



Zoom Meeting ID: 833 9258 9059
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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.

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

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

Guest VIA Zoom/phone: Charlene Talbot, New Horizons

APPROVAL OF MINUTES

Approval of the Minutes of the 7/13/20 meeting.

On a motion made by Michael Carn and seconded Marjorie Walters the Executive Committee unanimously approved the minutes of the 7/13/20 Executive Committee meeting.

NEW BUSINESS

1. Membership Renewals

Consideration of membership renewals of Broward Workforce Development Board members whose terms will expire in September 2020 and who are eligible for renewal for a two-year term. The renewal of their terms is through September 2022. The ten members are 1) Bob Swindell 2) Zac Cassidy 3) Gina Alexis 4) Kristen Cavallini-Soothill 5) Heiko Dobrikow 6) Kevin Kornahrens 7) Dawn Liberta 8) Ismael Martinez 9) Jim Ryan and 10) Pam Sands. CareerSource Broward Council of Elected officials appoints Board members by a vote of the Council following a recommendation from the Board.

On a motion made by Michael Carn and seconded by Gary Arenson, the Executive Committee unanimously approved the Board membership renewals.

2. One-Stop Center Hours of Operation and Holiday Schedule

The Master Agreement between CareerSource Broward (CSBD) and the State Department of Economic Opportunity (DEO) requires the governing boards' annual approval of the hours of operation and holiday schedule. The State requires us to align our holidays with a federal, state, or county authority. In the past, we have generally aligned our holidays with the County. Consideration to approve 1) one-stop center hours of operation and 2) the CSBD holiday schedule, which includes President's Day and an additional Personal Day to align with the County to meet DEO compliance. Approved at the 9/1 One Stop Services Committee meeting.

Carol Hylton explained this is one of the items required by the Master Agreement. The Agreement requires the hours of operation and holiday schedule to be approved by the Board on an annual basis.

On a motion made by Michael Carn and seconded by Marjorie Walters, the Executive Committee unanimously approved the One-Stop Center hours of operation and holiday schedule.

3. Move Annual Planning Session and Conduct Board Workshops in December

Consideration to approve 1) rescheduling the annual Board planning session from December to March/April to better align it to a) the program year b) the timing of decisions regarding our resource investments as reflected in the approval of our budget and to c) allow more time for the pandemic to subside so we can meet in person and 2) schedule virtual workshops for the Board following the December meeting to update the members on all the programs and services offered by CareerSource Broward. This will be reviewed at the Audit Committee, which meets directly prior to the Executive meeting and the recommendations will be presented at the Executive meeting.

Michael Carn asked Carol to review the justification for the recommendations. Carol Hylton explained moving the planning session to March/April will enable us to better align the preliminary budget presented in May with the guidance from the planning session. Secondly, at the Audit Committee meeting we discussed surveying the board to see what areas of interest they would like to learn more about. We would include items that we have heard over the last year from the board including labor market information or how we assess customers for individual training accounts. Board members would attend Zoom breakout rooms of interest to them to gain a more thorough understanding of the services and programs offered to the public and our local business community.

Gary Arenson inquired if this is a permanent or temporary move of the annual planning session. Carol Hylton responded that would be up to the Board; if the timeframe does not work, we can consider changing at any time.

On a motion made by Gary Arenson and seconded by Dr. Steve Tinsley, the Executive Committee unanimously approved 1) rescheduling the annual Board planning session from December to March/April and 2) conduct board workshops in December.

4. New Course and New Training Provider - Apex Training Center

Consideration to 1) approve Apex Training Center to become an eligible training provider and 2) add HVAC Mechanic Assistant to our Individual Training Account list. CareerSource Broward reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational title. Approved at the 9/1 One Stop Services Committee meeting.

On a motion made by Michael Carn and seconded by Gary Arenson, the Executive Committee unanimously approved 1) Apex Training Center to become an eligible training provider and 2) add HVAC Mechanic Assistant to our Individual Training Account list.

5. Continued Eligibility for AAA School of Dental Assisting and Florida National University

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. CareerSource Broward recommends renewal of continued eligibility status for 1) AAA School of Dental Assisting for the period 10/28/20 thru 10/27/22 and 2) Florida National University for the period 11/14/20 through 11/13/22. Both providers have met the requirements for renewal. Approved at the 9/1 One Stop Services Committee meeting.

Dr. Ben Chen inquired if the issue that the elected officials had with Florida National University school had been resolved. Carol Hylton stated representatives from the school did attend a board meeting to answer any questions the elected officials had and the school was approved.

