
MINUTES

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

**Partnership Meeting #203
Thursday, January 25, 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.

ATTENDEES: Mayor John P. “Jack” Seiler, Mayor Josh Levy, Commissioner Tim Ryan, Gary Arenson, Silvia Beebe, Michael Carn, Kristen Cavallini-Soothill, Joe Cobo, Paul Farren, Cynthia Gaber, Dr. Lisa Knowles, Francois LeConte, Kevin Kornahrens, Sam Robbin, Pam Sands, Anna Silva, John Simmons, Bob Swindell, Patricia West, Janet Wincko, Gina Alexis (Via phone), Dr. Ben Chen (Via phone), Gertrudis Perez- Dusek (Via phone), Enid Valdez (Via phone) Marjorie Walters(Via phone)

Members who were unable to attend were: Carlos J. Arboleda, Josie Bacallao, Bob Birdsong, Mildred Coyne, Frank Horky, Mayor Frank Ortis, Cynthia Sheppard, David Svetlick, Steve Tinsley

PLEDGE OF ALLEGIANCE

INVOCATION

Pam Sands gave the invocation.

MEMBER SPOTLIGHT

Pam Sands gave the Board member spotlight.

Julia Costin gave the staff spotlight.

APPROVAL OF MINUTES

Approval of the minutes of the December 14, 2017 Broward Workforce Development Board/CareerSource Broward Council Partnership Meeting #202.

A motion to approve the minutes of the December 14, 2017 BWDB Partnership/CareerSource Broward Council meeting #202 was made by Mayor John P. “Jack” Seiler and seconded by

Joe Cobo. 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

On a motion made by Mayor John P. “Jack” Seiler and seconded by Gary Arenson, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of January 25, 2018.

1. Monthly Performance Report

The current performance for the month in WTP, WP, VET, and WIOA (Adult & Dislocated Worker) is provided. This month’s data reflects that within the Big 7 Regions CSBD is in a 6 - way tie for 1st in WIOA Entered Employment Rate (EER), ranks 1st in WTP EER and Two Parent Participation Rate, and ranks 2nd in WTP All Family Participation Rate.

2. BWDB Committee Summary

Summary of actions taken at the following meetings:

Executive Committee – January 8, 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. December 2017 Planning Session

The BWDB held its annual planning meeting 12/14 in Fort Lauderdale. There were 34 attendees, including BWDB members, guests and CSBD staff. This year's planning session began with welcoming remarks provided by Mayor Jack Seiler, Board Chair Mayor Frank Ortis, and Mason Jackson, President/CEO. An overview of each discussion group is provided in the attached memo with their consolidated recommendations. Items will be sent to the committees to deploy once approved by the Board. Approved at the 1/8 Executive Committee meeting. *(This is in alignment with the BWDB goal to maintain our role as local workforce development leaders.)*

Mason thanked Mayor John P. "Jack" Seiler and Mayor Frank Ortis for setting the tone at the planning session. Mason indicated the milestone report reviewed during the planning session showed the success we have had over the past year. The strategies the committees will be developing based on this year's session will include more engagement of board members more engaged.

On a motion made by Michael Carn and seconded by Mayor John P. "Jack" Seiler, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the adoption of the report and recommendations of the 2017 board planning session.

2. Program Year (PY) 2017-18 Revised Budget

This is our annual update to the preliminary budget presented last May. It is the adjusted budget based upon the actual amounts of the grants received by CareerSource Broward. The CSBD formula grants for Program Year (PY) 2017-18 total \$18,698,690, an 8% decrease (\$1,612,582) from the planning numbers presented in May. The changes from the preliminary PY 17/18 budget to the actual budget are 1) a reduction in formula allocation and 2) a lower carry forward in the WIOA Dislocated Worker and Youth funding streams than forecasted. Approved at the 1/8 Executive Committee meeting. *(This is in alignment with the BWDB goal to improve the sustainability of the workforce system through increased funding, efficiency, and relevancy.)*

Mason advised this is the annual update from the preliminary budget presented in May. Mason indicated there is about \$18.7 million dollars which includes carried over and allocated funds, except for dedicated discretionary grants which we show separately.

Commissioner Tim Ryan asked if table 3 showed the amount of money spent in these categories listed in the funding stream. Mason advised that this is the budgeted amounts that are stated allocated.

