



Broward Workforce Development Board
Executive Committee
Monday, May 13, 2024
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 857 6579 7791
Zoom Password: 612269
Zoom Call-In: 1 646 876 9923

MEETING MINUTES

CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309

The Committee was reminded of the conflict-of-interest provisions.

ATTENDEES: Zac Cassidy, Frank Horkey, Dr. Lisa Knowles, Kevin Kornahrens, Sandy McDonald, Jim Ryan, Rick Shawbell, Marjorie Walters, and Heiko Dobrikow, who chaired the meeting.

STAFF: Carol Hylton, Ron Moffett, Mark Klinecicz, Rochelle Daniels, and Samantha Vazquez.

APPROVAL OF MINUTES

Approval of the Minutes of the 4/8 Executive Committee meeting.

On a motion made by Rick Shawbell and seconded by Marjorie Walters, the Executive Committee unanimously approved the minutes of the meeting.

NEW BUSINESS

1. Workforce Innovation and Opportunity Act (WIOA) Reauthorization

Considered the approval of 1) CSBD Council Chair Mayor Levy signing the United States Conference of Mayors (USCM) letter to the U.S. Senate addressing issues of concern in HR 6655, A Stronger Workforce for America Act (ASWA), which passed the House on 4/10 and 2) share the concerns with our Washington delegation. If approved by the Senate, the Bill amends the WIOA of 2014. Approved at the 5/8 Strategic Planning Committee meeting.

Heiko Dobrikow introduced the item and asked Sandy McDonald to review the letter and recommendation. Sandy McDonald provided an overview of the bill that passed the House and the issues of concern to the Conference of Mayors. There was no further discussion.

On a motion made by Sandy McDonald and seconded by Rick Shawbell, the Executive Committee unanimously approved 1) CSBD Council Chair Mayor Levy signing the USCM letter to the U.S. Senate addressing issues of concern in HR 6655, ASWA, and 2) share the concerns with our Washington delegation.

2. Approval of Work Experience Contract with Broward County

Considered the renewal of a non-financial WIOA Adult Work Experience contract with Broward County for their University Student Practicum Program. CSBD is the employer of record. The State's workers' compensation covers adult participants. Because Board Members Tara

Williams and Sandy-Michael McDonald are employed by Broward County, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. This is the first of three renewals under the current agreement. Approved at the 5/7 One Stop Services Committee meeting.

Heiko Dobrikow introduced the item and asked Rick Shawbell to present it to the members, which he did.

Sandy McDonald declared his conflict, did not participate in the discussion and did not vote. There was no further discussion.

On a motion made by Rick Shawbell and seconded by Frank Horkey, the Executive Committee unanimously approved the renewal of a non-financial WIOA Adult Work Experience contract with Broward County for their University Student Practicum Program.

3. Continued Eligibility for Atlantic, McFatter, and Sheridan Technical Colleges

Considered the approval of current eligible training providers (ETPs) 1) Atlantic 2) McFatter and 3) Sheridan Technical College's continued eligibility status beginning 7/1/24 through 6/30/26. The State requires that ETPs be renewed every 2 years. Each of these providers have met continued eligibility requirements that include, licensure, accreditation, issuance of an industry-recognized credential, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness and to ensure that CareerSource Florida requirements and board-mandated criteria are met for all three schools. Because Board Member Dr. Howard Hepburn is employed by the School Board of Broward County, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 5/7 One Stop Services Committee meeting.

Heiko Dobrikow introduced the item and asked Rick Shawbell to present it. Mr. Shawbell provided an overview of the item and the recommendation. There was no further discussion.

On a motion made by Rick Shawbell and seconded by Jim Ryan, the Executive Committee unanimously approved current ETPs 1) Atlantic 2) McFatter and 3) Sheridan Technical College's continued eligibility status beginning 7/1/24 through 6/30/26.

