



**Broward Workforce Development Board
Executive Committee**
Monday, April 4, 2022
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 884 1802 4804
Zoom Password: 163011
Zoom Call in: +1 646 876 9923

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

MEETING MINUTES

ATTENDEES IN-PERSON: Frank Horkey, Dr. Lisa Knowles, Heiko Dobrikow, and Kevin Kornahrens

ATTENDEES VIA ZOOM: Mayor Frank Ortis, Rick Shawbell, Dr. Ben Chen, Jim Ryan, Pam Sands, and Marjorie Walters

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

GUEST: Jamie Cooper, Charlene Pou, and Joseph Dalto, New Horizons

APPROVAL OF MINUTES

Approval of the Minutes of the 2/14 meeting.

Mr. Horkey requested that the minutes for item #9 reflect that after the vote, Heiko Dobrikow, Vice-Chair turned the meeting back to Frank Horkey who chaired the rest of the meeting.

On a motion made by Dr. Ben Chen and seconded by Jim Ryan, the Executive Committee unanimously approved the minutes of the 2/14 Executive Committee meeting.

NEW BUSINESS

1. PY 22/23 School Board of Broward County (SBBC) OSY Contract Renewal

Considered approving the renewal of the SBBC out of school youth contract for PY 22/23, not to exceed \$512,654 and subject to negotiation to serve up to 135 youth. This is the same amount and number of youth as last year. This is the third renewal under the current contract which may be extended for an additional four one-year terms. Because Board member, James Payne, is employed by the SBBC, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting.

Ms. Hylton provided an overview of the SBBC out of school youth performance to date. She also explained that this renewal does not include the funds awarded to the SBBC to serve WIOA in-school youth as the Board approved the in-school contract for an initial 18 month period.

On a motion made by Rick Shawbell and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the SBBC OSY Contract renewal for PY 22/23, not to exceed \$512,654 and subject to negotiation to serve up to 135 youth.

2. PY 22/23 Navigator Out of School Youth Contract Renewals

Considered approving PY 22/23 contract renewals for three Navigator contracts, 1) Helping Advance and Nurture the Development of Youth (HANDY) for up to \$130,750 2) The Fort Lauderdale Independent Training and Education (FLITE) for up to \$214,956 and 3) The Center for Independent Living, Broward (CILB) for up to \$56,385. The funding amounts are the same as last year and subject to negotiation. This is the 3rd renewal under the current contracts. The term of each of these Agreements may be extended for one additional year.

Ms. Hylton stated that enrollment of new youth was slower during the program year due to the pandemic. Ms. Hylton added that as the pandemic subsides we should see an increase in enrollments.

Mr. Horkey inquired if this affects the contracts for next year. Ms. Daniels stated that it has been a challenge to get youth enrolled but as Carol said we are seeing an increase in enrollments. Ms. Hylton stated that the youth that are coming in later this program year need additional time and will likely carry forward to the next year. She indicated the youth who are participating are performing well.

Mr. Kornahrens inquired if we can get more youth providers. Ms. Hylton said we can look at it and explained the providers we have are well known in the community and already provide services to out of school youth. Ms. Hylton added we always want to serve the maximum number of youth so if there is an increase in youth and we have budget available that we could add more navigators.

Ms. Daniels further explained that we did add two additional in-school programs and should start seeing an impact from these programs next year.

On a motion made by Heiko Dobrikow and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved PY 22/23 contract renewals subject to negotiation for three Navigator contracts 1) HANDY for up to \$130,750 2) FLITE for up to \$214,956 and 3) CILB for up to \$56,385.

3. Additions to the Targeted Occupations List (TOL)

Considered adding 1) Emergency Medical Technician and 2) Paramedic to our local area's TOL. Using tools such as Jobs EQ and CareerOneStop, CSBD staff was able to establish

that all Board mandated criteria have been met for these occupational titles to be added to the TOL. Approved at the 3/1 One Stop Services Committee meeting.

