

AGENDA  
LIVING WAGE ADVISORY BOARD MEETING  
June 3, 2020 - 11:00 a.m.  
**Virtual Meeting via WebEx**

Conducted from:  
Broward County Governmental Center Building  
115 S. Andrews Avenue  
Fort Lauderdale, FL

- I. Call to Order and roll call.
- II. Introductions as necessary.
- III. Approval of March 4, 2020 minutes.
- IV. Staff updates to report.
- V. Updates from Board members on meetings with Commissioners regarding the Living Wage.
- VI. Discussion on the Sunset Review Panel Meeting held on April 30, 2020 (Follow-up)
- VI. Discussion and instruction to staff.
- VII. Adjourn.

---

**Special Instructions & Notes:**

1. Virtual Meeting Information:

*There are two ways to join the meeting:*

1. *Via your computer:*

- a. *Go to*

*<https://broward.webex.com/broward/j.php?MTID=mdfd87ebce963e27e82c5f7784eb3f178>*

- b. *Enter your name and email address.*

- c. *Enter the session password: **pY9iiB49qAh** (exactly as written)*

- d. *If your computer does not have a microphone, **follow the attached instructions to use your phone's audio***

2. *Via your phone:*

- a. *Using your telephone call: **1-415-655-0002***

- b. *Enter Access code: **1615222092***

2. Click on the link below for a copy of the complete agenda & attachments:

[Agenda Package – June 3, 2020](#)

AGENDA  
LIVING WAGE ADVISORY BOARD MEETING  
June 3, 2020 - 11:00 a.m.  
**Virtual Meeting via WebEx**

3. Guidelines for public participation:

- If you are attending this meeting, click on the link below and complete the Guest Speaker Form.

[Guest Speaker Form](#)

- The form must be submitted electronically, at least two days before the meeting to:  
  
lugarcia@broward.org.

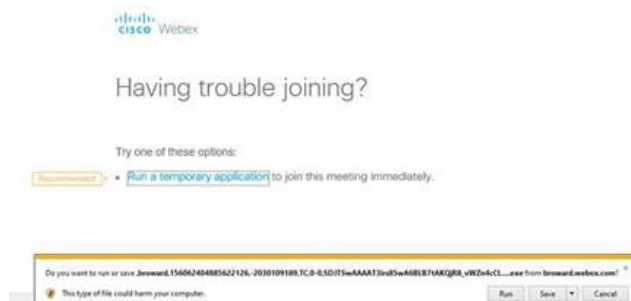
4. If you have any questions, please contact Lucy Garcia, Advisory Board Minutes Coordinator at lugarcia@broward.org or (954) 357-6071.

**Please follow the instructions below to access the meeting:**

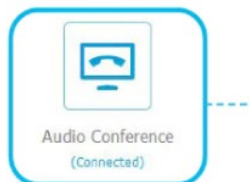
1. Go to <https://broward.webex.com/broward/j.php?MTID=mdfd87ebce963e27e82c5f7784eb3f178>
2. Enter your name and email address.
3. Enter the session password: **pY9iiB49qAh**
4. The session number should already be populated, if it is not enter **161 522 2092** in the session number field
5. A new window will pop-up asking you to Install or Allow installation of the Webex add-on. **DO NOT SELECT INSTALL OR ALLOW.** Select “**Go Here**” to view the webinar without downloading anything. See screenshot below.



6. This will take you to the Having Trouble Joining screen. Select “**Run a temporary application**” to join the meeting and “**Run**” on the pop-up window at the bottom of the page. See screenshot below.



7. Once you join the meeting session, select the **Audio Conference button**



8. Select “**Use Phone**” and “**I Will Call In**” to use your phone to call in using the phone number and access code provided.
  - a. **DO NOT SELECT “Use Computer for Audio”** as the computer audio is not always as reliable as the call-in feature.

