



**Broward Workforce Development Board
One Stop Services Committee**
Tuesday, January 7, 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, Marjorie Walters, Audrey Ljung, Cassandra Evans, Ann Deibert, Cynthia Sheppard (phone), Deborah Forshaw (phone), and Gertrudis Perez-Dusek (Phone)

STAFF: Mason Jackson, Carol Hylton, Ron Moffett, Christine Azor, Michell Williams, and One Stop Operator Nadine Jackson

APPROVAL OF MINUTES

Approval of the Minutes of the 12/3/19 One Stop Services Committee Meeting.

On a motion by Audrey Ljung and seconded by Marjorie Walters the One Stop Services Committee unanimously approved the minutes of the 12/3/19 meeting.

PRESENTATION

Nadine Jackson, CSBD One Stop Operator (OSO), provided an overview of her role and listed CSBD's Workforce Innovation and Opportunity Act (WIOA) partners. She informed the committee that she is meeting with them and scheduling training for the partners and CSBD staff so that each is aware of the other's services and eligibility criteria.

Audrey Ljung thanked Nadine and mentioned that she was impressed with the work that has been done. Audrey asked Nadine in her next meeting with Family Success Center staff to make sure she reviews with them all of the great services CSBD provides.

Gary Arenson expressed his appreciation for what Nadine is doing and asked her to report back if she sees areas for improvement in coordinating services.

NEW BUSINESS

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

Consideration to approve the transfer of up to \$1,500,000 from the WIOA Dislocated Worker (DW) funding stream to the WIOA Adult funding stream. As the economy continues to improve we have seen a significant shift toward more Adult customers interested in occupational training than DW customers. The funds will be used to provide Adult customers with services that include 1) occupational skills training 2) work experience and 3) On-the-Job training. We will continue to monitor demand and program expenditures to assure the maximum number of individuals is being served.

Ron Moffett explained that CSBD used the national dislocated worker grants we received to assist with the hurricane recovery to serve WIOA DW customers because these funds are time limited. In addition, because of the low unemployment rate we are seeing fewer DW customers and more WIOA Adult customers. Based on customer demand shifting the funds to WIOA Adult will allow us to serve the maximum number of customers.

On a motion by Audrey Ljung and seconded by Cassandra Evans the One Stop Services Committee unanimously approved the transfer of up to \$1,500,000 from WIOA Dislocated Worker Funds to WIOA Adult Funds.

2. Program Year (PY) 2019-20 Revised Budget

This is our annual update to the preliminary budget presented last May. It is the adjusted budget based upon the actual amounts of the grants received by CSBD. The CSBD formula grants for PY 2019-20 total \$22,255,496, an increase of \$1,0999,038 or 5% from the planning numbers presented in May. This is due to 1) an increase in most of the formula allocations and 2) a higher carry forward in the WIOA DW and Youth funding streams than forecasted. Dedicated grants total \$4,727,762. Total available formula funding (\$22,255,496) for PY 19-20 including our dedicated grants (\$4,727,762) is \$26,983,258.

Mason Jackson shared that overall CSBD has 5% more in funds this Program Year than initially projected last May.

Gary Arenson asked if CSBD staff have budgeted the additional funding.

Mason Jackson stated yes and guided the committee through several of the various budget categories to illustrate how the additional amounts have been allocated. Mason noted that we kept administrative costs at 9%.

On a motion by Audrey Ljung and seconded by Marjorie Walters the One Stop Services Committee unanimously approved the Program Year 2019-20 Revised Budget.

3. New Course Addition for Existing ITA Provider- Florida Vocational Institute

Consideration to approve existing Individual Training Account (ITA) provider Florida Vocational Institute's application to add its Associate of Science in Nursing (ADN) program to the Customer ITA list. CSBD reviewed the application for completeness and to ensure that Broward Workforce Development Board (Board) mandated criteria were met for the training program and related occupational title.

Ron Moffett explained that Florida Vocational Institute is an existing ITA provider who recently began offering this Associate of Science in Nursing program. Ron mentioned as with all programs that are new to our list we limit the enrollment of WIOA customers to ten (10) until performance is achieved.

Audrey Ljung asked if we knew how many students are currently enrolled in the nursing program.

Ron Moffett stated he did not have the exact number and would follow up and provide the information to Audrey.

