

AGENDA
LIVING WAGE ADVISORY BOARD MEETING
March 4, 2020 - 11:00 a.m.
Room 302

- I. Call to Order and roll call.
- II. Introductions as necessary.
- III. Approval of December 4, 2019 minutes.
- IV. Staff updates to report.
- V. Updates from Board members on meetings with Commissioners regarding the Living Wage.
- VI. Discussion and instruction to staff.
- VII. Adjourn.

MINUTES
LIVING WAGE ADVISORY BOARD MEETING
Wednesday, December 4, 2019 - 11:00 a.m.

Living Wage Advisory Board Members Present:

Zac Cassidy, Chair
Mark Klein, Board Member
Mike D. Payne, Board Member
Frank De Risi, Board Member
Chester Just, Board Member
Eddie Edwards, Jr., Board Member

Living Wage Advisory Board Members Absent:

James Ryan, Vice Chair

County Staff Present:

Glenn Marcos, Assistant Director, Purchasing Division
Shelia Pitts-Howard, Administrative Officer Senior, Purchasing Division
Alexa Francis, Administrative Officer, Purchasing Division
Lucy Garcia, Administrative Coordinator, Purchasing Division (Minutes Coordinator)

- I. The Minutes Coordinator, Lucy Garcia called the meeting to order at 11:10 a.m. Roll call was conducted by Lucy Garcia and it was noted a quorum was present.
- II. No Introductions were necessary for this meeting.
- III. **A motion was made by Mike Payne, seconded by Mark Klein and unanimously passed to accept the October 2, 2019 minutes.**
- IV. Staff Updates:
 - A. Alexa Francis briefly discussed the Living Wage Contracts Report for the October– November 2019 reporting period. There were 3 new living wage contracts to report for this period and 3 contracts that were not included in the last reporting period.
 - B. The report provided by Human Resources, will be addressed at the next meeting, if applicable.
- V. Updates from Board members on meetings with Commissioners regarding the Living Wage:
 - A. Eddie Edwards met with Commissioner Sharief and advised her about the discussion to change the Board meetings to quarterly instead of bi-monthly; the Commissioner had no concerns on the change. She asked if the topic about the union issues at the airport had come up in the meeting, Eddie advised her that the topic came up by one of the Board members and he was referred to the correct agency and contact person.
 - B. There were no other updates provided at this time.
- VI. Amendment/Adoption of By-Laws Changes:
 - A. The Board members discussed amending the Advisory Board By-Laws from bi-monthly (every 2 months) to quarterly meetings (every 3 months). They reviewed the By-Laws, Section 1 Article V. Meetings (page 3 of 5) which would need to be amended from bi-monthly to quarterly.
 - B. Motion was made by Mark Klein; seconded by Chester Just to amend/adopt the Advisory Board By-Laws from bi-monthly to quarterly meetings; the meetings will remain on the first Wednesday of the scheduled month at 11:00 a.m. The first meeting will be March 4, 2020 and the remaining meetings will be on June 3, September 2 and December 2.

**Vote: The motion was passed by the Living Wage Advisory Board members.
6 votes in favor, with no opposed votes; one member James Ryan was not present.**

Glenn Marcos also advised the Board members that in order to comply with Section 1, Article VIII. Amendments of the By-Laws (page 4 of 5), the assigned County Attorney would need to be notified of the intent of the Board. Therefore, staff will forward the proposed amendment to the County Attorney for review and to ensure that the Advisory Board is complying with the By-Laws. The County Board Administrator will also be copied on the correspondence. Zac Cassidy wanted to know if the ten-day requirement as referenced in the By-Laws has been met, since the By-Laws were provided to the Advisory Board members electronically on October 11, 2019. Staff agreed that the ten-day requirement was met with the prior notification. The Board members agreed to receive the By-Laws electronically instead of facsimile or mailed. The Board members will be notified by email when the County Attorney has provided the response.

VII. Election of new Chair & Vice Chair:

- A. A motion nominating Mark Klein as Chair was made by Zac Cassidy and seconded by Mike Payne; a motion nominating Zac Cassidy as Vice Chair was made by Mark Klein and seconded by Mike Payne, and was unanimously passed by the Advisory Board members

VIII. Discussion:

- A. Glenn Marcos provided a brief overview on the Sunset Review process which has been discussed at previous meetings and the email dated 10/28/19 that was sent by the County Boards Administrator. Staff members, Glenn Marcos and Alexa Francis will be attending the Sunset Review panel. The Sunset Review form will be completed and submitted. The Board members and staff discussed the information that will be used to complete the form; highlight the important achievements of the Board.
- B. The Advisory Board members signed the "Thank You" memorandum and agreed to proceed with vetting it thru the County Administrator and Board of County Commissioners.
- C. The Board members also had a brief discussion regarding the current vacancies and the designation for those positions on the Advisory Board. They will follow-up with the respective Commissioners who have vacancies.
- D. The Board members were provided their renewed badges.

Instruction to Staff:

- A. There was no further instruction given to Staff at this meeting.

IX. There being no further business before the Board, the meeting adjourned at 11:45 a.m.

This meeting was recorded on CD 19-SC-83 (Sony IC Recorder).

Hand-Outs at the 12/4/19 Meeting:

1. Living Wage Contracts Report.
2. Copy of the Adopted By-Laws (8/5/09)
3. Email dated 10/28/19 regarding the 2020 Sunset Review Process.
4. Finalized "Thank You" Memorandum from LWAB.
5. Attendance Record.
6. Schedule of Living Wage Advisory Board Meetings for 2020.



Broward County Living Wage Ordinance: New Living Wage Contracts (Effective for the Period December 2019 to February 2020)

Item:	Bid/RLI/ RFP No.:	Description/ Title:	Vendor/ Contractor Name:	Award Date:	Effective Date:	New Estimated Contract Value (Annual):	Previous Estimated Contract Value (Annual):	Comments:	Reporting Exemption:	Contract increases attributable to: (for N/A See Comments)	
										Living Wage	Scope Changes
1	BLD2117968B1_1	Grounds Maintenance Services	PRESTIGE PROPERTY MAINTENANCE INC	12/3/2019	12/10/2019	\$ 868,321.00	\$ 525,604.00	Grounds Maintenance Services for the Facilities Management Division (Group 1), Bid No. BLD2117968B1_1 in the estimated initial term amount of \$868,321 and authorize the Director of Purchasing to renew the contract for two one-year periods, for a three-year potential estimated amount of \$2,698,611. The initial contract period begins upon date of award and will terminate on December 31, 2020. Contract price increase differential between the previous contract and the new contract is due to inclusion of new line items/locations. Incumbent: Prestige Property Maintenance, Inc.; Contract No. and Title: L1391930B1, Ground Maintenance Services for the Facilities Management Division. Contract Term: May 24, 2016 through August 21, 2019. Expenditures to date: \$453,135. The Director of Purchasing approved Interim Contract No. L1391930X on August 20, 2019. Expenditures to date: \$70,272.	N	N	N
2	BLD2118413B1_1	CCTV Installation and Repair	SMARTECH SECURITY, CORP.	12/3/2019	12/3/2019	\$ 1,310,822.75	\$ 663,841.00	CCTV Installation and Repair, Bid No. BLD2118413B1_1, for the Facilities Management Division, in the annual estimated amount of \$1,310,822 and authorize the Director of Purchasing to renew the contract for two one-year periods, for a three-year potential estimated amount of \$4,234,678. The initial contract period begins on the date of award and will terminate one year from that date. Increase due to additional quantity of items needed and living wage increase. Incumbent: ATCI Communications, Inc.; Contract No. M1408407B1_1; Contract Title: CCTV Installation and Repair; Contract Term: September 27, 2016 to December 25, 2018. Expenditures through expiration: \$1,220,283.53.	Y	Y	N
3	BLD2117381B1_1	Plants & Landscaping Contract	GARDENING ANGEL NURSERY INC	12/3/2019	12/3/2019	\$ 1,590,345.00	\$ 3,158,182.15	Plant and Landscaping Contract (Groups 1-4 and Group 6), for Bid No. BLD2117381B1, for the Parks and Recreation Division in the estimated initial term amount of \$1,590,345 and authorize the Director of Purchasing to renew the contract for two one-year periods, for a three-year potential estimated amount of \$4,820,003. The initial contract period begins upon date of award and will terminate on December 31, 2020. Decrease due to reduction in quantities needed and removal of some of the items that were identified in previous contract, that are no longer needed. Incumbent: Gardening Angel Nursery, Inc.; Contract Number and Title: P1174605B3, Provide and Install Plants and Landscaping. Contract Term: February 11, 2014 through February 10, 2017. Expenditures to date: \$979,616.45.	N	N	N
4	BLD2118245B1_1	Fire Extinguisher	CITY FIRE, INC.	12/3/2019	11/26/2019	\$ 225,766.48	\$ 235,616.00	Fire Extinguisher, Bid No. BLD2118245B1_1, for the Facilities Management Division, in the estimated initial term amount of 225,766.48 and authorize the Director of Purchasing to renew the contract for two one-year periods, for a three-year potential estimated amount of \$691,166.40. The initial contract period begins upon date of award and will terminate on December 31, 2020. Decrease due to reduction in quantities needed and in rates per unit. Incumbent: Florida Flame Fire & Safety Equipment, Inc.; Contract Number and Title: M1396503B1_1, Fire Extinguisher Services-Provide and Maintain. Contract Term: March 8, 2016 through June 5, 2019. Expenditures to date: \$366,300.96. The Director of Purchasing approved Interim Contract No. M1396503X1_1 on June 6, 2019, expiring December 6, 2019. Expenditures to date: \$40,957.85.	N	Y	N

