



Broward Workforce Development Board
Executive Committee
Monday, February 8, 2021
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 835 7718 0163
Zoom Password: 060053
Zoom Call in: +1 646 876 9923

MEETING MINUTES

The Committee was 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, Paul Farren, Frank Horkey, Dr. Lisa Knowles, Mayor Frank Ortis, Jim Ryan, Rick Shawbell, and Dr. Steve Tinsley

Staff via zoom/phone: Carol Hylton, Rochelle Daniels, Ron Moffett, Christine Azor, Michael Bateman, and Amy Winer

Guests via zoom/phone: Danielle Daver and Carlos Rodanes

APPROVAL OF MINUTES

Approval of the Minutes of the 11/16/20 meeting.

On a motion made by Gary Arenson and seconded by Paul Farren, the Executive Committee unanimously approved the minutes of the 11/16/20 Executive Committee meeting.

NEW BUSINESS

1. Anthony Brunson, P.A. Audit for FY 2019 - 2020 Presentation

Anthony Brunson, P.A., has completed its Audit Report for the 2019 – 2020 CareerSource Broward fiscal year. The audit is clean and has an unqualified opinion. There are no findings or management recommendations. As the Audit Committee meets directly prior to the meeting, the recommendations will be presented at the Executive meeting.

Tony Brunson, P.A., advised that the results are an unmodified opinion with no findings or management recommendations.

Frank Horkey suggested we spell out SEFA for the Board meeting

On a motion made by Gary Arenson and seconded by Paul Farren, the Executive Committee unanimously approved the 2019 – 2020 Audit Report.

2. 2021 Draft BWDB Legislative Agenda

Considered approving 1) the draft 2021 BWDB Legislative Agenda that includes our leading priorities as identified by the Florida Workforce Development Association and 2) support and monitor community partner legislative positions for items associated with local workforce-related issues. The new format of presenting legislative priorities was approved at the last committee meeting. Approved at the 2/1 SPPDLAR Committee meeting.

Carol Hylton stated that when the legislative agenda was presented to the SPPDLAR Committee one of their recommendations was to align it to 1) leading priorities 2) items we support and 3) items we are monitoring. The BWDB Legislative Agenda has been reformatted in this way.

Ms. Hylton stated that we are recommending that the State maintains TANF funding for the local workforce boards. Currently, there is a waiver in place so customer are not required to do work participation activities, so while the expenditures now are low the cases are increasing in our caseload. Ms. Hylton added that before the pandemic, we had about 345 cases, but as of January we have 934 cases. As soon as the waiver lifts, there is going to be a significant increase in case management activities and funds will be needed to ensure that we are doing quality work with increased customer demand. Our position is that those funds should not be reduced this year.

Ms. Hylton stated the second leading priority is to support the State of Florida's local workforce development governance structure. Our current structure allows for innovation, agility, flexibility, and integration among the various workforce programs. As an example, she explained when the pandemic occurred and the hospitality industry was negatively impacted, we were able to quickly provide outreach services to engage those laid off to assist with reemployment services.

Ms. Hylton advised that the third priority item is to support apprenticeship expansion. Apprenticeships allow you to earn while you learn.

Ms. Hylton mentioned our partners' legislative agenda initiatives where there is relevance to workforce development.

Carol Hylton indicated that Marti Coley, represents the Florida Workforce Development Association on matters related to the Florida Legislature and the State. She will be presenting at the February Board meeting to help us understand what legislative efforts the Florida Workforce Development Association (FWDA) is working on.

Ms. Daniels stated that at the federal level they maybe adding \$15 billion to the workforce system. She noted that Congress would like to fund infrastructure and green climate-related jobs. We are asking that when you speak with the delegation you indicate to them that we would like them to think about the important role the workforce system can play and to invite us to the table for these discussions.

Frank Horkey inquired if there are any proposals at the state level to make the changes to TANF funding or governance or is this preemptive strike? Carol Hylton responded that we are aware that they have been trying to get information from other states that have more state controlled workforce models. There is a bill that we anticipate will be filed in the near future, so we will know more.

