



**Broward Workforce Development Board
Executive Committee**
Monday, July 13, 2020
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 840 1813 3535
Zoom Password: 025802
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.

Attendees VIA Zoom/phone: Gary Arenson, Michael Carn, Dr. Ben Chen, Paul Farren, Dr. Lisa Knowles, Pam Sands, Dr. Steve Tinsley, and Janet Wincko

Staff VIA Zoom/phone: Carol Hylton, Ron Moffett, Rochelle Daniels, and Amy Winer

Guest VIA Zoom/phone: Charlene Talbot, New Horizons

APPROVAL OF MINUTES

Approval of the Minutes of the 6/15/20, Executive Committee meeting.

On a motion made by Gary Arenson and seconded Michael Carn the Executive Committee unanimously approved the minutes of the 6/15/20 meeting.

NEW BUSINESS

1. **Master Agreement between the Department of Economic Opportunity (DEO) and CareerSource Broward (CSBD)**

Consideration to approve entry into a Master Agreement with DEO. The Agreement sets forth the terms and conditions under which the State is sub-granting the Workforce Innovation and Opportunity Act (WIOA) formula grants to the local workforce areas. Although there is an item that will need to be clarified, we recommend signing to meet the state deadline.

Carol Hylton informed the members that in the past the Master Agreement was signed by the President/CEO and was not required to be brought to the governing boards for approval. Recently the state and several local areas came under the scrutiny of the United States Department of Labor (USDOL). As a result, DEO is requesting that the local elected officials and workforce boards approve the Master Agreement. Ms. Hylton noted there are several concerns as DEO included language not required under WIOA and also waived the local area's right to a hearing if a region is going to have their funds suspended for noncompliance. She went over several of the other areas of concern such as special rules that require us to post on our website any contracts exceeding 35k, and single audits. They are also requiring anyone who has access to positions of trust to obtain a level- two background screening. The

problem with this requirement is the Florida Department of Law Enforcement (FDLE) does not view the local workforce boards as being in the category to allow for level-two background screening. The State is pursuing a change of policy with the FDLE.

Michael Carn asked what is driving DEO for wanting us to put all this information on the website. Ms. Hylton responded she believes it is because other regions have had issues over the past year. Rochelle Daniels added that she spoke with the State and their comment to her was that USDOL is driving the changes to the Master Agreement.

Ms. Hylton stated that failure to sign the agreement will result in the state holding up our funds. Dr. Lisa Knowles stated that it seems we don't have a choice and need to move forward.

On a motion made by Gary Arenson and seconded by Paul Farren, the Executive Committee unanimously approved the Master Agreement between DEO and CSBD.

2. Memorandums of Understanding (MOU) Between CSBD and the One-Stop Partners

Consideration to enter into MOUs with One Stop Partners. Pursuant to WIOA, the governing boards are required to enter into MOUs regarding the delivery and coordination of statutory one-stop partner programs through the one-stop career system.

Carol Hylton explained these MOUs enable the alignment of the diverse workforce programs available to job seekers and employers through the CSBD Career Centers. She noted WIOA requires all one-stop partners to provide access, which may be technological, to their programs through the one-stop system. The partners must also support the infrastructure and operating costs of the one-stop proportionate to their use, as a part of the MOU.

On a motion made by Michael Carn and seconded by Paul Farren, the Executive Committee unanimously approved entering into MOUs with the One-Stop Partners.

3. Renewal of Audit Agreement with Anthony Brunson, P.A.

Consideration of renewal of the agreement between CSBD and Anthony Brunson, PA, at a fee of \$33,000, which is an increase of \$4,000 from the cost last year of \$29,000, for conducting the Fiscal Year 2019-2020 audit. The staff was satisfied with their services last year. This will be the second renewal under their contract. As the Audit Committee did not meet this month, this memo was emailed to the committee members and any comments will be brought to the Executive Committee meeting.

Carol Hylton stated this renewal is for the 3rd one-year term of our agreement. She noted that the fee did not increase either of the first two years and that the fee increased slightly by \$4,000 for this renewal. Michael Carn inquired as to why CSBD is recommending the increase. Carol indicated that staff was satisfied with their services in the last two years and the increase would remain constant for the balance of their engagement, another 2 years.

Rochelle Daniels added that this increase is the same fees we have paid to our previous audit firm over 5 years ago and is reasonable for the services they provide.

On a motion made by Gary Arenson and seconded by Dr. Steve Tinsley, the Executive Committee unanimously approved the renewal of the audit agreement with Anthony Brunson, P.A.