Item:	Bid/RLI/ RFP No.:	Description/ Title:	Vendor/ Contractor Name:	Award Date:	Effective Date:	New Estimated Contract Value (Annual):	Previous Estimated Contract Value (Annual):	Comments:	Reporting Exemption:	Contract increases attributable to: (for N/A See Comments)	
										Living Wage	Scope Changes
5	TRN2114439B1_14	OEM Parts/Maintenance & Repair	TREKKER TRACTOR LLC	12/3/2019	12/12/2019	\$ 200,000.00	\$ 33,730.90	OEM Parts/Maintenance & Repair, Bid No. TRN2114439B1_14, for the Fleet Services Division, in the annual estimated amount of \$200,000; and authorize the Director of Purchasing to renew the contracts for three one-year periods, for a five-year potential estimated amount of \$1,000,000. The initial contract period begins on the date of award and will terminate two years from that date. Increase due to living wage increase and additional equipment purchases. Incumbent: Trekker Tractor LLC; Contract Number and Title: C1106324B2_7, Repair Service OEM HD Truck & Equipment. Contract Term: June 4, 2013 – June 3, 2016; 90-day extension exercised to extend expiration date to September 3, 2016. Expenditures to date: \$883.82.	N	Y	N
6	TRN2114439B1_17	OEM Parts/Maintenance & Repair	PAT'S PUMP & BLOWER LLC	12/3/2019	12/12/2019	\$ 300,000.00	\$ 18,397.44	OEM Parts/Maintenance & Repair, Bid No. TRN2114439B1_17, for the Fleet Services Division, in the annual estimated amount of \$300,000; and authorize the Director of Purchasing to renew the contracts for three one-year periods, for a five-year potential estimated amount of \$1,500,000. The initial contract period begins on the date of award and will terminate two years from that date. Increase due to living wage increase and additional equipment purchases. Incumbent: Palm Truck Centers, Inc.; Contract Number and Title: C1106324B2_, Repair Service OEM HD Truck & Equipment. Contract Term: June 4, 2013 – June 3, 2016; 90-day extension exercised to extend expiration date to September 3, 2016. Expenditures to date: \$46,207.68.	N	Y	N
7	TRN2114439B1_16	OEM Parts/Maintenance & Repair	JOEY ACCARDI CHRYSLER DODGE JEEP RAM SUB POMPANO AUTOMOTIVE ASSOCIATES LLC	12/3/2019	12/12/2019	\$ 80,000.00	\$ 84,780.00	OEM Parts/Maintenance & Repair, Bid No. TRN2114439B1_16, for the Fleet Services Division, in the annual estimated amount of \$80,000; and authorize the Director of Purchasing to renew the contracts for three one-year periods, for a five-year potential estimated amount of \$400,000. The initial contract period begins on the date of award and will terminate two years from that date. Rate increases due to living wage but overall contract decreased due to reduction in volume of equipment purchases. Incumbent: Joey Accardi Chrysler Dodge Jeep Ram Sub Pompano Automotive Associates LLC; Contract Number and Title: V1266015B1_3, Repair, Maintenance and Original Equipment Manufacturer Parts for Sedans and Light Trucks. Contract Term: April 9, 2015 to April 8, 2018; 90-day extension exercised to extend expiration date to 07/08/2018. Expenditures to date: \$44,768.31.	N	Y	N
8	TRN2114439B1_15	OEM Parts/Maintenance & Repair	KENWORTH OF SOUTH FLORIDA	12/3/2019	12/12/2019	\$ 300,000.00	\$ 43,126.74	OEM Parts/Maintenance & Repair, Bid No. TRN2114439B1_15, for the Fleet Services Division, in the annual estimated amount of \$300,000; and authorize the Director of Purchasing to renew the contracts for three one-year periods, for a five-year potential estimated amount of \$1,500,000. The initial contract period begins on the date of award and will terminate two years from that date. Increase due to living wage increase and additional equipment purchases. Incumbent: Kenworth of South Florida; Contract Number and Title: C1106324B2_2, Repair Service OEM HD Truck & Equipment. Contract Term: June 4, 2013 – June 3, 2016; 90-day extension exercised to extend expiration date to September 3, 2016. Expenditures to date: \$105,820.88	N	Y	N
9	BLD2117216B1_1	Janitorial Services for WWS	ALJ SERVICES LLC	12/3/2019	1/3/2020	\$ 625,866.51	\$ 531,467.84	Janitorial Services for WWS, Bid No. BLD2117216B1_1, for the Water and Wastewater Services Division, in the estimated initial one-year term amount of \$625,867 and authorize the Director of Purchasing to renew the contract for three one-year periods, for a four-year potential estimated amount of \$2,350,987. The initial contract period will begin 30 calendar days after date of award and terminate on December 31, 2020, contingent upon the receipt and approval of the certificate of insurance, performance and payment bonds. Increase due to additional locations and living wage increase. Incumbent: Chi-Ada Corporation; Contract Number and Title: R1214808X5_01, janitorial services for various County facilities (Contract 5 - Large Facilities - Group 4). Contract Term: September 26, 2018 through January 2, 2020. Expenditures to date: \$487,481.55.	Y	Y	N

