



**Broward Workforce Development Board  
Executive Committee**  
Monday, September 13, 2021  
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 862 6803 7753  
Zoom Password: 441850  
Zoom Call in: +1 646 876 9923

## MEETING MINUTES

**The Committee was reminded of the conflict of interest provisions. In declaring a conflict please refrain from voting or discussion and declare the following information: 1) your name and position on the Board, 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.**

Attendees via zoom/phone: Gary Arenson, Zac Cassidy, Michael Carn, Dr. Ben Chen, Jim Ryan, Kevin Kornahrens, Rick Shawbell, Frank Horkey, Marjorie Walters, and Janet Wincko

Guests via zoom/phone: Ruben Aguilera, New Horizons, and Cecil Kidd, Florida Vocational Institute

Staff via zoom/phone: Carol Hylton, Rochelle Daniels, Ron Moffett, and Amy Winer

### APPROVAL OF MINUTES

Approval of the Minutes of the 7/12/21 meeting.

**On a motion made by Dr. Ben Chen and seconded by Gary Arenson, the Executive Committee unanimously approved the minutes of the 7/21/21 Executive Committee meeting.**

### NEW BUSINESS

#### 1. Revision to the BWDB By-Laws

Considered the adoption of amendments to the By-Laws occasioned by new State policies and legislation. The By-Laws amendments address member terms, reinstates the Organizational Resources Committee as an Ad Hoc Committee to be called for specific purposes when needed, describes officer and committee responsibilities, nominations procedures, meetings requirements, conflict of interest requirements, and incorporates some BWDB practices not previously set forth in the By-Laws. Approved at the 8/27 Ad Hoc Organizational Resources Committee meeting.

**On a motion made by Dr. Ben Chen and seconded by Michael Carn, the Executive Committee unanimously approved the revisions to the BWDB By-Laws.**

#### 2. Governing Boards Meeting Schedule

Considered the adoption of the 1) new Board schedule of every other month 2) allow staff to add more meetings if necessary and 3) retain the current calendar dates on members'

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schedules in the event an additional meeting needs to be added. This will encourage and allow more members to serve on committees without an additional obligation of their time than was committed when attending monthly Board meetings. At the May Board meeting, this was referred to the Ad Hoc Organizational Resources Committee to provide a final recommendation. If approved we will meet again in October and December of 2021, which aligns both with the current and the new schedule. Approved at the 7/26 Ad Hoc Organizational Resources Committee meeting.

Gary Arenson stated that at the Ad Hoc meeting he indicated he was not in favor of the new meeting schedule.

**On a motion made by Dr. Ben Chen and seconded by Jim Ryan, six members were in favor of the new schedule with meetings every other month and two members, Gary Arenson and Michael Carn were opposed to the new schedule so the motion carried.**

Frank Horkey stated that there were six members in favor and three opposed including himself but as chair he did not vote as he was not needed to break a tie.

### **3. Management Study/Organizational Assessment**

Considered requesting quotes for a management study. Commissioner Ryan suggested that CSBD consider engaging a firm to conduct an organizational assessment that could provide current management and the governing boards with some fresh perspectives on existing practices. The impact of the pandemic and recent personnel changes have opened the door to re-evaluating some key organizational structures as a part of continuous improvement to assist us in more efficiently achieving the governing board's goals. Cost is estimated at \$50,000. State approval is required and has been obtained. The 8/27 Ad Hoc Organizational Resources Committee recommended that the entity selected in consultation with the President/CEO be able to expand the study without an increase to the cost, if they identify additional areas to be studied and that one of those areas be the inclusion of allowable fundraising activities. Approved at the 8/27 Ad Hoc Organizational Resources Committee meeting.

Ms. Hylton stated that Commissioner Ryan thought it would be a good time to do a management study to provide a fresh perspective on existing practices. This will be an administrative cost and still keeps us within the cap of 9%. Ms. Hylton reviewed the various areas recommended for the study.

Ms. Hylton explained that the Ad Hoc Organizational Resources Committee recommended that the entity selected in consultation with the President/CEO be able to expand the study without an increase to the cost, if they identify additional areas to be studied and that one of those areas be the inclusion of allowable fundraising activities.

Mr. Horkey asked if this is going to affect programming or does this still fall under administrative cost. Rochelle Daniels opined that it could be cost allocated as program funds. Note: after the Meeting, Rochelle indicated she misunderstood Frank's reference to cost allocation. We wanted to clarify that the study must be charged to administrative costs.

