



Broward Workforce Development Board
Executive Committee
Monday February 10, 2020
12:00 Noon – 1:30 p.m.

Call In Number: (888) 585-9008
Passcode: 219-169-288

MINUTES

CareerSource Broward
2890 West Cypress Creek Road – Main Conference Room, Ft. Lauderdale, FL 33309

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.

SELF-INTRODUCTIONS

Gary Arenson, Michael Carn, Dr. Ben Chen, Paul Farren, Dr. Lisa Knowles, Pam Sands (via phone), Dr. Steven Tinsley, Marjorie Walters and Janet Wincko (via phone)

APPROVAL OF MINUTES

Approval of the Minutes of the January 13, Executive Committee meeting.

On a motion made by Michael Carn and seconded by Gary Arenson the Executive Committee unanimously approved the minutes of the January 13, Executive Committee.

NEW BUSINESS

1. Anthony Brunson, P.A. Audit for FY 2018- 2019 Presentation

Anthony Brunson, PA has completed its Audit Report for the 2018 – 2019 CareerSource Broward fiscal year. The audit is a clean opinion with no findings and no material weaknesses. As the Audit Committee meets directly prior to the Executive meeting the recommendations will be presented at the Executive meeting.

Anthony Brunson indicated that the scope of the examination includes Audit of financial statements pursuant to generally accepted auditing standards and government auditing standards. His report will show a review of internal controls governing financial operations as well as laws and regulations, test of compliance pursuant to the uniform guidance.

He further noted that there were no significant weaknesses noted in the internal control systems governing financial reporting. Mr. Brunson does advise that we reconcile due to/from accounts.

Pam Sands congratulated our team on a job well done.

On a motion made by Gary Arenson and seconded by Dr. Steven Tinsley the Executive Committee unanimously approved the 2018 – 2019 fiscal year audit report.

2. New Course Addition for Existing ITA Provider- Broward College

Considered to approve Broward College's request to add Marine Engine Technology AS Degree program to the Workforce Innovation and Opportunity Act (WIOA) Individual Training Account (ITA) List. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational titles. Because Board member, Dr. Mildred Coyne, is employed at Broward College and Board Member, Francois LeConte serves on the Broward College Business Advisory Committee this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 2/4 One Stop Services Committee meeting.

Mason Jackson stated that Marine Engine Technology and the Yacht Technical program reflects the greater commitment to the Marine Industry.

Michael Carn inquired if this is the only training provider. Mason Jackson responded no, we have had other training programs in the past. He further noted that the community partners all got together and put a curriculum together for the program.

On a motion made by Michael Carn and seconded by Gary Arenson the Executive Committee unanimously approved the New Course Addition for Existing ITA Provider- Broward College.

3. State Apprenticeship Expansion Grant Funds

Considered to accept \$100,000 in additional funding from the Florida Department of Economic Opportunity to fund the State Apprenticeship Expansion Grant for the period of 12/1/19 - 6/30/21. This Grant is a collaborative partnership between CareerSource Broward, the School Board of Broward County (SBBC) - Atlantic Technical College and the Marine Industries Association of South Florida to train up to 20 WIOA eligible apprentices as Yacht Service Technician for the marine industry. Because a Board member, James Payne, is employed by SBBC, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 2/4 One Stop Services Committee.

On a motion made by Gary Arenson and seconded by Marjorie Walters the Executive Committee unanimously approved the State Apprenticeship Expansion Grant Funds.

4. Industry Employer Forums

Considered to 1) plan and implement seven employer forums to learn from employers about issues that impact recruiting, hiring and training decisions including what skills gaps exist and 2) use of up to \$2,000 per forum for a total of \$14,000 of the funds already reserved for food and beverage out of the general fund. Approved at the 2/3 Employer Services Committee meeting.

Mason Jackson stated that CSBD hosted an industry employer forum four years ago. At the 2019 planning session, there was a suggestion that we host additional forums.