Item:	Bid/RLI/ RFP No.:	Description/ Title:	Vendor/ Contractor Name:	Award Date:	Effective Date:	New Estimated Contract Value (Annual):	Previous Estimated Contract Value (Annual):	Comments:	Reporting Exemption:	Contract increases attributable to: (for N/A See Comments)	
										Living Wage	Scope Changes
10	BLD2117628B1_1	UPS PM and Repair Services	ARM ELECTRICAL SERVICES LLC	12/10/2019	12/28/2019	\$ 419,025.00	\$ 425,225.00	UPS PM and Repair Services, Bid No. BLD2117628B1_1, for the Facilities Management Division, for the initial one year term, in the estimated annual amount of \$419,025 and authorize the Director of Purchasing to renew the contract for two additional one-year periods, for a three-year potential estimated amount of \$1,257,075. The initial contract period shall begin on December 28, 2019 and will terminate on December 31, 2020. Contract was competitively bid and the selected vendors price for group 4 was less than previous contract. Incumbent: ARM Electrical Services, LLC; Contract Number and Title: M1370002B1, UPS Preventive Maintenance and Repair Services. Contract Term: January 3, 2016 through January 2, 2019. Expenditures to date: \$931,774. The Director of Purchasing awarded Interim Contract No. M1370002X1 to ARM Electrical Services, LLC on January 28, 2019, which expired on December 27, 2019. Expenditures to date: \$206,807.	Y	Y	N
11	BLD2118012B1_1	Elevator & Escalator Maintenance County Facilities	ORACLE ELEVATOR HOLDCO, INC.	1/7/2020	1/7/2020	\$ 1,503,145.00	\$ 426,050.00	Elevator & Escalator Maintenance County Facilities, Bid No. BLD2118012B1_1, for the Facilities Management Division, for the estimated two-year initial term amount of \$3,006,290 and authorize the Director of Purchasing to renew the contract for three additional one-year periods, for a five-year potential estimated amount of \$7,515,725. The initial contract period shall begin on the date of award and terminate one year from that date, contingent upon receipt and approval of performance and payment guaranty. Increase due to additional locations and living wage increase. Incumbent: Oracle Elevator Company; Contract Number and Title: D2114263X1, Elevator and Escalator Maintenance and Repair. Contract Term: August 14, 2018 to February 13, 2020. Expenditures to date: \$1,573,130.70.	Y	Y	N
12	BLD2116204B1_1	FMD-Fire Sprinkler and Fire	NATIONAL FIRE PROTECTION LLC	1/28/2020	1/28/2020	\$ 4,666,654.00	\$ 348,825.00	Fire Sprinkler and Fire, Bid No. BLD2116204B1_1, for the Facilities Management Division, in the annual estimated amount of \$4,666,654 and authorize the Director of Purchasing to renew the contract for two one-year periods, for a three-year potential estimated amount of \$13,999,961. The initial contract period begins on the date of award and will terminate December 31, 2020. Increase due to additional quantity of items needed and living wage increase. Incumbent: National Fire Protection, LLC; Contract Number and Title: T1322620B1, Fire Suppression Systems Repair; Contract Term: June 12, 2015 through September 9, 2018. Expenditures to date: \$1,052,219. On September 11, 2018, the Director of Purchasing approved the Interim Contract No. T1322620X1 to National Fire Protection, LLC. Contract Term: September 11, 2018 through award. Expenditures to date: \$354,699.17.	N	Y	Y
13	BLD2119588B1_1	Schlage Security Card Access	TOTAL CONTROL DESIGN	1/30/2020	1/30/2020	\$ 223,000.00	\$ 156,000.00	Schlage Security Card Access, Bid No. BLD2119588B1_1, for the Water and Wastewater Services Division, in the annual estimated amount of \$223,000 and authorize the Director of Purchasing to renew the contract for two one-year periods, for a three-year potential estimated amount of \$678,875. The initial contract period begins on the date of award and will terminate one year from that date. Increase due to additional quantity of items needed and living wage increase. Incumbent: Total Control Design; Contract Number and Title: Y2112489Q1, Maintenance, Repair and Installation of Schlage Security Card Access Management System. Contract Term: December 14, 2016 through January 11, 2020. Expenditures to date: \$632,710.57.	Y	Y	N
14	BLD2119587B1_1	Plumbing Repairs and OnDemand	A TO Z STATEWIDE PLUMBING	2/11/2020	2/11/2020	\$ 671,038.00	\$ 571,080.00	Plumbing Repairs and On Demand Services, Bid No. BLD2119587B1_1, for the Facilities Management Division, in the annual estimated amount of \$671,038 and authorize the Director of Purchasing to renew the contract for two one-year periods, for a three-year potential estimated amount of \$2,042,932. The initial contract period begins on the date of award and will terminate one year from that date. Increase due to additional quantity of items needed and living wage increase. Incumbent: A to Z State Wide Plumbing Inc.; Contract Number and Title: T2112307B1, Plumbing Repairs and On Demand Services. Contract Term: December 10, 2016 through March 8, 2020. Expenditures to date: \$1,667,547.70.	Y	Y	Y

From: [Garcia, Lucy](#)
To: ["zaccassidy"; "miked1526@hotmail.com"; "frankderisi@hotmail.com"; "ryan0727@comcast.net"; "LegalMr@aol.com"; "markacbbcamp@bellsouth.net"; "eddie@thecei.com"](#)
Cc: [Kelleher, Kevin](#); [Billingsley, Brenda](#); [Marcos, Glenn](#); [Mangan, Constance](#); [Pitts-Howard, Shelia](#); [Francis, Alexa](#); [Mcdonald, Mary](#); [Amuchastegui, Fernando](#); [Cuervo, Mary](#); [Garrick, Antonia](#); [Garcia, Orlando](#); [Mcclain, Takai](#); [Johnson, Rose](#); [Brannon, Harambie](#)
Subject: Living Wage Advisory Board (LWAB)
Date: Monday, February 24, 2020 6:05:54 PM
Attachments: [image001.png](#)
[Amended Living Wage Advisory Board By-Laws - 12-4-19.pdf](#)
[Revised Final Living Wage Advisory Board Bylaws Revisions \(blackline\).pdf](#)
[2020 Living Wage Advisory Board Meetings.pdf](#)

TO THE LWAB MEMBERS:

As discussed at the October 2, 2019 Living Wage Advisory Board (LWAB) Meeting, any amendments to the LWAB By-Laws requires that the proposed amendments be provided to each Board member at least 10 days prior to the meeting at which such amendments are to be considered for adoption.

Therefore, the Advisory Board members requested to have the Amended By-Laws sent electronically, to review and consider amending their bi-monthly meetings to quarterly meetings, prior to their next scheduled Advisory Board meeting. The document was sent to the members on October 11, 2019 to discuss the proposed amendment.

The By-Laws were considered for amendment/adoption by the LWAB members at the scheduled meeting which was:

Meeting Date: December 4, 2019
Meeting Time: 11:00 a.m.
Location: Broward County Governmental Center
115 S. Andrews Avenue, Room 302
Fort Lauderdale, FL 33301

Attached is the Amended By-Laws (12/4/19) and a copy of the By-Laws (reflecting the amended revisions); the By-Laws will require signature and execution by the Advisory Board Chair. As requested by the Advisory Board members, the original document will be provided to the Chair at the next scheduled meeting for signature and execution; the members will be provided an executed copy of the amended by-laws electronically.

Based on the amendment, the Advisory Board meetings will now be held quarterly instead of bi-monthly; attached is the 2020 schedule. The next scheduled meeting will be on March 4, 2020.

Thank you,



Lucy Garcia
Program Project Coordinator

Broward County Purchasing Division
115 S. Andrews Avenue, Fort Lauderdale, FL 33301
(954) 357-6071 Fax: (954) 357-8535
www.broward.org/purchasing

Customer care is my priority. How am I doing? Please contact my Director, Brenda J. Billingsley, at bbillingsley@broward.org with feedback.

**BY-LAWS OF THE
BROWARD COUNTY LIVING WAGE ADVISORY BOARD**

ARTICLE I.

NAME, ESTABLISHMENT

- SECTION 1:** The name of the organization shall be "The Broward County Living Wage Advisory Board" (Board) or such successor name as shall be designated by the Broward County Board of County Commissioners.
- SECTION 2:** The governing body of Broward County is the Broward County Board of County Commissioners.
- SECTION 3:** The Board is established pursuant to Section 26-105, Broward County Code of Ordinances.

ARTICLE II.

PURPOSE, DUTIES

- SECTION 1:** The Board has as its purpose, pursuant to the implementing Ordinance cited above to oversee the implementation and effectiveness of the Broward County Living Wage Ordinance, Sections 26-101 et seq., Broward County Code of Ordinances.
- SECTION 2:** The Board has as its duties, pursuant to the implementing Ordinance cited above, to review the implementation and effectiveness of the Broward County Living Wage Ordinance and to advise the Board of County Commissioners of the same, together with any recommendation for amendments to the Ordinance.

ARTICLE III.

