



**Broward Workforce Development Board  
Ad Hoc Organizational Resources – Nomination Committee  
Wednesday, February 9, 2022  
11:00 a.m. – 12:00 p.m.**

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<b>Zoom Meeting ID:</b>	<b>893 0783 2171</b>
<b>Zoom Password:</b>	<b>094551</b>
<b>Zoom Call-in:</b>	<b>+1 646 876 9923</b>

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**MEETING MINUTES**

**The Committee was 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.**

**ATTENDEE IN-PERSON:** Frank Horkey and Dr. Lisa Knowles

**ATTENDEES VIA ZOOM:** Kevin Kornahrens, Gina Alexis, and Zac Cassidy

**STAFF:** Carol Hylton, Ron Moffett, Rochelle Daniels, and Amy Winer

**APPROVAL OF MINUTES**

Approval of the Minutes of the 11/18/21 Ad Hoc Organizational Resources - Nomination Committee meeting.

**On a motion made by Dr. Lisa Knowles and seconded by Frank Horkey, the Ad Hoc Organizational Resources - Nomination Committee unanimously approved the minutes of the 11/18 meeting.**

**NEW BUSINESS**

**1. Nominations to the Broward Workforce Development Board (BWDB)**

Considered 1) the nomination of two individuals to the BWDB from the financial/banking and marine targeted industries to the private sector category 2) the nomination of Mr. Sandy McDonald, Director Broward County Office of Economic and Small Business Development, to the government/economic and community development category and 3) reclassification of current BWDB member, Mr. Robert Swindell, to the private sector category as this is allowed under WIOA for individuals who represent employer associations.

Carol Hylton indicated that we are seeking to nominate two individuals, one (1) from the financial/banking sector and 1 from the marine industry. We are also recommending transferring Bob Swindell to the private sector category. This will allow the Committee to consider a recommendation for Mr. Sandy McDonald, Director Broward County Office of

Economic and Small Business Development, to the BWDB in the government/economic and community development category.

Ms. Hylton reminded the Committee that we maintain a list of nominees recommended by the Board and review the list when considering new members. Hylton advised that when Dr. Tinsley resigned from the Board he recommended Sandy McDonald and during the past year Heiko Dobrikow has also recommended him.

Ms. Hylton explained that we received three recommendations as follows: Sandra Mayor and Keith Costello who represent Finance/Banking and Lori Wheeler who is from the Marine Industry. Ms. Hylton advised the Committee that we customarily also consider demographics when discussing membership openings.

Mr. Horkey inquired if we will still be underrepresented if we add one African American and one Hispanic. Ms. Hylton responded yes and said we are progressing and moving in the right direction. Mr. Horkey stated that he reviewed the resumes and all the candidates are qualified. He asked Ms. Hylton if she had interviewed any of the potential nominees.

Ms. Hylton stated no and explained that normally we wait until after the committee meeting before reaching out to the nominees as we do not know which nominees the Committee will recommend.

Dr. Lisa Knowles stated that she knows Lori Wheeler and that she is involved with the Greater Fort Lauderdale Alliance (GFLA) and with the chambers. She believes she would be a good addition to the Board.

Mr. Horkey asked the Committee if anyone knew Ms. Mayor or Mr. Costello. Ms. Hylton advised that Ms. Mayor has worked with former CSBD employee Jack Bennings on the GFLA Bravo Committee and that she is familiar with our services.

Dr. Knowles inquired if we could bring both Ms. Mayor and Mr. Costello onto the Board in the private sector in addition to Lori Wheeler. Ms. Hylton said yes, we could bring them both on. Hylton explained WIOA requires that 20% of the total number of members must be in the labor category and we currently have five so if all three are added we are still in compliance. Dr. Knowles stated she would like to bring on all of the nominees.

Mr. Horkey inquired if we will be having an orientation with the nominees. Ms. Hylton stated after the Board meeting we would schedule their orientations.

Gina Alexis inquired if membership eligibility to serve on the Board was based on where you work or where you live. Ms. Daniels stated that members should either live or work in Broward County.

