



**Broward Workforce Development Board
One Stop Services Committee
Tuesday, February 2, 2021
12:30 p.m. – 2:00 p.m.
Zoom Meeting ID: 896 8296 3505
Zoom Password: 372069
Zoom Call in: 1-646-876-9923**

MEETING MINUTES

Due to COVID-19, in the interest of keeping our committee members, staff, and public safe, this meeting was held via Zoom.

THE COMMITTEE WAS REMINDED OF CONFLICT OF INTEREST PROVISIONS.

ATTENDANCE:

One Stop Services Committee Members: Rick Shawbell, Gary Arenson, Cassandra Evans, Ann Deibert, Marjorie Walters and Cynthia Sheppard.

Staff: Carol Hylton, Ron Moffett, Kimberly Bryant, Christine Azor, Barbara Cevieux, Elisha Westfall and Mitchell Williams.

Guests: Andree Garnier, Kirk Brown, Brian Johnson, Andrew Jarcas, Olivia Sarson, Carlos Rodane, and Charlene Talbot.

APPROVAL OF MINUTES

Approval of the Minutes of the 12/1/2020 One Stop Services Committee Meeting.

On a motion by Cassandra Evans and seconded by Ann Deibert the One Stop Services Committee unanimously approved the minutes of the 12/1/2020 One Stop Services Committee Meeting.

NEW BUSINESS

1. Transfer of WIOA Dislocated Worker Funds to WIOA Adult Funds

Consideration to approve the transfer of up to \$1,800,000 from the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funding stream to the WIOA Adult funding stream. WIOA allows local boards 100% transferability between the two funding streams. We monitor the demand for services and the expenditure rate of the funding streams and we request transfer authority as needed. These funds will be used to provide Adult customers with employment services that include 1) occupational skills training 2) work experience and 3) On-the-Job training.

Ron Moffett explained periodically we come to the One Stop Services Committee and the Board to approve the transfer of WIOA Dislocated Worker funding to the WIOA Adult Funding stream. WIOA allows for 100% transferability so local areas can serve the maximum number of customers. Due to COVID, DEO received a number of National Emergency grant funds for Dislocated Workers and because these funds are time limited and more restricted, a number of customers scholarships were shifted to the National Dislocated Worker Grant fund.

Ron explained in the True Up budget we have over \$1,600,000 in National Dislocated Worker grant funds. Due to an increase in WIOA Adult customers and to serve the maximum number of WIOA eligible customers, CSBD is requesting approval to transfer up to \$1,800,000.

On a motion by Marjorie Walters and seconded by Cassandra Evans, the One Stop Services Committee unanimously approved the Transfer of up to \$1,800,000 WIOA Dislocated Worker Funds to WIOA Adult Funds.

2. Program Year (PY) 20-21 Revised Budget

This is our annual update from the preliminary budget presented in May. It is the adjusted budget based upon the final grant awards received by CSBD. The CSBD formula grants for PY 20-21 total \$20,190,557, a slight decrease of \$2,749 or -0.01% from the planning numbers presented in May. Dedicated grants total \$5,144,403. Total available budget (\$20,190,557 + 5,144,403) is \$25,334,960 for PY 20-21.

Carol explained for PY 20-21 formula grants total \$20,190,557, a slight decrease of \$2,749 from the planning numbers previously presented. Dedicated grants total \$5,144,403. If we total our dedicated grants with our PY formula funds, we have \$25,334,960 available for PY 20-21. This budget does not include the general funds; they are reported separately. We maintain a 9% administrative cap; however statutory limits for administration are 10%.

Additionally, we spent a minimum of 30% as required in WIOA Adult and Dislocated Worker on training. In dedicated grants, we received an additional \$45,000 from the Children Services Council for this summer due to the minimum wage increase. The City of Fort Lauderdale is dedicating \$190,000 for SYEP and we have the Re-Employment Services and Eligibility Assessment (RESEA) with an addition of almost \$67,000.

