



Broward Workforce Development Board
Executive Committee
Monday October 10, 2022
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 853 1846 6512
Zoom Password: 252468
Zoom Call in: +1 646 876 9923

MEETING MINUTES

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

The Committee is reminded of the conflict-of-interest provisions

ATTENDEES IN-PERSON: Dr. Lisa Knowles, Rick Shawbell, Zac Cassidy and Frank Horkey who chaired the meeting.

ATTENDEES VIA ZOOM: Pam Sands, Marjorie Walters, and Dr. Ben Chen

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

APPROVAL OF MINUTES

Approval of the Minutes of the 8/15 meeting.

On a motion made by Rick Shawbell and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the minutes of the 8/15 Executive Committee meeting.

NEW BUSINESS

1. Registered Apprenticeship On-the-Job Training Contract with Advanced Roofing

Considered the approval of entering into an upgrade On-the-Job Training contract with Advanced Roofing to train up to ten (10) employees participating in their registered apprenticeship program. The apprentices will receive training in roofing, including handling asphalt equipment, detail sheet metal fabrication, and installation. The contract will provide up to a 75% reimbursement for wages paid to the apprentices while in training totaling up to \$150,000. Because Board member, Kevin Kornahrens, is employed by Advanced Roofing, this recommendation must be approved by a 2/3 vote of the Board members present at a meeting with an established quorum and by the State following governing boards' approval. Approved at the 10/3 Employer Services Committee Meeting.

It was noted that Kevin Kornahrens had a conflict of interest for this item as he is employed by Advanced Roofing. He was not at today's meeting but will be required to submit a conflict-of-interest form and approval will be requested from the state.

On a motion made by Rick Shawbell and seconded by Pam Sands, the Executive Committee unanimously approved the registered apprenticeship On-the-Job training contract with Advanced Roofing.

2. WIOA Local Workforce Plan Two-Year Modification

Considered the approval of modifications to our existing WIOA Local Workforce Plan. WIOA requires each local workforce development board to develop a two-year modification to their four-year WIOA Local Workforce Plan. Our modifications include 1) the addition of WIOA in-school youth programs 2) the incorporation of relevant data from our Economic and Labor Market Analysis conducted for Broward County and 3) use of WTP funds for year-round youth. In accordance with the law, we posted the plan on our website on 8/18 for the requisite period per state guidance to allow for public review and comment. We also held a publicly noticed meeting on 8/30 to allow community input. Approved at the 9/7 One Stop Services Committee meeting.

Ms. Daniels stated WIOA requires each local board to develop a two-year modification to their four-year Local Workforce Plan. The plan is modified every two years based on changes to the local economy, service delivery and federal or state regulatory updates. The plan is a road map and addresses how we will 1) foster strategic alignment 2) improve service integration and 3) ensure that the workforce system is industry-relevant and responsive to the economic needs of our local workforce development area by matching employers with skilled workers.

Mr. Horkey inquired if we are still limited to spending 20% of our youth allocation on in-school youth or does our plan modification take the 50/50 waiver into consideration. Ms. Daniels responded that while the State asked for a waiver on expenditure limits that we have not been informed it has been granted and therefore, we did not put additional emphasis on in-school youth in the plan. Ms. Hylton added that if the waiver is granted we will come back to the board for them to consider shifting funds to increase in-school expenditures. Ms. Hylton reminded members that the Board has allowed us to use unspent WTP funds for summer youth employment.

On a motion made by Dr. Lisa Knowles and seconded by Zac Cassidy, the Executive Committee unanimously approved the WIOA Local Workforce Plan two-year modification.

3. Addition of New Training Provider – Hollywood Career Institute

Considered the approval of Hollywood Career Institute as an Eligible Training Provider and add 1) Behavior Health Technician 2) Medical Coding and Billing and 3) Phlebotomy

Technician to the WIOA Individual Training Account (ITA) List and 4) Home Health Aide and 5) Patient Care Technician to the Welfare Transition Program and WIOA youth ITA List. CSBD reviewed the applications for completeness and to ensure that Board-mandated criteria are met for the school, training programs and the related occupational titles. Approved at the 9/7 One Stop Services Committee meeting.

