



**Broward Workforce Development Board
One Stop Services Committee
Tuesday September 1, 2020
12:30 p.m. – 2:00 p.m.
Zoom Meeting ID: 842 5083 6954
Zoom Password: 974012**

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: Gary Arenson, Ann Deibert, Cassandra Evans, Deborah Forshaw, Dr. Lisa Knowles and Audrey Llung

Staff: Mason Jackson, Carol Hylton, Ron Moffett, Rochelle Daniels, Tony Ash, Kimberly Bryant, Barbara Cevieux, and Mitchell Williams

Guests: Olivia Sarson and Brian Johnson

APPROVAL OF MINUTES

Approval of the Minutes for the 6/9/2020 Meeting.

On a motion by Ann Deibert and seconded by Dr. Lisa Knowles the One Stop Services Committee unanimously approved the minutes of the 6/9/2020 meeting.

PRESENTATION

Kimberly Bryant our new Senior Vice President of Operations was introduced and gave an overview of her professional background.

NEW BUSINESS

1. One-Stop Center Hours of Operation and Holiday Schedule

The Master Agreement between CSBD and the State Department of Economic Opportunity requires the governing boards' annual approval of the hours of operation and holiday

schedule. In the past, we have generally aligned our holidays with the County. Consideration to approve 1) one-stop center hours of operation and 2) the CareerSource Broward holiday schedule, which includes President's Day and an additional Personal Day to align with the County to meet DEO compliance.

Carol Hylton explained that, if approved, CareerSource Broward will be aligned with the Broward County holiday schedule to meet DEO compliance.

On a motion by Dr. Lisa Knowles and seconded by Deborah Forshaw the One Stop Services Committee unanimously approved the One-Stop Center Hours of Operation and Holiday Schedule.

2. New Course and New ITA Provider - Apex Training Center

Consideration to 1) approve Apex Training Center to become an eligible training provider and 2) add HVAC Mechanic Assistant to our ITA list. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational title.

Ron Moffett explained this will be a great addition to our ITA list as these jobs are in high demand.

Carol Hylton stated as part of our approval process for new providers, is to conduct a site visit. When we visited this provider, we found that they are having classes on the roof of their building due to the pandemic. This is a great alternative way of learning AC in a real setting as they had AC vents on the roof.

On a motion by Cassandra Evans and seconded by Dr. Lisa Knowles the One Stop Services Committee unanimously approved 1) Apex Training Center as a new ITA Provider and 2) the addition of the HVAC Mechanic Assistant to the ITA list.

3. Continued Eligibility for AAA School of Dental Assisting and Florida National University

The Workforce Innovation and Opportunity Act requires eligible training providers submit new applications every two years to remain on the Eligible Training Provider List. Currently AAA School of Dental Assisting and Florida National University, have met the requirements for renewal. CSBD recommends renewal of Continued Eligibility status for AAA School of Dental Assisting for the period 10/28/20 thru 10/27/22 and 2) Florida National University for the period 11/14/20 thru 11/13/22.

On a motion by Ann Deibert and seconded by Deborah Forshaw the One Stop Services Committee unanimously approved the Continued Eligibility for AAA School of Dental Assisting and Florida National University.

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

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

Ron Moffett reviewed the various objectives and commented on the work that has been accomplished by staff. He explained as a result of COVID-19 we updated all of the workshops

and materials and put them on-line. He also explained we did more outreach and workshops in the distressed communities and developed specific actions to assist dislocated hospitality workers.

On a motion by Cassandra Evans and seconded by Dr. Lisa Knowles the One Stop Services Committee unanimously approved the final updates to the One Stop Services Committee Strategic Planning Matrix for 2020.

REPORTS

1. Performance Update on WIOA Youth Program Activities – PY 19-20

This is to report on CSBD youth providers' program performance through the end of June 2020. Last year, CSBD had 5 OSY program contracts for the delivery of WIOA services to the youth of Broward County. The 2 full service and 3 navigator OSY programs provide services to youth who have barriers to employment and need assistance with career development. Youth have actively participated in program services with some exiting into post-secondary education and unsubsidized employment.

Rochelle Daniels explained COVID-19 had an impact on providers and their programs. We have had good results from the youth who have exited, and FLITE and HANDY are on target with their measures. This was a startup year for the Center for Independent Living and youth will carry forward to the new program year. Rochelle explained due to COVID-19 it has been challenging for youth to find employment and so we have added Job Developers to help assist the youth with finding jobs and we are including youth in the virtual job fairs. As we enter into this year we expect that we will be able to meet performance.

Carol Hylton explained another challenge was the GED test sites closed due to COVID-19.

