



**Broward Workforce Development Board
One Stop Services Committee**
Tuesday, May 5, 2020 12:30 p.m. – 2:00 p.m.
Call In Number: (888) 585-9008
Passcode: 219-169-288

MEETING MINUTES

THE COMMITTEE WAS REMINDED OF CONFLICT OF INTEREST PROVISIONS.

SELF-INTRODUCTIONS

Note: All attendees, staff and guests participated via telephone.

ATTENDEES: Gary Arenson, Audrey Ljung, Ann Deibert and Cassandra Evans

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

GUESTS: Olivia Sarson, Christy L. Bradford and Brian Johnson

APPROVAL OF MINUTES

Approval of the Minutes of the 2/4/2020 One Stop Services Committee Meeting.

On a motion by Cassandra Evans and seconded by Audrey Ljung the One Stop Services Committee unanimously approved the minutes of the 2/4/2020 meeting.

NEW BUSINESS

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

Consideration to renew the First Staff DBA EmpHire Staffing, Inc., (EmpHire) contract for the staffing of the CareerSource Broward (CSBD) career centers. EmpHire has been staffing the career centers since July 2008. They have complied with all of our financial and personnel requests as well as worked aggressively 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 \$172,900.

Ron Moffett explained the contract provides for three (3) one year renewal periods. This will be their second renewal under the current contract. This is no increase proposed for this year.

On a motion by Cassandra Evans and seconded by Audrey Llung the One Stop Services Committee unanimously approved the renewal of First Staff DBA EmpHire Staffing, Inc., Contract.

2. Contract Renewal for a One-Stop Operator

Consideration to 1) renew the contract with Workforce Guidance Associates, LLC to continue Nadine Gregoire-Jackson as the One Stop Operator and 2) budget up to \$56,000.00 subject to negotiation and based on CSBD need. Since starting as our One Stop Operator last fall, Nadine has had a positive impact, has timely met her contract deliverables and her work is of a high quality. This will be the first of two yearly renewals.

Audrey Llung asked for an update on what the One Stop Operator, Nadine Jackson is doing. Ron Moffett explained that Nadine has done many positive things to with our partners to the benefit of both parties and ultimately to the benefit of our mutual customers. Ron provided several examples that typified her work and contract deliverables. Nadine has 1) trained one stop partners on how to access the “hot Jobs” on our website 2) provided our marketing materials to them to expand our outreach and 3) assisted in the development of “partner pages” that were added to the CSBD website.

Gary Arenson requested Nadine do a presentation at a future OSSC meeting and Ron indicated he would schedule her to do so.

Cassandra Evans inquired about the budget recommendation of up to \$56,000 for Nadine’s compensation. Ron explained the contract amount is subject to negotiation and that it will not exceed \$56,000.

On a motion by Cassandra Evans and seconded by Ann Diebert the One Stop Services Committee unanimously approved 1) the renewal of the contract with Workforce Guidance Associates, LLC to continue Nadine Gregoire-Jackson as the One Stop Operator and 2) budget up to \$56,000.00 subject to negotiation and based on CSBD need.

3. PY 2020 – 2021 Preliminary Budget

Consideration to approve the PY 2020-21 preliminary budget. The Preliminary Budget being presented reflects a decrease of 7.8% in formula and carryforward funds. The total amount of formula and carryforward that we project to be available in PY 20-21 is \$20,509,371 as compared to \$22,255,496 actual in PY 19-20. The budget is allocated to address the local recovery efforts from the COVID pandemic, support the ability to offer our services virtually and continues to emphasize investments in participant training and getting people back to work.

Ron Moffett 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. Ron relayed to the committee members that since the agenda was sent out that we have been told by the state to anticipate a further reduction of approximately \$500,000 in WIOA funds.

Mason Jackson stated he spoke with Andrew Collins, CFO for CareerSource Florida and they are looking to send out approximately \$500,000 to the boards for disaster mitigation to help purchase PPE, which will mean about \$30,000 for us. They are looking at unspent funds they have and will go back to their board to see if they can make more funds available to the Workforce Boards. Although we were told to plan for a \$500,000 reduction, the actual reduction may be less. Audrey Llung asked if we were given an idea of how much the reduction might be. Mason stated, no they did not tell us.

