



**Broward Workforce Development Board  
Executive Committee**

**Monday May 13, 2019  
12:00 Noon – 1:30 p.m.**

**Call In Number: (888) 585-9008  
Passcode: 219-169-288**

**A G E N D A  
CAREERSOURCE BROWARD**

**2890 West Cypress Creek Road – Main Conference room, Ft. Lauderdale, FL 33309**

**The Committee is reminded of 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.**

**SELF-INTRODUCTIONS**

**APPROVAL OF MINUTES**

Approval of the Minutes of the April 16, 2019 Executive Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Minutes

**Pages 7 – 13**

**NEW BUSINESS**

**1. Work Experience Contract with Jewish Adoption and Foster Care Options (JAFCO)**

Consideration to approve a Workforce Innovation and Opportunity Act (WIOA) work experience contract with JAFCO for Program Year (PY) 19-20. While we do not know the exact number of work experience customers JAFCO will take, we do not anticipate the non-financial contract amount will exceed \$24,000. As Ron Moffett, Senior Vice President of Operations is related to JAFCO's site director, this recommendation will require a 2/3 vote of the Board members present with an established quorum at the Board meeting. Approved at the 5/7 One Stop Services Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #43 – 18 (OPS)

**Page 14**

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**2. Work Experience Contract with Early Learning Coalition, Inc. (ELC)**

Consideration to approve a WIOA youth work experience contract with the ELC for PY 19-20. While we do not know the exact number of work experience customers ELC will take, we do not anticipate the non-financial contract amount will exceed \$24,000. Because Mason Jackson, President/CEO of CSBD serves on the ELC Board, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at the Board meeting. Approved at the 5/7 One Stop Services Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBITS**                    Memo #44 – 18 (OPS)

**Page 15**

**3. Work Experience Contract with Broward Education Foundation (BEF)**

Consideration to approve a WIOA youth work experience contract with the BEF for PY 19-20. While we do not know the exact number of work experience customers BEF will take, we do not anticipate the non-financial contract amount will exceed \$24,000. Because Frank Horkey, a member of the Broward Workforce Development Board (Board) is also the Chair of the Board of Directors for the BEF this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at the Board meeting. Approved at the 5/7 One Stop Services Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #45 – 18 (OPS)

**Page 16**

**4. PY 2019 – 2020 Preliminary Budget**

Consideration to approve the PY 2019-20 preliminary budget. The Preliminary Budget being presented reflects a minimal decrease of 0.35% in formula and carryforward funds. The total amount of formula and carryforward that we project to be available in PY 19-20 is \$21,156,456 as compared to \$21,230,997 actual in PY 18-19. The budget continues to emphasize investments in customer training and getting unemployed people back to work and, aligns with WIOA and achieving Board strategic initiatives and key business results. Reviewed at the 5/7 One Stop Services Committee meeting.

**RECOMM**                      Presentation and Discussion  
**ACTION**                      **No vote at this time**  
**EXHIBIT**                      Memo #06 – 18 (FS) Revised

**Pages 17 – 24**

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**5. Acceptance of Additional Welfare Transition Program (WTP) Funds**

Consideration to accept an additional \$226,037 in WTP funds. These funds will be used to help Welfare Transition customers gain and/or retain employment through assistance with 1) job skills training 2) job search 3) support services and 4) for youth at-risk of needing welfare services in the future that could benefit from summer employment. Approved at the 5/7 One Stop Services Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #41 – 18 (OPS)

**Page 25**

**6. Acceptance of Additional Reemployment Services and Eligibility Assessment Funds**

Consideration to accept \$181,758 in Reemployment Services and Eligibility Assessment (RESA) funds for program year (PY) 18-19. The Department of Labor was delayed in releasing funds needed to run the program from January 2019 thru June 2019. The funds allowed us to continue providing the newly unemployed with mandatory career center services. With the additional funding the total amount received by CSBD for RESEA is \$580,897. Approved at the 5/7 One Stop Services Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #46 – 18 (OPS)

**Page 26**

**7. EmpHire Renewal**

Consideration for renewal of the contract with First Staff DBA EmpHire Staffing, Inc. (EmpHire) to provide staffing services for the career centers at a rate of \$66.50/employee per pay period, which is the same rate we paid last year. The estimated annual cost is projected at \$157,339. The contract provides for three (3) one year renewal periods. This will be their first renewal under the current contract.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #04 – 18 (HR)

**Pages 27 – 28**

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**8. Acceptance of Additional Summer Youth Employment Program (SYEP) Funds**

Consideration to accept funding for the Summer Youth Employment Program (SYEP) to serve additional youth from 1) The City of Fort Lauderdale (COF) \$190,000 2) The City of Pembroke Pines (CPP) \$21,406 and 3) Bank of America (BOA) \$32,861 for a total of \$244,267. The SYEP program will provide each participant 3-days of employability skills training and an 8 week meaningful summer work experience for economically disadvantaged Broward County youth ages 16-18. Approved at the 5/7 One Stop Services Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #47 – 18 (OPS)

**Page 29**

**9. PY 2019 – 2020 Preliminary Budget**

Consideration to approve the PY 2019-20 preliminary budget. The Preliminary Budget being presented reflects a minimal decrease of 0.35% in formula and carryforward funds. The total amount of formula and carryforward that we project to be available in PY 19-20 is \$21,156,456 as compared to \$21,230,997 actual in PY 18-19. The budget continues to emphasize investments in customer training and getting unemployed people back to work and, aligns with WIOA and achieving Board strategic initiatives and key business results. Approved at the 5/7 One Stop Services Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBIT**                      Memo #06 – 18 (FS) Revised

**Pages 17 – 24**

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**10. Region 22 Targeted Occupations List (TOL) for Program Year (PY) 19-20**

Consideration to approve the TOL for PY 19-20. We sent the preliminary TOL for PY 19-20 provided by the state to local education and business stakeholders to get input and gather additional relevant labor market data. We also held a publicly noticed meeting to review the occupational changes to region 22's TOL and gather additional information. CSBD recommends 1) retaining 20 occupations proposed by the State for removal 2) adding 12 new occupations. Approved at the 5/7 One Stop Services Committee meeting.

**RECOMM**                      Approval  
**ACTION**                      Motion for Approval  
**EXHIBITS**                    Memo #36 – 18 (OPS)  
   Exhibit A Region 22 PY 19 – 20 TOL  
   Exhibit B Occupations to be Retained

**Pages 30 – 35**

**REPORTS**

**1. Presentation to the Board**

There will be two presentations at the upcoming Board meeting. 1) Dr. Mildred Coyne, Executive Director, Workforce Education & Economic Development, of Broward College will provide a presentation on Broward Up and 2) Pam Sands, Director, Supplier Engagement & Services Lead AMER/EMEA, of KellyOCG will provide a presentation on the Gig Economy as requested by the Board.

**ACTION**                      None  
**EXHIBIT**                      None

**2. D&O Insurance with Employment Practice Liability**

The Board has authorized the President/CEO to make the purchase of D & O Insurance with a report to the governing boards each year. The cost of the policy is under \$10,000 and while we solicited quotes the only company, other than our current carrier, that formally responded declined to quote. We purchased D & O coverage which includes Employment Practices Liability from the Philadelphia Insurance Company in the amount of \$3,000,000 at an annual cost of \$7,618.

**ACTION**                      None  
**EXHIBIT**                      Memo #16 – 18 (LS)

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**MATTERS FROM THE EXECUTIVE COMMITTEE**

**MATTERS FROM THE FLOOR**

**MATTERS FROM THE PRESIDENT/CEO**

**ADJOURNMENT**

**NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON JUNE 10, 2019.**



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**Broward Workforce Development Board  
Executive Committee**

**Tuesday April 16, 2019  
12:00 Noon – 1:30 p.m.**

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**Call In Number: (888) 585-9008  
Passcode: 219-169-288**

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**MINUTES**

**CAREERSOURCE BROWARD  
2890 West Cypress Creek Road – Main Conference Room, Ft. Lauderdale, FL 33309**

**The Committee is reminded of 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.**

**SELF-INTRODUCTIONS: Janet Wincko, Michael Carn, Gary Arenson, Mayor Frank Ortis, Paul Farren, Frank Horkey**

**STAFF: Mason Jackson, Carol Hylton, Rochelle Daniels, Amy Winer**

**APPROVAL OF MINUTES**

Approval of the Minutes of the February 11, 2019 Combined Organizational Resources and Executive Committee meeting.

**On a motion made by Frank Horkey and seconded by Gary Arenson the Executive Committee unanimously approved the February 11, 2019 Combined Organizational Resources and Executive Committee meeting.**

**NEW BUSINESS**

**1. Broward County Public Schools Incumbent Worker Training (IWT) Grant Application**

Broward County Public Schools is requesting an Incumbent Worker Training (IWT) Grant in the amount of \$143,766 for 65 teachers to earn their regular Teaching Certificates. The teachers will be eligible dislocated workers as without the training they will be laid off. The training is projected to start 08/2019 and will end 06/2020. The Executive Committee considered approving \$143,766 for an IWT grant with the Broward County Public School from the funds set aside for training in the CareerSource Broward PY 19-20 budget. Approved at the 4/1 Employer Services Committee meeting.

