MEETING MINUTES

BROWARD WORKFORCE DEVELOPMENT BOARD, INC. &

**CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS**

##### Partnership Meeting #237

**Thursday, September 23, 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: Mayor Josh Levy, Commissioner Tim Ryan, Mayor Dean Trantalis, Gina Alexis, Gary Arenson, Zac Cassidy, Kristen Cavallini-Soothill, Dr. Ben Chen, Heiko Dobrikow, Paul Farren, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Francois Leconte, Dawn Liberta, Ismael Martinez, James Payne, Jim Ryan, Pam Sands, Richard Shawbell, Cynthia Sheppard, and Marjorie Walters

Guests: Lynn Goldman, Broward Technical Colleges & Technical High Schools, Joe Schumacker, SpareZ, Jason Kruszka, and Eugen Bold, Office of Broward County Commissioner

Staff: Carol Hylton, Rochelle Daniels, Ron Moffett, Mark Klincewicz, Kim Bryant, Tony Ash, Latema King and Amy Winer

**MISSION MOMENT**

Joseph Schumacker, owner of SpareZ Bowling Center and a worksite partner in the Summer Youth Employment Program, provided the Mission Moment.

###### APPROVAL OF MINUTES

Approval of the minutes of 7/22/21 Partnership Meeting #236.

**On a motion made by Gary Arenson and seconded by Heiko Dobrikow, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the minutes of the 7/22/21 Partnership meeting #236.**

Approval of the minutes of 8/6/21 CSBD Council of Elected Officials Meeting.

**On a motion made by Mayor Josh Levy and seconded by Mayor Dean Trantalis, the CareerSource Broward Council of Elected Officials unanimously approved the minutes of the 8/6/21 CSBD Council of Elected Officials meeting.**

### 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 Dr. Ben Chen and seconded by Gary Arenson, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of 9/23/21.**

1. **Monthly Performance Report**

July’s data reflects that within the Big 7 Regions CSBD is tied for 1st in WIOA Entered Employment Rate (EER), ranks 1st in WTP EER, and ranks 2nd in Wagner Peyser and Veterans EER.

1. **Letters of Support**

Letters of support were written for 1) Broward College’s Critical Occupations Response through Education - Life Sciences training grant to provide short-and long-term certifications for middle skill occupations 2) Ocean Air, Inc., Quick Response Training (QRT) grant application to assist in the creation of 6 new jobs in Microsoft Suite, ISO training overview and IT skills operational upgrade training with an average annual salary of $75,000 and 3) Sintavia, LLC., QRT grant application to assist in the creation of 50 new jobs with an average annual salary of $80,000. The training will focus on core competencies of additive manufacturing with a combination of technical, project management, and service training.

**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 hand 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. Revision to the BWDB By-Laws

Considered adoption of amendments to the By-Laws occasioned by new State policies and legislation. The By-Laws amendments address member terms, reinstates the Organizational Resources Committee as an Ad Hoc Committee to be called for specific purposes when needed, describes officer and committee responsibilities, nominations procedures, meetings requirements, conflict of interest requirements, and incorporates some BWDB practices not previously set forth in the By-Laws. Approved at the 8/27 Ad hoc Organizational Resources and 9/13 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.)*

Rochelle Daniels gave an overview of the amendments to the By-Laws. She told the governing board members that the new language in the By-Laws in blue meant the change was related to a legislative or State policy requirement.

Some of the items highlighted were:

* The requirement is that new members receive an orientation within the first six months of their appointment.
* Those individuals nominated to the Board be decision-makers within their organizations.
* That Board members be representative of the demographics of Broward County.
* The reset of members’ fixed and staggered terms. All appointments will now be in January, which will result in all members being reappointed 1/1/22 for a 1 or 2-year term.
* Members will be eligible for reappointment for up to 8 years.
* Per State guidance, vacancies will need to be filed within 12 months.
* Officers’ terms will be to serve for 2 years instead of 1 year and may serve for 2 non-consecutive 2-year terms.
* Setting the Board quorum at 40%.
* The requirement for members to join a committee.

Ms. Daniels also reported that the Ad Hoc Committee, at its 8/27 meeting, asked staff to track member attendance at the beginning and end of our meetings and to report back to the committee after a year and if indicated the number required to meet quorum could be reconsidered.

Gary Arenson inquired if we need to send our updated By-Laws to the State. Ms. Daniels responded that it is not required and we do not need State approval.

Mayor Levy asked Ms. Daniels if the By-Laws comply with all State and Federal rules. Ms. Daniels responded yes. Mayor Levy stated that the By-Laws are very detailed and constructive. He further thanked everyone who worked on them.