4. Continued Eligibility for Florida Atlantic University

Considered the approval of the current ETP Florida Atlantic University's (FAU) continued eligibility status beginning 7/1/24 through 6/30/26. The State requires that ETPs be renewed every 2 years. FAU has met continued eligibility requirements that include, licensure, accreditation, issuance of an industry-recognized credential, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the application for completeness and to ensure that CareerSource Florida requirements and board-mandated criteria are met. Because Board Member Dr. Stacy Volnick is employed by FAU, this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 5/7 One Stop Services Committee meeting.

Heiko Dobrikow asked Rick Shawbell to present the item. Rick Shawbell reviewed the item and stated it is being presented separately as this item will also will require a 2/3 vote at the board meeting. There was no further discussion.

On a motion made by Rick Shawbell and seconded by Marjorie Walters, the Executive Committee unanimously approved FAU's continued ETP eligibility status beginning 7/1/24 through 6/30/26.

5. 2024 Planning Session Report

Considered the approval to adopt the strategic goals and objectives for program year 24/25 developed during the Broward Workforce Development Board (Board) annual planning session held on 4/25. During the session, the Board had a chance to review the year's highlights and hear from the FloridaCommerce Deputy Secretary, Ms. Lindsay Volpe. Then, the Board, Council members, and guests formed workgroups to discuss goals and objectives for the upcoming year. The planning session ended with each group reporting their recommendations.

Heiko Dobrikow introduced the item and commented on how productive the planning session was and that these recommendations provide a great road map for the coming year. He then asked Carol Hylton to review it with the members.

Carol Hylton reviewed the Planning Session recommendations and explained that following the Board's approval, the work groups' responses will be distributed to the appropriate committees for action.

She relayed that the community leaders in attendance were very impressed with the planning session and particularly appreciated how their invitation to participate gave the community a voice in how we move forward as a workforce development board.

Heiko Dobrikow lauded the planning session and mentioned that he also heard praise for it during his recent meetings with those same community leaders. He added that they expressed interest in engaging and coordinating with us further. He stated that, as a result of this positive reception, he expects opportunities for new partnership projects/initiatives, as the community becomes more familiar with our work.

On a motion made by Marjorie Walters and seconded by Kevin Kornahrens, the Executive Committee unanimously approved the adoption of the strategic goals and objectives for program year 24/25 Board annual planning session held on 4/25.

6. PY 24/25 Integrative Staffing Group Contract Renewal

Considered the renewal of our contract with Integrative Staffing Group, Inc. (ISG) for PY 24/25. ISG staffs our one-stop career centers. They have provided excellent customer service and have been responsive to our needs. They are not requesting an increase to their current rate of \$85.00 per employee per pay period. Based on our current staffing level, the estimated annual cost is \$181,220. This is the second of three one-year renewals under the current procurement. Approved at the 5/7 One Stop Services Committee meeting.

Heiko Dobrikow introduced the item and asked Rick Shawbell to present it, which he did. There was no further discussion.

On a motion made by Rick Shawbell and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved renewal of our contract with ISG for PY 24/25.

7. One-Stop Operator (OSO) Contract Renewal

Considered the renewal of our contract with Workforce Guidance Associates, LLC. (WGA) in the amount of \$114,000 to cover the wages and benefits for Ms. Nadine Gregoire-Jackson, WGA's principal. This is a \$4,000 increase from last year. Ms. Jackson has been instrumental in our increased community outreach efforts. Ms. Jackson supervises the community liaison, assists with grant acquisition, oversees some dedicated grants, and is our OSO. This is the second and last of the renewals under the current procurement. Approved at the 5/7 One Stop Services Committee meeting.

Heiko Dobrikow introduced the item and asked Rick Shawbell to review the recommendation to renew the contract with Workforce Guidance Associates.

Rick Shawbell reviewed the particulars of the contract renewal and expressed his support for the recommendation. There was no further discussion.

On a motion made by Rick Shawbell and seconded by Marjorie Walters, the Executive Committee unanimously approved the renewal of our contract with WGA in the amount of \$114,000 to cover the wages and benefits for Ms. Nadine Gregoire-Jackson, WGA's principal.

