
MINUTES

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

Partnership Meeting #202
Thursday, December 14, 2017
CareerSource Broward, 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, Commissioner Tim Ryan, Mayor Frank Ortis, Gina Alexis, Gary Arenson, Josie Bacallao, Silvia Beebe, Bob Birdsong, Michael Carn, Kristen Cavallini-Soothill, Dr. Ben Chen, Joseph Cobo, Cynthia Gaber, Frank Horkey, Dr. Lisa Knowles, Francois LeConte, Gertrudis Perez- Dusek, Samuel Robbin, Pam Sands, Anna Silva, John Simmons, David Svetlick, Steve Tinsley, Marjorie Walters, Patricia West, Janet Wincko

Members who were unable to attend were: Carlos J. Arboleda, Mildred Coyne, Terri-Ann Brown, Paul Farren, Kevin Kornahrens, Cynthia Sheppard, Bob Swindell, Enid Valdez

PLEDGE OF ALLEGIANCE

INVOCATION

Dr. Lisa Knowles gave the invocation.

MEMBER SPOTLIGHT

Dave Svetlick gave the Board member spotlight.

Amy Evancho gave the staff spotlight.

APPROVAL OF MINUTES

Approval of the minutes of the October 26, 2017 Broward Workforce Development Board/CareerSource Broward Council Partnership Meeting #201.

A motion to approve the minutes of the October 26, 2017 BWDB Partnership/CareerSource Broward Council meeting #201 was made by Frank Horkey and seconded by Joseph 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

On a motion made by Joseph Cobo and seconded by Dave Svetlick, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the Consent Agenda of December 14, 2017.

1. Additional Trade Adjustment Assistance (TAA) Funds

Consideration to accept \$214,500 in TAA funds. These funds provide tuition and support services to workers who become unemployed due to the impact of international trade and will be used for occupational skills training via Individual Training Accounts. CSBD draws down TAA funds throughout the program year on an as need basis as eligible, trade-affected workers identify their specific training needs to us. At this time, these funds are needed to support a recent increase in the number of trade-affected workers. Approved at the 12/5 One Stop Services and Special Populations Committee meeting. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations).*

2. Families' Ascent to Economic Security (FATES): A Regional Demonstration Project

CSBD is collaborating on a regional demonstration grant project with CareerSource Palm Beach County (CSPBC), CareerSource Research Coast (CSRC) and the Children's Services Council and Early Learning Coalitions in the counties the boards' serve. To do this, CSBD submitted a grant application to CareerSource Florida for approximately \$465K to serve 100 2-parent Welfare Transition Program (WTP) families, who will be educated on career lattices, enter appropriate training and be placed in jobs in their career while receiving childcare from the Early Learning Coalition and Children's Services Council throughout the process. *(This is in alignment with the BWDB goal to maintain our role as local workforce development leaders.)*

3. Acceptance of Summer Youth Employment Program Funds

Consideration to accept \$1,787,000 from the Children's Services Council to serve 617 youth. This is an increase of \$16,937 over last year. The additional funding will be used to cover the increase to the minimum wage which becomes effective in January. 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. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations.)*

4. Eligible Training Provider and Two Courses for the ITA List

Consideration to add SSS Education dba Jersey College to the Eligible Training Provider List and their 1) Professional Nursing (RN) Associate degree and 2) their Professional Nursing – LPN to RN Bridge Associate degree occupational training programs to the ITA list. CSBD reviewed the application for completeness and to ensure that BWDB mandated criteria are met for the training programs and related occupational titles. Approved at the 12/5 One Stop Services and Special Populations Committee meeting. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations.)*

5. New Course For Welfare Transition Participants

Consideration to approve current ITA provider, Jun Enterprise, LLC dba Ruby's Academy for Health Occupations request to add its Home Health Aide to the Individual Training Account (ITA) list for Welfare Transition Program customers only. CSBD reviewed the application for completeness and to ensure that Broward Workforce Development Board (BWDB) mandated criteria are met for the training program and related occupational title. Approved at the 12/5 One Stop Services and Special Populations Committee meeting. *(This is in alignment with the BWDB goal to align Broward's services to maximize employment and training opportunities for targeted populations.)*

CONSENT REPORTS

1. Health Insurance Report for 2018

This is the annual report on employee health care coverage in accordance with CareerSource Broward (CSBD) governing boards' action at Broward Workforce Development Board, Inc. meeting on September 22, 2016. For the two calendar years 2016 and 2017 the CSBD Health Insurance set-aside for the employer contribution portion was \$544,498, each year, and covered our medical, pharmacy and Stop/Loss Policy. We have budgeted the same amount of \$544,498 for 2018. We do not expect the health expenses to exceed the set aside, but if we do the Stop/Loss coverage will pay for any excess.

