



Broward Workforce Development Board
Executive Committee
Monday, August 12, 2024
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 857 6579 7791
Zoom Password: 612269
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 / VIA ZOOM: Zac Cassidy, Dr. Ben Chen, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Rick Shawbell, Marjorie Walters, and Heiko Dobrikow, who chaired the meeting.

STAFF: Carol Hylton, Ron Moffett, Mark Klinecicz, Rochelle Daniels, Kaminnie Kangal, and Samantha Vazquez.

APPROVAL OF MINUTES

Approval of the Minutes of the 6/10 Combined Executive & Audit Committee meeting.

On a motion made by Zac Cassidy and seconded by Dawn Liberta, the Executive Committee unanimously approved the minutes of the meeting.

NEW BUSINESS

1. Central One Stop Lease

Considered approval of the Audit Committee's recommendation to enter into an open-ended lease for 2660 & 2680 W. Oakland Park Blvd. and if the State agrees include 1) an option to purchase and 2) a right of first refusal. Although the state has decided to sell the buildings in the plaza where our central one-stop is located, they have agreed to retain the 2660 & 2860 W. Oakland Park buildings at the far west end of the plaza and allow us to move into that space under an open-ended lease or a purchase. The Audit Committee reviewed the appraisals provided by the State, current mortgage interest rates, and compared the cost of a mortgage to the cost of maintenance, which is what the State charges us, in making their recommendation.

Heiko Dobrikow introduced the item and asked Zac Cassidy, the Audit Committee Chair, to present it, which he did.

Francois Leconte asked about the length of the lease. Mr. Cassidy stated it would be an annual lease. Mr. Dobrikow congratulated the team on presenting the available options and stated his agreement with the committee's recommendation that leasing the space is the best option going forward.

On a motion made by Zac Cassidy and seconded by Francois Leconte, the Executive Committee unanimously approved the Audit Committee's recommendation to enter into an open-ended lease for 2660 & 2680 W. Oakland Park Blvd. and if the State agrees to include 1) an option to purchase and 2) a right of first refusal.

2. Broward Workforce Development Board Appointment

Considered approval to recommend the appointment of Ms. Catherina Rozario, the interim Director for Area 7 for Vocational Rehabilitation, who was referred to us by Mr. Armando Oliva, Chief, Bureau of Field Services, for the State Vocational Rehabilitation Division. Vocational Rehabilitation is a core partner and a mandatory member of the Broward Workforce Development Board, Inc. The CSBD Council of Elected Officials appoints board members following a recommendation from the BWDB.

Heiko Dobrikow presented the item. There was no further discussion.

On a motion made by Dawn Liberta and seconded by Marjorie Walters, the Executive Committee unanimously approved to recommend the appointment of Ms. Catherina Rozario to the BWDB.

3. WTP Community Service Contract for Broward Education Foundation

Considered approval of a non-financial Welfare Transition Program (WTP) community service worksite contract with the Broward Education Foundation, Inc. (BEF). WTP participants assigned to the BEF will obtain soft skills in a customer service setting. Because Board member Dr. Howard Hepburn is on the BEF Board of Directors this recommendation will require a 2/3 vote of the BWDB members present once a quorum has been seated at a Board meeting.

Heiko Dobrikow introduced the item and asked Carol Hylton to present it. Ms. Hylton explained that it is recommended that we enter into a non-financial contract with the BEF so we can have WTP participants placed there to learn employability skills and work towards their monthly participation requirement.

On a motion made by Francois Leconte and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved a non-financial WTP community service worksite contract with the BEF.

4. Renewal of the Contract for Audit Services with Anthony Brunson, P.A

Considered renewal of the contract between CareerSource Broward and Anthony Brunson P.A. with Watson Rice serving as the engagement partner for the conduct of the CSBD fiscal year 23/24 organization-wide audit in the amount of \$34,000, the same rate as last year. This is the 1st of 4 one-year renewals under their contract. Approved at the 8/1 Audit Committee meeting.

Heiko Dobrikow introduced the item and asked Zac Cassidy to present it, which he did. There was no further discussion.

On a motion made by Dr. Lisa Knowles and seconded by Francois Leconte, the Executive Committee unanimously approved the 1st of 4 one-year renewals of the

contract between CSBD and Anthony Brunson P.A. with Watson Rice for the conduct of the CSBD fiscal year 23/24 organization-wide audit in the amount of \$34,000.

