



Broward Workforce Development Board
Executive Committee
Monday, August 14, 2023
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 826 9145 2308
Zoom Password: 706212
Zoom Call in: 1 646 876 9923

MEETING MINUTES

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

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

ATTENDEES IN-PERSON: Zac Cassidy, Kevin Kornahrens, and Heiko Dobrikow, who chaired the meeting.

ATTENDEES VIA ZOOM: Frank Horkey, Jim Ryan, Dr. Ben Chen, Rick Shawbell, Dr. Lisa Knowles, Marjorie Walters, and Sandy McDonald.

STAFF: Carol Hylton, Ron Moffett, Rochelle Daniels, Mark Klinecicz, Kaminnie Kangal, and Natalie Joseph-Cauley.

APPROVAL OF MINUTES

Approval of the Minutes of the 6/12 Executive Committee meeting.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the minutes of the 6/12 meeting.

NEW BUSINESS

1. WIOA Work Experience Contract Approval with Broward County

Considered approval of a WIOA Work Experience (WEX) contract with Broward County for PY 23/24. WEX contracts are non-financial, as CareerSource Broward is the employer of record. Because Board members Tara Williams and Sandy Michael McDonald are employed by Broward County, they will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a meeting with an established quorum is required.

Mr. Dobrikow asked Ms. Hylton to present the item.

Ms. Hylton explained that CSBD and Broward County collaborated to offer paid WEX through the University Student Practicum Program (USPP) for eligible students who reside in Broward County. The USPP is a planned internship program through Broward County's Human Services

Department to provide students with meaningful real-world learning experiences within the Human Services departments in Broward County government. At the end of the internship, students are considered for full-time job opportunities working in the county. Mr. Sandy McDonald declared his conflict and abstained from the discussion and vote.

There was no further discussion.

On a motion made by Rick Shawbell and seconded by Frank Horkey, the Executive Committee unanimously approved the WIOA Work Experience Contract with Broward County for PY 23/24.

2. WIOA Work Experience Contract Approval for Broward Health

Considered approval of the WIOA Work Experience (WEX) contract with Broward Health for PY 23/24. Healthcare is one of our targeted industries. WEX contracts are non-financial, as CareerSource Broward is the employer of record. Because Board member Shane Strum is employed by Broward Health, he will need to declare a conflict of interest, and a 2/3 vote of the Board members present at a meeting with an established quorum is required.

Mr. Dobrikow asked Ms. Hylton to present the item.

Ms. Hylton explained that the worksite contract with Broward Health for the Summer Youth Program was successful and both parties would like to further this partnership by expanding WEX to the WIOA Adult population.

On a motion made by Zac Cassidy and seconded by Kevin Kornahrens, the Executive Committee unanimously approved a WIOA Work Experience Contract with Broward Health for PY 23/24.

3. Selection of Fiscal Year Audit Firm Anthony Brunson, P.A.

Considered approval of Anthony Brunson P.A. as our Audit Firm. Their proposal provides for WatsonRice to provide the engagement partner in accordance with state rules which allows for the continuation of the same firm beyond 5 years as long as the engagement partner is rotated. A Request for Quotes (RFQ) was issued on 5/15, with responses due 6/16. We sent the RFQ to 10 firms as well as to the firms which are registered to be noticed when an RFQ is issued, altogether at least 15 firms contacted. We received a quote from Anthony Brunson, P.A. our current Audit Firm, and one (1) no bid from Tri Merge CPA. A Review Committee Meeting was held on 8/7. After hearing from Mr. Brunson and representatives from WatsonRice, the Committee rated and ranked the proposal which had an average score of 93. The Review Committee then voted to recommend the selection of Anthony Brunson, P.A. at a cost of \$34,000, a \$1,000 increase over last year. The contract if approved will allow for 4 one-year renewals subject to governing board approval. As the Audit Committee met directly prior to the Executive Committee, the recommendations were presented at the meeting.