8. Additional Welfare Transition Program (WTP) Fund

Considered the acceptance of \$100,000 in WTP funds. These additional funds will be used to enroll additional youth into the Summer Youth Employment Program. With the addition of these funds we will serve about 1,200 youth this summer.

Heiko Dobrikow introduced and presented the item. There was no further discussion.

On a motion made by Rick Shawbell and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the acceptance of \$100,000 in additional WTP funds.

9. Continued Eligibility for Eleven (11) Current ITA Providers

Considered the approval of current ETPs 1) Academy of South Florida 2) Broward College 3) Concorde Career Institute 4) Florida National University 5) Florida Vocational Institute 6) Jersey College 7) Miami Dade College 8) PC Professor 9) Ruby's Academy for Health Occupations 10) South Florida Academy of Air Conditioning and 11) Southeastern College's continued eligibility status beginning 7/1/24 through 6/30/26. This is in accordance with WIOA, which requires providers to be re-evaluated and approved for continuation on the ETP List every two years. All of these providers have met continued eligibility requirements that include

licensure, accreditation, issuance of industry-recognized credentials, and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness to ensure that CareerSource Florida requirements and board-mandated criteria are met for all schools. Approved at the 5/7 One Stop Services Committee meeting.

Heiko Dobrikow introduced the item and asked Rick Shawbell to review the recommendation. Rick Shawbell stated the recommendation is to approve the continued eligibility status of these current training providers explaining they are grouped together as there are no Board member conflicts. There was no further discussion.

On a motion made by Rick Shawbell and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved continued eligibility status for 11 current ETPs beginning 7/1/24 through 6/30/26.

10. Transfer of WIOA Dislocated Worker Funds to WIOA Adult Funds

Considered approval to transfer up to \$1,000,000 from the WIOA Dislocated Worker funding stream to the WIOA Adult funding stream. WIOA allows local boards 100% transferability between the two funding streams. We monitor the demand for services and the expenditure rate of the funding streams and we request transfer authority as needed. We are seeing more adult-eligible customers than dislocated workers. These funds will be used to provide adult customers with employment services that include 1) occupational skills training 2) work experience 3) Incumbent Worker Training and 4) On-the-Job training. Approved at the 5/7 One Stop Services Committee meeting.

Heiko Dobrikow introduced the item and asked Rick Shawbell to review it with the members. Rick Shawbell explained the transfer of funds will allow us to serve the maximum number of customers. There was no further discussion.

On a motion made by Rick Shawbell and seconded by Jim Ryan, the Executive Committee unanimously approved the transfer of up to \$1,000,000 from the WIOA Dislocated Worker funding stream to the WIOA Adult funding stream.

11. Addition of Occupational Titles to the Targeted Occupation List (TOL)

Considered the approval to add two (2) occupations to our local TOL 1) Home Health Aide and 2) Personal Care Aide. Over the year, CSBD receives input from our industry intermediaries, eligible training providers, our economist, and employers in order to evaluate our local TOL. CSBD staff has been able to establish local demand for Home Health Aides and Personal Care Aides, and both occupations meet all board-mandated criteria to be added to the TOL for Program Year 23/24. Approved at the 5/7 One Stop Services Committee meeting.

Heiko Dobrikow introduced the item and asked Rick Shawbell to present it. Rick Shawbell added that the jobs to be added to the TOL have to have an entry wage of at least \$13.97 an hour and both of these occupations start at \$15 an hour. There was no further discussion.

On a motion made by Rick Shawbell and seconded by Dr. Lisa Knowles, the Executive Committee unanimously approved the addition of two (2) occupations to our local TOL 1) Home Health Aide and 2) Personal Care Aide.