On a motion made by Gary Arenson and seconded by Dr. Steve Tinsley, the Executive Committee unanimously approved the 2021 Draft BWDB Legislative Agenda.

3. Letter to Broward Delegation and Congressional Representatives

Considered approving a letter from the BWDB to our Congressional Representatives asking that they support a role for the local workforce delivery system in infrastructure and climate control initiatives. The local workforce system has been instrumental in bringing together job seekers and employers quickly and seamlessly through the American Job Center system and can be catalysts for matching these projects with workers, especially those hardest hit by the pandemic. Approved at the 2/1 SPPDLAR Committee meeting.

On a motion made by Gary Arenson and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the letter to Broward Delegation and Congressional representatives.

4. Food and Beverage Purchases

Each year, CSBD requests approval to use the General Fund to pay for food and beverage expenses. This is because the State does not allow local boards to use WIOA funds for the purchase of food and beverages. Since COVID-19 has dictated the need to meet virtually, this past year we only spent \$2,184 of the \$23,500 approved through 12/31/2020. It is requested that approval be given to spend up to the same amount requested for prior years, which is \$23,500 in anticipation of being able to meet in person as we did prior to COVID-19. We also requested approval to add staff appreciation for up to 3 times per year, for achievements and excellent service. Funds not expended remain in the General Fund. As the Audit Committee meets directly prior to this meeting, the recommendations will be presented at the Executive meeting.

Carol Hylton stated that due to the pandemic, we have only spent \$2,184 of the \$23,500. We are asking to set aside the same amount as last year. The expenses would be used for staff planning sessions, employer forums, networking events, and community meetings attended by management. We have also added staff appreciation for their hard work and diligence.

Frank Horkey stated he thought it was a good idea to support staff in this way and reminded the committee that in the past the previous Board Chairs donated to buy ice cream for staff.

On a motion made by Gary Arenson and seconded by Zac Cassidy, the Executive Committee unanimously approved the food and beverage expenses.

5. Addition of New Courses for Existing Training Provider – Broward College (BC)

Considered approving the addition of two training programs at BC to the Workforce Innovation and Opportunity Act Individual Training Account list 1) Medical Assistant and 2) Medical Billing. Since Board member, Dr. Mildred Coyne, is employed at BC and Board Member, Francois LeConte, serves on the BC 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 2/2 One Stop Services Committee meeting.

On a motion made by Rick Shawbell and seconded by Paul Farren, the Executive Committee unanimously approved the addition of two new courses for existing training provider – BC.

6. Addition of New Courses for Existing Training Provider – McFatter Technical College

Considered approving the addition of two rapid credentialing programs at the School Board of Broward County's (SBBC) McFatter Technical College to the Individual Training Account list 1) Electrocardiograph Technology program for WIOA and 2) Patient Care Technician for the WTP ITA list. Since Board member, James Payne, is employed by the 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 2/2 One Stop Services Committee meeting.

On a motion made by Gary Arenson and seconded by Dr. Steve Tinsley, the Executive Committee unanimously approved the addition of two new courses for existing training provider – Mc Fatter Technical College.

7. Memorandum of Understanding Between CSBD and the Urban League of Palm Beach

Considered entering into a Memorandum of Understanding as required under the Workforce Innovation and Opportunity Act with the Urban League of Palm Beach County, which became a mandatory one-stop partner when they were awarded a Title V Senior Community Services Employment Program discretionary grant by the US Department of Labor. Approved at the 2/2 One Stop Services Committee meeting.

Rochelle Daniels stated that the Urban League of Palm Beach became a mandatory one-stop partner when they were awarded a Title V Senior Community Services Employment Program (SCSEP) discretionary grant by the US Department of Labor. WIOA requires all mandatory one-stop partners to enter into a one-stop MOU and infrastructure agreement with the local workforce board.

On a motion made by Rick Shawbell and seconded by Paul Farren, the Executive Committee unanimously approved the Memorandum of Understanding.