4. New Courses for Existing Eligible Training Provider – Sheridan Technical College

Consideration to approve current Eligible Training Provider Sheridan Technical College's applications to add 1) Accounting 2) Diesel Mechanic 3) Electrocardiograph Technician 4) Medical Billing and 5) Pharmacy Technician programs to the Individual Training Account (ITA) list. CSBD reviewed the applications for completeness and to ensure that Board mandated criteria are met. Because James Payne is a board member and is employed by Broward County Public Schools, this recommendation must be approved a 2/3 vote of the board members present at a meeting with an established quorum. As the One Stop Services Committee did not meet this month, this memo was emailed to the committee members and any comments will be brought to the Executive Committee meeting.

Carol Hylton stated that Sheridan Technical College is a long-standing training provider with us and that each of these programs prepares students for in-demand occupations that pay good wages.

Michael Carn inquired if the accounting course leads to a Bachelor's degree. Ms. Hylton responded no, this is a short term program that earns a certificate once completed. Mr. Carn requested that we put the wording of what is earned into the memo for the board meeting. Ms. Hylton responded that we will add it.

On a motion made by Gary Arenson and seconded by Janet Wincko, the Executive Committee unanimously approved new courses for existing eligible training provider – Sheridan Technical College.

5. New Courses for Existing Eligible Training Provider - Broward College

Consideration to approve current Eligible Training Provider Broward College's applications to add 1) Certified Information Security Manager 2) Certified Information Systems Auditor and 3) Information Security Training programs to the ITA list. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training programs 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 a 2/3 vote of the board members present at a meeting with an established quorum. As the One Stop Services Committee did not meet this month, this memo was emailed to the committee members and any comments will be brought to the Executive Committee meeting.

On a motion made by Michael Carn and seconded by Gary Arenson, the Executive Committee unanimously approved new courses for existing eligible training provider – Broward College.

6. **New Courses for Existing Eligible Training Providers - Florida Atlantic University and City College**

Consideration to approve the addition of six programs available through FAU 1) Computer Technology 2) Dental Assistant 3) Hemodialysis Technician 4) Inpatient Auditing 5) Pharmacy Technician and 6) Physical Therapy Office Professional to the WIOA ITA list and two programs 7) Patient Care Technician and 8) Veterinary Assistant to the WTP list as well as the addition of three programs available through City College 1) Broadcasting 2) Healthcare Administration and 3) Surgical Technology to the WIOA ITA list. CSBD reviewed the applications for completeness and to ensure that Board mandated criteria are met for the training programs and related occupational titles. As the One Stop Services Committee did not meet this month, this memo was emailed to the committee members and any comments will be brought to the Executive Committee meeting.

Carol Hylton stated that six FAU courses are for our WIOA ITA list and two courses are for our WTP list. She explained that while some of the programs are costly to attend that we cannot take the tuition cost of the program into account in recommending a course to the ITA list.

Dr. Steve Tinsley asked if regardless of the cost if we still limit the amount of our commitment. Ms. Hylton responded yes and if the program exceeds our cap, the customer has to pay the difference by accessing financial aid, loans, or through some other means.

Dr. Ben Chen asked if we limit our commitment to \$6,000. Ms. Hylton responded that we pay up to \$12,000 towards tuition and books.

On a motion made by Pam Sands and seconded by Dr. Ben Chen, the Executive Committee unanimously approved new courses for existing eligible training providers - Florida Atlantic University and City College.

7. **Acceptance of Funds from Bank of America for Summer Youth Employment Program (SYEP)**

Consideration to accept \$17,500 in SYEP funds from a Bank of America (BOA) grant. The funding was initially targeted for this year's SYEP. However, due to the COVID-19 pandemic, our plans for the summer program changed. BOA decided to provide funding that would be held for next year's 2021 SYEP so we may serve additional economically disadvantaged Broward County youth. As the One Stop Services Committee did not meet this month, this memo was emailed to the committee members and any comments will be brought to the Executive Committee meeting.

On a motion made by Michael Carn and seconded by Dr. Steve Tinsley, the Executive Committee unanimously approved the acceptance of funds from BOA for the SYEP.

