 50 participants.

6. Program Year 22/23 Revised Budget

Considered approving the revised budget for PY 22/23. This is our annual update from the preliminary budget presented in May. It is the adjusted budget based upon the final grant awards received by CareerSource Broward (CSBD). The CSBD formula grants for Program Year (PY) 22/23 total \$21,066,829, an increase of \$1,156,661 or 6% from the planning numbers presented in May. Dedicated grants total \$6,453,572, an increase of \$1,718,414. Our total available budget is \$27,520,401 (\$21,066,829 + \$6,453,572) for PY 22/23. Approved at the 1/24 One Stop Services Committee meeting.

Mr. Rick Shawbell introduced the item and asked Mr. Moffett to provide an overview.

Mr. Moffett informed the committee that the difference between this and the preliminary budget was largely due to 1) receiving almost a million more than anticipated in WIOA Supplemental funding and 2) an increase of \$300,000 in funding from the City of Fort Lauderdale for our Summer Youth Employment Program. He explained our budgeted ratios across the categories remain the same, and the budget reflects alignment with the board's goal to maximize the number of employers and job seekers served.

On a motion made by Rick Shawbell and seconded by Sandy McDonald, the combined Executive and Audit Committee unanimously approved the Program Year 22/23 Revised Budget.

7. Selection of Outreach/Marketing Firms

Considered approving up to \$250,000 to be divided between 1) Goodman Public Relations in the amount of up to \$200,000 and 2) Moore Communications Group for up to \$50,000 as recommended by the Review Committee which met on 1/9. The Review Committee was comprised of members of the Board and the Director of Communications and Community Engagement for the Children Services Council of Broward County. The firms will design social media and digital outreach campaigns directing job seekers and employers to CSBD for service. Each contract will be through the end of the program year and will be renewable for two (2) additional one-year periods. Approved at the 1/23 Employer Services Committee meeting.

Mr. Leconte introduced the item and stated that the need exists to expand our marketing and outreach by contracting with firms who can assist us with getting the word out about our services to employers and job seekers.

Mr. Horkey inquired if CSBD is okay with splitting the funding between two firms. Ms. Hylton responded yes we have previously worked with Moore Communications Group, but they are in Tallahassee. We want to keep our connection with them as they work closely with CareerSource Florida. Goodman Public Relations understands the market in Broward County as they are a local company.

Mr. Moffett thanked Mr. Jim Ryan for chairing the review committee.

On a motion made by Francois Leconte and seconded by Frank Horkey, the combined Executive and Audit Committee unanimously approved 1) Goodman Public Relations in the amount of up to \$200,000 and 2) Moore Communications Group for up to \$50,000 as recommended by the Review Committee.

8. Additions to the Targeted Occupations List (TOL)

Considered approving the addition of 1) Home Health Aide (HHA) and 2) Nursing Assistant to our local TOL, which will allow training in those occupational areas for WIOA Adults and Dislocated Workers. All Board-mandated criteria have been met for these occupational titles to be added to the TOL for Program Year (PY) 22/23. Approved at the 1/24 One Stop Services Committee meeting.

Mr. Rick Shawbell introduced the item.

Mr. Moffett stated that staff conducts quarterly evaluations of the local TOL. Mr. Moffett credited CSBD staff for moving quickly to conduct the research and establish the increases in the entry wage and demand for these occupations.

On a motion made by Rick Shawbell and seconded by Francois Leconte, the combined Executive and Audit Committee unanimously approved adding 1) Home Health Aide (HHA) and 2) Nursing Assistant to our local TOL, which will allow training in those occupational areas for WIOA Adults and Dislocated Workers.

9. Tropic Ocean Airways (TOA) Incumbent Worker Training Grant Application

Considered awarding 1) TOA, a seaplane charter and scheduled service airline, an Incumbent Worker Training (IWT) grant in the amount of \$53,147 to train 82 employees to earn job-related certifications and 2) obligate funds from next program year's allocation for that portion of the training which will occur after 6/30. Pursuant to the WIOA requirements, TOA will contribute 25% to the cost of the training by paying the employee's wages while they are in training. In accordance with governing boards' policy, IWT grant applications of \$50,000 or more which have been recommended by the rating committee, go to the Employer Services and the Executive Committees for approval, with a report to the Board. Approved at the 1/23 Employer Services Committee meeting.

