



Broward Workforce Development Board
Executive Committee
Monday May 11, 2020
12:00 Noon – 1:30 p.m.

Call In Number: (888) 585-9008
Passcode: 219-169-288

MINUTES
CareerSource Broward
Ft. Lauderdale, FL 33309

Due to Coronavirus, in the interest of keeping our board, staff, and public safe this meeting is being held via teleconference. The CSBD Offices are closed; please do not attend in person.

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 PHONE: Gary Arenson, Dr. Ben Chen, Paul Farren, Dr. Lisa Knowles, Mayor Frank Ortis, Pam Sands, Dr. Steve Tinsley, Marjorie Walters

SELF-INTRODUCTIONS

MEETING PROTOCOL FOR TELEPHONE/ZOOM MEETING

1. Please state your name when making or seconding a motion. Such as “I move the item, and your name – “Jane Doe”. Please also identify yourself when asking a question.
2. Put your phone/microphone on mute when not speaking. Don't forget to take it off when you wish to speak.
3. Votes in the affirmative should be “aye” and in opposition should be “no” (delays in responding sometimes make it difficult to determine the intent of the vote).
4. Please be in a quiet area free of background noise, so we may hear you clearly when you are speaking. If using Zoom, please make sure the background is appropriate or choose one of their alternative backgrounds.
5. If you must leave the call, please don't put your phone on hold. In some cases, we will get music or recorded messages and we will not be able to conduct business.
6. If you join after roll call, please announce your presence.

APPROVAL OF MINUTES

Approval of the Minutes of April 13, 2020, Executive Committee meeting.

On a motion made by Gary Arenson and seconded by Dr. Ben Chen the Executive Committee unanimously approved the minutes of the April 13, 2020 meeting.

NEW BUSINESS

1. PY 2020 – 2021 Preliminary Budget

Considered to approve the PY 2020-21 preliminary budget. The Preliminary Budget being presented reflects a decrease of 10.2% in formula and carryforward funds. The total amount of formula and carryforward that we project to be available in PY 20-21 is \$19,993,306 as compared to \$22,255,496 actual in PY 19-20. The budget is allocated to address the local recovery efforts from the COVID pandemic, support the ability to offer our services virtually, and continues to emphasize investments in participant training and getting people back to work. This is a revised budget from the one considered at the one stop committee meeting of May 5, 2020.

Mason Jackson presented the preliminary budget. He stated that we used the same format as the previous year. The Elected officials will receive a more detailed budget analysis.

Dr. Ben Chen asked if we are going to receive more funding due to the pandemic. Mason Jackson responded, yes, we have heard from the State that they are going to try and give us additional funds.

2. Renewal of First Staff DBA EmpHire Staffing, Inc., Contract

Consideration to renew the First Staff DBA EmpHire Staffing, Inc., (EmpHire) contract for the staffing of the CareerSource Broward career centers. EmpHire has been staffing the career centers since July 2008. They have complied with all of our financial and personnel requests as well as worked aggressively to keep benefit and insurance costs contained. Their fee remains the same as last year at \$66.50 per employee/per pay period for a total fee of approximately \$172,900. Approved at the 5/5 One Stop Services Committee meeting.

Mason Jackson stated that EmpHire Staffing is keeping the cost the same as last year. They have complied with all of our financial and personnel requests as well as worked aggressively to keep benefit and insurance costs contained.

On a motion made by Gary Arenson and seconded by Dr. Ben Chen the Executive Committee unanimously approved the renewal contract for EmpHire.

3. Contract Renewal for a One-Stop Operator

Consideration to 1) renew the contract with Workforce Guidance Associates, LLC to continue Nadine Gregoire-Jackson as the One Stop Operator and 2) budget up to \$56,000.00 subject to negotiation and based on CSBD need. Since starting as our One Stop Operator last fall,

Nadine has had a positive impact, has timely met her contract deliverables and her work is of high quality. This will be the first of two yearly renewals. Approved at the 5/5 One Stop Services Committee meeting.

Mason Jackson stated that over the last few months she has done many positive things to strengthen our relationships with our partners which will ultimately benefit our mutual customers. Nadine has done a terrific job for us and working successfully with our partners.

On a motion made by Gary Arenson and seconded by Dr. Ben Chen the Executive Committee unanimously approved the renewal contract for a One-Stop Operator.