**On a motion made by Frank Horkey and seconded by Mayor Frank Ortis, the Executive Committee unanimously approved the Broward County Public Schools Incumbent Worker Training Grant Application.**

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## **2. Selection of Out of School Youth (OSY) Providers**

On 2/19 CareerSource Broward released a Request for Proposals for OSY providers. Proposals were due 3/22. A Review Committee met on 4/9 to evaluate the five (5) proposals. The Executive Committee considered approving the recommendations of the OSY Review Committee to fund the 1) Broward County Public Schools 2) Broward College 3) FLITE 4) HANDY and 5) Center for Independent Living subject to negotiation. Contracts will be funded for one year renewable for four additional one year periods. There is also an update on current youth providers' activities PY 18/19. Because Board members Dr. Mildred Coyne, is employed at Broward College and Enid Valdez is employed with the Broward County Public Schools, State rules require the governing boards approve this item by a 2/3 vote of the established quorum, after a conflict has been declared at the Board meeting. As the One Stop Services Committee met prior to the Executive meeting, the recommendations were presented at the Executive meeting.

Rochelle Daniels stated that on 2/19, an RFP was issued for WIOA OSY providers. We received seven proposals, 2 were non-responsive. Our staff spoke to each of the non-responsive proposers prior to the Review Committee meeting and explained why the proposals were non-responsive. Ms. Daniels further noted each of the proposals scored over 70 making them eligible for funding.

Frank Horkey mentioned that the Center for Independent Living focuses on disabled participants.

Mayor Frank Ortis inquired how HANDY was doing. Rochelle Daniels responded Kirk Brown, Chief Executive Officer, of HANDY has done well with connecting the youth with both education and employers with jobs within their career paths.

**On a motion made by Frank Horkey and seconded by Mayor Frank Ortis, the Executive Committee unanimously approved Selection of out of School Youth (OSY) Providers.**

## **3. Transfer of FATES State Grant Funds to Apprenticeship Initiatives**

The Executive Committee considered approving the reallocation of funds to the four (4) initiatives outlined. CSBD received grant funds from the Florida Department of Economic Opportunity (DEO) to assist welfare recipients who are in transition and reaching a "fiscal cliff." However, few customers are participating in the program. CSBD asked DEO for permission to reallocate the funds to 1) the Broward County Public Schools to expand a pre-apprenticeship work experience 2) hire an additional CSBD program manager to support the Broward College information technology apprenticeship grant 3) the Fort Lauderdale Housing Authority to expand their building maintenance apprenticeship program and 4) retain the balance of the FATES grant, for a redesign of the research project. Because Enid Valdez is a Board member and is employed by BCPS, State rules require the governing boards approve this item by a 2/3 vote of the established quorum after a conflict has been declared at the Board meeting. As the One Stop Services Committee met prior to the Executive meeting, the recommendations were presented at the Executive meeting.



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Mayor Frank Ortis inquired as to why we have problems using the grant money? Mr. Jackson indicated that the FATES grant was to assist customers receiving subsidies and were close to losing those subsidies when their wages surpassed the threshold to maintain their subsidy. The subsidy also enabled them to receive additional training. We found that while there was initial interest, most customers did not move forward. Doing so would mean their children would be in day care all day while they were working and arrangements would need to be made for children in the evening so that they could attend classes.

Mr. Jackson noted that to be in alignment with the Governor's initiative and to be able to maximize the funds for the grant, we asked the state if we could shift a portion of the grant to expand a pre-apprenticeship work experience programs. In 2018, we had zero participants in the apprenticeship program and now we have the potential to put about 200 customers in an apprenticeship program.

Mayor Frank Ortis inquired if Union Apprenticeships are on the training list. Mason Jackson responded that we have pre-apprenticeships programs for unions but we do not have any applicants signed at up this time. Rochelle Daniels further noted that the union apprenticeships are automatically on the training list.

Frank Horkey inquired to how long the grant period is. Mason Jackson responded that it is through June but we received an extension to December.

Mason Jackson stated that apprenticeships are vital to the future workforce. Parents only want their children to go to universities. Tuition has gone up 8% faster than average wage rates. Student debt is a major problem and not allowing people to buy houses and or move out of their parents homes. The average debt is \$30,000 per student.

Gary Arenson suggested that we advertise with newspapers and talk shows on Sundays. Mason Jackson responded that we were just on Beacon TV with Lynn Goldman. He noted he will provide us the dates when the program will air.

Frank Horkey mentioned that he is the Chair of the Broward Education Committee and they work directly with the school brace advisors. He stated they provide training for the brace advisors two or three times a year. One of the topics they can discuss are alternative routes for the youth.

**On a motion made by Michael Carn and seconded by Gary Arenson, the Executive Committee unanimously approved the modification of the FATES State Grant Funds.**

**4. New Courses For Existing Individual Training Account Provider – Broward College (BC)**

CSBD is in the process of expanding its Eligible Training Provider List (EPTL) to include Bachelor's Degree programs in demand occupations for individuals who need two years or less to obtain their degrees. The Executive Committee considered approving the addition of current eligible training provider BC's applications to add 1) Bachelors of Applied Science in Supervision and Management 2) Bachelors of Science in Secondary Biology and 3) Bachelors of Science Mathematics Education programs to the EPTL, so that CSBD can use the Individual Training Account (ITA) system to pay for the programs. CSBD reviewed the applications for completeness and to ensure that Board mandated criteria are met for these training programs and related occupational titles. Because Dr. Mildred Coyne is a Board member and is employed by BC, State rules require the governing boards approve this item by

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a 2/3 vote of the established quorum after a conflict has been declared at the Board meeting. As the One Stop Services Committee met directly prior to the Executive meeting, the recommendations were presented at the Executive meeting.

Mason Jackson stated that we typically only fund training programs that are two years long. We would like to expand the Eligible Training Provider List to include Bachelor degrees programs for individuals who need two years or less to obtain their degrees.

Frank Horkey inquired if we need to change the policy before we can approve this item. Mason Jackson asked if the executive committee felt that this was a modification change. Members said that since it was with the two - year training limit they did not feel it was a policy change.

**On a motion made by Michael Carn and seconded by Gary Arenson, the Executive Committee unanimously approved the New Courses for Existing Individual Training Account Provider – Broward College (BC).**

**5. New Courses For Existing ITA Provider – Florida National University (FNU)**

CSBD is in the process of expanding its EPTL to include Bachelor's Degrees programs in demand occupations for individuals who need two years or less to obtain their degrees. The Executive Committee considered approving the addition of FNU's four 4 year degree programs in 1) Accounting 2) Registered Nursing 3) Finance and 4) Marketing and Sales Management to the EPTL so that CSBD can use the ITA system to pay for the programs. CSBD reviewed the applications for completeness and to ensure that Board mandated criteria are met for these training programs and related occupational titles. As the One Stop Services Committee met prior to the Executive meeting, the recommendations were presented at the Executive meeting.

**On a motion made by Frank Horkey and seconded by Gary Arenson the Executive Committee unanimously approved the New Courses for Existing ITA Provider – Florida National University (FNU).**

**6. New Courses For Existing ITA Provider – McFatter Technical College**

The Executive Committee considered approving the current Individual Training Account (ITA) provider McFatter Technical College's applications to add 1) Fire Fighter I/II and 2) Practical Nursing programs to the ITA list. CSBD reviewed the applications for completeness and to ensure that Board mandated criteria are met for the training programs and related occupational titles. Because Enid Valdez is a Board member and is employed by BCPS, State rules require the governing boards approve this item by a 2/3 vote of the established quorum after a conflict has been declared at the Board meeting. As the One Stop Services Committee met prior to the Executive meeting, the recommendations were presented at the Executive meeting.

**On a motion made by Michael Carn and seconded by Gary Arenson, the Executive Committee unanimously approved the New Courses for Existing ITA Provider- McFatter Technical College.**

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**7. New Course For Existing Individual Training Account Provider - Southeastern College**

The Executive Committee considered approving the current Individual Training Account (ITA) provider Southeastern College's request to add its Associate of Science in nursing program to the Customer 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. Approved at the 3/5 One Stop Services Committee meeting.

**On a motion made by Gary Arenson and seconded by Frank Horkey, the Executive Committee unanimously approved the New Course for Existing Individual Training Account Provider – Southeastern College.**

**8. Acceptance of Additional Disaster Relief Funds**

The Executive Committee considered accepting an additional \$200,000 in Workforce Innovation and Opportunity Act (WIOA) National Dislocated Worker Grant funds from the Florida Department of Economic Opportunity. These funds are for individuals who relocated to Florida from Puerto Rico or the Virgin Islands due to Hurricane Maria. We will use these disaster relief funds to provide temporary employment and training services to people impacted by the hurricane, bringing the total funding for disaster relief to \$2,337,267. Approved at the 3/5 One Stop Services Committee meeting.

**On a motion made by Michael Carn and seconded by Gary Arenson, the Executive Committee unanimously approved the Acceptance of Additional Disaster Relief Funds.**

**9. Eligibility Status Change for Current ITA Provider - Jersey College**

The state requires all new ITA providers to submit an application toward the end of their first year in order to stay on our list of approved providers. Current ITA provider, Jersey College has submitted its application to remain on our ITA list and to change its eligible training provider status to "Continued Eligibility." CSBD reviewed their application for completeness and to ensure that Board mandated criteria are met. The Executive Committee considered approving 1) Jersey College's "Continued Eligibility" status for the next two - year period beginning 4/4/19 thru 4/4/21 and 2) retain its Registered Nursing (RN) and LPN to RN Bridge programs on our ITA list. Approved at the 3/5 One Stop Services Committee meeting.