Mr. Moffett stated that the Board can approve the addition of occupations to the TOL throughout the year. He explained that both the Emergency Medical Technician and Paramedic are in demand. Adding these occupations to the TOL will allow us to consider applications from training providers to add courses that prepare students for employment. Mr. Moffett indicated that we have customers who have expressed interest in training for these occupations.

On a motion made by Heiko Dobrikow and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the addition of 1) Emergency Medical Technician and 2) Paramedic to our local area's TOL.

4. Purchase of Workers' Compensation Insurance

Considered approving workers' compensation insurance for 5/1/22 – 4/30/23 from Bridgefield Employers Insurance Company (BEIC) at a cost of \$72,993.18 which is approximately \$4,291 less than last year's premium of \$77,284.48. The policy covers CSBD employees and the youth in our summer program. BEIC is our current carrier. This will be the 3rd and last renewal under the original procurement. Because it is a single purchase over \$50,000 it is required to be approved by the CSBD governing boards.

Ms. Daniels explained that BEIC has been very helpful with our Summer Youth Employment Program and are always very responsive.

On a motion made by Dr. Lisa Knowles and seconded by Jim Ryan, the Executive Committee unanimously approved the purchase of Workers' Compensation Insurance.

REPORTS

1. Legislative Update

HB 1507 passed last year calls for an RFP to develop an integrated intake system covering multiple workforce funding streams. As the RFP has not yet been released the Appropriations Bill, HB 5001 passed this year stipulates that 25% of DEO funds be held in abeyance until DEO releases the RFP. Under the Bill's language the holdout affects DEO staff salaries, benefits and their other operating capital and would also include local formula funds (such as TANF and WIOA) which might impact cash flow to the local areas. We have recently been advised by DEO that they are working diligently to get a solicitation out by September so that these funds will be available. We will continue to track this issue.

Ms. Hylton stated that the RFP for the integrated intake system has not been released as of today. Ms. Hylton advised that HB 5001 passed this year stipulates that 25% of DEO funds can be held in abeyance until DEO releases the RFP. The TANF and WIOA funds are included so this could potentially have a local impact. We have spoken to the State

and they have been working on the RFP and have assured us it will be published before the deadline. They also informed us that they usually do not spend their entire budget so they do not think the local board funding will be affected.

Ms. Hylton stated that CareerSource Florida is in the process of getting a consultant to look at the feasibility of re-aligning the regions. The consultant is scheduled to present their findings at CareerSource Florida's Board meeting in June. Ms. Daniels explained that since we have not had a fiscal or performance issue and as long as the elected officials request re-designation we cannot be merged with another region.

2. Individual Training Account (ITA) Provider Performance

All ITA providers are contractually required to have a minimum 70% training related placement rate for graduates who complete their programs within 180 days of graduation. CSBD conducted its semi-annual analysis of ITA provider performance in January and found that all training programs have achieved a 70% training related employment rate.

3. Labor Surplus and Deficit Report

In response to a BWDB member's request, we asked the State to produce a Labor Surplus and Deficit Report. The report provides a comparison of the number of available workers in targeted industries just prior to the pandemic to the number of current available workers. This is the latest available data from DEO. CSBD is targeting employers in industries that have a deficit to engage them with our work-based training solutions to attract and train new entrants to the industry. We are working with employers in industries where there is a surplus to help them market their career opportunities and attract candidates.

Mr. Horkey said that this was completed at the request of Mr. Dobrikow.

Ms. Hylton stated that the report is broken down by industries and we are concentrating our efforts such as holding job fairs and offering work-based training to assist industries with labor deficits.

Mr. Shawbell stated that the construction industry is deficient in labor. He noted that they unusually have 60 – 80 applicants for the apprenticeship program for the summer but they received less than 40 applications this year. He further stated they are looking to recruit, as they will need 100 electricians for the convention center construction project. Ms. Hylton responded that we will follow up with Rick to develop recruitment strategies to assist.