Michael Carn inquired where the forums will be hosted. Mason Jackson responded in the CSBD board room. Michael Carn suggested that we should consider hosting them in the community if possible.

On a motion made by Gary Arenson and seconded by Paul Farren the Executive Committee unanimously approved the Industry Employer Forums.

5. President/CEO Evaluation

In accordance with Broward Workforce Development Board, Inc. and CareerSource Broward Council of Elected Official's policy, the Executive Committee evaluates the President/CEO using an instrument developed by the Organizational Resources Committee. The evaluation instrument was distributed to the Executive Committee members by the Legal Department in December. The scores have been tabulated and averaged.

Rochelle Daniels stated that she sent the evaluations to the Executive Committee in December. She further noted that we have a President/CEO who rises above others. We have great staff and leadership.

Dr. Ben Chen asked why the comments weren't listed. He further indicated that he previously requested a list of diversity of the staff members and would like to see those numbers sent out to all the members that rate the president. Rochelle Daniels responded that there weren't many comments made but she would list them for the board meeting and she would provide the list of the diversity of the staff members in the future to the executive members.

Rochelle Daniels stated that Gary Arenson feels we should change our evaluation instrument to be 1 – 10 instead of 1-4. She further noted that going forward we will look into changing the evaluation instrument.

Mason Jackson stated that he is not interested in a merit increase.

6. Florida-95 / I-595 Construction Case Management Services Funding

Considered accepting up to \$35,850 from HNTB Corporation for case management services related to the I-95 / I-595 roadway construction project. CSBD will provide 1) provide case management services for 26 new hires for up to one year and 2) provide support services such as transportation assistance and safety attire (e.g., work boots) through the grant.

Mason Jackson stated that HNTB reached out to us to provide case management services to assist with their new hires.

Dr. Ben Chen stated that he has worked with this firm before. He mentioned they are a national firm. He inquired if their new hires were from distressed communities. Mason Jackson responded that he asked HNTB if this was for the distressed community but he was told no, not specifically.

On a motion made by Marjorie Walters and seconded by Michael Carn the Executive Committee unanimously approved the Florida – 95/ I-595 Construction Case Management Services Funding.

7. Additional Funds for The FLITE Center Contract

Considered to approve an increase of \$21,000 to the Fort Lauderdale Independence Training & Education (FLITE) Center contract. Funds are available in the youth allocation. The funds will be used for an additional navigator who will be dedicated to working with youth affected by human trafficking. Approved at the 2/4 One Stop Services Committee meeting.

Rochelle Daniels stated that FLITE is requesting additional funding to hire a navigator which will provide services to 12 – 15 out-of-school youth who are survivors of human trafficking.

Dr. Ben Chen inquired if we have more than one navigator. Rochelle Daniels responded yes, we have the Center for Independent Living, FLITE, and HANDY.

On a motion made by Gary Arenson and seconded by Marjorie Walters the Executive Committee unanimously approved the additional funds for the FLITE Center Contract.

8. Expand Out Of School Youth Eligibility

Considered to 1) expand “out of school” youth eligibility by defining the term, “needs additional assistance to enter or complete an educational program or to secure or hold employment.” Youth in the distressed communities are often subject to stressors occasioned by their family circumstances. In looking toward the future and our services to the distressed communities, we researched ways to broaden the eligibility criteria and if approved 2) incorporate the changes to the CSBD 4-year plan. Approved at the 2/4 One Stop Services Committee meeting.

Mason Jackson stated that this is something that Rochelle Daniels brought to our attention. We are increasing the eligibility criteria for youth and this should also increase expenditures in the youth program as a result.

Gary Arenson inquired if the rules allow us to expand the categories. Rochelle Daniels responded yes, we can expand.

Michael Carn asked if this will go through the state process. Rochelle Daniels responded that we can give it to the state but we do not need state approval, once the Board approves.

On a motion made by Dr. Ben Chen and seconded by Dr. Steven Tinsley the Executive Committee unanimously approved the Expand Out of School Youth Eligibility.