Commissioner Tim Ryan inquired why the Supplemental Nutrition Assistance Program percentage was significantly higher. Mason advised this is a state allocation. The allocation has decreased so the percentage has changed. Mason, indicated that this is not a determination on how the money will be spent, instead how the categories are appropriated. Commissioner Tim Ryan asked if we can move money from one appropriated category to

another. Mason stated we could move monies from WIOA Dislocated Worker to WIOA Adult but not all funds have that ability.

Mayor John P. "Jack" Seiler asked if we are training staff to see the different opportunities within the funding streams. Mason advised yes, our goal is to get people jobs. If we have to enroll them in different funding streams we do.

On a motion made by Mayor John P. "Jack" Seiler and seconded by Joseph Cobo, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved Program Year (PY) 17/18 Revised Budget.

REPORTS

1. Presentation to the Board

James Finch of the Department of Economic Opportunity, will provide the performance presentation via webinar.

Mason indicated that we have a waiver for the P3. We only have to hit 60% but we hit 75%.

2. Presentation to the Board

Mario Lawson, the owner of the Headz Up Hair Studio who offered free grooming services to CSBD job seekers to help prepare them for interviews will be presented a plaque.

3. Joe Cobo Retiring

Joe Cobo will be retiring and therefore leaving the Broward Workforce Development Board. Joe has been a member since 2006.

4. Update on Administrative Building

Report on the progress of the CSBD new administrative office. Contract negotiations followed the board's approval resulting in the final contract being signed and executed on 12/15. To date, Anatom Construction has secured the necessary project insurances and required bonds and all initial permit fees have been paid. The demolition and construction plans have been submitted to the City of Fort Lauderdale on 12/20. The estimate to receive feedback/approval of the plans is between 3 to 4 weeks from the date the plans are submitted. Anatom Construction expects the demolition work to start on or before 2/5/18. Reviewed at the 1/8 Executive Committee meeting.

Mason informed the Board that the permits have been sent to the City of Ft. Lauderdale. We had our first bi-monthly meeting with Anatom Construction and Broward Housing. The projected completion date is about 12/22.

5. Taylor, Lombardi, Hall and Wydra (TLHW) Fiscal Monitoring Report

TLHW conducted fiscal monitoring for the period 4/1/17 – 7/31/17. There were 16 findings and 10 observations. The findings equate to an error rate of about 2.2%. All findings and observations have been corrected. Reviewed at the 11/20 Audit and 1/8 Executive Committee meetings.

Mason advised that our error rate is very low, so over all we are doing well. We are however, going through every monitoring report and seeking ways to be more preventive instead of just fixing the errors. We are looking into creating or buying software to that with use technology to help to prevent mistakes.

Commissioner Tim Ryan advised that we should check with Broward County, City of Ft. Lauderdale or Hollywood to see if said technology is already in place.

Pam Sands indicated that her office is working with robotics technology also trying to find ways where technology helps to streamline operations.

Silvia Beebe inquired if there is continuous training for staff. Mason indicated that we have continuous training for staff and that we also cross train our staff. We also have a quality assurance department that looks at the errors and works to create ways to prevent them from happening in the future so that it's more than training. Silvia stated that was good as its important for staff to be trained.

Mason mentioned that 1/25 is the last BWDB meeting Jennifer Pugh, VP of Finance, will be attending. She is moving into the Private Sector.

6. Taylor, Lombardi, Hall and Wydra (TLHW) Program Monitoring Report

TLHW conducted program monitoring for the period 2/9/17 - 7/27/17. There were 19 findings and 25 observations. The findings equate to an error rate of about 0.35%. All findings and observations were corrected except where cases were closed and no further action could be taken. Reviewed at the 11/20 Audit and 1/8 Executive Committee meetings.

7. Florida Department of Economic Opportunity (DEO) Program Monitoring Report

DEO conducted its annual program monitoring review for the period 1/1/16 – 12/31/16. The review was conducted in May 2017. There were 10 findings, 7 non-compliance issues, and 1 observation. The findings equate to an error rate of about .22%. All findings and observations have been corrected. Reviewed at the 11/20 Audit and 1/8 Executive Committee meetings.