Mr. Dobrikow asked Mr. Cassidy to present the item.

Mr. Cassidy reviewed the item and explained the rating and ranking process and recommendation.

Mr. Cassidy stated the recommendation is to award a contract to Anthony Brunson P.A. as our Audit Firm at a cost of \$34,000, which was approved by a unanimous vote at the Audit Committee meeting.

There was no further discussion.

On a motion made by Zac Cassidy and seconded by Jim Ryan, the Executive Committee unanimously approved the contract with Anthony Brunson P.A. to conduct the PY 22/23 Audit at a cost of \$34,000.

4. Renewal of Taylor Hall Miller Parker, P.A. Program Monitoring Contract for PY 23/24

Considered approving the renewal of the contract with Taylor Hall Miller Parker, P.A. for program monitoring for PY 23/24. The cost of the renewal is \$81,000 for 3 visits at \$27,000 per visit. This is the same cost as last year. CSBD is satisfied with the services. This will be the first of up to 4 one-year renewals. As the Audit Committee met directly prior to the Executive Committee, the recommendations were presented at the meeting.

Mr. Dobrikow asked Mr. Cassidy to present the item.

Mr. Cassidy reviewed the item and recommendation. Mr. Cassidy stated the recommendation to renew the contract with Taylor Hall Miller Parker, P.A. for program monitoring for PY 23/24 at a cost of \$81,000 was approved by a unanimous vote at the Audit Committee meeting.

Mr. Dobrikow thanked Mr. Cassidy and the Audit Committee staff for a job well done.

On a motion made by Zac Cassidy and seconded by Frank Horkey, the Executive Committee unanimously approved the renewal of the contract with Taylor Hall Miller Parker, P.A. to conduct program monitoring for PY 23/24 at a cost of \$81,000 for 3 visits.

5. Renewal of Cherry Bekaert Fiscal Monitoring Contract for PY 23/24

Considered approving the renewal of the contract with Cherry Bekaert, LLP for fiscal monitoring for PY 23/24. The cost of the renewal is \$73,500 for 3 visits at \$24,500 per visit. This is an increase of \$1,500 over last year. CSBD is satisfied with the services. This will be the first of up to 4 one-year renewals. As the Audit Committee met directly prior to the Executive Committee, the recommendations were presented at the meeting.

Mr. Dobrikow asked Mr. Cassidy to present the item. Mr. Cassidy reviewed the item and recommendation. Mr. Cassidy stated that a unanimous vote at the Audit Committee meeting approved the recommendation to renew the contract with Cherry Bekaert, LLP for fiscal monitoring for PY 23/24 at a cost of \$73,500.

Mr. Dobrikow recognized the CSBD staff for a job well done.

On a motion made by Zac Cassidy and seconded by Rick Shawbell, the Executive Committee unanimously approved the renewal of the contract with Cherry Bekaert LLP for fiscal monitoring for PY 23/24 at a cost of \$73,500 for 3 visits.

6. CTS Engines (CTS) Incumbent Worker Training Grant Application

Considered approval of CTS Engines (CTS) Incumbent Worker Training (IWT) grant in the amount of \$114,939 to train 88 employees to earn job-related certifications. CSBD funds a portion of the tuition and instructor costs. Employees will receive training in areas such as Pratt & Whitney Engine Repair and Maintenance, GE Aerospace Engine Repair and Maintenance, and Advanced Leadership Communication. Pursuant to the WIOA requirements, CTS will contribute 50% to the cost of the training by paying employee wages while they are in training, as well as contributing to the tuition cost. In accordance with governing boards' policy, IWT grant applications of \$50,000 or more and recommended by the rating committee go to the Employer Services and the Executive Committees for consideration, with a report to the Board. Approved at the 8/7 Employer Services Committee meeting.

Mr. Dobrikow asked Mr. Moffett to present the item on behalf of Employer Services Committee Chair, Mr. Francois Leconte.

