



Zoom Meeting ID: 813 8357 2264
Zoom Password: 706729
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.

MEETING AGENDA

Attendees VIA Zoom/phone: Gary Arenson, Michael Carn, Paul Farren, Frank Horkey, Dr. Lisa Knowles, and Janet Wincko

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

APPROVAL OF MINUTES

Approval of the Minutes of the 10/12/20 meeting.

On a motion made by Gary Arenson and seconded Paul Farren, the Executive Committee unanimously approved the minutes of the 10/12/20 Executive Committee meeting.

NEW BUSINESS

1. Broward Workforce Development Board (Board) Officers for 2021

Consideration of the 1) Board Officers for 2021 as all officers are completing their second term and 2) a waiver of the two-year term limit for Dr. Ben Chen so he may serve as Vice-Chair for Legislative Affairs, as permitted by the by-laws. On 10/20 a request for nominations of officers was sent to Board members for consideration by the Executive Committee. The CareerSource Broward Council of Elected Officials ultimately selects the officers.

Ms. Hylton informed the Committee that we received the nominations as outlined in the memo. Ms. Hylton reminded the board that the Vice-chair position is customarily filled by a member in the private sector so they can gain experience before moving to the Chair's position. The secretary/treasurer is usually filled by a representative in the workforce/labor sector to provide for a non-private sector board member to serve as an officer. She also shared with the Committee that Dr. Chen had indicated he would like to continue to serve as the Vice-Chair of Legislative Affairs if there were no other nominations. No other nominations for this office were received.

Frank Horkey asked if we were separating the waiver and approval of Dr. Chen from the slate of officers. Rochelle Daniels responded that it is up to the committee if it is separated or taken in one motion.

Michael Carn asked Ms. Wincko if she could share why she is unable to move to the chair position. Ms. Wincko responded that the work demands at City Furniture prevent her from making the time commitment to serve as the chair.

Mr. Carn stated that Ms. Wincko has invested time in serving as an officer for the past several years He then inquired as to whether she would be willing to continue to serve as Vice-Chair with the intent to move into the Chair's position in the future. Ms. Wincko responded, yes. Mr. Carn then asked whether a waiver could be granted by the BWDB for Ms. Wincko to continue as the Vice-Chair, as was approved for Dr. Chen.

Frank Horkey asked Mr. Carn if he is proposing that we nominate Ms. Wincko to continue as Vice-Chair.

Gary Arenson asked Ms. Wincko if she wanted to stay on as the Vice-Chair. Ms. Wincko responded that she would like to stay in a leadership role.

Paul Farren said he wouldn't mind stepping aside for Ms. Wincko to stay on as Vice-Chair to recognize Ms. Wincko's commitment to remain in the leadership progression.

Frank Horkey asked Rochelle Daniels if he needed to declare a conflict and not vote for the slate of officers. Rochelle Daniels advised that every member is allowed to vote.

On a motion made by Paul Farren and seconded by Gary Arenson, the Executive Committee unanimously approved a waiver of the two-year term limit for Dr. Ben Chen so he may serve as Vice-Chair for Legislative Affairs for 2021.

On a motion made by Michael Carn and seconded by Paul Farren, the Executive Committee unanimously approved to remove Paul Farren as the nominee for Vice-Chair and waive the 2 consecutive year limit, for Janet Wincko to remain as the Vice-Chair.

On a motion made by Paul Farren and seconded by Gary Arenson, the Executive Committee unanimously approved the BWDB slate of officers for 2021 as follows: Chair – Frank Horkey, Vice Chair – Janet Wincko, Secretary/Treasurer – Zac Cassidy, and Vice-Chair of Legislative Affairs – Dr. Ben Chen.

Mr. Horkey congratulated the members who were selected to be the slate of officers for 2021 and he thanked Mr. Farren for graciously stepping aside so that Ms. Wincko could remain in a leadership role.

2. Board and Executive Committee 2021 Meeting Schedule

Consideration of the 2021 meeting Schedule for the Board and Executive Committee meetings. The frequency of our meetings may change as it is scheduled to be discussed at the Board planning session.

Carol Hylton informed the committee that it is customary for us to review holidays and other possible conflicts such as the annual National Association of Workforce Boards Forum when planning for the board and executive meetings. She reminded everyone that during a recent Executive committee meeting, there was a request for us to review the frequency of meetings at our upcoming Board planning session, which may impact the calendar in the future.

On a motion made by Gary Arenson and seconded by Janet Wincko the Executive Committee unanimously approved the 2021 Board and Executive committee meeting schedules.

REPORTS

1. Board Member Recognition

Dr. Gertrudis Perez-Dusek has notified CSBD she is resigning from the Board.

Carol Hylton informed the committee that Dr. Gertrudis Perez-Dusek is resigning because her employer has informed her she cannot be a voting member, and as stated in the by-laws to be on the board you must be able to vote. Rochelle Daniels mentioned that Dr. Perez-Dusek filled the veteran's spot required by the Workforce Investment Act, but under WIOA, there is no such requirement.

2. Appointment to CareerSource Florida

Samuel Robbin has been appointed to the CareerSource Florida Board of Directors.

Carol Hylton stated that this is great news as we will have a local voice on the state board.

3. Report on Advanced Manufacturing Employer Forum

CSBD held a virtual employer forum on 10/29 focused on manufacturing. Thirty-five (35) individuals came together to discuss how the industry has been affected by COVID-19. Issues discussed included 1) the shift to remote work and its impact on employees' workload and company culture and 2) challenges related to skill gaps in the industry. Our intermediary is following up with employers and Operations staff is following up with our training providers to discuss how to better meet educational gaps.

Tony Ash stated that the forum was well attended. Attendees discussed how the industry has been affected by COVID-19. Employers stated that CSBD can best assist by providing candidate assessments to determine transferable skills and with work-based training options such as on-the-job training. Our intermediary, Jack Bennings, will follow up with employers to explore work-based options with individual employers and we will reach out to our training providers to discuss how to better address the skills gap.

4. New Format for Monthly Unemployment Data

Each month we provide unemployment figures in an email. We include the statewide release and the most recent Q&A's along with the Press Releases for the three regions. To make it more accessible and convenient for you we 1) created a dashboard to graphically display the data 2) added the information to our website and 3) made it mobile device friendly. Staff used September data which the Board has already seen to illustrate the new format.

Carol Hylton stated that we wanted to refresh how we provide the information and asked for the committee's feedback. She added the new format has embedded links that can be selected to access additional data. Ms. Hylton mentioned that we could add additional graphs but the tradeoff is that it will take staff longer to create the graphs/

Frank Horkey responded that this is a simpler and improved way to present the information.

Gary Arenson agreed and complimented the graphs. Mr. Arenson inquired if the information is from the state. Ms. Hylton responded yes.

Dr. Lisa Knowles stated that she liked the new look, indicating that it was quick and easy to review and she likes the idea that if board members want more background information they have access to it on the website.

MATTERS FROM THE EXECUTIVE COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton reported that: 1) we started our annual audit with the Brunson, PA. firm, 2) we followed up with Steve Belleme, Business Development Manager, Broward County Aviation Department at Fort Lauderdale Hollywood International Airport, and he advised us that Spirit airlines are not planning to lay off any of their employees and 3) she will be taking part in a marketing video being created for Prosperity Broward.

ADJOURNMENT 12:45 pm

THE DATE OF THE NEXT EXECUTIVE COMMITTEE MEETING IS TO BE DETERMINED.