



**Broward Workforce Development Board
One Stop Services Committee
Tuesday, May 4, 2021
12:30 p.m. – 2:00 p.m.**
Zoom Meeting ID: 853 4719 7348
Zoom Password: 354548
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 and Cynthia Sheppard.

Staff: Carol Hylton, Ron Moffett, Rochelle Daniels, Kimberly Bryant, Christine Azor, Barbara Cevieux, and Michell Williams.

Guests: Kirk Brown, Andree Garnier, Andrew Jarcas, Brian Johnson, Kareen Torres and Olivia Sarson

APPROVAL OF MINUTES

Approval of the Minutes of the 2/2/21 One Stop Services Committee Meeting.

On a motion by Cassandra Evans and seconded by Gary Arenson, the One Stop Services Committee unanimously approved the minutes of the 2/2/21 One Stop Services Committee Meeting.

NEW BUSINESS

1. Summer Youth Work Experience Contract Approval for Riverside Hotel

Considered approval of the Summer Youth Employment Program (SYEP) contract with Las Olas Company dba Riverside Hotel for summer 2021. Riverside Hotel requested eight youth. The SYEP contracts are non-financial, as entities agree to serve as host work sites for the youth. CSBD is the youths' employer of record. Because Board member Heiko Dobrikow is

employed by the Riverside Hotel, a 2/3 vote of the Board members present at a meeting with an established quorum is required.

Kimberly Bryant stated the Riverside Hotel has provided meaningful training opportunities for youth and we would like to continue this partnership.

On a motion by Gary Arenson and seconded by Cassandra Evans, the One Stop Services Committee unanimously approved the SYEP Work Experience contract with Las Olas Company dba Riverside Hotel.

2. Work Experience Contract with Broward Education Foundation

Considered approval of a Workforce Innovation and Opportunity Act (WIOA) Youth Work Experience contract with the Broward Education Foundation, Inc. (BEF) for Program Year 21-22. This contract is non-financial, as CSBD is the employer of record. Because Board member Frank Horkey is a member of the BEF Board of Directors, a 2/3 vote of the Board members present at a meeting with an established quorum is required.

Kimberly Bryant explained that the Broward Education Foundation provides a good training environment for WIOA Youth to prepare them for employment and we would like to continue the relationship.

On a motion by Gary Arenson and seconded by Cassandra Evans, the One Stop Services Committee unanimously approved the WIOA Youth Work Experience contract with the Broward Education Foundation.

3. Additional WIOA Dislocated Worker Funds

Considered the acceptance of \$28,438 in WIOA Dislocated Worker funds for the current Program Year, 20-21. Funds will be used to provide assessment, referrals for placement, and training opportunities for customers.

Kimberly Bryant informed the members that the \$28,438 will assist dislocated workers with assessment, job placement, and training opportunities.

On a motion by Cassandra Evans and seconded by Gary Arenson, the One Stop Services Committee unanimously approved the acceptance of WIOA Dislocated worker funds in the amount of \$28,438.

4. New State Policy Affecting WIOA Performance Measures

The committee members considered approving actions necessary to comply with DEO guidance. Following a review by the USDOL, DEO is changing the way in which participant activities are recorded. Local area ability to manage participant exits will be reduced. DEO is therefore recommending all local areas exit cases prior to 6/30/21, based upon their 1) longevity in the system 2) minimal progress or 3) evidence of disengagement. This will limit the impact on performance to 1 year instead of 2 years when the changes to Employ Florida take effect. We have done an analysis of the caseloads, and this will minimally affect

adult/dislocated worker performance but will impact youth performance. CSBD has developed nine (9) strategies we are implementing with the providers to support the youth who will be exited into follow-up services. Youth will receive 12 months of case management, supportive services, and referral to community resources.

Rochelle Daniels provided an overview of the WIOA performance measures to the committee and reviewed the guidance provided by the state to close cases by 6/30/21. She explained that exiting those individuals who have been in the program for more than a year or those who are making minimal progress will impact our youth measures. To minimize the impact on the Youth participants whose cases will be closed, we have developed 9 strategies to continue supporting youth through follow-up services. We do not anticipate that this will greatly impact our WIOA Adult/DW measures.

Rick Shawbell asked if this action will have the greatest impact on our WIOA Youth measures and how long a youth must wait before they can reapply to enroll in the program again. Rochelle responded that it will have the greatest impact on the youth measures and that youth will need to wait 12 months.

Gary Arenson commented that he had several questions earlier, but through the thorough presentation, he didn't have any further questions.

On a motion by Gary Arenson and seconded by Cassandra Evans, the One Stop Services Committee unanimously approved implementing the steps identified to comply with DEO guidance.

5. PY 21 – 22 Broward College Out of School Youth (OSY) Contract Renewal

Considered approval of the renewal of the Broward College (BC) OSY contract for PY 21–22 in an amount not to exceed \$540,000, subject to negotiation, to serve 120 youth. This is the same amount as last year. This is the second renewal under the current contract. Since 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 a Board meeting.