Gary Arenson asked if we had expenses for SYEP and will they be reimbursed as the summer program was canceled this year. Mason Jackson stated yes, we did have expenses of \$278,500 which is not a problem as the Children Services Council has been very accommodating. Gary Arenson asked if the cities are requesting reimbursement for the money they gave us or are we holding it for next year. Carol Hylton stated they are aware that we are not going to use it, these are cost reimbursement contracts, so we will not receive those funds for this year and the budget presented presumes we will get it next year.

On a motion by Audrey Llung and seconded by Cassandra Evans the One Stop Services Committee unanimously approved the PY 2020 – 2021 Preliminary Budget.

4. Continued Eligibility for Atlantic, McFatter and Sheridan Technical Colleges

Consideration to approve Atlantic, McFatter and Sheridan Technical College's Continued Eligibility for the next two year period 7/1/20 thru 6/30/22. The Workforce Innovation and Opportunity Act (WIOA) requires Eligible Training Providers (ETPs) to submit new applications every two years to remain on the Eligible Training Provider List (ETPL). Atlantic, McFatter and Sheridan Technical College, have met the ETP application renewal requirements. Because Board member, James Payne, is employed by the School Board of Broward County a 2/3 vote of the Board members present at a meeting with an established quorum is required.

On a motion by Cassandra Evans and seconded by Ann Diebert the One Stop Services Committee unanimously approved the continued eligibility for Atlantic, McFatter and Sheridan Technical Colleges for the next two year period 7/1/20 thru 6/30/22.

5. Continued Eligibility for Broward College

Consideration to approve Broward College's Continued Eligibility for the next two year period 7/1/20 thru 6/30/22. WIOA requires ETPs to submit new applications every two years to remain on the ETPL. Broward College has met the ETP application renewal requirements. Because Board member, Dr. Mildred Coyne, is employed at Broward College and Board Member, Francois LeConte serves on the Broward College Business Advisory Committee, a 2/3 vote of the Board members present at a meeting with an established quorum is required.

Audrey Llung asked what Francois LeConte role is on the Broward College Business Advisory Committee. Ron Moffett explained that Mr. LeConte is a board member but that he was unsure of his role on the Broward College Business Advisory Committee.

On a motion by Cassandra Evans and seconded by Ann Diebert the One Stop Services Committee unanimously approved the continued eligibility for Broward College for the next two year period 7/1/20 thru 6/30/22.

6. Continued Eligibility for Ten (10) Current ITA Providers

Consideration to approve Continued Eligibility for ten (10) of our current ITA providers for the next two year period beginning 7/1/20 thru 6/30/22. WIOA requires ETPs to submit new applications every two years to remain on the ETPL. All ten schools have met the ETP application renewal requirements. These providers are grouped together because we believe they can be passed as a group because there are no known conflicts of interest on the board.

Audrey Llung asked who the ten (10) current ITA Providers are. Ron Moffett referred to page 32 of the agenda for the list of the ten providers. Audrey inquired about Ruby's Academy for Health Occupation. Ron explained they have been on our ITA list for more than eight years and provide occupational training in the medical field.

Audrey Llung asked if we could send a list of the ITA providers and a report on their performance. Mason stated the list is on the website, and we would provide the link. He mentioned that the ITA provider's performance report was done recently and that we would send it to her.

On a motion by Cassandra Evans and seconded by Audrey Llung the One Stop Services Committee unanimously approved the continued eligibility for Ten (10) Current ITA Providers for the next two year period beginning 7/1/20 thru 6/30/22

7. One Stop Services (OSS) Committee Strategic Planning Matrix for 2020 Updates

Consideration to review and approve the updates to the OSS Committee Strategic Planning Matrix.

Ron Moffett went through the Matrix and discussed the various objectives and the steps that will be taken to meet our goals. Ron pointed out that COVID-19 with the required restrictions and the closure of the centers had an impact on our initial strategies. For example he pointed out how we innovated new ways to deliver our services like virtual career fairs and implementing on-line workshops.