8. **Acceptance of Funds From City of Hollywood for the Bridging the Digital Divide for the Economically Disadvantaged**

Consideration to accept \$7,000 from the City of Hollywood to fund an initiative called Bridging the Digital Divide for the City of Hollywood residents in WIOA training programs. The funding was initially targeted for the Summer Youth Program (SYEP). However, due to the COVID-19

pandemic, our plans for the summer program changed. The City and CSBD have agreed to use the funds to assist the City of Hollywood residents in our WIOA training programs who could benefit from being given a laptop to make it easier for them to participate in their studies remotely. As this item would normally go to One Stop Services Committee and the committee did not meet in July, this memo was emailed to the committee members and any comments will be brought to the Executive Committee meeting.

Carol Hylton stated that the City of Hollywood normally contributes funds to our SYEP. Since we did not have an SYEP this year, the City of Hollywood still wanted to give us funding. The funding is being used to help 10 Hollywood adult and youth residents participate in classes remotely by providing them laptops.

Gary Arenson inquired if we solicited the funds from the City of Hollywood. Ms. Hylton responded no; for the past several years the City of Hollywood contributed funds towards our SYEP. She further noted that when we advised them we weren't hosting our SYEP, the City of Hollywood still wanted to contribute funds.

Rochelle Daniels stated that other than Children's Services Council of Broward County (CSC), the funds we receive are block grant funds and the cities are not able to carry forward the funds. The City of Hollywood asked us if we could spend the money in another way.

On a motion made by Gary Arenson and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the acceptance of funds from the City of Hollywood for the bridging of the digital divide for the economically disadvantaged.

REPORTS

1. Congresswomen Debbie Wasserman Schultz Résumé & Interview Workshop with CSBD

Congresswomen Debbie Wasserman Schultz conducted a résumé and interview workshop in a Q&A format. She requested two subject matter experts from CSBD to join her to highlight best practices and resources available to get south Florida residents back to work. The workshop was posted on Rep. Wasserman Schultz's Facebook page and we added it to our social media platforms. Rep. Wasserman Schultz wrapped up the session by expressing her appreciation to us and the work we do every day "for helping to make sure that we can get people connected with the right type of employment."

2. Janitorial Services

In August 2019, we procured janitorial services for our building on W. Cypress Creek Rd. and entered into a one-year contract with the low bidder, AK Building Services. We have been very pleased with their service. The contract is set for renewal in August 2020 at the same price as last year \$42,240. Because it is a single purchase of over \$10,000, a report is required to the CSBD governing boards.

Dr. Ben Chen inquired if CSBD provides the materials to the cleaning company. Carol Hylton responded that the cleaning company provides the materials. She further noted that the cleaning company did a deep cleaning of our centers before we reopened to the public.

MATTERS FROM THE EXECUTIVE COMMITTEE

Pam Sands stated that McKinsey & Company put out a report last Friday discussing recovery for different industries. She stated she would send it to us so we can read it and share further.

Dr. Ben Chen inquired if we have any customers in our programs that are eligible for us to pay for Wi-Fi? Ms. Hylton indicated that customers can come into our centers to use our computers if needed. Ms. Hylton stated that we did send an e-blast out to our customers at the beginning of the pandemic letting them know that companies like Xfinity were offering free/reduced pricing on Wi-Fi.

Dr. Ben Chen stated that the Leisure and Hospitality industry in all three counties are leading the unemployment numbers. He inquired if the number of jobs lost in the report are accumulated unemployed persons in that industry as compared to the same month last year or just the number lost in that month. Ms. Hylton stated that she would need to see what Dr. Chen was looking at and would give him a call to discuss.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton stated that at the last board meeting there was a request for us to have a meeting with Board members and interested stakeholders to develop strategies for rapid re-employment for the hospitality industry. We had the meeting and several strategies were developed and we are in the process of implementing them.

We have arranged specific days and times for those job seekers to come to the center for assistance with enrolling in Employ Florida, to set up their online recruiter, and to assist them with developing their resumes. We also updating the workshops on our website in several languages to assist these customers. Tony Ash will be scheduling a virtual job fair with employers that have jobs that match the qualifications of the laid-off workers.

Ms. Hylton stated that we are currently working with 17 municipalities and nonprofits to help place temporary employees using our COVID-19 grant. Furthermore, our One Stop Operator has reached out to our providers including the Urban League to provide the details of the COVID-19 grant, especially in the distressed communities.

Ms. Hylton stated that we have reached out to SunServe to discuss our services and found out they have an adult program in addition to their youth program. They have since referred several people to our programs.

ADJOURNMENT: 12:47 p.m.

<p>NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON SEPTEMBER 14, 2020.</p>
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