8. Broward County Unemployment

The unemployment rate in Broward County was 3.4 percent in December 2017. Lower by 1.0 percentage point over the year. In December 2017, Broward County's unemployment rate was 0.3 percentage point lower than the state rate (3.7) and 0.2 percent point lower than the national rate (3.9 percent). Out of a labor force of 1,026,696 there were 34,813 unemployed Broward County residents.

9. CareerSource Broward Pizza Events

On January 2, 4, 5 and 10, Past Board Chairs sponsored a Pizza events held at each CareerSource Broward Centers and administrative office to show their appreciation to the employees' for their hard work and commitment to provide quality services to the people of Broward county. The events were well received by staff.

Mason acknowledged Frank Horkey for his effort in taking the initiative to thank the staff for all their hard work and getting the former chairs involved. Gary Arenson stated it was nice to thank the staff as they are the individuals that do the day to day work.

10. Next Gen and Beyond

Don't forget to sign up through Eventbrite.com for our Millennial Forum on February 21st, 2018 at the Global Event Center, starting with breakfast.

Mason stated the invitations were sent out for upcoming Millennial Forum to please attend. He indicated it will be a grand discussion with Catherine Rampell.

Bob Swindell indicated that there are 80 business leaders going to Nashville to learn best practices which can be deployed in our own community.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

Commissioner Tim Ryan recognized Bob Swindell and the Greater Fort Lauderdale Alliance (GFLA) for the effort they put forth in attracting Amazon to consider having their second headquarters in the South Florida area.

John P. "Jack" Seiler indicated that Jack Bennings and Mason did a great job with Amazon. If Amazon's second headquarters end up in South Florida, this will take the organization to a higher level and benefit three counties. We should focus on getting this done.

MATTERS FROM THE BOARD

- Enid Valdez thanked the Greater Ft. Lauderdale Alliance for their partnership with the 2018 Claim Your Future Showcase. The 2018 Claim Your Future Showcase will be held at the BB&T Center on February 12, 8:00 a.m. – 2:00 p.m.
- Bob Swindell encouraged BWDB members to carve out some time for the 2018 Claim Your Future Showcase. Bob thanked Enid Valdez for her partnership on the showcase.
- Enid Valdez thanked CSBD, GFLA, Broward College and the Department of Education for the collaboration with the schoolboard. The schoolboard had a fantastic state audit.
- Michael Carn thanked GFLA and the teams for the Talent Hub. He also acknowledged our efforts to rebrand our email signature line and materials to indicate that we are located in the City of Oakland Park.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

- Mason advised he sent an email to the BWDB regarding the ongoing investigation of CareerSource Tampa and Pinellas. We do not have any issues with placements here at CSBD. Employers can go online and review resumes and contact the customers directly. In those instances, we do not get credit for the referral. Because we offer services online, many of our customers do not come into the One Stop Center. When we refer customers to an employer for placements and the employer hires them we record the action and we do get credit for the referral. Our goal is to teach customers how to find jobs, use our system and learn to network.
- Mason advised that the FBI notified the Department of Law Enforcement that all CareerSource agencies no longer have a VECHS number which gives you the ability to run level two background checks. This is going to be a problem for our SYEP and AmeriCorps programs. We need to do level two background checks when we place youngsters at the Boys and Girls Club. Pam Sands asked if we could partner with EmpHire. Mason advised that the person has to be employed with EmpHire before they can get a level two background, so that won't work as a solution.
- Carol stated that Latema King, SYEP Program Manager, completed the SYEP application process through the internet where over 2,600 youth applied. Latema's next step is to send out full packets including W4s forms to the selected SYEP participants. Mason mentioned that we are trying to leverage funds for the SYEP. We are plastering Broward County through emails, flyers, Twitter, LinkedIn and Facebook, asking employers to help us.
- Latema King and Joel Greenbaum will be featured on the City of Miramar's "Good Morning Miramar" television segment on Tuesday, 1/30 at 10:00 a.m. to discuss the SYEP and the National Dislocated Worker Grant.
- Mason asked the BWDB members who are in the private sector to consider hiring a participant from our SYEP or to reach out to organizations on our behalf to hire these youngsters. Bob Swindell mentioned that it was a good idea and a very good experience for the kids.

ADJOURNMENT: 9:27 A.M.

THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEDULED FOR FEBRUARY 22, 2018 AT 8:00 A.M.