



Broward Workforce Development Board
Executive Committee
Monday, December 4, 2023
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 848 4614 7769
Zoom Password: 813293
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: Marjorie Walters, Dawn Liberta, Francois Leconte, Kevin Kornahrens, Jim Ryan, Frank Horkey, Zac Cassidy, and Heiko Dobrikow, who chaired the meeting.

ATTENDEES VIA ZOOM: Dr. Ben Chen, Dr. Lisa Knowles, Sandy McDonald, and Rick Shawbell.

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

APPROVAL OF MINUTES

Approval of the Minutes of the 10/9 meeting.

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

NEW BUSINESS

1. Membership Renewals

Considered the renewal of BWDB members whose terms will expire in January 2024 and who are eligible for renewal for an additional two years. The fourteen (14) members being recommended for renewal are 1) Dr. Ben Chen 2) Paul Farren 3) Cynthia Gaber 4) Michael Goldstein 5) Rufus James 6) Dr. Lisa Knowles 7) Kevin Kornahrens 8) Dawn Liberta 9) Felipe Pinzon 10) Jim Ryan 11) Mark Schaunaman 12) Cynthia Sheppard 13) Shane Strum and 14) Marjorie Walters. The CSBD Council of Elected Officials appoints board members following a recommendation from the Board. Approved at the 11/13 Ad hoc Organizational Resources Committee meeting.

Mr. Kornahrens presented the item and went over the renewal recommendations.

On a motion made by Frank Horkey and seconded by Zac Cassidy, the Executive Committee unanimously approved the renewal of BWDB members for an additional two years.

2. **Food and Beverage Purchases**

Considered approval of up to \$27,000 from the General Fund for food and beverage expenses for 2024. This is the same amount set aside last year. We use these funds for 1) board and committee meetings 2) staff planning sessions and day-long staff training 3) employer forums 4) networking events such as chamber of commerce/industry association meetings 5) community meetings attended by the President/CEO, Executive Vice Presidents, and management and 6) staff appreciation up to 3 times per year. Funds not expended remain in the General Fund.

Ms. Hylton presented the item and informed the members that this year's expense is expected to be \$18,000. Ms. Hylton emphasized that funds budgeted but not expended remain in the General Fund.

Mr. Horkey asked if this is ultimately for the Council of Elected Officials to approve. Ms. Hylton indicated, yes.

On a motion made by Frank Horkey and seconded by Marjorie Walters, the Executive Committee unanimously approved up to \$27,000 from the General Fund for food and beverage expenses for 2024.

3. **Incumbent Worker Training (IWT) Contract with Locality Bank**

Considered approval of entry into an IWT contract with Locality Bank to provide sales training for up to fifty (50) employees. The employees will receive training in sales processes, prospecting, sales cycles, managing sales teams, and accountability. The contract will provide for up to \$120,000 for the cost of the training through June 2024. Pursuant to the Workforce Innovation and Opportunity Act requirements, Locality Bank will contribute 10% to the cost of the training by paying employee wages while they are in training. Because Board member Keith Costello is a partner and Board Chair Heiko Dobrikow is Chair of the advisory board and a shareholder of the Bank, this recommendation must be approved by a 2/3 vote of the Board members present at a meeting with an established quorum and by the State following Board approval. Approved at the 11/20 Employer Services Committee meeting.

Mr. Dobrikow declared his conflict as a shareholder in the bank, refrained from discussion, and did not vote.

Mr. Leconte presented the item and reviewed the recommendation with the members.

On a motion made by Zac Cassidy and seconded by Kevin Kornahrens, the Executive Committee unanimously approved entry into an IWT contract with Locality Bank to provide sales training for up to fifty (50) employees up to \$120,000 through June 2024.

4. **WIOA Youth Work Experience Contract Approval for Locality Bank**

Considered approval of a Workforce Innovation and Opportunity Act Youth Work Experience (WEX) contract with Locality Bank for Program Year 23/24. WEX contracts are non-financial, as CSBD is the employer of record. Youth will be placed in clerical positions working with database management. Because Board member Keith Costello is a partner and Board Chair

Heiko Dobrikow is Chair of the advisory board and a shareholder of the Bank, this recommendation must be approved by a 2/3 vote of the Board members present at a meeting with an established quorum. Approved at the 11/20 Employer Services Committee meeting.

Mr. Dobrikow declared his conflict as a shareholder in the bank, refrained from discussion, and did not vote.

