
MINUTES

BROWARD WORKFORCE DEVELOPMENT BOARD, INC. & CAREERSOURCE BROWARD COUNCIL OF ELECTED OFFICIALS

Partnership Meeting #208

Thursday, June 28, 2018

CareerSource Broward Vision Room, 2600 West Oakland Park Blvd., Oakland Park, 33311

The Board and Council are 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 whether or not you are able to attend the meeting if you have a conflict with any agenda items.

PLEDGE OF ALLEGIANCE: Mayor Josh Levy (Via phone), Commissioner Tim Ryan, Gina Alexis (Via phone), Gary Arenson, Josie Bacallao (Via phone), Michael Carn, Kristen Cavallini-Soothill (Via phone), Dr. Ben Chen (Via phone), Dr. Mildred Coyne, Paul Farren, Cynthia Gaber, Frank Horkey (Via phone), Francois LeConte, Mayor Frank Ortis, Dr. Gertrudis Perez-Dusek, Pam Sands (Via phone), Cynthia Sheppard (Via phone), Anna Silva (Via phone), John Simmons, Bob Swindell, Dr. Steve Tinsley.

Members who were unable to attend were: Mayor Dean Trantalis, Carlos J. Arboleda, Dr. Lisa Knowles, Kevin Kornahrens, Samuel Robbin, David Svetlick, Enid Valdez, Marjorie Walters, Patricia West, Janet Wincko.

INVOCATION

Michael Carn gave the invocation.

MEMBER SPOTLIGHT

Carmine Cardillo gave the staff spotlight.

Commissioner Tim Ryan gave the Board member spotlight.

BOARD MEMBER RECOGNITION

Presentation of plaque to former member Silvia Beebe.

Mason Jackson mentioned that Silvia Beebe has served on the BWDB since 2017. Ms. Beebe has more than two decades of public service leadership and community development. She is now the Assistant Division Director of Broward County Community Partnerships Division.

Silvia Beebe thanked the Broward Workforce Development Board for their hard work and all the accomplishments that have been achieved.

APPROVAL OF MINUTES

Approval of the minutes of the May 24, 2018 Broward Workforce Development Board/CareerSource Broward Council Partnership Meeting #207.

A motion to approve the minutes of the of the May 24, 2018 BWDB Partnership/CareerSource Broward Council meeting #207 was made by John Simmons and seconded by Paul Farren. The Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the minutes.

CONSENT AGENDA

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

ACCEPTANCE OF CONSENT AGENDA

RECOMM	Approval
ACTION	Motion for Approval

1. Monthly Performance Report

The current performance for the month of April is provided. This month's data reflects that within the Big 7 Regions CSBD is in a six-way tie for 1st in WIOA Entered Employment Rate (EER), ranks 1st in Veterans EER, ranks 2nd in WTP EER and WTP All Family Participation Rate and ranks 3rd in WTP Two Parent Participation Rate.

2. BWDB Committee Summary

Summary of actions taken at the following meetings:

Employer Services Committee meeting – 6/4/18
Combined One Stop Services & Special Populations & Youth Committee meeting – 6/5/18
Audit Committee meeting – 6/6/18
Executive Committee meeting – 6/11/18

3. General Fund Balance

As of 4/30 the current General Fund balance is \$1,350,500. Since 7/1/17, we have realized gross revenues of \$289,460 and have had expenditures of \$585,540 most of which are for costs related to the renovation of the new building. Reviewed at the 6/6 Audit and 6/11 Executive Committee meetings.

4. Cherry Bekaert LLP Fiscal Monitoring Report 10/2017 – 12/2017

Cherry Bekaert LLP conducted one fiscal monitoring for the period 10/1/2017 through 12/31/2017. There was 1 finding and 23 observations. All findings and observations were corrected. Cherry Bekaert reviewed a total of 982 elements during the review period. Based upon the total elements reviewed, the 1 finding equates to an approximate error rate of .10%. Reviewed at the 6/6 Audit and 6/11 Executive Committee meetings.