Dr. Steve Tinsley asked if we could add a sentence to the memo to how many customers attended during the last program year. Carol Hylton responded that we would add this information to the memo.

On a motion made by Michael Carn and seconded by Gary Arenson, the Executive Committee unanimously approved continuing eligibility for AAA School of Dental Assisting and Florida National University.

6. CareerSource Florida (CSF) Network Cooperative Outreach Program

CSF has announced the PY 20/21 Network Cooperative Outreach Program, a communications outreach initiative designed to assist local workforce boards with advertising, outreach, and messaging efforts. The goal of the program is to assist local workforce boards by offsetting communication costs associated with employer and job seeker outreach. There is \$48,854 available that we recommend using towards 1) the development of up to three (3) videos showcasing a day in the life of an apprentice in CareerSource Broward-funded registered apprenticeship programs and 2) creation and execution of a digital and social media "Help Is Here" marketing campaign designed to inform employers and job seekers of the local services available to them during the pandemic. Approved at the 9/2 Employer Services Committee meeting.

Carol Hylton explained that we have been allocated credits up to \$48,854. Michael Carn stated that this is not the first time for this program and that these funds are for this program year. Carol acknowledged that Michael was correct.

Tony Ash stated we have been receiving these credits since 2016. Tony went on to say through this program, we were able to launch our website and add our program videos to our YouTube page.

Michael Carn stated that he was not aware we had a YouTube channel. Tony Ash responded that we use our YouTube page to post our marketing videos, OJT programs, employer videos, and testimonials from employers and job seekers. Janet Wincko inquired if the videos are housed on YouTube. Tony Ash indicated that they are.

Carol Hylton stated that we would send information out to the Board to make them aware of our YouTube channel and all our other social media platforms.

On a motion made by Marjorie Walters and seconded by Michael Carn, the Executive Committee unanimously approved using the CareerSource Florida Network Cooperative Outreach Program credits towards 1) the development of up to three (3) videos showcasing a day in the life of an apprentice in CareerSource Broward-funded registered apprenticeship programs and 2) creation and execution of a digital and social media “Help Is Here” marketing campaign designed to inform employers and job seekers of the local services available to them during the pandemic.

REPORTS

1. Performance Update on WIOA Youth Program Activities – Program Year 19/20

This is to report on CareerSource Broward (CSBD) youth providers’ program performance through the end of June 2020. Last year CSBD had five (5) out-of-school (OSY) youth program contracts for the delivery of WIOA services to the youth of Broward County. The two (2) full service and three (3) navigator OSY programs provide services to youth who have barriers to employment and need assistance with career development. Youth have actively participated in program services with some exiting into post-secondary education and unsubsidized employment. Reviewed at the 9/1 One Stop Services Committee meeting.

Rochelle Daniels stated that we are working with the School Board and Broward College on two specific areas: 1) increasing the number of youth enrolled in work experience and 2) positively exiting the youth carried forward so that new youth can be enrolled.

Carol Hylton stated that GED test sites had opened but they closed again due to COVID-19. As things get better, hopefully a site can reopen so youth can take the GED.

2. CareerSource Broward Response to Mass Layoffs in Hospitality

In July CareerSource Broward convened a workgroup to develop strategies for assisting hospitality workers laid off or furloughed due to the pandemic. We have 1) launched a dedicated web page with resources to assist the impacted workers to find a job 2) reserved specific days and times of the week for them to visit the career centers and receive one-on-one assistance and 3) held information sessions so they can learn about our services including financial assistance for training. Reviewed at the 9/1 One Stop Services and 9/2 Employer Services Committee meetings.

Tony Ash stated that we created a webpage www.helpforhospitalityworkers.com and went over the information provided and its functionality.

Michael Carn stated that the pages on the website look great. Mr. Carn asked if this section of the website is for the employer or the employee? Tony stated this is primarily geared toward the laid-off worker and that employers may also benefit from the information provided.

Mr. Carn asked if it is possible to change some of the language to avoid jargon such as "Employ Florida Online Job board." Ms. Hylton thanked him for the suggestion and responded that we will make those changes.

Carol Hylton indicated that over 143 hospitality workers have attended our rapid response sessions and almost 200 hospitality workers have come into the one-stop centers for employment assistance. She mentioned that Broward College and the School Board are working on providing us with information to add to our website for their rapid credentialing training programs.

