



Zoom Meeting ID: 832 8131 5445  
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## 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, Dr. Ben Chen, Paul Farren, and Mayor Frank Ortis

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

### APPROVAL OF MINUTES

Approval of the Minutes of the 9/14/20 meeting.

**On a motion made by Dr. Ben Chen and seconded Mayor Frank Ortis the Executive Committee unanimously approved the minutes of the 9/14/20 Executive Committee meeting.**

### NEW BUSINESS

#### 1. Addition of New Courses for Existing Training Provider – Atlantic Technical College

Consideration to approve the addition of 7 rapid credentialing programs at Atlantic Technical College to the Individual Training Account list 1) 6 programs in the areas of HVAC, automotive mechanic and computer support for WIOA and 2) 1 nursing assistant program for the Welfare Transition Program. Rapid credentials include technical certificates, clock hour career certificates, and industry certifications that articulate into AS or BAS degrees. They vary in length from 1 – 18 weeks. Because Board member, James Payne is employed by the School Board of Broward County this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at the Board meeting.

Carol Hylton indicated that at the last Board meeting we presented a new web page with resources to assist hospitality workers, which included rapid credentialing program links to the School Board of Broward County and Broward College. Some of the programs have a cost associated with them. We would like to add these programs to our ITA list so we can assist with scholarships for eligible customers. We also anticipate receiving additional applications from Sheridan and McFatter after this meeting, if so we will bring those recommendations directly to the Board meeting to expedite getting them on the list to make them available for customers, but wanted the committee know.

Paul Farren asked if we are allowed to move it with the amendments to include the additional applications. Carol Hylton explained the courses you are voting on today are completed applications. The additional ones have not been received as of yet, those will go directly to the Board if appropriate, as a separate item, but this way we won't delay providing scholarships to eligible customers.

**On a motion made by Paul Farren and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the addition of new courses for existing training provider Atlantic Technical College.**

## **2. Addition of New Courses for Existing Training Provider – Broward College**

Consideration to approve the addition of 6 training programs at Broward College to the Individual Training Account list 1) 3 programs in the areas of Health IT Professional, Medical Assistant and Medical Transcription for WIOA and 2) 3 programs in the areas of health care support and nursing assistant for the Welfare Transition Program. Because Board member, Dr. Mildred Coyne, is employed at Broward College and Board Member, Francois LeConte serves on the Broward College Business Advisory Committee, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at the Board meeting.

Carol Hylton stated we are adding three programs for WIOA and three for our welfare transition program customers, as these programs will provide a stepping stone to get them started in healthcare which is a career path that can lead to self-sufficiency.

**On a motion made by Paul Farren and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the addition of new courses for existing training provider Broward College.**

## **3. Addition of New Course for Existing Training Provider – Florida Atlantic University**

Consideration to approve an application submitted by training provider Florida Atlantic University to add their Computer Science Bachelor Degree program to the Individual Training Account list. Training enrollments into Bachelor degree programs require the eligible participant to be at or within 24 months of program completion.

Carol Hylton stated we train up to two years and training enrollments into Bachelor degree programs require the eligible participant to be at or within 24 months of program completion.

**On a motion made by Dr. Ben Chen and seconded by Paul Farren, the Executive Committee unanimously approved the addition of a new course for existing training provider Florida Atlantic University.**

#### **4. Intermediaries**

To provide the Executive Committee with an update on CareerSource Broward's industry intermediary initiatives and to solicit feedback with respect to additional strategies we can implement.

Carol Hylton stated she wanted to give the committee an update on our efforts to expand our reach into various industries. We have intermediary staff that targets Healthcare, Technology, Construction, Marine, Aviation, Manufacturing, Hospitality/Tourism, and Small Business. She provided an in-depth review of each of the initiatives and asked for the members' input on any additional strategies or initiatives we could also implement.

Dr. Ben Chen suggested we may want to explore the possibility of connecting with the unions representing these workers who have been or are about to be affected by the pandemic such as flight attendants and hospitality workers particularly those that work in the hotel industry. He stressed we need a long term plan to address training/retraining workers whose jobs are never coming back. Dr. Chen added that for example, we should look at opportunities to transition laid-off airline mechanics into HVAC careers. Carol Hylton thanked Ben for his suggestions and responded we will work on coming up with strategies for these and others in the airline industry such as baggage handlers, ticket agents, and those working in the supply chain to see where we can assist. We are coordinating an industry presentation for the Board on the impact COVID-19 has had on the Aviation industry.