**On a motion made by Frank Horkey and seconded by Michael Carn, the Executive Committee unanimously approved the Eligibility Status Change for Current ITA Provider - Jersey College.**

**10. Transfer of WIOA Dislocated Worker Funds to WIOA Adult Funds**

The Executive Committee considered approving the transfer of up to \$1,500,000 from the WIOA Dislocated Worker (DW) funding stream to the WIOA Adult funding stream. As the economy continues to improve, we have seen a significant shift toward more Adult customers interested in occupational training than DW customers. The funds will be used to provide Adult customers with services that include 1) occupational skills training 2) work experience and 3) On-the-Job training. We will continue to monitor demand and program expenditures to assure the maximum number of individuals is being served. Approved at the 3/5 One Stop Services Committee meeting.

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**On a motion made by Frank Horkey and seconded by Mayor Frank Ortis, the Executive Committee unanimously approved the Transfer of WIOA Dislocated Worker Funds to WIOA Adult Funds.**

## **REPORTS**

### **1. Presentation to the Board**

President Gregory Adam Haile, Esq., of Broward College will provide a presentation on Broward UP.

### **2. Outreach to Distressed Communities**

CareerSource Broward (CSBD) has increased awareness of our services in the targeted distressed communities to educate them on our services, such as the WIOA scholarship, employability workshops, and job placement assistance. This year to date, we have provided outreach to over 80 organizations consisting of businesses, churches, homeowner's associations, libraries, and community centers. Also, we've conducted several presentations and the outreach has been well received in the community. Reviewed at the 4/1 Employer Services Committee meeting.

Mason Jackson stated that CSBD has served and continues to serve individuals in distressed communities. Mr. Jackson noted that year – to – date: we have provided outreach to over 80 organizations consisting of businesses, churches, homeowner's associations, libraries, and community centers.

Frank Horkey inquired if the current Infograph shows detailed information on the work being done in the distressed communities. Mr. Jackson responded that we will create an Infograph to provide detailed information on the targeted distressed communities.

### **3. 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 its semi-annual analysis of ITA provider performance in February and found Florida Atlantic University's Six Sigma Green + Black Belt program did not meet the required performance. Per Board directive on 9/27/18, CSBD suspended customer referrals until evidence can be validated to confirm the attainment of a 70% or better graduate training-related placement rate. Approved at the 3/5 One Stop Services Committee meeting.

### **4. Employer Services Infograph January - February 2019**

CSBD hosted 30 mass recruitment events for employers seeking to fill over 400 vacant positions. Also through the industry intermediaries, CSBD posted 118 available jobs for employers in Broward's targeted industries during this time period.

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**5. CSBD Infograph Calendar YTD Through December 2018**

CSBD's info-graph was created to assist BWDB members with information to discuss with elected officials about CSBD. The infograph summarizes key data points on Labor Market Information, customers served, business services delivered, community involvement, and reflects the numbers calendar year – to - date through December, 2018.

**6. Save The Date Ribbon Cutting for CareerSource Broward Building**

We are happy to announce an Open House for our new administrative offices. The open house and ribbon-cutting ceremony will immediately follow the board meeting 4/25. We look forward to the Committee members attending.

**MATTERS FROM THE EXECUTIVE COMMITTEE**

- Frank Horkey mentioned that CSBD was given accolades for the infograph during their time at NAWB. Mason Jackson stated that other Boards have created their own infograph modeled on ours.

**MATTERS FROM THE FLOOR**

None

**MATTERS FROM THE PRESIDENT/CEO**

- Mason Jackson stated he would be attending the Disaster Preparedness Conference sponsored by the Hollywood Chamber of Commerce on 4/18 at Margaritaville, Hollywood Beach, to discuss keeping employees after a disaster.
- Mason Jackson advised that Melanie Magill was invited to participate in the Social Security Administration Employment Summit, June 12 – 13.

**ADJOURNMENT 12:58 p.m.**

<p><b>NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON MAY 13, 2019.</b></p>
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**Memorandum #43 – 18 (OPS) Revised**

**To:** Executive Committee

**From:** Mason Jackson, President/CEO

**Subject:** WIOA Work Experience Contract Approval for Jewish Adoption and Foster Care Options (JAFCO)

**Date:** May 7, 2019

**SUMMARY**

Consideration to approve a WIOA work experience (WEX) contract with Jewish Adoption and Foster Care Options (JAFCO) for Program Year (PY) 19-20. While we do not know the exact number of work experience customers JAFCO will take, we do not anticipate the non-financial contract amount will exceed \$24,000. As Ron Moffett, Senior Vice President of Operations is related to JAFCO's Site Director, the State rules require the governing boards approve this item by a 2/3 vote of the seated quorum after a conflict has been declared at the Board meeting. Approved at the 5/7 One Stop Services Committee meeting.

**BACKGROUND**

JAFCO was initially approved as a work experience site by the CareerSource Broward (CSBD) governing boards in 2014. State rules require that we approve entry into contracts with entities represented by local board management staff by a 2/3 vote of the majority after a quorum is seated and a conflict of interest has been declared.

**DISCUSSION**

JAFCO is a host work experience site and the term of their non-financial contract ends 6/30/2019. JAFCO would like to continue to participate in the WIOA Work Experience program. This has been a successful partnership and our WIOA customers have benefited from the opportunity to gain work experience at JAFCO. One WIOA customer who started out in a clerical capacity has since been promoted three times and now is the Program Coordinator overseeing all aspects of their afterschool programming. While we do not know the exact number of work experience customers JAFCO will take, we do not anticipate the non-financial contract amount will exceed \$24,000 for PY 19-20. As Ron Moffett, Senior Vice President of Operations is related to JAFCO's Site Director, to comply with the state's guidance, a 2/3 vote is needed at the Board meeting and Ron Moffett, if present, should declare a conflict of interest and complete the State Form 8B.

**RECOMMENDATION**

Approve the recommendation to renew the WIOA work experience contract with JAFCO for up to, but not exceeding, \$24,000 for PY 19-20.

## Memorandum #44 – 18 (OPS) Revised

**To:** Executive Committee

**From:** Mason Jackson, President/CEO

**Subject:** WIOA Youth Work Experience Contract Approval for Early Learning Coalition of Broward County, Inc.

**Date:** May 7, 2019

### SUMMARY

Consideration to approve a Work Experience (WEX) contract with the Early Learning Coalition of Broward County, Inc. (ELC) for Program Year (PY) 19-20. While we do not know the exact number of Work Experience customers ELC will take, we do not anticipate the non-financial contract amount will exceed \$24,000.<sup>1</sup> Because Mason Jackson, President/CEO of CareerSource Broward (CSBD) serves on the ELC Board a 2/3 vote of the seated quorum at the Board meeting is required. Approved at the 5/7 One Stop Services Committee.

### BACKGROUND

ELC was initially approved as a Work Experience site by the CSBD governing boards in 2014. State rules require that we approve entry into contracts with entities represented by local board management staff by a 2/3 vote of the majority after a quorum is seated and a conflict of interest has been declared.

### DISCUSSION

ELC is a host Work Experience site and the term of their non-financial contract ends 6/30/19. CSBD customers have benefited from their work experiences at the ELC and we would like to continue this successful partnership. Mason Jackson, the CSBD President/CEO also serves on the board of the ELC. It is not anticipated that the wages will exceed \$24,000 for PY 19-20. To comply with the state's guidance, a 2/3 vote is needed at the Board meeting and Mason Jackson, if present, should declare a conflict of interest and complete the State Form 8B.

### RECOMMENDATION

Approve the recommendation to enter into a WIOA youth work experience contract with the ELC for up to, but not exceeding, \$24,000 for PY 19-20.

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<sup>1</sup> Work experience wages are paid directly to WIOA participants and do not go directly to the host work site.

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**Memorandum #45 – 18 (OPS) Revised**

**To:** Executive Committee

**From:** Mason Jackson, President/CEO

**Subject:** WIOA Youth Work Experience Contract Approval for Broward Education Foundation, Inc.

**Date:** May 7, 2019

**SUMMARY**

Consideration to approve a Workforce Innovation and Opportunity Act (WIOA) Youth work experience (WEX) contract with the Broward Education Foundation, Inc. (BEF) for Program Year (PY) 19-20. While we do not know the exact number of work experience customers that BEF will take, we do not anticipate it to exceed \$24,000. Because a Board member Frank Horkey is also the Chair of the Board of Directors for the BEF, the State rules require the governing boards approve this item by a 2/3 vote of the seated quorum, after a conflict has been declared at the Board meeting. Approved at the 5/7 One Stop Services Committee meeting.

**BACKGROUND**

State rules require that we approve contracts with entities associated with the local board management staff by a 2/3 vote of the majority after a quorum is seated and a conflict of interest has been declared. State rules also require that contracts in excess of \$25,000 be approved by the State.

**DISCUSSION**

The BEF participated as a work experience site for the WIOA Youth program, in PY 17-18 and the contract ends 6/30/19. The work experience partnership has been successful and CSBD participants obtained skills on how to maintain detailed and accurate inventory of merchandise in a warehouse setting. CSBD and the BEF would like to continue this successful partnership for PY 19-20. While we do not know the exact number of youth customers the BEF will take we do not anticipate it to exceed \$24,000. To comply with the State's guidance, a 2/3 vote is required of the majority after a quorum is seated at the Board meeting and Frank Horkey should declare a conflict of interest and complete the State Form 8B for this non-financial agreement.

**RECOMMENDATION**

Approve the recommendation to enter into a WIOA youth work experience contract with the Broward Education Foundation, Inc. for up to, but not exceeding, \$24,000 for PY 19-20.



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**Memorandum #06 – 18 (FS) Revised**

**To:** Executive Committee  
**From:** Mason Jackson, President/CEO  
**Subject:** Program Year (PY) 19-20 Preliminary Budget  
**Date:** May 7, 2019

**SUMMARY**

The Program Year (PY) 19-20 Preliminary Budget being presented reflects a minimal decrease of 0.35% in formula and carryforward funds. The total amount of formula and carryforward that we project to be available in PY 19-20 is \$21,156,456 as compared to \$21,230,997 actual in PY 18-19. Approved at the 5/7 One Stop Services Committee meeting.