Rochelle Daniels stated that the BC contract is heavily impacted by the new state policy discussed earlier in the meeting. We have been carrying forward large numbers of youth because the youth were in training and our models allowed for them to take time out of school when "life intervened." This is no longer be possible with the new changes the State is making.

To get a fresh start on recruitment in the new program year beginning in July, we have discussed with BC and the School Board of Broward County (SBBC) about adding a Recruiter to the SBBC contract. This employee will have access to the SBBC's student records, and it will identify youth who did not finish high school and youth who have completed high school but did not move on to post-secondary education. This will prevent a lot of lag time between now and gearing up for next year.

Rick stated his support for adding staff to serve as a recruiter and master tutors, as it will help the youth to overcome some of the obstacles they face.

On a motion by Cassandra Evans and seconded by Rick Shawbell, the One Stop Services Committee unanimously approved the renewal of the BC OSY Contract for PY 21-22 in an amount not to exceed \$540,000.

6. PY 21 – 22 School Board of Broward County Out of School Youth Contract Renewal

Considered approval of the renewal of the School Board of Broward County's (SBBC) OSY contract for program year (PY) 21 – 22, not to exceed \$600,000 and subject to negotiation, to serve 135 youth. This is an increase of \$50,000 to cover the cost of 1) a recruiter and 2) master tutors. As only school board personnel have access to student records, the recruiter will be able to recruit for both the SBBC and Broward College. The master tutors are needed to work with youth to better prepare them to pass the GED exam. This is the second renewal under the current contract. Since Board member James Payne is employed by the SBBC, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting.

Rochelle stated that we are recommending renewal of the SBBC's contract.

On a motion by Cassandra Evans and seconded by Gary Arenson, the One Stop Services Committee unanimously approved the renewal of the SBBC Contract for PY 21-22 in an amount not to exceed of \$600,000.

7. PY 21 – 22 Navigator Out of School Youth Contract Renewals

Considered approval of the PY 21 – 22 renewals for the 3 OSY Navigator programs. The providers have submitted funding requests which are all subject to negotiation upon governing boards' approval as we traditionally do. HANDY and FLITE are requesting increases. The amounts are as follows: 1) HANDY \$130,750 2) FLITE \$234,794 and 3) The Center for Independent Living, Broward for up to \$60,000. This is the second renewal under the current contract.

Rochelle Daniels pointed out that providers have put in their request for funding and we will negotiate the final numbers once the renewals are approved by the Board.

Rick Shawbell asked if there is a timeframe for these contracts to be approved. Rochelle answered that yes, they must be in place before July 1.

On a motion by Gary Arenson and seconded by Rick Shawbell, the One Stop Services Committee unanimously approved the renewals of the 3 OSY Navigator programs in amounts not to exceed the following: 1) Helping Abused Neglected Disadvantaged Youth \$130,750 2) The Fort Lauderdale Independent Training and Education \$234,794 and 3) The Center for Independent Living, Broward \$60,000.

8. Renewal of First Staff DBA EmpHire Staffing, Inc., Contract

The committee considered the renewal of the First Staff dba EmpHire Staffing, Inc. contract for PY 21-22. EmpHire provides staff for our one stop career centers. They were selected as a result of a Request for Proposals released in PY 17 - 18. They meet all of our financial and personnel requests and work to keep benefit and insurance costs contained. Their fee remains

the same as last year at \$66.50 per employee, per pay period for a total fee of approximately \$183,274. This is the third and last renewal under the current procurement.

Ron Moffett stated this is something we bring to the committee every year. It is the renewal for our staffing company. We pay a \$66.50 per employee, per pay period fee. This has been a successful partnership / contract with First Staff. This is the last of the renewals.

Gary Arenson asked if they can apply again during RFP. Ron stated yes. Gary added that EmpHire has been with us for many years and he's only heard positive feedback from the staff.

On a motion by Gary Arenson and seconded by Rick Shawbell, the One Stop Services Committee unanimously approved the renewal of the First Staff dba EmpHire Staffing, Inc. contract for PY 21-22.

9. Contract Renewal for a One-Stop Operator

Considered approving 1) the renewal of the contract with Workforce Guidance Associates, LLC to continue as the One-Stop Operator and 2) budget up to \$56,000.00. This is the same amount as last year. CSBD is pleased with the work Ms. Jackson has accomplished thus far and we are recommending continuing our contract with Workforce Guidance Associates, LLC. This is the second and last renewal under the current procurement.

Ron Moffett stated the One Stop Operator, which we sometimes refer to as the One Stop Coordinator, is responsible for the coordination of our service delivery with the required one stop partners. Ms. Jackson's work is of a high quality and she did a lot this past year with our partners. We have contracted with Workforce Guidance Associate since 2019. WIOA law requires that we have a One Stop Operator and the contract can be for a 3 year period; this is the second and last renewal.

