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**Broward Workforce Development Board**  
**Executive Committee**  
Monday, October 11, 2021  
12:00 Noon – 1:30 p.m.

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Zoom Meeting ID: 843 6338 8492  
Zoom Password: 081953  
Zoom Call in: +1 646 876 9923

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

### **MEETING MINUTES**

Attendees via zoom/phone: Gary Arenson, Zac Cassidy, Dr. Ben Chen, Frank Horkey, Jim Ryan, Kevin Kornahrens, Rick Shawbell, and Marjorie Walters.

Staff: Carol Hylton, Rochelle Daniels, Ron Moffett, and Amy Winer.

#### **APPROVAL OF MINUTES**

Approval of the Minutes of the 9/13/21 meeting.

**On a motion made by Gary Arenson and seconded by Dr. Ben Chen, the Executive Committee unanimously approved the minutes of the 9/13/21 Executive Committee meeting.**

#### **NEW BUSINESS**

##### **1. 2022 BWDB Legislative Agenda**

We align our workforce legislative agenda with that of the Florida Workforce Development Association (FWDA). This year, the FWDA is not recommending adopting an agenda and instead, members are encouraged to make concerted efforts to become better known to their legislative delegations. This is something that we have always done. We have a number of ideas for better educating our delegation. There are also some concerns we have surrounding HB 1507 implementation and we are recommending coordination with our CSBD Council member lobbyists to assist in providing input to the bill's implementation. Considered approval of 1) legislative strategies and 2) coordination with our CSBD Council member lobbyists to assist in providing input to the implementation of HB 1507. Approved at the 10/5 Strategic Planning Committee meeting.

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Carol Hylton stated that the FWDA lobbyist recommends that the FWDA members refrain from adopting a formal agenda. They are recommending that the boards visit their local delegations to get to know them better.

Ms. Hylton indicated that we currently provide our legislative delegation with our info-graph and newsletter. She discussed the various strategies outlined in the memo.

Ms. Hylton also informed the committee of the two areas of concern surrounding HB 1507 implementation 1) the no wrong door policy and 2) local board report cards.

The No Wrong Door Policy may allow local partners to enroll individuals into the WIOA program and also obligate our funds. One way of addressing this is to provide sufficient funds to outstation individuals trained with respect to the WIOA requirements by CSBD. Another way would be to enhance technological connections that would virtually bridge the customer wherever they are with our one-stop centers.

For the letter grade we are recommending they be aligned with our federal performance measures as we are accountable for those performance measures. Ms. Hylton further noted that Marty Coley, our lobbyist, indicated that she spoke with Katie Crofoot, the new director of the REACH Office, who has indicated she will be seeking local workforce board's input.

Frank Horkey stated that the application of the letter grades is complicated. He expressed they can't grade the boards all the same due to the vast differences in the size of budgets among the small, medium and large regions. Ms. Hylton agreed.

**On a motion made by Dr. Ben Chen and seconded by Gary Arenson, the Executive Committee unanimously approved the 2022 BWDB Legislative Agenda including 1) legislative strategies and 2) to coordinate with our CSBD Council member lobbyists to assist in providing input on the implementation of HB 1507.**

## **2. Board Member Terms**

Considered approval of the Ad Hoc Organizational Resource Committee's (ORC) recommendations on how best to implement the new state requirement limiting board member terms to 8 years. The Committee approved 1) implementing a rotation of 25% of the membership every 2 years to avoid having to appoint a new board every 8 years and 2) that the members' rotation be determined in the following order attrition, volunteers, and random selection. The rotation schedule, if approved, by the governing boards will begin with the reappointment of members in January, 2022.

Mr. Horkey stated that if a member resigns in the middle of their term that the new person's appointment will only be until the end of the prior member's term. Ms. Daniels stated that Mr. Horkey's understanding is correct.

Dr. Chen asked Ms. Daniels if she ran this by the State for approval. Ms. Daniels responded that State approval is not required.

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**On a motion made by Dr. Ben Chen and seconded by Jim Ryan, the Executive Committee unanimously approved the Board member terms.**

### **3. President/CEO Evaluation**

In accordance with the Broward Workforce Development Board, Inc. and CareerSource Broward Council of Elected Official's policy, the Executive Committee evaluated the President/CEO using an instrument developed by the Organizational Resources Committee. The evaluation instrument was distributed to the Executive Committee members by the Legal Department in August. The scores have been tabulated and averaged.

