



**Broward Workforce Development Board
Executive Committee**
Monday, February 14, 2022
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 876 9971 3606
Zoom Password: 090867
Zoom Call in: +1 646 876 9923

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

MEETING MINUTES (UPDATED)

ATTENDEES IN-PERSON: Frank Horkey, Dr. Lisa Knowles, and Zac Cassidy

ATTENDEES VIA ZOOM: Mayor Michael Carn, Dr. Ben Chen, Heiko Dobrikow, Jim Ryan, Kevin Kornahrens, Pam Sands, Rick Shawbell, and Marjorie Walters

STAFF: Carol Hylton, Ron Moffett, Rochelle Daniels, Kim Bryant, Christine Azor, and Amy Winer

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

APPROVAL OF MINUTES

Approval of the Minutes of the 11/30 meeting.

On a motion made by Dr. Ben Chen and seconded by Pam Sands, the Executive Committee unanimously approved the minutes of the 11/30 Executive Committee meeting.

NEW BUSINESS

1. Anthony Brunson, P.A. Audit for Fiscal Year 20/21 Presentation

Anthony Brunson, PA completed its draft Audit Report for the 20/21 CareerSource Broward fiscal year. The audit is clean and has an unqualified opinion. There are no findings or management recommendations. Approved by the Audit Committee which met directly prior to the Executive Committee meeting.

Anthony Brunson, P.A. provided details of the Audit Report for the 20/21 fiscal year. He indicated that the audit is clean and has an unqualified opinion. There are no findings or management recommendations.

Mr. Horkey inquired if there was a schedule for the “Due to and Due from.” Ms. Daniels responded, “yes.”

Mr. Horkey thanked the staff for a good job and clean audit report.

On a motion made by Dr. Ben Chen and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the Fiscal Year 20/21 Audit Report.

2. Nominations to the Broward Workforce Development Board (BWDB)

Considered the 1) reclassification of BWDB member, Mr. Robert Swindell, to the private sector category as this is allowed under WIOA for individuals who represent employer associations 2) nomination of Mr. Sandy McDonald, Director Broward County Office of Economic and Small Business Development, to the government/economic and community development category and 3) nominations of Sandra Mayor and Keith Costello from the financial/banking sector and Lori Wheeler from the marine industry to the BWDB in the private sector category. Approved at the 2/9 Ad Hoc Organizational Resources/Nomination Committee meeting.

Mr. Horkey advised that at the 2/9 Ad Hoc Organizational Resources/Nomination Committee meeting the recommendations were approved.

On a motion made by Zac Cassidy and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved recommending to the CSBD Council the 1) reclassification of current BWDB member, Mr. Robert Swindell, to the private sector category 2) appointment of Mr. Sandy McDonald, to the government/economic and community development category and 3) appointments of Sandra Mayor, Keith Costello and Lori Wheeler to the private sector category.

3. 2022 Board (BWDB) Planning Session

Considered the approval of the 2022 BWDB Planning Session. This will be our first in-person planning session in two years. Our theme is, “Embracing Change As We Move Forward” with a focus on our role as conveners of workforce services by coordinating partnerships to build and meet talent pipeline needs. The Planning Session scheduled for 4/28 will begin at 11:30 when members are invited to pick up their materials and lunch, followed by a short board meeting leading directly into our planning session as we have done in previous years. We have invited the State to talk about some of their future initiatives to make sure we align objectives and to kick off the Planning Session. We will separate into groups as usual and come together to discuss common goals. Some of our members have requested that we include discussion topics related to worker shortages, revenue generation, and the changing nature of work and how this affects service delivery in the one-stops, and the use of Artificial Intelligence and technology to serve customers.

Ms. Hylton reported that we have invited the State to attend our planning session.

On a motion made by Zac Cassidy and seconded by Heiko Dobrikow, the Executive Committee unanimously approved the 2022 BWDB Planning Session.

4. Program Year (PY) 21/22 Revised Budget

Considered the annual update from the preliminary budget presented in May. It is the adjusted budget based upon the final grant awards received by CSBD. The CSBD formula grants for PY 21/22 total \$19,256,235, a slight increase of \$26,539 or 0.14% from the planning numbers presented in May. Dedicated grants total \$5,178,111, an increase of \$1,366,775. Our total available budget is \$24,434,346 (\$19,256,235 + \$5,178,111) for PY 21/22. Approved at the 1/11 One Stop Services Committee meeting.

Ms. Hylton provided an overview of the budget. She explained we have maintained the administrative cap at 9% and we are spending the required minimum of 30% of WIOA Adult and Dislocated Worker funds on training. Ms. Hylton reported that CSBD received \$50k from the City of Dania Beach, for a SYEP program and an additional \$206k for RESEA.