**On a motion made by Francois Leconte and seconded by Heiko Dobrikow, the Broward Workforce Development Board, Inc. unanimously approved the revisions to the Board By-Laws.**

**On a motion made by Mayor Josh Levy and seconded by Mayor Dean Trantalis, the Council of Elected Officials unanimously approved the revisions to the Board By-Laws.**

1. Management Study/Organizational Assessment

Considered issuing a request for quotes for a management study. Commissioner Ryan suggested that CSBD consider engaging a firm to conduct an organizational assessment that could provide current management and the governing boards with some fresh perspectives on existing practices. We have received approval from the State to conduct the study up to a cost of $50,000. The Ad Hoc Organizational Resources Committee recommended that the President/CEO be able to expand the study as long as there was no increase to the cost, if additional areas were identified as appropriate to the study. One of the areas suggested was methodologies for allowable fundraising activities. Upon approval, an RFQ will be released in October. We will allow 30 days for the responses. Approved at the 8/27 Ad Hoc Organizational Resources and 9/13 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.)*

Ms. Hylton reviewed the four areas of focus for the study. They were 1) our operations and human resource functions to determine changes needed based on lessons learned from the pandemic 2) whether the functions and staff in the Communications and Business Relations Dept. should be separated, and if yes, how the key decision-making, communication, and control relationships will be assigned 3) whether the functions and people assigned to the various youth programs should be all be housed in the Operations Department 4) are there functions within the Finance Department that can be streamlined and/or outsourced (such as special grants and participant payroll), resulting in cost efficiencies including through technology and software solutions.

Commissioner Ryan stated as we move forward the areas of the study could change. He inquired if we have some flexibility with the RFQ to study some other areas. Ms. Hylton stated if the entity procured to conduct the study brings up additional areas of focus, and there is no increase to the cost of the study, we could expand the study.

**On a motion made by Commissioner Tim Ryan and seconded by Gary Arenson, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the Management Study/Organizational Assessment.**

1. The Greater Fort Lauderdale Alliance (GFLA) Economic Sourcebook Ad

Considered approval of the placement of an ad in the GFLA 2022 Economic Sourcebook to increase employer awareness of our business services. The cost of the ad is $3,823. GFLA is a partner in the Sourcebook and will realize about $380 from the ad. Because Board member, Bob Swindell, represents GFLA, a 2/3 vote of the Board members present at a meeting with an established quorum is required. Approved at the 9/1 Employer Services and 9/13 Executive Committee meetings. (*This is in alignment with the Board goal to encourage employers by engaging and identifying their needs, and educating and connecting them to the workforce system to produce innovative workforce solutions.)*

Heiko Dobrikow declared a conflict of interest for this item as he is on the Board of the GFLA. He abstained from voting and will be required to submit a conflict of interest form.

Mayor Dean Trantalis declared a conflict of interest for this item as he is on the Board of the GFLA. He abstained from voting and will be required to submit a conflict of interest form.

It was noted that Bob Swindell had a conflict of interest for this item as he is employed by the GFLA. He was not in attendance but will be required to submit a conflict of interest form.

**On a motion made by Zac Cassidy and seconded by Gina Alexis, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the GFLA Economic Sourcebook Ad by a 2/3 vote of the seated quorum.**

1. WIOA In-School Youth Work Experience Program

Considered approval of allocating up to $500,000, which includes youth wages in WIOA youth funds for an In-School Youth program, to provide up to 100 high school seniors with employability skills and a work experience related to their career interests to begin in January 2022. Per Executive Committee recommendation juniors who are now seniors that participated in the 2021 CSBD summer program will be advised of the opportunity to apply once a provider(s) is selected. We are in the process of developing quote specifications. Approved at the 9/9 One Stop Services and 9/13 Executive Committee meetings. *(This is in alignment with the Board 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, older workers and ex-offenders).*

Ms. Hylton stated that the providers selected to deliver the program would have to be able to enter on school premises to recruit the youth.

Mr. Horkey inquired if this is an “earn while you learn” program like an apprenticeship where the employer pays or are we paying the youth? Ms. Hylton responded that we will pay the youth’s wages.

Francois Leconte asked if this will include charter schools or is it just public schools. Ms. Hylton responded that it can be for both charter and public schools.

**On a motion made by Heiko Dobrikow and seconded by Francois Leconte, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved allocating up to $500,000 in WIOA youth funds for an In-School Youth Work Experience Program.**

**REPORTS**

1. Summer Youth Employment Program (SYEP) Report

On 8/17, the Children Services Council of Broward County (CSC) concluded their annual financial and administrative review of the CSC-funded Summer Youth Employment Program. Based on the review, CSBD was commended for no findings in the Fiscal and Administrative Review report.

1. Individual Training Account (ITA) 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 all training providers met the placement threshold.

1. CSBD Invited to Participate in Broward County Transit System-Wide Study

CSBD has been invited to participate on the Project Advisory Group to provide input to the Transit System-Wide Study team on macro-level policy issues, including considerations for near-term and long-range transportation goals for Broward County.

