



**Broward Workforce Development Board
One-Stop Services Committee**

Tuesday, May 7, 2024
12:30 p.m. – 2:00 p.m.

Zoom Meeting ID: 810 4011 0836
Zoom Password: 802807
Zoom Call-In: 1 646 876 9923

MEETING MINUTES

**CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309**

The Committee was reminded of the conflict-of-interest provisions.

ATTENDEES: Marjorie Walters, Heiko Dobrikow, Tara Williams, Cynthia Sheppard, and Rick Shawbell, who chaired the meeting.

STAFF: Carol Hylton, Kimberly Bryant, Mark Klincewicz, Rochelle Daniels, and LaTanya Brown.

APPROVAL OF MINUTES

Approval of the Minutes of the 1/30 meeting.

On a motion made by Heiko Dobrikow and seconded by Marjorie Walters, the One-Stop Services Committee (OSSC) unanimously approved the minutes of the 1/30 meeting.

NEW BUSINESS

1. Transfer of WIOA Dislocated Worker Funds to WIOA Adult Funds

The committee considered approving the transfer of up to \$1,000,000 from the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funding stream to the WIOA Adult funding stream. WIOA allows local boards 100% transferability between the two funding streams. We monitor the demand for services and the expenditure rate of the funding streams, and we request transfer authority as needed. We are seeing more Adult-eligible customers than Dislocated Workers. Therefore, this transfer is shifting funds to where they are needed. These funds will provide Adult customers with employment services that include 1) occupational skills training, 2) work experience, 3) Incumbent Worker Training, and 4) On-the-Job training.

Kimberly Bryant provided a review of the recommendation. There was no further discussion.

On a motion made by Tara Williams and seconded by Heiko Dobrikow, the One-Stop Services Committee unanimously approved the transfer of up to \$1,000,000 in WIOA Dislocated Worker Funds to WIOA Adult Funds.

2. PY 24/25 Integrative Staffing Group Contract Renewal

The committee considered approval of the renewal of CSBD's contract with Integrative Staffing Group, Inc. (ISG) for PY 24/25. ISG staffs our One-Stop career centers. They have provided

excellent customer service and have been responsive to our needs. They are not requesting an increase to their current rate of \$85.00 per employee per pay period. Based on our current staffing level, the estimated annual cost is \$181,220. This is the second of three one-year renewals under the current procurement.

Kimberly Bryant presented the item. Rick Shawbell stated that he thought it was outstanding to see that there was no increase in the current rate.

On a motion made by Heiko Dobrikow and seconded by Cynthia Sheppard, the One-Stop Services Committee unanimously approved the renewal of CSBD's contract with Integrative Staffing Group, Inc. for PY 24/25.

3. One-Stop Operator (OSO) Contract Renewal

The committee considered the approval of the renewal of our contract with Workforce Guidance Associates, LLC. (WGA) for \$114,000 to cover the wages and benefits for Ms. Nadine Gregoire-Jackson, WGA's principal. This is a \$4,000 increase from last year. Ms. Jackson has been instrumental in our increased community outreach efforts. Ms. Jackson supervises the community liaison, assists with grant acquisition, oversees some dedicated grants, and is our OSO. This is the second and last of the renewals under the current procurement.

Kimberly Bryant provided an overview of the contract and terms stating that we are very happy with the work done by Ms. Jackson.

Rick Shawbell expressed Ms. Jackson is doing a wonderful job and supports the increase.

On a motion made by Heiko Dobrikow and seconded by Marjorie Walters, the One-Stop Services Committee unanimously approved the contract renewal to cover the wages and benefits for Ms. Nadine Gregoire-Jackson, WGA's principal.

4. Approval of Work Experience Contract with Broward County

The committee considered the approval of the renewal of a non-financial WIOA Adult Work Experience contract with Broward County for their University Student Practicum Program. CSBD is the employer of record. The State's workers' compensation covers adult participants. Because Board members Tara Williams and Sandy-Michael McDonald are employed by Broward County, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. This is the first of three renewals under the current agreement.

