



**Broward Workforce Development Board  
One Stop Services Committee  
Tuesday June 9, 2020  
12:30 p.m. – 2:00 p.m.  
Zoom Meeting ID: 824 3040 2890  
Zoom Password: 984476**

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## **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.**

**Note:** All attendees, staff and guests participated via Zoom.

**Attendees:** Gary Arenson, Ann Deibert, Deborah Forshaw and Gertrudis Perez-Dusek

**Staff:** Mason Jackson, Carol Hylton, Ron Moffett, Barbara Cevieux, Elisha Westfall, Kristal Taylor, Chris Ruggere and Michell Williams

**Guests:** Olivia Sarson and Brian Johnson

### **APPROVAL OF MINUTES**

Approval of the Minutes of the 5/5/2020 One Stop Services Committee Meeting.

**On a motion by Ann Deibert and seconded by Gary Arenson, the One Stop Services Committee unanimously approved the minutes of the 5/5/2020 meeting.**

### **PRESENTATIONS**

Nadine Jackson, One Stop Operator, presented a report of her work with the Workforce Innovation and Opportunity Act (WIOA) Core partners, which included coordination of cross training front line staff, updating CareerSource Broward's (CSBD) website with partner information and work on the required Memorandums of Understanding. As the COVID-19 pandemic unfolded she served in a liaison capacity sharing information with our partners about our staff shift to working remotely and provided them with updated resources such as our Virtual Job Fairs and virtual workshop services available online.

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Mr. Chris Ruggere, our Regional Workshop and Training & Development Manager, provided a brief demonstration of how we are using Zoom to deliver our on-line workshops. Chris explained the scope of work in transitioning to the 12 online virtual workshops CSBD is currently providing. The workshops cover a variety of topics crucial for job seekers, including Resume Preparation, Interviewing Skills, Social Networking and Professional Placement Network (PPN).

Gary Arenson thanked Chris for the presentation and asked if the workshops can be accessed at any time? Chris explained the workshops are scheduled for specific dates and times throughout the week as they are live workshops with an instructor. Carol Hylton explained that once the customer attends the workshop we also provide individual appointments to discuss and review their resume.

## **NEW BUSINESS**

### **1. WIOA State-Level Funds**

Consideration to accept \$100,569 in WIOA state-level funds. This is the Region 22 share of funds awarded by the State for WIOA performance under their performance model. These additional funds will be used to build capacity to serve the anticipated increase in dislocated workers who will be coming to our centers for re-employment assistance. CSBD will continue to monitor demand and program expenditures to assure the maximum number of individuals is being served.

Ron Moffett explained we will use the funds to maximize services for dislocated workers due to the number of businesses affected by the pandemic.

**On a motion by Ann Deibert and seconded by Gertrudis Perez-Dusek, the One Stop Services Committee unanimously approved the acceptance of \$100,569 in WIOA State-Level Funds.**

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

Consideration to accept a grant award of \$10,000 from the Bank of America Charitable Foundation for the Start-Up Now Program. In April 2017, the Board approved for CSBD to seek financial support for Start-Up Now. CSBD completed the Bank of America grant application in February and has been awarded \$10,000 in private, non-programmatic funding. These funds will be used to cover 2020 – 2021 program year costs, such as grant writing, tuition for non-WIOA applicants and food for program events.

Ron Moffett explained we previously had a grant for our Start-Up Now and when the grant ended the Board approved CSBD to find additional financial assistance. We applied for the grant back in February and recently we were informed of the award.

**On a motion by Deborah Forshaw and seconded by Ann Deibert, the One Stop Services Committee unanimously approved the acceptance of \$10,000 from Bank of America Charitable Foundation for Start-Up Now.**

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### **3. Region 22 Targeted Occupations List (TOL) for Program Year (PY) 20-21**

Consideration to approve the TOL for PY 20-21. We sent the preliminary TOL for PY 20-21 provided by the state to local education and business stakeholders to get input and gather additional relevant labor market data. We also held a publicly noticed meeting to review the occupational changes to region 22's TOL and gather additional information. CSBD recommends 1) retaining 21 occupations proposed by the State for removal and 2) adding 7 new occupations.

