



Broward Workforce Development Board  
**Executive Committee**  
Monday March 16, 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.

**ATTENDEES:** Gary Arenson (via phone), Paul Farren (via phone), Dr. Ben Chen (via phone), Pam Sands (via phone), Dr. Lisa Knowles

### SELF-INTRODUCTIONS

### APPROVAL OF MINUTES

Approval of the Minutes of the February 10, 2020, Executive Committee meeting.

**On a motion made by Dr. Ben Chen and seconded by Gary Arenson the Executive Committee unanimously approved the minutes of the February 10, 2020 meeting.**

### NEW BUSINESS

#### 1. WIOA Local Plan for Program Years 2020/21 – 2023/24

Consideration to approve our Workforce Innovation and Opportunity Act (WIOA) Local Plan. WIOA requires each local workforce development board (LWDB) in partnership with the local chief elected official to develop and submit a comprehensive four-year plan to the state. Our LWDB plan addresses how we will coordinate service delivery with the core programs and is based on the current and projected needs of the workforce investment system in Broward County. As required, the plan was posted on our web page for 30-days for public review. There were no comments.

Mason Jackson stated that this is the first time we have had a four year plan. We have included an executive summary detailing our process. There are no new policies in the plan. On 2/7 CSBD advertised in two community newspapers, published the plan on our website under the section for public meeting notice, and held a public review on 2/12. Mr. Jackson

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further noted that at the planning session held in December we solicited input from our board members and included their suggestions into the plan.

Dr. Ben Chen mentioned that this is a good summary to provide to the public to show our services.

**On a motion made by Gary Arenson and seconded by Dr. Ben Chen the Executive Committee unanimously approved the WIOA Local Plan for PY 2020/21 – 2023/24.**

**2. Summer Youth Work Experience Contract Approval for Advanced Roofing, Inc.**

Consideration to approve a Summer Youth Employment (SYEP) contract with Advanced Roofing for summer 2020. Advanced Roofing will serve as a worksite for one youth. Board member Mr. Kevin Kornahrens works for Advanced Roofing, Inc. State rules require the governing boards approve this item by a 2/3 vote after a conflict has been declared at the Board meeting.

Mason Jackson thanked Advanced Roofing for supporting the SYEP program and helping a youth to learn the Roofing business.

**On a motion made by Gary Arenson and seconded by Dr. Ben Chen the Executive Committee unanimously approved the SYEP work experience contract for Advanced Roofing.**

**3. Additional Funds for Summer Youth Employment Program**

Consideration to accept funds from 1) the City of Fort Lauderdale in the amount of \$190,000 to serve 65 youth and 2) a report on the Summer Program to date.

Carol Hylton stated that this week we were scheduled to have face to face intake for the SYEP program. Due to the Coronavirus, we emailed the youth and advised them not to come to our center but to submit their documents via email. We have provided essential staff with cell phones to call the youth to ensure they did not come to the office.

**On a motion made by Pam Sands and seconded by Dr. Ben Chen the Executive Committee unanimously approved the additional funds for Summer Youth Employment Program.**

**4. WIOA State-level Funds**

Consideration to accept \$33,523 in WIOA state-level funds. The funds will be used to enhance one-stop accessibility, assessment and training software as well as for basic and individualized participant services.

Mason Jackson stated this is Region 22 share of funds awarded by the State for the WIOA performance model. The monies can be spent on any allowable WIOA expenditure. Some of the funds will be used to enhance one-stop accessibility, assessment and training software as well as for basic and individualized participant services.

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**On a motion made by Gary Arenson and seconded by Dr. Ben Chen the Executive Committee unanimously approved the WIOA State-level funds.**

## **REPORTS**

### **1. Presentations at March Board Meeting**

1) Daniel Harper of the Department of Economic Opportunity will provide the performance presentation via webinar and 2) Magic Leap may present.

Mason Jackson stated that the March board meeting will be virtual. DEO will be presenting virtually. Mr. Jackson further noted that we have asked Magic Leap to attend a board meeting at a later time due to the circumstances.

