



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

Zoom Meeting ID: 898 5593 5391
Zoom Password: 033799
Zoom Call in: +1 646 876 9923

MEETING MINUTES

The Committee is 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.

MEETING AGENDA

Attendees via Zoom/phone: Gary Arenson, Zac Cassidy, Michael Carn, Dr. Ben Chen, Frank Horkey, Dr. Lisa Knowles, Mayor Frank Ortis, Jim Ryan, Pam Sands, Rick Shawbell, and Marjorie Walters

Guests via Zoom/phone: Charlene Pu from New Horizons Computer Learning Center and Cecil Kidd from the FVI School of Nursing and Technology

Staff via Zoom/phone: Carol Hylton, Ron Moffett, Rochelle Daniels, Christine Azor, Javon Lloyd, and Elizabeth Messler

APPROVAL OF MINUTES

Approval of the Minutes of the 6/14/21 meeting.

On a motion made by Dr. Ben Chen and seconded by Michael Carn, the Executive Committee unanimously approved the minutes of the 6/14/21 Executive Committee meeting.

NEW BUSINESS

1. Renewal of Audit Agreement with Anthony Brunson P.A.

Considered the renewal of the agreement between CSBD and Anthony Brunson, PA, at a cost of \$33,000 the same fee paid last year for the conduct of the Fiscal Year 20-21 audit. Staff was satisfied with their services last year. This will be the third of four renewals under their contract. As the Audit Committee met directly prior to the meeting the recommendations were presented at the Executive Committee meeting.

Rochelle Daniels stated that the Audit Committee voted to renew the agreement with Anthony Brunson, P.A. Our procurement will expire next year, at which time we will go back to the Audit Committee regarding a new Request for Proposal (RFP) and to obtain their recommendations regarding the length of the contract.

Frank Horkey inquired whether we have the option to renew a contract without doing a new RFP. Rochelle Daniels recommended doing a new RFP because we were not aware that the State was going to make the change and it was not a part of the procurement specifications when Anthony Brunson, P.A. was engaged.

On a motion made by Dr. Ben Chen and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the renewal of the audit agreement with Anthony Brunson P.A.

2. Renewal of External Monitoring Contracts for PY 21-22

Considered the renewal of the contracts with Taylor Hall Miller Parker, P.A. (THMP) and Cherry Bekaert, LLP (CB) for PY 21-22 program and fiscal year monitoring respectively. Audit Committee members have requested that a discussion be held to determine the number of monitoring visits for the next contract period because of the low number of findings. Staff is recommending we continue with 3 program and 3 fiscal monitoring visits. If the Committee agrees the cost of the renewal for 1) THMP for 3 visits at \$28,000 per visit would be \$84,000 and 2) CB for 3 visits at a cost of \$22,500 per visit for a total of \$67,500, both at the same cost as last year. As the Audit Committee met directly prior to the meeting the recommendations were presented at the Executive Committee meeting.

Frank Horkey noted that there had been some discussion at the annual planning session whether the external monitoring should be reduced from 3 to 2 visits.

Rochelle Daniels reported that the Audit Committee unanimously approved a recommendation to continue with the same number of external monitoring visits.

Frank Horkey noted that we would only be saving about \$50,000 per year and stated his support of the Audit Committee's recommendation to maintain the same frequency of monitoring visits.

On a motion made by Dr. Ben Chen and seconded by Gary Arenson, the Executive Committee unanimously approved the renewal of the contracts with Taylor Hall Miller Parker, P.A. (THMP) and Cherry Bekaert, LLP (CB) for PY 21-22 program and fiscal year monitoring, respectively, and at the same number of monitoring visits.

3. CareerSource Broward Marketing (CSBD) and Communications Plan for PY 21-22

Considered the approval of CSBD's marketing and communication plans for PY 21-22. Each year, CSBD implements targeted and strategic outreach to job seekers, employers, and community stakeholders, through the press and digital, print, and social media, in an effort to increase awareness of CSBD services. This year's strategies include enhanced community outreach and educational campaigns, targeted marketing to distressed communities and collaboration with core partners, such as industry associations, chambers of commerce, local municipalities and additional key stakeholder groups.