Mr. Moffett reviewed the item and recommendation. Mr. Dobrikow stated his support for the recommendation, as the grant will provide training in high-wage occupations in one of our targeted industries.

On a motion made by Zac Cassidy and seconded by Kevin Kornahrens, the Executive Committee unanimously approved CTS Engines (CTS) Incumbent Worker Training (IWT) grant in the amount of \$114,939 to train 88 employees to earn job-related certifications.

7. Region 22 Targeted Occupations List (TOL) for Program Year 23/24

Considered approval of changes to our local area's Targeted Occupations List (TOL) for PY 23/24. CareerSource Broward (CSBD) received its preliminary TOL from the State on 5/17, which proposed both adding and removing occupations. As we always do, we researched the preliminary list and compared it to the Board-approved criteria. To get input and feedback on the State's proposed list and gather additional relevant labor market data, CSBD sent the preliminary TOL to local education and business stakeholders, community partners, business leaders, and industry intermediaries and invited them to a publicly noticed meeting held on 7/11. We provided an overview of the PY 23/24 TOL and the governing board's criteria for updating the TOL. Based upon our review and community input, CSBD recommends 1) adding twenty-one (21) new occupations proposed by the State and 2) retaining thirty-four (34) occupations proposed by the State for removal. Approved at the 8/7 Employer Services Committee meeting.

Mr. Dobrikow asked Mr. Moffett to present the item on behalf of Mr. Francois Leconte.

Mr. Moffett explained the preliminary TOL from the State proposed both removing and adding occupations. We researched the list and compared it to the Board approved criteria. We then sent the TOL to our local education and business stakeholders, community partners, business leaders, and industry intermediaries to provide input. We recommend 1) adding twenty-one (21)

new occupations proposed by the State and 2) retaining thirty-four (34) occupations proposed by the State for removal.

Mr. Dobrikow thanked Mr. Moffett for providing an excellent explanation of the item.

On a motion made by Frank Horkey and seconded by Kevin Kornahrens, the Executive Committee unanimously approved 1) adding twenty-one (21) new occupations proposed by the State and 2) retaining thirty-four (34) occupations proposed by the State for removal to Region 22's Targeted Occupations List for PY 23/24.

8. Addition of New Training Provider Universal Technical Institute

Considered approval of Universal Technical Institute as an Eligible Training Provider and add 1) Automotive & Diesel Technology II 2) Diesel Technology II 3) Automotive Technology II and 4) Welding Technology II to the Workforce Innovation and Opportunity Act Individual Training Account List. As the committee members are aware pursuant to state law, CSBD cannot exclude programs because of their cost, and pursuant to federal law, CSBD cannot interfere with "customer choice" in the selection of training programs and providers. Staff reviewed the application for completeness and to ensure that Board-mandated criteria are met for the school, training programs, and the related occupational titles. Approved at the 8/1 One Stop Services Committee meeting.

Mr. Dobrikow asked Mr. Shawbell to present the item.

Ms. Shawbell reviewed the item with the members of the committee.

Mr. Dobrikow stated that all providers and their program costs can be found listed on the CSBD website.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved Universal Technical Institute as an Eligible Training Provider and the addition of 1) Automotive & Diesel Technology II 2) Diesel Technology II 3) Automotive Technology II and 4) Welding Technology II to the Workforce Innovation and Opportunity Act Individual Training Account List.

9. Addition of New Courses for Existing Training Provider Hollywood Career Institute

Considered the addition of three (3) courses from the current Eligible Training Provider Hollywood Career Institute: 1) Massage Therapy 2) Hemodialysis Tech and 3) Medical Assistant with Basic X-Ray to the WIOA Individual Training Account List. These programs provide opportunities to train for careers in the healthcare industry and are in high demand. CSBD reviewed the applications for completeness and to ensure that Board-mandated criteria have been met for the training programs and related occupational titles. Approved at the 8/1 One Stop Services Committee meeting.

