



**Broward Workforce Development Board  
One Stop Services Committee**  
Tuesday, December 3, 2019 12:30 p.m. – 2:00 p.m.  
CareerSource Broward, Main Conference Room  
2890 W. Cypress Creek Rd.  
Ft. Lauderdale, FL 33309

## MEETING MINUTES

**THE COMMITTEE WAS REMINDED OF CONFLICT OF INTEREST PROVISIONS.**

### SELF-INTRODUCTIONS

**ATTENDEES:** Gary Arenson, Marjorie Walters, Audrey Ljung, Gertrudis Perez-Dusek (Phone), Olivia Sarson (Phone), Kirk Brown

**STAFF:** Mason Jackson, Ron Moffett, Carol Hylton, Rochelle Daniels, Barbara Cevieux, Elisha Westfall, Javon Lloyd and Irma Valentin

### APPROVAL OF MINUTES

Approval of the Minutes of the 7/2/19 One Stop Services Committee Meeting.

**On a motion by Marjorie Walters and seconded by Audrey Ljung the One Stop Services Committee unanimously approved the minutes of the 7/2/19 meeting.**

### PRESENTATION

Javon Lloyd, Senior Communications Manager, presented a demonstration of our new website. Javon provided "how to" handouts with guidance on creating Twitter, LinkedIn and Facebook accounts. Gary Arenson asked if the handouts could be available at the next Board meeting. Mason indicated that they would be.

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## NEW BUSINESS

### 1. **Acceptance of Summer Youth Employment Program Funds**

Consideration to accept the Children's Services Council (CSC) award of \$1,868,519 to serve 617 youth for our 2020 Summer Youth Employment Program (SYEP). This is a slight increase of \$33,366 over last year. These additional funds will be used to accommodate an increase to our workers compensation insurance. The SYEP will continue to provide each participant three (3) days of employability skills training and an eight (8) week meaningful summer work experience for economically disadvantaged Broward County youth ages 16-18.

Ron Moffett explained that the CSC awarded \$1,868,519 to serve 617 youth for the upcoming Summer Youth Program, at their meeting in September.

Carol Hylton mention the attached flyer for the next SYEP, indicating that the application period for youth to apply will begin January 7, 2020.

**On a motion by Marjorie Walters and seconded by Audrey Ljung the One Stop Services Committee unanimously approved the acceptance of \$1,868,519 from the Children's Services Council for our 2020 Summer Youth Employment Program.**

### 2. **Acceptance of TD Charitable Foundation Funds for Start-Up Now**

Consideration to accept a grant award of \$7,500 from TD Charitable Foundation for the Start-Up Now program. This is a Community Development grant that will be used to fund the general support of the program. In April 2017, the Board approved for CSBD to seek financial support for Start-Up Now. The funds will cover a portion of the cost of participants attending the program including instruction, mentoring, the 12-credit Entrepreneurship technical certificate and books and software licenses. We are still seeking additional funds.

Ron Moffett explained that we had a grant with The Department of Commerce that ended and the board approved sourcing locally for additional funding.

**On a motion by Gary Arenson and seconded by Audrey Ljung the One Stop Services Committee unanimously approved the acceptance of \$7,500 from TD Charitable Foundation for Start-Up Now.**

### 3. **New Course Additions for Existing ITA Provider- Broward College**

Consideration to approve Broward College's request to add six (6) new courses to the Workforce Innovation and Opportunity Act (WIOA) Individual Training Account (ITA) List and add four (4) new courses to the Welfare Transition Program (WTP) ITA List for a total of ten (10) new programs. CSBD reviewed the applications for completeness and to ensure that Broward Workforce Development Board (Board) mandated criteria are met for the training programs and related occupational titles. Because a Board member, Ms. Mildred Coyne, is employed at Broward College this recommendation must be approved by a 2/3 vote of the board members present with an established quorum at a Board meeting.

Ron Moffett explained the differences between the two ITA lists 1) that courses on the WTP list do not have to lead to occupations that meet the wage required for WIOA and 2) the courses can all be completed in 12 months or less. Ron also noted that WTP customers are eligible to participate in the WIOA courses on the ITA List as well.