Javon Lloyd, Senior Communications Manager, provided an overview of CSBD's latest Marketing and Communication Plan, which focuses on specific efforts that address recovery, restructuring and resilience. The messaging to employers and job seekers will be delivered through established media platforms, print marketing, social media, and the agency's website. Javon Lloyd noted that CSBD has a robust number of followers on social media that continues to grow. He thanked board members who share our messages on social platforms.

Carol Hylton added that CSBD recently conducted an employer awareness survey, reaching out not only to employers registered in Employ Florida as in the past, but to those employers who may not have known us or worked with us at all. Chambers were engaged to push out the survey in order to get a true indication of our brand. While the survey showed that 80% knew who we are, the feedback led us to shore up this year's Marketing Communication Plan, such as with increased digital advertising. CSBD is also going to launch a newsletter that will be issued on a more frequent basis. This year, we have also connected with the municipalities and cities via social media who often retweet to their constituents.

Frank Horkey commented that these efforts show how we are linking our survey goals every two years to what we are doing to improve them.

Pam Sands commended Javon Lloyd and Carol Hylton for an excellent update and a job well done.

Frank Horkey thanked all of the board members for sharing our social media messages to help get our name further known.

On a motion made by Pam Sands and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the CSBD Broward Marketing and Communications Plan for PY 21-22.

4. One-Stop Center Hours of Operation and Holiday Schedule

The Master Agreement between CSBD and the Florida Department of Economic Opportunity requires the governing boards' annual approval of the 1) one-stop center hours of operation and 2) the CSBD holiday schedule. There are no changes to our hours of operation or our holidays.

Dr. Ben Chen noted that the President just signed legislation making June 19 (Juneteenth) a national holiday. He inquired if there would be a discussion regarding adding it to our holiday list. Carol Hylton was aware of the new federal holiday, but noted that CSBD generally follows the County's lead and in checking with the County they have not yet added it. Ms. Hylton stated that the matter will be brought to the board for consideration if and when they do.

On a motion made by Dr. Ben Chen and seconded by Gary Arenson, the Executive Committee unanimously approved the One-Stop Center Hours of Operation and Holiday Schedule.

REPORTS

1. Hospitality Task Force Survey Results

CareerSource Broward (CSBD) distributed a survey to hospitality workers registered in Employ Florida regarding their intentions to return to their jobs. The number of responses was not statistically sufficient to extrapolate reliable conclusions. However, we are sharing anecdotal information which may help employers to strategize in encouraging employees to come back to work. Our anecdotal information is aligned with a larger FAU study.

Carol Hylton stated the survey was sent out in three (3) different languages and has been out for eight (8) weeks. Due to it being a voluntary survey, the response rate was low and it did not provide a statistically sufficient sample. However, some conclusions could be drawn: a large number were planning to return to work - however, not to their previous employer; some plan to move into a different direction with school; some were still concerned about the health and safety component due to the pandemic or low wages; and some did not plan to go back to work until. Ms. Hylton stated that these results were shared with board member, Heiko Dobrikow and that he acknowledged the hospitality industry does have a wage issue for which they will need strategies to attract the next wave of workers among youth. He also indicated that CSBD's Summer Youth Employment Program was a good way to introduce youth to the hospitality industry.

Carol Hylton noted that we will share the survey results with the Broward County Tourism Coalition Council that will meet on Friday, July 16th, and that we will schedule another task force meeting. She noted that the results were in line with a larger study conducted by FAU that Mr. Dobrikow sent. Ms. Hylton will check with Mr. Dobrikow if the FAU study was already shared with the council and, if not, we will share it.

2. General Fund Balance

On 12/31/20 the General Fund balance was \$739,486 which included the reserves for contingencies and depreciation. Since then, we have realized revenues of \$212,078, including depreciation of \$111,511 and expenditures of \$124,253 resulting in a balance of \$827,311 as of 5/31/21. Reviewed at the 7/12 Audit Committee which met directly prior to the Executive Committee meeting.