Mr. Horkey asked Ms. Daniels if we have someone who lives in Broward but who also works remotely because his or her employer is out of state is he/she eligible to be a board member. Ms. Daniels responded that she would have to look into that because this is not a federal statute it is a Florida statute. Ms. Hylton stated that the intent is to bring people onto the Board who are vested in Broward County.

Ms. Alexis stated that she would reach out to Ms. Hylton at a later time.

**On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the Ad Hoc Organizational Resources - Nomination Committee unanimously approved the reclassification of current BWDB member, Mr. Robert Swindell, to the private sector category.**

**On a motion made by Dr. Lisa Knowles and seconded by Frank Horkey, the Ad Hoc Organizational Resources - Nomination Committee unanimously approved the recommendation to nominate Sandy McDonald, Director Broward County Office of Economic and Small Business Development to the government/economic and community development category.**

**On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the Ad Hoc Organizational Resources - Nomination Committee unanimously approved the recommendation to nominate Lori Wheeler, Vice President Marine Industries Association to the private sector category.**

**On a motion made by Dr. Lisa Knowles and seconded by Frank Horkey, the Ad Hoc Organizational Resources - Nomination Committee unanimously approved the recommendation to nominate Sandra Mayor, Senior Vice-President, PNC Bank, and Keith Costello, President/CEO, Locality Bank to the private sector category.**

## **MATTERS FROM THE AD HOC ORGANIZATIONAL RESOURCES – NOMINATION COMMITTEE**

Mr. Horkey stated that at some point we should consider looking at our benefits package. Ms. Hylton agreed and shared that we are also looking into ways to create career ladders for the front-line staff. Mr. Horkey inquired if this would require a salary survey. Ms. Daniels advised no and that this will help add expertise to the career centers and give employees something to look forward as they increase their education and experience. Mr. Horkey inquired if board approval is needed to add a position. Ms. Daniels stated, no we do not Board approval to add a new position.

Ms. Hylton stated that she started meeting with the supervisors in all the centers more frequently to increase conversation and direct dialogue. She indicated that staff asked if we could offer incentives using gift cards. Ms. Hylton advised that we are unable to provide gift cards but we do have awards such as our GEM, Toni Brown, Stellar Team and the Workforce Development Professionals. We are reviewing our budget to see if we can increase the denomination of these awards. Ms. Hylton also stated that we are looking to add an all-day, in-service training and make it more of a team-building, system-wide approach. She advised that we could even have a speaker at the event. Ms. Hylton noted that many organizations close for the day 1-2 times a year to hold a similar staff training day. Mr. Horkey inquired if we can provide lunch since it is planned to be an all-day training. Ms. Hylton responded, yes.

## **MATTERS FROM THE FLOOR**

None

## **MATTERS FROM THE PRESIDENT/CEO**

Ms. Hylton stated we held a focus group session today with our WIOA youth to learn the best ways to engage and reach out to them. The youth were very engaged and we received some really good information we can use for recruiting and are now putting together an action plan based upon the feedback we received.

Ms. Hylton indicated that she attended the Florida Workforce Development Association meeting this week and all the directors shared that they are seeing a slight decrease in the number of customers coming to their career centers across the state. Ms. Hylton noted that she has been working with community partners such as the Urban League to explore additional ways to partner to connect employers with job seekers and to increase awareness of our services offered at the centers.

Ms. Hylton shared that we received input from our One Stop Services committee members on the community needs assessment. We currently implementing additional marketing initiatives to address the feedback we received from the community.

Ms. Hylton advised that in the near future members will see and hear ads in the paper and on the radio and also on our social media to increase awareness of our services. Ms. Hylton explained that our intermediaries are reaching out to all the chambers to schedule and provide presentations to their members. Ms. Hylton also stated that Latema King, Summer Youth Program Manager, just spoke to over 150 social workers to explain our summer youth program to help spread the word and encouraged them to share with their youth. Lastly, Ms. Hylton informed the committee members that we are working with the Children's Services Council to increase the hourly pay wage to attract additional youth.

**ADJOURNMENT: 11:44 a.m.**

<p><b>THE NEXT AD HOC ORGANIZATIONAL RESOURCES – NOMINATION COMMITTEE MEETING IS TO BE DETERMINED.</b></p>
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