Mr. Dobrikow asked Rick Shawbell to present the item.

Mr. Shawbell reviewed the item and recommendation. There was no further discussion.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved the addition of current Eligible Training Provider Hollywood Career Institute's 1) Massage Therapy 2) Hemodialysis Tech and 3) Medical Assistant with Basic X-Ray programs to the WIOA Individual Training Account List.

10. Addition of QLM to Disaster Relief Staffing Vendor List

Considered the addition of QLM staffing company to the vendor list we use during times of disaster to fill Temporary Jobs. QLM was part of a procurement initiated by the state to provide staffing company options for the local workforce areas. We did our own procurement to be able to award contracts to local companies however, at this time, only EmpHire and ISG (our one-stop staffing company) are still participating. QLM has received excellent reviews from the other local boards, and we would like to add them to our vendor list to expand our outreach to individuals seeking Temporary Jobs as a result of a disaster. The contract amount is dependent upon the burden for individual positions as approved by the state and attached as a schedule to the contract as well as the number of temporary placements. We anticipate this will be over \$50,000.

Mr. Dobrikow asked Ms. Daniels to present the item.

Ms. Daniels reviewed the item and explained that we have a staff vendor list and we are requesting to add QLM to the list. She indicated that they have received excellent reviews from other local boards.

Sandy McDonald asked that Ms. Hylton contact him the next time this item comes up for proposals so that he can provide a list of certified local small firms that can assist with staffing, specifically with laborer positions.

Ms. Hylton indicated that it is a vendor list so we are still accepting applications. She will reach out to Mr. McDonald after the Committee meeting so he can provide us with additional contact information.

On a motion made by Jim Ryan and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the addition of QLM staffing company to the vendor list we use during times of disaster to fill temporary jobs.

REPORTS

1. General Fund Balance

At the December 2022 Board meeting, we reported that the General Fund balance was \$901,711. From 11/1/22 through 6/30/23, we realized revenues of \$334,195 and incurred expenditures of \$215,625 for an ending balance including the reserves of \$1,020,281 in the General Fund as of 6/30/23.

Mr. Dobrikow asked Mr. Cassidy to present the report.

Mr. Cassidy presented and reviewed the item and noted that there is \$497,807 held in reserves.

Mr. Horkey asked that the amount of funds held in reserve be included in the Summary for the Board meeting. Carol Hylton agreed to do so.

2. Budget vs. Actual Expenditure Report

Each year we budget to spend 100% of our grants. As the governing boards are aware WIOA funds are available for 2 years and also allow for a 20% allocation carry forward each year to avoid a cliff effect due to fluctuations in allocations as we experienced this year. The State extended the period for the expenditure of welfare transition program funds this year through August, and the funds are being invested in the summer program. The strategies we put in place last year are working.

Mr. Dobrikow asked Mr. Cassidy to present the item.

Mr. Cassidy presented and reviewed the item. Ms. Hylton stated that one of the strategies we implemented was to use our discretionary grants first, as discretionary grants have a shorter shelf life than our formula funds. This allows us to serve the maximum number of customers.

Mr. Dobrikow thanked Ms. Hylton and the CSBD staff for a job well done.

3. WIOA Youth Performance for Program Year 22/23

CSBD funds 4 Out-of-School (OSY) and 2 In-School Youth (ISY) programs. The youth receive case management, career pathway planning, occupational skills training, and job readiness preparation. This Youth Performance report provides an update on providers' performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act. As reported previously, the providers implemented strategic recruitment, engagement, and placement plans and were successful. We congratulate our OSY and ISY providers on their successes during the program year.

Mr. Dobrikow asked Ms. Hylton to present the item.

Ms. Hylton stated that the strategies put in place were successful and that the current Youth Performance report provides the most up-to-date data on providers' performance.