Ms. Daniels reported that per our custom she sent the Executive Committee members the evaluation instrument, along with a copy of the Milestones Report, and the Milestones video shared during the annual Planning Session. We received the evaluations back from all but one member. Ms. Hylton's overall score was a 3.9 and Executive Committee members' comments lauding Ms. Hylton for the excellent job she is doing is included in the memo summarizing the scores in your Agenda.

Mr. Horkey congratulated Ms. Hylton on her excellent job and inquired whether as to whether her contract needs to be renewed. Ms. Daniels responded that we do not need to renew her contract. The process is that the Executive Committee reviews and makes a recommendation regarding the Executive Director's salary which is then submitted to the governing boards for their consideration and approval.

Mr. Horkey asked whether Carol would be more comfortable leaving the room during the discussion and she agreed and stepped out so that the members could freely consider this item.

Mr. Zac Cassidy inquired if there was a set standard of compensation for the President's position. Ms. Daniels advised that the Federal Cap was \$193,700 however the board had the ability to make a recommendation above the cap and use non-federal funds to pay for the increase. Mr. Arenson inquired what Ms. Hylton was currently making. Ms. Daniels stated that her current salary \$200,000. Ms. Daniels added that when Mason Jackson retired he was making about \$225,000. Mr. Horkey stated that a couple of years ago we did a survey of other boards and they were paying their Presidents more money than we were paying Mr. Jackson.

Dr. Chen inquired if we have increased the staff's salary? Ms. Daniels responded that staff can be awarded a 3% merit increase annually. However it is the intent of management to bring staff compensation to the board as we have not done so in a couple of years.

Mr. Cassidy stated that Ms. Hylton has been working here for many years and is doing an excellent job and recommended increasing Ms. Hylton's salary to \$225,000.

Dr. Chen asked about Ms. Hylton's fringe benefits. Ms. Daniels stated that she gets the same benefits as staff, as well as the ability to carry forward some more PLT hours than the staff and gets a slightly higher contribution to the retirement account. Dr. Chen asked

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whether she gets a car allowance. Ms. Daniels responded, no and that we are not allowed to pay for a car allowance.

Mr. Jim Ryan inquired as to the size of our organization. Ms. Daniels responded that we have approximately 200 staff including our One-Stop Centers and a budget of about \$22,000,000.

Mr. Kevin Kornahrens inquired about the pay for the Miami Dade and Palm Beach presidents. Ms. Daniels that the South Florida Board director was paid \$235,000 and the previous Palm Beach Director was also paid at a similar rate however after some audit issues they now have a new director and we don't know the exact amount of her salary.

Mr. Horkey stated that we did a survey a couple of years ago, and the president's salary is still substantially lower than the other boards and we are the second-largest board in the state. Ms. Daniels reported that we reviewed other organizations such as the Early Learning Coalition and Children's Services Council whose directors' salaries are higher and that she could speak to advise the elected officials before the Board meeting regarding the decision made at the Executive Committee meeting.

Mr. Cassidy stated that Ms. Hylton deserves to be at where Mr. Jackson was when he retired as she is doing a great job and reiterated that he was recommending her salary be increased to \$225,000.

**On a motion made by Zac Cassidy and seconded by Rick Shawbell, the Executive Committee unanimously recommended that Ms. Hylton's salary be increased to \$225,000.**

Ms. Hylton was asked come back into the room and Mr. Horkey shared the committee's recommendation with Ms. Hylton. Ms. Hylton thanked the committee for their support and all their kind words.

#### **4. Request for Quotes for an Economic Study**

Considered approval to release a Request for Quotes for up to \$25,000 of formula funds for an economic study to augment the economic data we get from the State and the Greater Fort Lauderdale Alliance. The information gained will 1) assist us in better localizing our labor market information to guide our resource investment recommendations for our Four-Year Plan 2) help us assess economic conditions in our workforce area 3) assess our workforce capabilities as this is a fundamental driver of local economic development and will help us work with our education partners in identifying training for emerging jobs, thereby expanding the supply of prepared workers 4) answer board member questions, such as occupations seeing the most worker attrition and 5) provide us with information specific to our area, which we often need when we pursue discretionary grants. Approved at the 10/5 Strategic Planning Committee meeting.

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Mr. Horkey inquired if this would be paid for out of grant funds. Ms. Hylton responded, yes and explained we want to focus on the needs of the community and develop the most impactful solutions possible. She noted that the timing is right to do the study so the data can be used to inform our four-year workforce plan required by the state.