Tara Williams declared a conflict of interest, abstained from the discussion, and did not vote.

Kimberly Bryant presented the item and reviewed the recommendation.

There was no further discussion.

On a motion made by Heiko Dobrikow and seconded by Cynthia Sheppard, the One-Stop Services committee unanimously approved the non-financial WIOA Adult Work Experience Contract with Broward County.

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

The committee considered the approval of the current eligible training providers (ETPs) 1) Atlantic 2) McFatter and 3) Sheridan Technical College's continued eligibility status beginning 7/1/24 through 6/30/26. The State requires that ETPs be renewed every 2 years. Each provider has met continued eligibility requirements: licensure, accreditation, issuance of an industry-recognized credential, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness and to ensure that CareerSource Florida requirements and board-mandated criteria were met for all three schools. Because Board member Dr. Howard Hepburn is employed by the School Board of Broward County, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting.

Kimberly Bryant presented the item and explained the state's criteria for training providers to remain eligible for WIOA customer referrals.

Rick Shawbell informed the members that Dr. Hepburn, the new superintendent of Broward County Public Schools, was recently appointed to the Board at the meeting on 4/25. Consequently, this item will require a 2/3 vote at the upcoming board meeting.

On a motion by Marjorie Walters and seconded by Heiko Dobrikow, the One-Stop Services Committee unanimously approved current eligible training providers 1) Atlantic 2) McFatter and 3) Sheridan Technical College's continued eligibility status beginning 7/1/24 through 6/30/26.

6. Continued Eligibility for Florida Atlantic University

The committee considered the approval of current ETP Florida Atlantic University's (FAU) continued eligibility status from 7/1/24 through 6/30/26. The State requires that ETPs be renewed every 2 years. FAU has met continued eligibility requirements, including licensure, accreditation, issuance of an industry-recognized credential, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness and to ensure that CareerSource Florida requirements and board-mandated criteria were met. Because Board member Dr. Stacy Volnick is employed by FAU, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting.

Kimberly Bryant presented the item and recommendation. There was no further discussion.

On a motion by Tara Williams and seconded by Cynthia Sheppard the One-Stop Services Committee unanimously approved current eligible training provider Florida Atlantic University's continued eligibility status beginning 7/1/24 through 6/30/26.

7. Continued Eligibility for Eleven (11) Current ITA Providers

The committee considered the approval of current ETPs 1) Academy of South Florida, 2) Broward College, 3) Concorde Career Institute, 4) Florida National University, 5) Florida Vocational Institute, 6) Jersey College, 7) Miami Dade College, 8) PC Professor, 9) Ruby's Academy for Health Occupations, 10) South Florida Academy of Air Conditioning, and 11) Southeastern College's continued eligibility status beginning 7/1/24 through 6/30/26. This is in

accordance with WIOA, which requires providers to be re-evaluated and approved for continuation on the ETP List after their initial year of eligibility. These providers have met continued eligibility requirements, including licensure, accreditation, issuance of industry-recognized credentials, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness to ensure that CareerSource Florida requirements and board-mandated criteria are met for all schools.

Kimberly Bryant presented the item and recommendations. There was no further discussion.

On a motion made by Marjorie Walters and seconded by Cynthia Sheppard, the One-Stop Services Committee unanimously approved eleven current ITA Providers for continued eligibility status beginning 7/1/24 through 6/30/26.

8. Addition of Occupational Titles to the Targeted Occupation List (TOL)

The committee considered the approval of adding 2 occupations to our local TOL 1) Home Health Aide and 2) Personal Care Assistant. Over the year, CSBD receives input from our industry intermediaries, eligible training providers, economists, and employers to evaluate our local TOL. With this input and using labor market analytic tools such as EmployFlorida and Light cast, CSBD staff has been able to establish local demand for both of these occupations and that all Board-mandated criteria have been met for these occupational titles to be added to the TOL for Program Year 23/24.

Kimberly Bryant provided an overview of the information and the research established that these occupations have an entry wage of \$15/hour and more than twenty-five vacant positions.