REPORTS

1. Individual Training Account (ITA) Provider Performance

CSBD conducted its semi-annual analysis of ITA provider performance and found that 1) South Florida Academy of Air Conditioning's HVAC Maintenance Technician and 2) Sheridan Technical College - Commercial Vehicle Driving Class A programs did not achieve a 70% training-related employment rate. Per Board policy, we notified the schools and suspended referrals to these programs until such time as performance is met.

Heiko Dobrikow introduced the item and asked Carol Hylton to present it. Carol Hylton explained that, as just approved, the schools and their other programs are still eligible to remain on our ITA list however these specific programs are not currently meeting the level of performance required by their contracts. There was no further discussion.

2. Veterans Outreach Video

To increase awareness of CSBD veterans' programs and services CSBD is contracting with BrandStar, one of the companies listed on the recently created videographer vendor list, to produce a 3-to-5-minute veterans' video. BrandStar is uniquely qualified to do this as they have a history of working with veterans and veteran associations. By using visual storytelling, we will be able to convey the range of CSBD services and resources available to veterans. The One-Stop Services Committee has recommended we also highlight veteran-friendly employers in the video. As services include work-based services, the video will also be useful in working with employers interested in hiring veterans.

Heiko Dobrikow introduced the item and asked Carol Hylton if she had anything further to add. Carol Hylton informed the members that funds from our Get There Faster grant will be used to fund the production of the video. She expressed that its production aligns with the Board's goal to raise public awareness of our work and prioritize veterans' services. She added that, as discussed during the Employer Services Committee, this extra effort will highlight employers who are hiring veterans and the benefits they offer. She lauded BrandStar's enthusiasm for the project and mentioned that they will be working closely with our Operations team during its production.

MATTERS FROM THE EXECUTIVE COMMITTEE CHAIR

Heiko Dobrikow expressed his appreciation for all the work done at the committee level. He reminded the committee members to keep abreast of changes in the community, as we are seeing shifts in employment and potential growth in deficits. He further discussed changes in labor force dynamics, noting the rise in companies that are effectively retaining their top performers. Additionally, he commented that many companies now need to use headhunters to find talent, highlighting the challenge of finding suitable candidates online. This underscores the importance of upskilling and training people to assist employers with their needs and fill the gaps they have.

MATTERS FROM THE EXECUTIVE COMMITTEE

Rick Shawbell informed the members that he will not be able to attend the upcoming Board meeting on 5/23 and requested that someone present his agenda items in his place. Mr. Dobrikow asked Mr. Ryan to do so, and he agreed.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton informed the members the Spring Career Fair will be held on 5/16 at our South office, and Rick Shawbell will be present. She thanked him for his support.

She provided an update on the planning stages for two of our annual brand events 1) State of the Workforce (SOW) and 2) Worlds of Work (WOW). She discussed an upcoming meeting with several Chamber of Commerce presidents to explore potential venues for the SOW event. She explained one venue has not provided cost information, prompting a return to considering the Convention Center. She expressed our enthusiasm for broadening event coordination efforts by engaging more associations, including additional Chambers of Commerce. She went on to explain that we are exploring the possibility of securing the Amerant Arena again next year for the WOW event, free of charge. As we have heard that the arena has accommodated similar requests in the past, we are hopeful for a positive response.

She discussed the IT, Healthcare, Manufacturing, and Marine videos currently in production. Our intermediaries are closely collaborating with industry leaders, notably in the marine sector, where they will highlight apprenticeship programs.

Lastly, she reviewed two recent community engagement events. She, along with about 10 other staff members, participated in the Jamaica HI-5 5K Run/Walk over the weekend on 5/11. She mentioned meeting the Mayor of Pembroke Pines and several commissioners, resulting in subsequent meetings and tours of our centers with them. This highlights the productive nature and importance of such community engagement events. Additionally, she and approximately 15 staff members participated in Habitat for Humanity on 5/4, leading to follow-up meetings with Habitat for Humanity for potential future collaborations when construction partners are needed.

ADJOURNMENT – 12:36 p.m.

<p>THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE HELD ON JUNE 10, 2024.</p>