We have not included dedicated grants in the total of funds available shown in Table 1 because those grants may only be spent for the specific purposes outlined in those grants. Table 2 details these grants and projected amounts to present a full picture to the governing boards of the funds allocated to CareerSource Broward (CSBD) for the upcoming program year.

For PY 19-20 dedicated grant funds total \$4,427,490 for a grand total of \$25,583,946 compared to PY 18-19 total agency funding of \$26,600,672. As usual, this does not include unrestricted funds.

CSBD recommends acceptance and approval of the preliminary PY 19-20 budget.

**BACKGROUND**

The following is an overview of the considerations for the PY 19-20 budget:

1. Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker (DW) and Youth
  - a. As a result of the improved economy (Broward County Unemployment 3.1%) our WIOA adult and DW formula allocations have been reduced by 17% and our youth 11%.<sup>1</sup> We will not feel the impact of the WIOA reduction next year because there is sufficient carry forward to continue services.
  - b. The available funds for next year includes a supplemental allocation of adult and DW from the State. While the state has not finalized our supplemental allocation we anticipate level funding of \$551,288.
  - c. The adult and DW allocation including carry forward for PY 19-20 is a slight increase of \$5,481, for a projected total allocation of \$11,819,739.

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<sup>1</sup> Formula allocations for the WIOA funding streams are based on local labor market indicators such as the local area's relative share of unemployed, long term unemployed, mass layoff and declining industry data.

- d. The youth allocation including carry forward for PY 19-20 is slightly decreased by \$199,109. The amount available is \$3,604,258. While we are required to spend a minimum of 20% of the youth allocation on Work Experience, we have budgeted 30% of the funds to ensure 1) we meet the requirement and 2) allow for the maximum benefit to youth who need to be connected with work.
2. The state determined allocations for CSBD of Temporary Assistance for Needy Families (TANF), Wagner Peyser (WP), Supplemental Nutrition Assistance Program (SNAP), and Re-employment Assistance (RA) funds are based on factors such as: participation rates, unemployment, and number of low income families. Generally, the better a local area is doing, the lower the allocation to the local area.
- a. TANF - This formula allocation funds our Welfare Transition Program. This formula is based on the relative number of TANF customers across the 24 regions. As our rolls have been decreasing our formula allocation for PY 19-20 was reduced by 5% or \$181,065. As the State had some unspent money available, CSBD requested and was awarded an additional \$226,037 resulting in a 1% increase for next year for a total allocation of \$4,033,301. This will enable us to serve more at risk youth in the summer program as the board has approved when there are unspent funds.
- b. We are projecting level funding for SNAP and RA. WP and Veterans pass thru is expected to slightly increase as can be seen in the chart below. This does not include the salaries for the state staff in the career centers.

As we always do, we will provide a budget true-up based on the actual allocation by January of 2020.

Table 1 presents a comparison between PY 18-19 and PY 19-20 of the total non-dedicated funds. It includes the actual amount of carryforward which varies from year to year and supplemental allocations received for PY 18-19 and the projected carryforward for PY 19-20.

**Table 1: Comparison of Projected Funds Including Carry Forward PY 18-19 TO PY 19-20  
(% changes are rounded)**

Fund Name	PY 18-19 Total Funds Available	PY 19-20 Total Funds	\$ Change	% Change
WIOA (Adult/DW)				
Formula Funds	8,689,627	7,177,065	(1,512,562)	-17%
Carryforward	3,124,631	4,642,674	1,518,043	49%
<b>Subtotal</b>	<b>11,814,258</b>	<b>11,819,739</b>	<b>5,481</b>	<b>0%</b>
WIOA (Youth)				
Formula Funds	3,409,112	3,049,462	(359,650)	-11%
Carryforward	394,255	554,796	160,541	41%
<b>Subtotal</b>	<b>3,803,367</b>	<b>3,604,258</b>	<b>(199,109)</b>	<b>-5%</b>
Welfare Transition Program (WTP)	3,988,329	4,033,301	44,972	1%
Wagner Peyser (WP)	903,185	905,827	2,642	0%
Veterans (DVOP/LVER)	228,993	300,466	71,473	31%
Re-employment Assistance (UC/RA)	106,685	106,685	0	0%
Supplemental Nutritional Assistance Program (SNAP)	386,180	386,180	0	0%
<b>Totals</b>	<b>21,230,997</b>	<b>21,156,456</b>	<b>(74,541)</b>	<b>-0.35%</b>

The WIOA Adult and DW funding streams are combined in Table 1 because WIOA allows 100% transferability between these funding streams.

Table 2 lists our dedicated grants. They are not included in the preliminary budget for PY 19-20 because the funds are dedicated to the below listed activities.

**Table 2: Dedicated Grants – Program Year 19-20 Awards**

<b>Grant / Program</b>	<b>Description</b>	<b>PY 18-19 Amount \$</b>	<b>PY 19-20 Anticipated Amount \$</b>
Children’s Services Council (CSC)	Summer Youth Employment Program (SYEP)	1,804,515	1,835,153
City of Fort Lauderdale	SYEP	190,000	190,000
City of Pembroke Pines	SYEP	22,263	21,406
Broward County	SYEP	100,000	50,000
Bank of America	SYEP	32,861	32,861
Reemployment Services and Eligibility Assessment (RESEA) <sup>2</sup>	Reemployment assistance and assessments	580,897	551,120
Trade Adjustment Assistance (TAA)	Workers who become unemployed due to impact of international trade	276,353	276,353
IRMA National Emergency Grant (NEG)	Assist people whose employment was adversely affected due to Hurricane Irma	1,000,000	400,000
Governors Challenge - Hurricane Maria <sup>3</sup>	Assist Evacuees who left Puerto Rico and the Virgin Islands because of the impact of Hurricane Maria	333,177	122,161
I6 Challenge - Startup Now	Provides entrepreneurial training and business services to under/ unemployed professionals	207,115	Ended 2/28
DeLuca Foundation/BC <sup>4</sup>	Startup Now Entrepreneurial Training	102,457	34,000
Apprenticeship (Wheelhouse IT)	IT apprenticeship grant-Broward College	66,667	33,333
Pre-Apprenticeship Expansion (Youth)	Broward County Public School Board (BCPS)		100,000
Corporation for National and Community Service - AmeriCorps	Volunteer/Community Service to assist under/un-employed job seekers	14,545	Ended
Disability Resource Grant for Hurricane Relief <sup>5</sup>	Replacement of disability equipment due to hurricane loss	635,088	317,546
Pathways to Prosperity - Families Ascent to Economic Security (FATES) <sup>6</sup>	Occupational training for the working poor	3,737	463,557
<b>Totals</b>		<b>5,369,675</b>	<b>4,427,490</b>

<sup>2</sup> Additional 18-19 RESEA funds of \$181,758 were received after the true-up memo on 1/24.

<sup>3</sup> The Maria grant is funded through 9/30/19 for a total of \$492,446. For PY 19-20 we have budgeted \$122,161.

<sup>4</sup> The DeLuca Foundation grant of \$102,457 & Broward College grant of \$34,000 started 3/19. Additional funding if needed will be covered by WIOA or general funds as previously approved by the Board.

<sup>5</sup> The Disability grant is funded through 9/14/19 \$317,546 is carried forward into the PY 19-20 budget year.

<sup>6</sup> The FATES will end 12/31/20. Per approval of state & board we are shifting unused funds to 1) the BCPS Pre-apprenticeship \$263,557 2) CSBD Program Manager \$75,000 to aid BC apprenticeship grant 3) Ft. Lauderdale Housing Authority apprenticeship \$75,000 and 4) \$100,000 for Fiscal Cliff research.

## DISCUSSION

The following narrative indicates how funds will be spent in the three centers, employer services, participant training (across all non-dedicated funding streams and includes all allowable training activities such as apprenticeships, On the Job Training (OJT), Individual Training Accounts (ITA), Incumbent Worker Training (IWT), subsidized work experience (WEX) and administrative support).

In making the recommendations which follow, the budget continues to emphasize investments in participant training and getting people back to work. Some considerations to keep in mind as the budget is reviewed include:

1. The state requires that a minimum of 50% of the WIOA adult and DW expenditures be spent on training. However, due to the good economy the state reduced the requirement to 30%. The State has not yet advised us what the requirement on expenditures will be for PY 19-20. Therefore we are budgeting 60% of the funds for training in the WIOA adult and DW training categories. We plan to emphasis work based training initiatives to ensure we are focused on distressed communities, the long term unemployed and special populations with significant barriers to employment.
2. While WIOA requires that 75% of youth funds be spent on Out-of-School (OSY) the CSBD boards approved targeting all WIOA youth funds toward OSY.
3. The EmpHire contract for operating the one-stop and staffing the three centers ends 6/30/20 and may be renewed each year for one additional year through 2022. This contract includes salaries and mandatory benefits, insurance, 401K and health costs at 24% for the staff as well as the EmpHire fee.
4. The level of detail provided is in accordance with Board and CSBD Council of Elected Officials direction in the past. Additional detail is provided to the elected officials per their request. As always, anyone wanting that additional detail may have it upon request.
5. The distribution of the funds among the various activities and services listed is aligned with Board initiatives and key business results, the current labor market, and the federal and state performance measures.
6. All funds flowing through our system must pay their fair share and are charged our approved State indirect cost rate of 11.44%
7. There is a set-aside of up to \$35,000 budgeted for the annual audit.
8. There is a set-aside of up to \$66,000 budgeted for the One Stop Operator / Coordinator.
9. There is a set-aside of up to \$120,000 for our external program and fiscal monitoring.

