
MINUTES

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

Partnership Meeting #201
Thursday, October 26, 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 Josh Levy, Commissioner Tim Ryan, Carlos J. Arboleda, Silvia Beebe, Terri-Ann Brown, Michael Carn, Kristen Cavallini-Soothill, Mildred Coyne, Paul Farren, Cynthia Gaber, Dr. Lisa Knowles, Francois LeConte, Mayor Frank Ortis, Anna Silva, John Simmons, David Svetlick, Steve Tinsley, Patricia West, Janet Wincko, Gertrudis Perez- Dusek (Via phone), Mayor John P. “Jack” Seiler (Via phone), Gina Alexis (Via phone), Gary Arenson (Via phone), Kevin Kornahrens (Via phone), Dr. Ben Chen (Via phone), Joseph Cobo (Via phone), Frank Horkey (Via phone), Pam Sands (Via phone), Cynthia Sheppard (Via phone)

Members who were unable to attend were: Josie Bacallao, Bob Birdsong, Bob Swindell, and Janet Wincko, Samuel Robbin, Enid Valdez, Marjorie Walters

PLEDGE OF ALLEGIANCE

INVOCATION

Patricia West gave the invocation.

MEMBER SPOTLIGHT

Cynthia Gaber gave the Board member spotlight.

Tamika Weaver gave the staff spotlight.

APPROVAL OF MINUTES

Approval of the minutes of the September 28, 2017 Broward Workforce Development Board/CareerSource Broward Council Partnership Meeting #200.

A motion to approve the minutes of the September 28, 2017 BWDB Partnership/CareerSource Broward Council meeting #199 was made by Michael Carn and seconded by Lisa Knowles. 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 Michael Carn and seconded by Mayor Josh Levy, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of October 26, 2017.

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 Two Parent Participation Rate, ranks 2nd in WTP EER and WTP All Family Participation Rate and ranks 3rd in Veterans EER.

2. BWDB Committee Summary

Summary of actions taken at the following meetings:

Employer Services Committee – October 11, 2017
Youth Committee – October 12, 2017
Executive Committee – October 16, 2017

3. Letters of Support

Letters of support were written for Atlantic Technical College ACT National Career Readiness Exams for 1) Lean Sigma Certification 2) Entrepreneurship & Small Business 3) Microsoft Technology Associate Java 4) Microsoft Technology Associate HTML/CSS 5) Microsoft Technology Associate Block-Based Languages focuses on students using programming languages such as Microsoft Touch Develop and MIT Scratch 6) Broward County Public Schools to support the National Career Readiness Certificate 7) City of Pembroke Pines 2017 Transportation Investment Generating Economic Recovery grants to provide a connection between four federal highways 8) City of Pembroke Pines Florida Growth Grant will widen Sheridan Street to improve the flow of goods and enhance access to employment 9) McFatter Technical College & High School Certification for CompTia Cyber-security Analyst to provide skills required to prevent, detect, and combat cyber-security threats

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 General Contractor for New Administration Building

Selection of low bidder, Anatom Construction as the General Contractor for the new administration building. CSBD received four bids. Per the advice of the Broward County Housing Authority (BCHA) we requested a schedule of values and some other clarifications to determine the lowest bidders. BCHA reviewed the schedules and advised us that Anatom Construction was the lowest bid at \$1,399,294. The review committee met on 10/20 to review references and affirm selection of the low bidder. The bid is higher than originally projected based on the floor plan, however we have sufficient funds and will still be able to maintain the reserve requested by the governing boards. *(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 that the General Contractor bids were initially due on 9/6. However, the date was extended to 9/29 due to the hurricane. We received four bids with one being nonresponsive.

Rochelle Daniels reported on the procurement process. She explained that we adapted the bid documents from templates provided by the Broward County Housing Authority (BCHA) and that BCHA provided guidance to staff at every step in the process. CSBD followed the established procurement process, posted and advertised the availability of the specifications, provided for access to the property and responded to questions posed by prospective bidders. On the day of the opening, 3 of the bidders appeared and observed the opening of the bids received. Because bidders included costs for required and optional items in addition to the lump sum bid, CSBD consulted with BCHA procurement officers and pursuant to their advice and the specifications which allowed for CSBD to request a schedule of values, CSBD did so along with a request for clarifications first from the apparent lowest bidder Di-Pompeo Construction. The response to the CSBD request resulted in the 2nd lowest bidder becoming the lowest bidder. CSBD followed by requesting the same information from the Anatom Construction who was now the lowest bidder. Based upon his responses CSBD and the BCHA deemed him the actual low bidder. Anatom was because the actual low bidder could only be determined once all the costs requested were provided.

A review committee meeting was posted and publically noticed. The review committee met and reviewed the references and affirmed selection of the low bidder, Anatom.

Mayor John P. "Jack" Seiler asked Rochelle, if as the CSBD attorney was she comfortable with the 1) process 2) procedure and 3) outcome. Rochelle indicated "yes".