MEMBERSHIP

- SECTION 1:** (a) All members of the Broward County Living Wage Advisory Board shall be appointed by the Broward County Board of County Commissioners.
- (b) Each County Commissioner shall nominate one (1) member to the Board, provided that no more than four (4) members are representative of the business community. Two (2) members shall be representatives of service contractors, with at least one being a covered employee, and shall count against the maximum of four (4) members allowed as representatives of the business community. For purposes of this subsection, "business community" shall not

include a non-profit entity that is recognized by the federal Internal Revenue Service as exempt from payment of federal income taxes.

(c) No Broward County employees shall be members of the Board.

(d) All provisions of Section 1-233, Broward County Code of Ordinances, shall apply to members of the Board.

SECTION 2: The term of office for members shall be at the pleasure of the appointing Commissioner.

SECTION 3: (a) Removal for non-attendance shall be in accordance with Section 1-233, Broward County Code of Ordinances. The Board may recommend the reappointment of members whose absences were caused by extenuating circumstances.

(b) The Board may recommend to the Broward County Board of County Commissioners and to the Chair of the Board, respectively, that a member be terminated from service on the Board and any of its committees for refusing to cooperate in a conflict of interest review, or when it is determined that she/he knowingly took action(s) intended to influence the conduct of the Board in a manner defined in **ARTICLE VI. SECTION I** of these By-Laws.

ARTICLE IV.

OFFICERS

SECTION 1: The officers of the Board shall be members of the Board and shall be a Chair and Vice-Chair.

SECTION 2: Officers shall be elected by a majority vote of those members serving as members of the Board present and voting at the December regular meeting or at the next regular meeting if the December regular meeting is canceled. After being elected, the officers shall take office upon occurrence of the earlier of January 1, or the first regular or special meeting of the calendar year later than January 1. All officers shall serve a two-year term. No officers shall serve more than two consecutive terms in one office.

SECTION 3: The duties of the Officers are those which usually apply to such officers and in addition thereto, such other duties as may be designated from time to time by the Board.

SECTION 4: The Chair of the Board will serve as the official liaison of the Board with the Board of County Commissioners of Broward County and the County's designated administrative support agency.

ARTICLE V.

MEETINGS

SECTION 1: (a) The Board shall hold quarterly meetings unless cancelled. Special meetings may be called by the Chair or upon petition of one third of the membership of the Board. Written notice shall be given at least one week prior to a regular meeting.

(b) Special meetings of the Board may be called by the Chair or by five (5) or more members of the Board upon no less than forty-eight (48) hours notice. If, after reasonable diligence, it is impossible to give notice to each member of the Board, such failure shall not affect the legality of the meeting if a quorum is present. Notice to all members of a special meeting may be waived by a majority of the entire membership of the Board. If notice of a special meeting is not in writing or if the notice is given less than one week prior to the meeting, the minutes of the meeting shall show the manner and method by which notice of such special meeting was given to each member of the Board, or shall show a waiver of notice.

(c) Minutes shall be made of all regular and special meetings and such meetings shall be otherwise in accordance with the Florida Government-In-The-Sunshine law.

SECTION 2: A majority of the total appointed Board members shall constitute a quorum. A majority of those members present and voting at any meeting at which a quorum is present shall be sufficient to take action on behalf of the Board.

SECTION 3: Actions shall be taken only by a vote of a majority of the Board members present and eligible to vote.

SECTION 4: Only duly appointed members of the Board may vote, and each member shall have one vote. Voting privileges are non-transferable.

ARTICLE VI.

CONFLICT OF INTEREST

SECTION 1: Members of the Board and all committees established by the Board shall abide by the Florida Statutes and Broward County Ordinances, as may be amended from time to time, regarding conflicts of interest for public officials and government in the Sunshine Law. Copies of these documents shall be furnished to all Board members.

SECTION 2: All Board members must identify conflicts of interest, and are encouraged to request a review of a potential conflict of interest of themselves or another member when deemed necessary.

SECTION 3: All concerns regarding conflict of interest shall be recorded in the Board's meeting minutes. The full Board shall take whatever actions it deems appropriate and are in compliance with Board policies.

SECTION 4: A member may be terminated from service on any Board committee(s) for refusing to cooperate in a conflict of interest review, or when it is determined by the Board that the member knowingly took action(s) intended to influence the conduct of the Board in the manner prohibited by **ARTICLE VI, SECTION 1**, of these By-Laws.

ARTICLE VII.

COMMITTEES

SECTION 1: The Board shall have committees as deemed necessary and established by the Chair.

ARTICLE VIII.

AMENDMENTS

SECTION 1: These By-Laws may be adopted, amended, or repealed by a majority vote of the Board.

SECTION 2: Notice of all proposed amendments, with amendments enclosed, and the date, time and place of the meeting at which the amendment will be considered for adoption shall be mailed, transmitted by facsimile or sent electronically (i.e. emailed) to each Board member at least ten (10) days prior to the meeting at which such amendments are to be considered for adoption.

ARTICLE IX.

GENERAL PROVISIONS

SECTION 1: The fiscal year for the Board shall be the same as the fiscal year for the Board of County Commissioners of Broward County.

SECTION 2: When procedures are not covered by law or these By-Laws, the latest edition of "Robert's Rules of Order" shall prevail.

SECTION 3: Official policies adopted by the Board shall be set forth in a written volume or volumes, which shall be maintained by the County's designated administrative support agency.

ARTICLE X.

DATE OF EFFECTIVENESS

SECTION 1: Unless otherwise provided, these By-Laws and any amendments shall be effective immediately upon approval by the Board.

CERTIFICATE

KNOW ALL PERSONS BY THESE PRESENT that the undersigned Chair of the Broward County Living Wage Advisory Board does hereby certify that the above and foregoing By-Laws were amended by the Broward County Living Wage Advisory Board, effective as of the 4th day of December, 2019, and that they do now constitute the amended By-Laws of said Board.

Attest: _____

Chair

Date

Amendment effective (12/4/19)

**AMENDED BY-LAWS OF THE
BROWARD COUNTY LIVING WAGE ADVISORY BOARD**

ARTICLE I.

NAME, ESTABLISHMENT

- SECTION 1:** The name of the organization shall be "The Broward County Living Wage Advisory Board" (Board) or such successor name as shall be designated by the Broward County Board of County Commissioners.
- SECTION 2:** The governing body of Broward County is the Broward County Board of County Commissioners.
- SECTION 3:** The Board is established pursuant to Section 26-105, Broward County Code of Ordinances.

ARTICLE II.

PURPOSE, DUTIES

- SECTION 1:** The Board has as its purpose, pursuant to the implementing Ordinance cited above to oversee the implementation and effectiveness of the Broward County Living Wage Ordinance, Sections 26-101 et seq., Broward County Code of Ordinances.
- SECTION 2:** The Board has as its duties, pursuant to the implementing Ordinance cited above, to review the implementation and effectiveness of the Broward County Living Wage Ordinance and to advise the Board of County Commissioners of the same, together with any recommendation for amendments to the Ordinance.

ARTICLE III.

MEMBERSHIP

- SECTION 1:** (a) All members of the Broward County Living Wage Advisory Board shall be appointed by the Broward County Board of County Commissioners.
- (b) Each County Commissioner shall nominate one (1) member to the Board, provided that no more than four (4) members are representative of the business community. Two (2) members shall be representatives of service contractors, with at least one being a covered employee, and shall count against the maximum of four (4) members allowed as representatives of the business community. For purposes of this subsection, "business community" shall not

include a non-profit entity that is recognized by the federal Internal Revenue Service as exempt from payment of federal income taxes.

(c) No Broward County employees shall be members of the Board.

(d) All provisions of Section 1-233, Broward County Code of Ordinances, shall apply to members of the Board.

SECTION 2: The term of office for members shall be at the pleasure of the appointing Commissioner.

SECTION 3: (a) Removal for non-attendance shall be in accordance with Section 1-233, Broward County Code of Ordinances. The Board may recommend the reappointment of members whose absences were caused by extenuating circumstances.