5. Renewal of Contract with Taylor Hall Miller Parker, P.A. (THMP) for Program Monitoring Services

Considered renewal of the contract between CSBD and THMP for the conduct of Program Year 24/25 program monitoring in the amount of \$81,000, or \$27,000 a visit for 3 visits at the same rate as last year. This is the 2nd of up to 4 one-year renewals under their contract. Approved at the 8/1 Audit Committee meeting.

Heiko Dobrikow introduced the item and asked Zac Cassidy to present it, which he did. There was no further discussion.

On a motion made by Dr. Lisa Knowles and seconded by Dawn Liberta, the Executive Committee unanimously approved the renewal of the contract between CSBD and THMP for the conduct of Program Year 24/25 program monitoring in the amount of \$81,000.

6. Renewal of the Contract with Cherry Bekaert (CB) for Fiscal Monitoring Services

Considered renewal of the contract between CSBD and CB for conduct of Program Year 24/25 fiscal monitoring in the amount of \$73,800, or \$24,600 per visit for 3 visits. This is an increase of \$300 over last year. This is the 2nd of up to 4 one-year renewals under their contract. Approved at the 8/1 Audit Committee meeting.

Heiko Dobrikow introduced the item and asked Zac Cassidy to present it, which he did. There was no further discussion.

On a motion made by Francois Leconte and seconded by Dawn Liberta, the Executive Committee unanimously approved the renewal of the contract between CSBD and CB for the conduct of Program Year 24/25 fiscal monitoring in the amount of \$73,800.

7. Region 22 Targeted Occupations List (TOL) for Program Year (PY) 24/25

Considered approval of changes to our local area's TOL for PY 24/25. As we always do, we researched the State's preliminary list and compared it to the Board-approved criteria. To get input on the State's proposed list, we sent it to local education and business stakeholders, and community partners to invite them to a publicly noticed meeting on 7/8. Based upon our review and community input, CSBD recommends 1) adding forty-four (44) new occupations proposed by the State and 2) retaining thirty-one (31) occupations proposed by the State for removal. Throughout the year, the CSBD governing boards may approve changes and add new occupations to the TOL. Approved at the 8/5 Employer Services Committee meeting.

Heiko Dobrikow introduced the item and asked Francois Leconte to present it, which he did. Ms. Hylton added that before recommending any new programs to the Individual Training Account list, we check to ensure all BWDB-mandated criteria have been met.

On a motion made by Zac Cassidy and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved our local area's TOL for PY 24/25.

8. Continued Eligibility – Universal Technical Institute

Considered the approval of existing Eligible Training Provider (ETP) Universal Technical Institute with continuing eligibility for the period 9/1/24 through 8/31/26 and maintain their currently approved occupational training programs on our ITA list. This is in accordance with WIOA, which requires providers to be re-evaluated and approved for continuation on the ETP List after their initial year of eligibility. This provider has met continued eligibility requirements that include licensure, accreditation, issuance of industry-recognized credentials, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the application for completeness to ensure that CareerSource Florida requirements and Board-mandated criteria were met for this school. Approved at the 8/6 One-Stop Services Committee meeting.

Heiko Dobrikow introduced the item and asked Rick Shawbell to present it, which he did.

On a motion made by Rick Shawbell and seconded by Marjorie Walters, the Executive Committee unanimously approved the existing Eligible Training Provider (ETP) Universal Technical Institute with continuing eligibility for the period 9/1/24 through 8/31/26.

REPORTS

1. General Fund Balance

As of 4/30, we reported that the General Fund balance was \$1,197,452. From 5/1 through 6/30, we realized revenues of \$104,980 and incurred expenditures of \$23,527. The General Fund balance as of 6/30 is \$1,278,905. Of this amount \$544,601 is held in reserve leaving a balance of \$734,304.

Heiko Dobrikow introduced the item and asked Carol Hylton to present it, which she did.

2. Budget vs. Actual Expenditure Report

Pursuant to Board request throughout the year we provide reports on Budget vs Actual expenditures. Each year we budget to spend 100% of our grants. CSBD receives some of its funds based on its program year, which is 7/1 – 6/30, and some of its funds based on the federal fiscal year, 10/1 – 9/30, which is also the CSBD fiscal year. While Wagner Peyser and Veterans' expenditures appear low, we have plans that will result in expending the funds.

Heiko Dobrikow introduced the item and asked Carol Hylton to present it.

