

MINUTES

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

Partnership Meeting #200
Thursday, September 28, 2017
CareerSource Broward, 7550 Davie Road Extension, Davie, FL

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 (Via phone), Mayor Josh Levy, Gary Arenson, Josie Bacallao, Terri-Ann Brown, Michael Carn, Kristen Cavallini-Soothill (Via phone), Dr. Ben Chen, Mildred Coyne (Via phone), Paul Farren, Brian Hirsh, Mayor Frank Ortis, Gertrudis Perez-Dusek (Via phone), Samuel Robbin, Anna Silva, David Svetlick, Steve Tinsley (Via phone), Marjorie Walters (Via phone), Gina Alexis (Via phone), Enid Valdez, Frank Horkey, Dr. Lisa Knowles, Francois LeConte, John Simmons

Members who were unable to attend were: Commissioner Tim Ryan, Carlos J. Arboleda, Silvia Beebe, Bob Birdsong, Kevin Kornahrens, Joseph Cobo, Cynthia Sheppard, Bob Swindell, Patricia West, and Janet Wincko

PLEDGE OF ALLEGIANCE

INVOCATION

Michael Carn gave the invocation.

MEMBER SPOTLIGHT

Josie Bacallao gave the Board member spotlight.

Cynthia Carcillo, Wagner Peyser & Veterans Program Manager gave the staff highlight.

APPROVAL OF MINUTES

Approval of the minutes of the June 22, 2017 Broward Workforce Development Board/CareerSource Broward Council Partnership Meeting #199.

A motion to approve the minutes of the June 22, 2017 BWDB Partnership/CareerSource Broward Council meeting #199 was made by Michael Carn and seconded by Anna Silva. 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

Michael Carn requested item number “3” be pulled from the Consent Agenda for discussion.

Item #3 was pulled for discussion prior to the Board acting on the consent agenda. Item #3 was discussed and the Board then voted on the entire consent agenda.

Michael Carn requested more detail on this item. Mason advised with low unemployment at 3.9% we are now serving more underemployed Adult customers. We are allowed to transfer up to 100% of our WIOA Dislocated Funds to Adults. We are not seeing a lot of dislocated employment and there is need in the adult section rather than the dislocated section.

On a motion made by Michael Carn and seconded by Francois Leconte, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of September 28, 2017.

1. Broward Workforce Development Board, Inc. (BWDB) Planning Session

The BWDB and the CareerSource Broward Council of Elected Officials have traditionally set aside time each year in order to plan for the upcoming year. In looking at the calendar for November this year the Boat Show and our planning session are scheduled for the same day. We recommend having it as an extension to the BWDB meeting set for Thursday, December 14th. Approved at the 9/18 Executive Committee meeting. (*This is in alignment with the BWDB goal to maintain our role as local workforce development leaders.*)

2. Change Hours of Operation for the Three Career Centers

Consideration to approve reinstatement of a five day work week for the Career Centers. The centers will be open from 8:00 a.m. – 6:00 p.m. Monday thru Thursday and 8:00 a.m. – 5:00 p.m. on Fridays. This is occasioned by 1) a marked decrease in the number of customer visits after 6 pm 2) increased use of our virtual services and 3) a reduction in staff because of reductions in funding since 2010 and a need to have available staff in place proportionate to the high traffic times in the one-stops. Approved at the 9/5 One Stop Services and Special Populations Committee and 9/18 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.*)

3. Transfer WIOA Dislocated Worker Funds to WIOA Adult

Consideration to approve the transfer of up to \$2,000,000 from the Workforce Innovation and Opportunity Act (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 and far fewer DW customers. The funds will be used to provide Adult customers with services that include 1) On-the-Job training 2) Work Experience and 3) occupational skills training (Individual Training Accounts). We will continue to monitor demand and program expenditures to assure the maximum number of individuals is being served. Approved at the 9/5 One Stop Services and Special Populations Committee and 9/18 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).

4. New Course for Current ITA Provider – Ruby's Academy of Health Occupations

Consideration to approve Jun Enterprise, LLC dba Ruby's Academy for Health Occupations' request to add its Practical Nursing program to the ITA list. CSBD reviewed the application for completeness and to ensure that Broward Workforce Development Board (BWDB) mandated criteria are met for the training programs and related occupational titles. Approved at the 9/5 One Stop Services and Special Populations Committee and 9/18 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*).