4. Cherry Bekaert LLP Fiscal Monitoring - Report #2 PY 22-23 Issued 5/2023

Cherry Bekaert conducted fiscal monitoring for the period 10/1/22 through 2/28/23. Cherry Bekaert reviewed a total of 921 elements during the review period. There were no findings or observations. Based on the total elements reviewed, this was a 0% error rate.

Mr. Cassidy presented and reviewed the item.

Mr. Dobrikow congratulated the staff for all their hard work.

5. Taylor Hall Miller Parker, PA Program Monitoring - Report #2 PY 22/23-22 Issued 2/2023

THMP conducted program monitoring for the period 11/18/22 through 2/21/23. They reviewed a total of 177 files consisting of 6,029 elements. There were 4 findings and 11 observations. This equates to an error rate of (.06%), or less than 1%. All findings and observations were corrected except where cases were closed, and no further action could be taken.

Mr. Cassidy presented and reviewed the item.

Mr. Dobrikow again congratulated the staff for all their hard work in achieving excellent results.

6. State Program & Fiscal PY 21/22

The Florida Department of Economic Opportunity (DEO) issued their Financial and Program Monitoring Report on 12/1/22 for the period 4/21 through 3/22. They reviewed a total of 166 program files consisting of 6,502 elements. There were 0 fiscal findings, observations, and technical assistance items. There were 9 program findings and 6 non-compliance issues. The program findings equate to an error rate of .14% less than 1%. All findings and non-compliance issues were corrected except where cases were closed, and no further action could be taken.

Mr. Cassidy presented and reviewed the item.

Ms. Hylton indicated that while the initial draft report was issued last December, we did not receive the final report until June of this year.

There was no further discussion.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Mr. Dobrikow reviewed the CSBD dashboard link that has been moved to the homepage, which will make it easier to access. There has been an additional tile added to the dashboard which shows Port Everglade's export and import volume over time.

Lastly, Mr. Dobrikow shared that our unemployment rate is currently 2.9%, with approximately 32,000 job seekers, and approximately 41,000 jobs posted, meaning there is still a labor shortage.

MATTERS FROM THE EXECUTIVE COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton informed the Committee members that she has been notified by the State that CSBD has been chosen to become one of three boards that will take part in a Healthcare Initiative. This invitation comes as a result of the work that CSBD has done to address the talent pipelines with Broward Health and the industry as a whole.

Ms. Hylton informed the members that she recently met with Dr. Peter Licata, the new Broward County School Board Superintendent, regarding joining the BWDB. Dr. Licata is willing to serve on the Board, and this will be on the Board agenda on 8/24.

Ms. Hylton stated that we released a Request for Proposals for Business Intermediary Services. She explained we are looking to contract with Chambers of Commerce, Economic Development Agencies, and Employer Associations to market our workforce services. A review committee made up of Board members will be reviewing the proposals that were received.

The school board has granted the approval to hold a one-day event for 9th and 10th graders to complete career exploration. We are currently in the planning stages regarding the logistics of the meeting such as the venue, transportation, and employers that will participate.

Ms. Hylton informed the Committee that this Summer CSBD employed over 1,000 youth. She announced that the Children's Services Council provided funding this year to produce a video highlighting the program that will be used for promotional purposes. Ms. Hylton thanked members of the committee for participating.

Mr. Ryan congratulated Ms. Hylton for the wonderful work done with the SYEP and inquired if there is a survey CSBD sends out to get feedback from employers.

Ms. Hylton informed the group that a survey is sent to each worksite supervisor on the performance of the youth in the program and their satisfaction with the experience. A survey is also sent to the youth regarding their experience with the employer.

In addition, this year, the Children's Services Council has created a post-program survey that will be sent out to the youth to capture their next steps now that their participation in the program is complete.

ADJOURNMENT – 12:45 p.m.

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON OCTOBER 9, 2023.</p>
