



**Broward Workforce Development Board  
Ad Hoc Organizational Resources Committee**

**Monday, June 13, 2022  
12:00 Noon – 1:30 p.m.**

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| <b>Zoom Meeting ID:</b> | <b>843 4188 1057</b>   |
| <b>Zoom Password:</b>   | <b>113665</b>          |
| <b>Zoom Call-in:</b>    | <b>+1 646 876 9923</b> |

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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 IN-PERSON:** Frank Horkey, Kevin Kornahrens, Dr. Lisa Knowles, and Zac Cassidy

**ATTENDEES VIA ZOOM:** Ismael Martinez and Dr. Ben Chen

**STAFF:** Carol Hylton, Ron Moffett, Rochelle Daniels, Rosamond Parker-Pickett, and Amy Winer

### **APPROVAL OF MINUTES**

Approval of the Minutes of the 11/17/21 Ad Hoc Organizational Resources Committee meeting.

**On a motion by Frank Horkey and seconded by Dr. Lisa Knowles, the Ad Hoc Organizational Resources Committee unanimously approved the minutes of the 11/17/21 committee meeting.**

### **NEW BUSINESS**

#### **1. Compensation Study**

Considered approval of the recommendations from a recent compensation study which includes new salary ranges. This will impact 33 employees for a total expenditure of \$79,313. The employees are either paid below the new range or are not competitive with the market based on their skills and experience per the study. The majority of individuals affected are non-management career center employees. The salary adjustments have been accounted for in the budget. The study was conducted after consulting with governing board chairs, Mayor Trantalis and Frank Horkey.

Carol Hylton explained that EmpHire Staffing reported that it is increasingly difficult to attract applicants and fill vacancies due to our salaries not being competitive in the current market. After consulting with Mayor Trantalis and Frank Horkey, we were advised to get quotes for a compensation study.

The completed study included 5 recommendations which Ms. Hylton reviewed for the Committee. Ms. Hylton pointed out that the majority of individuals affected are non-management career center employees. In total, 33 employees of the total 103 CSBD and staffing company employees will realize an increase for a total cost of \$79,313. This has been accounted for in the budget.

Frank Horkey stated that in December, the Board recommended we do our own compensation study instead of relying on the Palm Beach study. At the time, we thought it wouldn't be needed until next year, but given the current labor market and what EmpHire is experiencing, we needed to do this study earlier.

Mr. Ismael Martinez inquired if the new salaries would be retroactive. Ms. Hylton responded that the new salaries would start on July 1<sup>st</sup> if approved by the Board at their next meeting.

Mr. Zac Cassidy stated that if we are looking to retain staff, then we should be looking at doing something for all the staff.

Mr. Kevin Kornahrens inquired when performance reviews took place. Ms. Hylton responded that reviews take place on the staff's yearly anniversary. Mr. Kornahrens stated that we should be looking at more than tenure and also take current performance into consideration.

Mr. Horkey inquired if we could give staff a 1 time increase to bring everyone above the minimum and move staff up within their range so that tenured staff isn't at the minimum starting salary level. Mr. Horkey asked if, for example, we could give everyone who was at the minimum salary level a one-time \$500 bump? Ms. Hylton responded if we gave everyone a bump it would cost us an additional \$34,000.

Mr. Horkey inquired if we have set aside budget to adjust salaries. Ms. Hylton responded yes, we allocated \$150k for the new adjustments.

Mr. Horkey stated that we are losing staff to other organizations. We need to make decisions now. Mr. Cassidy agreed.

Dr. Chen stated that we are getting into too many details. He believes this is a policy decision and he is satisfied with the study.

Mr. Martinez concurred and stated that at this time he is prepared to approve the report recommendations.

Mr. Horkey stated that if we only approve the \$79k we cannot come back to the Board again for a salary increase. Mr. Kornahrens asked for the amount in the budget for raises. Mr. Horkey responded that we budgeted \$150k for adjustments based on an estimate of this survey. Mr. Horkey inquired if we still have access to the consultant. Ms. Hylton responded yes, we still have access to the consultant.

Mr. Kornahrens inquired if we could have the consultant and HR take a look at the current merit increases to see whether due to inflation it should be increased. Ms. Hylton responded that the merit used to be at 4% but during the last recession, it was reduced to

3%. Mr. Horkey asked if we could ask the consultant if going back to 4% for the merit raises would keep us up to date with inflation.

**On a motion made by Dr. Ben Chen and seconded by Ismael Martinez, the Ad Hoc Organizational Resources Committee unanimously approved the compensation study recommendation at \$79,313.**

**On a motion made by Frank Horkey and seconded by Dr. Ben Chen, the Ad Hoc Organizational Resources Committee unanimously approved that the balance of the funds set aside in the budget for the study be used to bring the remaining staff not covered by the study along in their ranges.**

**On a motion made by Frank Horkey and seconded by Zac Cassidy, the Ad Hoc Organizational Resources Committee unanimously approved staff to reach out to Integrative Compensation Solutions, Inc. to determine whether an increase to the merit from 3% to 4% is warranted to keep pace with inflation and to bring a recommendation to the Executive Committee.**

#### **MATTERS FROM THE AD HOC COMMITTEE**

Mr. Horkey stated that the Florida Workforce Development Association (FWDA) added an additional membership slot for each of the regions. Dr. Knowles has been added as a voting member. Mr. Horkey indicated that Dr. Knowles is also on the Florida Workforce Chairs Alliance (Alliance) as a past chair and that the Alliance was looking into the letter grades. He asked that Carol Hylton provide an update on the letter grades in her Matters from the President/CEO remarks.

#### **MATTERS FROM THE FLOOR**

None

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

Ms. Hylton informed the Committee that she, Frank Horkey, and Dr. Lisa Knowles attended the CareerSource Florida (CSF) Board and FWDA meetings in Tallahassee last week. At the CSF Board meeting it was again reiterated that in alignment with the REACH Act they are working with Ernst and Young to evaluate options for realigning and reducing the overall number of boards. No specifics were provided. Ms. Hylton shared that we will be having a Strategic Planning Committee to flesh out how best to construct and convey our value to our legislative delegation which will be brought to our full governing boards for consideration.

Ms. Hylton explained that “letter grades” was also an item discussed at the CSF Board meeting. The REACH Act requires local boards to be graded using a letter grade system. So far the information regarding the criteria and formulas for the grades has been minimal and in draft form. Based upon what we have seen thus far, Ms. Hylton stated, there are concerns. By way of example, she informed the members that included in the cohort of customers that will count toward the percent trained measure are: the percentage of SNAP, Wagner Peyser, and Welfare Transition Program (WTP) customers trained. WTP is “work first” legislation and neither SNAP nor Wagner Peyser are funded to provide occupational training. Including these groups in the denominator will skew the data. Our understanding is that the REACH Office will update the CSF Board at their meeting in September for an anticipated launch in October.

Ms. Hylton stated that our SYEP program has started with 700 youth and they are currently attending the employability skills training.

Lastly, Ms. Hylton stated that work continues on the upcoming Apprenticeship Summit scheduled for August and that members should start seeing various announcements and advertisements as we use a variety of media to get the word out.

**ADJOURNMENT: 1:13 pm.**

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| <p style="text-align: center;"><b>THE NEXT AD HOC ORGANIZATIONAL RESOURCES COMMITTEE MEETING IS<br/>TO BE DETERMINED.</b></p> |
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