**MINUTES**  
**LIVING WAGE ADVISORY BOARD MEETING**  
**Wednesday, March 4, 2020 - 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  
Fernando Amuchastegui, Assistant County Attorney, Office of the County Attorney  
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 Zac Cassidy and unanimously passed to accept the December 4, 2019 minutes.**
- IV. Staff Updates:
  - A. Alexa Francis briefly discussed the Living Wage Contracts Report for the December 2019– February 2020 reporting period. There were 14 new living wage contracts to report for this period. Staff and board members had a lengthy discussion on the impact to the contracts due to the living wage increase. They also discussed that the Contract Administrator and Project Managers for the Using Agencies are responsible for the oversight and compliance of contracts.
  - 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. Frank De Risi briefed Commissioner Furr that the Living Wage Advisory Board meetings will change from bi-monthly to quarterly meetings.
  - B. There were no other updates provided at this time.
- VI. Discussion:
  - A. The Board members were provided copies in their agenda package of the amended Advisory Board By-Laws which were amended at the December 4, 2019 meeting. The meetings are amended from bi-monthly (every 2 months) to quarterly meetings (every 3 months). The Chair, Zac Cassidy executed the Amended By-Laws with the 12/4/19 date. The executed By-Laws will be provided electronically to each Board member.
  - B. Motion was made by Mike Payne to correct a scrivener's error in the first sentence of Article V, Section 1 (b) of the Amended By-Laws to read "(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 ~~that~~ than forty-eight (48) hours notice." The motion was seconded by Zac Cassidy. There were no other additional changes needed.

**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.**

- C. Eddie Edwards had a question on who will be checking to ensure that employees are receiving the correct living wage rate increase and if they have questions or complaints who they can notify. Glenn Marcos responded that the Project Manager will be reviewing the payroll records to ensure that the correct living wage rate increase is being paid and employee with questions or concerns should call the number provided on the living wage rate poster which is the Professional Standards/Human Rights Section.
- D. Glenn Marcos provided an update on the upcoming Sunset Review Panel Meeting. All Advisory Boards are reviewed by a panel to determine if certain Boards can be sunset if they have already met the Board mission or goal. The Sunset Review form is completed by Staff and provides the panel with certain information and recommendations. A copy of the form has been included in the meeting agenda package. Staff and the Board members reviewed certain questions and responses on the form. The Panel will then review the submitted form with staff and the Advisory Board representative at the panel meeting. The Advisory Board Chair or Vice-Chair are asked to attend the Sunset Review Panel Meeting. The Advisory Board Chair will have the opportunity to bring back any concerns or discussions to the other Advisory Board members. The meeting is currently scheduled for March 19, 2020 at 1:00 p.m. Mark Klein, the Advisory Board Chair will be attending the meeting.
- E. The Board members reviewed the scheduled of upcoming budget workshop meetings.
- F. The Board members also discussed the current 2 vacancies on the Advisory Board.

**Instruction to Staff:**

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

VII. There being no further business before the Board, the meeting adjourned at 11:55 a.m.

This meeting was recorded on CD 20-SC-05 (Sony IC Recorder).

**Hand-Outs at the 3/4/20 Meeting:**

1. Living Wage Contracts Report.
2. Copy of the Amended By-Laws & Original for Execution dated 12/4/19
3. 2020 Living Wage Rate Poster
4. 2020 Sunset Review Form & Attachments
5. 2020 Budget Workshop Schedule
6. Revised Agendas for the 10/2/19 & 12/4/19 Meetings
7. Attendance Record.
8. Schedule of Living Wage Advisory Board Meetings for 2020.