(b) The Board may recommend to the Broward County Board of County Commissioners and to the Chair of the Board, respectively, that a member be terminated from service on the Board and any of its committees for refusing to cooperate in a conflict of interest review, or when it is determined that she/he knowingly took action(s) intended to influence the conduct of the Board in a manner defined in **ARTICLE VI. SECTION I** of these By-Laws.

ARTICLE IV.

OFFICERS

SECTION 1: The officers of the Board shall be members of the Board and shall be a Chair and Vice-Chair.

SECTION 2: Officers shall be elected by a majority vote of those members serving as members of the Board present and voting at the December regular meeting or at the next regular meeting if the December regular meeting is canceled. After being elected, the officers shall take office upon occurrence of the earlier of January 1, or the first regular or special meeting of the calendar year later than January 1. All officers shall serve a two-year term. No officers shall serve more than two consecutive terms in one office.

SECTION 3: The duties of the Officers are those which usually apply to such officers and in addition thereto, such other duties as may be designated from time to time by the Board.

SECTION 4: The Chair of the Board will serve as the official liaison of the Board with the Board of County Commissioners of Broward County and the County's designated administrative support agency.

ARTICLE V.

MEETINGS

SECTION 1: (a) The Board shall hold ~~bi-monthly~~ quarterly meetings unless cancelled. Special meetings may be called by the Chair or upon petition of one third of the membership of the Board. Written notice shall be given at least one week prior to a regular meeting.

(b) Special meetings of the Board may be called by the Chair or by five (5) or more members of the Board upon no less than forty-eight (48) hours notice. If, after reasonable diligence, it is impossible to give notice to each member of the Board, such failure shall not affect the legality of the meeting if a quorum is present. Notice to all members of a special meeting may be waived by a majority of the entire membership of the Board. If notice of a special meeting is not in writing or if the notice is given less than one week prior to the meeting, the minutes of the meeting shall show the manner and method by which notice of such special meeting was given to each member of the Board, or shall show a waiver of notice.

(c) Minutes shall be made of all regular and special meetings and such meetings shall be otherwise in accordance with the Florida Government-In-The-Sunshine law.

SECTION 2: A majority of the total appointed Board members shall constitute a quorum. A majority of those members present and voting at any meeting at which a quorum is present shall be sufficient to take action on behalf of the Board.

SECTION 3: Actions shall be taken only by a vote of a majority of the Board members present and eligible to vote.

SECTION 4: Only duly appointed members of the Board may vote, and each member shall have one vote. Voting privileges are non-transferable.

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CONFLICT OF INTEREST

- SECTION 1:** Members of the Board and all committees established by the Board shall abide by the Florida Statutes and Broward County Ordinances, as may be amended from time to time, regarding conflicts of interest for public officials and government in the Sunshine Law. Copies of these documents shall be furnished to all Board members.
- SECTION 2:** All Board members must identify conflicts of interest, and are encouraged to request a review of a potential conflict of interest of themselves or another member when deemed necessary.
- SECTION 3:** All concerns regarding conflict of interest shall be recorded in the Board's meeting minutes. The full Board shall take whatever actions it deems appropriate and are in compliance with Board policies.
- SECTION 4:** A member may be terminated from service on any Board committee(s) for refusing to cooperate in a conflict of interest review, or when it is determined by the Board that the member knowingly took action(s) intended to influence the conduct of the Board in the manner prohibited by **ARTICLE VI, SECTION 1**, of these By-Laws.

ARTICLE VII.

COMMITTEES

- SECTION 1:** The Board shall have committees as deemed necessary and established by the Chair.

ARTICLE VIII.

AMENDMENTS

- SECTION 1:** These By-Laws may be adopted, amended, or repealed by a majority vote of the Board.
- SECTION 2:** Notice of all proposed amendments, with amendments enclosed, and the date, time and place of the meeting at which the amendment will be considered for adoption shall be mailed, or transmitted by facsimile or sent electronically (i.e. emailed) to each Board member at least ten (10) days prior to the meeting at which such amendments are to be considered for adoption.

ARTICLE IX.

GENERAL PROVISIONS

SECTION 1: The fiscal year for the Board shall be the same as the fiscal year for the Board of County Commissioners of Broward County.

SECTION 2: When procedures are not covered by law or these By-Laws, the latest edition of “Robert’s Rules of Order” shall prevail.

SECTION 3: Official policies adopted by the Board shall be set forth in a written volume or volumes, which shall be maintained by the County’s designated administrative support agency.

ARTICLE X.

DATE OF EFFECTIVENESS

SECTION 1: Unless otherwise provided, these By-Laws and any amendments shall be effective immediately upon approval by the Board.

CERTIFICATE

KNOW ALL PERSONS BY THESE PRESENT that the undersigned Chair of the Broward County Living Wage Advisory Board does hereby certify that the above and foregoing By-Laws were amended by the Broward County Living Wage Advisory Board, effective as of the 4th day of December, 2019, and that they do now constitute the amended By-Laws of said Board.

Attest: _____
Chair

Date

Amendment effective (12/4/19)

From: [Garcia, Lucy](#)
To: ["zaccassidy"](#); ["miked1526@hotmail.com"](#); ["frankderisi@hotmail.com"](#); ["ryan0727@comcast.net"](#); ["LegalMr@aol.com"](#); ["markacbbcamp@bellsouth.net"](#); ["eddie@thecei.com"](#)
Cc: [Kelleher, Kevin](#); [Billingsley, Brenda](#); [Marcos, Glenn](#); [Mangan, Constance](#); [Pitts-Howard, Shelia](#); [Francis, Alexa](#); [Mcdonald, Mary](#); [Amuchastegui, Fernando](#); [Cuervo, Mary](#); [Garrick, Antonia](#); [Mcclain, Takai](#); [Johnson, Rose](#); [Fleury, Teresa](#); [Brannon, Harambie](#)
Subject: Living Wage Advisory Board - 2020 Living Wage Rate Poster
Date: Friday, January 24, 2020 5:54:59 PM
Attachments: [2020 Living Wage Rate Poster 12-16-19.pdf](#)
[image001.png](#)

LIVING WAGE ADVISORY BOARD MEMBERS:

Attached is the 2020 Living Wage Rate Poster (distributed to the Broward County Board of Commissioners on 12/20/19); a copy will also be provided in your next meeting package. The poster has been distributed electronically to all current vendors with a Broward County Living Wage contract and is currently posted on the Purchasing Division website: <http://www.broward.org/Purchasing/Pages/LivingWageOrdinance.aspx>.

Thank you,



Lucy Garcia
Program Project Coordinator
Broward County Purchasing Division
115 S. Andrews Avenue, Fort Lauderdale, FL 33301
(954) 357-6071 Fax: (954) 357-8535
www.broward.org/purchasing

Customer care is my priority. How am I doing? Please contact my Director, Brenda J. Billingsley, at bbillingsley@broward.org with feedback.



Finance and Administrative Services Department
PURCHASING DIVISION
115 S. Andrews Avenue, Room 212 • Fort Lauderdale, Florida 33301 • 954-357-6066 • FAX 954-357-8535

MEMORANDUM

DATE: December 16, 2019
TO: Broward County Board of County Commissioners
THROUGH: Bertha Henry, County Administrator
THROUGH: George Tablack, Chief Financial Officer
FROM: Brenda J. Billingsley, Director
Purchasing Division
RE: 2020 Living Wage Rate Poster

George Tablack
Digitally signed by
GEORGE TABLACK
Date: 2019.12.17
11:09:20 -05'00'

Brenda Billingsley
Digitally signed by
BRENDA BILLINGSLEY
Date: 2019.12.16
16:47:33 -05'00'

In accordance with the Living Wage Ordinance, Section 26-100, the living wage hourly rates and the health care hourly benefit amount shall be annually indexed using the indexing methodology prescribed in Subsection 26.102(e) below:

- (e) Adjusting the living wage and health care benefit amount. Beginning on January 1, 2020 (or beginning on January 1, 2019, for those service contracts entered into prior to January 1, 2019, as to which the new, higher living wage rate established by this amendment to the Living Wage Ordinance is not in effect as of January 1, 2019), and thereafter on January 1 of each year, the living wage and health care benefit amount shall be adjusted annually by the lowest of the following three (3) percentages: (1) The percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U), All Items, Miami-Ft. Lauderdale-West Palm Beach, FL, calculated by the United States Department of Labor, for the immediately preceding period of November 1 through October 31; (2) Three percent (3%); or (3) The percentage across-the-board compensation increase provided by the County to unrepresented County employees.