Mr. Moffett stated that this will be a new training provider for us. All their training programs are in-demand occupations on the Targeted Occupations List. He further stated that the Home Health Aid and Patient Care Technician do not meet the entry wage required for WIOA Adult performance, and will only be available to Welfare Transition and WIOA Youth program participants.

On a motion made by Zac Cassidy and seconded by Rick Shawbell, the Executive Committee unanimously approved the addition of Hollywood Career Institute as an eligible training provider and added 1) Behavior Health Technician 2) Medical Coding and Billing and 3) Phlebotomy Technician to the WIOA ITA list and 4) Home Health Aide and 5) Patient Care Technician for WTP and WIOA youth only, to the ITA List.

4. Accept Apprenticeship Navigator Funds

Considered acceptance of \$62,500 from the Florida Department of Economic Opportunity to fund outreach activities in our targeted industries to develop and expand Registered Apprenticeship programs. With the funding we will 1) identify career pathways 2) convene industry partners to promote programs 3) continue to develop expertise among our industry intermediaries regarding the operation of apprenticeship programs and 4) engage community-based organizations to increase access to registered apprenticeship opportunities. Approved at the 10/3 Employer Services Committee Meeting.

Ms. Sands inquired if we use in-house staff to write our grants or if we outsource the grant writing. She further stated she would like to recognize the staff who are instrumental in applying for the grants we are awarded at a board meeting.

Ms. Hylton responded that depending on the grant we do have staff that develop and write the applications and that CSBD also outsources some of the grant application writing. Ms. Hylton agreed with Ms. Sands and thanked her for the suggestion to recognize the team at a board meeting.

On a motion made by Pam Sands and seconded by Zac Cassidy, the Executive Committee unanimously approved the acceptance of the Apprenticeship Navigator Funds.

REPORTS

1. Appointment of New Board Member

Dr. Vicki Cartwright, Superintendent, of Broward County Public Schools will be replacing James Payne as the designated BWDB representative in the WIOA Education Category.

Dr. Vickie Cartwright is excited and looking forward to joining the Board.

2. CareerSource Broward's Economic and Labor Market Analysis

CSBD recently issued a press release highlighting the economic and labor market analysis we commissioned. This resulted in a Sun Sentinel interview with our President regarding the information we learned. We have also used the information to 1) update our four-year plan 2) add courses to our ITA list to prepare workers for emerging occupations 3) we are working on adding a user-friendly data dashboard to our website that will allow users to drill down in the data to view trends and extrapolate information on labor deficits and commuter patterns.

3. CareerSource Broward's 2022 Paychecks for Patriots Veterans Hiring Fair

CSBD will host its annual Paychecks for Patriots Veterans Hiring Fair on 11/9 at the City of Plantation Central Park. The first two hours of the event will be reserved for veterans and their family members. The event is being marketed to job seekers and employers through social media, radio ads, distribution of flyers to community partners, advertising in the career centers, and word-of-mouth.

Mr. Moffett stated that this is one of our annual signature events. The Career Fair will be held on 11/9 from 10:00 a.m. – 2:00 p.m. We currently have 45 employers signed up for the event.

Mr. Horkey inquired how many employers can we host. Mr. Moffett responded the venue has capacity for up to 75.

4. Preparing Students for Work by Connecting Employers With our Public Education Partners

CSBD is launching an initiative with Broward College, the Technical Colleges and Florida Atlantic University to identify students in their last year of school, so they can gain employment and work place skills in alignment with their education and career goals through a CSBD paid work experience.

Ms. Hylton stated that with this initiative, CSBD is providing hands-on employment and workplace skills training through paid-to-work experience to assist students who are close

to finishing their degrees. This will also enhance talent pipelines for employers. The opportunity will be marketed and available to students at Broward College, the Technical Colleges, and Florida Atlantic University.

5. Individual Training Account (ITA) Provider Performance

CSBD conducted its semi-annual analysis of ITA provider performance in August and found that all training programs have achieved a 70% training related employment rate.

Mr. Moffett stated that CSBD requires that all training programs have a 70% training-related employment rate. He stated that all providers and all programs are achieving the 70% rate.