Ms. Hylton indicated that there was no change to the Contracts category budget even though Broward College is no longer a youth provider explaining that we are contracting with the School Board for a small in-school youth program and are planning to contract for services for non-custodial parents and ex-offender parents using our WTP funds.

Mayor Carn inquired what the acronym RESEA stood for. Ms. Hylton responded Reemployment Services and Eligibility Assessment.

Mr. Dobrikow inquired if we should ask other cities to participate and provide funding for the SYEP. Mr. Horkey stated that in the past Dr. Chen would meet with a number of our cities to promote the program and request funds. Ms. Hylton added that Latema King, our SYEP Manager, does reach out to the cities.

Mr. Dobrikow inquired why there was not a better turnout for the program. Mr. Horkey stated that we are only paying our students \$10 an hour while employers have increased entry-level pay to \$13 – 15 per hour.

Mayor Carn asked if we plan to increase our wages. Ms. Hylton replied that we are currently working with Children's Services Council to increase the program's wages.

Dr. Knowles inquired about how many positions we have available. Ms. Hylton responded that the Children's Services Council contract is for about 815 positions. However, if the youth wage is increased we would need to reduce the number of positions accordingly.

On a motion made by Zac Cassidy and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved PY 21/22 Revised Budget.

(NOTE: Following the meeting, CSBD received word from CSC that we would be able to increase the youth wages, accordingly the number of applicants has increased and we expect to fill all the available slots).

5. Selection of OIC to Serve Non-Custodial Parents and Justice Involved Parents

Considered accepting the RFQ Review Committee's recommendation to 1) fund OIC of South Florida, Inc. (OIC) for up to \$150,000 to serve up to 50 non-custodial/parents justice involved WTP parents and 2) that we make an exception to our reimbursement policy and allow the equivalent of a 1 month draw which will be reconciled monthly before the next draw. This is in response to an OIC request and it will make it easier for OIC to work with us. We will monitor the process to assure the integrity of the funds. The contract will be written for PY 21/22 followed by up to four (4) one year renewal periods.

Mr. Horkey advised that OIC asked for the ability to draw down one month of the contract budget, which will be reconciled before the next draw.

Michael Carn declared a conflict of interest for this item, as he is a paid consultant with OIC and abstained from voting and will be required to submit a conflict of interest form.

Dr. Chen thanked Dawn Liberta, Cynthia Sheppard, and Jill Denis-Lay for serving on the RFQ Review Committee.

Dr. Chen inquired if CSBD received the resumes from the OIC staff to ensure they have the qualifications. Ms. Hylton responded that we did receive the resumes and they have the qualifications to be successful.

On a motion made by Pam Sands and seconded by Zac Cassidy, the Executive Committee unanimously approved the selection of OIC to Serve Non-Custodial Parents and Justice Involved Parents.

6. Career Center Hours of Operations

Consideration to approve the Career Center hours of operation to be Monday – Friday 8 a.m. – 5 p.m. This is in accordance with the DEO Master Agreement which requires board approval. Currently, the centers are open Monday – Thursday 8 a.m. – 6 p.m. and Friday 8 a.m. – 5 p.m. A review of our traffic indicates only 1.2% of visitors to the centers come between 5 p.m. - 6 p.m. In checking with the other large regions, they all close between 4:30 – 5 p.m. If approved we will allow for a two-week grace period to notify the public.

On a motion made by Zac Cassidy and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the change in the career center's hours of operation.

7. Summer Youth Work Experience Contract With Riverside Hotel

Considered approving a Summer Youth Employment Program (SYEP) contract with Las Olas Company dba Riverside Hotel for summer 2022. Riverside Hotel has requested up to fifteen youth. The SYEP contracts are non-financial; entities agree to serve as host work

sites for the youth. CSBD is the youths' employer of record. Because Board member, Heiko Dobrikow is employed by the Riverside Hotel a 2/3 vote of the BWDB members present at a meeting with an established quorum is required.

Heiko Dobrikow declared a conflict of interest for this item as he is employed by the Riverside Hotel and abstained from voting and will be required to submit a conflict of interest form.

On a motion made by Zac Cassidy and seconded by Pam Sands, the Executive Committee unanimously approved a SYEP contract with Riverside Hotel.

8. Summer Youth Work Experience Contract With Advanced Roofing, Inc.

Considered approving a Summer Youth Employment Program (SYEP) contract with Advanced Roofing, Inc. for summer 2022. Advanced Roofing has requested up to two youth. The SYEP contracts are non-financial, entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board member, Kevin Kornahrens is employed by Advanced Roofing a 2/3 vote of the Board members present at a meeting with an established quorum is required.