On October 15, 2019, the Board approved the Unrepresented Pay Plan and Compensation Policy for Fiscal Year 2020, providing for a three percent (3%) base salary increase for unrepresented employees. The CPI-U increased 1.5% from October 2018 to October 2019. Using this factor to complete the calculations required to adjust the living wage rates resulted in a 1.5% increase from the 2019 living wage rates.

Accordingly, please find attached the new Living Wage Rate Poster effective January 1, 2020. As always, the updated living wage rate poster will be electronically posted to the Purchasing Division website and vendors with active living wage contracts will be noticed.

Attachment

BJB/af

c: Monica Cepero, Deputy County Administrator
Robert Melton, County Auditor
Andrew J. Meyers, County Attorney
Kevin Kelleher, Deputy Chief Financial Officer, Finance & Administrative Services Department
Glenn Marcos, Assistant Director, Purchasing Division
Shelia Pitts-Howard, Administrative Officer Senior, Purchasing Division
Fernando Amuchastegui, Assistant County Attorney, Office of the County Attorney



YOUR RIGHTS UNDER THE BROWARD COUNTY LIVING WAGE ORDINANCE

LIVING WAGES for 2020

In accordance with the Living Wage Ordinance, Section 26.102, Broward County Code of Ordinances, Broward County service contractors' employees and subcontractors performing covered services pursuant to applicable County contracts must be paid at least the following living wage hourly rates:

\$13.47 per hour with qualifying health benefits amounting to at least **\$1.65^(a)** per hour, or
\$15.12 per hour without health benefits

(a) The Broward County Board of County Commissioners has approved that commencing January 1, 2021 the qualifying health benefits amount will increase to \$3.44.

Notice: The living wage rates and health benefit amount are indexed in accordance with Section 26.102(e) of the Living Wage Ordinance.

Applicable covered services provided pursuant to a County service contract (exceeding \$100,000/year) include:

- Food preparation and/or distribution
- Security services
- Routine maintenance services: janitorial, cleaning, refuse removal, and recycling collections, or similar services
- Repair and refinishing services: for furniture, fixtures, vehicles, machinery, or equipment, including preventative maintenance and replacement of parts
- Clerical or other non-supervisory office work (temporary or permanent personnel): secretarial, typing, data entry, filing, transcription, specialized billing, sorting/completion of forms, and word, data and informational processing
- Passenger transportation and automobile parking services
- Printing and reproduction services
- Landscaping, lawn, and/or agricultural services

Applicable covered airport services pursuant to a County service contract (any contract value) include:

- Food and beverage concessionaire services and certain retail concessionaire services at Airport Terminals Complex and the Car Rental Center.
- Airline service providers for air carriers: ground handling or ramp services; ground equipment provisioning and maintenance; maintenance; in-to-plane fuel service; passenger service; porter service; janitorial service; security service; baggage delivery service; aircraft cleaning; or operation of a private club.

ENFORCEMENT

If a service contractor is not complying with the living wage requirements, a covered employee or subcontractor of a service contractor may seek to recover back wages against the responsible service contractor by filing a written complaint with the County or filing suit against the covered employer.

A covered employee or subcontractor may file written complaints of underpayment or retaliation/discrimination (in connection with the filing of living wage complaint), with the Broward County Professional Standards/Human Rights Section, 115 S. Andrews Avenue, Room 427, Fort Lauderdale, FL 33301, or call (954) 357-6500.

SANCTIONS

Damages payable to Broward County in the sum of up to \$500 per day, but not to exceed \$1000 per week for each covered employee, may be assessed against the service contractor for failure to pay the required wage rates above in addition to payment of the underpaid wages to the employee.

For other information, contact the applicable Contract Administrator or the Broward County Purchasing Division, 115 S. Andrews Ave., Room 212, Fort Lauderdale, Florida 33301, (954) 357-6066.

The Living Wage Ordinance requires service contractors awarded living wage contracts to display this poster at the job site in a prominent location where it can easily be seen by employees.

BROWARD COUNTY SUNSET REVIEW FORM

For Boards, Committees, Authorities and Agencies

Please return completed form and requested documents to the Intergovernmental Affairs/
Boards Section (IABS). If you have any questions, please contact Orlando A. Garcia at
954-357-5934 or boards@broward.org.

GENERAL INFORMATION

Name of Board

Board Coordinator (agency, name, title, phone number)

Board Coordinator Assistant (agency name, title, phone number)

Board County Attorney (name and phone number)

Board Attorney if outside counsel (name, address, phone number)

Total number of positions on this board

Number of current members

Number of vacancies

Are any of these positions at-large?

How many ?

Are some members appointed by other agencies?

How many?

Do the members have specific terms?

What are the quorum requirements?

Is the board mandated by any State and/or Federal laws?

Is there a website specifically for this board? If yes, please provide.

EVALUATION CRITERIA

Is the board serving the purpose for which it was created?

Is the board serving current community needs?

Is there any other board, either the board? If yes, public or private, which would better serve the function of please name.

Could this board be combined with any other county board to maximize efficiency and eliminate duplicity? If yes, please name.

Have board meetings been cancelled due to lack of quorum?

Are board members calling two business days before the meeting to advise if they will or not be attending?

Is your department the appropriate agency to staff this board?

If not, who do you recommend and why?

Should the board's creating legislation be amended to better enable the board to serve the purpose for which it was created? Please explain.

Should the board's membership requirements be modified? Please explain.

What is the funding source for the board?

Would any funding or revenue source to the County be affected if this board is abolished?

***If additional lines are needed, you may attach separate pages.
Please include the name of the board on each sheet.***

ATTACHMENTS

1. The purpose of the board.
2. The board's mission statement.
3. The board's bylaws or standard operating procedures, if any.
4. List of current board members.
5. Attendance record for calendar year 2019 (please indicate meeting dates).
6. Performance measures developed to determine the board's effectiveness in achieving its stated goals.
7. The board's major accomplishments for 2019 and/or previous years.
8. List of operating costs (direct and indirect) of the board in 2019.

Include the following:

- Staff time for meeting preparation, attendance, and minutes.
- Printing charges
- Awards or certificates
- County Attorney charges

9. Additional comments (optional)

Prepared by

Agency

Phone number

Date

Rev. 01/28/2015 ; 12/17/2015 ; 8/12/2019

2020 Sunset Review
Living Wage Advisory Board

Purpose

Review the implementation and effectiveness of the Broward County Living Wage Ordinance and advise the Board of County Commissioners of the same, together with any recommendations for amendments hereto.

Created By

Broward County Ordinance #2002-45, enacted October 8, 2002, effective October 1, 2003.

Amended by Ordinance #2008-45, enacted October 7, 2008, revising the membership requirements to include members who shall be representatives of service contractors; and defining that "business community" shall not include a nonprofit entity.

Amended by Ordinance #2015-41, enacted October 14, 2015, effective October 15, 2015, to add and amend definitions, amend section 26-102 to provide that the requirements of the living wage ordinance shall apply to airline service providers, amend section 26-103 to provide that service contracts for covered airport services include requirements to comply with the living wage ordinance and other administrative matters, and providing for severability, inclusion in the code, and an effective date.

Amended by Ordinance #2018-09 pertaining to various membership, voting, meeting and sunset requirements for the Children's Services Board, Transit Advisory Committee, Historic Preservation Board, Human Rights Board, Advisory Board for Individuals with Disabilities, County Library Advisory Board and the Living Wage Advisory board enacted February 6, 2018, effective February 8, 2018, to repeal sections 1-501 through 1-506 of the code, providing for severability, inclusion in the code, and an effective date.