Dr. Chen stated that the money has not poured in from the infrastructure act and that these labor deficits are only going to get worse when it does. He noted that his current staff of engineer's cannot handle all the work now let alone when the infrastructure funds come in. He believes that this is going to get worse in the next five years. Mr. Shawbell agreed and mentioned that there is also a hold-up in the supply chain for construction materials.

MATTERS FROM THE EXECUTIVE COMMITTEE

Mr. Dobrikow stated that the Governor has awarded 11 million in funding to expand apprenticeship programs but that the biggest challenge is making skilled trades more appealing to local job seekers since bringing in workers from other countries isn't an option given the lack of affordable housing.

Ms. Sands stated that many companies have traditionally overlooked particular talent pools. She noted that some of those that are overlooked have drug-related charges or non-violent offenses keeping them from the marketplace. Ms. Sands stated that 77 million people have some kind of justice-involved record, which is a barrier to employment.

Ms. Hylton shared that CSBD is ranked first among all the workforce boards in Florida in utilizing the Federal Bonding program to assist justice-involved citizens with obtaining employment. She further explained we are actively working with the three Technical Colleges to promote registered apprenticeships and are also meeting with the schools' financial aid staff to increase their understanding of WIOA eligibility requirements to expand the pipeline of referrals to us.

In addition, Ms. Hylton advised in collaboration with Sandy McDonald we recently participated in a joint workshop with the Broward County Office of Economic and Small Business Development. Over 180 employers attended and heard firsthand about our services and the funding we have available to assist them with their employment needs. Moving forward we plan to host similar workshops more often to expand awareness of our services to small businesses located in Broward County.

Ms. Hylton further stated that she met with Dr. Germaine Smith-Baugh, CEO of the Urban League to discuss the nature of the barriers faced by many job seekers in our region. We are planning a Forum. This Forum will be focused on teaching customers' financial literacy and how to improve their credit.

Mr. Horkey stated that we should think about inviting people in the community to form a broader committee to discuss this further. Ms. Hylton noted that we have an apprenticeship forum with employers and that could be a component of a panel discussion. Mr. Horkey further noted that we need enough people in the room to discuss ex-offenders, construction jobs, housing, and CSBD services. Ms. Knowles stated that we should include veterans as they are already workforce trained. Ms. Hylton stated the idea of inviting people in the community to form a workgroup will be brought to our Employer Services Committee first and then it will be brought back to the Executive Committee.

Mr. Kornahrens inquired if we could do any virtual training within the prison system. Ms. Hylton advised that there are no state prisons located in Broward County but that we do work with the Broward re-entry coalition to assist returning citizens with our services such as resume writing, interviewing skills and referrals to open positions.

Ms. Sands mentioned that in the early 2000s the Board put together Workforce 2020, which brought together all the stakeholders. She stated that maybe we could do a similar strategic multiyear plan like 2030 to bring everyone together.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton reminded the committee that the planning session will take place right after the April Board meeting.

Ms. Hylton advised that we did not receive proposals to the Request for Quotes (RFQ) for the Management Study. She explained that we did reach out to the vendors who downloaded the RFQ for their feedback. The vendors informed us that the cost was too low for the scope of work. She reminded the committee that the RFQ covered four areas of our organization for 50k. We are going to re-issue the RFQ for just two of the areas. This year we will focus on HR and Communications and Business Relations, and next year Youth and Fiscal. She advised we will need to go back to the state to get their approval for next year's study.

Ms. Hylton stated that even with the 3% salary range increase we are still finding it challenging to recruit and hire new staff due to the tight labor market and competition for workers. She spoke to Council Chair, Mayor Trantalis and Board Chair Mr. Horkey to discuss procuring our own compensation study which they both supported. We have just entered into a contract with the consultant who did Palm Beach's study and we are hoping to get the results in time to bring a recommendation to the June Board meeting.

Lastly, Ms. Hylton reported that she has been selected for the Member-At-Large Director for the Florida Workforce Development Association to represent the large boards.

ADJOURNMENT: 12:55 pm

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| <p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON JUNE 13, 2022.</p> |
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