



**Broward Workforce Development Board
One Stop Services Committee**
Tuesday, January 8, 2019, 12:30 p.m. – 2:00 p.m.
CareerSource Broward, Corporate Board Room
2890 W. Cypress Creek Rd.
Ft. Lauderdale, FL 33309

MEETING MINUTES

THE COMMITTEE WAS REMINDED OF CONFLICT OF INTEREST PROVISIONS.

SELF-INTRODUCTIONS

ATTENDEES: John Simmons, Cynthia Sheppard (via phone), Ann Deibert and Deborah Forshaw

STAFF: Ron Moffett, Yvonne Kobrin, Barbara Cevieux and Yanie Hartzog

Ron Moffett informed the Committee that Mason Jackson, Carol Hylton and Rochelle Daniels were not present for the meeting due to a loss in Rochelle's family over the weekend. He asked for a moment of silence.

Ron informed the Committee that John Simmons would be serving in the capacity of Chair for the meeting as both Gary Arenson (Chair) and Gina Alexa (Co-Chair) were not able to attend.

APPROVAL OF MINUTES

Approval of the Minutes of the 9/4/18 Combined One Stop Services & Special Populations (OSS & SP) and Youth Committee meeting.

On a motion by Ann Deibert and seconded by Deborah Forshaw the One Stop Services Committee unanimously approved the minutes of the 9/4/18 Combined OSS & SP and Youth Committee meeting.

NEW BUSINESS

1. Program Year (PY) 2018-19 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 Program Year (PY) 2018-19 total \$21,230,997, an increase of \$2,969,908 or 16% 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 Dislocated Worker and Youth funding streams than forecasted. Dedicated grants total \$5,312,554. Total available formula funding (\$21,230,997) for PY 18-19 including our dedicated grants (\$5,312,554) is \$26,543,551.

Ron Moffett explained that the preliminary numbers were presented in May 2018 and were based on 1) actual expenditures rates through February 2018 and 2) planning numbers we received from the state. He stated that the formula funds and carry forward were slightly higher than forecasted.

Deborah Forshaw stated that Children Services Council will be putting in another \$30,000 for the SYEP contract because of the increase to the minimum wage.

On a motion by Ann Deibert and seconded by Deborah Forshaw, the One Stop Services Committee unanimously approved the PY 18-19 Revised Budget.

2. Increase to Individual Training Account (ITA) CAP

Consideration to increase the ITA cap from \$8,200 to \$12,000 to keep pace with the increase to tuition and books at the public institutions. The last time the Broward Workforce Development Board (Board) approved an increase was in May of 2012. Since then the cost of tuition has increased and it has now reached a point where many of the public occupational training programs on our ITA list exceed the current cap. This change is in-line with the Tri-County workforce areas.

Ron Moffett stated that from time to time we analyze the market place to make sure that our ITA cap is aligned with the cost of education at the public institutions like Broward College. Ron mentioned that we do have a couple of two-year A.S. programs on our ITA list that exceed the ITA cap of \$12,000 but we have very few enrollments in those programs.

On a motion by Ann Deibert and seconded by Deborah Forshaw, the One Stop Services Committee unanimously approved the increase to the ITA cap from \$8,200 to \$12,000 to keep pace with the increase to tuition, books, and supplies by public institutions.

3. Acceptance of Frederick A. DeLuca Foundation Funds for Start-Up Now

Consideration to accept a grant award of \$102,457 from the Frederick A. DeLuca Foundation for the Start-Up Now 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 stated the Board accepted a grant from the U.S. Department of Commerce in February of 2016 for the Startup Next program which will end in February, 2019. In anticipation of this the Board approved CSBD to seek other community funds to continue the initiative to provide an entrepreneurship training program.

On a motion by Deborah Forshaw and seconded by Ann Deibert, the One Stop Services Committee unanimously approved to accept the grant award of \$102,457 from the Frederick A. DeLuca Foundation for the Start-Up Now Program.

4. New Courses For Existing ITA Provider – Broward College (BC)

Consideration to approve current ITA provider BC's request to add its 1) Diagnostic Medical Sonography A.S. degree and 2) Human Services A.S. degree programs to the Customer ITA list. CSBD reviewed the applications for completeness and to ensure that Board mandated criteria are met for the training programs and related occupational titles. Because a Board member, Dr. Mildred Coyne, is employed by BC this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at the Board meeting.