Ron Moffett shared that this is one of the most important things brought to the committee annually. Ron indicated the Department of Economic Opportunity was delayed in sending the TOL list to us due to COVID-19. Ron reviewed the process CSBD uses to analyze the list, which included a public meeting to gather feedback from the community and stakeholders. This year's meeting was held via Zoom and it was well attended with over 30 participants, including Board Chair Dr. Lisa Knowles and Board member Bob Swindell.

Mason Jackson explained we go out into the community to validate these numbers, we ask our economic development partners, key industry business leaders, and educators if this is what they see on the horizon. When we send this list to the board it reflects a collective Broward County view of the TOL.

**On a motion by Ann Deibert and seconded by Deborah Forshaw, the One Stop Services Committee unanimously approved the Region 22 Targeted Occupations List (TOL) for Program Year (PY) 20-21.**

### **4. Work Experience Contract with Jewish Adoption and Foster Care Options (JAFCO)**

Consideration to approve a Workforce Innovation and Opportunity Act (WIOA) Work Experience contract with JAFCO for Program Year (PY) 20-21. While we do not know the exact number of Work Experience (WEX) customers JAFCO will take, we do not anticipate the non-financial contract amount will exceed \$24,000. Because Ron Moffett, Senior Vice President of Operations, is related to JAFCO's site director, a 2/3 vote of the Board members present at a Board meeting with an established quorum will be required.

Mason Jackson explained our contracts with JAFCO have been very effective and they have been good about offering participants full-time employment after the WEX program.

**On a motion by Gertrudis Perez-Dusek and seconded by Deborah Forshaw, the One Stop Services Committee unanimously approved the Work Experience Contract with Jewish Adoption and Foster Care Options (JAFCO).**

### **5. Work Experience Contract with Early Learning Coalition, Inc. (ELC)**

Consideration to approve a WIOA youth Work Experience contract with the ELC for PY 20-21. While we do not know the exact number of Work Experience customers ELC will take, we do not anticipate the non-financial contract amount will exceed \$24,000. Because Mason Jackson Jr., President/CEO of CSBD, serves on the ELC Board, a 2/3 vote of the Board members present at a Board meeting with an established quorum will be required.

Ron Moffett informed the committee this has been a long-standing worksite agreement with the Early Learning Coalition, Inc. (ELC), for WIOA youth.

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**On a motion by Deborah Forshaw and seconded by Gertrudis Perez-Dusek, the One Stop Services Committee unanimously approved the Work Experience Contract with Early Learning Coalition, Inc. (ELC).**

**6. Work Experience Contract with Broward Education Foundation (BEF)**

Consideration to approve a WIOA youth Work Experience contract with the BEF for PY 20-21. While we do not know the exact number of Work Experience customers BEF will take, we do not anticipate the non-financial contract amount will exceed \$24,000. Because Frank Horkey, a member of the Broward Workforce Development Board (Board), is also the Chair of the Board of Directors for the BEF, a 2/3 vote of the Board members present at a Board meeting with an established quorum will be required.

Ron Moffett let the committee know this a WIOA youth worksite and youth have benefited from interning at the site.

**On a motion by Deborah Forshaw and seconded by Gertrudis Perez-Dusek the One Stop Services Committee unanimously approved the Work Experience Contract with Broward Education Foundation (BEF).**

**7. Continued Eligibility for Miami-Dade College**

Consideration to approve Miami-Dade College's Continued Eligibility for the next two-year period 7/1/20 thru 6/30/22. The Workforce Innovation and Opportunity Act (WIOA) require Eligible Training Providers (ETPs) to submit new applications every two years to remain on the Eligible Training Provider List (ETPL). Miami-Dade College has met the ETP application renewal requirements.

Ron Moffett explained Miami-Dade College was delayed submitting their application as their office closed due to COVID-19. He shared that we have about 10 customers in their nursing program.