3. CareerSource Broward's Efforts to Assist SNAP Customers When Participation Waiver Ends

On 3/30/20 the Governor directed the Department of Children and Families to waive work requirements for the Supplemental Nutrition Assistance Program (SNAP). The waiver was expected to end on 8/30/20 but has been extended to 10/31/20. During the waiver, CareerSource Broward (CSBD) is encouraging customers, who are able to virtually volunteer in the program, to take advantage of services such as online/virtual job recruitments, educational fairs, occupational training, and community resources. CSBD is prepared for the waiver lift so that SNAP customers are able to meet their work requirements without the need to come into the career centers. Reviewed at the 9/1 One Stop Services Committee meeting.

Carol Hylton stated we were anticipating the waivers would end on 8/30, but that they have been extended to 10/31/20. We prepared for the waiver lift by implementing more virtual services for our customers. We are encouraging customers to use Zoom, send emails, and text messages. We are confident the initiatives we have put in place will make it easier and more convenient for SNAP customers to meet their work requirements.

4. Outreach to Distressed Communities

CSBD continues to provide critical job placement and training services to individuals that resides in zip codes with the highest unemployment in the county. A quarter of all customers we've placed into employment have been from these targeted zip codes and 77 residents have been enrolled in occupational training programs. In addition, over 450 customers residing in these zip codes have attended our professional workshops such as resume preparation, telephone/video interviewing skills, essential job search tips, and more. Reviewed at the 9/1 One Stop Services and 9/2 Employer Services Committee meetings.

Carol Hylton discussed the Targeted Community infographic.

5. Individual Training Account (ITA) Virtual Enrollment Fair

CareerSource Broward determined new ways to interact with our customers safely in light of the pandemic. On 8/7 we hosted the first Virtual ITA Enrollment Fair using Zoom. Five (5) providers were invited to discuss their short training programs on our ITA list. The five providers were 1) Broward College 2) Atlantic Technical College 3) Sheridan Technical College 4) New Horizons and 5) The Academy of South Florida. One-hundred and three (103) potential WIOA eligible customers, who were interested in learning about our training programs and how to apply to them, attended the Zoom meeting.

Carol Hylton stated we are finding new and creative ways to attract customers who are interested in training and engage them with our training partners and assist them with enrollment. The ITA Virtual Enrollment Fair was well attended by customers.

6. Individual Training Account (ITA) Performance Report

All ITA providers are contractually required to have a minimum 70% training-related placement rate for graduates who complete their programs within 180 days of graduation. We conducted the bi-annual analysis of ITA providers in August and found that PC Professors' Computer Software Applications program did not meet the required performance based on the criteria approved by the Board. We have suspended WIOA customer referrals to this program until they show the attainment of a 70% or better graduate training-related placement rate. All other providers met or exceeded the placement threshold. Reviewed at the 9/1 One Stop Services

Carol Hylton stated that some time ago the board did not want us to delay suspending referrals to a school or program when they did not meet the required performance. She indicated that the report itself is over thirty pages and asked if in the future we should just include a summary page.

Janet Wincko indicated she thought a summary page on the schools that did not meet performance should be sufficient.

Paul Farren asked if there was a way to put a link to the report so that Board members who wanted to review it could do so. Ron Moffett stated will be able to do that when we send out the agenda.

7. General Fund Balance

On 12/31/19 the General Fund balance was \$569,126. Since then, we have realized revenues of \$178,108 and expenditures of \$102,249 resulting in a balance of \$644,985 as of 6/30/20. We expect to see continued revenues through Ticket To Work. This will be reviewed at the 9/14 Audit Committee which meets directly prior to the Executive Committee meeting. Comments will be brought to the Executive Committee meeting.

Gary Arenson inquired how well the Ticket To Work (TTW) program is doing during the pandemic. Ms. Hylton stated there has been a delay in putting TTW customers into jobs since COVID-19.

Ms. Hylton stated that right now we have \$644,985 of revenues minus the set-aside of \$420,576. She pointed out we haven't been spending money on food for meetings and the emergency set aside of \$250,000 is still intact. With respect to the fiscal monitoring report, we are in good standing.

8. Budget vs. Expenditures Report

The Budget vs. Expenditure Report is divided into two (2) charts. The first is for funding streams awarded on July 1st in accordance with the WIOA program year and our other funding streams awarded on October 1st in accordance with the federal fiscal year. In general, we are on target to meet projected expenditures. We are working with our youth providers to increase expenditures and have provided them with additional staff for work experience and job development. We have received additional funds for veterans and have a plan to spend those funds. This will be reviewed at the 9/14 Audit Committee which meets directly prior to the Executive Committee meeting. Comments will be brought to the Executive Committee meeting.

Carol Hylton stated that funds set aside for work experience for youth are not being spent at the rate projected as a result of COVID-19 and because some of the youth came into the program with jobs. As mentioned earlier by Rochelle we are working with our providers to increase spending.