Ms. Hylton informed the committee that Tropic Ocean Airways was a referral from the Greater Fort Lauderdale Alliance. This grant is for \$53k to train 82 employees to earn job-related certifications. Per the policy, any IWT over \$50k goes to Employers Services and the Executive Committee for approval, and then to the board as a report. As she mentioned in her report to the committee, Ms. Hylton stated we are focusing on small businesses for OJT and on bigger businesses that have larger cohorts of employees with Incumbent Worker Training.

On a motion made by Keith Costello and seconded by Bob Swindell, the combined Executive and Audit Committee unanimously approved awarding 1) TOA, a seaplane charter, and scheduled service airline, an Incumbent Worker Training (IWT) grant in the amount of \$53,147 to train 82 employees to earn job-related certifications and 2) obligate funds from next program year's allocation for that portion of the training which will occur after 6/30.

10. Holiday Schedule

DEO requires us to align our holidays with a federal, state, or county authority. CareerSource Broward aligns our holidays to the County holiday schedule. The County recently added the Juneteenth holiday to its schedule. Considered approving the addition of the Juneteenth holiday to CSBD's holiday schedule to align with the County. Approved at the 2/6 Organizational Resources Committee meeting.

Ms. Hylton told the committee that we follow the County, and the Commission just added Juneteenth as a holiday.

On a motion made by Keith Costello and seconded by Rick Shawbell, the combined

Executive and Audit Committee unanimously approved Juneteenth to the holiday schedule.

11. Up Coming 2023 Board Planning Session

Considered approving the 2023 Board Planning Session scheduled for 4/27. The planning session will be in-person and will begin at 11:30 when members are invited to pick up their materials and network over lunch. This will be followed by a short board meeting leading directly into our planning session, as we have done in previous years. Workgroup thought questions will include topics covering inflation and the local economy as well as items recommended by our members throughout the year.

Ms. Daniels stated that we are excited to start preparing for the upcoming planning session. We have some topics we will be discussing, like inflation, the economy, and WIOA reauthorization.

Mr. Dobrikow stated that the 4/27 planning session is essential. This is when we get together and lay out the road map for the future.

Mr. Horkey stated as conveners we might want to hear from community partners as we set goals for next year. Mr. Dobrikow suggested the committee members let Ms. Hylton know if they have a suggestion. He then reminded the committee members to consider sponsoring the event.

On a motion made by Rick Shawbell and seconded by Keith Costello, the combined Executive and Audit Committee unanimously approved the 2023 Board Planning Session scheduled for 4/27.

REPORTS

1. Cherry Bekaert LLP Fiscal Monitoring Report #1 PY 22/23 Issued 12/22

Cherry Bekaert conducted fiscal monitoring for the period 7/1/22 through 9/30/22. Cherry Bekaert reviewed a total of 819 elements during the review period. There were no findings or observations. Based on the total elements reviewed, this was a 0% error rate.

Mr. Moffett informed the committee that our fiscal monitoring period was from 7/1/22 through 9/30/22. There were no findings or observations. This was a 0% error rate based on the total elements reviewed.

2. Taylor Hall Miller Parker, PA, Program Monitoring Report #1 PY 22/23 Issued 12/22

THMP conducted program monitoring for the period 8/19/22 through 11/17/22. They reviewed a total of 175 files consisting of 7,015 elements. There were 2 findings and 1 observation. This equates to an error rate of (.03%) less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

Mr. Moffett stated THMP conducted program monitoring from 8/19/22 through 11/17/22. They reviewed 175 files consisting of 7,015 elements. There were 2 findings and 1 observation, an error rate of (.03%) less than 1%.

Mr. Horkey thanked the staff for being perfect.

Ms. Hylton informed the committee that the board has approved us to celebrate the achievement of performance with the staff and that she would be inviting board members to join the celebrations at the One-Stops and our office.

3. WIOA Youth Performance for Program Year 22/23

CSBD currently contracts with four (4) Out-of-School Youth (OSY) providers and two (2) In-School Youth (ISY) providers. OSY providers' enrollments are on target, and the ISY programs are now starting in accordance with their contracts.