We also applied for and received a new grant for an Apprenticeship Navigator, which their role is to develop registered apprenticeship programs. Working with Rick Shawbell, we developed and placed nine apprentices over the last few months into Electrical Apprenticeship programs, and we are looking forward to expanding that.

Carol explained the variance of the preliminary to actual budget. Looking at the formula funding streams, we did get more youth funds than anticipated, so the funds were moved into work-based training, ITA's, and program support. The Board previously approved an additional person for the FLITE center. In the program support staff budget, primarily the EmpHire contract, additional funds were allotted for staff.

Facilities and related cost is \$177, 561 less, as shifting to virtual tools have saved us on the use of supplies. We refreshed the centers last year so we did not need additional funds for that.

In Contracts, the additional dollars are for the FLITE Center that the Board approved last June. We allocate a small amount of funds for WTP Job Club motivational speakers and our One Stop Operator. In Trainings we added an additional \$113,741 for work-based activities, OJT's, WEX and ITA's.

Carol explained for Participant Support Services there was a slight reduction primarily due to the state waiver. Customers are not required to participate; therefore, we are not using the services as much as we normally would use them.

Carol explained the Budget Summary indicates where our decreases and increases were, with a slight decrease of \$2,749. Carol stated we are in good shape as we move forward to be able to help Broward recover from the pandemic. We are mindful in ensuring the budget funds go where they are needed the most.

On a motion by Cassandra Evans and seconded by Cynthia Sheppard, the One Stop Services Committee unanimously approved the Program Year (PY) 20-21 Revised Budget.

3. Addition of New Courses for Existing Eligible Training Provider – Broward College

Consideration to approve two training programs at Broward College to the Workforce Innovation and Opportunity Act Individual Training Account list 1) Medical Assistant and 2) Medical Billing. Since Board member, Dr. Mildred Coyne, is employed at Broward College and Board Member, Francois LeConte, serves on the Broward College Business Advisory Committee, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting.

Gary Arenson stated the recommendation to approve two training programs at Broward College for Medical Assistant and Medical Billing must be approved by a 2/3 vote of the Board members since Board member, Dr. Mildred Coyne, is employed at Broward College and Board member, Francois LeConte, serves on the Broward College Business Advisory Committee.

Kim Bryant explained this is a motion to approve two new training programs for Medical Assistant and Medical Billing for Broward College. Broward College is one of our approved training providers on our ITA List. The programs are short term that will prepare students for occupations listed on our Targeted Occupation List and upon completion the students will receive their credential to boost their employability and help get them into a position in the medical field. Kim explained CSBD will limit enrollment into these programs to 10 participants until performance is met.

On a motion by Rick Shawbell and seconded by Ann Deibert, the One Stop Services Committee unanimously approved the Addition of New Courses for Existing Eligible Training Provider, Broward College.

4. Addition of New Courses for Existing Eligible Training Provider – McFatter Technical College

Consideration to approve two rapid credentialing programs at the School Board of Broward County's McFatter Technical College to the Individual Training Account list 1) Electrocardiograph Technology program for WIOA and 2) Patient Care Technician for the WTP ITA list. Since Board member, James Payne, is employed by the School Board of Broward County, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting.

Kim Bryant explained McFatter Technical College applied to add two new rapid credentialing programs to our WIOA ITA list, Electrocardiograph Technology, and Patient Care Technician for the WTP ITA list. Kim shared McFatter has been a long-term approved eligible provider and both programs will prepare students for occupations in the medical field on our Targeted Occupation List. Kim explained CSBD will limit enrollment into these programs to 10 participants until performance is met.

Cassandra Evans stated she supports the idea and inquired on the need or interest from the students for these courses and why are we set the benchmark with 10 participants. Carol stated when we add programs we limit it to 10 participants to gauge performance to ensure those who are going in are successful. The occupation for which the training program support currently has over 25 job openings in Broward County, which warrants the need for it, and it's a short-term program to make sure they won't graduate to an oversaturated job market. Gary Arenson asked if there has to be a need to get on the ITA list and Carol stated yes.