To increase spending in Wagner Peyser, Carol indicated that we are shifting some expenditures for Unemployment Compensation activities to this funding stream as instructed by the State. With respect to the Veterans category, we received additional funds and will use the funds to purchase additional technology to support veteran customers.

9. Cherry Bekaert, LLP Fiscal Monitoring Report #2 PY 19/20 Issued 4/20

Cherry Bekaert conducted fiscal monitoring for the period 10/1/19 through 1/31/20. Cherry Bekaert reviewed a total of 913 elements during the review period. There were no findings or observations which reflects an error rate of 0%. This will be reviewed at the 9/14 Audit Committee which meets directly prior to the Executive Committee meeting. Comments will be brought to the Executive Committee meeting.

Janet Wincko stated that the staff has done a great job with all the monitorings.

10. Cherry Bekaert, LLP Fiscal Monitoring Report #3 PY 19-20 Issued 8/20

Cherry Bekaert conducted fiscal monitoring for the period 2/1/20 through 5/31/20. Cherry Bekaert reviewed a total of 1,040 elements during the review period. There were no findings or observations which reflects an error rate of 0%. This will be reviewed at the 9/14 Audit Committee which meets directly prior to the Executive Committee meeting. Comments will be brought to the Executive Committee meeting.

11. Taylor Hall Miller Parker (THMP), P.A. Program Monitoring Report #1 – PY 19/20 – Issued 3/20

THMP conducted program monitoring for the period 8/1/19 through 11/21/19. They reviewed a total of 180 files consisting of 7,743 elements. There were 6 findings and 30 observations. The findings equate to a .078% error rate. All findings and observations were corrected except where cases were closed and no further action could be taken. This will be reviewed at the 9/14 Audit Committee which meets directly prior to the Executive Committee meeting. Comments will be brought to the Executive Committee meeting.

12. Taylor Hall Miller Parker (THMP), P.A. Program Monitoring Report #2 – PY 19/20 – Issued 8/20

THMP conducted program monitoring for the period 11/21/19 through 4/2/20. They reviewed a total of 176 files consisting of 7,001 elements. There were 17 findings and 22 observations. The findings equate to a .24% error rate. All findings and observations were corrected except where cases were closed and no further action could be taken. This will be reviewed at the 9/14 Audit Committee which meets directly prior to the Executive Committee meeting. Comments will be brought to the Executive Committee meeting.

Carol Hylton mentioned the slight uptick in findings occurred due to changes to Wagner Peyser date entry requirements that were not communicated to us by the State until 4/7, after the monitoring.

13. DEO Program Monitoring Report issued 12/6/19

The Florida Department of Economic Opportunity issued their Program Monitoring Report for the period 4/18 through 3/19, on 12/6/19. They reviewed a total of 241 files consisting of 9,653 elements. There were seven (7) findings and seven (7) non-compliance issues. The findings equate to an error rate of approximately .15%. All the findings and non-compliance issues were corrected and the observations were addressed. Our Corrective Action Plan was accepted on 4/18/20. This will be reviewed at the 9/14 Audit Committee which meets directly prior to the Executive Committee meeting. Comments will be brought to the Executive Committee meeting.

Gary Arenson asked if we can add additional language to the memo's so that it is clear that all of our error rates are well below 1%. Ms. Hylton thanked him for the suggestion and responded that we will make those changes to the memos.

MATTERS FROM THE EXECUTIVE COMMITTEE: None

MATTERS FROM THE FLOOR: None

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton stated that we are leading a collaborative effort with CareerSource Palm Beach and CareerSource Research Coast and are holding a Retail, Hospitality & Tourism virtual job fair on September 23rd.

Carol Hylton stated that the digital advertising for Employ Florida launched on the 10th. This will help customers know where to go for their job search and increase our pool of job seekers for us to match with the employers' open positions.

Carol Hylton informed the committee Tony Ash met with the Port Everglades Association Executive Director, Lori Baer to discuss how CSBD and the association can partner to educate employers doing business at the port about our employer solutions such as on-the-job training, incumbent worker training, job posting, and recruitment events. Ms. Baer will coordinate virtual meetings between employers at the port and CSBD.

Carol Hylton mentioned that September is Workforce Development Professional month and we have planned a variety of activities to show our appreciation for our team.

Carol thanked Bob Swindell for revising the Greater Fort Lauderdale website to include a bigger presence for CSBD.

Carol Hylton informed Dr. Steve Tinsley that we will be reaching out to him to collaborate with the Office of Economic and Small Business Development on ways we can improve our partnership.

ADJOURNMENT: 1:07 p.m.

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON OCTOBER 12, 2020.