M E E T I N G M I N U T E S

BROWARD WORKFORCE DEVELOPMENT BOARD, INC. &

**CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS**

**Partnership Meeting #236**

**Thursday, July 22, 2021**

**Ft. Lauderdale, FL 33309**

**The Board and Council are reminded of the conflict of interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information:   
1) your name and position on the Board 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting whether or not you are able to attend the meeting if you have a conflict with any agenda items.**

**Attendees: Frank Horkey, Tim Ryan,** **Gina Alexis, Gary Arenson, Zac Cassidy, Kristen Cavallini-Soothill, Ben Chen, Mildred Coyne, Heiko Dobrikow, Paul Farren, Cynthia Gaber, Dr. Lisa Knowles, Kevin Kornahrens, Francois LeConte, Dawn Liberta, Ismael Martinez, James Payne, Jim Ryan, Pam Sands, Richard Shawbell, Cynthia Sheppard**

**Guests: Eugen Bold and Jason Kruszka, Broward County Commission Office, Sanjay Deo,** **24By7Security, Cecil Kidd, Florida Vocational Institute, Carlos Rodanes, New Horizions, and Dr. Steve Tinsley, Community and Economic Development in Oakland Park**

**Staff: Carol Hylton, Ron Moffett, Rochelle Daniels, Kim Bryant, Mark Klincewicz, Doug Saez, Rob Evans, Javon Anthony, Christine Azor and Michell Williams**

###### MISSION MOMENT

Sanjay Deo, President and Founder of 24By7Security, provided the mission moment. Mr. Deo, shared his experiences working with CSBD and how we have assisted his business with job postings, finding the right candidates and hiring in specialized fields in IT, Project Management and IT Security. He expressed his appreciation for the CSBD staff and how they helped with preparing grants, conducted background checks and providing customized training for existing employees.

Frank Horkey thought it would be great to use Mr. Deo’s mission moment zoom video from this meeting as advertisement for CSBD.

**PRESENTATIONS**

Presentation of plaque to former Board member, Dr. Steven Tinsley.

Dr. Tinsley thanked the Board for recognizing his nine years of service as a board member and how proud and privileged he was to have been a part of the board and work with the CSBD staff who have such a positive impact on the lives of people in Broward County. Mr. Tinsley stated he looks forward with working with everyone in his new capacity as the Assistant Director of Community and Economic Development for the City of Oakland Park.

Mr. Horkey thanked Dr. Tinsley for his service.

Rochelle Daniels provided training on the composition of local workforce boards and why the membership is so important to the investment of resources.

###### APPROVAL OF MINUTES

Approval of the minutes of 6/24/21 Partnership Meeting #235.

**On a motion made by Gary Arenson and seconded by Pam Sands, the Broward Workforce Development Board, Inc. unanimously approved the minutes of the 6/24/21 Partnership meeting #235.**

### CONSENT AGENDA

**Consent Agenda items are items that may not need individual discussion and may be voted on as one item. Any member wishing to discuss an item may move to have it considered individually.**

**ACCEPTANCE OF CONSENT AGENDA**

**On a motion made by Gary Arenson and seconded by Heiko Dobrikow, the Broward Workforce Development Board, Inc. unanimously approved the Consent Agenda of 7/22/21.**

1. **Committee Summary**

Summary of actions taken at the following meetings:

Employer Services Committee 7/06/21

Audit Committee 7/12/21

Executive Committee 7/12/21

1. **Monthly Performance Report**

May’s data reflects that within the Big 7 Regions CSBD ranks 1st in Wagner Peyser, Veterans and Welfare Transition Program (WTP) Entered Employment Rate (EER), ranks 1st in WTP All-Family Participation and ranks rate 2nd in WIOA Adult and Dislocated Worker EER.

1. **Letters of Support**

Letters of support were written for 1) Berkowitz Pollack Advisors + CPAs’ Quick Response training grant application to assist in the creation of 51 new jobs with an average yearly salary of $85,471 and 2) Stryker Orthopedics’ Quick Response Training grant to assist in the creation of 146 new jobs with an average yearly salary of $102,844. The training will be in Accounting, Audit & Attest Services, Tax, Business and Financial Accounting and robotics design, build and manufacturing processes respectively.