Rick Shawbell expressed his approval that these two occupations are being recommended for inclusion on the TOL because there is local demand for these jobs.

On a motion made by Heiko Dobrikow and seconded by Marjorie Walters, the One-Stop Services Committee unanimously approved the addition of two occupational titles to the Targeted Occupation List.

REPORTS

1. Individual Training Account (ITA) Provider Performance

CSBD conducted its semi-annual analysis of ITA provider performance and found that 1) South Florida Academy of Air Conditioning's HVAC Maintenance Technician and 2) Sheridan Technical College - Commercial Vehicle Driving/Class A programs did not achieve a 70% training-related employment rate. Per Board policy, we suspended referrals to these programs until performance was met and the schools were notified.

Kimberly Bryant explained that two training programs have been removed from the ITA list as the Board requires when they don't meet the performance threshold. They have the opportunity to submit additional employment information and can be added back to the ITA Provider List when they meet the requirement. Carol Hylton added that programs can be reinstated to the ITA list but only after they demonstrate the minimum 70% training-related placement rate.

Rick Shawbell inquired if the training providers have other training programs on the ITA list that are meeting performance. Kimberly Bryant indicated they do.

2. CSBD Spring Career Fair

CSBD is having our annual Spring Career Fair in May. The career fair will coincide with National Military Appreciation Month. The first hour of the event will be reserved for veterans and family members of veterans. The Save the Date was sent; we currently have 31 registered employers. A job seeker landing page has been launched, and a banner is on our home page. The fair will continue to be marketed to job seekers and employers through social media, our training providers, and advertising in the career centers.

Kimberly Bryant stated the Career Fair will occur on 5/16 from 9 a.m. to 12 p.m. at our South Career Center. The first hour is reserved for veterans to meet with employers as they receive priority of service. She shared that CSBD has partnered with 31 employers such as 1) Lowes 2) Memorial Health Care 3) Department of Corrections and 4) Broward Sherriff's Office.

Rick Shawbell confirmed that he would be there and is excited about it. He added that if there are any other events involving veteran job seekers, to let him know because he would like to be a part of it.

3. Veterans Outreach Video

To increase awareness of CSBD veterans' programs and services CSBD is contracting with BrandStar, one of the companies listed on the recently created videographer vendor list to produce a 3-to-5-minute veterans' video. BrandStar is uniquely qualified to do this as they have a history of working with veterans and veterans' associations. By use of visual storytelling we will be able to convey the range of CSBD services and resources available to Veterans. As services include work-based services, the video will also be useful in working with employers interested in hiring veterans.

Heiko Dobrikow recommended highlighting veteran-friendly employers and veteran community partner organizations in the video. Carol Hylton agreed that we plan to have veteran-friendly employers in the video.

Rick Shawbell stated that the North American Building Trades Union has Helmets to Hard Hats, an online portal where veterans can put their information in and find out what types of jobs are available. This may be another opportunity to get the word out about CSBD's services.

Carol Hylton agreed and stated that staff would contact Helmets to Hard Hats to see if CSBD's name could be added.

4. CSBD and FAU Open House

CSBD and FAU are partnering to host an open house at their Davie Campus on Thursday, May 30, 2024, from 2 p.m. – 6 p.m. The College of Business Executive Education will provide information on how to enroll and meet college entry requirements, and CSBD staff will present our scholarship and WIOA program eligibility requirements. Partnering with FAU allows CSBD to expand awareness of our services and support services to Broward residents.

Kimberly Bryant provided an overview of the information and expressed her appreciation to FAU for partnering with us.

5. Planning for the 2025 Annual State of the Workforce Job Fair

Last month, BWDB Chair Dobrikow convened a kickoff discussion luncheon where local Chambers of Commerce and CSBD were invited to brainstorm ideas about next year's event planned for next January. CSBD will be responsible for the job fair portion of the event. CSBD staff is currently working with the participating Chambers to identify potential venues for consideration in addition to the Greater Ft. Lauderdale Convention Center. Also, local industry associations should be included as hosts for the business breakfast.