On a motion by Marjorie Walters and seconded by Cassandra Evans, the One Stop Services Committee unanimously approved the Addition of New Courses for Existing Eligible Training Provider McFatter Technical College.

5. Memorandum of Understanding Between CSBD and the Urban League of Palm Beach

Consideration of entry into a Memorandum of Understanding (MOU) as required under the Workforce Innovation and Opportunity Act with the Urban League of Palm Beach County, which became a mandatory one-stop partner when they were awarded a Title V Senior Community Services Employment Program discretionary grant by the US Department of Labor.

Gary Arenson asked what about the Urban League of Broward County? Carol explained the Urban League of Palm Beach County became a mandatory one-stop partner when they were awarded a Title V Senior Community Services grant, which covers Palm Beach and Broward County.

The Urban League of Palm Beach County applied for the grant, but the Broward County Urban League did not. Carol stated we have AARP, which is also in this category and primarily serves the south part of Broward. Urban League of Palm Beach County would work with and serve the north part of Broward. Carol explained as part of the infrastructure, the Urban League of Palm Beach will have to pay to maintain their presence on CSBD's website. The MOU covers the description of the services provided through the One Stop.

On a motion by Ann Deibert and seconded by Cassandra Evans, the One Stop Services Committee unanimously approved the Memorandum of Understanding Between CSBD and the Urban League of Palm Beach

6. Continued Eligibility for Jersey College & Connecticut School of Broadcasting

The Workforce Innovation and Opportunity Act requires eligible training providers (ETP) to submit new applications every two years to remain on the ETP list. Current ETPs, Jersey College and Connecticut School of Broadcasting, have met the application renewal requirements. The courses for both ETPs have already been approved by the board and will remain on the ITA List as long as they meet performance and the occupations remain in-demand and on the Targeted Occupations List. CSBD recommends renewal of Continued Eligibility status for 1) Jersey College for the next two-year period beginning 04/04/21 through 04/04/23 and 2) Connecticut School of Broadcasting for the next two-year period beginning 02/26/21 through 02/26/23.

Kim Bryant explained that WIOA requires that eligible training providers submit new applications every two years. Jersey College and Connecticut School of Broadcasting's training programs have been approved by the Board and they are on our ITA List and the schools want to remain on the Eligible Training Provider List and continue to partner with CSBD. The students are doing well and they are currently meeting performance requirements.

On a motion by Richard Shawbell and seconded by Cynthia Sheppard, the One Stop Services Committee unanimously approved the Continued Eligibility for Jersey College & Connecticut School of Broadcasting.

REPORTS

1. Accept Funds for the CSBD Apprenticeship Navigator

Acceptance of \$75,000 from the Florida Department of Economic Opportunity to fund an apprenticeship navigator position. CSBD applied for the grant to work with our targeted industries and educational partners to identify and develop registered apprenticeships. We were notified on 12/3 that we were awarded \$75,000. Approved at the 12/7 Employer Services Committee.

Kim Bryant explained CSBD received \$75,000 for an Apprenticeship Navigator position, we plan to have the navigator bridge the gap for customers who are interested in apprenticeships and make the process easier to get into them quickly.

Richard Shawbell asked about the hiring and advertisement process. Carol explained that the navigator will be a CSBD employee, and we will share the job description with Richard for his input. She explained this is an earn-while-you-learn program and a great way to help people who are currently unemployed to get back to earning a good living with the ability to be able to move up. Richard shared that apprenticeships have been a hot topic and with the pandemic he has had more applicants than in the past due to people having to choose different career paths. He stated classes have started in January, and out of 28 there are three women and

two of them are veterans. Carol and Richard agreed to have a discussion on this topic at another time and to explore other non-traditional ways of trying to get more women in the profession as well. Richard stated they are always looking of ways to advertise and think outside of the box to get more people.

