



**Broward Workforce Development Board  
One Stop Services Committee**  
Tuesday, February 4, 2020 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, Dr. Lisa Knowles, Audrey Ljung, Cassandra Evans, Cynthia Sheppard, Dr. Gertrudis Perez-Dusek, Marjorie Walters (Phone).

**STAFF:** Mason Jackson, Carol Hylton, Ron Moffett, Rochelle Daniels, Barbara Cevieux and Michell Williams

**Guests:** Olivia Sarson (Phone)

### APPROVAL OF MINUTES

Approval of the Minutes of the 1/7/2020 One Stop Services Committee Meeting.

**On a motion by Cassandra Evans and seconded by Marjorie Walters the One Stop Services Committee unanimously approved the minutes of the 1/7/20 meeting.**

### NEW BUSINESS

1. **Approval to Add Additional WIOA Youth Funding to The FLITE Center Contract**

Consideration to approve an increase of \$21,000 to the Fort Lauderdale Independence Training & Education (FLITE) Center contract. Funds are available in the youth allocation. The funds will be used for an additional navigator who will be dedicated to working with youth affected by human trafficking.

Ron Moffett explained last month additional funding was reported in the true up budget and as a result we had youth funds that CSBD needed to program. FLITE recently received funding to serve Human Trafficked Youth and CSBD is interested in serving this heavily barriered population. CSBD wants to add an additional \$21,000 to their contract to support a third navigator position.

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Audrey Ljung asked for the amount of participants that will be served. Ron Moffett explained that between 12 to 15 youth will be served. Ron explained that all 14 elements for OSY will be available to the youth.

**On a motion by Audrey Ljung and seconded by Cassandra Evans the One Stop Services Committee unanimously approved an increase of \$21,000 to the FLITE Center contract.**

## **2. Approval to Expand Out Of School Youth Eligibility**

Consideration to expand out of school youth eligibility by defining the term, “needs additional assistance to enter or complete an educational program or to secure or hold employment.” Youth in the distressed communities are often subject to stressors occasioned by their family circumstances. In looking toward the future and our services to the distressed communities, we researched ways to broaden the eligibility criteria.

Ron Moffett explained that this is in alignment with the Board’s desire to provide One Stop Services to the Distressed Communities and its Youth. Gary Arenson inquired if other regions provide these services and if we provide suggestions to these regions. Mason Jackson explained it’s up to the Board in that specific region to adopt the program and he’s aware that some regions are having issues with recruitment. Mason went on to say if a region requests information from our region, we will provide the information to them. Carol Hylton shared that once the acceptance of this motion is passed, CSBD will amend the four (4) year plan that is currently being worked on.

**On a motion by Cassandra Evans and seconded by Dr. Lisa Knowles the One Stop Services Committee unanimously approved Expanding-Out Of School Youth Eligibility.**

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

Consideration to approve Broward College’s request to add Marine Engine Technology AS Degree program to the Workforce Innovation and Opportunity Act (WIOA) Individual Training Account (ITA) List. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational titles. Because 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.

Ron Moffett explained marine engine repair and servicing is an in-demand occupation given the many yacht and boat repair facilities located in Broward County.

**On a motion by Dr. Lisa Knowles and seconded by Audrey Ljung the One Stop Services Committee unanimously approved the addition of Broward College’s Marine Engine Technology AS Degree program to the ITA list.**

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#### **4. New Course Addition for Existing ITA Provider - South Florida Academy of AC**

Consideration to approve South Florida Academy of Air Conditionings' request to add HVAC Maintenance Technician program to the ITA list. This training program provides students with the basic HVAC repair knowledge needed to gain employment in the Heating, Ventilation, and Air Conditioning (HVAC) field. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational title.

Ron Moffett explained this is an existing provider that's adding an additional program that will be offered on weekends. Mason Jackson added the program is 60 hours.

**On a motion by Cassandra Evans and seconded by Dr. Lisa Knowles the One Stop Services Committee unanimously approved the addition of South Florida Academy of Air Conditionings' HVAC Maintenance Technician program to the ITA list.**

#### **5. Selection of Staffing Companies for Disaster Relief**

CSBD utilizes staffing companies who serve as the employer of record for temporary workers for clean-up, humanitarian aid and recovery efforts, including demolition, repair, renovation and reconstruction of damaged and destroyed structures, facilities and lands affected by a disaster. We issued an RFP and received five (5) proposals. All proposers are eligible to participate. Consideration to approve these staffing agencies to be a part of a vendor list to provide temporary disaster relief workers when a state of emergency is declared.

Mason Jackson explained all proposers are eligible to participate and the amount companies will receive at this time is unknown. Mason stated it is important to get contracts in place now so they are ready if and when we need them. Audrey Ljung asked if the participants work with emergency or first responders. Gary Arenson stated it's more for clean-up than fire or hazardous situations. Mason added that in Broward County we do have response recovery committees that take the lead on emergency services.