5. Taylor Hall Miller Parker PA, Program Monitoring Report 8/2017–2/2018

The THMP program monitoring report for the period 8/1/2017, through 2/9/2018 identified 9 findings and 23 observations. All findings and observations were corrected except where cases were closed and no further action could be taken. They reviewed a total of 173 files consisting of 5,372 elements. The findings equate to an error rate of about .17%. Reviewed at the 6/6 Audit and 6/11 Executive Committee meetings.

6. Taylor Hall Miller Parker PA, Program Monitoring Report 2/2018–4/2018

The THMP program monitoring report for the period 2/9/2018, through 4/12/2018 identified 4 findings and 28 observations. All findings and observations were corrected except where cases were closed and no further action could be taken. THMP identified 4 findings and 28 observations during their program monitoring visit. They reviewed a total of 185 files consisting of 5,445 elements. The findings equate to an error rate of about .07%. Reviewed at the 6/6 Audit and 6/11 Executive Committee meetings.

7. Employer Services Infograph March - April 2018

CSBD hosted 26 mass recruitment events for employers seeking to fill 390 vacant positions. Also through the industry intermediaries, CSBD posted 102 available jobs for employers in Broward's targeted industries during this time period. Reviewed at the 6/4 Employer Services and 6/11 Executive Committee meetings.

8. CSBD Info-graph Calendar YTD Through March 2018

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

9. Broward County Unemployment

The unemployment rate in Broward County was 3.2 percent in May 2018. Lower by 0.6 percentage point over the year. In May 2018, Broward County's unemployment rate was 0.2 percentage point lower than the state rate (3.4) and 0.2 percent point lower than the national rate (3.6 percent). Out of a labor force of 1,042,154 there were 33,059 unemployed Broward County residents.

On a motion made by Michael Carn and seconded by Gary Arenson, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of June 28, 2018.

REGULAR AGENDA

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

NEW BUSINESS

1. Selection of a Staffing Company for the Career Centers

On 3/26, CareerSource Broward (CSBD) released a Request for Proposals for a staffing company to staff the three one stop centers. CSBD received five proposals. A review committee met on 5/16 to review and rate the proposals. Consideration to approve the review committee's recommendation that we negotiate and contract with the highest ranked lowest priced proposal which is EmpHire, our current provider. Based on the current payroll of \$4,475,471 the cost would be \$682,062 which includes mandatory taxes. Approved at the 6/5 Combined One Stop Services & Special Populations and Youth and 6/11 Executive Committee meetings. *(This is in alignment with the BWDB goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Rochelle Daniels stated CSBD received five responses to the Request for Proposals (RFP). Mason Jackson mentioned a Proposal Review Committee was convened on 5/16/18, consisting of board members: Ms. Pat West, Dr. Lisa Knowles, Commissioner Michael Carn, and Mr. John Simmons. CSBD's current provider EmpHire was ranked #1 and is also the least expensive.

On a motion made by Francois LeConte and seconded by Paul Farren, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the committee's recommendation to keep EmpHire, our current provider.

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

Consideration to approve a Workforce Innovation and Opportunity Act work experience contract with JAFCO for Program Year (PY) 18-19. 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 must be approved by a 2/3 vote of the Board members present with an established quorum at the Board meeting. Approved at the 6/5 Combined One Stop Services & Special Populations and Youth and 6/11 Executive Committee meetings. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations.)*

Ron Moffett declared a conflict of interest for this item as he is related to JAFCO's site director and submitted a conflict of interest form at the meeting.

On a motion made by Paul Farren and seconded by John Simmons, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the Workforce Innovation and Opportunity Act work experience contract with Jewish Adoption and Foster Care Options (JAFCO) for PY 18 – 19 by a 2/3 vote of the seated quorum.

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

Consideration to approve a WIOA youth work experience contract with the ELC for PY 18-19. 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 6/5 Combined One Stop Services & Special Populations and Youth meeting and 6/11 Executive Committee meetings. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations.)*

Mason Jackson declared a conflict of interest for this item as he serves on the ELC Board and submitted a conflict of interest form at the meeting.

On a motion made by Bob Swindell and seconded by Paul Farren, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the WIOA youth work experience contract with Early Learning Coalition for PY 18- 19 by a 2/3 vote of the seated quorum.