During review of this item at the Audit Committee, Rochelle Daniels noted that Gary Arenson recommended some changes to the charts and schedule we normally include. As a result, the item was tabled at the Audit Committee. Ms. Daniels reported that while our numbers are correct, the presentation is not as clear as Mr. Arenson would recommend. She recommended the Executive Committee approve the report and that staff will change the presentation based on input from Mr. Arenson and Mr. Horkey, to ensure consistency between the charts and the schedule attached to it in time for the governing boards meeting.

On a motion added by Gary Arenson and seconded by Jim Ryan, the Executive Committee unanimously approved to accept the numbers of the General Fund Balance as correct and later reformat the charts to be easier to follow.

3. Budget vs. Expenditure Report

The Budget vs. Expenditure Report is divided into 2 charts because some of the funding streams are awarded on July 1st in accordance with the WIOA program year and our other funding streams are awarded on October 1st in accordance with the federal fiscal year. The report identifies some under-expenditure in WIOA largely due to participants staying home during the pandemic. We have budgeted to address the carry forward into the new program year. All other funding streams are on target. Reviewed at the 7/12 Audit Committee which met directly prior to the Executive Committee meeting.

Carol Hylton stated that the memo describes the Budget vs. Expenditure Report in two charts. CSBD is on target with the exception of WIOA Youth, which is running a little behind. This past year due to the pandemic, we did not spend all our work experience dollars, which has caused the issue of us being a little behind. To increase spending in areas that will benefit the youth, we have added a recruiter to assist with the School Board and Broward College youth enrollments, and also budgeted for the School Board to hire additional master tutors to help the youth pass their GED. We are also planning to bring a recommendation to the One-Stop Committee in the fall for a small in-school youth employability skills work experience program for high school seniors. Michael Carn has mentioned this before and we believe it is a great idea to help us with both performance and to spend the dollars. Veteran funds have been extended to December and we will spend the funds.

4. Cherry Bekaert, LLP Fiscal Monitoring Report #2 PY 20-21 Issued 4/21

Cherry Bekaert conducted fiscal monitoring for the period 10/1/20 through 2/28/21. Cherry Bekaert reviewed a total of 936 elements during the review period. There were no findings and 1 observation. Based upon the total elements reviewed, this was a 0% error rate. Reviewed at the 7/12 Audit Committee which met directly prior to the Executive Committee meeting.

5. Taylor Hall Miller Parker, P.A. Program Monitoring Report #1 – PY 20-21 – Issued 2/21

Taylor Hall Miller Parker conducted program monitoring for the period 7/30/20 through 11/19/20. They reviewed a total of 179 files consisting of 7,633 elements. There were 4 findings and 3 observations. This equates to an error rate of (.05%) less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken. Reviewed at the 7/12 Audit Committee which met directly prior to the Executive Committee meeting.

6. Taylor Hall Miller Parker, P.A. Program Monitoring Report #2 – PY 20-21 – Issued 4/21

THMP conducted program monitoring for the period 11/19/20 through 02/26/21. They reviewed a total of 181 files consisting of 7,089 elements. There were 20 findings and 9 observations. This equates to an error rate of (.28%) less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken. Reviewed at the 7/12 Audit Committee which met directly prior to the Executive Committee meeting.

7. Department of Economic Opportunity Program Monitoring Report Issued 3/31/21

The Florida Department of Economic Opportunity issued their Program Monitoring Report for the period 4/19 through 3/20, on 3/31/21. They reviewed a total of 218 files consisting of 5,852 elements. There were 9 findings and 7 non-compliance issues. The findings equate to an error rate of (.27%) less than 1%. All findings and non-compliance issues were corrected except where cases were closed and the observations were addressed. Our Corrective Action Plan was accepted on 4/30/21. Reviewed at the 7/12 Audit Committee which met directly prior to the Executive Committee meeting.