Mr. Leconte presented the recommendation and explained that this item will also require approval by a 2/3 vote at the Board meeting.

On a motion made by Francois Leconte and seconded by Frank Horkey, the Executive Committee unanimously approved a Workforce Innovation and Opportunity Act Youth Work Experience (WEX) contract with Locality Bank for Program Year 23/24.

5. Broward Health Work-Based Training

Healthcare occupations are in high demand in Broward County. To assist individuals entering these occupations, Broward Health, a part of the Broward County public health system, will work with CSBD to provide Internships, On-the-Job Training (OJT), and Incumbent Worker Training (IWT). These training efforts will be supported by the Health Care Initiative discretionary funding and WIOA if needed. We anticipate obligating up to \$250,000 across these work-based options. Because Board member Shane Strum serves as the President/CEO of Broward Health, a 2/3 vote of the Board members present at a meeting with an established quorum is required. The internship contracts are non-financial in nature; however, the OJT and IWT contracts will be submitted to FloridaCommerce for their approval as required under the state's contracting policy for related parties. Approved at the 11/20 Employer Services Committee meeting.

Mr. Dobrikow asked Mr. Leconte to present the item. There was no further discussion.

On a motion made by Francois Leconte and seconded by Marjorie Walters, the Executive Committee unanimously approved obligating up to \$250,000 to provide Internships, OJT, and IWT at Broward Health to assist individuals entering these occupations.

6. 2024 Stop-Loss Coverage

Considered approval of the purchase of Stop-Loss coverage for the CSBD self-insurance health policy from Sirius Point America at a cost of \$197,200 based on our current census. This insurance caps payouts in the event of claims in excess of \$75,000 per individual and includes a pharmacy cap for employees. A Request For Proposals was issued in October for 2024 coverage and allows for three (3) renewals depending upon the reasonableness of the increase, if any. We received two quotes. One from Benecon Insurance who declined to quote and the other was from Sirius Point America Insurance Company, offering the same rates as our current carrier. American Fidelity, our current carrier is no longer offering Stop-Loss coverage. Approved at the 11/13 Ad hoc Organizational Resources Committee meeting.

Mr. Dobrikow asked Mr. Kornahrens to present the item. There was no further discussion.

On a motion made by Zac Cassidy and seconded by Francois Leconte, the Executive Committee unanimously approved the purchase of Stop-Loss coverage for the CSBD self-insurance health policy from Sirius Point America at a cost of \$197,200 based on our current census.

7. Clarification of Match for the Employee Deferred Compensation Plan

Considered approving a clarification to the match for the employee deferred compensation plan. In 2021 as a part of the overall review of employee compensation and benefits, it was recommended that CSBD match employee contributions to the deferred compensation plan “dollar for dollar.” At that time the allowable match was \$10,250, and this figure was a part of the motion and reported as such in the minutes. Since then, the IRS has increased the cap for the allowable contribution, so now instead of employees receiving a “dollar for dollar” match, they are being matched at 82%. To fulfill the original intent of the governing boards a clarification that the intent was to match “dollar for dollar” is requested. In the future when the IRS raises the cap for contributions, we would be able to increase the match for CSBD and one-stop (ISG) staff. Approved at the 11/13 Ad hoc Organizational Resources Committee meeting.

Mr. Kornahrens presented the item.

On a motion made by Dawn Liberta and seconded by Kevin Kornahrens, the Executive Committee unanimously approved the “dollar for dollar” clarification to the match for the employee deferred compensation plan.

8. Executive Committee and BWDB 2024 Meeting Schedule

Considered approval of the 2024 meeting schedule for the Executive Committee and BWDB meetings. All members are encouraged to attend in person. On occasion, if necessary, a member can attend via Zoom.

Ms. Hylton presented the item and emphasized that April’s Board meeting will also include the annual planning session.

On a motion made by Jim Ryan and seconded by Marjorie Walters, the Executive Committee unanimously approved the 2024 meeting schedule for the Executive Committee and BWDB meetings.

9. World Emblem Inc. Incumbent Worker Training Grant Application

Considered approval to award World Emblem Inc. an Incumbent Worker Training (IWT) grant in the amount of \$82,000 to train 12 employees to learn Lean Practitioner methodologies. Pursuant to the Workforce Innovation and Opportunity Act requirements, World Emblem Inc. will contribute 50% to the cost of the training. 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

BWDB/CSBD Council of Elected Officials at their next meeting. Approved at the 11/20 Employer Services Committee meeting.