Gary Arenson asked what the plans are for the annual retreat. Mason Jackson stated our biggest concern now is how and when to re-open the One Stop Centers. We have not changed any plans, we expect by November to still have the retreat with the required restrictions.

On a motion by Cassandra Evans and seconded by Audrey Llung the One Stop Services Committee unanimously approved the updates to the One Stop Services (OSS) Committee Strategic Planning Matrix for 2020.

REPORTS

1. **CSBD's Plan to Re-Open our Centers and Corporate Office**

In anticipation that the end of Florida and local stay at home orders is in sight CSBD has been proactive in planning the re-opening of our office and career centers. For the past several weeks staff have been brainstorming and putting together a plan to gradually re-open in phases.

Ron Moffett explained that this plan was developed to prepare CSBD to safely, effectively and efficiently re-open our centers and how to do business moving forward after the Covid-19 pandemic. Gary Arenson asked if we looked at the other regions to see if they have similar plans. Mason Jackson stated that we have and that he has not seen a more detailed plan than ours.

2. **WIOA State-Level Funds**

CSBD was notified of \$33,523 in WIOA state-level funds. The funds will be used to enhance one-stop accessibility, assessment and training software as well as for basic and individualized participant services.

Ron Moffett informed the committee that the acceptance of these funds was approved at the 3/16 Executive Committee and 4/23 Board meetings.

3. **Additional Workforce Innovation and Opportunity Act (WIOA) Funds**

The acceptance of \$67,046 in State WIOA funds awarded by the State for WIOA performance under their performance model. These funds will be used to provide WIOA customers with services to 1) build capacity to increase the number of customers we can enroll in WIOA 2) enhance one-stop accessibility, assessment, and training software and 3) increase online assessments, workshops and training and 4) increase the budget for support services needed to sustain the increase in WIOA customers who will need assistance to reconnect with work as the economy recovers from COVID-19.

Mason Jackson explained that since the 4/7 One Stop Services Committee did not meet this item and the following three youth contract renewals (items 4, 5 and 6) were emailed to the members for comment. He stated that all of the members we heard from supported the recommendations. He informed the committee that the acceptance of these funds and the youth contract renewals were approved at the 3/16 Executive Committee and 4/23 Board meetings.

4. **PY 20 – 21 School Board of Broward County (SBBC) Out of School Contract Renewal**

Consideration to approve the renewal of the SBBC, Out of School youth contract for program year (PY) 20 – 21, for \$550,000, an increase of \$75,000 over last year (\$475,000) to 1) provide for service to a minimum of 135 and a maximum of 205 youth 2) including an additional job developer to assist with developing work experiences in the private sector.

5. **PY 20 – 21 Broward College Out of School (OSY) Contract Renewal**

Consideration to approve the renewal of the Broward College (BC) out-of-school (OSY) youth contract for program year (PY) 2020 – 2021, for up to \$540,000, an increase of \$75,000 over

last year (\$465,000) to provide for an additional staff person who will work on developing worksites in the private sector and to serve 120 youth.

6. PY 20 – 21 Navigator OSY Contract Renewal

Consideration to approve PY 20 – 21 contract renewals for three Navigator contracts 1) Helping Advance and Nurture the Development of Youth (HANDY) for up to \$122,000 2) The Fort Lauderdale Independent Training and Education (FLITE) for up to \$188,790 and 3) The Center for Independent Living, Broward (CILB) \$60,000.

7. Update on RE-Employment Assistance

The COVID-19 pandemic has impacted thousands of people in Florida, compelling many to apply for Re-employment Assistance (RA) with the Department of Economic Opportunity (DEO). The State system could not handle the volume of customers applying for benefits. CareerSource Broward is assisting DEO in several ways 1) emailed application link to over 24,000 customers in our Employ Florida database 2) 3,000 youth in our summer youth database 3) social media platforms 4) utilized our staff and One Stop Operator to provide a link of the application to core partners and community-based organizations and 5) printed hard copy applications in several languages, along with FAQs on how to file for RA, which is available at each career center. We have trained 3 staff on how to do pin resets in DEO's RA system and additional training 12 received training on 4/8 for a total of 15 staff.