8. Transfer of WIOA Dislocated Worker Funds to WIOA Adult Funds

Considered approving the transfer of up to \$1,800,000 from the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker (DW) funding stream to the WIOA Adult funding stream. WIOA allows local boards 100% transferability between the two funding streams.

We monitor the demand for services and the expenditure rate of the funding streams and we request transfer authority as needed. These funds will be used to provide adult customers with employment services that include 1) occupational skills training 2) work experience and 3) on-the-job training. Approved at the 2/2 One Stop Services Committee Meeting.

Ron Moffett stated that we monitor the demand for services and request the transfer of WIOA funds as needed. At this time, CSBD has determined there is a need to transfer DW funds to the WIOA Adult funding stream.

Dr. Steve Tinsley inquired if we are just voting to approve the ability to transfer the funds. Frank Horkey responded yes.

On a motion made by Gary Arenson and seconded by Rick Shawbell, the Executive Committee unanimously approved the transfer of up to \$1,800,000 of WIOA Dislocated Worker funds to WIOA Adult funds.

9. Program Year (PY) 20-21 Revised Budget

This is our annual update from the preliminary budget presented in May. It is the adjusted budget based upon the final grant awards received by CSBD. The CSBD formula grants for PY 20-21 total \$20,190,557, a slight decrease of \$2,749 or -0.01% from the planning numbers presented in May. Dedicated grants total \$5,144,403. Total available budget (\$20,190,557 + 5,144,403) is \$25,334,960 for PY 20-21. Approved at the 2/2 One Stop Services Committee Meeting.

Carol Hylton advised that this is our annual update from the preliminary budget. She explained the available CSBD formula grants for 2021 are \$20,190,557. This is a slight decrease of \$2,749 from the preliminary budget presented last May. With the addition of the dedicated grants, we have a little over \$25 million in our budget. We have maintained the administrative cap at 9% and we are spending a minimum of 30% of WIOA Adult and Dislocated Worker funds on training per state rules. Ms. Hylton stated that the Children's Services Council also has awarded an increase of \$45,635 to cover the increase to the minimum wage.

On a motion made by Gary Arenson and seconded by Rick Shawbell, the Executive Committee unanimously approved the PY 20 – 21 revised budget.

10. Continued Eligibility for Jersey College and Connecticut School of Broadcasting

The WIOA requires eligible training providers (ETP) to submit new applications every two years to remain on the ETP List. Current providers, Jersey College and Connecticut School of Broadcasting, have met the application renewal requirements. The courses for both ETPs have already been approved by the board and will remain on the ITA list as long as they meet performance and the occupations remain in-demand. CSBD recommends renewal of Continued Eligibility status for 1) Jersey College for the next two-year period of 04/04/21 thru 04/04/23 and 2) Connecticut School of Broadcasting for the next two-year period of 02/26/21 thru 02/26/23. Approved at the 2/2 One Stop Services Committee Meeting.

Ron Moffett stated that these providers are in good standing. The board has previously approved these schools and their courses. Our recommendation is to continue to certify them for the next two years.

On a motion made by Dr. Steve Tinsley and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the continued eligibility for Jersey College and Connecticut School of Broadcasting.

11. Accept Funds for the CSBD Apprenticeship Navigator

The State invited workforce boards to apply for funding as part of an initiative to expand registered apprenticeship in their local regions. Considered accepting \$75,000 from the Florida Department of Economic Opportunity to fund an Apprenticeship Navigator to work with our targeted industry and educational partners to identify and develop Registered Apprenticeship programs. Approved at the 12/7 Employer Services Committee meeting.

Carol Hylton stated that this will allow us to expand the apprenticeship program in our region.

On a motion made by Gary Arenson and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved to accept the funds for the CSBD Apprenticeship Navigator.

