



Broward Workforce Development Board
Combined Executive and Audit Committee
Monday, June 10, 2024
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 861 0952 8744
Zoom Password: 345756
Zoom Call-In: 1 646 876 9923

MEETING MINUTES

CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309

The Committee was reminded of the conflict-of-interest provisions.

ATTENDEES IN-PERSON / VIA ZOOM: Zac Cassidy, Dr. Ben Chen, Keith Costello, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Sandy McDonald, Jim Ryan, Rick Shawbell, Marjorie Walters, and Heiko Dobrikow, who chaired the meeting.

STAFF: Carol Hylton, Ron Moffett, Rochelle Daniels, and Samantha Vazquez.

APPROVAL OF MINUTES

Approval of the Minutes of the 5/13 Executive Committee meeting.

On a motion made by Jim Ryan and seconded by Frank Horkey, the Executive Committee unanimously approved the minutes of the meeting.

NEW BUSINESS

1. WIOA Work Experience Contract Approval for Broward Health

Considered approval of a WIOA Adult and Dislocated Worker Work Experience (WEX) contract with Broward Health through 6/30/26. Healthcare is one of our targeted industries. WEX contracts are non-financial, as CSBD is the employer of record. Because Board Member Shane Strum is employed by Broward Health this recommendation will require a 2/3 vote of the BWDB members present once a quorum has been seated at a Board meeting. Approved at the 6/5 One-Stop Services Committee meeting.

Heiko Dobrikow introduced the item and asked Rick Shawbell, the One-Stop Services (OSS) Committee Chair to present the item. There was no discussion.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved a WIOA Adult and Dislocated Worker WEX contract with Broward Health through 6/30/26.

2. WIOA Adult Work Experience Contract Approval for the Las Olas Company, Inc.

Considered approval of a WIOA Adult and Dislocated Worker WEX contract with the Las Olas Company, Inc. (LOC) through 9/30/26. Participants will be placed in positions such as front-of-

house representatives, guest services associates, dining support, and maintenance engineers. WEX contracts are non-financial, as CSBD is the employer of record. Because Board Chair Heiko Dobrikow is employed by the LOC, this recommendation will require a 2/3 vote of the BWDB members present once a quorum has been seated at a Board meeting. Approved at the 6/5 One-Stop Services Committee meeting.

Heiko Dobrikow passed the gavel to Mr. Jim Ryan, the BWDB Vice Chair, because Mr. Dobrikow stated he had a conflict of interest as he is employed by LOC. He abstained from the vote and completed the conflict-of-interest form at the meeting.

On a motion made by Rick Shawbell and seconded by Zac Cassidy, the Executive Committee unanimously approved a WIOA Adult and Dislocated Worker WEX contract with the LOC through 9/30/26.

Jim Ryan returned conduct of the meeting back to Heiko Dobrikow.

3. Addition of New Courses for Existing Training Provider Florida Atlantic University

Considered approval for the addition of two (2) training programs at Florida Atlantic University (FAU) to the WIOA Individual Training Account (ITA) list 1) CompTIA A+ Certification and 2) CompTIA A+, Network+, and Security+ Certification. CSBD reviewed the applications for completeness to ensure that Board mandated criteria are met for the training programs and related occupational title. Because Board Member Dr. Stacy Volnick is employed by FAU, this recommendation will require a 2/3 vote of the BWDB members present once a quorum has been seated at a Board meeting. Approved at the 6/5 One-Stop Services Committee meeting.

Mr. Dobrikow asked Mr. Shawbell, the OSS Committee Chair, to present the item.

Jim Ryan asked why it would take one course 26 weeks to complete and the other 52 weeks? Mr. Moffett, the CSBD Executive VP explained that the 2 courses provided different skills. The shorter course provides CompTIA A+ Certification while the longer course provides CompTIA A+, Network+, and Security+ Certification. There was no further discussion.

On a motion made by Rick Shawbell and seconded by Frank Horkey, the Executive Committee unanimously approved the addition of two (2) FAU training programs to the WIOA ITA list 1) CompTIA A+ Certification and 2) CompTIA A+, Network+, and Security+ Certification.

4. Accept Summer Youth Employment Program Funds

Considered acceptance of \$50,000 from the Community Foundation of Broward to serve economically disadvantaged youth ages 16-18 years old in the PY 24/25 Summer Youth Employment Program (SYEP). Each youth will receive three days of employability skills training and an eight-week meaningful summer work experience.

Heiko Dobrikow asked Dawn Liberta, the BWDB Youth Committee Chair, to present the item. There was no discussion.