**On a motion by Gertrudis Perez-Dusek and seconded by Deborah Forshaw, the One Stop Services Committee unanimously approved the Continued Eligibility for Miami-Dade College.**

## **REPORTS**

**1. Update on Re-Opening the Three One Stop Career Centers and Admin Office**

This memo provides an update on the re-opening of CareerSource Broward's (CSBD) administrative office and its three one stop career centers. In preparation to re-open the centers, CSBD developed a detailed project plan. We executed that plan and successfully re-opened each of the three centers to staff and customers on 6/1.

Ron Moffett went over the various actions we took to reopen the centers to ensure safety, security and PPE training to our staff. Ron and Carol visited the centers to ensure social distancing and PPE was available during the preparations to reopen. He indicated that we are cleaning our centers constantly to provide a safe environment for staff and customers.

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## **2. City Furniture Regional Recruitment with CareerSource Orlando & SW Florida**

City Furniture has over ninety (90) sales associate vacancies in five areas of the state. With record unemployment in Florida, CareerSource Broward recognizes this as an opportunity to connect City Furniture to many unemployed workers around the state at one time, saving them time and energy. We are taking the lead in partnering with other CareerSource boards in the state to hold a regional recruitment in our virtual job fair platform to assist City Furniture with filling these vacancies.

Ron Moffett indicated they have a number of vacancies throughout the state that needed to be filled. We will be conducting a virtual job fair in coordination with other regions.

## **3. At-A-Glance Guide to Re-Employment Assistance**

As a result of COVID-19, there are many types of assistance available to those whose employment has been affected by the virus. This is an at-a-glance guide to 1) Florida's reemployment assistance 2) the assistance available under The Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 and 3) Disaster Unemployment Assistance.

Gary Arenson asked where the guide is posted. Ron Moffett explained the guide was put together for our Committee and we will make sure it's provided to Nadine Jackson and posted on our website to share with our community partners and customers. Mason Jackson explained you can find some portions of it on the DEO website, but not the complete guide.

## **4. Monthly Performance Report**

The current performance for the month of April 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), is in a two-way tie for 1st in WTP EER, ranks 1st in Veterans EER, ranks 2nd in WP EER and WTP All Family Participation Rate and is in a six-way tie for 2nd in WTP Two-Parent Participation Rate.

Ron Moffett indicated that we are actively reaching out and engaging customers; however, there is a waiver in place so participation is not mandatory.

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

The unemployment rate in Broward County was 14.5 percent in April 2020 compared to 4.2% in March. This rate was 11.7% higher than the region's year-ago rate of 2.8 percent. Unemployment cases in Florida now number more than 1.8 million. As of the week ending May 23<sup>rd</sup>, 163,797 Broward County residents have applied for re-employment assistance. Nearly every day we receive WARN notices issued from the state for businesses in Broward County that have had to close due to COVID-19.

Gary Arenson stated there must be an error in the statistic that shows only a 3% increase from the previous month. Mason Jackson explained the official numbers are taken in the middle of the month and it's not a cumulative figure. The unemployment numbers are way underestimated and Broward County is at least 20%.

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**MATTERS FROM THE ONE STOP SERVICES COMMITTEE:**

Gary Arenson shared that his business communication is actually better using Zoom. Ann Deibert expressed optimism that one of the changes from this pandemic is a new way of delivering services using Zoom. Mason Jackson shared that CSBD is also using Right Signature for handling documents that need to be routed and signed and that the new process using this tool has been successful.

**MATTERS FROM THE FLOOR: NONE****MATTERS FROM THE PRESIDENT/CEO:**

Mason Jackson discussed that we have staff divided into two teams with staggered schedules at the centers and here at the corporate office. While customers are permitted to come in, we are taking temperatures, asking the required questions and restricting the flow and appointments. We are discussing with DEO on slowly opening the centers while still providing services online.

Carol Hylton stated we are seeing primarily customers who want access to the resource room to file unemployment claims and the customers are using their cell phones to access other services remotely. If customers are coming in, we are doing social distancing in our resource rooms.

**ADJOURNMENT 1:40 P.M.****THE NEXT COMMITTEE MEETING IS SCHEDULED FOR TUESDAY, 9/1/2020 AT 12:30 P.M.**