Broward County Living Wage Ordinance: New Living Wage Contracts (Effective for the Period March 2020 to May 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	BLD2117444B1_1	HVAC Units and HVAC Precision	AIRMATIC CONTROLS INC	5/5/2020	5/19/2020	\$ 467,776.50	\$ 155,406.00	HVAC Units and HVAC Precision, Bid No. BLD2117444B1_1, for the Facilities Management Division, for the Facilities Management Division and other County agencies, in the estimated annual amount of \$467,777 and authorize the Director of Purchasing to renew the contract for two one-year periods, for a three year potential estimated amount of \$1,478,186. The initial contract period shall begin on the date of award and terminate one year from that date. Increase due to the addition of new locations and consolidation of Precision Cooling and Maintenance and Repair HVAC contracts.  Incumbent: Airmatic Controls, Inc., Contract No. K2113673X1_1, HVAC Maintenance, Repairs, and Emergency Services; Contract Term: August 19, 2019 through January 19, 2020. Expenditures to date: \$296,845. Airmatic Controls, Inc., Contract No. M2114380X1_1 HVAC Precision Cooling Maintenance; Contract Term: January 28, 2019 through March 26, 2020. Expenditures to date: \$196,785.	N	Y	Y
2	BLD2119689B1_1	Air Conditioning Chillers, Cooling Towers, and Pre-Conditioned Air Units Preventative Maintenance, Repairs, and Rental Services	SIEMENS INDUSTRY INC	3/10/2020	3/12/2020	\$ 1,727,765.00	\$ 239,922.00	Air Conditioning Chillers, Cooling Towers, and Pre-Conditioned Air Units Preventative Maintenance, Repairs, and Rental Services, Bid No. BLD2119689B1, for the Aviation Department, for the initial one-year term, in the estimated initial annual amount of \$1,727,766 and authorize the Director of Purchasing to renew the contract for two additional one-year periods, for a three-year potential estimated amount of \$5,193,875. The initial contract period shall begin on the date of award and terminate one year from that date. Increase due to additional Pre-Conditioned Air Units and rental services.  Incumbent: Siemens Industry, Inc., Contract No. Z1406035B1, Maintenance and Repair of Air Conditioning Chillers, Cooling Towers and Pre-Conditioned Air Units; Contract Term: December 12, 2016 through December 12, 2019, with a 90-day extension to March 11, 2020. Expenditures to date: \$680,647.60.	Y	N	Y
3	OPN2120129Q1_1	Diagnostic and Repair Services for Caterpillar Generators	PANTROPIC POWER INC	4/16/2020	8/21/2020	\$ 119,370.00	\$ 215,095.00	Diagnostic and Repair Services for Caterpillar Generators, Bid No. OPN2120129Q1, for the Water & Wastewater Services Department, for the initial one-year term, in the estimated initial annual amount of \$119,370 and authorize the Director of Purchasing to renew the contract for two additional one-year periods, for a three-year potential estimated amount of \$358,110. The initial contract period shall begin on August 21, 2020 and terminate one year from that date. Decrease due to reduction to quantity of estimated usage.  Incumbent: Pantropic Power, Inc., Contract No. Y2114639Q1, Diagnostic and Repair Services for Caterpillar Generators; Contract Term: August 22, 2017 through August 21, 2020. Expenditures to date: \$43,639.40.	Y	N	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
4	OPN2119390B1_1	Emergency Food Catering Services (FEMA)	S&J CATERING, INC.	3/16/2020	3/16/2020	\$ 121,037.50	\$ 77,600.00	Emergency Food Catering Services (FEMA), Bid No. OPN2119390B1, for the Water & Wastewater Services Department, for the initial one-year term, in the estimated initial annual amount of \$121,037.50 and authorize the Director of Purchasing to renew the contract for two additional one-year periods, for a three-year potential estimated amount of \$366,612.50. The initial contract period shall begin on March 16, 2020 and terminate one year from that date. Increase due to additional items and quantities solicited for current contract.  Incumbent: Black Swan Special Events, LLC., Contract No. Y1325201B2, Emergency Food Catering Services; Contract Term: September 20, 2015 through December 31, 2018. Expenditures to date: \$0.	N	N	Y
5	OPN2119210B1_1	Government Recycling	SUNSHINE RECYCLING SERVICES OF SWFL, LLC	4/24/2020	5/1/2020	\$ 159,632.84	\$ 176,794.33	Government Recycling, Bid No. OPN2119210B1, for the Solid Waste and Recycling Services Department, for the initial three-year term, in the estimated initial annual amount of \$478,898.52 and authorize the Director of Purchasing to renew the contract for two additional one-year periods, for a five-year potential estimated amount of \$800,135.80. The initial contract period shall begin on May 1, 2020 and terminate three years from that date. Decrease due to changing market conditions for the processing of recyclable material.  Incumbent: Sunshine Recycling Services of SWFL, LLC, Contract No. F1261301B1, Recycling Services for Government Facilities and Parks. Contract Term: February 1, 2015 thru April 30, 2020. Expenditures to date: \$901,371.	Y	N	N
6	OPN2119360B1_1	Solid Waste Trash Removal & Recycling Services	GREAT WASTE AND RECYCLING SERVICES LLC	4/24/2020	6/9/2020	\$ 859,477.33	\$ 181,304.00	Solid Waste Trash Removal & Recycling Services, Bid No. OPN2119360B1, for the Aviation Department, for the initial three-year term, in the estimated initial annual amount of \$2,578,431.98 and authorize the Director of Purchasing to renew the contract for two additional one-year periods, for a five-year potential estimated amount of \$4,317,563.98. The initial contract period shall begin on June 9, 2020 and terminate three years from that date. Increase due to expansion of the contract to include additional terminals.  Incumbent: Sunshine Recycling Services of S.W. Florida, LLC., Contract No. Z1230902B1, Solid Waste and Trash Removal Services; Contract Term: September 9, 2014 through September 8, 2019, with a 90-day extension to December 8, 2019. Expenditures to date: \$1,808,895.36.	N	Y	Y