5. 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 7-way tie for 1st in WIOA Entered Employment Rate (EER), ranks 1st WTP EER, and ranks 2nd in Veterans EER and in WTP Two Parent Participation and All Family Participation Rate.

6. BWDB Committee Summary

Summary of actions taken at the following meetings:

One Stop Services & Special Populations Committee – September 5, 2017

Audit Committee – September 18, 2017

Executive Committee – September 18, 2017

7. Letters of Support

Letters of support were written for 1) Children's Services Council of Broward County application for Success Youth Development Competition grant to improve two-generation outcomes involving workforce development and quality child care for low-income families 2) Broward Technical Colleges in support of adding three technical programs to their current course offerings 3) Broward County Port Everglade Freight Project for the "Infrastructure for Rebuilding America Grant application which will provide additional cargo berths 4) Broward

College Project Refugee Education proposal to provide training and education programs to help fill workforce gaps while creating career paths for refugees 5) Youth Co-Op application for Refugee Career Pathways Program to serve refugees by providing education and employment 6) School Board of Broward County application for the Teacher Pathway Initiative program to build a sustainable pipeline of Career and Technical Education teachers in computer science and information technology.

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

TLHW conducted fiscal monitoring for the period 10/1/16 – 3/31/17. There were 4 findings and 12 observations. The findings equate to an error rate of about 0.70%. All findings and observations have been corrected. Reviewed at the 9/18 Audit Committee meeting.

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

TLHW conducted program monitoring for the period 8/4/16 – 2/9/17. There were 15 findings and 30 observations. The findings equate to an error rate of about 0.32%. All findings and observations were corrected except where welfare cases were closed and no further action could be taken. Reviewed at the 9/18 Audit Committee meeting.

10. CareerSource Broward Info-graph Calendar YTD Through June 2017

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 June, 2017.

11. 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 the third week in August and found all courses from all eligible training providers meet the placement criteria.

12. ITA Program Saturation Report

The BWDB approved the saturation criteria where we monitor relevant indicators on a quarterly basis, to ensure all programs are still in demand occupations. CSBD conducted the analysis in August and found no additional programs have become saturated.

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. Membership Renewal

Consideration of BWDB membership renewal of for Mildred Coyne whose term has expired and is eligible for renewal for a two-year term through September 2019. CareerSource Broward Council of Elected officials appoints board members by a vote of the Council following a recommendation from the BWDB. Approved at the 9/18 Executive Committee meeting. *(This is in alignment with the BWDB goal to maintain our role as local workforce development leaders.)*

On a motion made by Mayor John P. “Jack” Seiler and seconded by Mayor Josh Levy, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the appointment of Cynthia Gaber.

2. Appointment of New Board Member

CSBD was recently notified by Brian Hirsch that he is resigning from the BWDB, and is designating Cynthia Gaber to be the Vocational Rehabilitation designee to the BWDB replacing himself. Brian Hirsch is resigning as of 10/3/17 due to Vocational Rehabilitation geographical reorganization. Consideration to recommend Cynthia Gaber, Vocational Rehabilitation Area 7 Director to fill a Core Partner/ Economic/Community Development slot formerly filled by Brian Hirsch. CareerSource Broward Council of Elected Officials governing board appoint board members by a vote of the Council following a recommendation from the BWDB.

Mason stated that Brian Hirsch is moving to a new district within Vocational Rehabilitation. Brian's replacement is Cynthia Gaber. Cynthia was a former BWDB board member until 2001 when she transferred to Dade County.

On a motion made by Mayor John P. “Jack” Seiler and seconded by Mayor Josh Levy, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the appointment of Cynthia Gaber.

3. New Course Addition for Current ITA Provider – Broward College

Consideration to approve the Broward College request to add its new Medical Assisting program to the ITA list. CSBD reviewed the application for completeness and to ensure that BWDB mandated criteria are met for the training program and related occupational title. Because a BWDB member, Mildred Coyne is employed at Broward College this recommendation must be approved by a 2/3 vote of the BWDB members present with an established quorum at the BWDB meeting. Approved at the 9/5 One Stop Services and Special Populations Committee and 9/18 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).*

Mildred Coyne declared a conflict of interest for this item as she is employed by the Broward College. She was on the phone and will submit the required a conflict of interest form.

On a motion made by Michael Carn and seconded by Frank Horkey, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved a Medical Assisting program for Broward College by a 2/3 vote of the seated quorum.