Dr. Chen inquired if we are going to select volunteers for the selection committee. He further noted that he would like to volunteer to be on the committee. Ms. Hylton responded

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that once quotes are received they will be brought back to the Ad Hoc Committee for rating and a recommendation and Ben is on the Ad Hoc Orc committee.

Mr. Horkey inquired about a time to complete the process for selecting an entity to complete the study. Ms. Hylton responded that this recommendation is set to go to the September board meeting; if approved we will send out the Request for Quotes in October. Mr. Horkey indicated we should be able to make a recommendation at the December Board meeting. That way we can start after the first of the year. Rochelle agreed.

Dr. Chen stated that he thinks this is a good timeline and will allow the study to be completed in time for the April planning session.

**On a motion made by Dr. Ben Chen and seconded by Janet Wincko, the Executive Committee unanimously approved requesting quotes up to a cost of \$50,000 for an entity to conduct a Management Study/Organizational Assessment.**

**4. The Greater Fort Lauderdale Alliance (GFLA) Economic Sourcebook Ad**

Considered approving the placement of an advertisement in the GFLA 2022 Economic Sourcebook to increase employer awareness of our business services. The cost of the ad is \$3,823. GFLA is a partner in the Sourcebook and will realize about \$380 from the ad. Because Board member, Bob Swindell, represents GFLA, which will realize a pecuniary benefit, State and WIOA conflict rules require that this item be approved by a 2/3 vote of the Board after a quorum has been seated and a conflict has been declared. Approved at the 9/1 Employer Services Committee meeting.

**On a motion made by Dr. Ben Chen and seconded by Kevin Kornahrens, the Executive Committee unanimously approved to place an advertisement in the GFLA 2022 Economic Sourcebook.**

**5. WIOA In-School Youth Work Experience Program**

Considered approving the allocation of up to \$500,000 in WIOA youth funds for an In-School Youth program. This will provide up to 100 high school seniors with employability skills and a work experience related to their career interests. We are in the process of requesting quotes in anticipation of the Committee's consideration so if approved we can proceed. Approved at the 9/9 One Stop Services Committee meeting.

Ms. Hylton stated the providers selected to deliver the program will need to be able to recruit youth on the school premises and also conduct employability skills. We will try to align the youth's studies and career interests with their work experience. Our experience has been that work experience is invaluable and we are looking forward to offering our services to in-school youth.

Dr. Ben Chen inquired if we see a need to exceed the 25% expenditures allowable for in-school youth. Ms. Hylton responded, not at this time, as we have already allocated our remaining youth funds to serve out-of-school youth.

Michael Carn asked if juniors who participated in our Summer Youth Employment Program and who are now seniors would be given any preference for this In-School program. Ms.

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Hylton responded yes, we could do so if they meet eligibility requirements. Carol reminded the committee that the eligibility for the Children's Service's Council (CSC) program is much more flexible than WIOA. We will outreach to the SYEP youth letting them know about the program.

Mr. Horkey inquired if we are going to stay in compliance with the requirement that at least 75% of our WIOA youth funds are spent on out-of-school youth. Ms. Hylton responded yes. Mr. Horkey asked if we expect to spend the funds this year and if we have staff on board.

Ms. Hylton responded that we are going to be getting quotes from community agencies who are interested in running the program. We will not be providing the services ourselves.

**On a motion made by Dr. Ben Chen and seconded by Jim Ryan, the Executive Committee unanimously approved the allocation of up to \$500,000 in WIOA youth funds for an In-School Youth Work Experience Program.**

## REPORTS

### 1. **Individual Training Account (ITA) Performance Report**

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 the bi-annual analysis of ITA provider performance in August and found that all training providers met the placement threshold.

Ron Moffett stated that the ITA providers did well during the pandemic and they have all met performance.

### 2. **Employer Services Updates on Various Initiatives**

To further our role as conveners of workforce development services and to increase outreach and visibility to businesses within the targeted industries, CSBD has staff assigned to six (6) targeted industries. The selected industries are aligned with the emerging sectors identified by the Greater Fort Lauderdale Alliance and Broward County Government. The industries are Healthcare, Technology, Construction, Marine, Aviation/Aerospace, and the Hospitality/Tourism industries. This is an update on CSBD's employer services initiatives and activities.

Ms. Hylton provided an overview of the various employer services initiatives.

### 3. **cTORQ Assessment Software to Assist job Seekers**

CSBD utilizes software to assist job seekers with skills assessments in relation to the in-demand skills sought by employers. We use TORQ at a cost of \$31,000 a year for these assessments and have unlimited number of licenses. The tool helps identify careers that match their skill set. CSBD received quotes from two (2) other vendors. cTORQ was the least expensive and best met the needs of our customers. This is being reported in accordance with our board policy to report single purchases over \$10,000.