**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.**

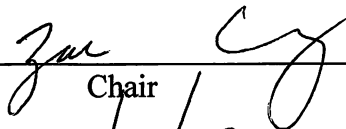
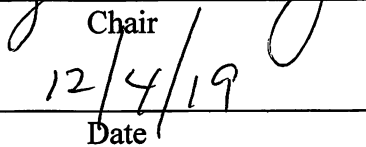
**DATE OF EFFECTIVENESS**

**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 4<sup>th</sup> 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)

# **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](mailto: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.
- 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 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 or transmitted by facsimile 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 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. 65<sup>th</sup> Street  
Fort Lauderdale, FL 33308  
[markacbbcamp@bellsouth.net](mailto: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](mailto: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](mailto: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](mailto: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. 24<sup>th</sup> Street, #R  
Fort Lauderdale, FL 33315  
[zcassidy@ibew728.org](mailto: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. 24<sup>th</sup> Street  
Fort Lauderdale, FL 33316



## LIVING WAGE ADVISORY BOARD MEMBERS

**Mr. Eddie Ewards, Jr.**

10258 NW 47<sup>th</sup> Street  
Sunrise, FL 33351

[eddie@thecei.com](mailto: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. 15<sup>th</sup> Street

Sunrise, FL 33313

[MikeD1526@hotmail.com](mailto: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

<b>Board Name:</b>	Living Wage Advisory Board												
<b>Board Coordinator Name:</b>	Lucy Garcia												
<b>Coordinator Contact #:</b>	(954) 357-6071												
<b>Meeting Dates:</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Year End Status</b>
	N/A	6	N/A	3	N/A	5	N/A	7	N/A	2	N/A	4	
<b>Member Name</b>													
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](mailto: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
				<b>SUBTOTAL</b>	<b>\$784.90</b>

**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
				<b>SUBTOTAL</b>	<b>\$376.21</b>

**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
				<b>SUBTOTAL</b>	<b>\$822.87</b>

**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
				<b>SUBTOTAL</b>	<b>\$1,970.79</b>

**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
				<b>SUBTOTAL</b>	<b>\$1,143.90</b>

**Total: \$5,098.66**

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



**INTERGOVERNMENTAL AFFAIRS/BOARDS SECTION**

100 S. Andrews Avenue, 8<sup>th</sup> Floor • Fort Lauderdale, Florida 33301 • 954-357-7575

**MEMORANDUM**

**TO:** All Broward County Boards and Committees

**THRU:** Monica Cepero, Deputy County Administrator

**FROM:** Marty Cassini, Manager, Intergovernmental Affairs/Boards Section

**DATE:** May 13, 2020

**RE: Boards Meetings**

On March 27, 2020 Advisory Boards and Committees (Boards) were directed to cease meetings for at least thirty days (extended to May 11, 2020) unless required by federal, state, or other law where such meetings were required to be held virtually. The Governor extended Executive Order 20-69 within the issuance of Executive Order 20-112 indefinitely. Therefore, this memo approves Boards to meet virtually until Executive Order 20-112 is suspended or withdrawn.

To conduct virtual meetings, Boards must follow the following procedures:

- Board Coordinators must use WebEx, Skype, or an ETS conference call line to facilitate the meeting. Zoom meetings may be used but is not accessible on the Broward County network.
- Board Coordinators should provide the link to the virtual meeting or conference call number to their respective board members and include such number in the public notice so that members of the public may participate in the meeting.
- Except as otherwise provided by the Governor's Executive Order, all board meetings must comply with the requirements of the County Charter, Section 1-233 of the Broward County Code of Ordinances, Chapter 186, Florida Statutes, and all other applicable rules and procedures.
- Public notice, an agenda, minutes of the meeting, and public participation are required.

If you have any questions please contact me at [mcassini@broward.org](mailto:mcassini@broward.org) (954-357-6440) or Orlando Garcia [orgarcia@broward.org](mailto:orgarcia@broward.org) at (954-357-5934).

CC: Broward County Board of County Commissioners  
Bertha Henry, County Administrator  
Andrew Meyers, County Attorney  
Bob Melton, County Auditor  
Orlando Garcia, Boards Administrator/Legislative Policy Analyst

### Advisory Board Attendance Record

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

After each meeting, email a copy of **this attendance record** to [boards@broward.org](mailto: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  
 NOX - no quorum present  
 N - newly appointed  
 Z - removed  
 C - cancelled

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