2. Report of Purchase of Annual General Liability Insurance

This is to report on the annual purchase of general liability and related insurance in the amount of \$110,010.00, an increase of approximately \$10,000 over what we paid last year due to the increase in space as we are also insuring the new building. Purchases of individual goods or services in excess of \$10,000 are required to be reported to the CSBD governing boards.

3. Program and Fiscal Monitoring Quotes

In accordance with our procurement policies, which require quotes for items that do not cost in excess of \$150,000, we asked for quotes from Taylor Hall Lombardi and Wydra (THLW) and Cherry Bakaert LLP (Cherry) for the conduct of CSBD external fiscal and program monitoring. Quotes were received from both firms, THLW at \$29,000 and Cherry at \$22,000 per visit for three (3) visits each. A committee of staff from the Executive, Legal and Finance Departments

determined that the contract should be divided assigning TLHW the program monitoring and assigning Cherry the fiscal monitoring. During the negotiation process, TLHW's original quote of \$29,000 per visit was reduced to \$27,170. Purchases of individual goods or services in excess of \$10,000 are required to be reported to the CSBD governing boards.

4. General Fund Balance

Since July 1, 2017, we have realized additional gross revenue of \$107,698 and have incurred expenditures of \$61,049. As of September 30, 2017, the General Fund balance was \$1,693,229.

5. Budget vs. Expenditures Report

The Budget vs. Expenditure Report indicates that we are on target 1) except with regard to our WIOA formula funds as a result of first expending national emergency grant funds before our formula funds, which gives us the most flexibility as formula funds can be carried forward, and 2) our Veteran's funds, which will be in alignment when upgrades to the Veteran's computer labs are completed.

6. CareerSource Broward's 2017 "Paychecks for Patriots" Veterans Hiring Fair

CareerSource Broward hosted its fifth annual "Paychecks for Patriots" Veterans Hiring Fair on Monday, November 6th. Thirty-nine (39) employers attended the hiring fair seeking to fill over two hundred (200) jobs. There were seventy-three (73) veterans and seventy-two (72) non-veterans in attendance. CSBD provided a résumé café onsite at the event. Hiring information from the event will be tracked through automation between specific service codes entered in Employ Florida on the job seekers that attended the event and placement information entered into Employ Florida by DEO. We don't expect this information to become available before 1/1/18 due to the new hire reporting process.

7. Monthly Performance Report

The current performance for the month of October is provided. This month's data reflects that within the Big 7 Regions CSBD, ranks 1st in WTP Two Parent Participation rate and ranks 2nd in WTP All Family Participation Rate and Entered Employment Rate.

8. BWDB Committee Summary

Summary of actions taken at the following meetings:

Audit Committee – 11/20

Strategic Planning Policy Dev. Leg. Advocacy Regionalism Committee – 12/1

One Stop Services & Special Populations Committee – 12/5

9. Letter of Support

A letter of support was written for Broward College application to the Transition and Postsecondary Program for Students with Intellectual Disabilities. This program will offer the students currently served in our high schools and special centers with a logical "next step" in their transition into adulthood.

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. Election of CareerSource Broward Council of Elected Officials Officers for 2018

Officers for the CareerSource Broward (CSBD) Council of Elected Officials must be selected for the 2018 calendar year. There are no legal or by-law requirements for the selection of officers. Current CSBD Council officers are Mayor Jack Seiler, Chair, Commissioner Tim Ryan, Vice Chair, and Mayor Josh Levy, Chair Pro Tem. *(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 Commissioner Tim Ryan, the CareerSource Broward Council of Elected Officials unanimously approved Commissioner Tim Ryan as the Chair of the CSBD Council of Elected Officials.

On a motion made by Mayor John P. “Jack” Seiler and seconded by Commissioner Tim Ryan, the CareerSource Broward Council of Elected Officials unanimously approved Mayor Josh Levy as the Vice - Chair of the CSBD Council of Elected Officials.