Amended by Ordinance #2018-46, enacted December 11, 2018, effective December 14, 2018, to repeal and replace in their entirety sections 26-100 through 26-102 to establish a living wage and corresponding health care benefit amount, providing for definitions, providing that the living wage applies to all new and existing contracts, providing for the method to adjust the living wage and health care benefit amount, and providing for severability, inclusion in the code, and an effective date.

Amended by Ordinance #2019-10, enacted February 26, 2019, effective February 27, 2019, to amend section 26-102 to establish a health care benefit amount, providing for the method to adjust the health care benefit amount, and providing for severability, inclusion in the code, and an effective date.

Membership

Nine (9) members appointed by the Broward County Commission, provided no more than four (4) members shall be representatives of the business community, and two (2) of these will be a representative of a service contractor, and 1 of these will be a covered employee.

Business community shall not include a nonprofit entity that is recognized by the Federal Internal Revenue Service as exempt from payment of federal income taxes.

Terms

Section 1-233 of Chapter 1, Article XII, Broward County Code of Ordinances, as may be amended from time to time.

Quorum

A majority of the total appointed board members.

Key Performance Goal/Mission

The LWAB continues to review and support initiatives promoting living wages that directly/indirectly lead to improvements in the quality of service which allows for covered employees to be more efficient and productive; higher wages and better standard of living which benefits the overall economic and social development of Broward County.

Major Accomplishments

The Board was instrumental in advocating for:

- Increase in Living Wage base rate in 2018 that took effect January 1, 2019
 - Ordinance #2018-46, enacted December 11, 2018, effective December 14, 2018, to repeal and replace in their entirety sections 26-100 through 26-102 to establish a living wage and corresponding health care benefit amount, providing for definitions, providing that the living wage applies to all new and existing contracts, providing for the method to adjust the living wage and health care benefit amount, and providing for severability, inclusion in the code, and an effective date.
- Increase in Health Care Differential that will take effect January 1, 2021
 - Ordinance #2019-10, enacted February 26, 2019, effective February 27, 2019, to amend section 26-102 to establish a health care benefit amount, providing for the method to adjust the health care benefit amount, and providing for severability, inclusion in the code, and an effective date.

Board County Attorney

Fernando Amuchastegui, Assistant County Attorney
954-357-7117

Board Coordinator

Brenda Billingsley, Director, Purchasing Division
954-357-6071

Board Coordinator Assistant

Alexa Francis, Administrative Officer
954-357-5842

Board Minutes Coordinator

Lucy Garcia, Program Project Coordinator
954-357-6071

Meetings

Bimonthly meetings, first Wednesday at 11:00 a.m.
Broward County Governmental Center, Room 302

Internet

<http://www.broward.org/Purchasing/Pages/LivingWageOrdinance.aspx>

Financial Disclosure not required.

Updated 12/19/19

**BY-LAWS OF THE
BROWARD COUNTY LIVING WAGE ADVISORY BOARD**

ARTICLE I.

NAME, ESTABLISHMENT

- SECTION 1:** The name of the organization shall be "The Broward County Living Wage Advisory Board" (Board) or such successor name as shall be designated by the Broward County Board of County Commissioners.
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CERTIFICATE

KNOW ALL PERSONS BY THESE PRESENT that the undersigned Chair of the Broward County Living Wage Advisory Board does hereby certify that the above and foregoing By-Laws were adopted by the Broward County Living Wage Advisory Board on the 5th day of August, 2009 and that they do now constitute the By-Laws of said Board.

Attest: *Jessie L. Liles*
Chair
08/24/09
Date

Adopted 8-05-09

LIVING WAGE ADVISORY BOARD MEMBERS

Mr. Mark Klein
1841 N. E. 65th Street
Fort Lauderdale, FL 33308
markacbbcamp@bellsouth.net
(954) 444-8680 (Cell)

(Commissioner Nan H. Rich)
District 1
(Appointed 10/14/08)

Mr. Chester Just
8501 Shadow Court
Coral Springs, FL 33071
LegalMr@aol.com
(954) 971-1998 (Home)
(954) 971-4838 (Fax)
(954) 464-1022 (Cell)

(Commissioner Mark D. Bogen)
District 2
(Appointed 10/27/15)

Mr. James M. Ryan
1330 NW 122 Avenue
Pembroke Pines, FL 33024
Ryan0727@comcast.net
(954) 437-9661 (Home)
(954) 895-0727 (Cell)

(Commissioner Steve Geller)
District 5
(Reappointed 6/11/13; appointed 6/26/12)

Mr. Frank E. De Risi
3505 S. Ocean Drive, Apt. 1114
Hollywood, FL 33019
FrankdeRisi@hotmail.com
(954) 389-4823 (Home)
(954) 547-2828 (Cell)

(Commissioner Beam Furr)
District 6
(Reappointed 5/5/15; appointed 2/28/12)

Mr. Zac Cassidy
1506 S. W. 24th Street, #R
Fort Lauderdale, FL 33315
zcassidy@ibew728.org
(954) 525-3106 (Work)
(561) 588-2607 (Cell)

(Commissioner Tim Ryan)
District 7
(Reappointed 2/27/13; appointed 8/16/12)
(Energy Efficient Electric Co.)

Work Address
201 S.E. 24th Street
Fort Lauderdale, FL 33316

LIVING WAGE ADVISORY BOARD MEMBERS

Mr. Eddie Ewards, Jr.

10258 NW 47th Street
Sunrise, FL 33351

eddie@thecei.com

(954) 572-6802 (Work)

(954) 249-2934 (Cell)

(Commissioner Barbara Sharief)

District 8

(Appointed 4/9/19)

Mr. Darryl “Mike D” Payne

5980 N.W. 15th Street

Sunrise, FL 33313

MikeD1526@hotmail.com

(954) 804-3350 (Home)

(954) 678-3049 (Fax)

(954) 850-1146 (Cell)

P.O. Box 8303

Fort Lauderdale, FL 33310

(Commissioner Dale Holness)

District 9

(Reappointed 6/4/13; appointed 2/4/11)

(ILA Ports Council, Florida)

Advisory Board Attendance Record

Board Name:	Living Wage Advisory Board												
Board Coordinator Name:	Lucy Garcia												
Coordinator Contact #:	(954) 357-6071												
Meeting Dates:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year End Status
	N/A	6	N/A	3	N/A	5	N/A	7	N/A	2	N/A	4	
Member Name													
Zac Cassidy, Chair		X		A		X		X		A		X	
James Ryan, Vice Chair		X		X		A		A		X		E	
Mike "D" Payne		X		X		X		A		X		X	
Frank De Risi		X		X		A		X		X		X	
Mark Klein		X		X		X		X		X		X	
Chester Just		X		X		X		X		X		X	
Eddie Edwards, Jr	N/A					X		X		X		X	

After each meeting, email a copy of **this attendance record** to boards@broward.org. If you have any questions, please call the County Boards Administrator at 954-357-5934.