1. cTORQ Assessment Software to Assist Job Seekers

CSBD utilizes cTORQ software in the career centers to assess job seekers skills applicable to in-demand jobs to help workers transition from unemployment to reemployment and to assist in making career decisions when enrolling into ITA programs. As the current contract expired, CSBD sought quotes for similar types of software. Quotes were received from two (2) other vendors. cTORQ was the least expensive at a cost of $31,000 a year for an unlimited number of licenses and best meets the needs of our customers. Note, cTORQ was acquired by new owners last year. They offered us the software at $23,000 an $8,000 discount over the cost of $31,000 paid in prior years to encourage us to continue as customers. The discount is no longer available. This is being reported in accordance with our board policy to report single purchases over $10,000.

1. Qualtrics Survey Software

CSBD utilizes Qualtrics, which is an online survey software, to obtain feedback from job seekers, employers, partners, staff, and board members. Upon expiration of the current contract and in accordance with our procurement policy, CSBD sought quotes for survey software. CSBD received four (4) quotes. Qualitrics was the least expensive at $15,000 a year, which is the same cost as in prior years. This is being reported in accordance with our board policy to report single purchases over $10,000.

1. eSkill Software to Assist Job Seekers

eSkill is a type of software CSBD utilizes to assess participants to assist with career decisions, to develop skills and for employer applicant screening. Upon expiration of the current contract and in accordance with our procurement policy, CSBD sought quotes for similar assessment software. CSBD received two (2) quotes. eSkill is at a cost of $15,000 a year, which is the same as in prior years, was the least expensive and best meets the needs of our customers. This is being reported in accordance with our board policy to report single purchases over $10,000.

Gina Alexis inquired as to what kinds of skill assessments besides software-related are available? Kim Bryant responded that eSkill goes well beyond Microsoft, and QuickBooks. She explained that there are hundreds of job-based assessments and provided some examples, such as Certified Nursing Assistant. Ms. Alexis stated that she has talked to small employers about our services. She knows of a small business looking for cleaning crews. She stated that even though it is a low-skill job in terms of qualifications the employer is still having difficulties with getting workers. She noted that they need assistance. Ms. Hylton responded that we can connect the employer with Tony Ash who can assist them with our On-the-Job Training program.

1. Broward County Unemployment

The unemployment rate in Broward County was 4.9 percent in August 2021. This rate was 4.6 percentage points lower than the August 2020 rate. In August 2021, Broward County’s unemployment rate was 0.4 percentage point lower than the national rate (5.3 percent). Out of a labor force of 1,054,310, there were 51,894 unemployed Broward County residents.

Ms. Hylton mentioned that in conversations with the State, the State has indicated that more people are coming back to work. However, more people are also leaving their jobs. Ms. Hylton pointed out that hospitality was the second-fastest in growth.

Dr. Ben Chen inquired if we knew which businesses are losing the most people. Ms. Hylton stated that she did not have that answer, but people leaving their jobs are up from 6%. She further stated that she will contact the state to see if we can get the analysis and if so, we will send it to the board.

Zac Cassidy stated that people are leaving electrical jobs for out-of-state jobs paying more than $30 an hour, getting per diem, and bonuses daily by just showing up on time.

Cynthia Sheppard also added that preschools have taken a nosedive with no staff. There is a waiting list for childcare because teachers are leaving for more money.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

Mayor Trantalis inquired if we are considering going back to in-person meetings. He asked if we are not coming back in person could we change the time of the meetings. Ms. Hylton indicated that we would like to have our first in-person meeting in October. We will offer a call-in or Zoom for members not ready for in-person meetings as an option and take precautions in alignment with CDC guidelines.

Mayor Levy mentioned that we originally moved our meeting from first thing in the morning to lunch because the mayors had a conflict with the Tourist Council meeting.

**On a motion made by Mayor Josh Levy and seconded by Francois Leconte, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved meeting in person starting 10/28.**

MATTERS FROM THE BOARD

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton stated that September is Workforce Development Professional’s Month. We are recognizing and honoring the contributions of our workforce professionals. Ms. Hylton noted that we have identified a workforce professional of the year and will schedule them to attend a future board meeting.

To celebrate our staff for their hard work and dedication and our clean monitoring reports, the board approved ice cream socials at each of our centers. We have done two already. Frank Horkey added that the staff appreciated seeing board members at the events.

Pam Sands mentioned that she will be at the South Center location and thanked the staff for a job well done. Dr. Knowles said that she is looking forward to the ice cream social at the South Center as well.

Ms. Hylton stated that she would send out the date and time to the board again for anyone who wants to participate in the ice cream socials.

Ms. Hylton thanked the governing boards for their time and guidance, which continues to drive our organization forward.

ADJOURNMENT: 1:12 pm.

***THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEDULED FOR 10/28/21 AT 12:00 P.M. to 2:00 P.M.***