



Broward Workforce Development Board
Executive Committee
Monday, June 15, 2020
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 847 0555 3306
Zoom Password: 675903
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.

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

APPROVAL OF MINUTES

Approval of the Minutes of the 5/11/20, Executive Committee meeting.

On a motion made by Michael Carn and seconded by Gary Arenson the Executive Committee unanimously approved the minutes of the 5/11/20 meeting.

NEW BUSINESS

1. **Work Experience Contract with Early Learning Coalition, Inc. (ELC)**

Considered approving a Workforce Innovation and Opportunity Act (WIOA) youth Work Experience contract with the ELC for Program Year (PY) 20-21. While we do not know the exact number of Work Experience customers ELC will take, we do not anticipate the non-financial contract amount will exceed \$24,000. Because Mason Jackson Jr., President/CEO of CSBD serves on the ELC Board, a 2/3 vote of the Board members present at a Board meeting with an established quorum will be required. Approved at the 6/9 One Stop Services Committee meeting.

Mason Jackson stated the WIOA Youth have benefited from their work experiences at the ELC and we would like to continue this successful partnership.

On a motion made by Michael Carn and seconded by Dr. Ben Chen the Executive Committee unanimously approved the WIOA youth work experience contract with ELC.

2. **Work Experience Contract with Broward Education Foundation (BEF)**

Considered approving a WIOA youth Work Experience contract with the BEF for PY 20-21. While we do not know the exact number of Work Experience customers BEF will take, we do not anticipate the non-financial contract amount will exceed \$24,000. Because Board member Frank Horkey is also the Chair of the Board of Directors for the BEF, a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 6/9 One Stop Services Committee meeting.

Mason Jackson stated the BEF has been a Work Experience site for the WIOA Youth program, since 2017. The work experience partnership has been successful.

On a motion made by Dr. Ben Chen and seconded by Gary Arenson the Executive Committee unanimously approved the WIOA youth work experience contract with BEF.

3. **Work Experience Contract with Jewish Adoption and Foster Care Options (JAFCO)**

Considered approving a WIOA adult Work Experience contract with JAFCO for PY 20-21. While we do not know the exact number of Work Experience customers JAFCO will take, we do not anticipate the non-financial contract amount will exceed \$24,000. Because Ron Moffett, Senior Vice President of Operations is related to JAFCO's site director, a 2/3 vote of the Board members present at a Board meeting with an established quorum will be required. Approved at the 6/9 One Stop Services Committee meeting.

Mason Jackson stated this has been a successful partnership and our WIOA customers have benefited from the opportunity to gain work experience at JAFCO.

On a motion made by Michael Carn and seconded by Gary Arenson the Executive Committee unanimously approved the work experience contract with JAFCO.

4. **FLITE Navigator Out of School Youth contract**

Considered approving the addition of \$29,412 for FLITE center for PY 20 – 21 which begins on 7/1/20. This will bring the amount allocated to the FLITE contract from \$188,790 to \$218,202. Although we did budget a slight increase to their contract when the Board approved their renewal in April, there was a delay in hiring the additional Navigator due to COVID-19. They have selected a candidate and would like to hire them at a higher rate than originally budgeted due to their level of experience in working with victims of human trafficking. As there are sufficient funds in the youth budget we are recommending the increase. The additional funds will also cover an increase in the percentage of time to be devoted by the supervisor, related fringes, and payroll taxes.

Rochelle Daniels stated there was a delay in hiring the additional Navigator due to Covid-19. Now that FLITE is filling the position they have selected a candidate and would like to hire the person at a higher rate than originally budgeted. Rochelle explained the increase is due to the selected candidate's level of experience in working with victims of human trafficking. The additional funds will also cover an increase in the percentage of time to be devoted by the supervisor, related fringes, and payroll taxes.

On a motion made by Gary Arenson and seconded Marjorie Walters the Executive Committee unanimously approved the FLITE navigator out-of-school youth contract.