The recommended PY 19-20 Preliminary Budget categories are described below and are followed by a budget summary.

**PROGRAM SUPPORT STAFF - \$6,146,979**

This category includes all staff salaries and benefits other than the administrative, state Wagner Peyser staff, and Veterans staff. Included in this category is:

1. The Program Managers<sup>7</sup>
2. The EmpHire contract for operating the one-stop and staffing the three centers. This contract includes salaries and mandatory benefits, insurance, 401K and health costs at 24% for the staff as well as the EmpHire fee. The staff in the centers includes:
  - a. The two center managers, two assistant managers and one site supervisor,
  - b. The Management Information Systems staff,
  - c. The Quality Assurance staff,
  - d. WIOA adult, DW
  - e. Welfare Transition; and,
  - f. Supplemental Nutritional Assistance Program (Employment & Training Program).

**FACILITIES AND RELATED COSTS – \$3,050,849**

This category is for rent, supplies, assessments, equipment rental (copiers), telephones and information technology, high-speed lines, monitoring fees and costs associated with business outreach such as mileage, travel and membership dues.

There will be a scheduled rent increase in our North Center. This year we will refresh 1) computer equipment used by customers in the resource rooms and 2) the appearance of the centers.

**CONTRACTS – \$1,436,946**

This category includes WIOA youth contracted services.

For PY 19-20 we have set aside funds for five (5) out of school youth (OSY) contracts providing high school and post-secondary credentials, employability and life skills, job skills and placement. The five contracts are 1) HANDY 2) FLITE Center 3) the Center for Independent Living 4) Broward County Public Schools (BCPS), and 5) Broward College (BC).

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<sup>7</sup> With the exception of the WP Vets program manager who is state WP staff.

**Table 3: PY 19-20 Proposed Contract Amounts**

Youth Providers amounts are subject to negotiation and we are in the process of scheduling these meetings.

<b>Contractor</b>	<b>Funding Stream</b>	<b>PY 18-19 Amount</b>	<b>PY 19-20 Amount</b>	<b>% Change</b>
FLITE Center	WIOA Youth	130,000	149,429	15%
HANDY	WIOA Youth	101,500	115,253	14%
Center for Independent Living	WIOA Youth		93,212	N/A
School Board Broward County (SBBC) - CTACE OSY	WIOA Youth	475,000	475,000	0%
Broward College (BC)	WIOA Youth	435,000	535,787	23%
Tutoring	WIOA Youth	2,500	2,500	0%
Job Club Speakers	WTP	10,000	10,000	0%
One Stop Operator <sup>8</sup>	WIOA/WP/TANF	66,000	55,765	0%
<b>Total</b>		<b>1,220,000</b>	<b>1,436,946</b>	<b>19%</b>

1. Navigators - (HANDY, FLITE and Center for Independent Living) Youth who are already receiving services from these agencies are enrolled into WIOA to receive employment services such as work experience, ITA's, leadership skills, employability skills, access to entrepreneurial skills, GED and training if appropriate.
2. Full Service Providers – (Broward County Public Schools and Broward College). OSY with one or more barriers to employment and/or education are recruited and enrolled to receive WIOA services including case management, employability skills, GED, and post-secondary training.
3. Vendor for Tutoring – Tutoring set aside for youth in need.
4. Job Club Speakers - \$10,000 is budgeted to continue the motivational speakers in our welfare transition customers' Job Club. The speakers inspire customers and emphasize the necessary soft skills needed to gain employment and be successful. We see evidence of the success of the speakers though an up-tick in our performance.
5. One Stop Operator – Funded to coordinate the services of the various programs among one-stop partners.

<sup>8</sup> While last year we budgeted \$66,000 including expenses we never spent the entire amount as a result for PY 19-20 we budgeted slightly less. The \$55,765 includes mileage and travel for the operator.

**TRAINING - \$7,708,915**

This category includes 1) ITAs budgeted at up to \$12,000 for tuition and education-related expenses per participant, 2) OJT reimbursements for employers, and the shift to the other work based training options emphasized in WIOA such as IWT, upgrade OJT, subsidized work experience and apprenticeships so our customers can earn while they learn. This amount is for participants across all formula funding streams that allow training related expenditures.

**PARTICIPANT SUPPORT SERVICES – \$830,020**

This category funds participant support costs for gas cards, clothing vouchers, bus passes, and participant performance incentives for WIOA Adult, DW and Youth, and WTP. For PY 19-20, we have kept the support services percentage the same as PY 18-19, which is 4% of the total budgeted allocation.

**ADMINISTRATION – \$1,982,749**

Currently our indirect cost rate is 11.44% and is comprised of 9% administration and 2.44% program costs totaling 11.44%. Discretionary grants contribute their fair share in the same percentage to the indirect cost rate. The 9% Administration shown on Table 4 on the far right represents a simple percentage of total administration costs to total available funds.

Table 4 (presented on the next page) shows the detail of categories by funding streams with a comparison to last year's budget.

Pursuant to board permission we can spend up to 9% on administration, we have been able to maintain our administrative costs at 9% going into next year although the law allows us to spend up to 10%.<sup>9</sup>

**RECOMMENDATION**

That the governing boards accept and approve the preliminary PY 19-20 budget.

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<sup>9</sup> We are able to stay at 9% as we contain costs, are allowed to pool administrative costs under WIOA and our budget has remained fairly stable. If there was a significant reduction to our budget administration which is a percentage of the total allocation, would increase.

**Table 4: PY 19-20 Preliminary Budget Summary**

TOTAL AVAILABLE FUNDING	WIOA Adult/DW		WIOA Youth		WTP		WP		DVOP		LVER	UC (2) (2)(2)		SNAP		PY 19-20 TOTAL \$	PY 18-19 % of	PY 19-20 % of	
PY 19-20 Allocation	6,625,777		2,808,751		3,807,264		752,026		170,725		58,268	106,685		386,180		14,715,676			
PY 19-20 Supplemental	551,288		240,711		226,037											1,018,036			
PY 18-19 Carryforward	4,642,674		554,796				153,801		71,473							5,422,744			
<b>TOTAL</b>	<b>11,819,739</b>		<b>3,604,258</b>		<b>4,033,301</b>		<b>905,827</b>		<b>242,198</b>		<b>58,268</b>	<b>106,685</b>		<b>386,180</b>		<b>21,156,456</b>			
<b>TOTAL EXPENDITURES</b>																			
Program Support	2,912,762	25%	380,832	11%	2,401,707	60%	87,314	10%	44,846	19%	7,482	13%	62,670	59%	249,364	65%	6,146,979	30%	29%
Facilities & Related Costs	1,117,922	9%	170,807	5%	661,754	16%	745,662	82%	174,191	72%	46,670	80%	33,626	32%	100,215	26%	3,050,849	14%	14%
Training	6,267,634	53%	1,205,385	33%	235,896	7%	-	0%	-	0%	-	0%	-	0%	-	0%	7,708,915	38%	36%
Contracts	26,006	0%	1,382,970	38%	21,670	1%	3,306	0%	2,000	1%	193	0%	390	0%	412	0%	1,436,946	5%	7%
Participant Support Services	310,000	3%	195,700	5%	324,320	8%	-	0%	-	0%	-	0%	-	0%	-	0%	830,020	4%	4%
Administration*	1,185,416	10%	268,564	7%	387,954	10%	69,545	8%	21,161	9%	3,923	7%	9,998	9%	36,189	9%	1,982,749	9%	9%
<b>TOTAL</b>	<b>11,819,739</b>	<b>100%</b>	<b>3,604,258</b>	<b>100%</b>	<b>4,033,301</b>	<b>101%</b>	<b>905,826</b>	<b>100%</b>	<b>242,198</b>	<b>100%</b>	<b>58,268</b>	<b>100%</b>	<b>106,685</b>	<b>100%</b>	<b>386,180</b>	<b>100%</b>	<b>21,156,456</b>	<b>100%</b>	<b>100%</b>

\*Currently our in-direct cost rate is 11.44% it includes administration costs along with program costs.



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**Memorandum #41 – 18 (OPS) Revised**

**To:** Executive Committee

**From:** Mason Jackson, President/CEO

**Subject:** Acceptance of Additional Welfare Transition Funds

**Date:** May 7, 2019

**SUMMARY**

Consideration to accept an additional \$226,037 in Welfare Transition Program (WTP) funds from the State. These funds provide services to individuals who receive Temporary Cash Assistance (TCA). The funds will be used to help Welfare Transition customers gain and/or retain employment through assistance with 1) job skills training 2) job search 3) support services and 4) for youth at-risk of needing welfare services in the future who could benefit from summer employment. Approved at the 5/7 One Stop Services Committee meeting.

**BACKGROUND**

The State identified \$226,037 of state-level Welfare Transition funding available for reallocation to CareerSource Broward (CSBD). Use of these funds must follow all applicable US Department of Health and Human Services laws, rules, and regulations, including the Florida Administrative Code, 65A-4 (Temporary Cash Assistance). Use of these funds must also be consistent with the TANF State Plan and Annual Funding Agreement between the Department of Health and Human Services and the State of Florida.

**DISCUSSION**

On 4/24/19, CSBD received the notice of the additional \$226,037 in WTP funding. The funds must be spent before 7/31/19. These funds will be used to help Welfare Transition customers gain and/or retain employment through assistance with 1) job skills training 2) job search 3) support services and 4) for youth at risk of needing welfare services in the future who could benefit from summer employment. These characteristics are the same as those used to determine Out of School Youth eligibility for WIOA. Approval to accept these funds will maximize the use of the funds available for our workforce area.