Ms. Daniels informed the committee that the school board had done an excellent job with the GED program and meeting its enrollment target. She further noted that we are satisfied with all the youth providers' performance. Ms. Daniels went on to report that last month the State applied for a waiver to be able to spend up to 50% of our funds on ISY. We are waiting to see the outcome.

4. Welfare Transition Program (WTP) Participation Rate

WTP requires customers to participate in work activities. Customers in refugee status, who receive welfare benefits but do not have work permits, are exempt from work activities however, they count towards the federal performance participation measures. The number of refugee referrals has increased each month, negatively impacting our participation rate performance. CSBD raised the issue with DEO and requested that refugee participants be removed from our performance. They said that several regions raised the issue and they are looking into it. We will continue to follow up with DEO.

Ms. Hylton stated in WTP nearly one-half of the participants on our caseload are in refugee status. While they are here legally it is taking up to a year to get their work authorization papers, which is negatively affecting our performance. We have brought this issue to the State, and we are waiting to see if they will allow this cohort to be removed from our performance until they are ready and able to work.

Ms. Hylton thanked Ms. Liberta for her support and for working with us to resolve the issue.

Ms. Daniels stated that this is a national issue that all local workforce areas are dealing with.

5. CareerSource Broward's Healthcare Industry Employer Forum

CareerSource Broward held an employer virtual forum on 12/2 focused on the healthcare industry. Issues discussed included the industry's skill gaps and the current labor market conditions. Nineteen (19) individuals, representing employers, education, and workforce

development attended. We learned that there continues to be a need for home health aides and nurses. In the past, the wages for Home Health Aides did not warrant their inclusion on the TOL. However, as this is no longer the case this occupation has been added to the TOL allowing us to provide ITA's to interested participants.

Mr. Dobrikow stated that this forum was well done and those in attendance requested that it be scheduled and held quarterly.

6. Board Member Recognition

Presentation of plaques for 1) past Chair, Frank Horkey 2) Mayor Frank Ortis, and 3) Ismael Martinez.

Mr. Dobrikow thanked Frank Horkey for his patience, steady leadership, and leaving a legacy as past chair. Mr. Horkey thanked Mr. Dobrikow for the kind words. Mr. Horkey added that since taking over, Ms. Hylton has changed our vision and made us better than we were.

7. Presentation at the February Board Meeting

Based on board members continuing interest regarding affordable housing and the housing shortage in Broward County, we have invited Dr. Ned Murray an expert on the economy and housing market in South Florida, Sandra Veszi Einhorn, Director of the Coordinating Council of Broward and Vice Mayor Nan Rich to update the Board on the 10-Year Affordable Housing Plan that will be used to address the county's growing affordable housing crisis.

Mr. Horkey inquired if we still plan to put together a group to discuss buying the Central One Stop building. Ms. Hylton responded that Ms. Einhorn indicated that the state is open to the idea of a multi-use complex. We would need to put together a proposal. Due to the realignment, we wanted to wait until a decision has been made before we bring a recommendation to the Audit Committee.

Mr. Dobrikow asked if we could have staff develop an additional tile on the dashboard for rent prices in Broward County. Ms. Hylton responded yes and that she would assign staff to research and develop the additional tile.

MATTERS FROM THE EXECUTIVE COMMITTEE

Mr. Horkey stated that Ms. Hylton and Broward Education Foundation met and discussed ways to collaborate efforts to assist youth. The Broward Education Foundation has funds available and is looking for additional ways to get their funds spent.

Ms. Liberta reported that the Covenant House was closed affecting children 16 – 18 and homeless children 18 – 23. These children cannot go home because they are a danger to themselves or others in their household. As a result, those under 18 will go to foster care, and those over 18 will be homeless. Ms. Liberta also shared that a new property has been identified but funds are

needed to make it habitable. Mr. Jim Ryan asked if there was anything she could share with the board that would be of assistance.

Mr. Cassidy inquired if there was any grant money to assist them.

Mr. Horkey stated that he learned from the Broward Education Foundation, that 1% of Broward County students are homeless, approximately 2,500 kids.

Ms. Liberta stated she would share more information as it becomes available with Ms. Hylton.

MATTERS FROM THE AUDIT COMMITTEE

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT: 2:01 pm

<p>THE NEXT AUDIT COMMITTEE MEETING IS TBD. THE NEXT EXECUTIVE COMMITTEE WILL BE HELD ON APRIL 10, 2023.</p>