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

Consideration to approve a WIOA youth work experience contract with the BEF for PY 18-19. 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 is also a Treasurer 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 6/5 Combined One Stop Services & Special Populations and Youth and 6/11 Executive Committee meeting. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations.)*

Frank Horkey declared a conflict of interest for this item as he is serves on the Board of Directors. He abstained from voting and will be required to submit a conflict of interest form.

On a motion made by Michael Carn and seconded by Gary Arenson, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved Work Experience Contract with Broward Education Foundation by a 2/3 vote of the seated quorum.

5. **Approval to Solicit Quotes for Audit Services for the 2017 – 2018 Audit**

This is to recommend that CSBD solicit quotes for the conduct of the 2017 – 2018 organization wide audit. Over the course of the last two years communications were a challenge and the finding/observations were a surprise as there were no daily debriefings as is customary or an exit conference. As the contract is a one year contract subject to renewal CSBD has no obligation to renew the contract for the upcoming audit period. Approved at the 6/6 Audit and 6/11 Executive Committee meetings. *(This is in alignment with the BWDB goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Mason Jackson mentioned the state requires a rotation of auditors every five (5) years. During the conduct of the PY 15–16 audit we experienced some communication challenges and delays with Grau. These were addressed with them and we thought they were resolved. However, for PY 17 – 18 we had anticipated better communications but there was little improvement. Mr. Jackson stated since this contract is a one year contract subject to renewal CSBD has no obligation to renew the contract for the upcoming audit period.

On a motion made by Paul Farren and seconded by Francois LeConte the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved to solicit quotes for audit services for the 17-18 organization wide audit.

6. Distribution of Fully Depreciated Computers to Welfare Transition Participants

Consideration to expand the distribution of fully depreciated computers to WTP customers. CSBD can dispose of its surplus property. This includes computers. Some time ago the CSBD governing boards approved the distribution of fully depreciated computers to youth participating in our programs. This will be a good resource for WTP customers for both on-line courses and job search. Approved at the 6/5 Combined One Stop Services & Special Populations and Youth and 6/11 Executive Committee meetings. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations.)*

Mason Jackson stated CSBD governing boards approved the distribution of fully depreciated computers to our youth participants. There have been instances where after providing the youth with the computers we still have a number of computers remaining. CSBD would like to distribute the surplus computers to our Welfare Transition Program (WTP) participants.

Gary Arenson asked if the hard drives have been cleaned from the computers. Mason Jackson stated yes.

On a motion made by Gary Arenson and seconded by Michael Carn the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the distribution of fully depreciated computers to WTP customers.

7. State Apprenticeship Expansion Grant

Consideration to accept \$100,000 from the Florida Department of Economic Opportunity to fund the State Apprenticeship Expansion Grant, which is a collaborative partnership between CSBD, Broward College and Wheelhouse IT (a local employer), designed to train up to 25 apprentices in the IT industry. Approved at the 6/5 Combined One Stop Services & Special Populations and Youth and 6/11 Executive Committee meetings. *(This is in alignment with the BWDB goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Mason Jackson stated this is a great partnership between CareerSource Broward (CSBD), Broward College (BC) and Wheelhouse IT (a local employer).

Dr. Mildred Coyne declared a conflict of interest for this item as she is employed by Broward College. She abstained from voting and submitted a conflict of interest form at the meeting.

On a motion made by Gary Arenson and seconded by John Simmons, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously accepted \$100,000 from the Florida Department of Economic Opportunity to fund the State Apprenticeship Expansion Grant.

8. New Courses For Existing ITA Provider – Florida Atlantic University (FAU)

Consideration to approve current ITA provider, FAU's request to add its 1) Paralegal program to the Individual Training Account (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 6/5 Combined One Stop Services & Special Populations and Youth and 6/11 Executive Committee meetings. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations.)*

On a motion made by Gary Arenson and seconded by Dr. Mildred Coyne, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved New Course for Existing ITA Provider- Florida Atlantic University.

