



**Broward Workforce Development Board
Executive Committee**

**Monday July 15, 2019
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 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

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

APPROVAL OF MINUTES

Approval of the Minutes of the June 10, 2019 Executive Committee meeting.

On a motion made by Michael Carn and seconded by Gary Arenson the Executive Committee unanimously approved the minutes of the June 10, 2019 Executive Committee.

NEW BUSINESS

1. Membership Renewals

Consideration of BWDB membership renewals of Broward Workforce Development Board members whose terms have expired in 5/19 or will expire 7/19 and who are eligible for renewal for a two-year term. The renewal of their terms is through July 2021. The fifteen members are 1) Dr. Lisa Knowles 2) Dr. Steven Tinsley 3) Dr. Gertrudis Perez - Dusek 4) Marjorie Walters 5) Mayor Frank Ortis 6) Josie Bacallao 7) Gary Arenson 8) Michael Carn 9) Dr. Ben Chen 10) Paul Farren 11) Frank Horkey 12) Francois LeConte 13) Cynthia Sheppard 14) Janet Wincko and 15) Sam Robbin. CareerSource Broward Council of Elected officials appoints board members by a vote of the Council following a recommendation from the Board.

Mason Jackson stated that the renewal period is two years and extends until 2021. He further noted that he sent an email to the BWDB members who are up for renewal to confirm they still want to be on the board.

On a motion made by Frank Horkey and seconded by Gary Arenson the Executive Committee unanimously approved the BWDB membership renewals.

2. Renewal of Audit Contract with Anthony Brunson P.A.

Consideration to renew the contract for an organization wide audit with Anthony Brunson, P.A, at a cost of \$29,000 the same fee paid last year. CSBD was satisfied with their work. As the Audit Committee meets directly prior to the Executive meeting, the recommendations will be presented at the Executive meeting.

Mason Jackson stated the cost is the same as last year. He noted this was approved at the Audit committee meeting.

On a motion made by Michael Carn and seconded by Frank Horkey the Executive Committee unanimously approved the renewal of Audit Contract with Anthony Brunson P.A.

3. Renewal of the Contract with Taylor Hall Miller Parker, PA

Consideration to renew the contract for program monitoring with Taylor Hall Miller Parker, PA at a cost of \$28,000 per visit for a total of \$84,000 for 3 visits a year. This is an increase of \$500 per visit over last year. CSBD was satisfied with the work performed last year. As the Audit Committee meets directly prior to the Executive meeting, the recommendations will be presented at the Executive meeting.

Mason Jackson stated this is an increase of \$500 per visit totaling \$1,500 for the year. He noted this was approved at the Audit committee meeting.

On a motion made by Frank Horkey and seconded by Gary Arenson the Executive Committee unanimously approved the renewal of the contract with Taylor Hall Miller Parker, PA.

4. Renew the Contract with Cherry Bekaert LLP

Consideration to renew the contract for fiscal monitoring with Cherry Bekaert LLP, at a cost of \$22,500 per visit for a total of \$67,500 for 3 visits a year. This is the same cost as last year. CSBD was satisfied with the work performed last year. As the Audit Committee meets directly prior to the Executive meeting, the recommendations will be presented at the Executive meeting.

On a motion made by Michael Carn and seconded by Gary Arenson the Executive Committee unanimously approved the renewal of the contract with Cherry Bekaert LLP.

5. New Courses For Existing Individual Training Account Provider – Broward College (BC)

Consideration to approve Broward College's (BC) application to add its 1) Avionics Certificate program and 2) Supply Chain Management Bachelor's degree program to the Individual Training Account (ITA) list. CSBD reviewed the applications for completeness and to ensure Board mandated criteria were met for the training programs and related occupational titles. Because Dr. Mildred Coyne is a Board member and is employed by BC State rules require the governing boards approve this item by a 2/3 vote of the established quorum, after a conflict has been declared at the Board meeting. Approved at the 7/2 One Stop Services Committee meeting.

On a motion made by Pam Sands and seconded by Frank Horkey the Executive Committee unanimously approved the new courses for existing ITA provider Broward College.