Commissioner Tim Ryan asked if there were any other considerations used to select the lowest bidder other than cost and did we reach out to Anatom's references. Bill Sipala from

BCHA indicated that Anatom was known to them and that Anatom had met all the quality standards based on an evaluation BCHA did in the recent past. Mayor Josh Levy asked how comparable the two low bids were to each other in terms of scope work and what the expectation of timeframe was. Mason responded that we did a side by side cost breakdown comparison chart with the two lowest bidders; there was a \$100,000 difference between the 2 low bidders.

Michael Carn asked if we had a change order process in place. Mason indicated that we will work with BCHA to develop those processes as we move forward. Michael Carn also inquired about our ability to continue to rely on the expertise of BCHA. Rochelle advised the Board that we have a contract with BCHA under which we reimburse the BCHA for the time they devote to the project.

Mason thanked BCHA for guiding us through the process and the Review Committee for helping us reach a decision. Mason directed the board members present to the Anatom Construction website which was posted on the whiteboard in the meeting room and pointed out projects they completed on public and municipal buildings. Additionally, he commended Mark Klincewicz for all the hours he spent on assisting with the project.

On a motion made by Mayor Josh Levy and seconded by Mayor John P. “Jack” Seiler, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the selection of General Contractor for new administration building.

2. CareerSource Florida (CSF) Network Cooperative Outreach Program

Consideration to accept \$42,313 from CSF to redesign and re-launch the CareerSource Broward website. Over the past two years, we have participated in CSF’s Network Cooperative Outreach Program which is an initiative designed to assist local workforce boards with advertising, outreach, and messaging efforts. In the past, CSF allocated funding credits to the local boards for a pre-determined menu of options created by CSF and Moore Communications Group the CSF provider. This year, CSF is providing the funds directly to the local boards. Approved at the 10/11 Employer Services Committee and 10/16 Executive Committee meetings. *(This is in alignment with the BWDB goal to maintain our roles as workforce development leaders.)*

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 redesign and re-launch of the CareerSource Broward website.

3. BWDB and Executive 2018 Schedule

Consideration of the 2018 meeting Schedule for the BWDB and Executive Committee meetings. Approved at the 10/16 Executive Committee meeting. *(This is in alignment with the BWDB goal to maintain our roles as workforce development leaders.)*

On a motion made by Patricia West and seconded by Mayor John P. “Jack” Seiler, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the BWDB and Executive Committee 2018 schedule.

4. Presentation to Employer Groups

Mr. Jackson asked the BWDB members to use their contacts to introduce us to employer groups, industry associations and business networking meetings so that we can talk about CSBD services. Potential subjects for talks might be recruitment strategies, retention strategies, working with millennials, recruiting from underutilized populations, and public resources for hiring. The Employer Services and Executive committees were asked for their help in providing 2-3 leads for presentation opportunities to groups of about 50 employers. Approved at the 10/11 Employer Services and 10/16 Executive Committee meetings. *(This is in alignment with the BWDB goal to encourage employers and jobseekers to choose the one-stop for services.)*

Michael Carn suggested we provide presentations at all the Chambers in Broward County as they represent most of the small businesses in our area. Mason mentioned that the Chambers normally want sponsorships unless we are members. Mayor Frank Ortis stated that the BWDB members can sponsor us.

Gina Alexis announced that on 11/4 Life Science Career Connections is being held at Cambridge Innovation Center located at UM's Life Science & Technology Park; 1951 NW 7th Avenue, Suite 600, Miami, FL 33136. There is a small entrance fee of \$45 which she can arrange to have waived for CSBD attendees.

Carlos Arboleda congratulated BWDB member, Josie Bacallao for the great job she did in developing and coordinating the Entrepreneur Summit.

On a motion made by Francois LeConte and seconded by Anna Silva, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the President's recommendation that BWDB members connect CSBD to Employer Groups with which they are affiliated to make presentations.

5. Acceptance of National Dislocated Worker Funds

Consideration to accept \$225,000 from the Florida Department of Economic Opportunity to provide temporary jobs to individuals impacted by the recent hurricanes. These individuals will assist with humanitarian aid and clean-up activities in Broward County. CSBD is contracting with staffing companies to serve as the employer of record for the workers. CSBD held two onsite recruitments. There were 189 job seekers referred to the staffing agencies for placement. Currently 139 jobs need to be filled. CSBD continues to receive job order requests. *(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 Michael Carn and seconded by Mayor John P. "Jack" Seiler, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved acceptance of the National Dislocated Worker Funds.

REPORTS

1. Presentation

Andrea Knowles, Executive Director of the Broward Legislative Delegation provided information on Legislative Engagement/Training to help board members with their legislative and congressional advocacy efforts.

Mason stated that in the previous Strategic Planning, Policy Development, Legislative Advocacy and Regionalism Committee (SPPDLAR) meeting it was recommended that BWDB members become more involved with their legislators. He then introduced Ms. Knowles who had come to make a presentation to the BWDB. Prior to her presentation, Ms Patricia West commended that she was proud of Andrea Knowles, Executive Director, Broward Legislative Delegation for the work that she was doing.