2. Individual Training Account Virtual Enrollment Fair

CSBD determined new ways to interact with our customers safely in light of the pandemic. On 8/7 we hosted the first Virtual ITA Enrollment Fair using Zoom. Five providers were invited to discuss their short training programs on our ITA list. The five providers included 1) Broward College 2) Atlantic Technical College 3) Sheridan Technical College 4) New Horizons and 5) The Academy of South Florida. One-hundred and fourteen (114) attended the Zoom meeting, which included CSBD staff, training providers, and 103 potential WIOA eligible customers who were interested in learning about short training programs and how to apply to them.

Ron Moffett explained we use the same platform for the virtual career fairs that we used to host the virtual ITA Enrollment fair.

Carol Hylton stated this was an innovative way for us to get the word out about CareerSource Broward and the services we provide so that we can continue to enrolled WIOA eligible customers into training.

3. Individual Training Account Performance Report

All ITA providers are contractually required to have a minimum 70% training-related placement rate for graduates who complete their programs within 180 days of graduation. CSBD conducted the bi-annual analysis of ITA provider performance in August and found that

The PC Professors' Computer Software Applications training program did not meet the required performance measure. As this is an administrative function based on criteria previously approved by the Board, CSBD suspended WIOA customer referrals to that training program until receipt of evidence showing the attainment of a 70% or better graduate training-related placement rate. All other providers met the placement threshold.

Mason Jackson explained we use the report to look at training related placement and are starting to see the impact due to COVID-19 has on employment prospects for recent graduates.

4. CSBD Response to Mass Layoffs in Hospitality

In July CSBD convened a workgroup to develop strategies for assisting hospitality workers laid off or furloughed due to the pandemic. This is an update on the strategies.

Tony Ash reviewed the strategies CSBD developed to assist hospitality workers. We worked with our industry partners to make sure the information was sent out via e-blast to employers and impacted workers. We also created a webpage for workers to find resources and it's available in different languages using Google Translate. We also reserved days and times where impacted workers could visit our career centers to meet with staff to help find employment and resources.

Gary Arenson asked how the translation feature works. Tony demonstrated the translation functionality and stated that CSBD staff is also assisting with document translation.

5. Outreach to Distressed Communities

CareerSource Broward continues to provide outreach to individuals in the distressed communities providing information on our services such as WIOA scholarships, online employability workshops, and job placement assistance. Since January 2020, 25% of all customers we have helped place into employment are from one of the targeted communities and 19% of customers that we've provided tuition assistance or a work-based training have been from the targeted communities.

Ron Moffett explained the info-graph highlights the efforts we put into the distressed communities and the results we have seen. Carol Hylton stated we hired a liaison to target the distressed communities and we are seeing an increase in the number of people participating in the trainings.

6. CSBD's Efforts to Assist SNAP Customers When Participation Waiver Ends

On March 30th, 2020, the Governor directed the Department of Children and Families to waive work requirements for the Supplemental Nutrition Assistance Program (SNAP). The waiver is expected to end August 30th, 2020. During the waiver, CSBD has encouraged customers, who are able to virtually volunteer in the program, to take advantage of services such as online/virtual job recruitments and educational fairs, online education, and community resources. CSBD has prepared for the waiver lift to ensure SNAP customers are able to achieve their work requirements without the need to come into the career centers.

Ron Moffett explained that the SNAP waiver did not end on August 30th; it was extended through October and we are prepared to provide services to assist the customers virtually when the waiver comes to an end.

7. Monthly Performance Report

The state is delayed in providing the data we use for the Monthly Performance Report. Geographic Solutions, which is the software developer of Employ Florida, recently upgraded its servers and they are incompatible with DEO. DEO has informed us that Geographic Solutions is working on a solution and as soon as there is a fix in place they will notify us.

8. Broward County and Florida Unemployment Information

The unemployment rate in Broward County for July 2020 was 13.1% compared to 11.8% in June 2020 and 3.3% in July 2019. The state unemployment rate is 11.5% compared to the national rate of 10.5%. The leisure and hospitality (-28,800 jobs); education and health services (-10,400 jobs); professional and business services (-7,700 jobs); trade, transportation, and utilities (-7,000); construction (-3,900 jobs); government (-3,600 jobs); other services (-3,500 jobs); manufacturing (-2,300 jobs); and information (-2,100 jobs) industries lost jobs over the year. Local labor market information from the DEO dated 8/21/20 is provided for review.

Ron Moffett explained the unemployment information provides a visual of the impact we have had due to Covid-19.

Mason Jackson stated that he believes the unemployment rate is much higher and this will be a long and slow recovery.

MATTERS FROM THE ONE STOP SERVICES COMMITTEE:

MATTERS FROM THE FLOOR: NONE

MATTERS FROM THE PRESIDENT/CEO:

Carol Hylton shared that CareerSource Broward is using the SYEP database to connect and share resources with the youth to assist with finding employment.

ADJOURNMENT: 2:00 P.M.

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