## **REPORTS**

### **1. Virtual Healthcare Job Fair**

To assist healthcare employers to recruit talent, CSBD in partnership with CareerSource Palm Beach and CareerSource Research Coast is holding a Virtual Healthcare and Life Sciences Job Fair on 10/21/20 from 9 a.m. to 1 p.m. Participating employers include Cleveland Clinic, Benelink, and Diagnostic Clinic Medical Group who are recruiting for a variety of positions such as Certified Nursing Assistants, Medical Assistants, and Paramedics.

Gary Arenson inquired who produced the Healthcare flyer. Carol Hylton responded we did. Mr. Arenson asked why we did not use our color logo. Tony Ash responded that we follow branding guidelines from the State of Florida. The state guidelines require that we use our white logo when there is a color background.

### **2. CareerSource Broward's 2020 "Paychecks for Patriots" Veterans Hiring Fair**

CareerSource Broward will host its 8<sup>th</sup> annual "Paychecks for Patriots" Veterans Hiring Fair on Thursday, November 12<sup>th</sup> as part of an initiative by the Florida Department of Economic Opportunity to hold veteran-themed hiring events across the state during the month of November. At last year's fair CSBD broke new ground and offered a partial virtual career fair

component. Building on that success, this year's event will be 100% virtual. We are currently in the planning stages and already have seven employers signed up to participate.

Carol Hylton stated this is a big event and this year we are placing additional emphasis on assisting the spouses and children of veterans.

Tony Ash stated this year's event will be 100% virtual and we are currently engaging employers to sign up.

Gary Arenson inquired about the level of participation in these virtual events. Mr. Ash stated that all of our virtual events have been well attended. Ms. Hylton stated the last job fair we hosted had several hundred people in attendance, virtually.

Mr. Arenson further inquired if someone is tracking the virtual attendance so we can have further discussion on continuing virtual or going back to in-person events. Mr. Ash responded that we are tracking the number of employers and job seekers that attend.

### **3. State Employee Salary and Rent Increases**

The state recently notified us that 1) state employees will be receiving a 3% salary increase, effective 10/1, which will cost \$53,000 for which the state did not budget additional funds to cover the increase, we have a vacancy and by not filling it we will have sufficient budget to cover the salary increase and 2) the rent for the 2 state buildings housing our central and south centers will also be increasing and will cost an additional \$179,913. As we did a physical refresh of the centers recently, we do not need to allocate as much funds to that category this year and have adjusted our budget to accommodate the rent increase.

Carol Hylton indicated the state will give its staff a 3% increase. The state did not budget additional funds to cover the increase. We have a vacancy we do not plan to fill and that will provide sufficient funds to cover the increase.

Dr. Ben Chen inquired how often the state provides increases. Ms. Hylton stated that this is the first increase for state employees in the past several years. He inquired what the increase is for other staff at CareerSource Broward. Ms. Hylton responded that in the past, we used to have up to 4% annual increase but in the last recession, we lowered it to up to 3%. Dr. Chen asked what the average percentage is. Ms. Hylton stated the average is around 2.5%.

Dr. Chen stated he gives his staff merit increases in addition to the yearly increase. Ms. Hylton stated that we do not provide a cost of living adjustment.

Ms. Hylton also told the board that the rent for the 2 state buildings housing our Central and South One Stop Centers will be increasing. She reminded the committee that we recently did a physical refresh of the centers; therefore, we do not need to allocate as much funds to that category this year and have adjusted our budget to accommodate the rent increase.

## **MATTERS FROM THE EXECUTIVE COMMITTEE**

Dr. Ben Chen asked whether we could review the need for monthly meetings. Mr. Arenson stated there are things we need to vote on. Ms. Hylton stated there are pros and cons to having a meeting each month. On the pro side, it creates a very cohesive Board as we see each other frequently. The con is it is a big-time commitment for the members. Ms. Hylton suggested that we bring this topic to the board planning session for discussion; our committees do meet every other month so it would be a good discussion.

Mr. Arenson expressed his support for bringing this topic to the planning session.

**MATTERS FROM THE FLOOR:** None

**MATTERS FROM THE PRESIDENT/CEO**

Carol Hylton stated the MOU between us the School Board will be brought to the Board in October. Ms. Daniels informed the committee the School Board submitted the MOU to the Florida Department of Education and they requested some changes and that she is finalizing the MOU with the School Board.

Ms. Hylton advised we are going to do a deep dive with the Ticket to Work program to get customers back to work. We are planning a job fair on October 28<sup>th</sup>.

Ms. Hylton relayed to the members that we are getting quotes for the various insurances that need to be renewed in December. If they are over 50K we will bring each item for action to the next meeting or if they are under the 50k it will be brought as a report.

Ms. Hylton shared the news of the sudden passing of Dr. Lisa Knowles' brother last week.

**ADJOURNMENT: 12:58 p.m.**

**THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON NOVEMBER 16, 2020.**