**REGULAR AGENDA**

*These are items that the Council and Board will discuss individually in the order listed on the Agenda. Individuals who wish to participate in these discussions may do so merely by raising their hands during the discussion and being recognized by the Chair. The Chair will determine the order in which each individual will speak and the length of time allotted.*

**NEW BUSINESS**

1. Renewal of Audit Agreement with Anthony Brunson P.A.

Considered the renewal of the agreement between CSBD and Anthony Brunson, PA, at a cost of $33,000 the same fee paid last year for the conduct of the Fiscal Year 20-21 audit. Staff was satisfied with their services last year. This will be the third of four renewals under their contract. Approved at the 7/12 Audit and Executive Committee meetings. (*This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Frank Horkey stated because we do not have a quorum of the council of elected officials, the board will consider the renewal contracts and the elected officials will meet to approve separately or at the next partnership meeting in September.

**On a motion made by Lisa Knowles and seconded by Mildred Coyne, the Broward Workforce Development Board, Inc. unanimously approved the renewal of audit agreement with Anthony Brunson, P.A.**

1. Renewal of External Monitoring Contracts for PY 21 - 22

Considered the renewal of the contracts with Taylor Hall Miller Parker, P.A. (THMP) and Cherry Bekaert, LLP (CB) for PY 21 - 22 program and fiscal year monitoring respectively. The cost of the renewal for 1) THMP for 3 visits at $28,000 per visit will be $84,000 and 2) CB for 3 visits at $22,500 per visit will be $67,500, both at the same cost as last year. Members of the Audit and Executive Committee supported continuing the current number of monitoring visits as it has had a positive effect on improving our performance in State and annual audits. Approved at the 7/12 Audit and Executive Committee meetings. (*This is in alignment with the Board goal to improve the sustainability of the workforce system through increased funding, efficiency, technology, and relevancy.)*

Frank Horkey stated a board member had asked for a review of the number of program and fiscal monitoring conducted each year. During discussion at the Audit and Executive Committee, it was decided to support continuing the current number of monitoring visits as it has had a positive effect on improving our performance in State and annual audits.

**On a motion made by Heiko Dobrikow and seconded by Francois LeConte, the Broward Workforce Development Board, Inc. unanimously approved the renewal of external monitoring contracts for PY 21 – 22.**

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

The Master Agreement between CSBD and the Florida Department of Economic Opportunity requires the governing boards’ annual approval of the 1) one-stop center hours of operation and 2) the CSBD holiday schedule. There are no changes to our hours of operation or our holidays. Approved at the 7/12 Executive Committee meeting. (*This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Frank Horkey explained that this is an administrative item that we are required to inform the State and indicated that there are no changes in hours of operation or the holiday schedule.

**On a motion made by Francois LeConte and seconded by Gary Arenson, the Broward Workforce Development Board, Inc. unanimously approved the one-stop center hours of operation and holiday schedule.**

1. CareerSource Broward Marketing and Communications Plan for PY 21-22

Considered approval of CSBD’s marketing and communication plans for PY 21-22. Each year, CSBD implements targeted and strategic outreach to job seekers, employers, and community stakeholders, through the press, digital, print, and social media, to increase awareness of CSBD services. This year’s strategies include 1) enhanced community outreach 2) educational campaigns 3) targeted marketing to distressed communities and 4) collaboration with core partners, such as industry associations, chambers of commerce, and local municipalities.Approved at the 7/6 Employer Services and 7/12 Executive Committee meetings. (*This is in alignment with the Board goal to maintain our role as workforce development leaders through advocacy by the board, collaboration, and providing information and intelligence to stakeholders with feedback from the community.)*

Carol Hylton explained the marketing and communications plan does incorporate elements from the Board planning session which emphasizes continued outreach in the targeted distressed zip codes. She advised the Employer Awareness and Satisfaction Survey results showed that our social media and digital advertising efforts are reaching employers and job seekers.

Javon Lloyd advised the PY 21-22 marketing and communications plan focuses on recovery efforts, restructuring and resilience when it comes to Broward County’s employers and workforce. The majority of the marketing strategies outlined in the plan target key stakeholder groups. The plan outlines our ongoing efforts to collaborate with core business groups while continuing to leverage our community partnerships in both public and private sectors. The communications department plans to share more testimonials and success stories from our employers and job seeker customers to let the community know the value of our services.

Javon thanked the board members who continue to share our stories, events and initiatives, and show their support in getting the word out to the community. He encouraged everyone to join our social media platforms.

Mr. Horkey explained every two years CSBD does a survey that looks at how we are viewed in the community and ties the feedback to our marketing and communication strategies to ensure we are the premier workforce provider in the community and this plan reflects that.