Carol Hylton informed the members that we requested contracts for the Job Fair Component from 2 venues. We have a meeting scheduled with the leadership team for 5/20 for follow up.

Rick Shawbell said it was a great success the first time and cannot wait to support this again.

6. Monthly Performance Report

The current performance for the month of March was provided. The data reflects that within the Big 7 Regions, CSBD was in a five-way tie for 1st in WIOA Entered Employment Rate (EER), 1st in Welfare Transition (WT) All Family participation Rate and Two-parent participation Rate, 2nd in Wagner Peyser EER, and in a two-way tie for 2nd in Veterans EER.

Kimberly Bryant reviewed the March performance data with the committee.

Rick Shawbell thanked Kimberly Bryant for the excellent report and congratulated the staff on achieving excellent results.

7. Broward County Unemployment and Economic Dashboard

The unemployment rate in Broward County was 3.2 percent in March 2024. This rate was 0.6 percentage points higher than the region's year-ago rate. In March 2024, Broward County's unemployment rate was 0.1 percentage points lower than the State's rate. Out of a labor force of 1,097,797, up 20,499 (+1.9 percent) over the year, there were 35,320 unemployed Broward County residents. CSBD also created a dashboard for visitors to review the current and historical economic status of Broward County.

Mark Klincewicz highlighted a new dashboard tile, the Broward County Hotel and Lodging Indicator. As Travel and Tourism is one of Broward's major industries, it is an important metric that provides insight on how the local economy is doing.

Heiko Dobrikow thought it was a great addition and expressed his satisfaction with the new dashboard layout displayed on the website.

Heiko asked if there was a way to add a tile showing data for those moving into and away from Broward County. Mark Klincewicz stated that he looked into this with the economist and was unaware of a report that tracks this other than the census; which is lagging data.

Heiko suggested that we contact Sandy McDonald of Broward County and the Real Estate Association to see if this data is available. Carol Hylton said that we will speak with the County and the data person for the State and report back to the Committee.

MATTERS FROM THE ONE-STOP SERVICES COMMITTEE CHAIR

None.

MATTERS FROM THE ONE-STOP SERVICES COMMITTEE

None.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton provided an update on the Summer Youth Employment Program and stated that we are going to have about 1,200 children this summer.

The four industry videos on career paths in 1) healthcare, 2) manufacturing, 3) industry, and 4) marine are in production. Board Member Laurie Wheeler suggested that we focus on Apprenticeship Programs in the marine industry.

She indicated the Board Planning Session was amazing. We had three guests attend 1) Germaine Smith-Baugh, President of the Urban League 2) Jennifer O'Flannery Anderson, President of Community Foundation of Broward County and 3) Joe Cox, President of the Museum of Discovery and Science.

Each guest expressed that they really enjoyed what we did and stated that they are considering inviting other community leaders to their own strategic planning meetings.

About 15 CSBD staff recently volunteered with Habitat for Humanity, and next weekend, we are participating in a 5K Run. Such events help us to stay engaged and give back to the community.

May is Military Appreciation Month and we are highlighting our staff who are veterans on social media.

Heiko Dobrikow requested an update on Talent Forge. Carol Hylton indicated that Talent Forge was a youth work-based learning model that received some initial funding but recently announced they were ending the initiative.

Heiko Dobrikow shared that he attended a business luncheon yesterday, where he heard great things about how our SYEP is well-organized, robust, cost-free for employers, and highly effective. He received several compliments, which made him feel proud as he listened to the feedback. He hopes other entities and organizations will see what we are doing and partner with us on the SYEP.

Rick Shawbell informed the committee that we will need to add a short OSSC meeting on Wednesday, 6/5, at 2:00 p.m. A formal invite will be sent so everyone can add the meeting to their calendar.

ADJOURNMENT – 1:32 p.m.

THE NEXT ONE-STOP SERVICES COMMITTEE MEETING IS ON JUNE 5, 2024.
