



Broward Workforce Development Board
Ad Hoc Organizational Resources Committee
Wednesday November 17, 2021
12:00 Noon – 1:30 p.m.

Zoom Meeting ID:	832 0902 5381
Zoom Password:	394607
Zoom Call-in:	+1 646 876 9923

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, Zac Cassidy, Dr. Lisa Knowles, Ismael Martinez, and Pam Sands.

STAFF VIA ZOOM/PHONE: Carol Hylton, Ron Moffett, Rochelle Daniels, Rosamond Parker-Pickett, and Amy Winer.

APPROVAL OF MINUTES

Approval of the Minutes of the 8/27/21 Ad Hoc Organizational Resources Committee (ORC) meeting.

On a motion by Gary Arenson and seconded by Zac Cassidy, the ORC unanimously approved the minutes of the 8/27/21 Ad Hoc Organizational Resources Committee meeting.

NEW BUSINESS

1. Membership Renewals and Fixed and Staggered Terms Under WIOA

The ORC considered the reappointment of all Board members with the newly assigned fixed and staggered terms beginning 1/2/22. Members are listed in alphabetical order by last name within their category of membership and assigned to a 1 or 2 year term. Where an individual represents 2 categories it has been noted in the chart. In accordance with WIOA, the CareerSource Broward Council of Elected Officials appoints board members.

Pam Sands introduced the item and provided an overview.

On a motion made by Zac Cassidy and seconded by Gary Arenson, the ORC unanimously approved membership renewals and fixed and staggered terms.

2. Compensation Plan

The ORC considered adjustments to the CSBD and EmpHire compensation plan. CSBD last reviewed staff compensation and benefits in 2015. CSBD like other employers must also address staff retention and vacancies, as 41 staff moved on this year with the majority citing compensation and there are currently 14 vacant positions. Inflation in Broward County per DEO is at 4.2% and is also impacting wages. CSBD has collected available information from the other large boards, and the governmental units represented by our Council. Based upon the information obtained, it is recommended that we 1) grant a one-time Cost of Living Adjustment (COLA) of 3% effective 1/1/22 2) adjust the salary ranges for CSBD and EmpHire positions by 3% to be more competitive in the labor market and 3) increase the employer match for our retirement plan from 2.6% to 4.6%. The cost of the COLA will be \$183,745 and the increase to the retirement contribution will be \$99,969 for a total of \$283,714.

Pam Sands stated that in the world of employment the 6-year period since the last study conducted in 2015, represents a lifetime and would impact CSBD's ability to retain staff.

Gary Arenson inquired if we have given pay raises in the last five years. Ms. Hylton responded that we provide a yearly performance increase of up to 3% but we have not historically provided a COLA. Mr. Arenson asked whether we are paying our staff too low and not keeping up with the cost of living? Ms. Hylton responded that the merit increase used to be higher years ago but since the recession, it was reduced. Mr. Arenson said that he would like to see COLA increased to 4%.

Ismael Martinez stated that the County employees received a 4% COLA. County employees get a 3% merit salary increase yearly based upon their performance and annual evaluation.

Pam Sands suggested that we consider reviewing the COLA on an annual basis.

On a motion made by Zac Cassidy and seconded by Dr. Lisa Knowles, the ORC unanimously approved recommending the 3% adjustment to the salary ranges for CSBD and EmpHire positions and an increase in the employer match for our retirement plan to 4.6%.

On an amended motion made by Zac Cassidy and accepted and seconded by Dr. Lisa Knowles, the ORC unanimously approved a recommendation to provide a 4% COLA to staff.

3. Board Meeting Schedule for 2022

At the 7/26 Ad Hoc Organizational Resources Committee (ORC) and 9/13 Executive Committee meetings there was a majority vote to move to scheduling board meetings every other month. Because a few board members indicated we should continue with the current schedule of 10 meetings the President and Board Chair are bringing this back to the ORC to see whether the Committee wants to re-open this item for additional discussion before bringing this matter to the full board and Council of Elected Officials.

Mr. Arenson stated that the majority rules but that he does not agree with the new proposed schedule.

Mr. Cassidy advised that this was already approved at the Ad Hoc Organizational Resources Committee and the Executive Committee meetings.

Ms. Daniels stated that if everyone is ok with the majority then it's a non-action item.

Ms. Hylton advised that Dr. Chen was unable to attend this meeting and asked Ms. Hylton to convey his thoughts. Dr. Chen is opposed to reopening this discussion as it was already voted and approved by the majority of the members. He advised that this should go directly to the board for approval.

On a motion made by Ismael Martinez and seconded by Zac Cassidy, the ORC unanimously approved the action taken at the 7/26 ORC and 9/13 Executive Committee meetings and recommended moving the recommendation to the full Board for approval.

MATTERS FROM THE AD HOC COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton reminded the ORC members that our Paychecks for Patriots event is tomorrow. We have over 60 employers and 600 pre-registered job seekers. We are expecting it to be a big event. Michelle Dennard, President of CareerSource Florida will be in attendance along with Casey Penn Chief, Bureau of One Stop and Program Support, Florida Department of Economic Opportunity. They will be announcing that CSBD is a recipient of one of the Get Here Faster Grant. This grant is targeted to assist veterans and we will be partnering with Henderson Mental health and mission United to provide services. The grant is for over 1 million dollars over the next two years.

ADJOURNMENT: 12:39 p.m.

THE NEXT AD HOC ORGANIZATIONAL RESOURCES COMMITTEE MEETING IS TO BE DETERMINED.
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