On a motion made by Zac Cassidy and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the acceptance of \$50,000 from the Community

Foundation of Broward to serve economically disadvantaged youth ages 16-18 years old in the PY 24/25 SYEP.

5. Able Operations Contract Renewal

Considered renewal of the contract with Able Operations at a cost up to \$15,000, which is \$10,000 less than last year, subject to negotiation. Aaron Schmerbeck, PhD creates and updates the LMI Tiles on the CSBD website. This is the second and last of two renewals under the current procurement.

Heiko Dobrikow asked Ms. Carol Hylton, the CSBD President/CEO, to speak to this item.

Frank Horkey asked whether the funds would be used for updates and maintenance. Ms. Hylton indicated yes and added that Mark Klinecicz collaborates with Dr. Schmerbeck on managing these updates and maintenance tasks. There was no further discussion.

On a motion made by Dawn Liberta and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the renewal of the contract with Able Operations at a cost up to \$15,000, subject to negotiation.

6. PY 24/25 Preliminary Budget

Consideration of the Program Year (PY) 24/25 preliminary budget which reflects an overall decrease in the State allocation and carry forward of 17.4% for a total of (\$3,395,425). The total amount of PY 24/25 formula and carry forward is projected to be \$16,127,619 as compared to \$19,523,044 in PY 23/24. The budget continues to emphasize investments in customer training and getting the unemployed back to work and it aligns with WIOA and achieving Board strategic initiatives and key business results. CSBD recommends acceptance and approval of the preliminary PY 24/25 budget. Approved at the 6/5 One-Stop Services Committee meeting.

Heiko Dobrikow asked Mr. Shawbell to present the item. Ms. Hylton asked to be recognized and provided additional context on the preliminary budget. She addressed the reduction in funds and her efforts to secure additional funds to offset the decrease.

Ms. Hylton explained that the decrease in formula funds was directly linked to 1) poverty and unemployment rates, lower unemployment results in less funding, and higher unemployment results in more funding and 2) we did a good job in spending all our dollars this past year resulting in less carry-forward funds available to offset the reduction in funds.

Ms. Hylton reported that in creating the budget for next year we elected not to renew the contracts for outreach and recruitment, which are a part of the “facilities and other costs” category. Instead we will issue an RFQ to create a vendor list which we can access as needed for individual projects.

We plan to continue conducting tours of our centers which has been very successful in spreading the word about the resources we provide. Ms. Hylton then shared with the Executive Committee that the newest member of the CareerSource Florida Board is a resident of Fort Lauderdale, her name is Ms. Bailey Mateer. Ms. Hylton had taken Ms. Mateer for a

tour of the South Career Center two weeks ago. Ms. Mateer was impressed and excited about our work and indicated she would share her positive experience from the tour with the other CareerSource Florida members.

Frank Horkey said that there are now three Broward representatives on the CareerSource Florida Board. Carol Hylton agreed stating that in addition to Bailey Mateer, Dr. Jennifer O’Flannery Anderson, and Laurie Sallarulo were also members from Broward.

Ms. Hylton went on to explain that there may be 2 other opportunities to make up for the reduction in funds 1) through funds de-obligated from other regions and 2) through discretionary grants.

Ms. Hylton told the Committee that in reviewing the agenda for the upcoming CareerSource Florida Meeting the State referenced their ability to reallocate WIOA funds from regions which were underspent suggesting additional funding might be available.

Carol also shared that the State will be releasing funds for a number of discretionary projects including 1) an AI initiative for transportation and manufacturing, including reskilling displaced workers for AI-related fields 2) youth career exploration 3) Get There Faster 4) soft skills development 5) digital literacy and 6) registered apprenticeship programs. The amount of funds to be available for each project was not yet released. We let the State know of our interest in implementing those projects.

Frank Horkey asked if there would be any layoffs. Carol Hylton indicated that we have been strategically managing our vacancies throughout the year. This has allowed us to avoid the layoffs being experienced by some of the other boards.

Heiko Dobrikow congratulated the team on meeting the planned expenditure rates for the year and investing the funds in the community. Frank Horkey further complimented management for achieving this without having to lay-off staff.

On a motion made by Rick Shawbell and seconded by Keith Costello, the Executive Committee unanimously accepted and approved the preliminary PY 24/25 budget.