Ms. Hylton explained that although the Wagner-Peyser funds are currently underspent, we are identifying furniture and computers that may need to be refreshed. She mentioned that she had a discussion with the State in which we inquired if they would allow us to carry forward unused funds for the new building in the central location. The State agreed to extend the deadline for unspent funds by six months beyond September, with the possibility of an additional month if necessary. Ms. Hylton expressed her appreciation to the State for their assistance.

Ms. Hylton highlighted Rochelle Daniels' efforts to address the challenges associated with veterans' funding. Historically, spending this funding has been restricted to overhead

expenditures incurred by veteran staff. Ms. Daniels and Kaminnie Kangal discussed potential solutions over a phone call with the State. The State approved Rochelle's suggestion to allocate a portion of costs for events such as Paychecks 4 Patriots, Worlds of Work, and State of the Workforce, where veterans are present for the day, to this fund.

3. Taylor Hall Miller Parker, (THMP) P.A. Program Monitoring - Report #2 Issued 3/24

THMP conducted program monitoring for the period 11/17/23 through 3/14/24. They reviewed a total of 179 files consisting of 6,432 elements. There were 5 findings and 9 observations. This equates to an error rate of .08%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

Heiko Dobrikow introduced the item and asked Ron Moffett to present it. Mr. Moffett acknowledged the Operations team for the impressive results.

4. Board Member Recognition

Pam Sands has notified CSBD that she is resigning from the Board due to work-related time constraints.

Heiko Dobrikow introduced the item and asked Ron Moffett to present it, which he did.

Mr. Dobrikow expressed appreciation for Ms. Sands' service and informed the members that she will be recognized during the upcoming Board meeting.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Heiko Dobrikow thanked the committee chairs for their leadership and efforts over the past few months, noting that the reports were exceptionally informative and detailed, particularly from the One-Stop and Employer Services committees. He expressed his appreciation for the new infographs, highlighting how effectively they capture the work being done for the community. He also stated the infographs will be included as exhibits in the upcoming Board agenda.

Mr. Dobrikow mentioned that unemployment has increased slightly. He noted that while unemployment in the labor force has risen, there is an expectation for improvement during the winter. Ms. Hylton added that CSBD has seen an increase in activity in the center's resource rooms, which is typically an early indicator of more people looking for employment and returning to work.

MATTERS FROM THE EXECUTIVE COMMITTEE

Mr. Leconte shared that his company will be exclusively broadcasting high school football games from August 22 to November 7. Approximately 20 games will be aired. In Fort Lauderdale or Miami, these games will be available on Channel 18.2; in Palm Beach, on Channel 18; and in Key West or Tallahassee, on Channel 11. Games can also be viewed online via their app. Mr. Dobrikow expressed his congratulations.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton discussed the Worlds of Work event and stated that we sent a letter to the Amerant Bank Arena, signed by Commissioner Tim Ryan, to request the use of the facility at no cost. We recently heard back that the Amerant Bank Arena's management has agreed to provide the venue free of charge.

She added that the Employer Services Committee recently approved the addition of a few more "worlds" to the event and expressed her excitement for beginning the planning process with the School Board.

Ms. Hylton indicated that since the Budget was presented to the Board, we have received additional funds from the State that will offset the slight reduction in our formula funds.

The Marine Career Pathways video is in its final stages, and Lori Wheeler is scheduled to visit our office tomorrow for a post-production review. Ms. Hylton noted that the video will be used to generate interest in the industry and will be distributed to schools, colleges, and our customers to highlight the availability of high-wage jobs and raise awareness about career opportunities in the marine sector.

Ms. Hylton reported that a new item will be added to the Board agenda to ratify a charge to the General Fund due to the emergency purchase of a new air conditioner for the B building at 2890 W. Cypress Creek Blvd. She explained that quotes were obtained, and the cost of a new unit is \$19,950. The State approved this capital expense. The cost of the air conditioner had to be allocated, meaning a portion of the purchase had to be charged to indirect costs, could not be paid by the grants, and was charged to the General Fund. Under the emergency powers granted to the President/CEO by the governing boards, the charge was authorized so staff could return to their offices. The amount charged to the General Fund was \$4,363.40.

Rochelle Daniels added that the cost AC charged to the general Fund can be depreciated and charged to the grants, repaying the general fund over five years.

ADJOURNMENT – 12:28 p.m.

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON OCTOBER 14, 2024.</p>
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