



Broward Workforce Development Board
Executive Committee
Monday August 15, 2022
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 830 9967 5598
Zoom Password: 978284
Zoom Call in: +1 646 876 9923

MEETING MINUTES

The Committee was reminded of the conflict-of-interest provisions.

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

ATTENDEES IN-PERSON: Zac Cassidy, Heiko Dobrikow and Kevin Kornahrens.

ATTENDEES VIA ZOOM: Rick Shawbell, Marjorie Walters, Dr. Ben Chen, Jim Ryan, Pam Sands, and Dr. Lisa Knowles.

STAFF: Carol Hylton, Ron Moffett, Rochelle Daniels, Christine Azor, Gil Valme, and Amy Winer.

APPROVAL OF MINUTES

Approval of the Minutes of the 6/15 meeting.

On a motion made by Zac Cassidy and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the minutes of the 6/15 Executive Committee meeting.

NEW BUSINESS

1. **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. As the Audit Committee met directly prior to the meeting the recommendation was presented at the meeting.

Ms. Daniels stated that Anthony Brunson, P.A., has conducted our fiscal year audit for the last four (4) years. We are satisfied with the work he has done. Mr. Brunson agreed to perform the audit for the same fee of \$33,000, for the remaining year of the contract.

On a motion made by Dr. Ben Chen and seconded by Zac Cassidy, the Executive Committee 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.

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

Considered the approval of the Review Committee 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 will require to be performed. 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.

Ms. Hylton stated that the current contract ends in September and provided an overview of the RFQ review process used by CSBD. Ms. Hylton explained the Review Committee, comprised of Board members, recommended WGA serve as the OSO and award the contract at an annual cost of \$65,000 a slight increase for additional hours of work that we will require to be performed. Ms. Hylton thanked Dr. Lisa Knowles for her assistance with chairing the Review Committee.

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

3. Selection of External Program Monitoring Firm

Considered the approval of the Review Committee 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. 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. As the Audit Committee met directly prior to the meeting their recommendation was presented at the Executive Committee meeting.

Ms. Daniels stated that we released a RFQ on 7/12 and received three proposals. The Review Committee consisted of board members and was chaired by Ismael Martinez. Ms. Daniels stated that Taylor Hall Miller Parker, P.A., (THMP) was ranked number 1. She further stated that we are happy with the services THMP provides.

On a motion made by Zac Cassidy and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the Review Committee 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.

4. Selection of External Fiscal Monitoring Firm

Considered approval of the Review Committee 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. As the Audit Committee met directly prior to the meeting their recommendation was presented at the Executive Committee meeting.

Ms. Daniels stated that we released a RFQ on 7/12 and received three proposals. The Review Committee consisted of board members and was chaired by Ismael Martinez. Ms. Daniels stated that Cherry Bekaert LLP was ranked number 1. The cost is an increase of \$4,500 over the current contract and is the first increase since their original engagement.

On a motion made by Dr. Ben Chen and seconded by Jim Ryan, the Executive Committee 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.

5. Accept Additional Welfare Transition Program (WTP) Funds

Considered the 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.

Mr. Moffett informed the committee the State reached out to us to see if we could use additional WTP funds as some other areas of the state were underspent.

On a motion made by Pam Sands and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the supplemental award of \$200,000 in WTP funds for PY 21/22.

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

Considered accepting 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.

Mr. Moffett explained that back in March we requested additional funding for our SNAP program. The State has granted us the additional funds. These funds will go directly to our SNAP program customers to assist with job skills training and job search activities.

On a motion made by Dr. Ben Chen and seconded by Za Cassidy, the Executive Committee unanimously approved the acceptance of a supplemental award of \$287,902 in SNAP funds for PY 21/22.

REPORTS

1. 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. This balance as of 6/30/22 is \$1,010,934 minus the reserves we have \$567,632.

Ms. Daniels informed the committee that our general fund has increased over the last nine months. Ms. Daniels explained that we set aside monies for emergencies and reserves. Ms. Daniels stated that we hired a new Ticket to Work employee to increase revenue to the general fund.

2. Budget vs. 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 stated WIOA AD/DW was slightly under-expended as we used the National Dislocated Worker COVID 19 grant first since these funds could not be carried forward. To increase our adult and dislocated workers' expenditures we engaged Moore Communications to assist us with some of our media outreach events. To increase expenditures in WIOA youth, Ms. Hylton stated that we are launching two in-school youth programs. The State also extended the grant period to December for our Veteran funds and that we are on target to expend the funds. Lastly, Ms. Hylton stated we are looking into purchasing additional online learning software options for our SNAP customers so that they can have self-paced training that will lead to certifications.

3. 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 request for quotes so that a new financial institution can be selected. Citibank has agreed to give us sufficient time to find a new bank.

Ms. Hylton informed the committee that Citibank notified us that they will not insure us for more than \$250k as they have in the past. We are required to maintain our accounts in a bank that insures our funds up to the amount in the account. They agreed to provide us with some additional time to find another bank.

Mr. Dobrikow inquired if we have any money market accounts and what the interest is. Ms. Christine Azor, Senior Vice President of Finance, responded that we do have a money market account but the interest rate is low. Mr. Dobrikow stated that we should look into ones that are over 2%.

Mr. Jim Ryan inquired if we have looked into I bonds. He believes they pay up to 9% or up to \$10k. He stated that this is through treasurydirect.gov. Ms. Hylton thanked Mr. Ryan for the information and stated we will look into I bonds to see if this is an option for us.

4. 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. Daniels stated that Cherry Bekaert conducted our fiscal monitoring and we had zero findings.

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

THMP 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 stated that THMP reviewed over 6,154 elements. The findings and observations were corrected except for the cases that were closed and no action could be taken. Our error rate was less than 1%.

6. Renewal of Janitorial Services Contract

This is to report 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.

Ms. Hylton told the committee that the cost to renew our contract is \$44,352/year an increase of \$3,600 due to an increase in the minimum wage.

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 informed the committee that we had approximately 800 youth in our summer youth program. She stated that CSC provided us with our administrative and fiscal review and there were no findings. Ms. Hylton thanked the staff for a job well done.

MATTERS FROM THE EXECUTIVE COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton stated that we had our Apprenticeship Summit and our keynote speaker was Eric Seleznow, EMS Associate, Former Deputy Assistant Secretary USDOL Employment and Training Administration. We also had representation from CareerSource Florida who told us this was the first dedicated Apprenticeship Summit in Florida. Ms. Hylton thanked Board members Jim Ryan, Rick Shawbell, and Sandy McDonald for assisting with the summit and Board members Lori Wheeler and Francois Leconte for attending.

Ms. Hylton spoke about the SYEP program ending last week. We are getting a lot of testimonials from youth and employers. Mr. Dobrikow stated that the biggest value of working with the youth was teaching them about confidence.

Ms. Hylton told the committee that we are talking with the State to explore the possibility of having an in-school program for youth at risk using WTP funds. The initiative is a bridge to invest in low-income youth to bring them up and create talent pipelines.

Ms. Hylton notified the members that she is a panelist at the upcoming OIC Middle-Class Summit and will also be presenting at the next Broward County Commission meeting on 8/25. This came about as a result of a meeting she had with Broward County to discuss ways to further partnership with youth programs.

Lastly, Ms. Hylton stated that all current EmpHire employees will transfer to Integrative Staffing Group on 8/22 and that the planning we did is resulting in a smooth transition.

ADJOURNMENT: 12:35 pm

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON OCTOBER 10, 2022.</p>
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