On a motion by Gary Arenson and seconded by Ann Deibert, the One Stop Services Committee unanimously approved the renewal of the contract with Workforce Guidance Associates, LLC to continue as the One-Stop Operator.

10. PY 2021-2022 Preliminary Budget

The Preliminary Budget was presented and it reflects an overall decrease of 4.9% in formula and carryforward funds. The total amount of that we project to be available in PY 21-22 is \$19,229,696 as compared to \$20,218,995 actual in PY 20-21. The budget continues to emphasize investments in customer training and getting unemployed people to work, aligns with WIOA, and achieves Board strategic initiatives and key business results. CSBD recommends acceptance and approval of the preliminary PY 21-22 budget.

Carol Hylton provided the committee with an overall summary, explained the considerations that went into the budget, and reviewed the budget for each of the various categories. When making budget recommendations, we consider the local recovery efforts, the labor shortage, and the focus on providing hybrid (both in-person and virtual) services. She stated that the preliminary budget does not include the dedicated grants, which total \$3,811,336. When added to the formula funds, we have a little more than \$23 million for next year. With respect

to dedicated grants, by taking action on this memo today, the committee will be approving the acceptance of \$19,000 from Bank of America for additional Summer Youth funds.

Carol further explained there is a set-aside for our external program and fiscal monitors. The board recommended that we bring to the Audit Committee a discussion on the amount of times we are monitored in light of our wonderful monitoring reports that we consistently get. We allocated for them just in case the committee decides to keep it as it is. She closed by stating that our Administrative Rate is maintained at 9%, which is pursuant to the Board's directive.

On a motion by Gary Arenson and seconded by Ann Deibert, the One Stop Services Committee unanimously accepted and approved the preliminary PY 21-22 budget.

REPORTS

1. Monthly Performance Report

The current performance for the month of March is provided. March's data reflects that within the Big 7 Regions, CSBD is in a three-way tie for 1st place in WIOA Entered Employment Rate (EER), ranks 1st in Wagner Peyser EER and WTP Two Parent Participation, and ranks 2nd in Veterans EER, WTP EER, and WTP 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.

Kimberly Bryant stated she is very proud to announce that we are ranked first or second on all our measures. Our Welfare Transition Program is still under the waiver, but we continue to encourage customers to voluntarily participate. When compared to regions of similar size, we were the best at engaging customers from our two parent population.

2. Broward County and Florida Unemployment Information

The unemployment rate in Broward County for March 2021 was 5.3% compared to 5.1% in February 2021 and 5.9% in March 2020. The state unemployment rate is 5.3% compared to the national rate of 6.2%. In March 2021, nonagricultural employment in the Ft. Lauderdale-Pompano Beach-Deerfield Beach Metro Division was 815,700, a decrease of 46,800 jobs (-5.4%) over the year.

Kimberly Bryant stated that the unemployment rate increased slightly by .2% to 5.3%, and details of this information can be found on page 52.

MATTERS FROM THE ONE STOP SERVICES COMMITTEE

NONE

MATTERS FROM THE FLOOR

NONE

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton informed the members we are embarking on a wonderful partnership with the City of Dania Beach. The city has funding in the amount of \$75,000 to assist up to 10 residents. It is for residents who are engaged in Marine industry training through CareerSource Broward. The students who have a need will be referred by us to Dania Beach to receive support services in excess of what we normally provide. For example, they will assist in the purchase of a car, childcare, elderly care, and rental assistance.

May is Military Appreciation Month and Carol stated we plan to recognize our veteran staff as well as customers via our social media to make sure that our veterans are aware that we appreciate their service and we are here to help them.

Carol provided an update on the summer youth program. We did reopen our youth portal because we lost some kids as a result of them having to attend summer school and some finding higher-paying jobs. Carol stated we will share the flyers with the committee and she asked that they share them in the community. We still need a few more youth and work sites.

We had a Hospitality Taskforce meeting that included 35 stakeholders to come up with strategies to address the shortage in this industry. With respect to regionalism and in the spirit of collaboration, Carol invited the president of the workforce Board in Orlando and she had a designee attend. The taskforce came up with quite a few strategies that they are currently implementing. For example, one of them is to hold future job recruitments on site at the hotels because they will be able to show all of the amenities and discuss the perks of employment with them during the interview. For our part, we developed and sent a survey to former hospitality employees to have a better understanding of what it will take to make them come back to work.

Gary Arenson stated that he is very interested in the survey results from the hospitality workers. Carol stated that we will share the results.

Lastly, Carol informed the members we have an apprenticeship navigator that recently started and her goal is to expand registered apprenticeships in the construction trade.

ADJOURNMENT 1:20 P.M.

THE NEXT COMMITTEE MEETING IS SCHEDULED FOR TUESDAY, 6/8/2021 AT 12:30 P.M.