**RECOMMENDATION**

Accept \$226,037 in additional Welfare Transition Program funds.

## Memorandum # 46 – 18 (OPS) Revised

**To:** Executive Committee

**From:** Mason Jackson, President/CEO

**Subject:** Accept Reemployment Services and Eligibility Assessment Program Funds

**Date:** May 7, 2019

### SUMMARY

Consideration to accept \$181,758 in Reemployment Services and Eligibility Assessment (RESA) funds for program year (PY) 18-19. The Department of Labor was delayed in releasing funds needed to run the program from January 2019 thru June 2019. The funds allowed us to continue providing the newly unemployed with mandatory career center services. With the additional funding the total amount received by CareerSource Broward (CSBD) for RESEA is \$580,897. Approved at the 5/7 One Stop Services Committee meeting.

### BACKGROUND

The RESEA Program is a Federal project which the state has applied for grant funds each year. Unemployment Insurance claimants determined to be most likely to exhaust benefits and transitioning veterans receiving unemployment compensation for ex-service members are the target populations for the RESEA program.

### DISCUSSION

There are four (4) mandatory services that RESEA eligible individuals must receive 1) Orientation 2) Initial Assessment 3) Labor Market Information and 4) an Employability Development Plan (EDP). The EDP requires participation in at least one re-employment / work search activity. Additional services under RESEA include staff-assisted job search, resume reviews, mock interviews and referral to Workforce Innovation and Opportunity Act (WIOA) training opportunities. All of these services must be performed in-person at a career center by CSBD staff.

Due to the government shut down the Department of Labor was delayed in releasing funding needed to run the program from January 2019 thru June 2019. These RESEA funds allowed us to support the staff, overhead, rent, office supplies, and equipment needed to continue the operational capability to provide eligible customers mandatory re-employment services. CSBD recommends acceptance of these additional funds.

### RECOMMENDATION

Accept the additional \$181,758 in RESEA funds for PY 18-19.

**Memorandum #04 – 18 (HR)**

**To:** Executive Committee

**From:** Mason Jackson, President/CEO

**Subject:** Renewal of First Staff DBA EmpHire Staffing, Inc., Contract

**Date:** May 8, 2019

**SUMMARY**

This is to recommend the renewal of the First Staff DBA EmpHire Staffing, Inc., (EmpHire) contract for the staffing of the CareerSource Broward (CSBD) career centers. EmpHire has been staffing the career centers since July 2008. They have complied with all of our financial and personnel requests as well as worked aggressively to keep benefit and insurance costs contained. Their fee remains the same as last year at \$66.50 per employee/per pay period for a total fee of approximately \$157,339.

**BACKGROUND**

In June 2018, the CareerSource Broward (CSBD) governing boards approved entry into a contract with First Staff, Inc., dba EmpHire Staffing to staff the career centers and operate the one-stop following a competitive RFP. The contract provides for three (3) one year renewal periods. This will be their first renewal under the current contract.

EmpHire has been an excellent contractor providing the staff in our career centers. They work within our rules which prohibit advance payments and managing the cost of the payroll. They have learned our cost allocation requirements and closely monitor time sheets to assure staff follow the cost allocation rules. They also agreed a number of years ago to forgo a “cost plus percentage” contract which is standard in their industry but prohibited by federal rules, in favor of a flat fee per employee per pay period. Their fee was derived using an average salary as the baseline.

EmpHire has managed workers compensation and benefits costs, which are pass through expenses, and kept them in check while still offering the same menu of benefits to staff. They provide Employment Practices Liability Insurance for the career center staff and they also provide general liability insurance. These latter two costs are included in their per employee fee. EmpHire has provided weekly reports regarding personnel changes and has two dedicated staff people servicing our contract.

**DISCUSSION**

As we generally do, before recommending a renewal we sit down with our contractors to review any changes to the contract. No increase is proposed to the per employee/per pay period fee of \$66.50 from last year. Based on our projected staffing level, the estimate for this expense is \$157,339.

EmpHire will continue to address all personnel and disciplinary issues, provide annual safety training and monitor cost allocation. They do not charge us when there is a vacancy although they work with us on posting positions, recruitment, screening, and onboarding.

**RECOMMENDATION**

That the contract with EmpHire be renewed for the 2019 - 2020 program year, at a rate of \$66.50 per employee/per pay period for an estimated cost of \$157,339.

## Memorandum #47-18 (OPS) Revised

**To:** Executive Committee

**From:** Mason Jackson, President/CEO

**Subject:** Summer Youth Employment Program (SYEP)

**Date:** May 7, 2019

### SUMMARY

Consideration to accept funding for the Summer Youth Employment Program (SYEP) from 1) The City of Fort Lauderdale (COF) \$190,000 to serve 65 youth 2) The City of Pembroke Pines (CPP) \$21,406 to serve 7 youth and 3) Bank of America (BOA) \$32,861 to serve 11 youth. The SYEP program will provide each participant 3-days of employability skills training and an 8 week meaningful summer work experience for economically disadvantaged Broward County youth ages 16-18. These additional funds bring the total funding available for SYEP to \$2,129,420. Approved at the 5/7 One Stop Services Committee meeting.

### BACKGROUND

The COF has funded the SYEP for nine years and this will be CPP's fourth year and BOA's third year through their Charitable Foundation. All SYEP participants receive 3-days of employability skills training and an 8-week meaningful work experience for economically disadvantage youth.

COF will provide jobs for their youth and some of the jobs that are offered are park and recreation, camp counselor aide, clerical, and landscaping. CPP will provide jobs in various departments of their recreation facilities and the CPP youth will begin their work experience 6/7 and will end 8/2. BOA funded youth will work at one of the Boys & Girls Clubs located in Davie.

### DISCUSSION

The table below is a breakdown of the funders and number of youth served.

Funder	Amount of Funding	Number of Youth Served
City of Fort Lauderdale	\$190,000	65
City of Pembroke Pines	\$21,406	7
Bank of America	\$32,861	11
<b>Total</b>	<b>\$244,267</b>	<b>83</b>

These additional funds bring the total funding available for SYEP to \$2,129,420.

### RECOMMENDATION

Consideration to accept funds for the 2019 summer youth program from 1) City of Fort Lauderdale for \$190,000 to serve 65 youth 2) City of Pembroke Pines in the amount of \$21,406 to serve 7 youth and 3) Bank of America for \$32,861 to serve 11 youth.

## Memorandum #36 – 18 (OPS) Revised

**To:** Executive Committee  
**From:** Mason Jackson, President/CEO  
**Subject:** Targeted Occupations List for Program Year 19-20  
**Date:** May 7, 2019

### SUMMARY

Consideration to approve changes to our local area's Targeted Occupations List (TOL) for Program Year (PY) 19-20. CareerSource Broward (CSBD) received its preliminary TOL from the State on 3/26, which proposed both removing and adding occupations. As we always do, CSBD researched the preliminary list and compared it to the Broward Workforce Development Board, Inc. / CareerSource Broward Council of Elected Officials (Board) approved criteria. We held a public meeting on 4/26 and invited comment from eligible training providers, community partners, business leaders, industry intermediaries, and regional schools. Based upon our review and community input, CSBD recommends 1) retaining twenty (20) occupations proposed by the State for removal and 2) adding twelve (12) new occupations proposed by the State. Approved at the 5/7 One Stop Services Committee meeting.

### BACKGROUND

The TOL governs the provision of the Workforce Innovation and Opportunity Act (WIOA) funded training programs being offered to individuals needing training assistance within the workforce system in compliance with federal law. Annually, the State evaluates each local area's workforce board's TOL and sends a preliminary list of the in-demand occupations. CSBD received its preliminary TOL from the State on 3/26, which proposed 1) removing occupations that were on the list last program year and 2) adding new occupations. Once the TOL is approved by the Board it becomes final and requires no further ratification by the CareerSource Florida (CSF), Inc. Board of Directors. The Board may approve changes and add new occupations to the TOL throughout the year and CSBD is required to submit quarterly updates to the State whether or not changes have occurred.

For an occupation to be included on CSBD's TOL for PY 19-20, the occupation must meet all of the following criteria:

1. Have a minimum of 25 job openings in Broward County,
2. Broward County entry wage rate equal to or greater than \$12.59,
3. Require more than a high school diploma but less than a Master's degree,
4. Require occupational training at a minimum that results in a postsecondary adult vocational training certificate, college credit certificate, applied technology diploma, Associates of Applied Science, or Associates of Science degree.

## DISCUSSION

For the PY 19-20 TOL, the State proposes changes through the issuance of the preliminary TOL to 1) add new occupational titles and 2) remove occupational titles that were on the list last year. In addition, based on the Florida Price Level Index the CareerSource Florida Board of Directors approved an increase in the minimum entry wage rate from \$12.29 per hour to \$12.59 per hour.

CSBD sent the preliminary TOL to local education and business stakeholders to get input and gather additional relevant labor market data. CSBD also conducted a public meeting on 4/26 and invited eligible training providers, community partners, business leaders, industry intermediaries, and schools to participate. During the meeting, participants were provided with an overview of the PY 19-20 TOL and the State's criteria and, were given the opportunity to share information and provide feedback on the State's proposed list.

Based on the feedback from the public meeting and our own research using tools such as Jobs EQ and Employ Florida, supporting evidence and information was established to retain twenty (20) occupations proposed by the State for removal. CSBD recommends that they be retained since the TOL presents local labor market information that may be useful to others for research and future training program development for local providers. Each of the occupations recommended for retention meet all the criteria for inclusion on the PY 19-20 TOL. Table A is a list of the 20 occupations CSBD is recommending to be retained.

