

AGENDA
LIVING WAGE ADVISORY BOARD MEETING
June 7, 2023 - 11:00 a.m.
In-Person Meeting

Conducted from:
Broward County Governmental Center Building
115 S. Andrews Avenue, Room 302
Fort Lauderdale, FL

- I. Call to Order and roll call.
- II. Introductions as necessary.
- III. Approval of March 1, 2023 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.

Special Instructions & Notes:

1. Click on the link below for a copy of the complete agenda & attachments:
[Agenda Package – June 7, 2023](#)
2. Guidelines for **public participation**:
 - If you are planning on 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.
 - If you have any questions, please contact Lucy Garcia, Advisory Board Minutes Coordinator at lugarcia@broward.org or (954) 357-6071 at least two days before the meeting.

MINUTES
LIVING WAGE ADVISORY BOARD MEETING
Wednesday, March 1, 2023 - 11:00 a.m.

Living Wage Advisory Board Members Present:

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

Living Wage Advisory Board Members Absent:

Mark Klein, Chair

County Staff Present:

Robert E. Gleason, Director, Purchasing Division
Jose Hidalgo, Purchasing Manager, Purchasing Division
Shelia Pitts-Howard, Purchasing Manager, Business Services, Purchasing Division
Alexa Francis-House, Administrative Officer, Purchasing Division
Stacy-Ann Brown, Purchasing Agent Senior
Fernando Amuchastegui, Senior Assistant County Attorney, Office of the County Attorney (via phone)
Lucy Garcia, Program Project Coordinator, Purchasing Division (Minutes Coordinator)

- I. The Minutes Coordinator, Lucy Garcia called the meeting to order at 11:15 a.m. Roll call was conducted by Lucy Garcia and it was noted a quorum was present. The meeting was held in-person with five members attending in-person.
- II. Brief introductions were made for this meeting. Stacy-Ann Brown, Purchasing Agent Senior attended this meeting.
- III. **A motion was made by Mike Payne, seconded by Chester Just and unanimously passed to accept the December 7, 2022 minutes.**
- IV. Staff Updates:
 - A. Alexa Francis-House briefly discussed the Living Wage Contracts Report for the December 2022 - February 2023 reporting period. There were nine new living wage contracts to report for this period; four for Facilities Management Division; two for Port Everglades; two for Aviation and one for the Fort Lauderdale Convention Visitor's Bureau. Three of the vendors reported their contract increase was attributable to Living Wage. Board members and staff briefly discussed the increase of the Security Guard Services contract. Robert Gleason, Director, Purchasing Division reported to that Advisory Board that the Purchasing Division and County Departments are in the process of reviewing approximately over 119 contracts that are subject to Living Wage.

Board members and staff also had a lengthy discussion on the modification and review of contracts, investigating non-compliance or violations, compliance requirements and audit procedures related to Living Wage. Robert Gleason, Director, Purchasing Division provided clarification on the compliance process. Alexa Francis-House referenced the Living Wage Ordinance which mentions that the vendor is required to do a periodic reporting of payroll to the Contract Administrator. The Contract Administrator will review that information to make sure that the contractor is in compliance with Living Wage requirements, and if there any violations they will address it directly with the contractor. Fernando Amuchastegui, Senior Assistant County Attorney also added that there is a compliance & enforcement mechanism which is codified in the Living Wage Ordinance, Section 26-104, which reserves the right for the County to examine the books, records, and payroll of the contractor to determine if they are in compliance with the living wage. This enforcement mechanism would only be triggered if an actual complaint is filed.

Board members and staff also had a brief discussion on vendor performance evaluations and how those are reviewed.as part of a new contract process.

- B. There was no report provided by Human Resources.
- V. Updates from Board members on meetings with Commissioners regarding the Living Wage:
 - A. There were no other updates provided at this time.

VI. Discussion:

- A. Eddie Edwards also mentioned that he was not aware that Paid Time Off (PTO) was part of the Living Wage and wanted to know how that information was communicated to vendors. Alexa Francis-House provided clarification that this change was approved at the October 2022 Board meeting, the change references that covered employees will now get up to 40 hours of PTO. They also added a separate living wage rate for security guard services which took effect on January 1, 2023. Also, that information is included in the new living wage poster and an email communication was sent out to all existing Living Wage contractors in November 2022.