On a motion by Cassandra Evans and seconded by Marjorie Walters the One Stop Services Committee unanimously approved the addition of Associate of Science in Nursing (ADN) program to the ITA list.

REPORTS

1. Taylor Hall Miller Parker (THMP) P.A. Program Monitoring Report #2 PY 18-19

THMP conducted program monitoring for the period 11/8/2018, through 4/1/2019. There were 3 findings and 22 observations. All findings and observations were corrected except where cases were closed and no further action could be taken. They reviewed a total of 183 files consisting of 6,251 elements. The findings equate to an error rate of approximately .048%. Reviewed the 12/2 Audit Committee and 12/12 Board meetings.

Mason Jackson explained the importance of not only doing good things but also doing them well. Mason mentioned that in particular the WTP and SNAP programs have complex regulations and requirements that are constantly changing.

Ann Deibert congratulated Mason and the staff for the excellent report.

Gary Arenson asked how the other boards in different regions compare to us.

Mason Jackson explained we have requested it but the state does not share such information.

2. Monthly Performance Report

The current performance for the month of November 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 and Veterans EER, ranks 1st WTP Two Parent Participation Rate and ranks 2nd in WTP All Family Participation rate.

Mason Jackson explained CSBD's Performance ranking within the Big 7 Regions and drew attention to Miami's WIOA EER performance which indicated they were not exiting WIOA customers. Mason informed the committee he could not think of a logical reason to do so and wasn't sure what could possibly be gained from their strategy.

3. CSBD Info-graph On the 2019 SYEP

CSBD's Summer Youth Employment Program (SYEP) provides Broward County youth between the ages of 16 and 18 with paid summer employment. This Info-graph was created to provide information on the positive impacts of the 2019 SYEP.

Carol Hylton shared that the SYEP database opened today and already in just a little more than 3 hours over 400 youth have applied.

Gary stated we have a stellar reputation and thanked CSBD.

Carol shared a flyer we produced to recruit private sector employers and asked the committee members to distribute as well.

4. Broward County and Florida Unemployment Information

The unemployment rate in Broward County was 2.6% in November 2019 compared to 2.8% in October. This rate was 0.5% lower than the region's year ago rate of 3.1%. The region's November 2019 unemployment rate was 0.1% lower than the state rate of 2.7%. 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 (+3,400) and financial activities (+2,300 jobs). In November 2019 nonagricultural employment in the Ft. Lauderdale-Pompano Bch-Deerfield Bch Metro Division increased by 1.3% over the year. Local labor market information from the DEO Employment and Unemployment Press Release dated 12/20/19 is provided for review.

With the unemployment rate so low, Gary Arenson asked what we are doing to assist employers with their hiring needs.

Mason Jackson stated he goes out to the employers and gives them suggestions and he's considering doing a video to post on YouTube for the employers that covers tips and techniques on how and where to recruit to attract job seekers. Mason stated a lot of employers are using applicant tracking systems that eliminate many candidates based on the requirements that are too stringent. He expressed the need for employers to look for the hidden employment market such as youth, ex-offenders, disabled, and veterans.

Cassandra Evans asked Mason to inform the committee about any efforts underway to address the high unemployment in certain areas of the county.

Mason Jackson stated that CSBD along with the Greater Fort Lauderdale Alliance of Broward County, Broward College and others are actively engaged in providing services and developing solutions to address the higher unemployment rates in six (6) distressed communities. Mason mentioned that we have hired staff to work directly with community and faith based organizations in these communities to promote and provide greater access to our services. Mason provided the six (6) distressed communities zip codes: 1) 33023 2) 33069 3) 33309 4) 33311 5) 33313 and 6) 33319.

Cassandra Evans stated that on a different board she is on they are viewing distressed communities and are looking to go into those communities and try to help build people up and bring them out of the situation. She stated she will share this information in her next meeting.

MATTERS FROM THE ONE STOP SERVICES COMMITTEE: NONE

MATTERS FROM THE FLOOR: NONE

MATTERS FROM THE PRESIDENT/CEO: NONE

ADJOURNMENT 1:48 P.M.

THE NEXT COMMITTEE MEETING IS SCHEDULED FOR TUESDAY, 2/4/2020 AT 12:30 P.M.