5. Approval of the Renewal of Taylor Hall Miller Parker and Cherry Bekaert Monitoring Contracts

Considered renewing the contracts 1) Cherry Bekaert LLP, at a cost of \$22,500 per visit for a total of \$67,500 for 3 visits a year for fiscal monitoring and 2) Taylor Hall Miller Parker, P.A. (THMP) at a cost of \$28,000 per visit for a total of \$84,000 for 3 visits a year for program monitoring. CSBD was satisfied with the work performed last year. While the Audit Committee did not meet on this matter we sent the memo to the members and asked for their feedback. All responses we receive will be brought to the Executive Committee meeting.

Mason Jackson stated that Cherry and THMP have been conducting fiscal and program monitoring according to their contracts and that their reports are timely and in a format approved by staff and the Audit Committee.

On a motion made by Michael Carn and seconded by Gary Arenson the Executive Committee unanimously approved the renewal of THMP and Cheery Bekaert LLP monitoring contracts.

6. Region 22 Targeted Occupations List (TOL) for PY 20-21

Considered approving the TOL for PY 20-21. We sent the preliminary TOL for PY 20-21 provided by the state to local education and business stakeholders to get input and gather additional relevant labor market data. We also held a publicly noticed meeting to review the occupational changes to Region 22's TOL and gather additional information. CSBD recommends 1) retaining 21 occupations proposed by the State for removal and 2) adding 7 new occupations. Approved at the 6/9 One Stop Services Committee meeting.

Mason Jackson stated we held a public meeting via Zoom and invited comments from eligible training providers, community partners, business leaders, and industry intermediaries. Over thirty people participated in the meeting including Board member Bob Swindell and Board Chair Dr. Lisa Knowles. Mason explained that based upon our research and input from the community CSBD recommends retaining twenty-one (21) occupations proposed by the State for removal and adding seven (7) new occupations proposed by the State.

Dr. Ben Chen inquired if the dollar amount for the Architectural and Civil Managers and Drafters is an average or is it at the low or high end of the pay scale. Mason Jackson responded that it is the median and not the mean or average in the pay scale and the numbers come from the state.

On a motion made by Gary Arenson and seconded Dr. Ben Chen by the Executive Committee unanimously approved Region 22 TOL for PY 20 – 21.

7. Continued Eligibility for Miami Dade College

Considered approving Miami Dade College's Continued Eligibility for the next two year period 7/1/20 thru 6/30/22. WIOA requires Eligible Training Providers (ETPs) to submit new applications every two years to remain on the Eligible Training Provider List. Miami Dade College has met the ETP application renewal requirements. Approved at the 6/9 One Stop Services Committee meeting.

On a motion made by Michael Carn and seconded Gary Arenson the Executive Committee unanimously approved Miami Dade College's continued eligibility as an Eligible Training Provider.

8. CareerSource Broward Marketing and Communications Plan for PY 20-21

Each year, CSBD implements targeted and strategic outreach to job seekers, employers, and community stakeholders through the press and digital, print, and social media, in an effort to increase awareness of our services. This plan identifies CSBD's communication goals and objectives for PY 20-21. This year, a majority of our marketing efforts will center on the "Help Is Here" campaign in response to the coronavirus pandemic. Approved at the 6/1 Employer Services Committee meeting.

Tony Ash provided an overview of the plan. Tony pointed out that this year's marketing strategies will focus on a localized "help is here" campaign. He noted the plan emphasizes outreach to the hardest-hit industries such as hospitality and that we will also target messaging to the distressed communities and the Latin/Caribbean communities. Tony mentioned that CSBD will be partnering with Broward County to develop informational videos such as virtual recruitment do's and don'ts and hiring tips to employers and job seekers.

Michael Carn stated that he was very impressed by the plan and thanked staff. He inquired if we have any success stories during this pandemic? Mason Jackson responded that during the pandemic we proactively pivoted to hosting several virtual job fairs to assist customers and that these have been very well attended by both employers and job seekers. Mr. Carn further mentioned he would like to see CSBD continue hosting virtual job fairs and keep pushing out good information at a moment's notice. Mason Jackson responded that we will continue to do so and that CSBD is in the process of scheduling additional virtual job fairs.