Mason Jackson explained things are continuously changing and provided several examples such as the actual UC applications, information about suspension of job search requirements and a new call in number 1-833-FLAPPLY, as ways to access reemployment assistance.

Audrey Llung asked how we are handling the youth for the Summer Youth Employment Program (SYEP) and the COVID-19 pandemic. Carol Hylton stated CBSD talked with the Children Services Council and the decision was made due to COVID-19 pandemic, not to have the SYEP this year and will look forward to having it next year. Carol explained the youth has been notified and we posted the cancellation of the SYEP on social media and our website. She expressed we must make sure the youth are safe.

8. WIOA Local Plan for Program Years 2020/21 – 2023/24

Consideration to approve our Workforce Innovation and Opportunity Act (WIOA) Local Plan. WIOA requires each local workforce development board (LWDB) in partnership with the local chief elected official to develop and submit a comprehensive four-year plan to the state. Our LWDB plan addresses how we will coordinate service delivery with the core programs and is based on the current and projected needs of the workforce investment system in Broward County. As required, the plan was posted on our web page for 30-days for public review. There were no comments. Approved at the 3/16 Executive Committee meeting. *(This is in alignment with the BWDB goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, providing information and intelligence to stakeholders with feedback from the community.)*

Gary Arenson asked if we had any responses from the public on the WIOA Local Plan. Mason Jackson stated that there have been no responses on the plan.

9. National Dislocated Grant Award

The Florida Department of Economic Opportunity has requested local boards to let them know how much disaster relief funds in the form of National Dislocated Worker Grants will be needed to address the COVID 19 emergency. We have requested \$1.5 million. Consideration to accept \$1.5 million when awarded to employ individuals dislocated as a result of the COVID-19 virus. (This is in alignment with the BWDB goal to align Broward County community services (social services and education) to maximize employment and work opportunities for targeted populations (veterans, youth, individuals with disabilities, and ex-offenders).

Gary Arenson asked how we came up with the amount of 1.5 million. Mason Jackson explained we did an analysis of our past disaster grants and looked at expenditure patterns. Mason informed the committee that we just learned the amount we will receive is actually 1.1 million.

10. Taylor Hall Miller Parker (THMP), P.A. Program Monitoring Report #3 PY 18-19 – Issued November 2019

THMP identified 5 findings and 23 observations during their program monitoring visit. They reviewed a total of 175 files consisting of 6,325 elements. The findings equate to an error rate of approximately .079%.

11. Monthly Performance Report

The current performance for the month of March 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 and Veterans EER and ranks 2rd in WTP All Family Participation Rate and WP EER.

Ron Moffett went over the report and explained some of the strategies being implemented to improve performance.

12. Broward County and Florida Unemployment Information

The unemployment rate in Broward County was 4.2 percent in March 2020 compared to 2.9% in February. This rate was 1.1% higher than the region's year ago rate of 3.1 percent. Recent data from the U.S. Department of labor suggest that at least 22 million Americans, or roughly 13.5% of the workforce have filed for unemployment. Unemployment cases in Florida now number more than 1 million. We do not have the numbers for Broward County. Nearly every day we receive WARN notices issued from the state for businesses in Broward that have had to close due to COVID-19.

Mason Jackson stated the re-employment applications in Broward are in excess of 20% and that it's likely to go higher.

MATTERS FROM THE ONE STOP SERVICES COMMITTEE: NONE

MATTERS FROM THE FLOOR: NONE

MATTERS FROM THE PRESIDENT/CEO:

Mason announced his retirement. He plans to fully retire by the end of the year. Mason stated he recommended Carol Hylton to be appointed as the new Chief Executive Officer (CEO). Gary Arenson stated all of the chairs signed the letter to approve Carol being the next CEO of CSBD.

ADJOURNMENT 1:57 P.M.

THE NEXT COMMITTEE MEETING IS SCHEDULED FOR TUESDAY, 6/2/2020 AT 12:30 P.M.