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**On a motion by Audrey Ljung and seconded by Marjorie Walters the One Stop Services Committee unanimously approved the addition of 10 new Broward College programs to the ITA list.**

**4. New Course Addition for Existing ITA Provider- New Horizons**

Consideration to approve New Horizons' request to add Cyber Security & Ethical Hacking Preparatory program to the ITA list. CSBD reviewed the application for completeness and to ensure that Board mandated criteria were met for the training program and related occupational titles.

Ron Moffett explained that this is an emerging occupation and is in demand in Broward County.

**On a motion by Audrey Ljung and seconded by Marjorie Walters the One Stop Services Committee unanimously approved the addition of New Horizon's Cyber Security & Ethical Hacking Preparatory program to the ITA list.**

**5. New Eligible Training Provider Connecticut School of Broadcasting**

Consideration to approve 1) Connecticut School of Broadcasting's application to become an eligible training provider and add 2) Radio & Television Broadcasting 3) Social Media Marketing Specialist 4) Intro to Mobile Application and Design and 5) Intro to Web Design & Development to the ITA list. Staff reviewed the applications for completeness and to ensure that Board mandated criteria were met for the school and training programs.

Ron Moffett explained that this is a new provider for CSBD, located in Pembroke Pines that provides occupational training in radio and TV broadcasting and occupations "behind the scenes" in production and social media. Ron explained that the school's status will be under Initial Eligibility for one year and that enrollment of CSBD customers in each course will be capped at 10 until a 70% or better training related placement rate is established.

Audrey Ljung inquired about the adequacy of the school's facilities. Elisha Westfall explained that she did a tour of the campus and that the classrooms were very interactive, and she observed they have audio and visual equipment set up for students to use for broadcast training.

**On a motion by Gary Arenson and seconded by Audrey Ljung the One Stop Services Committee unanimously approved 1) Connecticut School of Broadcasting's application to become an eligible training provider and add 2) Radio & Television Broadcasting 3) Social Media Marketing Specialist 4) Intro to Mobile Application and Design and 5) Intro to Web Design & Development to the ITA list.**

**6. One Stop Services (OSS) Committee Strategic Planning Matrix for 2019 Updates**

Consideration to review and approve the final updates to the OSS Committee Strategic Planning Matrix.

Ron mentioned that the matrix stems from the Board's planning day and went over the matrix, highlighting the various updates to the committee. He noted that everything has been completed and this is the final update to the 2019 Matrix.

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Regarding Objective 5.3, Mason Jackson explained an event is planned for April 4, 2020 at the Arthur Ashe Center in collaboration with Broward County School Board to meet with parents to present alternative career paths that do not require a four (4) year degree. Various Industry Representatives will be on hand to also speak with parents. Audrey Ljung asked if date and time information could be sent to her so she could calendar the event as she'd like to attend. Mason indicated he would send her the information.

**On a motion by Gary Arenson and seconded by Audrey Ljung the One Stop Services Committee unanimously approved the final updates to the One Stop Services (OSS) Committee Strategic Planning Matrix for 2019.**

## **7. Proposed Committee Meeting Calendar**

Consideration to approve the One Stop Services Committee's 2020 calendar year meeting schedule.

**On a motion by Gary Arenson and seconded by Marjorie Walters the One Stop Services Committee unanimously approved on the Committee Meeting Calendar for 2020.**

## **REPORTS**

### **1. Performance Update on WIOA Youth Program Activities – PY 18-19**

This is to report on CSBD youth providers' program performance through the end of June 2019. While the providers generally met and in some cases exceeded their performance targets, we recently received the State performance report for PY 18/19 which indicates that Employ Florida did not reflect that CSBD met our Youth Credential Attainment goal. We determined that youth who received credentials were not timely entered into Employ Florida by one of the providers. There will be no impact on CSBD as the State has not fully implemented the DOL measures and they won't be effective until PY 21/22. The provider has been retrained on how to input the measure and has entered the correct data.

Carol Hylton explained the data for the credential measure was not properly recorded by the school board and that is why the State's database Employment Florida does not reflect we met the goal. We are taking the appropriate steps to make sure the data is entered and put some steps in place to make sure the measures are met. Carol also discussed the performance for Broward College, FLITE and HANDY and indicated they have met or exceeded their measures.