Carol Hylton thanked the staff for the great job advertising and hosting virtual job fairs from day one of this pandemic and informed the members that CSBD held the first job fair within the first two weeks of the Covid-19 outbreak.

Dr. Ben Chen inquired if we have statistics on how many people attended the virtual job fairs and how many of them got jobs. Mason Jackson responded that our first job fair we had over 8,000 registered for the event although not all attended. Mr. Jackson noted that it could take months for us to hear back from the employers that attended regarding any new hires from the job fair.

Paul Farren noted that he is not a heavy social media user but he has noticed that CSBD is doing a good job posting information on Facebook and Instagram.

On a motion made by Janet Wincko and seconded Dr. Steven Tinsley the Executive Committee unanimously approved the CSBD Marketing and Communications Plan for PY 20 – 21.

9. Outreach to Large/Small Employers and Employers in Distressed Communities

Considered approving CSBD's strategies for outreach and engagement of employers in alignment with the Employer Services Committee's Strategic Planning Matrix. Due to the impacts on the local workforce as a result of the Coronavirus pandemic, CSBD developed strategies for outreach and engagement of employers in order to identify those with current hiring and training needs in this changed landscape. Approved at the 6/1 Employer Services Committee meeting.

Tony Ash briefed the committee members on the strategies and noted that due to the Covid-19 pandemic new strategies had been implemented in response to the changing labor market conditions. Tony thanked Paul Farren for his leadership and guidance in developing the strategies.

On a motion made by Michael Carn and seconded Janet Wincko the Executive Committee unanimously approved the strategies for outreach to large/small employers and employers in the distressed communities.

10. Additional Workforce Innovation and Opportunity Act (WIOA) Funds

Considered the acceptance of \$100,569 in WIOA state-level funds. This is Region 22's share of funds awarded by the State for WIOA performance under their performance model. These additional funds will be used to build capacity to serve the anticipated increase in dislocated workers who will be coming to our centers for re-employment assistance. CSBD will continue to monitor demand and program expenditures to assure the maximum number of individuals is being served. Approved at the 6/9 One Stop Services Committee meeting.

On a motion made by Paul Farren and seconded Dr. Steven Tinsley the Executive Committee unanimously approved the acceptance of \$100,569 in additional WIOA funds.

11. Acceptance of Bank of America Charitable Foundation Funds for Start-Up Now

Considered the acceptance of a grant award of \$10,000 from the Bank of America Charitable Foundation for the Start-Up Now Program. In April 2017, the Board approved for CSBD to seek financial support for Start-Up Now. CSBD completed the Bank of America grant application in February and has been awarded \$10,000 in private funding. These funds will be

used to cover PY 20 – 21 costs such as grant writing, tuition for non-WIOA applicants, and food for program events. Approved at the 6/9 One Stop Services Committee meeting.

Mason Jackson stated these funds will be used to attract additional investments in the program. Mr. Jackson further noted these funds will be used to cover PY 20 - 21 program year costs such as grant writing, tuition for non-WIOA applicants, and food for program events.

On a motion made by Michael Carn and seconded Gary Arenson the Executive Committee unanimously approved the acceptance of a grant award of \$10,000 from the Bank of America Charitable Foundation for the Start-Up Now Program.

REPORTS

1. **Directors & Officers (D&O) Insurance with Employment Practice Liability**

The Board authorized the President/CEO to make the purchase of D&O Insurance with a report to the governing boards each year. Our current carrier, Philadelphia Insurance gave us the lowest quote. The current policy for D&O and Employee Practices Liability Insurance is expiring. The cost of the policy is \$9,384, which is \$1,766 more than last year's premium of \$7,618 because we added, fiduciary liability coverage for the staff 401K and workplace violence coverage up to \$250,000.

Rochelle Daniels provided an overview and explained the reasons for adding fiduciary liability and workplace violence coverage.