4. Community Service Contract with Broward College

Consideration to approve Broward College as a community service site. Our Welfare Transition Program (WTP) customers use these sites to acquire their participation hours. While we do not know the exact number of WTP customers Broward College will take, the contract is non-financial. Because a BWDB member, Mildred Coyne is employed at Broward College this recommendation must be approved by a 2/3 vote of the BWDB members present with an established quorum at the BWDB meeting. Approved at the 9/5 One Stop Services and Special Populations Committee and 9/18 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 Mayor John P. "Jack" Seiler and seconded by Mayor Josh Levy, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved the Community Service Contract with Broward College by a 2/3 vote of the seated quorum.

5. Training Courses for Welfare Transition Program (WTP) Customers

Consideration to add occupational areas to the Eligible Training Provider List that will be available only to our WTP participants. There is no wage requirement for WTP participants and it will provide a stepping stone in a career path which can lead to self-sufficiency. Because some of the courses of training may be offered by the School Board and Broward College Board members, Enid Valdez, and Mildred Coyne are employed by those institutions, respectively, this item will require a 2/3 vote of the established quorum at the Board meeting. Approved at the 9/5 One Stop Services and Special Populations Committee and 9/18 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 advised training is an allowable work activity and expenditure for WTP customers so long as it does not exceed 12 months. There are a number of shorter-term training options which provide jobs at a quicker rate.

Mildred Coyne declared a conflict of interest for this item as she is employed by the Broward College. She was on the phone and will submit the required a conflict of interest form.

It was noted that Enid Valdez had a conflict of interest for this item as she is employed by the SBBC. She was not present at the time of the vote however, she did attend later in the meeting and submitted the conflict of interest form.

On a motion made by Mayor John P. "Jack" Seiler and seconded by Michael Carn, the Broward Workforce Development Board, Inc./CareerSource Broward Council of Elected Officials unanimously approved Training Courses for Welfare Transition Program (WTP) Customers by a 2/3 vote of the seated quorum.

1. Presentation

Impact of automation on jobs.

- Dr. Ben Chen stated he did research within his own company as a way to look at all the job functions to see what jobs could be replaced with automation. CSBD is kind of universal income or donating to charity. Everyone should look into the impact of automation of jobs.
- Terri-Ann Brown indicated that a “GIG” economy could be the way we are employed address automation in the future with the rise of technology.
- Enid Valdez mentioned that Broward Schools was awarded a grant for an “IT instructor.” This will expand opportunities for students to experience and learn about math, computer science, and understand how it impacts the workforce.
- Pam Sands will send Mason a video on how machines and people work together in the future. The video is “Future of Work”.

2. General Fund Balance

Since July 1, 2016, we have realized additional gross revenue of \$560,510 and have incurred expenditures of \$885,867 mostly related to the purchase of the new building and costs associated with Ticket to Work. As of June 30, 2017, the General Fund balance was \$1,646,580. Reviewed at the 9/18 Audit Committee meeting.

Mason advised we are continuing to earn money under Ticket to Work.

3. Broward County Unemployment

The unemployment rate in Broward County was 3.9 percent in August 2017. Lower by 0.9 percentage point over the year. In August 2017, Broward County’s unemployment rate was 0.3 percentage point lower than the state rate (4.2) and 0.4 percent point lower than the national rate (4.4 percent). Out of a labor force of 1,036,747 there were 40,799 unemployed Broward County residents.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

None.

MATTERS FROM THE BOARD

- Josie Bacallao handed out a flyer for the 2017 Entrepreneur Summit on 10/5/17.
- Gina Alexis announced on 11/4/17 BIOFLORIDA is holding a Career Connection for Life Science at the Miami Dade County Cambridge Center.
- Mayor Frank Ortis mentioned that we should invite the Chair of the Broward Delegation to a meeting to discuss Affordable Housing.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Mason Jackson stated:

- Bob Swindell was speaking at the Greater Fort Lauderdale Alliance Executive Committee Meeting regarding Skills Gap.
- Terri-Ann Brown will be a mentor for the next Start Up meeting.
- The board meetings will be held at the CareerSource Broward's South Office. There will be a tour of the One Stop Center if anyone was interested.

ADJOURNMENT: 9:23 a.m.

THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEDULED FOR OCTOBER 26, 2017 AT 8:00 A.M.