6. Report on Trip to DC with the Ft. Lauderdale Chamber

Earlier this year, it was recommended by the Board that Ms. Hylton join the Fort Lauderdale Chamber when they make their annual visit to D.C. to educate our delegation regarding local programs and initiatives. The group also included BWDB members Zac Cassidy and Francois Leconte. Ms Hylton and BWDB members shared some of our PY 21/22 highlights with our legislative delegation. The highlights portrayed our services including that 1) we assisted nearly 2,000 job seekers in finding a new or better job 2) provided employability and job retention skills training to over 7,700 customers through our workshops and 3) assisted over 2,850 Broward businesses with various recruitment, placement and work-based services.

Mr. Cassidy stated that the visit to D.C. was a good event. He was impressed by what we were able to accomplish with the legislative delegation and the information and ideas we brought forth to showcase the impact of our services.

Ms. Hylton stated it was a great way to meet our local chamber members and legislative leaders. She told the committee that we shared our program highlights and the work we do with job seekers and employers. She further stated that the testimonials really illustrate on a personal level how we change lives through our services.

7. Update on Marketing Initiatives for PY 22/23

Our recent marketing efforts to jobseekers through media channels, print, social media, and speaking engagements between the months of July to date has resulted in over 560 expressions of interest from jobseekers and youth. Staff is following up on the leads.

Ms. Hylton discussed our various marketing initiatives we've implemented. She stated that the leads were a result of the Apprenticeship Summit and working with influencers, job seekers, and youth.

8. Presentation at the October Board meeting

One-Stop Operator (OSO), Nadine Jackson provided 1) an update on her recent activities as OSO and 2) a summary of the USDOL pilot project to build capacity to leverage Community Reinvestment Act efforts through bank investment in employment for low-income individuals.

9. Board Members' Recognition

Presentation of plaques for Gina Alexis who has moved on in her employment and Michael Carn's resignation due to time constraints.

Ms. Sands asked us to consider adding a thought question to the next planning session to address how we maintain the Board's knowledge base when we experience member turnover.

Ms. Hylton indicated that we can add a thought question to the next planning session.

MATTERS FROM THE EXECUTIVE COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton informed the committee we released an RFP on 9/27 for banking services and did not get any responses. We heard from those that downloaded the application that our criteria requiring banks to have a local branch in Broward County prevented them from responding. We removed that language and released another RFP. The RFP expires on 10/11. We will schedule a review committee for some time in November. After the review committee meets, their recommendation will go to the Audit Committee.

Ernst & Young LLP has been conducting their phase 2 listening sessions. Community leaders who attended or who are scheduled to attend included BWBD members Dr. Mildred Coyne, Ismael Martinez, and Sandy McDonald and Cindy Arenberg Seltzer, President/CEO of Children's Services Council, Kathleen Cannon, President of United Way, Renee Jaffe, President and CEO Early Learning Coalition, Ann Deibert, CEO Broward County Housing Authority, Phillippe Pinzon,

President and CEO Hispanic Unity of Florida and multiple ITA providers. The meeting with the elected officials has not been scheduled as of yet. CareerSource Florida will have their meeting in December where it is expected that Ernst and Young will present some of their findings and recommendations.

Ms. Hylton stated that the Management Study has been proceeding with the outside consultants meeting with staff of our HR and CBR departments, reviewing policies, procedures and workflow as part of the assessment process. Our next steps include in-depth briefings by the team on their analysis and findings. We expect to receive their final report sometime before the year's end.

Ms. Hylton stated that we are working to get additional participants for the upcoming Hospitality forum on the 12th. She will speak to Heiko to discuss additional ideas.

Lastly, Ms. Hylton informed the committee of the need to hold an Executive Committee meeting in December to choose and recommend the Slate of Officers to the BWDB and Council of Elected Officials for their consideration. Ms. Hylton proposed 12/5 as the date for the meeting and asked if members were available. The members all agreed that a meeting on 12/5 worked great for their schedules.

ADJOURNMENT 12:50 p.m.

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON DECEMBER 5, 2022.</p>
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