2. **Worker's Compensation**

This is to report that Bridgefield Employers Insurance Company, which is A-rated and our current carrier for worker's compensation insurance will continue to be our carrier effective 5/1/20 at a rate of \$24,751.94. This is a decrease from our rate last year of \$38,882.59 and is a result of not operating the summer youth program this year. Prior to coverage from our current carrier we had to enter the State Joint Underwriting Association pool. We sought quotes from other carriers but they declined to respond. This policy covers CSBD employees. EmpHire has its own policy for the center staff.

Mason Jackson stated that the Board has authorized him to make the purchase of Worker's Compensation with a report to the governing boards each year. He explained the rate is cheaper than last year due to the fact that we did not have our summer youth employment program this year.

Gary Arenson asked if our workers compensation insurance covers employees working from home if they get hurt. Rochelle Daniels responded yes, it does.

3. **Update on Re-Opening the Three One Stop Career Centers and Admin Office**

This memo provides an update on the re-opening of CSBD administrative office and the three one stop career centers. In preparation to re-open the centers, CSBD developed a detailed project plan. We executed that plan and successfully re-opened each of the three centers to staff and customers on Monday, 6/1.

Mason Jackson stated that during the Covid-19 Pandemic, CSBD quickly adapted and developed new virtual methods to serve job seekers and employers and we are now providing our services in a greater variety of formats than ever before in our history.

4. **Summary of CSBD's On-going Communication During COVID-19**

Since the outbreak of COVID-19, CSBD has been extremely proactive in sharing important workforce development resources and support programs with Broward County job seekers, employers, community partners, local municipalities, and more. Staff used all communication channels including 1) frequent updates to our Website 2) media relations and 3) social media to inform customers and the community about our services and the availability of resources needed to help recover. The included exhibit is a summary of messaging completed and planned by CSBD's communications department through 6/10/2020.

Mason Jackson pointed out that thanks to Dr. Steven Tinsley we were able to use Broward County's emergency operations center and received staff assistance to create and produce videos.

5. **At-A-Glance Guide to Re-Employment Assistance**

As a result of COVID-19, there are many types of assistance available to those whose employment has been affected by the virus. This is an at-a-glance guide to 1) Florida's reemployment assistance 2) the assistance available under The Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 and 3) Disaster Unemployment Assistance.

Mason Jackson advised that congress has several names for the Coronavirus assistance programs they offer and it has become confusing to customers. He noted that we have put together a summary and a link to assist customers to help lessen the confusion.

6. **CSBD Presentation to the Council of Chamber Executives**

At the last year's Board Planning session, one of the goals developed was for staff to make a presentation at a Council of Chamber Executives meeting. At their 6/10/20 meeting, we participated via Zoom and made a presentation covering the array of services we provide. The Council of Chamber Executives consists of the presidents of the Chambers of Commerce in Broward County. The presentation covered our employer solutions such as training grants, virtual job fair services, job posting and pre-screening, and resources to employers related to the COVID-19 pandemic. The presentation was well received and we have already received requests to meet and present with individual chambers and connect our services such as On-the-Job Training and Paid Internships to chamber member companies as well as the chambers themselves. These presentations are being scheduled.

Mason Jackson noted that this was in response to a recommendation made by Michael Carn to make a presentation of the services we offer at a Council of Chamber of Executives meeting.

7. Update on CEO Transition

Mason Jackson provide an update on the transition and indicated that both chairs have agreed that Carol Hylton will be promoted to CEO/President on 7/1 and that he will go part time for three months as planned. Mason noted that Mayor Levy requested a plan that will include introducing Ms. Hylton around town and the various boards the CEO sits on.

Carol Hylton stated that Rochelle had a good meeting with Mayor Levy. Ms. Daniels will draft the contract which we will send to Mayor Levy in time for it to be on the next board agenda.

On behalf of the members, Dr. Lisa Knowles thanked Mason Jackson and the staff for a job well done with the smooth transition.

MATTERS FROM THE EXECUTIVE COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

None

ADJOURNMENT: 1:01 p.m.

NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON JULY 13, 2020.