9. New Course Addition for Existing ITA Provider - South Florida Academy of AC

Consideration to approve South Florida Academy of Air Conditionings’ request to add HVAC Maintenance Technician program to the ITA list. This training program provides students with the basic repair knowledge needed to gain employment in the Heating, Ventilation, and Air Conditioning (HVAC) field. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational title. Approved at the 2/4 One Stop Services Committee meeting.

On a motion made by Michael Carn and seconded by Gary Arenson the Executive Committee unanimously approved the new course addition for existing

10. Selection of Staffing Companies for Disaster Relief

CSBD utilizes staffing companies who serve as the employer of record for temporary workers for clean-up, humanitarian aid and recovery efforts, including demolition, repair, renovation and reconstruction of damaged and destroyed structures, facilities and lands affected by a disaster. We issued an RFP and received five (5) proposals. All proposers are eligible to participate. Consideration to approve these staffing agencies to be a part of a vendor list to provide temporary disaster relief workers when a state of emergency is declared. Approved at the 2/4 One Stop Services Committee meeting.

Mason Jackson stated this RFP is to provide relief clean up, restoration and humanitarian aid. We wanted to get ahead of hurricane season so we put out an RFP. All the proposers are eligible to participate.

Paul Farren inquired how we would handle if one of the proposers were not available after the hurricane. Mason Jackson responded that we would move forward with another company on the list.

Rochelle Daniels stated that the State put out an RFP and we are allowed to use the companies that are on their list.

On a motion made by Gary Arenson and seconded by Dr. Ben Chen the Executive Committee unanimously approved the selection of staffing companies for disaster relief.

REPORTS

1. Budget vs. Actual Expenditure Report

As reported in December and as can be seen from the Budget vs. Actual memo we are working on increasing expenditures with respect to our WIOA Youth and Wagner Peyser funding streams. Reviewed at the 2/10 Audit Committee which meets directly prior to the Executive Committee meeting.

Mason Jackson stated that we provided two charts. In the first chart, shows the youth allocation is underspent as funds set aside for work experience are not being used because youth are securing unsubsidized jobs. He further noted that additional expenditures are planned later in the program year for WP. Mason Jackson stated that in chart 2 we are at 25% of the year. He further noted that we are doing ok.

2. General Fund Balance

On 10/31/19 the General Fund balance was \$648,873. At this time the General Fund balance is \$569,126 (total revenues) – (minus) \$423,147 (annual set aside) which leaves \$145,979 in the General Fund. We expect to see continued revenues through TTW. Reviewed at the 2/10 Audit Committee which meets directly prior to the Executive Committee meeting.

Mason Jackson stated that this is the first time we have presented the format this way. Gary Arenson and Michael Carn suggested that we change our layout. Mr. Jackson stated that we

are showing the annual set-asides, the ticket to work program, food, and estimates for the amount needed this year. There is approximately \$145,979 unspoken for.

Gary Arenson stated that we are doing well for ticket to work program. He further inquired if we could get a report on how many people we are serving.

3. Presentation at Board meeting on Census and Full Count Committee

Naomie Labaty, Program/Project Coordinator (CENSUS), Environmental Protection and Growth Management Department, will present at the Board meeting on the importance of the Census and on the work being done by the Full Count Committee.

Mason Jackson stated that we have allowed the Census access to our building to train customers. They will be presenting at our February Board meeting.

4. Broward College IT Apprenticeship

Broward College, in collaboration with CareerSource Broward, is recruiting employers in South Florida to participate in its Information Technology Apprenticeship Program. Participating companies will provide work-based learning opportunities to individuals seeking a career in IT while providing a fast-tracked path towards filling vacant positions. Up to \$2,620 per apprenticeship is available to help cover a portion of wages and training costs. The committee is asked to share this information with businesses that have IT-related hiring needs.

Mason Jackson stated that we need technology companies. Graduates will receive certifications upon completion of the programs. If you know of any companies hiring for IT-related positions please let us know.