9. Continued Eligibility for Current ITA Provider – Florida National University (FNU)

Consideration to approve FNU's 1) "Continued Eligibility" status for the next two year period beginning 7/1/18 thru 6/30/20 and 2) retention of all of their currently approved occupational training programs on the ITA list. CareerSource Florida (CSF) guidance requires that eligible training providers with continued eligibility status submit new applications every two years to remain on our ITA list. FNU did not submit timely and their courses were suspended from receiving referrals. FNU has recently submitted their application requesting consideration for continued eligibility. CSBD reviewed their application for completeness and to ensure that Board mandated criteria are met for the training programs and related occupational titles. Approved at the 6/5 Combined One Stop Services & Special Populations and Youth and 6/11 Executive Committee meetings. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations.)*

Mason Jackson stated that FNU did not submit their application timely and their courses were suspended from receiving referrals. FNU has recently submitted their application requesting consideration for continued eligibility. CSBD reviewed their application for completeness and to ensure that Board mandated criteria are met for the training programs and related occupational titles.

On a motion made by Paul Farren and seconded by Gary Arenson, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved 1) the continued eligibility for current ITA Provider – Florida National University (FNU) 2) retention of all of their currently approved occupational training programs on the ITA list.

10. **Additional Hurricane Irma Disaster Relief Funds**

Consideration to accept an additional \$1,325,000 in Hurricane Irma Disaster Relief Funds. These disaster relief funds provide temporary jobs to assist with humanitarian aid, clean-up, and restoration activities throughout Broward County. The grant period is from 9/6/2017 to 9/30/2018. With the new funding, the total amount received by CSBD for Hurricane Irma relief is \$1,750,000. Approved at the 6/11 Executive Committee meeting. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations.)*

Mason Jackson advised after the Combined One Stop Services & Special Populations and Youth Committee meeting CSBD was notified that we were awarded an additional \$1,325,000 in Hurricane Irma Disaster Relief Funds. We spent the initial amount in the first six months. These disaster relief funds provide temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to certain areas in Broward County affected by Hurricane Irma.

Paul Farren inquired how CSBD would spend the money in the small amount of time. Mason Jackson responded that we were collaborating with the United Way, Hispanic Unity, the City of Oakland Park and other community-based organizations. Mr. Jackson further noted we have marketing and social media plans including a four week paid media campaign through the Sun-Sentinel, both online and in print. The state has indicated the grant period may be extended.

On a motion made by John Simmons and seconded by Paul Farren, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved to accept an additional \$1,325,000 in Hurricane Irma Disaster Relief Funds.

REPORTS

1. **Board Members Recognition**

Bob Birdsong, due to time constraints and Silvia Beebe, moving to a new position have notified CSBD that they are resigning from the Board.

2. **Start-Up NOW Sustainability**

The Entrepreneurship program Startup Now expires in 2/19. Margaret Sanchez, Sustainability Coordinator, of Start-Up Now will provide a presentation on the sponsorship package created to seek community support through sponsorships. We are requesting that Board members share this information with their contacts to assist in our outreach efforts.

Margaret Sanchez gave a presentation on the sponsorship package.

Mason Jackson stated that we need Board members to help us get the word out, make calls and open doors throughout the community.

Gary Arenson stated he would like to contribute to the Start-Up now Entrepreneurship program.

3. Support Services

At the request of Commissioner Ryan we have provided an overview to the Board on CareerSource Broward's (CSBD) support services policies. CSBD provides support services to Workforce Innovation and Opportunity Act and Welfare Transition Program participants. All support service awards are subject to internal controls, monitoring and audit.

Mason Jackson stated Tampa Bay Times asked 23 boards in the state including CSBD for our expenditures on participant support services in connection with an article they were writing about management of support service payments by workforce boards.

Mr. Jackson indicated that support cards may include clothes for job search and interviews, bus passes or gas cards to get to interviews. Mr. Jackson indicated that we have various levels of monitoring conducted by CSBD to ensure cards are distributed in accordance with our policies and procedures, which are supplemented by the State's annual monitoring and the CSBD annual audit.

Tim Ryan thanked CSBD for providing the report. Commissioner Tim Ryan stated his concerns were that the article from Tampa Bay Times could have been too broad and would not have shown how the workforce boards have proper practices in place. Commissioner Ryan further noted that the report shows the importance of the service cards.