REPORTS

1. Budget vs Actual Expenditure Report

The Budget vs. Expenditure Report indicates that we are on target to meet all planned expenditures in our various funding streams with initiatives in place for the WIOA Youth and Veteran's funding streams. In the WIOA Youth funding stream we are seeing an increase in work experience participation since last quarter and we plan to add technological tools to assist Veterans as well as increasing job fairs for them to connect them to work, as businesses return to normal. Reviewed at the 2/8 Audit Committee, which meets directly prior to the Executive Committee meeting.

Carol Hylton indicated that chart 1 depicts funding streams at 50% of the program year. As businesses reopen, we are seeing an increase in youth work experience participation. Ms. Hylton stated that the Welfare Transition Program funds are slightly underspent due to COVID-19 and the Governor's waiver of mandatory participation requirements, but we have developed strategies to expend the funds.

2. General Fund Balance

On 06/30/20, the General Fund balance was \$644,985. Since then, we have realized revenues of \$245,947 and expenditures of \$151,446 resulting in a balance of \$739,486 as of 12/31/20. We expect to see continued revenues through TTW. Reviewed at the 2/8 Audit Committee, which meets directly prior to the Executive Committee meeting.

3. Presentation at the February Board Meeting

Marti Coley of PinPoint Results, LLC, represents the Florida Workforce Development Association on matters related to the Florida Legislature and the State. Ms. Coley will be providing an update on the upcoming State Legislative Session at the next Board meeting.

4. Taylor Hall Miller Parker (THMP), P.A. Program Monitoring Report Issued 10/20

Taylor Hall Miller Parker (THMP) conducted program monitoring for the period 4/2/20 through 7/30/20. They reviewed a total of 172 files consisting of 7,480 elements. There were 7 findings and 11 observations. The findings equate to a .09% error rate (less than 1%). All findings and observations were corrected except where cases were closed and no further action could be taken. Reviewed at the 2/8 Audit Committee, which meets directly prior to the Executive Committee meeting.

5. Cherry Bekaert, LLP Fiscal Monitoring Report #1 Issued 12/20

Cherry Bekaert conducted fiscal monitoring for the period 7/1/20 through 9/30/20. Cherry Bekaert reviewed a total of 870 elements during the review period. There were no findings or observations, which reflects an error rate of 0%. Reviewed at the 2/8 Audit Committee, which meets directly prior to the Executive Committee meeting.

Frank Horkey thanked the staff for doing such a good job.

6. Individual Training Account (ITA) Performance Report

CSBD conducted its semi-annual analysis of ITA provider performance in January and found 1) South Florida Academy of Air Conditioning's HVAC Residential & Lt. Commercial Technician and 2) The Academy of South Florida's Cloud and Network Security Administrator programs did not achieve a 70% training-related employment rate. Per Board policy, we suspended referrals to these programs and notified both schools.

Carol Hylton stated that the Board has approved us to remove providers from the ITA list if they did not achieve 70% placement rate. We continue to work with them to see what we can do to assist with improving their training-related placements.

7. Board Members Recognition

We will be presenting plaques to 1) former Chair, Dr. Lisa Knowles, and 2) Dr. Gertrudis Perez-Dusek, who has resigned from the board at the Board meeting.

Frank Horkey thanked Dr. Knowles for all her hard work and contributions as chair.

MATTERS FROM THE EXECUTIVE COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Carol stated that we have heard that American Airlines will be laying off a significant number of workers. We have previously met with the aviation tenants at the airport, so we reaching out to them to see if Broward will be impacted. We had already created an aviation section on our website and we have set up rapid responses to meet with any affected employees.

Gary Arenson inquired if we know what Dade County is doing? Carol Hylton responded that we will reach out to them. She further advised that we are working with several regions on a job fair with Tesla for solar panels.

Carol relayed that Bob Swindell and Sam Robin were named to South Florida Business Journal's 2021 Power Leaders 250 list.

Ms. Hylton has been recognized as Legacy's magazine South Florida's 2020 Most Influential & Prominent Black Women in Business & Industry.

ADJOURNMENT 1:07 pm

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON MARCH 8, 2021.