Dr. Steven Tinsley stated that they are working with a couple of companies and he will make a connection with CSBD.

5. Employer Services Infograph November - December 2019

CSBD hosted 28 mass recruitment events for employers seeking to fill over 700 vacant positions. Also through the industry intermediaries, CSBD posted 43 available jobs for employers in Broward's targeted industries during this time period.

6. Individual Training Account (ITA) Performance Report

ITA providers are required to have a minimum 70% training-related placement rate for graduates who complete their programs within 180 days of graduation. CSBD conducted the semi-annual analysis of ITA provider performance and found that The Academy of South Florida's Application Architect program did not meet the required performance. They are at a 64% placement rate and are working with several customers to secure employment to increase their placement rate. The Board has requested that CSBD take action to suspend programs when necessary and to report the action to the Board rather than waiting for a meeting. CSBD has suspended customer referrals until receipt of evidence to confirm the attainment of a 70% or better graduate training-related placement rate.

Mason Jackson stated that at the last board meeting our members inquired about receiving a report. We conducted a semi-annual analysis of the ITA provider performance in January and the report is in the agenda.

7. Targeted Community Outreach Infograph July 2019 – January 2020

CSBD continues to bring services directly to residents in targeted zip codes that have the highest unemployment in Broward County. Through this initiative, CSBD has placed 220 customers that reside in the targeted communities into employment since July 2019. This is 29% of all customers placed during the same timeframe. Also, 118 customers who received a WIOA scholarship or received work-based training through CSBD were from the targeted zip codes. This represents 26% of all customers during the same timeframe. CSBD also held 10 job readiness workshops in the communities.

8. Legislative Update

FWDA session update on two bills being monitored. HB1271 and companion clarify roles of state board, CSF, inc. and DEO. Also, SB 1568 which includes pre-apprentices under the State's workers compensation packages. The latter was part of the BWDB legislative priorities.

Mason Jackson stated we are working with Marti Coley Eubanks, lobbyist. Dr. Chen was in Tallahassee last week and met with her.

Dr. Ben Chen stated he spoke to the legislators about not spending the Sadowski Act. He further noted that they discussed two bills HB1271 and SB1568.

Mason Jackson further noted that it is good news that one of our major items is contained in one the bills in the Senate and that is that youth 18 years and under will be covered under the state's workers' compensation package. It appears this one could pass. We are currently working on real-time funding for apprentices.

9. Getting Ready for 5G: Preparing a Skilled Workforce for Future Wireless Networks

Fifth-generation (5G) mobile communications networks are expected to disrupt nearly every job sector and ecosystem across the world as the deployment of these technologies enables more robotics and automation, adding to productivity wherever advanced network services are deployed. The sea change expected from the deployment of 5G networks can only happen with a sufficiently skilled labor force trained to design, install, and monitor these networks. This report aims to address the need for effective on-the-job training, classroom, and online education to meet the labor needs associated with this growth.

Mason Jackson said that Leticia Latino van-Splunteren, CEO of Neptuno USA Corp, provided a presentation to Employer Services. Mr. Jackson stated that the presentation was great. He mentioned that this is an opportunity for job creation. Mr. Jackson stated that we would like to have her present at an upcoming meeting.

Paul Farren stated that Ms. Latino van-Splunteren made a point that they are desperate for workers who can climb poles and that they are willing to train people.

10. Taylor Hall Miller Parker (THMP), P.A. Program Monitoring Report #3 – PY 18-19 – Issued November 2019

THMP identified 5 findings and 23 observations during their program monitoring visit. They reviewed a total of 175 files consisting of 6,325 elements. The findings equate to an error rate of approximately .079%.

Mason Jackson stated that all findings and observations were corrected except where cases were closed and no further action could be taken.

MATTERS FROM THE EXECUTIVE COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

None

ADJOURNMENT 1:25 p.m.

<p>NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON MARCH 16, 2020.</p>
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