



**Broward Workforce Development Board
Executive Committee**

**Monday September 9, 2019
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.

SELF-INTRODUCTIONS

Dr. Ben Chen, Paul Farren, Marjorie Walters, Frank Horkey, Dr. Lisa Knowles, and Michael Carn

APPROVAL OF MINUTES

Approval of the Minutes of the July 15, 2019, Executive Committee meeting.

On a motion made by Frank Horkey and seconded by Michael Carn the Executive Committee unanimously approved the minutes of the July 15, 2019, Executive Committee.

NEW BUSINESS

1. Membership Renewals

Consideration of BWDB membership renewals of Broward Workforce Development Board members whose terms have expired in 9/19 and who are eligible for renewal for a two-year term. The renewal of their terms is through September 2021. The two members are 1) Dr. Mildred Coyne of Broward College and 2) Cynthia Gaber of the Department of Vocational Rehabilitation. 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 Frank Horkey and seconded by Michael Carn the Executive Committee unanimously approved the BWDB membership renewals.

NOTE: For all recommendations except the membership renewals, items are being brought straight to the Executive Committee. One Stop Services and Employer Services had to be canceled due to Hurricane Dorian however; all items and back up were sent to the Committee members. Comments/concerns will be brought to the Executive Committee.

2. Recommendation for Selection of the One Stop Operator (OSO)

On 6/17/19 CSBD released a Request for Quotes for the OSO. We received three (3) proposals. A review committee composed of Board and One Stop Services members met to review, rate, and rank the proposals. Consideration to award the contract to the #1 ranked proposer, Workforce Guidance Associates, LLC with a budget not to exceed \$55,765. The contract will be for one (1) year with two (2) yearly renewals for a total of three (3) years.

Michael Carn stated that he believes Nadine Gregoire-Jackson is the perfect choice for the One Stop Operator.

Dr. Lisa Knowles mentioned there were 3 proposals however; Nadine Gregoire-Jackson has the workforce experience as she previously worked as the One-Stop Senior Program Manager and she knows WIOA and the local system very well.

On a motion made by Michael Carn and seconded by Frank Horkey the Executive Committee unanimously approved the recommendation for selection of the OSO.

3. Additional Courses for Existing ITA Provider – McFatter Technical College

Consideration to approve existing training provider McFatter Technical College applications to add 1) Electricity and 2) Professional Culinary Arts & Hospitality programs to the Workforce Innovation and Opportunity Act Individual Training Account (ITA) list and 3) Forklift Certification course to the Welfare Transition Program ITA list. CareerSource Broward (CSBD) reviewed the applications for completeness and to ensure that Board mandated criteria are met. Because Enid Valdez is a Board member and is employed by Broward County Public Schools this recommendation must be approved by a 2/3 vote of the members present with an established quorum at the Board meeting.

Mason Jackson stated that the Electricity and Professional Culinary Arts & Hospitality programs will go on our ITA list because they are targeted items. The Forklift Certification course will be added to the WTP ITA list.

On a motion made by Michael Carn and seconded by Frank Horkey the Executive Committee unanimously approved the additional courses for existing ITA provider – McFatter Technical College.

4. Registered Apprenticeship Upgrade OJT contract with Advanced Roofing

Consideration to approve an upgrade On-the-Job Training (OJT) contract and/or a separate IWT contract if some of the 10 must be served as incumbent workers with Advanced Roofing for up to \$137,280. Advanced Roofing has requested an OJT contract with CSBD to train ten (10) employees as part of their registered apprenticeship program for roofing. The funding will be used to pay a portion of the employees' wages while in training. Each employee will receive

up to one thousand forty (1,040) hours of training where they will advance in construction careers earning average wages of \$17 per hour. Because Kevin Kornahrens, is a Board member and employed by Advanced Roofing this recommendation must be approved by a 2/3 vote of the members present with an established quorum at the Board meeting.

Mason Jackson advised that we can upgrade the OJT contract and/or a separate IWT contract, however, it will depend on the eligibility of the customers.

On a motion made by Frank Horkey and seconded by Paul Farren the Executive Committee unanimously approved the registered apprenticeship upgrade OJT contract with Advanced roofing.

5. Additional Courses for Existing ITA Provider – The Academy of South Florida

Consideration to approve existing training provider The Academy of South Florida applications to add 1) Cisco Certified Network Associate (CCNA) & Network+ Test Preparation 2) Cyber Security Professional 3) Helpdesk Technician and 4) Network Technician programs to the ITA list. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational title.

On a motion made by Michael Carn and seconded by Paul Farren the Executive Committee unanimously approved the additional courses for existing ITA provider – The Academy of South Florida.