Mr. Leconte presented the item.

Mr. Cassidy requested clarification on the required contributions from the company themselves; for example, Locality Bank is 10% of the cost, while World Emblem is 50%. Ms. Daniels informed the members that the employer contribution is a sliding scale based on the number of employees.

On a motion made by Francois Leconte and seconded by Kevin Kornahrens, the Executive Committee unanimously approved an Incumbent Worker Training (IWT) grant in the amount of \$82,000 to train 12 employees to learn Lean Practitioner methodologies.

10. Addition of Courses to the WIOA Individual Training Account (ITA) List

Considered approval to add 1) Broward College's Phlebotomy Technician and 2) McFatter Technical College's Forklift Certification to the WIOA ITA list. These programs provide opportunities to train for careers in the healthcare and manufacturing industries and are in high demand. CSBD reviewed the programs for completeness and to ensure that Board-mandated criteria have been met for the training programs and related occupational titles. CSBD adds schools and courses that meet federal, state, and local criteria to give customers more choices. Because Board member Dr. Peter Licata is employed by Broward County Public Schools, this recommendation must be approved by a 2/3 vote of the Board members present at a meeting with an established quorum. Approved at the 11/28 One Stop Services Committee meeting.

Mr. Shawbell presented the item.

On a motion made by Rick Shawbell and seconded by Francois Leconte, the Executive Committee unanimously approved the addition of 1) Broward College's Phlebotomy Technician and 2) McFatter Technical College's Forklift Certification to the WIOA ITA list.

11. Addition of Occupational Title to Current Targeted Occupation List (TOL)

Considered approval to add Data Analyst/Scientist to our local TOL. Over the year CSBD receives input from our industry intermediaries, eligible training providers, and employers and evaluates our local TOL. A Data Analyst/Scientist is an analytical data expert with strong math and technical skills. Data Analysts work with a variety of programming languages. CSBD staff has been able to establish local demand for Data Analyst/Scientist and that all Board mandated criteria have been met for this occupational title to be added to the TOL for Program Year 23/24. Approved at the 11/28 One Stop Services Committee meeting.

Mr. Shawbell presented the item.

On a motion made by Rick Shawbell and seconded by Jim Ryan, the Executive Committee unanimously approved adding Data Analyst/Scientist to our local TOL.

12. Request for Proposals (RFP) for WIOA Youth Providers

Considered approval to allow flexibility in serving In-School Youth (ISY) and Out-of-School (OSY) for providers serving both categories of youth under the new RFP to be released. CSBD will be releasing an RFP for OSY and ISY services as there are no renewals remaining for the OSY contracts and only one renewal remaining for the ISY contracts. This will place OSY and ISY contracts on the same schedule. The RFP will encompass the WIOA 14 elements as required by the statutes. Currently, FloridaCommerce has a waiver allowing local areas to divide youth funds 50/50 for ISY and OSY as opposed to the 25/75 allocation of funds required by the statute. If the waiver continues, it is recommended that flexibility in the ratio of expenditures and numbers of youth served be incorporated into the RFP for providers serving both ISY and OSY. Approved at the 11/6 Youth Committee meeting.

Ms. Liberta presented the item.

Ms. Daniels requested that any member who potentially may want to submit a proposal in response to the RFP declare a conflict and abstain from voting. No conflicts were declared.

On a motion made by Dawn Liberta and seconded by Francois Leconte, the Executive Committee unanimously approved the new RFP to be released to allow flexibility in serving ISY and OSY for providers serving both categories of youth.

13. Industry-Related Informational Videos

Considered approval to set aside up to \$90,000 from our dedicated grants to produce industry-specific Informational videos that identify career paths in 1) manufacturing 2) marine 3) information technology and 4) healthcare as these are in-demand occupations for employers. The videos will portray the day-to-day requirements of the various career pathways available. They will expand awareness among our most barriered job seeker populations and demonstrate success through these upskilling opportunities. The videos will be posted on our website and distributed county-wide. Approved at the 11/28 One Stop Services Committee meeting.

Mr. Shawbell presented the item.