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Mr. Horkey requested that we speak about how long we have been using the software during the upcoming Board meeting. Ms. Hylton stated that staff will do so.

**4. Qualtrics Survey Software**

CSBD uses an online survey software to obtain feedback from our job seeker customers, employers, partners, staff and board members. Qualtrics costs \$15,000 a year. In accordance with our procurement policy, CSBD received four (4) quotes and this was the least expensive. This is being reported in accordance with our board policy to report single purchases over \$10,000.

**5. eSkill Software to Assist job Seekers**

CSBD utilizes software to assist job seekers with assessing the in-demand skills sought by employers. We use eSkill at a cost of \$15,000 a year for hard and soft skills assessments and have an unlimited number of licenses. The tool assists with current skill strengths and can be used for customers to create a “prove it” file for interviews. We also use it for applicant screening at the requests of employers with job orders in our system. In accordance with our procurement policy, CSBD received two (2) quotes and eSkill was the least expensive and best met the needs of our customers. This is being reported in accordance with our board policy to report single purchases over \$10,000.

Mr. Horkey asked if this was to assist participants with documenting their level of knowledge and proficiency skills. Ms. Hylton responded yes. In addition, this tool is also used by us to assist employers with applicant screening so that we only refer customers that meet their specific skill requirements to the job order. Employers tell us this is a great service we provide to them.

**6. Summer Youth Employment Program (SYEP) Report**

On 8/17, the Children Services Council of Broward County (CSC) concluded their annual financial and administrative review of the CSC funded Summer Youth Employment Program. Based on the review, CSBD was commended for a Fiscal and Administrative monitoring with no findings.

Mr. Horkey stated that he is very happy with this report.

Dr. Ben Chen asked how many SYEP positions did we fill this year according to our available funds. Ms. Hylton responded approximately 850 youth. She stated this was a challenging year because many kids that started the program later found out they needed to go to summer school and that increased the number of youth who left the program early. Dr. Chen further asked about how many applications we received. Ms. Hylton responded we received approximately two thousand. Dr. Chen inquired if we had a problem finding employers to fill the 850 positions. Ms. Hylton responded yes. Normally we have the School Board, Libraries, and the Boys and Girls Club who host many youth. However, because of the pandemic, many of these places could not take the same number of youth this summer. The good news is that we developed about 60 new private employers this year.

Dr. Chen commended the staff on a wonderful job filling up the positions and spending the money that was allocated and inquired if we still had Bank of America participating. Ms.

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Hylton responded yes, we have Bank of America, City of Fort Lauderdale, and for the first year the city of Dania Beach. Lastly, Dr. Chen asked if CSC gave us additional funds this year. Ms. Hylton responded yes, over \$500,000.

Mr. Horkey stated that as part of the management study we may looking into additional fundraising activities for these programs. He suggested that we put together an info graph to show the return on investment to the community.

#### **MATTERS FROM THE EXECUTIVE COMMITTEE**

Frank Horkey advised that DEO expressed their support and commended us for doing the management study noting that they (DEO) wished more boards would do similar management studies.

Mr. Horkey advised that we are hosting four ice cream socials and he will be joining in on two of the events. He further invited the committee to join.

Dr. Chen inquired when we plan to meet in person. Ms. Hylton responded that the plan was to return in September but she spoke to Chair Frank Horkey and due to the Delta variant it was decided to keep it virtual for September.

Mr. Horkey inquired if we could have a zoom meeting in the boardroom. Ms. Hylton responded yes, we could in addition teleconference.

#### **MATTERS FROM THE FLOOR**

None

#### **MATTERS FROM THE PRESIDENT/CEO**

Ms. Hylton noted that September is the Workforce Professional Month. We will be recognizing and honoring the contributions of our workforce professionals. We will be hosting the Ice cream socials at each center and our administrative office. Board members are invited to join us at the centers to help celebrate.

The U.S. Department of Labor Employment and Training Administration is preparing a recovery and employment readiness consultation with DEO and certain workforce boards. We have been selected to participate. The purpose of these consultations is to ensure states and local areas are ready to serve large numbers of workers who need help finding a job and employers who need skilled workers.

Carol announced there is a bus driver shortage in the tri-county area. To assist we held a recruitment last month and have another one for this month. We are working with Prosperity Broward and our community partners on the recruitment event.

#### **ADJOURNMENT: 1:01 pm**

<p><b>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON OCTOBER 11, 2021.</b></p>
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