8. Department of Economic Opportunity Fiscal Monitoring Report Issued 3/31/21

The Florida Department of Economic Opportunity issued their 2019-2020 Financial Compliance Monitoring Report for the period 4/19 through 3/20, on 3/31/21. There were zero (0) findings, non-compliance issues or observations. There was 1 technical assistance item. Reviewed at the 7/12 Audit Committee which met directly prior to the Executive Committee meeting.

After reviewing reports 4 through 8, Frank Horkey recommended an ice cream social or pizza party at the centers and Administrative Office to recognize staff for their strong performance. Gary Arenson supported the idea. Mr. Horkey suggested that he send an email as the Chair acknowledging staff and thanking them for their hard work. Mr. Horkey also commended staff for including the 10-year performance chart in the monitoring reports that shows our improvement over time.

Carol Hylton stated that the Audit Committee recommended that we ask the State how we compare to other regions. Ms. Hylton noted that we will be making the request and will bring back the results to the Audit Committee. Gary Arenson recommended presenting those results to staff as well.

9. Report on Technology and Construction Industry Employer Forums

CSBD held two (2) virtual employer forums 1) the technology industry on 5/19 and 2) the construction industry on 5/26 to better understand the impacts of the COVID-19 pandemic. Each forum had a guest speaker, followed by a panel discussion and open dialogue, allowing for those in attendance to participate and share their experiences and insights. Based on the information shared at the forums, we developed specific strategies and action steps to assist employers in each of these targeted industries.

Carol Hylton noted that the technology forum highlighted the skills gaps as a major concern for employers and we shared with those in attendance that CBSD can help them address these gaps with on-the-job training and registered apprenticeships. Ms. Hylton noted that four of the employers were interested in scheduling an appointment with us for additional information. She stated that we are also looking at our ITA List for any occupations that may need to be added to create a talent pipeline. With respect to construction, CSBD has follow-up meetings with 5 to 6 entities to dig into their specific skills gaps. We are also working with Elisha Westfall, our ITA Program Manager, to connect schools with graduates to employers with jobs.

10. Board Member Recognition

Presentation of plaque for Dr. Steven Tinsley who has resigned from the board.

Gary Arenson suggested that the wording that Dr. Steven Tinsley resigned from the board be modified. Frank Horkey recommended that wording be added to state that Dr. Steven Tinsley has resigned from the board because he is no longer in a position that qualified for the board.

MATTERS FROM THE EXECUTIVE COMMITTEE

Pam Sands wanted to bring to the committee's attention information about "The Great Resignation" and how the work philosophy is changing due to the impact of the pandemic. Ms. Sands conducted research on this topic and will send it to Carol Hylton and Rochelle Daniels. Gary Arenson requested that Ms. Sands bring this information to the Ad Hoc Committee at one of their meetings. Ms. Sands stated that she will be happy to speak on the topic and asked to be sent the details for the upcoming meetings.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton reminded everyone, who has not done so, to submit their financial disclosure forms, as these were due July 1 and penalties may apply.

Ms. Hylton noted that HB 1507, Reimagining Education and Career Help (REACH) Act, was signed into law on July 1. The director of the office will be appointed and serve at the pleasure of the Governor. This is one of the reasons we are having the Ad Hoc Committee meeting and we will be looking at staggered terms, which is one of new law's requirements. The new office will also serve on the Credentials Review Committee overseeing ITA approvals. We are not sure what the process for approval will look like and whether this will result in delays. Many items will need to go through the process of rulemaking and the State has assured us that they will obtain input from the local regions during the process. Carol Hylton noted that we have started meeting with the big board's similar in size to CSBD to talk about our shared ideas for input into the dialog with the State. There were some good conversation with the State.

Frank Horkey stated that he hopes that the cooperation between the State and the local boards will improve as a result of the new law.

Carol Hylton announced a big recruitment event at Margaritaville Hollywood Beach Resort on July 21 where we will be onsite and conduct interviews.

Carol Hylton noted that Rochelle Daniels will conduct a short training at the board meeting.

ADJOURNMENT 1:51 p.m.

| |
|---|
| THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON SEPTEMBER 13, 2021. |
|---|