Gina Alexis applauded the team and stated the plan is solid and excellent. She suggested a way for us to increase our reach in the distressed communities might be to engage influencers in those communities.

Heiko Dobrikow commended the team and leadership on the work they are doing and the indicated that it is evident that CareerSource Broward has grown up.

**On a motion made by Gina Alexis and seconded by Francois LeConte, the Broward Workforce Development Board, Inc. unanimously approved CareerSource Broward’s Marketing and Communications Plan for PY 21 – 22.**

**REPORTS**

1. Hospitality Task Force Survey Results

CareerSource Broward distributed a survey to hospitality workers registered in Employ Florida regarding their intention to return to their jobs. The number of responses was not statistically sufficient to extrapolate reliable conclusions. However, the responses were aligned with the larger FAU study. We, therefore, shared the anecdotal information we collected with the Broward County Tourism Coalition Council on 7/16 to help employers strategize on how to encourage employees to come back to work.

Carol Hylton stated that the anecdotal information we got from the survey lined up with the larger FAU study. We shared both survey results with the tourism council and we are scheduling a follow-up meeting with the taskforce.

Ms. Hylton advised that the strategies of the taskforce are being implemented. She explained one strategy was to take the recruitment events onsite to showcase the property and the perks to the job seekers. Yesterday we held an on-site recruitment event at the Margaretville Beach Resort and it was a success. The Human Resource Director was extremely happy with the applicant turnout and many offers of employment were extended on the spot.

To highlight the youth pipeline strategy she noted Heiko has always been a champion of SYEP as a great way to introduce youth to the industry. The Riverside Hotel has 8 to 10 youth and has already extended a full-time job offer to one of the youth participants and we have several hotels on board with SYEP that are also considering hiring youth.

1. General Fund Balance

On 1/1/21 the General Fund balance was $739,486 which includes the reserves in Chart 1. Since then, we have realized revenues of $212,078, which includes depreciation of $111,511 and expenditures of $124,253 resulting in a balance of $827,311 as of 5/31/21. The General Fund balance available for expenditure is $178,202.

Rochelle Daniels explained the General Fund balance in January was $739,486 and at the end of May it was $827,311. She thanked members of the Audit Committee assisting in the layout of the format of memo for an easier read.

Frank Horkey added of the $827,311, the board has reserved $250,000 for contingency reserve costs and $400,000 for principal payments.

1. Budget vs. Expenditure Report

The Budget vs. Expenditure Report is divided into two charts because some of the funding streams are awarded on July 1st in accordance with the WIOA program year and our other funding streams are awarded on October 1st in accordance with the federal fiscal year. The report identifies some under-expenditure in WIOA largely due to participants staying home during the pandemic. We have budgeted to address the carry forward into the new program year. All other funding streams are on target.

Ms. Hylton stated the first chart included WIOA youth and explained that some carry forward was anticipated. To increase spending, during the renewals of the youth contracts we added a new recruiter and master tutors to assist youth with completing their studies. We have spoken to Board member, James Payne, about adding a small in-school youth employability skills WEX program for high school seniors and plan to bring that forward to the One Stop Services Committee at their next meeting.

The second chart is at 67% of the year. While veteran spending is a little at 53% of the year, the State has extended these funds until December and we will be able to expend them.

1. Cherry Bekaert, LLP Fiscal Monitoring Report #2 PY 20-21 Issued 4/21

Cherry Bekaert conducted fiscal monitoring for the period 10/1/20 through 2/28/21. Cherry Bekaert reviewed a total of 936 elements during the review period. There were no findings and 1 observation. Based upon the total elements reviewed, this was a 0% error rate.

Frank Horkey combined report items numbers 4 to 8 of the agenda in providing overall comments. He stated staff is doing an amazing job with a zero error rate on some reports and/or less than 1% on the others.

He congratulated the staff on their excellent work. He informed the board that in the Executive meeting there was discussion on doing an ice cream social to acknowledge staff. Carol and her team are planning these events and he would like board members to attend if possible to show their support and appreciation to the staff and the job they are doing.

Mr. Arenson offered his congratulations to staff as well.

1. Department of Economic Opportunity Fiscal Monitoring Report Issued 3/31/21

The Florida Department of Economic Opportunity issued their 2019-2020 Financial Compliance Monitoring Report on 3/31/21 for the period 4/1/19 through 3/31/20. There were zero (0) findings, non-compliance issues or observations. There was 1 technical assistance item.