6. New Course For Existing ITA Provider – Florida Atlantic University (FAU)

Consideration to approve Florida Atlantic University's (FAU) application to add its Project Management Professional (PMP) Exam Preparation course at their Davie Campus to the Customer ITA list. CSBD reviewed the application for completeness and to ensure that Board mandated criteria is met for the training program and related occupational title. Approved at the 7/2 One Stop Services Committee meeting.

Mason Jackson stated this course is in demand.

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

7. Addition of New Course for Existing ITA Provider – Concorde Career Institute

Consideration to approve Concorde Career Institute's application to add its Pharmacy Technician training program to the Customer ITA list. CSBD reviewed the application for completeness and to ensure that Board mandated criteria is met for the training program and related occupational title. Approved at the 7/2 One Stop Services Committee meeting.

Frank Horkey inquired if the programs are offered at different campuses will they need to be approved separately. Carol Hylton responded yes.

On a motion made by Frank Horkey and seconded by Gary Arenson the Executive Committee unanimously approved the addition of new course for existing ITA provider Concorde Career Institute.

REPORTS

1. General Fund Balance

As of 5/31/19 the current General Fund balance is \$572,597. Since 12/31/18, we have realized gross revenues of \$229,712 and have had expenditures of \$306,735 for costs related to the completion of the renovation of the new building, Ticket to Work staff, and food and beverage expense.

Mason Jackson stated that the general fund was discussed at the Audit Committee. He further noted that we are continuing to earn money from the ticket to work program.

Frank Horkey added that at the Audit committee they discussed that the building costs will go down and money will be added back to revenues. Mason Jackson responded that we still need to add additional trees and possibly adjusting the signage in the front of the building so it is easier to see when driving.

2. Cherry Bekaert LLP Fiscal Monitoring Report #3 PY 17-18 Issued 12/2018

Cherry Bekaert LLP conducted fiscal monitoring for the period 4/1/18 through 6/30/18. Monitoring was issued December 2018. There were 0 findings and 2 observations. One of the observations cited the bus pass support logs because the bus pass numbers were out of sequence. This took some time to research. It was determined that there were 2 logs maintained for different programs by 2 different staff. Each entering their distribution sequentially. Together the 2 logs accounted for all bus passes and were sequential. The other observation was corrected. Cherry Bekaert reviewed a total of 818 elements during the review and CSBD achieved a zero error rate for the period.

Mason Jackson stated there were no findings and we had a few observations. He noted that an example of an observation was a lack of signature.

3. Cherry Bekaert LLP Fiscal Monitoring Report #1 PY 18-19 Issued 5/2019

Cherry Bekaert LLP conducted fiscal monitoring for the period 10/1/18 through 12/31/18. There were 0 findings and 0 observations. Cherry Bekaert reviewed a total of 680 elements during the review and CSBD achieved a zero error rate for the period.

4. Taylor Hall Miller Parker (THMP), PA, Program Monitoring Report #1 8/18 – 11/18

The THMP program monitoring report for the period 8/1/18 through 11/8/18 and cited 5 findings and 26 observations. They reviewed a total of 175 files consisting of 5,155 elements. The findings equate to an error rate of about .097%. All findings and observations were corrected except where cases were closed.

Mason Jackson stated that we had 5 findings with over 5,000 elements that were reviewed. One of the findings was due to limitations of the system we were using. It did not allow us to track actual hours that participants were spending on their online training courses.

5. State DEO Program Monitoring Report 12/2018

The Florida Department of Economic Opportunity (DEO) issued their Program Monitoring Report for the period covering 1/1/17 – 12/3/17, on 12/12/18. DEO identified 8 findings and 7 “non-compliance” issues, which could be a finding in the future if not corrected and 1 observation. CSBD was informed that their Corrective Action Plan was accepted on April 18, 2019.

Mason Jackson stated that our error rates are extremely low.

Carol Hylton stated that out of the 261 files consisting of 9,255 elements that were reviewed, the findings were nominal. The findings equate to an error rate of about .16%. The participants were using a software program called Alison. The program was unable to provide a record of their actual hours spent on their online training courses. We updated the software to Florida ready to work. This new software will allow us to track their hours spent on the training courses.

Frank Horkey asked if we can add the elements to #5 even though it was in the backup for the BWDB meeting. Carol Hylton responded yes.