4. Budget vs. Expenditures Report

The Budget vs. Expenditure Report covers the period 7/1/17 through 4/30/18 or 83% of the year for funds awarded on a program year basis, 7/1–6/30, and 58% of the year for funds awarded on a federal fiscal year basis, 10/1–9/30. Reviewed at the 6/6 Audit and 6/11 Executive Committee meetings.

5. Summer Youth Program Update

This year SYEP will have 5 different funding streams to implement an eight-week summer program. The five different funding streams include 1) Children Services Council of Broward County 2) City of Fort Lauderdale 3) City of Pembroke Pines 4) Broward County Human Services Department and 5) Bank of America. The summer program will serve approximately 800 youth and runs from 6/11 to 8/7. This year we are also leveraging funding with for profit businesses who are giving donations at 50% of the youth wage per youth placed at the for profit worksites, which will provide funding for additional youth to participate during summer of 2019. Reviewed at the 6/5 Combined One Stop Services & Special Populations and Youth and 6/11 Executive Committee meetings.

Mason Jackson stated the SYEP has over 800 youth working from 6/11 to 8/7. Mr. Jackson introduced Zion Walker, SYEP, is working in the administrative office and Dana Alexander, SYEP, is working in the Legal Department.

6. Shining Star Award presented by Broward County

At the 2018 Broward and Beyond Business Conference on 5/4, CSBD was awarded the Shining Star Award by the Broward County Office of Economic and Small Business Development in recognition for our continued partnership with them with efforts supporting the growth and economy of Broward County.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

None

MATTERS FROM THE BOARD

None

MATTERS FROM THE FLOOR

Michael Carn mentioned he heard on the radio an ad by CSBD regarding seniors in need of medical equipment. Mr. Carn inquired if we could get some more information about the grant. Mason Jackson responded that we received \$952,634 from the Florida Department of Economic Opportunity to fund the Disability Disaster Grant, which is designed to respond the needs of individuals with disabilities impacted by Hurricane Irma and/or evacuees impacted by Hurricane Maria throughout the State of Florida.

Roy Rogers asked if we as a Board know where we are going in the future. Mason Jackson responded that we are losing a lot of young talent in the Broward County area. Mason Jackson stated that we need to pay attention to young males between the ages of 23 – 34 years old. Mr. Jackson stated that more young people are on disability and are living at home.

Dr. Mildred Coyne and Francois LeConte inquired if they could get a report on demographics by age and zip codes for those individuals who are not looking for work. Mr. Jackson indicated he would look into it but does not believe there is a report we could pull.

Mason Jackson further noted that President Trump has unveiled his plan to combine the Department of Education and Department of Labor. Mr. Jackson stated that we will need to see what happens and stay flexible and nimble to adjust to the possible changes in the future.

Commissioner Tim Ryan stated that we are dealing with employment issues and trying to build a strong workforce. Commissioner Ryan advised that we are trying to attract new businesses in the county by outreaching and marketing. He further noted that we need to find other ways to get our name out there.

MATTERS FROM THE PRESIDENT/CEO

- Mason Jackson stated CSBD is currently a part of an Opioid Grant application that the state is submitting to the US Department of Labor.

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- Mason Jackson stated he needed the Board to get him in front of CEOs and groups of people to discuss internships and employment needs. Mr. Jackson mentioned that as unemployment drops managers need to look to people with disabilities, public assistance and ex-offenders. Mason Jackson informed the Board that CSBD submits the most federal bonds for the ex-offenders. We are the number one workforce employment network in the country.
 - Mason Jackson advised that CSBD is working with the state and the Greater Ft. Lauderdale Alliance on the homeless initiative in downtown Ft. Lauderdale.
 - Mason Jackson mentioned that the Broward County Schoolboard is looking for personnel security. CSBD went through our database and found 90 people who would be interested in this position. We plan to send them out information regarding the positions that are available.
 - Mason Jackson mentioned that the Board members Financial Disclosures need to be completed and submitted by 7/2. He further noted there is a penalty if you do not submit by the deadline.

ADJOURNMENT 9:30 a.m.

THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEDULED FOR JULY 26, 2018 AT 8:00 A.M.