7. Central One Stop Career Center Located on Oakland Park Boulevard

The CSBD Central One Stop Career Center is part of a complex of 7 state owned buildings. CSBD occupies 3 of the buildings. The State has recently informed us that they are exploring the sale of all the buildings and have received preliminary estimates on the sale price. The State has indicated a willingness to work with us on either a purchase or a long-term lease for the 2 buildings located on the west end of the property. CSBD is currently housed in the center of the property. The move would then leave a connected tract for the state to put on the open market for sale. Staff is asking the committee to discuss options for moving forward.

Heiko Dobrikow asked Carol Hylton to address this item. Ms. Hylton distributed a handout with an aerial view of the property so board members would be able to visualize the property. She explained that initially, the State planned to sell the property and contracted for a formal appraisal which valued the buildings we currently occupy, at a total of approximately \$19 million, a cost way beyond our budget. However following extensive discussions with the

State, emphasizing our connection with the distressed 33311 zip code and our long-term presence in that location the State agreed to consider alternative options.

Our current location is in the middle of the complex. We discussed the possibility of moving to the two buildings on the west end of the complex. This would free up a connected area for the State to sell and allow us to remain in the current location. To do this we would either need to: 1) enter into a long-term lease with the state and take on renovations which might cost as much as \$2 to \$3 million, adjusted for inflation based on past renovations or 2) purchase the two buildings at a cost of about \$5.23 million, not including the cost of renovations.

Kevin Kornahrens asked about current rent payments. Carol stated that we only pay for the maintenance costs, which is less than the going rental rate in the area.

Heiko Dobrikow stated that the west end of the complex would provide better parking and accessibility for job seekers and visitors than our current location in the complex. He then asked about the condition of the buildings. Carol shared that over the years we have worked with the State to paint, replace flooring and to make other interior improvements. We would likely have to do some similar work in the new space.

Carol Hylton also suggested that a 3rd option might be a lease with an option to buy.

Jim Ryan asked if we had completed an economic study showing cost implications. Ms. Hylton stated that we have the results of the appraisals conducted by the state which took the surrounding areas into account.

Kevin Kornahrens agreed that further analysis would be helpful. Mr. Dobrikow said that a side-by-side comparison of lease vs purchase would be helpful.

Dr. Ben Chen requested that Carol Hylton email the handout so that the committee could review it further after the meeting.

Dr. Chen suggested that the Board Chair appoint a committee for further review and analysis and that we collect 1) a legal description of the site and 2) funding methods for both options. Dr. Chen volunteered to serve on the committee. Keith Costello said that the details of a lease and a review of financing terms would be needed to make a decision. Mr. Costello volunteered to serve on the committee. He also expressed his support of a lease with an option to buy.

Heiko Dobrikow reminded the members that this item was for discussion only. He agreed with the suggestions and added that we should find out about the buildings' condition. He recommended that the Audit Committee take the lead on the project and invited interested members to let Audit Committee Chair Zac Cassidy know so that they could join in on the discussion. He said the goal is to gather the data we need so we can make an informed decision about what is most beneficial to the organization. Jim Ryan suggested Kevin Kornahrens to serve on the committee.

Dr. Ben Chen proposed asking board members at the Board Meeting if they would also like to join the committee.

Carol Hylton stated that she would inquire with the State about sharing the full results of their evaluation, which includes details on the buildings' condition.

Jim Ryan asked whether another option would be to ask the legislature to grant us the building. Carol Hylton indicated that is an option, however the State has asked us not to pursue this option as they are working with us to determine the best option for us both.

Frank Horkey said that during his tenure as Chair, there was a discussion about soliciting a developer to purchase and renovate the entire complex who might work with us allowing us to purchase our building from them potentially leading to a mixed-use development of the property. He also suggested that we could present the State with a renovation plan of the area and that there may be CRA funds available.

Ms. Daniels stated that tentative discussions with the State indicated only a willingness to allow us to remain in the complex. Also the Board had previously considered whether overseeing such an ambitious project was aligned with our overall mission as well as agreeing that we did not want to become landlords especially of a mixed-use property.

The Combined Executive & Audit Committee unanimously agreed for the Audit Committee was to lead discussions regarding the property and could include other interested board members on the committee for these discussions.

8. CareerSource Broward Marketing and Communications Plan for PY 24/25

Considered approval of CSBD's marketing plan for PY 24/25. Each year, CSBD implements targeted outreach to job seekers, employers, and community stakeholders through the press, digital, print, and social media to increase awareness of our services. This year's strategies stem from the Planning Session and includes 1) maximizing the website to incorporate testimonials 2) building relationships with elected officials to enhance understanding of how our services benefit their constituents 3) focusing on "plain talk" messaging on the impact we have on an employers' bottom line and 4) supporting brand awareness through signature events like the State of the Workforce event, Worlds of Work, and Paychecks for Patriots. Approved at the 6/3 Employer Services Committee meeting.