On a motion made by Mayor John P. “Jack” Seiler and seconded by Commissioner Tim Ryan, the CareerSource Broward Council of Elected Officials unanimously approved Mayor Jack Seiler as the Chair Pro Tem of the CSBD Council of Elected Officials.

2. Broward WorkForce Development Board Officers for 2018

Consideration of renewal of the BWDB Officers for 2018. All officers are serving their first term and are eligible to hold that position again. Those officers are 1) Mayor Frank Ortis, Chair, 2) Lisa Knowles, Vice-Chair, 3) Janet Wincko, Secretary/Treasurer. Please refer to the memo for additional nominations. *(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 Commissioner Tim Ryan, the CareerSource Broward Council of Elected Officials unanimously approved the BWDB slate of officers for 2017 as follows: Chair – Mayor Frank Ortis, Vice Chair – Dr. Lisa Knowles, Secretary/Treasurer – Janet Wincko, Vice Chair of Legislative Affairs.

3. Food and Beverage

This is the same amount as was approved last year. The Workforce Board Accountability Act prohibits regional workforce boards from purchasing food and beverages with grant funds. To be able to serve food and beverages at business meetings the CareerSource Broward governing boards have approved use of the General Fund. Consideration to allocate funds for

calendar year 2018 from the General Fund to purchase food and beverages for 1) Board and Committee meetings 2) staff planning sessions 3) day long staff training 4) employer forums 5) networking events such as Chamber of Commerce/Industry meetings 6) community meetings attended by the President/CEO, Executive Vice President and management and 7) Start-Up Now, for a total of \$23,500. *(This is in alignment with the BWDB goal to maintain our role as local workforce development leaders.)*

Mason Jackson stated this is the same amount of money set aside in previous years. We take small amounts from unrestricted funds and use it for staff planning, meetings, start up now and mentoring programs.

On a motion made by Mayor John P. “Jack” Seiler and seconded by Commissioner Tim Ryan, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the food and beverage funds for calendar year 2018.

4. MOU Between CareerSource Broward and the One-Stop Partners

The Workforce Investment and Opportunity Act (WIOA) requires the Broward Workforce Development Board, Inc. (BWDB) and the CareerSource Broward (CSBD) Council of Elected Officials (Council) to enter into a Memorandum of Understanding (MOU) regarding the delivery of programs and services through the one-stop career system. CSBD has negotiated with each of the partner funding streams which are not directly administered by CSBD and is seeking approval to enter into these MOUs. The MOUs contain only what is required by law. It is a living document and we expect to bring changes back to you over time and these must be in place by January 1, 2018. Because BWDB members, Enid Valdez, Mildred Coyne, Cynthia Gaber, Pat West, and Steve Tinsley, represent various One Stop Partners we are requesting the MOU's be approved by a 2/3 vote of the BWDB members present with an established quorum at the BWDB meeting. *(This is in alignment with the BWDB goal to maintain our role as local workforce development leaders.)*

Mason Jackson stated the MOU with our one stop partners are required by WIOA. Our one-stop operator Amy Evancho worked with the one-stop partners on the MOU's including the infrastructure agreements.

Cynthia Gaber declared a conflict of interest for this item as she is the Area 7 Director, of the Division of Vocational Rehabilitation. She abstained from voting and submitted a conflict of interest form at the meeting.

Pat West declared a conflict of interest for this item as she is the Deputy Director, of Broward County Human Services Department. She abstained from voting and submitted a conflict of interest form at the meeting.

Steve Tinsley declared a conflict of interest for this item as he is an employee of the Broward County Board of County Commissioners. He abstained from voting and submitted a conflict of interest form at the meeting.

It was noted that Enid Valdez had a conflict of interest for this item as she employed by the School Board of Broward County. She was not present but will be required to submit a conflict of interest form.

It was noted that Mildred Coyne had a conflict of interest for this item as she employed with Broward College. She was not present but will be required to submit a conflict of interest form.

On a motion made by Frank Horkey and seconded by Joseph Cobo, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the MOU between CareerSource Broward and the One-Stop Partners by a 2/3 vote of the seated quorum.

5. 2018 Draft BWDB State Legislative Agenda

Coordination with CareerSource Broward community partners relating to the workforce in establishing a 2018 Broward Workforce Development Board State Legislative Agenda. Approved at the 12/1 Strategic Planning Policy Development Legislative Advocacy Regionalism Committee meeting. *(This is in alignment with the BWDB goal to maintain our role as local workforce development leaders.)*

Mason noted that it appears that the job training funds will be distributed directly to the college and the career and technical education system, and to the local boards.