6. New Training Provider – Florida Vocational Institute

Consideration to 1) approve Florida Vocational Institute's application to become an eligible training provider and 2) add Cyber Security and Network Technician and 3) Web Development training programs to the ITA list. Staff reviewed the applications for completeness and to ensure that Board mandated criteria are met for the school and the training programs and related occupational titles.

Michael Carn inquired if Florida Vocational Institute is a full-service Institute and if we are adding them as a provider and their courses. Mason Jackson responded yes.

On a motion made by Frank Horkey and seconded by Dr. Ben Chen the Executive Committee unanimously approved the new training provider – Florida Vocational Institute.

7. New Training Provider – AAA School of Dental Assisting

Consideration to 1) approve AAA School of Dental Assisting to become a training provider and 2) add Entry Level Dental Assisting with Expanded Functions & Radiology program to the Individual Training Account (ITA) list. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational title.

Dr. Ben Chen inquired if we go out to the location of the new providers. Mason Jackson responded that we go out to the physical location and we make sure they have an appropriate physical environment.

On a motion made by Michael Carn and seconded by Frank Horkey the Executive Committee unanimously approved the new training provider – AAA School of Dental Assisting.

REPORTS

1. Janitorial Services

In January 2019, in accordance with our procurement process, CSBD reported that we would give the lowest bidder for janitorial services for our Administrative Offices, a three month trial for an annual cost of \$55,080. We extended the trial through June and prior to returning to the Board for contract approval, we resurveyed the market to obtain additional quotes. We received a lower-priced vendor of \$42,240 for a comparable array of services. We have entered into a one year contract and are reporting this contract for Janitorial Services to the Board. Because it is a single purchase of over \$10, 000, a report is required to the CSBD governing boards.

Mason Jackson stated that we had a cleaning company for a short trial period; however, we were not happy with their services. We went out for bids and found a less expensive service.

2. Employer Services Info-graph May - July 2019

CSBD hosted 55 mass recruitment events for employers seeking to fill over 900 vacant positions. Also through the industry intermediaries, CSBD posted 78 available jobs for employers in Broward's targeted industries during this time period.

Paul Farren stated that we have done 55 mass recruitments to fill over 900 vacancies.

Mason Jackson stated that we are going to be assisting a new business coming to Fort Lauderdale called Shipmonk. Shipmonk will be bringing 400 very good jobs to zip code 33311, which is one of the targeted distressed communities under the Greater Fort Lauderdale Alliance's "Pathways to Prosperity initiative".

3. CSBD Info-graph Calendar YTD Through June 2019

CSBD's Info-graph was created to assist Board members with information to discuss with elected officials about CSBD. The info-graph summarizes key data points on Labor Market Information, customers served, business services delivered, community involvement, and reflects the numbers calendar year to date through June 2019.

MATTERS FROM THE EXECUTIVE COMMITTEE

Michael Carn stated that our marketing is coming along and looks great.

Michael Carn stated that the City of Oakland Park will be celebrating Hispanic Heritage month on 9/20 at 6:00 p.m. at Jaco Pastorius Park.

Dr. Ben Chen mentioned that Robert Legg has passed away and he suggested that we have a moment of silence at the board meeting.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

- Mason Jackson stated that he is working on the FWDA Legislative Agenda and wanted it on the agenda, but he pulled it to be able to provide more clarification. Mr. Jackson stated that the first page of the Legislative Agenda will be on a 3x5 palm card. Dr. Ben Chen requested that the page palm card include: 1) bill number 2) what we want them to vote for 3) the sponsor of the bill and 4) party affiliations.
- Dr. Chen inquired if the Florida Business Competitiveness Fund from Unemployment Compensation trust funds needs to go through legislatures or can we propose a budget administratively. Mason Jackson responded that he will look into it.
- Mason Jackson advised that Christina Johnson was promoted from our ITA Program Manager to our Central One Stop Center Manager. She will be our staff spotlight at the September Board meeting.
- Mason Jackson advised that we are renting nine parking spaces for approximately \$5,000 a year and that will go into our General Fund.
- Mason Jackson mentioned that the Workforce Summit is Wednesday – Friday and Rochelle, Carol and himself, along with front line staff, will be attending the summit. He further noted that Afiesha Payne, Operations Research and Data Analyst, will be singing the National Anthem at the Summit. Frank Horkey stated that he and Dr. Knowles will be attending the FWDA & FWCA chairs meeting.

ADJOURNMENT: 1:20 p.m.

<p>NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON OCTOBER 7, 2019.</p>