Mr. Horkey stated his approval of this initiative and explained that the results from the RFQ rating committee will be brought to the Ad Hoc Organizational Committee.

**On a motion made by Dr. Ben Chen and seconded by Gary Arenson, the Executive Committee unanimously approved releasing a Request for Quotes for up to \$25,000 for an Economic Study.**

#### **5. Renewal of MOU Between CSBD and the Urban League of Palm Beach County**

Considered the renewal of the Memorandum of Understanding with the Urban League of Palm Beach County (ULPBC) as required under the Workforce Innovation and Opportunity Act. ULPBC became a mandatory one-stop partner when they were awarded a Title V Senior Community Services Employment Program discretionary grant by the US Department of Labor.

Mr. Moffett stated that this is a standard renewal for a mandatory partner.

**On a motion made by Gary Arenson and seconded by Rick Shawbell, the Executive Committee unanimously approved the renewal of the MOU between CSBD and the Urban League of Palm Beach County.**

#### **6. Opportunity Zone On the Job Training (OJT) Wage Reimbursement Waiver Request**

CareerSource Broward sought approval to engage in a discussion with the Florida Department of Economic Opportunity to request a waiver from the US Department of Labor. To increase our OJT wage reimbursement rate from 75% to 90%. The waiver would apply to 1) employers in an Opportunity Zone or distressed zip code and 2) employers willing to hire and train participants that reside in these targeted areas. Approved at the 9/1 Employer Services Committee meeting.

Mr. Moffett stated that this is to assist with the recovery of our distressed zip codes. He indicated that we want to increase our OJT wage reimbursement rate from 75% to 90% for employers located in or who are willing to hire and train customers from distressed zip codes.

Mr. Horkey inquired as to how long the training period is. Ms. Hylton responded that training could be up to 6 months. Mr. Horkey further asked if we have the money to do this. Mr. Moffett stated, yes. Mr. Shawbell inquired if there was a participant cap. Ms. Hylton added that we initially limit new employers to 10 participants to establish performance with retention.

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**On a motion made by Rick Shawbell and seconded by Jim Ryan, the Executive Committee unanimously approved CSBD to discuss with DEO the Opportunity Zone OJT Wage Reimbursement Waiver Request.**

## **REPORTS**

### **1. CareerSource Broward's 2021 "Paychecks for Patriots" Veterans Hiring Fair**

CareerSource Broward will host its 9<sup>th</sup> annual "Paychecks for Patriots" Veterans Hiring Fair on Thursday, November 18<sup>th</sup> as part of an initiative by the Florida Department of Economic Opportunity to hold veteran-themed hiring events across the state during the month of November. Due to the Pandemic, last year's event was 100% virtual. We are excited to welcome job seekers back to this year's event as we offer a combination of in-person and virtual experiences.

Mr. Horkey suggested that committee members should attend the "Paychecks for Patriots" event if they are available. Mr. Horkey stated that he has in the past and that this is a very good event.

Ms. Hylton stated that we are looking to secure space for the event. Currently, we have twenty employers signed up. The event will be held as a hybrid event.

## **MATTERS FROM THE EXECUTIVE COMMITTEE**

Mr. Cassidy inquired if staff receives holiday bonuses? Ms. Hylton advised that we do not give out bonuses. Mr. Cassidy asked if we can provide bonuses.

Ms. Daniels responded yes, we would have to report it to the state and place it on our website. Mr. Frank Horkey said that this can be an option if we are unable to get the compensation study.

Mr. Cassidy stated that since our performance is always above and beyond he would like to see this happen if the money is available. Mr. Arenson stated he agrees with this proposal.

Mr. Cassidy asked if we can bring this to the October or November meeting. Mr. Horkey responded that we should wait to see if we can get the compensation study back first.

## **MATTERS FROM THE FLOOR**

None

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## **MATTERS FROM THE PRESIDENT/CEO**

Ms. Hylton advised that we would like to schedule the next Executive Committee meeting for 11/30.

Mr. Horkey stated that he is available 11/17, 18 or 19 for the Ad Hoc Committee and also on 11/30 for the Executive Committee meeting. Ms. Hylton indicated that we will send out a “save the date” for the Executive Committee meeting.

Ms. Hylton informed the Committee members that Josie Bacallao has resigned from the Board as she is retiring from Hispanic Unity.

**ADJOURNMENT: 1:14 pm**

**THE NEXT EXECUTIVE COMMITTEE MEETING IS SCHEDULED FOR NOVEMBER 30, 2021**