2. Individual Training Account (ITA) Provider Performance Summary

CSBD conducted its semi-annual analysis of ITA provider performance in January and found 1) South Florida Academy of Air Conditioning's HVAC Residential & Lt. Commercial Technician and 2) The Academy of South Florida's Cloud and Network Security Administrator programs did not achieve a 70% training-related employment rate. Per Board policy, we suspended referrals to these programs and notified both schools.

Richard Shawbell asked how is the 70% training-related placement rate measured and gauged. Kim explained it measures for those who complete the training program, graduate and receive their certification, and then the school has six months to place the participant in a job related to the training they received. If at least 70% of the customers are not placed into training-related jobs, they are removed from the list. Kim stated we continue to work with the providers; should they have additional hire information that was not submitted, they are allowed to submit it and we would be able to put them back on the list.

Carol stated it allows the provider time to focus on those who are still unemployed to see if they need to bring them back in for additional training and work with us to see how we can help. The Board has said once they meet the criteria again, we can add them back to the list without waiting for the next meeting so it doesn't hold them back.

3. Monthly Performance Report

The current performance for the month of December is provided. December's data reflects that within the Big 7 Regions, CSBD is in a four-way tie for 1st in WIOA Entered Employment Rate (EER), ranks 2nd in Wagner Peyser and Veterans EER and ranks 3rd for Welfare Transition EER and All Family Participation. (Since the end of March 2020, participants for WTP have been on a waiver and not required to participate; therefore, the reported performance is only applicable to months when there was reported activity.)

Carol Hylton reminded everyone that WTP has been on a waiver since March 2020. Gary asked if that was why the chart that dropped to zero and Carol stated yes, because they are not participating. Carol stated we are working with them to get participants to volunteer and we have a growing number who are participating; although, they are not required and it will help, since when the waiver ends we will be able to get the ball rolling faster.

4. Broward County and Florida Unemployment Information

The unemployment rate in Broward County for December 2020 was 6.6% compared to 7.0% in November 2020 and 2.6% in December 2019. The state unemployment rate is 6.1% compared to the national rate of 6.7%.

Carol stated in July we were at 13.1% and we are now at 6.6%. Now that the COVID vaccine is available, we are hopeful as more people become vaccinated employers, including

hospitality industry, will pick up. We are encouraging those who are unemployed go into our rapid credentialing programs or shift to healthcare and finance, which are growing industries. Carol stated we are doing our best to partner to make sure those who are unemployed get employed in the shortest time possible.

5. One Stop and Board Member Resignation

Dr. Gertrudis Perez-Dusek has notified CSBD she is resigning from the Board and the One Stop Services Committee.

MATTERS FROM THE ONE STOP SERVICES COMMITTEE

NONE

MATTERS FROM THE FLOOR

NONE

MATTERS FROM THE PRESIDENT/CEO

The WEX program had many employers that shifted to virtual so it has been challenging for youth to obtain a work experience. Recently, there has been an increase, which is positive. We recently purchased a virtual learning platform called 14Elements that provides soft skills and work readiness trainings as an additional beneficial learning platform for the youth. The platform provides a form of online work experience. Our youth providers are working very hard to ensure our youth are moving through the program and are able to exit successfully. Carol commended the youth providers on their time and effort.

Carol shared we have started recruitment for the Summer Youth Employment Program (SYEP) and we have around 1,500 kids, currently. The application for SYEP is open until February 19, 2021, and we are looking for worksites but it has been challenging since not all worksites are ready to open their doors to youth. Carol stated we will send out the SYEP fliers to the Board.

Carol shared we recently hosted a virtual job fair with Tesla for solar roof installers. We had over 50 candidates attend. We are also working with the Seminole Hard Rock Hotel and Casino to do a virtual job fair and are posting their job orders. Further, we are scheduling a job fair with Amazon for warehouse associates for their new distribution center.

ADJOURNMENT 1:15 P.M.

THE NEXT COMMITTEE MEETING IS SCHEDULED FOR TUESDAY, 4/6/2021, AT 12:30 P.M.