6. Professional Placement Network Project Plan

The Professional Placement Network (PPN) workshop is all about helping jobseekers become employed in their next right job. We teach the things jobseekers must do, things they must say, things they must prepare, and finally the things they must be to become successful in their job search. The Plan addresses how the content is validated and refreshed. Reviewed at the 7/2 One Stop Services Committee meeting.

Mason Jackson stated that we are sharing with you our new project plan for the PPN workshop. Things are changing all the time in the workforce and we want to make sure that we are current with our data and on the cutting edge. The information we gather will be useful throughout all of our workshops.

Frank Horkey mentioned that the PPN class is the class he hears the most out in the community.

Michael Carn inquired if we can have an alumni group photo and some testimonials placed on our website. Mason Jackson responded yes.

7. Update on Services to Special Populations

The Workforce Innovation and Opportunity (WIOA) has a focus on helping low-income and disadvantaged populations. CSBD has always targeted special populations to serve in order to assist them in being self-sufficient. This memo provides an update to the One-Stop Services Committee on CSBDs commitment to serving Special Populations. Reviewed at the 7/2 One Stop Services Committee meeting.

8. Outreach to Distressed Communities

As you may recall CSBD is increasing awareness of our services in the targeted distressed communities to educate them on our services such as the WIOA scholarship, employability workshops, and job placement assistance. To highlight our deliverables and community involvement efforts we created an info-graph that presents a visual summary of the key achievements of this initiative. Reviewed at the 7/2 One Stop Services Committee meeting.

Mason Jackson stated that this is a big effort in the community with the help from the Greater Fort Lauderdale Alliance, Broward College and the Urban League. This report will provide information on ex-offenders, disabled persons veterans or disabled veterans.

Frank Horkey indicated that this report covers everything and looks great.

Pam Sands mentioned that this is a continuation from Broward College's Broward UP. She further noted that the report was informative.

Mason Jackson stated that we will modify the memo to bring together Broward College's Broward UP for the BWDB meeting.

9. Motivational Interviewing Techniques for Staff

Last fall we brought in a workforce development and human services consulting firm to teach staff customer focused approaches, evidence based motivational interviewing techniques and ways to improve engagement and participation. This is an update on how since then we continue to improve and implement change in this area to better engage customers as we assist them with employment services. Reviewed at the 7/2 One Stop Services Committee meeting.

Mason Jackson stated that this was part of our effort working with the Homeless Continuum of Care Board. We are preparing ourselves for when the homeless are sent over to our One Stop for services. We have found that three homeless assistance centers are using motivational interviewing techniques. We have brought in a human services consulting firm to teach our staff the same techniques as the homeless assistance centers. Our consultant is going to come back and engage us on our performance.

Michael Carn inquired if we have completed any test runs with people. Mason Jackson responded yes, we have had practice runs and we include our quality assurance person sit in the room to make sure we are engaging with our customer.

10. Presentation to the Board

There will be two presentations at the upcoming Board meeting. 1) Florida National University will conduct a presentation and be available to address several Board concerns and 2) Bob Swindell, President and CEO, of the Greater Fort Lauderdale Alliance will provide a presentation on better wages and better jobs as requested by the Board.

Mason Jackson advised that FNU will be at our July BWDB meeting to address any of the boards concerns. He further noted that per the board's request, Bob Swindell with the Greater Fort Lauderdale Alliance will be presenting on better wages and better jobs.

Frank Horkey inquired if FNU 1) offers courses in Miami 2) is accredited and 3) is are on our list. Carol Hylton responded that yes, they have courses in Miami, they are accredited and they are currently one of our providers.

MATTERS FROM THE EXECUTIVE COMMITTEE

Frank Horkey mentioned that he brought in staff from the Broward Education Foundation to meet with Mason Jackson to collaborate with the Brace advisors to get the word out that college isn't for everyone.

Pam Sands mentioned that Ron Painter, NAWB CEO will be presenting at Kelly Services Global Supplier FORUM.

Frank Horkey mentioned that the new TV's have made a big different with the presentations. He further thanks CSBD for having great presentations.

Michael Carn inquired if we can have Melanie Magill be a staff spotlight. He would like to congratulate on her being appointed the chair Broward County Reentry Coalition and her success as being recognized as a national expert.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

None.

ADJOURNMENT 12:53 p.m.

NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON SEPTEMBER 9, 2019.