### **2. Performance Update on WIOA Youth Program Activities – PY 19-20**

This is to report on CSBD youth providers' program performance for PY 19-20 to date. CSBD, through WIOA funds five (5) Out-of-School Youth (OSY) programs. All providers are working diligently towards their recruitment and performance targets. The providers are fulfilling their programs and the youth are receiving case management, career pathway planning, education and employability skills training. CBSD's Youth Program manager provides staff with technical assistance.

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Carol Hylton explained that all providers are moving along well with their recruitment and the implementation of their programs. Youth are enrolled into activities and are making progress toward their goals. Carol noted that the providers are a little under spent in their Work Experience subsidized dollars due to some youth already being employed. Carol informed the committee that we have met with the providers and that as new youth are enrolled, Work Experience expenditures will go up.

### **3. CareerSource Broward's 2019 "Paychecks for Patriots" Veterans Hiring Fair**

CareerSource Broward hosted its seventh annual "Paychecks for Patriots" Veterans Hiring Fair on Wednesday, November 6th as part of an initiative by the Florida Department of Economic Opportunity (DEO) to hold Veteran-specific hiring events across the state during the month of November. Fifty (50) employers attended the hiring fair in person with another ten (10) employers attending virtually, seeking to fill over one hundred fifty (150) jobs. There were eighty-three (83) veterans and one hundred fifty five (155) non-veterans in attendance. CSBD provided a résumé café onsite at the event. Jobseekers received résumé review services and had the capability to make updates to and print their résumé courtesy of the mobile bank of computers and printers provided by CSBD.

Mason Jackson explained that the "Paychecks for Patriots" Veterans Hiring Fair was open to the public, but the first two (2) hours were catered just to Veterans. Mason explained the résumé café and how both job seekers and employers liked the virtual component which was new this year.

### **4. Individual Training Account Performance Report**

All ITA providers are contractually required to have a minimum 70% training related placement rate for graduates who complete their programs within 180 days of graduation. CSBD conducted the semi-annual analysis of ITA provider performance in July and found all courses from all training providers met the placement criteria.

Ron Moffett explained the ITA Report tracks how the providers are doing, which is provided to our customers.

### **5. Monthly Performance Report**

The current performance for the month of October is provided. This month's data reflects that within the Big 7 Regions CSBD is in a five-way tie for 1st in WIOA Entered Employment Rate (EER), ranks 1st in WTP EER, ranks 2nd in Veterans EER, and in WTP All Family and Two Parent Participation Rate and ranks 3rd in WP EER.

Ron Moffett explained CSBD's Performance ranking within the Big 7 Regions and highlighted some of the initiatives we are working on to improve performance.

### **6. CSBD Info-graph Calendar YTD Through September 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 September, 2019.

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**7. Broward County and Florida Unemployment Information**

The unemployment rate in Broward County for May 2019 was 3.0% compared to 2.8% in April 2019 and 3.2% in May 2018. The state unemployment rate is 3.1% compared to the national rate of 3.4%. The Ft. Lauderdale-Pompano Bch-Deerfield Bch Metro Division had the 3<sup>rd</sup> highest annual job growth compared to all the metro areas in the state in professional and business services (+6,000 jobs), education and health services (+4,100 jobs) and other services (+1,000 jobs). In the Ft. Lauderdale-Pompano Beach-Deerfield Beach metropolitan division nonagricultural employment increased by 1.3% over the year. Local labor market information from the DEO Employment and Unemployment Press Release dated 6/21/19 is provided for review. Slight uptick from last month probably related to schools, colleges and universities summer closing and end of tourist season.

**MATTERS FROM THE ONE STOP SERVICES COMMITTEE: NONE**

**MATTERS FROM THE FLOOR: NONE**

**MATTERS FROM THE PRESIDENT/CEO:**

Mason Jackson shared that the Board passed a Legislative Agenda, which he presented to the Chamber of Commerce and their Legislative Council and that they adopted it. Mason mentioned that CSBD staff has been trained in Motivational Interviewing techniques to provide better services to our customers. Mason informed the committee that on Saturday, December 7, 2019 the Greater Fort Lauderdale Alliance is holding an all-day planning retreat for the distressed communities.

**ADJOURNMENT 2:20 P.M.**

**THE NEXT COMMITTEE MEETING IS SCHEDULED FOR TUESDAY, 1/7/2020 AT 12:30 P.M.**