1. Taylor Hall Miller Parker, P.A. Program Monitoring Report #1 – PY 20-21 – Issued 2/21

Taylor Hall Miller Parker conducted program monitoring for the period 7/30/20 through 11/19/20. They reviewed a total of 179 files consisting of 7,633 elements. There were 4 findings and 3 observations. This equates to an error rate of (.05%) less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

1. Taylor Hall Miller Parker, P.A. Program Monitoring Report #2 – PY 20-21 – Issued 4/21

THMP conducted program monitoring for the period 11/19/20 through 02/26/21. They reviewed a total of 181 files consisting of 7,089 elements. There were 20 findings and 9 observations. This equates to an error rate of (.28%) less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

1. Department of Economic Opportunity Program Monitoring Report Issued 3/31/21

The Florida Department of Economic Opportunity issued their Program Monitoring Report on 3/31/2021 for the period 4/1/19 through 3/31/20. They reviewed a total of 218 files consisting of 5,852 elements. There were 9 findings and 7 non-compliance issues. The findings equate to an error rate of (.27%) less than 1%. All findings and non-compliance issues were corrected except where cases were closed and the observations were addressed. Our Corrective Action Plan was accepted on 4/30/21.

1. Report on Technology and Construction Industry Employer Forums

CSBD held two virtual employer forums for 1) the technology industry on 5/19 and 2) the construction industry on 5/26 to better understand the impacts of the COVID-19 pandemic. Each forum had a guest speaker, followed by a panel discussion and open dialogue, allowing for those in attendance to participate and share their experiences and insights. Based on the information shared at the forums, we developed specific strategies and action steps to assist employers in each of these targeted industries.

Ron Moffett explained we held two virtual employer forums that identified skills gap and hiring needs in each of these two industries. CSBD shared information with the employers about the services we provide. We are also sharing the information that was gleaned from the industry forums with our eligible training providers. Lastly, he thanked the Board members who attended the forums for their support.

Dr. Ben Chen commented that although construction, in general, did well during the pandemic, he stated there are a few places that are still struggling and having ongoing issues, like New York with over 10 % reduction.

1. Broward County Unemployment

The unemployment rate in Broward County was 5.7 percent in June 2021. This rate was 8.3 percentage points lower than the region’s year ago rate. In June 2021, Broward County’s unemployment rate was 0.4 percentage point lower than the national rate (6.1 percent). Out of a labor force of 1,055,676, there were 60,664 unemployed Broward County residents.

Carol Hylton shared the latest on employment data released by DEO, showing that in Broward County there was a slight increase to 5.7 percent unemployment. The leisure and hospitality industry gained jobs over the year with 16,600 jobs. Fort Lauderdale, Deerfield, Pompano Beach and the metro division had the second largest annual job growth rate compared to all metro areas, including the state, in leisure and hospitality.

She noted that DEO indicated during their press conference that it is too early to tell if reinstating the work search requirements and cutting off the federal unemployment benefits has driven more people to the workforce. She explained that this is because the data is always one month behind and in June the waivers were still in effect. DEO also indicated they continue to see an increase in online job ads, which is an indicator that businesses are growing and are adding jobs to their payroll.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

None

MATTERS FROM THE BOARD

Heiko Dobrikow thanked Tony Ash and CSBD staff for being actively engaged and helping in the tourism industry and the Broward County Coalition Council meetings, and thanked Carol for finding individuals to join.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton thanked Heiko Dobrikow for his help in the hospitality industry.

She shared the first edition of the CSBD newsletter was launched this week and it highlights our customer success stories on both the employer and jobseeker side. The newsletter will be shared with our community partners and local municipality public information officers so people can see who we are and what we do.

Rick Beasley, Executive Director, CareerSource South Florida invited Carol to the presentation of the new fiscal / benefit cliff planner tool developed by the Atlanta Federal Reserve. It’s an interactive financial planning tool designed to inform individuals about the “cliff” and how public assistance benefits are affected by an upward career path. Carol indicated that it’s important for people to understand where they are on the public assistance spectrum, when their benefits might be affected due to increased income and what that will look like in terms of their overall financial picture.

She stated this is our last meeting of the summer and took a moment to thank the governing boards for all of their support throughout the year.

Ms. Hylton acknowledged the management team and staff at the administrative office and career centers for the excellent job they have done over the year.

Dr. Lisa Knowles commended Carol, the CSBD team and board members for all that we have accomplished.

ADJOURNMENT: 1:12 pM

***THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEDULED FOR 9/23/21 AT 12:00 P.M.***