Heiko Dobrikow asked Francois Leconte, the Employer Services Committee Chair, to present the item.

Mr. Dobrikow stated that the plan is very robust, builds on this past year's plan and incorporates elements from our recent Planning Session.

On a motion made by Francois Leconte and seconded by Zac Cassidy, the Executive Committee unanimously approved CSBD's marketing plan for PY 24/25.

REPORTS

1. General Fund Balance

As of 12/31/23, we reported that the General Fund balance was \$1,089,280. From 1/1/24 through 4/30/24, we realized revenues of \$201,802 and incurred expenditures of \$93,630. The

General Fund balance as of 4/30/24 is \$1,197,452. Of this amount \$537,041 is held in reserve leaving a balance of \$660,411.

Heiko Dobrikow asked Carol Hylton to present the item, which she did.

Frank Horkey commented that, based on the data, if we were to spend all available funds, we would still have \$660,000 in reserve that could potentially be used for a down payment to purchase the buildings at Central.

2. Cherry Bekaert LLP Fiscal Monitoring - Report #2 PY 23/24 Issued 5/15/24

Cherry Bekaert conducted fiscal monitoring for the period 10/1/23 through 2/29/24. Cherry Bekaert reviewed a total of 979 elements during the review period. There were no findings or observations. Based upon the total elements reviewed, this was a 0% error rate.

Heiko Dobrikow asked Carol Hylton to present the item, which she did. Ms. Hylton commended Kaminnie and her staff in Fiscal for the impressive results.

Frank Horkey echoed her sentiments.

3. Taylor Hall Miller Parker (THMP), P.A. Program Monitoring Report Issued 11/23

THMP conducted program monitoring for the period 8/1/23 through 11/13/23. They reviewed a total of 178 files consisting of 7,115 elements. There were 3 findings and 6 observations. This equates to an error rate of .04%, or less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

Heiko Dobrikow asked Carol Hylton to present the item. Carol Hylton commended Ron Moffett and Kim Bryant and her staff in Operations for the impressive results.

MATTERS FROM THE AUDIT COMMITTEE CHAIR

None.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Heiko Dobrikow lauded the staff for their hard work, which resulted in the impressive results. He also expressed appreciation for the productive discussion about the Central One-Stop Career Center.

Mr. Dobrikow praised the Manufacturing Forum, recognizing Tony Ash, Doug Saenz, and Kim Bryant for its success. The forum addressed the workforce deficit and introduced attendees to the various benefits our organization offers employers in this industry sector. He stated that the turnout was excellent and expects increased collaboration as a result. Mr. Dobrikow stated that he has a follow-up meeting with Matt Rocco, President of South Florida's Manufacturing Association, in order to discuss future collaborations.

MATTERS FROM THE COMBINED EXECUTIVE AND AUDIT COMMITTEE

Frank Horkey congratulated Carol Hylton stating that much of the additional funding awarded over the past two years has been a direct result of Ms. Hylton's efforts as a community convenor, thanking her for her dedication.

Dr. Lisa Knowles praised Carol Hylton and her staff for their unwavering commitment to continuous improvement.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton commented on the Manufacturing Forum stating that the employers who sometimes vie for the same customers appreciate the forum discussions as they share a common interest in promoting their industry and in developing workforce solutions.

Ms. Hylton reported that she had discussed our WOW event with Kim Holland, a leadership classmate who serves as Assistant Secretary of Strategic Development, Fla Department of Transportation (FDOT) who connected her with Steven C. Braun, P.E., FDOT District 4 Secretary who organizes an event similar to the WOW. Ms. Hylton will explore possible future collaboration opportunities as well as providing assistance with DOT recruitment efforts.

Carol Hylton reminded the members there is a Healthcare Industry Forum on Tuesday, June 18th from 8 a.m. to 12 p.m.

Lastly, Ms. Hylton talked about the start of the Summer Youth Employment Program (SYEP) which kicks off with employability skills training on 6/12.

She also reported on Broward Health's enhancements to the program for the youth in their employ, including a virtual hospital day and opportunities for credit recovery through their work experience supplemented with online tasks.

Heiko Dobrikow praised the SYEP and shared his past experience with youth in his employ, noting their preference for active participation rather than mere shadowing. He encouraged other employers to take this into consideration.

ADJOURNMENT – 1:21 p.m.

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON AUGUST 12, 2024.</p>