**On a motion by Cassandra Evans and seconded by Audrey Ljung the One Stop Services Committee unanimously approved the Selection of Staffing Companies for Disaster Relief.**

#### **6. One Stop Services Committee Strategic Planning Matrix for 2020**

On 12/12, the Board held its annual planning meeting. At the meeting, two separate workgroups discussed and made recommendations for the upcoming year. The Board approved these recommendations at the 1/23 meeting and staff has distributed the recommendations amongst Board committees. The goals and objectives are tracked by each committee in the form of a strategic planning matrix. The proposed 2020 matrix is presented for your review. Consideration to designate a workgroup and Chair to develop strategies to achieve the goals.

Ron Moffett mentioned that the matrix stems from the Board's planning day and the items that were vetted by the Board and disbursed to the various committees. These are the items CSBD believe belong to the OSSC meeting. Ron explained compared to last year the matrix has fewer items due to the strong local economy. As a result the board focused more on employers than job seekers.

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Audrey Ljung asked what is being looked at pertaining to the employer. Ron explained finding solutions when employers are having problems finding talent. Audrey asked if we can give ideas to employers on where to look to find talent. Mason stated he's working on videos that will highlight looking at underutilized population as a recruitment strategy. He stated the Board wants CSBD to reignite the industry forums done five (5) years ago.

Carol Hylton mentioned the board is refocusing us and talking about a scorecard to understand vacancies and to look at companies of various sizes and trying to match them based on what the needs are.

Ron Moffett stated in the past the recommendation has been to appoint a subcommittee of this committee. He requested that the committee consider an amendment to the motion to allow CSBD staff to finish out the next steps and bring back recommendations to the OSSC.

**On a motion by Gary Arenson and seconded by Cassandra Evans the One Stop Services Committee unanimously approved the One Stop Services Committee Strategic Planning Matrix for 2020.**

## **7. Accept Additional State Apprenticeship Expansion Grant Funds**

Consideration to accept \$100,000 in additional funding from the Florida Department of Economic Opportunity (DEO) to fund the State Apprenticeship Expansion Grant for the period of 12/1/19 - 6/30/21. This Grant is a collaborative partnership between CSBD, the School Board of Broward County (SBBC) - Atlantic Technical College and the Marine Industries Association of South Florida to train WIOA eligible apprentices in the marine industry. Because a Board member, James Payne, is employed by SBBC, 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 CSBD recently received notice of funding availability for an additional Apprenticeship Expansion Grant in the Marine Industry. The Apprenticeships are Yacht Service Technicians.

**On a motion by Dr. Lisa Knowles and seconded by Audrey Ljung the One Stop Services Committee unanimously approved the acceptance of \$100,000 in additional State Apprenticeship Expansion Grant Funds.**

## **REPORTS**

### **1. Individual Training Account (ITA) 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 its semi-annual analysis of ITA provider performance in January and found that The Academy of South Florida's Application Architect program did not meet the required performance. Currently they are at a 64% placement rate. They are working with several customers to secure employment to increase their placement rate. CSBD has suspended customer referrals until receipt of evidence to confirm the attainment of a 70% or better graduate training-related placement rate.

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Ron Moffett explained the ITA Provider Performance Report is run twice a year. WIOA requires that we provide performance related information to our customers so they can make informed choices about the ITA providers and the courses they would like to select for their ITA. In December's report we noticed that the Application Architect program at the Academy of South Florida, fell below 70%, they are at 64%. We continue to work with them to validate training related employments and should we determine they are above the 70% training-related placement rate we will add them back onto the list.

## **2. Monthly Performance Report**

The current performance for the month of December is provided. This month'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 1st in WTP EER and WTP Two Parent Participation Rate, ranks 2nd in WTP All Family Participation rate, and ranks 3rd in Veterans EER.

Ron Moffett went over the report. Gary Arenson asked about the status of Miami's reporting and Mason Jackson informed the committee that the state was contacted and they were looking into it, no additional information is available at this time.

## **3. Broward County and Florida Unemployment Information**

The unemployment rate in Broward County was 2.5 percent in December 2019 compared to 2.6% in November. This rate was 0.6% lower than the region's year ago rate of 3.1 percent. The region's December 2019 unemployment rate was equal to the state rate. The Ft. Lauderdale-Pompano Bch-Deerfield Bch Metro Division had the highest annual job growth compared to all the metro areas in the state in other services (+2,100). In December 2019 nonagricultural employment in the Ft. Lauderdale-Pompano Bch-Deerfield Bch Metro Division increased by 1.5% over the year. Local labor market information from the DEO Employment and Unemployment Press Release dated 1/24/20 is provided for review.

Mason stated he sends the Questions and Answers (Q&A), and Press Releases for Monroe, West Palm Beach, Broward and Dade Counties to everyone on his LMI distribution list so the Board can see how we compare to the other regions in South Florida.

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

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

Ron shared that a committee meeting has been added. The next meeting will be on 4/7/2020.

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

Mason Jackson shared the flyer on Multiple Pathways to the American Dream. The event is an attempt to reach parents regarding alternatives to going to college. Mason informed the committee that industry leaders will be there to showcase the types of jobs you can obtain without a college degree. He explained that the project is under the Fort Lauderdale Chamber of Commerce and he's getting the word out through email blasts and social media.

### **ADJOURNMENT 1:46 P.M.**

### **THE NEXT COMMITTEE MEETING IS SCHEDULED FOR TUESDAY, 4/7/2020 AT 12:30 P.M.**