Legend:

- X - present
- A - absent
- E - excused
- NQA - no quorum absent
- NQX - no quorum present
- N - newly appointed
- Z - removed
- C - cancelled

2020 Living Wage Advisory Board Staff Operations Support Cost

Staff time and cost for six bi-monthly meetings in 2019:

Meeting Preparation; including preparing staff reports, meeting minutes reviews, etc; assigned staff
 Meeting Attendance (all assigned staff)
 Meeting minutes (taking and transcribing; Lucy only)
 Communications to Board members (email notifications by Lucy)

Glenn Marcos, Assistant Director, Purchasing Division

<u>Task</u>	<u>Qty</u>	<u>Hours Expended per Task</u>	<u>Total Hours</u>	<u>Hourly Rate (Fully Burdened)*</u>	<u>Total</u>
Meeting Attendance (Bi-Monthly)	4	1	4	\$78.49	\$313.96
Meeting Minutes Review	6	0.5	3	\$78.49	\$235.47
Staff Report Review	6	0.5	3	\$78.49	\$235.47
				SUBTOTAL	\$784.90

Shelia Pitts-Howard, Administrative Officer Senior, Purchasing Division

<u>Task</u>	<u>Qty</u>	<u>Hours Expended per Task</u>	<u>Total Hours</u>	<u>Hourly Rate (Fully Burdened)*</u>	<u>Total</u>
Meeting Attendance (Bi-Monthly)	3	1	3	\$62.70	\$188.10
Meeting Minutes Review	3	0.5	1.5	\$62.70	\$94.05
Staff Report Review	3	0.5	1.5	\$62.70	\$94.05
				SUBTOTAL	\$376.21

Connie Mangan, Purchasing Manager, Purchasing Division

<u>Task</u>	<u>Qty</u>	<u>Hours Expended per Task</u>	<u>Total Hours</u>	<u>Hourly Rate (Fully Burdened)*</u>	<u>Total</u>
Meeting Attendance (Bi-Monthly)	3	1	3	\$63.30	\$189.89
Meeting Minutes Review	3	0.5	1.5	\$63.30	\$94.95
Staff Report Review	5	0.5	2.5	\$63.30	\$158.24
Research/Special Reports	2	3	6	\$63.30	\$379.78
				SUBTOTAL	\$822.87

Alexa Francis, Administrative Officer, Purchasing Division

<u>Task</u>	<u>Qty</u>	<u>Hours Expended per Task</u>	<u>Total Hours</u>	<u>Hourly Rate (Fully Burdened)*</u>	<u>Extended Total Cost</u>
Meeting Attendance (Bi-Monthly)	6	1	6	\$41.06	\$246.35
Staff Reports	6	4	24	\$41.06	\$985.39
Meeting Minutes Reviews	6	1	6	\$41.06	\$246.35
Research/Special Reports	2	6	12	\$41.06	\$492.70
				SUBTOTAL	\$1,970.79

Lucy Garcia, Administrative Coordinator, Purchasing Division

<u>Task</u>	<u>Qty</u>	<u>Hours Expended per Task</u>	<u>Total Hours</u>	<u>Hourly Rate (Fully Burdened)*</u>	<u>Extended Total Cost</u>
Meeting Attendance (Bi-Monthly)	6	1	6	\$38.13	\$228.78
Meeting Minutes Preparation	6	2	12	\$38.13	\$457.56
Meeting Preparation	6	2	12	\$38.13	\$457.56
				SUBTOTAL	\$1,143.90

Total: \$5,098.66

*Fully burdened rate calculated based on 2019 hourly wage + FICA (7.65%) + Retirement (7.52%)

**BROWARD COUNTY
BOARD OF COUNTY COMMISSIONERS
January - December 2020**

JANUARY

January 7, 2020 Regular Commission Meeting
January 14, 2020 No Meeting
Legislative Session Opening Day January 14

January 21, 2020 No Meeting
(Martin Luther King Jr. Day January 20)

January 28, 2020 Regular Commission Meeting
12:30 p.m. or immediately following Commission Meeting: County
Commission Workshop to discuss proposed Broward County Charter
amendment
FAC Legislative Day January 29

FEBRUARY

February 11, 2020 Regular Commission Meeting
February 18, 2020 No Meeting
(President's Day February 17)

February 25, 2020 Regular Commission Meeting
**12:30 p.m. or immediately following Commission Meeting: BB&T
Center Redevelopment Masterplan Presentation Workshop**
NACo 2020 Legislative Conference February 29-March 4

MARCH

March 10, 2020 Regular Commission Meeting
Last Day of Legislative Session March 13

March 17, 2020 **(Presidential Primary Date)**
Broward County Public Schools Spring Break March 19-27

March 31, 2020 Regular Commission Meeting

APRIL

April 7, 2020 Regular Commission Meeting
April 14, 2020 Board Retreat
(Passover April 8-16)

April 21, 2020 Regular Commission Meeting

MAY

May 5, 2020 Regular Commission Meeting
May 12, 2020 10:00 a.m. – 5:00 p.m. Budget Workshop
May 19, 2020 Regular Commission Meeting
May 26, 2020 No Meeting
(*Memorial Day May 25*)

JUNE

June 2, 2020 Regular Commission Meeting
12:30 p.m. Budget Workshop or immediately following Commission Meeting
June 9, 2020 No Meeting
FAC Annual Conference June 9-12
June 16, 2020 Regular Commission Meeting
June 18, 2020 (*Thursday*) 10:00am – 5:00pm Budget Workshop

JULY

July 7–August 4, 2020 *Summer Recess*
NACo Annual Conference July 17-20

AUGUST

August 18, 2020 (Primary Election)
August 20, 2020 (*Thursday*) 1:00 p.m. – 5:00 p.m. Budget Workshop
August 25, 2020 Regular Commission Meeting
August 27, 2020 (*Thursday*) 10:00 a.m. – 5:00 p.m. Budget Workshop

SEPTEMBER

September 10, 2020 (*Thursday*) Regular Commission Meeting
5:01 p.m. Budget Hearing #1
(*Labor Day 9/7*)
September 15, 2020 No Meeting
(*Rosh Hashanah September 18-20*)
September 22, 2020 Regular Commission Meeting
5:01 p.m. Budget Hearing #2
(*Yom Kippur September 27-28*)

OCTOBER

October 6, 2020
October 13, 2020 Regular Commission Meeting
Hold for Workshop

October 20, 2020	Regular Commission Meeting
NOVEMBER	
November 3, 2020	No Meeting <i>Election Day</i>
November 10, 2020	Regular Commission Meeting <i>(Veterans Day November 11)</i>
November 17, 2020	Regular Commission Meeting <i>(Reorganization)</i>
November 24, 2020	No Meeting <i>(Thanksgiving Holiday November 26-27)</i>
DECEMBER	
December 1, 2020	Regular Commission Meeting
December 8, 2020	Regular Commission Meeting
December 15-31, 2020	No Meeting – Winter Recess

REVISED AGENDA
LIVING WAGE ADVISORY BOARD MEETING
October 2, 2019 - 11:00 a.m.
Room 302

- I. Call to Order and roll call.
- II. Introductions as necessary.
- III. Approval of August 7, 2019 minutes.
- IV. Staff updates to report.
- V. Updates from Board members on meetings with Commissioners regarding the Living Wage.
- VI. Proposed By-Laws Changes.
- VII. Discussion and instruction to staff.
- VIII. Adjourn.

REVISED AGENDA
LIVING WAGE ADVISORY BOARD MEETING
December 4, 2019 - 11:00 a.m.
Room 302

- I. Call to Order and roll call.
- II. Introductions as necessary.
- III. Approval of October 2, 2019 minutes.
- IV. Staff updates to report.
- V. Updates from Board members on meetings with Commissioners regarding the Living Wage.
- VI. Amendment/Adoption of the Bylaws Changes.
- VII. Election of New Chair & Vice Chair
- VIII. Discussion and instruction to staff.
- IX. Adjourn.

Advisory Board Attendance Record

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Coordinator Contact #:	(954) 357-6071													
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Member Name														
Zac Cassidy, Chair		X		A		X		X		A		X		
James Ryan, Vice Chair		X		X		A		A		X		E		
Mike "D" Payne		X		X		X		A		X		X		
Frank De Risi		X		X		A		X		X		X		
Mark Klein		X		X		X		X		X		X		
Chester Just		X		X		X		X		X		X		
Eddie Edwards, Jr		N/A				X		X		X		X		

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A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - removed

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2020
LIVING WAGE ADVISORY BOARD MEETINGS

(These are the quarterly meetings (First Wednesday of the month) for 2020

(REVISED FROM BI-MONTHLY TO QUARTERLY MEETINGS)

MARCH 4, 2020

JUNE 3, 2020

SEPTEMBER 2, 2020

DECEMBER 2, 2020