Ms. Hylton emphasized the purpose of producing the videos is to share them with economically disadvantaged customers so that they may better understand available career paths. Ms. Hylton further explained that once procured, the intent is to get input from and work with hospitals and other targeted industries with in-demand career pathways. She added that Memorial Hospital confirmed their willingness to assist in creating the videos. Mr. Ryan asked if for-profit companies could sponsor these videos to offset costs. Ms. Hylton stated that she will discuss this with Ms. Daniels.

Mr. Ryan asked if the set-aside is specifically for a third-party agency or if it is for the CSBD communications and other staff. Ms. Hylton stated that while CSBD staff will coordinate and finalize the videos, the purpose of the set-aside is to procure an external vendor to handle the project.

Mr. Dobrikow suggested contacting the other boards to see if they are interested in collaborating to create a shared video library to access more content. Ms. Hylton stated we could check with our bordering regions.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved to set aside up to \$90,000 from our dedicated grants to produce industry-specific Informational videos.

REPORTS

1. All BWDB Officers Will be Entering the 2nd Year of their Term in January 2024

In the past, we would present a slate of Officers annually. The updated By-Laws approved by the governing boards align with the REACH Act, which provides for officers to serve 2-year terms. Our current officers will continue in their offices for the upcoming year, which will be the second year in their positions. A new slate will be presented next fall with the officers selected taking their seats in January of 2025.

Ms. Daniels presented the item. There was no further discussion.

2. Update on WIOA Youth Performance for Program Year 23/24

This Youth Performance report provides the Committee with provider performance as required under their agreements and in accordance with the Workforce Innovation and Opportunity Act. CSBD funds four (4) OSY and two (2) ISY programs. Programs are on target for the first quarter of the year.

Ms. Liberta presented the item and reviewed the youth provider's performance with the committee.

3. Individual Training Account (ITA) Provider Performance

CSBD conducted its semi-annual analysis of ITA provider performance in October and found that all training programs have achieved a 70% training-related employment rate.

Mr. Shawbell presented the item.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Mr. Dobrikow congratulated the members of the Board as well as CSBD's leadership team, the President, and staff for the passion, motivation, and knowledge that they bring and for all the work that was accomplished this year. Additionally, he acknowledged the success CSBD has had in improving their outreach and brand recognition. Ms. Liberta emphasized the critical role of CSBD's staff in the success of the committee meetings and presented an example of when CSBD staff was able to provide information expeditiously that was needed in order to respond to a commissioner.

Mr. Ryan and Mr. Horkey also recognized Mr. Dobrikow for his outstanding representation of the Board and CSBD staff, especially out in the community.

Mr. Dobrikow reviewed the Economic Dashboard. Added that additional tiles are a work in progress. Ms. Hylton clarified that the tiles will include cruise, hospitality, and business confidence which should be ready for presentation at the February Board meeting.

MATTERS FROM THE EXECUTIVE COMMITTEE

Mr. Leconte informed the members that his business will be moving to Sunrise. He expects the process will take about a year to build the studio and relocate.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton reminded the members that the State of the Workforce Breakfast was coming up on 01/24/24. She confirmed that the event will include a marketplace and job fair following the breakfast. Ms. Hylton added that Adrienne Johnston, CareerSource Florida President, will be attending as a speaker. There will also be a speaker on the impact of AI in the workplace and its potential to improve employer operations. Ms. Hylton also confirmed that the contract to secure a date at the Amerant Bank Arena for the Worlds of Work (WOW) event has been received and is pending review by Ms. Daniels. An invite for the WOW event will be sent to all the board members once the contract is finalized.

Mr. Ryan requested that CSBD send the Board members calendar invitations using Outlook for this and future events and meetings. Mr. Dobrikow agreed that, in addition to the informational e-mails, we should always have a calendar invite sent out, especially when the event is scheduled this far in advance. Ms. Hylton agreed and indicated we will do so going forward.

Ms. Hylton stated that the summer youth job portal is open so employers can post their jobs. This summer we are expecting to serve approximately 1000 youth.

Ms. Hylton relayed that Commissioner Geller issued a proclamation for Apprenticeship Week recognizing CSBD and the South Florida Marine Industry for their work in promoting apprenticeships.

Ms. Hylton also shared that she and Heiko were “celebrity servers” at the recent Broward Partnership for the Homeless Breakfast.

Lastly, Ms. Hylton reminded the members that she will be at Leadership Florida from 12/13 to 12/15 and, therefore, will not attend the next Board meeting on 12/14.

ADJOURNMENT – 12:54 p.m.

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON FEBRUARY 12, 2024.
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