Kevin Kornahrens declared a conflict of interest for this item as he is employed by Advanced Roofing, Inc. He abstained from voting and will be required to submit a conflict of interest form.

On a motion made by Dr. Lisa Knowles and seconded by Dr. Ben Chen, the Executive Committee unanimously approved a SYEP Contract with Advanced Roofing, Inc.

9. Work Experience Contract With Broward Education Foundation (BEF)

Considered approving a Workforce Innovation and Opportunity Act Youth Work Experience (WEX) contract with the BEF for PY 22/23. The WEX contract is non-financial as CSBD is the employer of record. Because Board Chair, Frank Horkey is a member of the BEF Board, a 2/3 vote of the Board members present at a meeting with an established quorum is required.

Frank Horkey declared a conflict of interest for this item as he is a member of the BEF Board. He abstained from voting and will be required to submit a conflict of interest form.

Mr. Horkey turned the meeting over to Heiko Dobrikow, Vice-Chair who introduced the item.

On a motion made by Dr. Ben Chen and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved a WIOA Work Experience Contract with BEF.

After the vote, Heiko Dobrikow, Vice-Chair turned the meeting back to Frank Horkey who chaired the rest of the meeting. (Amended)

10. Addition of New Course for Existing ITA Provider – Florida Atlantic University

Consideration to approve Florida Atlantic University's application to add its Pharmacy Technician course to the Individual Training Account list. The course submitted offers two training modalities 1) online and self-paced and 2) online and live. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the school, training program, and related occupational title. Approved at the 1/11 One Stop Services Committee Meeting.

On a motion made by Marjorie Walters and seconded by Pam Sands, the Executive Committee unanimously approved the addition of Pharmacy Technician to the Individual Training Account list for existing ITA Provider - Florida Atlantic University.

REPORTS

1. Community Needs Assessment Survey Results

CSBD, with input from our One Stop Services Committee members, developed and sent out a survey so that we could gauge community awareness of CSBD's services and also their workforce needs and interests. Over 650 job seekers responded to the survey. 85% indicated that they were familiar with CSBD. The services they were most aware of are: job search assistance, interview and resume help, career counseling, and reemployment assistance. The survey indicated that we could benefit from additional media outreach to the community promoting 1) our individual training accounts which is our tuition assistance 2) our services to veterans and 3) outreaching to individuals with disabilities. Many respondents cited a desire for virtual/online short-term programs of between 1 to 6 months. Committee members reviewed the results and assisted in creating a plan with strategies to prioritize new initiatives and offered additional suggestions to continue to increase job seeker awareness and participation in CSBD services.

Ms. Hylton stated that based upon the survey results there is an opportunity to improve outreach to the community regarding our services for Veterans and their families and to those with disabilities.

2. Cherry Bekaert, LLP Fiscal Monitoring Report #1 PY 21/22

Cherry Bekaert conducted fiscal monitoring for the period 7/1 through 9/30. Cherry Bekaert reviewed a total of 892 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate. Reviewed at the 2/14 Audit Committee which met directly prior to the Executive Committee meeting.

Mr. Horkey commended staff for a job well done.

3. Taylor Hall Miller Parker (THMP), P.A. Program Monitoring Report #1 – PY 21/22

THMP conducted program monitoring for the period 7/30 through 11/18. They reviewed a total of 180 files consisting of 7,258 elements. There were 15 findings and 14 observations. This equates to an error rate of (.21%) less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken. Reviewed at the 2/14 Audit Committee which met directly prior to the Executive Committee meeting.

4. Board Members Recognition

Presentation of plaques for members that have come to the end of their service on the BWDB 1) Josie Bacallao 2) Gary Arenson and 3) Kristen Cavallini-Soothill.

Ms. Daniels stated that under the new By-laws we were looking to do a 25% board member rotation every two years but, since we have had several retirements, we do not have to do a rotation and we can move forward and add new board members.

MATTERS FROM THE EXECUTIVE COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton reported we have been meeting with Sandy McDonald of the Broward County Office of Economic and Small Business Development to brainstorm how to strategically reach a wider range of Broward County employers. We are excited to announce a joint workshop titled “Money To Help You Train” on 3/31 from 2:00 to 3:00. Through our partnerships with local industry associations and chambers of commerce, we are marketing the event to the business community.

Ms. Hylton mentioned that she and Mr. Ash met with Mayor Udine’s office to explore partnership opportunities.

Ms. Hylton advised the Committee that the April meeting falls on the same day staff and committee members will be at the National Association Workforce Board’s Forum in Washington D.C. She proposed that the next Executive Committee meeting take place on April 4th. The committee agreed to reschedule the next meeting for April, 4th.

ADJOURNMENT: 1:09 pm

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON APRIL 4, 2022.</p>