**Table A: The Retention of 20 occupations**

1. Architectural and Engineering Managers	8. Executive Secretaries and Executive Administrative Assistants	15. Private Investigators and Detectives
2. Automotive Service Technicians and Mechanics	9. Industrial Engineers	16. Producers and Directors
3. Avionics Technician	10. Legal Secretaries	17. Social and Human Service Assistants
4. Cardiovascular Technologists and Technicians	11. Opticians, Dispensing	18. Transportation, Storage and Distribution Managers
5. Computer Programmers	12. Pharmacy Technicians	19. Vocational Education Teacher, Post-Secondary
6. Detectives and Criminal Investigators	13. Physician Assistants	20. Wholesale and Retail Buyers, except Farm Products
7. Diagnostic Medical Sonographers	14. Phlebotomists	

The State proposed adding twelve (12) occupations to this year's list that were not on the TOL last year. CSBD always maintains our process that prior to adding any new training provider or occupational training course we re-confirm that occupations meet all Board criteria. Table B is a list of the 12 occupations proposed by the State that CSBD is recommending to be added.

**Table B: The addition of 12 new occupations proposed by the State**

1. Architectural and Civil Drafters	5. Information Security Analysts	9. Structural Iron and Steel Workers
2. Bookkeeping, Accounting, and Auditing Clerks	6. Motorboat Mechanics and Service Technicians	10. Surveying and Mapping Technicians
3. Drywall and Ceiling Tile Installers	7. Pipe Layers	11. Telecommunications Line Installers and Repairers
4. First Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators	8. Police, Fire, and Ambulance Dispatchers	12. Transportation Security Screeners

**Exhibit A** is the list of the twenty (20) occupations CSBD is recommending to be retained.

**Exhibit B** is the PY 19-20 TOL per the State that includes the addition of twelve (12) new occupations. Both exhibits will be posted to our website upon Board approval.

**RECOMMENDATION**

Approve the PY 19-20 TOL with the following changes from the preliminary TOL provided by the State 1) retain twenty (20) occupations proposed by the State for removal 2) add twelve (12) new occupations.



OPS 36-18 - Exhibit A  
**2019-20 Regional Demand Occupations List**  
Sorted by Occupational Title

Workforce Development Area 22 - Broward County

Selection Criteria:

- 1 FLDOE Training Code 3 (PSAV Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree)
- 2 80 annual openings and positive growth
- 3 Mean Wage of \$15.47/hour and Entry Wage of \$12.59/hour
- 4 High Skill/High Wage (HSHW) Occupations:  
Mean Wage of \$24.26/hour and Entry Wage of \$15.47/hour

SOC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	2017 Hourly Wage		FLDOE Training Code	In EFI Targeted Industry?	Data Source†††
					Mean	Entry			
132011	HSHW	Accountants and Auditors	1.65	1,097	34.71	21.13	5	Yes	R
113011	HSHW	Administrative Services Managers	1.64	104	51.30	29.55	4	Yes	R
413011		Advertising Sales Agents	0.02	159	30.02	14.90	3	Yes	R
493011		Aircraft Mechanics and Service Technicians	1.67	193	26.19	14.46	3	Yes	R
532011	HSHW	Airline Pilots, Copilots, and Flight Engineers	NR	NR	47.98	33.71	4	Yes	R
173011	HSHW	Architectural and Civil Drafters	1.38	733	24.37	16.33	3	Yes	S
274011		Audio and Video Equipment Technicians	1.97	81	17.77	12.82	4	Yes	R
493021		Automotive Body and Related Repairers	1.36	1,217	19.60	12.46	3	No	S
433031		Bookkeeping, Accounting, and Auditing Clerks	0.38	1,304	19.92	13.70	4	Yes	R
493031	HSHW	Bus and Truck Mechanics and Diesel Engine Specialists	1.33	124	25.51	18.75	3	Yes	R
533021		Bus Drivers, Transit and Intercity	1.10	184	17.75	12.89	3	Yes	R
131199	HSHW	Business Operations Specialists, All Other	1.78	860	35.99	18.27	4	No	R
435011		Cargo and Freight Agents	1.60	677	21.18	13.04	3	Yes	S
472031		Carpenters	1.34	791	19.64	13.47	3	No	R
472051		Cement Masons and Concrete Finishers	2.04	108	17.70	12.96	3	No	R
351011	HSHW	Chefs and Head Cooks	1.10	84	27.94	16.06	3	No	R
111011	HSHW	Chief Executives	0.23	180	99.43	41.67	5	Yes	R
172051	HSHW	Civil Engineers	1.48	147	37.88	23.11	5	Yes	R
131031	HSHW	Claims Adjusters, Examiners, and Investigators	0.36	218	30.53	21.11	3	Yes	R
212011		Clergy	0.75	82	23.69	14.66	5	No	R
532012	HSHW	Commercial Pilots	1.51	559	44.11	24.76	3	Yes	S
131041	HSHW	Compliance Officers	1.01	161	32.10	18.38	3	No	R
113021	HSHW	Computer and Information Systems Managers	1.97	159	66.00	38.91	5	Yes	R
151143	HSHW	Computer Network Architects	1.38	158	42.19	24.41	3	Yes	R
151152	HSHW	Computer Network Support Specialists	1.96	110	26.93	18.01	3	Yes	R
151121	HSHW	Computer Systems Analysts	1.59	235	40.55	24.99	4	Yes	R
151151		Computer User Support Specialists	1.96	420	22.22	13.91	3	Yes	R
474011	HSHW	Construction and Building Inspectors	1.20	121	32.61	24.44	3	No	R
119021	HSHW	Construction Managers	1.47	332	48.11	28.89	4	No	R
131051	HSHW	Cost Estimators	1.57	152	29.11	18.75	4	No	R
151141	HSHW	Database Administrators	1.65	658	40.74	25.63	4	Yes	S
319091		Dental Assistants	1.61	276	18.70	14.09	3	Yes	R
292021		Dental Hygienists	1.59	112	25.63	15.29	4	Yes	R
472081		Drywall and Ceiling Tile Installers	0.69	96	19.65	13.70	3	No	R
472111		Electricians	1.05	667	22.76	14.94	3	No	R
252021	HSHW	Elementary School Teachers, Except Special Education	1.40	641	31.37	23.77	5	No	R
132051	HSHW	Financial Analysts	NR	NR	35.08	23.10	5	Yes	R
113031	HSHW	Financial Managers	2.36	246	66.88	36.12	5	Yes	R
332011	HSHW	Firefighters	0.94	178	31.65	22.70	3	No	R
471011	HSHW	First-Line Supervisors of Construction Trades and Extraction Workers	1.58	521	32.07	22.65	4	No	R
351012		First-Line Supervisors of Food Preparation and Serving Workers	1.28	953	20.13	12.62	3	No	R
371011		First-Line Supervisors of Housekeeping and Janitorial Workers	1.66	205	18.62	12.93	3	No	R
371012		First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	1.62	127	23.00	16.18	3	No	R
491011	HSHW	First-Line Supervisors of Mechanics, Installers, and Repairers	1.31	342	30.76	19.74	3	No	R
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	1.29	575	43.05	23.19	4	Yes	R
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	0.86	1,185	27.22	17.23	4	Yes	R
391021		First-Line Supervisors of Personal Service Workers	1.32	188	20.87	14.83	3	No	R
511011	HSHW	First-Line Supervisors of Production and Operating Workers	0.76	224	27.10	17.52	3	Yes	R
411011		First-Line Supervisors of Retail Sales Workers	0.98	1,277	22.64	14.09	3	No	R
531031	HSHW	First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators	1.66	145	28.28	16.84	3	Yes	R
119051	HSHW	Food Service Managers	1.66	171	33.18	19.28	4	No	R
111021	HSHW	General and Operations Managers	1.60	910	59.24	25.93	4	Yes	R
472121		Glaziers	1.96	658	17.80	13.89	3	No	S
271024		Graphic Designers	0.88	192	23.12	15.08	4	Yes	R
292099		Health Technologists and Technicians, All Other	1.99	94	18.06	12.75	3	Yes	R
499021		Heating, Air Conditioning, and Refrigeration Mechanics and Installers	1.71	506	21.73	15.01	3	No	R
533032		Heavy and Tractor-Trailer Truck Drivers	1.36	769	20.65	14.66	3	Yes	R
434161		Human Resources Assistants, Except Payroll and Timekeeping	0.52	98	18.38	13.77	3	Yes	R
131071	HSHW	Human Resources Specialists	1.41	477	30.85	18.81	5	No	R
499041		Industrial Machinery Mechanics	1.17	120	23.34	16.41	3	Yes	R
537051		Industrial Truck and Tractor Operators	1.37	259	18.23	13.12	3	Yes	R
151122	HSHW	Information Security Analysts	3.22	553	41.33	26.32	3	Yes	S
413021		Insurance Sales Agents	1.25	621	30.83	15.09	3	Yes	R
271025		Interior Designers	1.47	119	20.79	13.41	4	Yes	R
252012	HSHW	Kindergarten Teachers, Except Special Education	1.30	155	30.03	21.42	5	No	R
292061		Licensed Practical and Licensed Vocational Nurses	1.30	280	22.13	17.73	3	Yes	R
434131		Loan Interviewers and Clerks	1.41	155	20.45	15.08	3	Yes	R
132072	HSHW	Loan Officers	1.41	158	39.65	21.09	4	Yes	R
514041		Machinists	0.95	120	18.96	12.67	3	Yes	R
131111	HSHW	Management Analysts	2.42	498	33.76	19.27	5	Yes	R
131161	HSHW	Market Research Analysts and Marketing Specialists	3.10	560	32.86	18.40	5	Yes	R
112021	HSHW	Marketing Managers	2.01	104	60.51	34.20	5	Yes	R
319011		Massage Therapists	2.59	206	20.36	13.46	3	No	R
292012		Medical and Clinical Laboratory Technicians	1.46	101	24.59	14.71	4	Yes	R
292011		Medical and Clinical Laboratory Technologists	1.32	118	24.59	14.71	4	Yes	R