Ron Moffett highlighted the additional details on these courses.

Deborah Forshaw asked what kind of things are included in the "Other Costs" column on the summary spreadsheet. Ron explained these are costs associated with items such as tools, lab costs, registration fees, etc.

Ann Deibert asked if these were new courses offered by Broward College. Olivia Sarson from Broward College stated that the Human Services course is new but the Diagnostic Medical Sonography was not.

On a motion by Deborah Forshaw and seconded by Ann Deibert, the One Stop Services Committee unanimously approved the addition of Broward College's 1) Diagnostic Medical Sonography A.S. degree and 2) Human Services A.S. degree programs to the ITA list.

5. **One Stop Services Committee Strategic Planning Matrix for 2018 Updates**

Consideration to approve the One Stop Services Committee's 2019 calendar year meeting schedule.

Deborah Forshaw asked why there were not meetings each month. Ron indicated meetings are scheduled to address important matters that must come to the committee for review and recommendation before going to the Executive Committee and to the CSBD governing boards. We can always schedule additional meetings if necessary.

On a motion by Deborah Forshaw and seconded by Ann Deibert, the One Stop Services Committee unanimously approved the One Stop Services Committee Meeting Calendar for 2019.

REPORTS

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

The committee reviewed the report on CSBD youth providers' program performance.

Ron Moffett stated that all the Youth Providers are doing well. They are either on track or have exceeded performance targets.

Ann Deibert asked about the measureable skills gain. Ron explained this measure relates things that can be measured to show progress toward the achievement of a goal such as a report card, passing a test or earning a credential. Ron noted that we use activity codes in Employ Florida that map to this measure.

Deborah Forshaw asked how the GED process is doing with the providers tracking and monitoring and if they are on track with achieving that credential. Ron explained that we are tracking this for youth who are in GED and they are doing very well.

Deborah further inquired if there is still a one year follow-up. Ron stated yes there is and this is a performance measure.

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 seven-way tie for 1st in WIOA Entered Employment Rate (EER), is in a two-way tie for 1st in WTP EER, ranks 1st in WTP All Family Participation Rate, ranks 2nd in WTP Two Parent Participation Rate, and ranks 3rd in Veterans EER.

Ron Moffett stated we are doing very well in performance and mentioned some of the initiatives CSBD is taking to further improve performance.

3. CSBD Info-graph Calendar YTD Through September 2018

CSBD Info-graph was created to assist BWDB 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, 2018.

4. CSBD Info-graph One the 2018 SYEP

CSBD 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 2018 SYEP.

Deborah Forshaw asked about strategies to look at the private sector. Ron stated that Latema King, SYEP Program Manager has been working on this and is meeting with employers on an on-going basis to increase the number of private sector slots available for SYEP youth. Ron mentioned that the SYEP is accepting applications now.

5. Broward County and Florida Unemployment Information

The unemployment rate in Broward County for November 2018 was 2.8% compared to 2.8% in October 2018 and 3.6% in November 2017. The state unemployment rate is 3.0% compared to the national rate of 3.5%. 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 trade, transportation, and utilities (+3,700 jobs) and other services (+2,800 jobs) in November 2018. In the Ft. Lauderdale-Pompano Beach-Deerfield Beach metropolitan division nonagricultural employment increased by 2% over the year. Local labor market information from the DEO Employment and Unemployment Press Release dated 12/21/2018 is provided for review.

MATTERS FROM THE ONE STOP SERVICES COMMITTEE: NONE

MATTERS FROM THE FLOOR: NONE

MATTERS FROM THE PRESIDENT/CEO:

Ron Moffett reported that while we are happy with our Youth Provider's performance that we are at the end of our current procurement period. Therefore a Request for Proposals will come out in February. John Simmons stated that he has been previously involved in the CSBD RFP process and that it is a good process and staff does an excellent job of putting information together.

ADJOURNMENT: 1:21PM

THE NEXT ONE STOP SERVICES COMMITTEE MEETING IS SCHEDULED FOR MARCH 5 AT 12:30 P.M.
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