Mason mentioned that we are the worst metropolitan area for the gap in average wages, cost for transportation and housing. Mason recommended that the Board members take the message back to your industries and try and get some support for increasing average wages.

Mayor Frank Ortis stated that we need full funding for the Sadowski funds. Everyone needs to be involved in the community and on committees. We need to educate our residents on Amendment 1 homestead exemption.

Commissioner Tim Ryan stated the county is partnering up with a company out of Miami to build affordable housing communities for the Fort Lauderdale workforce.

On a motion made by Mayor John P. “Jack” Seiler and seconded by Frank Horkey, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the 2018 Broward Workforce Development Board State Legislative Agenda.

6. Course for Welfare Transition Customer only - Atlantic and Sheridan Technical College

Consideration to approve 1) Atlantic Technical College and 2) Sheridan College Patient Care Technician programs at current providers to the ITA list for Welfare Transition Program customers only. CSBD reviewed the applications for completeness and to ensure that BWDB mandated criteria are met for both these training programs and related occupational title. Because a BWDB member, Enid Valdez is employed by the School Board of Broward County 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 12/5 One Stop Services and Special Populations 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 advised at the 9/28/17 meeting, the BWDB approved the consideration of the occupational areas to the ITA list for WTP customers. Atlantic and Sheridan Technical

College applications meet all criteria for approval and are recommended by CSBD to be added to the Customer ITA list.

It was noted that Enid Valdez had a conflict of interest for this item as she employed by the School Board of Broward County. She was not present but will be required to submit a conflict of interest form.

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 Course for Welfare Transition for Atlantic and Sheridan Technical College by a 2/3 vote of the seated quorum.

7. Community Service Contract with Broward Education Foundation (BEF)

Consideration to approve BEF as a community service site. Welfare Transition Program customers use community service sites to acquire their participation hours and gain employability skills and work experience. This is a non-financial contract. Because a BWDB member, Frank Horkey serves on BEF’s Board of Directors, 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 12/5 One Stop Services and Special Populations 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 the Treasurer of the Broward Education Foundation. He abstained from voting and submitted a conflict of interest form at the meeting.

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 Community Service Contract with Broward Education Foundation (BEF) by a 2/3 vote of the seated quorum.

8. WIOA Work Experience Contract for First Call for Help d/b/a 2-1-1 Broward

Consideration to approve First Call for Help (2-1-1 Broward) as a Workforce Innovation and Opportunity Act (WIOA) work experience worksite for Program Year (PY) 17-18. 2-1-1-Broward has been a worksite in the past and our customers have benefited from working there. We would like to continue this successful partnership. Because a BWDB member, Bob Birdsong serves on the Board of Directors for 2-1-1 Broward, 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 12/5 One Stop Services and Special Populations Committee meeting. *(This is in alignment with the BWDB goal to align Broward’s services to maximize employment and training opportunities for targeted populations.)*

Bob Birdsong declared a conflict of interest for this item as he serves on the Board of 2-1-1 Broward. He abstained from voting and submitted a conflict of interest form at the meeting.

On a motion made by Gary Arenson and seconded by Dr. Lisa Knowles, the Broward Workforce Development Board, Inc. /CareerSource Broward Council of Elected Officials unanimously approved the First Call for Help (2-1-1 Broward) as a WIOA Work Experience Worksite by a 2/3 vote of the seated quorum.

REPORTS

1. Broward County Unemployment

The unemployment rate in Broward County was 3.3 percent in October 2017. Lower by 1.4 percentage point over the year. In October 2017, Broward County's unemployment rate was 0.3 percentage point lower than the state rate (3.6) and 0.6 percent point lower than the national rate (3.9 percent). Out of a labor force of 1,034,911 there were 33,994 unemployed Broward County residents.

MATTERS FROM THE CAREERSOURCE BROWARD COUNCIL

None

MATTERS FROM THE BOARD

NONE

MATTERS FROM THE FLOOR

NONE

MATTERS FROM THE PRESIDENT/CEO

NONE

ADJOURNMENT: 8:43 A.M.

THE NEXT BROWARD WORKFORCE DEVELOPMENT BOARD/CAREERSOURCE BROWARD COUNCIL MEETING IS SCHEDULED FOR JANUARY 25, 2018 AT 8:00 A.M.