- A. Zac Cassidy asked the other Board members to review the upcoming Budget Workshops dates. He stated that he will be attending two of the workshops.

- B. The Minutes Coordinator provided an update to the Advisory Board members regarding the current ID badging process. All badging is now being done at the GC West Building by appointments only. Security will be providing information and an online scheduling link to the Minutes Coordinator. This information will be sent via separate email to the Advisory Board members.

Instruction to Staff:

- A. There was no instruction to staff.

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

This meeting was recorded on CD 23-SC-05 (Sony IC Recorder).

Hand-Outs at the 3/1/23 Meeting:

1. Living Wage New Contracts Report.
2. Schedule of 2023 Budget Workshops
3. Attendance Record.
4. Schedule of Living Wage Advisory Board Meetings for 2023.

May 30, 2023	No Meeting <i>(Memorial Day – May 29, 2023)</i>
JUNE	
June 6, 2023	Regular Commission Meeting
June 8, 2023 (Thursday)	10:00am – 5pm Budget Workshop
June 13, 2023	Regular Commission Meeting
June 15, 2023 (Thursday)	10:00am – 5pm Budget Workshop <i>(Juneteenth– June 19, 2023)</i>
June 20, 2023	No Meeting <i>(Juneteenth – June 19, 2023)</i>
JULY	
July 4–August 8, 2023	<i>Summer Recess NACo Annual Conference July 21-24, 2023</i>
AUGUST	
August 17, 2023 (Thursday)	10:00am – 5pm Budget Workshop
August 22, 2023	Regular Commission Meeting
August 29, 2023	10:00am – 5pm Budget Workshop
SEPTEMBER	
September 5, 2023	No Meeting <i>(Labor Day – September 4, 2023)</i>
September 7, 2023 (Thursday)	Regular Commission Meeting 5:01 p.m. Budget Hearing #1
September 19, 2023	Regular Commission Meeting 5:01 p.m. Budget Hearing #2 <i>(Rosh Hashanah – September 15-17, 2023)</i>
September 26, 2023	No Meeting <i>(Yom Kippur – September 24-25, 2023)</i>
OCTOBER	
October 3, 2023	No Meeting
October 10, 2023	Regular Commission Meeting
October 17, 2023	Hold for Workshop
October 24, 2023	Regular Commission Meeting
October 31, 2023	No Meeting
NOVEMBER	
November 7, 2023	No Meeting <i>(Election Day – November 7, 2023)</i>

November 14, 2023	Regular Commission Meeting <i>(Veterans Day – Observed Friday, November 10, 2023)</i>
November 21, 2023	No Meeting <i>(Thanksgiving Holiday – November 23-24, 2023)</i>
November 28, 2023	Regular Commission Meeting <i>(Reorganization)</i>
DECEMBER	
December 5, 2023	Hold for Workshop
December 12, 2023	Regular Commission Meeting
December 19-31, 2023	No Meeting – Winter Recess

11/29/2022

From: [Garcia, Lucy](#)
To: ["markacbbcamp@bellsouth.net"; "zaccassidy"; "miked1526@hotmail.com"; "frankderisi@hotmail.com"; "LegalMr@aol.com"; "eddie@thecei.com"](#)
Cc: [Gleason, Robert; Pitts-Howard, Shelia; Francis, Alexa; Hidalgo, Jose; Brown, Stacy-Ann; Wilson, Allen; Cuervo, Mary; Amuchastegui, Fernando](#)
Subject: Living Wage Advisory Board - Photo Identification Badges
Date: Friday, March 31, 2023 5:11:00 PM
Attachments: [image002.png](#)
[image003.png](#)
[ID Badging - Steps to Book Appointment.pdf](#)

Good afternoon LWAB Members,

As previously mentioned in our meeting on 3/1/23, Advisory Board Coordinators are no longer able to request your replacement Identification Badges (ID's) for your expired ID's.

Advisory Board members are required to make appointments directly with the Security ID Badging office to get your renewed badges.

- **To schedule an ID Badge appointment; you can either click on the link OR scan the QR Code provided below to your phone.**

[Appointments \(square.site\)](#)



- **Attached is a document that will provide you with the online prompts you will follow to book your appointment.**

If you have any questions, call me at (954) 357-6071.

If you need assistance with the online process, you can call the Security Badging office at (954) 357-7737.