119111	HSHW	Medical and Health Services Managers	1.75	166	65.45	40.33	5	Yes	R
319092		Medical Assistants	3.38	866	16.59	13.00	3	Yes	R
292071		Medical Records and Health Information Technicians	1.82	115	21.61	14.03	4	Yes	R
436013		Medical Secretaries	2.12	366	17.04	13.52	3	Yes	R
131121		Meeting, Convention, and Event Planners	1.84	1,102	22.66	13.72	4	No	S
252022	HSHW	Middle School Teachers, Except Special and Career/Technical Education	1.40	339	31.43	24.36	5	No	R
493042		Mobile Heavy Equipment Mechanics, Except Engines	1.51	636	21.91	15.35	3	Yes	S
493051		Motorboat Mechanics and Service Technicians	0.45	86	22.11	14.42	3	No	R
151142	HSHW	Network and Computer Systems Administrators	1.40	171	40.39	26.61	4	Yes	R
472073		Operating Engineers and Other Construction Equipment Operators	1.99	172	20.98	15.81	3	No	R
232011	HSHW	Paralegals and Legal Assistants	1.44	332	24.30	17.02	3	Yes	R
132052	HSHW	Personal Financial Advisors	1.99	150	47.12	24.29	5	Yes	R
312021	HSHW	Physical Therapist Assistants	3.42	939	30.15	23.70	4	Yes	S
472151		Pipelayers	1.38	666	19.14	13.62	3	No	S
472152		Plumbers, Pipefitters, and Steamfitters	1.69	334	21.20	15.05	3	No	R
333051	HSHW	Police and Sheriff's Patrol Officers	0.94	364	35.54	25.49	3	No	R
435031		Police, Fire, and Ambulance Dispatchers	1.35	705	19.53	13.95	3	No	S
339021		Private Detectives and Investigators	NR	NR	22.43	12.85	4	No	R
119141	HSHW	Property, Real Estate, and Community Association Managers	1.34	403	30.67	19.03	4	No	R
273031		Public Relations Specialists	1.30	120	27.37	15.12	5	Yes	R
131023	HSHW	Purchasing Agents, Except Wholesale, Retail, and Farm Products	0.17	150	28.76	18.79	4	Yes	R
292034	HSHW	Radiologic Technologists	1.74	1,016	26.55	19.26	3	Yes	S
419021		Real Estate Brokers	1.27	765	35.04	14.50	3	No	S
291141	HSHW	Registered Nurses	1.73	1,385	33.18	25.54	4	Yes	R
291126	HSHW	Respiratory Therapists	2.66	91	28.32	22.75	4	Yes	R
472181		Roofers	2.00	283	17.91	13.66	3	No	R
112022	HSHW	Sales Managers	1.65	199	67.79	36.83	5	Yes	R
414012		Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	1.20	12,317	28.64	12.69	3	Yes	S
414011	HSHW	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	1.39	428	43.55	16.86	3	Yes	R
252031	HSHW	Secondary School Teachers, Except Special and Career/Technical Education	1.41	344	35.35	27.11	5	No	R
413031	HSHW	Securities, Commodities, and Financial Services Sales Agents	0.33	262	36.07	16.22	5	Yes	R
492098		Security and Fire Alarm Systems Installers	1.52	867	20.40	14.48	3	No	S
472211		Sheet Metal Workers	1.42	199	18.66	13.74	3	No	R
151132	HSHW	Software Developers, Applications	3.62	496	43.26	27.72	4	Yes	R
151133	HSHW	Software Developers, Systems Software	1.90	172	45.43	31.03	5	Yes	R
472221		Structural Iron and Steel Workers	2.13	687	20.48	14.48	3	No	S
211011		Substance Abuse and Behavioral Disorder Counselors	2.34	96	23.76	13.72	5	No	R
292055		Surgical Technologists	1.84	90	22.63	18.12	3	Yes	R
173031		Surveying and Mapping Technicians	1.51	733	19.30	13.37	3	Yes	S
492022	HSHW	Telecommunications Equipment Installers and Repairers, Except Line Installers	0.37	305	29.01	19.67	3	Yes	R
499052		Telecommunications Line Installers and Repairers	0.63	87	19.39	14.56	3	Yes	R
131151	HSHW	Training and Development Specialists	2.48	241	30.55	18.55	5	Yes	R
339093		Transportation Security Screeners	NR	NR	NR	NR	3	No	R
151134	HSHW	Web Developers	1.72	90	34.03	18.24	3	Yes	R
514121		Welders, Cutters, Solderers, and Brazers	1.41	1,812	18.05	12.76	3	Yes	S

†SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.

††HSHW = High Skill/High Wage.

†††Data Source:

R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data. Regional data are shown.

S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data. Statewide data are shown.

NR = Not releasable.

EFI - Enterprise Florida, Inc.

# The list of the 20 occupations CSBD is recommending to be retained

## Sorted by Occupational Title

Workforce Development Area 22 - Broward County

	SOC Code	HSHW	Occupational Title	Entry Wage
1.	119041	HSHW	Architectural and Engineering Managers	\$43.38
2.	493023	-	Automotive Service Technicians and Mechanics	\$14.72
3.	492091	HSHW	Avionics Technician	\$19.60
4.	292031	-	Cardiovascular Technologists and Technicians	\$13.70
5.	151131	HSHW	Computer Programmers	\$20.63
6.	292032	HSHW	Diagnostic Medical Sonographers	\$24.80
7.	333021	HSHW	Detectives and Criminal Investigators	\$27.28
8.	436011	HSHW	Executive Secretaries and Executive Administrative Assistants	\$18.15
9.	172112	HSHW	Industrial Engineers	\$20.75
10.	436012	-	Legal Secretaries	\$13.35
11.	292081	-	Opticians, Dispensing	\$14.00
12.	292052	-	Pharmacy Technicians	\$14.00
13.	319097	-	Phlebotomists	\$15.00
14.	291071	HSHW	Physician Assistants	\$33.69
15.	339021	-	Private Detectives and Investigators	\$14.95
16.	272012	HSHW	Producers and Directors	\$17.80
17.	211093		Social and Human Service Assistants	\$13.52
18.	113071	HSHW	Transportation, Storage and Distribution Managers	\$30.41
19.	251194	HSHW	Vocational Education Teacher, Post-Secondary	\$17.55
20.	131022	HSHW	Wholesale and Retail Buyers, Except Farm Products	\$18.55

HSHW = High Skill/High Wage

SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.

## Memorandum #16 – 18 (LS)

**To:** Mason C. Jackson, President/CEO  
**From:** Rochelle J. Daniels, General Counsel  
**Subject:** D&O Insurance with Employment Practice Liability  
**Date:** April 15, 2019

### SUMMARY

CareerSource Broward (CSBD) has received quotes for its Directors and Officers (D&O) Insurance. The current policy for Directors and Officer's/Employee Practices Liability (EPL) Insurance is expiring. The cost of the policy is under \$10,000 and, while we solicited quotes the only company, other than our current carrier, that formally responded, declined to quote. Last year, we requested that we bring this as a report in the future as the quotes would come in after the agenda was published and we were constantly bringing this for approval after coverage had to be placed. We purchased D&O coverage which includes EPL from the Philadelphia Insurance Company, at a cost of \$6,898, and added workplace violence coverage for an additional \$720 for a total of \$7,618.

### BACKGROUND

D&O is liability insurance to indemnify our board and elected officials and pay for the cost of defense as a result of a legal action brought for alleged wrongful acts. Our coverage also includes employment practices liability for alleged wrongful terminations.<sup>1</sup> This year we are adding coverage for workplace violence. Workplace violence pays for expenses incurred after such an act occurs, including but not limited to counseling, forensic analysis, and wages to victims, which are expenses that would not be covered by our grants.

Last year we requested that rather than bring this for approval that we bring this as a report to the governing boards. The reason was that the quotes would come in after the agenda was published each year and we were constantly bringing this for approval after coverage had to be placed.

### DISCUSSION

The current D&O policy expires on April 30, 2019. Although the premium is under \$10,000 and does not require quotes, CSBD asked its agent to test the market. However the only response was from CAN, which declined to quote. We also asked our agent to get quotes for workplace violence coverage this year.

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<sup>1</sup> Note that Intentional illegal acts are typically not covered under D&O policies.

The cost of insurance with current carrier Philadelphia Insurance Company this year will be \$6,898. This is \$438 more than last year's premium of \$6,460. We also asked that a quote be provided for workplace violence coverage, which will cost an additional \$720, for a total of \$7,618.

The cost of the insurance is under \$10,000 and does not require quotes. Nevertheless, we asked our insurance agent to test the market but the only response received was from CNA, which declined to quote.

We renewed the Philadelphia Insurance Company policy for the same coverage limit as last year of \$3,000,000 at an annual premium of \$6,898, plus coverage for workplace violence for an additional \$720, for a total of \$7,618.

### **RECOMMENDATION**

None, for informational purposes only.