Commissioner Tim Ryan told the BWDB that Senator Christopher Smith formerly represented the 31st District, is the new attorney for the legislative delegation.

Andrea Knowles mentioned that Broward Days Kickoff & New Leadership Reception is on 10/30/17 from 5:30pm to 7:30pm at Brightline.

Mayor Josh Levy stated that “Broward Days” is a good way to meet with legislators.

Mason stated he went to the legislative delegation and provided them the CSBD info graph. One of the suggestions from SPPDLAR was to create a “buddy” system to pair board members who are more experienced at contacting our elected representatives at the state and national level with those who are new.

2. Employer Services Infograph July 2017 – September 2017

CSBD provided rapid response services to 3 employers and 82 affected workers. CSBD also hosted 45 mass recruitment events for employers seeking to fill over 834 vacant positions. Placement information from these events is not available due to the employers’ hiring processes. Additionally through the industry intermediaries, CSBD posted 71 available jobs for employers in Broward’s targeted industries during this time period.

3. Industry Intermediaries

To provide the Employer Services Committee with an update on CSBD’s Industry Intermediary initiatives in Healthcare, Technology, Construction, Marine, Aviation/Aerospace, and the recently added Hospitality Tourism and Retail industries it was reported that from January - September 2017 CSBD has 1) posted over 300 industry-related job orders, 2) developed over \$49,000 in local work-based training grants, 3) added two new industry-specific web pages for Retail and Hospitality, and 4) added three new software development tests to the nationally-used eSkill Assessment. These are assessments employers world-wide can use to determine the skill level of job candidates and current employees.

Upcoming initiatives include:

- Holding a Healthcare Hiring Fair on November 2
- Planned Aviation/Aerospace Hiring Fair in December
- Partnering with the Hollywood Chamber of Commerce to hold a Construction Industry Employer Forum to discuss the skills gaps facing the local industry in January 2018

Mason advised that we plan to have intermediaries come to a board meeting including Jack Bennings, our intermediary to the Greater Fort Lauderdale Alliance (GFLA).

4. Aviation/Aerospace Labor Market Industry Profile for Broward County

Mason advised that the GFLA Education Action team handed out the Broward County Aviation and Aerospace Industry report. Mason also reported that the State will pay for the Marine Industry Labor Market Information Study which was going to be paid for by the South Florida Tri-County Study for the Marine Industries Association of CareerSource South Florida, CareerSource Broward and CareerSource Palm Beach.

5. Performance Update on Youth Program Activities – PY 17-18

This is to report on CSBD youth providers' program performance for the first quarter of PY 17-18.

Carol Hylton stated the School Board iCON program is winding up by serving only seniors this year as we phase out the in-school programs. Per Board approval CSBD met with Mildred Coyne of Broward College and was able to provide the additional funds they had requested. The HANDY, FLITE, Broward College and School Board out of School Youth Programs are all fully enrolled.

Silvia Beebe inquired when Flite and Handy's programs started and why we do not have performance measures to report. Carol advised the programs have just started and that performance occurs toward the end of the year.

6. Broward County Unemployment

The unemployment rate in Broward County was 3.3 percent in September 2017. Lower by 1.5 percentage point over the year. In September 2017, Broward County's unemployment rate was 0.3 percentage point lower than the state rate (3.6) and 0.5 percent point lower than the national rate (4.1 percent). Out of a labor force of 1,042,061 there were 34,106 unemployed Broward County residents.

Commissioner Tim Ryan indicated that since unemployment has gone down there has been a slight increase in the average wage. He stated that Amazon was looking for second headquarters and requested Mason to reach out to Bob Swindell to coordinate a meeting with Amazon. Mason advised that we can help with a mass recruitment and/or a job fair in south Florida or wherever they choose for their new location. Mason will speak with Jack Bennings to discuss getting incumbent worker money from the state for Amazon if appropriate.

Carlos Arboleda mentioned that Amazon was in a silent bid process right now and therefore reaching out would have to wait on the selection process.

7. The Children's Services Council (CSC) Monitoring Report

CSC completed its fiscal monitoring of the CSBD 2017 Summer Program. There were no findings.

8. Update on Youth Forum

The Next GEN & Beyond youth forum that was scheduled for September 13, 2017 was cancelled due to Hurricane Irma. We are in the process of rescheduling and will provide an update once a new date has been finalized.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

None.

MATTERS FROM THE BOARD

None.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

- Workforce Summit took place on October 23rd – 25th. CSBD took 10 frontline staff. Rochelle Daniels spoke on Performance and Melanie Magill gave a couple workshops. Denise Amor was recognized as the workforce champion for our region.

ADJOURNMENT: 9:16 A.M.

THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEDULED FOR DECEMBER 14, 2017 AT 8:00 A.M.