### **2. Ticket to Work Report**

As requested during the last board meeting, we have provided a report on the Ticket to Work Program (TTW). This program is sponsored by the Social Security Administration, which reimburses an Employment Network, such as CSBD, for placing eligible participants in a job. Since 2008 to date, CSBD staff has placed 519 customers, which has generated a total of \$2,558,924 for the General Fund. According to the Social Security Administration's provider, Maximus, for the past seven (7) years the CSBD TTW program is ranked #1 in the nation among workforce board sponsored programs.

Melanie Magill stated since inception we placed 519 customers and generated \$2,558,924 for the general fund.

Dr. Ben Chen congratulated our ticket to work staff for a job well done. He further noted that we were able to purchase our building through this program.

### **3. Precautions Related to the Corona Virus**

Over the past few weeks, we have seen increasing information and concerns about the Corona Virus in Broward County, through its most recent declaration as Public Health Emergency in the state of Florida. We've taken steps to maintain a clean and safe work environment and are developing strategies to provide alternative means to the public for accessing our services.

Mason Jackson stated that things are moving very quickly in our office due to the virus. Our agency has been proactive in its efforts to provide information and supplies to our staff. Mr. Jackson further noted that we are taking an additional step to provide alternative means to the public for accessing our services. The House passed a bill that will allow for free CoronaVirus tests, and paid sick leave for those who are impacted.

Mason Jackson noted that Mayor Dean Trantalis & Mayor Dan Gelber of Miami Beach closed down the beaches in Fort Lauderdale and Miami Beach.

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Dr. Ben Chen asked in addition to the youth program, what are we doing to help customers. Mason Jackson responded that we are using technology to assist with getting our workshops online, allowing customers to talk to their success coaches through skype or facetime. On Friday we placed signs on the door telling advising customers not to come into the center. We provided them a number to call for services.

Mason Jackson stated that we have requested the State to waive participation to those customers who are on food stamp and/or reemployment. Mr. Jackson noted that the decision to close for two weeks was a result of one of the customers coming into the center stating they had the virus. Our employee has come down with a respiratory infection. Customers can research jobs on Employ Florida from their smart phones or computers.

Mr. Jackson further noted that we are providing staff laptops and phones to work remotely. The state is letting its leadership know of our decision to close. Mr. Jackson stated that our March and April meetings will be virtual. We have canceled onsite recruitments and most of the external job fairs have been canceled.

Dr. Ben Chen asked whether the administrative office was shutting down? Mason Jackson responded that at this time we are not shutting down the administrative office, but some of the staff will be allowed to work remotely.

Dr. Chen further inquired if we put notices on the doors of the one stop center. Mason responded yes, we have placed notices and the success coaches will be contacting their customers.

Gary Arenson stated that this is a great initiative. Mr. Arenson inquired what DEO is doing with their staff. Mason Jackson responded they are allowed to work remotely but they will given assignments from their direct supervisors if not, they will be provided projects for them to work on.

Pam Sands inquired if there was anything that the board needed to do or bring forward? Mason Jackson responded not at this time.

## **MATTERS FROM THE EXECUTIVE COMMITTEE**

None.

## **MATTERS FROM THE FLOOR**

None.

## **MATTERS FROM THE PRESIDENT/CEO**

Mason Jackson provided a link to the Broward Business Leaders COVID-19 Informational Call if any board members were interested in the call.

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Mason Jackson announced he was going to be retiring. He will be retiring 6/30 at the beginning of the program year and then he will be parttime status till the end of September. He further noted that he strongly recommends Carol Hylton to be the next president of CSBD.

Dr. Ben Chen thanked Mason for doing such a wonderful job during his years at CSBD. He further noted that he endorsed his recommendation of Carol Hylton to be the next president. Dr. Chen inquired what the next step would be. Mr. Jackson responded that it will be up to the elected officials to choose the next president.

Gary Arenson stated that he endorses Carol Hylton for the next presidency.

Dr. Lisa Knowles thanked Mason for everything that he has done.

**ADJOURNMENT: 12:44 p.m.**

<p><b>NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON APRIL 13, 2020.</b></p>
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