4. PY 2020 – 2021 Preliminary Budget

Consideration to approve the PY 2020-21 preliminary budget. The Preliminary Budget being presented reflects a decrease of 10.2% in formula and carryforward funds. The total amount of formula and carryforward that we project to be available in PY 20-21 is \$19,993,306 as compared to \$22,255,496 actual in PY 19-20. The budget is allocated to address the local recovery efforts from the COVID pandemic, support the ability to offer our services virtually, and continues to emphasize investments in participant training and getting people back to work. This was revised with new state numbers after the approval at the 5/5 One Stop Services Committee meeting. The overall allocation is reduced but the proportional distribution is the same. This is a revised budget from the one considered at the one stop committee meeting of May 5, 2020.

On a motion made by Dr. Ben Chen and seconded by Paul Farren the Executive Committee unanimously approved the PY 20 – 21 Preliminary budget.

5. Continued Eligibility for Atlantic, McFatter and Sheridan Technical Colleges

Considered to approve Atlantic, McFatter, and Sheridan Technical College's Continued Eligibility for the next two year period 7/1/20 thru 6/30/22. The Workforce Innovation and Opportunity Act requires eligible training providers to submit new applications every two years to remain on the Eligible Training Provider List (ETPL). Atlantic, McFatter, and Sheridan Technical College, have met the ETP application renewal requirements. Because Board member, James Payne, is employed by the School Board of Broward County a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 5/5 One Stop Services Committee meeting.

Mason Jackson stated the Workforce Innovation and Opportunity Act requires eligible training providers to submit new applications every two years to remain on the (ETPL). We split agenda items 5, 6, and 7 because of the conflict of interest.

On a motion made by Pam Sands and seconded by Gary Arenson the Executive Committee unanimously approved the continued eligibility for Atlantic, McFatter, and Sheridan Technical Colleges.

6. Continued Eligibility for Broward College

Considered to approve Broward College's Continued Eligibility for the next two year period 7/1/20 thru 6/30/22. WIOA requires Eligible Training Providers to submit new applications every two years to remain on the ETPL. Broward College has met the ETP application renewal requirements. Because Board member, Dr. Mildred Coyne, is employed at Broward College and Board Member, Francois LeConte serves on the Broward College Business Advisory Committee, a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 5/5 One Stop Services Committee meeting.

On a motion made by Marjorie Walters and seconded by Gary Arenson the Executive Committee unanimously approved the continued eligibility for Broward College.

7. Continued Eligibility for Ten (10) Current ITA Providers

Considered to approve Continued Eligibility for ten (10) of our current ITA providers for the next two year period beginning 7/1/20 thru 6/30/22. WIOA requires ETPs to submit new applications every two years to remain on the ETPL. All ten schools have met the ETP application renewal requirements. These providers are grouped together because we believe they can be passed as a group because there are no known conflicts of interest on the board. Approved at the 5/5 One Stop Services Committee meeting.

On a motion made by Gary Arenson and seconded by Dr. Steve Tinsley the Executive Committee unanimously approved the continued eligibility for ten current ITA providers.

REPORTS

1. CSBD's Plan to Re-Open our Centers and Corporate Office

Although we do not have a project date of reopening, CSBD has been proactive in developing a plan for when we do re-open our administrative building and career centers. For the past several weeks staff has been brainstorming and putting together a plan to gradually reopen in phases. Since the presentation at the one stop committee, we have received a few plans from other Boards and overall the plans are consistent although our plan is more detailed.

Mason Jackson stated that we have not been permitted to open up our buildings as of yet. Our plan has established procedures in place to ensure centers are equipped for customer social distancing of both customers and staff. We have also reached out to other regions to see what their plans are to reopen safely.

Gary Arenson inquired how we are going to operate our board meetings once we are open. He further asked if we are going to have our meetings in the board room or continue them on zoom. Mason Jackson responded that we will continue to have zoom meetings for the time being.

Dr. Lisa Knowles stated that the plan looks great and staff did a good job with brainstorming.

Mason Jackson thanked the senior staff members for doing a good job with the plan.

MATTERS FROM THE EXECUTIVE COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Mason Jackson commended Dr. Lisa Knowles for doing a great job facilitating our virtual meetings.

Mason Jackson stated that he has not been sending daily updates on unemployment because it is published in the newspaper and did not want to overwhelm everyone with all the emails. He further noted that he will send out the local figures once they come out. Mason Jackson advised that the current unemployment rate is about 20%.

Mason Jackson stated that we have been assisting the state with the pin resets but they have now asked us if we could help them with entering the backlog of paper applications.

Mason Jackson stated that we held our second virtual job fair on 5/1. We will continue the virtual job fairs through June.

Mason Jackson advised that our May Board meeting will be held via zoom.

ADJOURNMENT: 12:50 pm

<p>NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON JUNE 15, 2020.</p>