Thank you,




Lucy Garcia
Program Project Coordinator
Broward County Purchasing Division

Broward County Government Center West
Security ID Badging Office

Steps on booking your appointment

- The locaton address, hours and contact informtion is provided below.
- Click on “GCW Employee ID Badge” section; see arrow below. It will take you to the next prompt.

HOME BOOK  Let's go

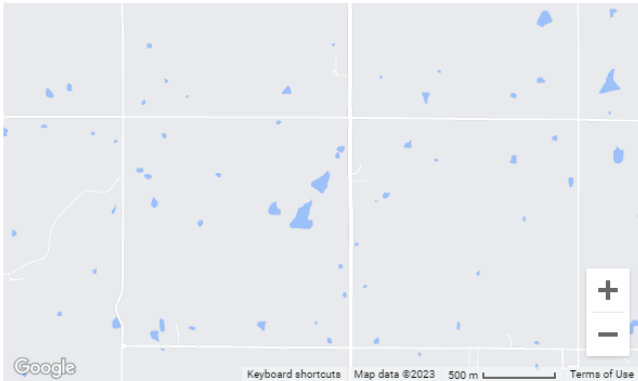
1 University Dr. Plantation, FL 33324

Broward County Government
Open until 2:00 pm • +1 954-357-7737 • fmsecurity@broward.org

Book
My bookings

Services

Replacement Badge Book now \$15.00 • 15 mins	GCW Employee ID Badge Appointment One University Drive Plantation, FL 33324 Book now \$0.00 • 20 mins
GCW Contractor ID Badge Appointment One University Drive Plantation, FL 33324 Book now \$0.00 • 20 mins	



Location & Hours

Broward County Government
1 University Dr.
Plantation, Florida 33324
[\(954\) 357-7737](tel:9543577737)
fmsecurity@broward.org
[Get directions](#)

Monday 9:00 am - 2:00 pm
Tuesday 9:00 am - 2:00 pm
Wednesday 9:00 am - 2:00 pm
Thursday 9:00 am - 2:00 pm
Friday 9:00 am - 2:00 pm
Saturday Closed
Sunday Closed

- The "GCW Employee ID Badge" option will already be checked; click on continue



[Select service](#)

Select date and time

Enter your details

Select one or more services

GCW Employee ID Badge Appointment

Free · 20 minutes · [More info](#)

One University Drive Plantation, FL 33324

GCW Contractor ID Badge Appointment

Free · 20 minutes · [More info](#)

Replacement Badge

\$15.00 · 15 minutes



[Continue](#)

- Click on the date and time for your appointment. It will take you to the next prompt.



Service · [Edit](#)

GCW Employee ID
Badge Appointment
20 minutes

[Date and time](#)

Monday, April 3, 2023
1:00 pm – 1:20 pm
EDT

Enter your details

Select your preferred date and time

April 2023						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Available on Mon, Apr 3, 2023

Time zone: [Eastern Time Zone \(EDT\)](#)

Morning

All booked

Afternoon

- 12:00 pm
- 12:30 pm
- ✓ 1:00 pm

Evening

All booked

[Back](#)

- Enter your details and click on Book appointment.
- A confirmation should go to your email.



Service · [Edit](#)

GCW Employee ID
Badge Appointment
20 minutes

Date and time · [Edit](#)

Friday, March 31,
2023
1:30 pm – 1:50 pm
EDT

[Enter your details](#)

You're nearly done. Enter your details below.

Appointment held for 9:51

United States ▼	+1	(000) 000-0000
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Upon booking, Square will automatically create an account for you with Square Appointments. You can sign back into Broward County Government using your mobile number at any time.

[Book appointment](#)

By creating this appointment, you acknowledge you will receive automated transactional messages from this merchant.



[Back](#)

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	N/A	1	N/A	N/A	7	N/A	N/A	6	N/A	N/A	6		
Member Name														
Mark Klein, Chair			A											
Zac Cassidy, Vice Chair			X											
Mike "D" Payne			X											
Frank De Risi			X											
Chester Just			X											
Eddie Edwards, Jr			X											
*In-person														

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

2023
LIVING WAGE ADVISORY BOARD MEETINGS

(These are the quarterly meetings (First Wednesday of the month) for 2023

MARCH 1, 2023

JUNE 7, 2023

SEPTEMBER 6, 2023

DECEMBER 6, 2023