

AGENDA
LIVING WAGE ADVISORY BOARD MEETING
December 6, 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 September 6, 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 – December 6, 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, September 6, 2023 - 11:00 a.m.

Living Wage Advisory Board Members Present:

Mark Klein, Chair
Zac Cassidy, Vice Chair
Chester Just, Board Member
Frank De Risi, Board Member

Living Wage Advisory Board Members Absent:

Mike D. Payne, Board Member

County Staff Present:

Robert E. Gleason, Director, Purchasing Division
Jose Hidalgo, Purchasing Manager, Purchasing Division
Shelia Pitts-Howard, Purchasing Manager, Business Services, Purchasing Division
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 11:10 a.m. Roll call was conducted by Lucy Garcia and it was noted a quorum was present. The meeting was held in-person with 4 members attending in-person.
- II. No introductions were needed for this meeting.
- III. **A motion was made by Zac Cassidy, seconded by Chester Just and unanimously passed to accept the March 1, 2023 minutes.**
- IV. Staff Updates:
 - A. Shelia Pitts-Howard briefly discussed the Living Wage Contracts Report for the March 2023 – August 2023 reporting period. There were 18 new living wage contracts (24 line items) to report for this period: Three for Water & Wastewater Division; Seven for Facilities Management Division; two for Aviation; and one for each of the following Divisions: Parks & Recreation, Transit, Fleet Services, Human Resources, Enterprise Technology Services and Highway & Bridge Maintenance. Board members and staff briefly discussed some of the reasons for increases and decreases for several of the contracts.
 - B. There was no report provided by Human Resources.
- V. Updates from Board members on meetings with Commissioners regarding the Living Wage:
 - A. Zac Cassidy briefly spoke to Commissioner Ryan's staff member, and they are aware of the previous discussions regarding the loophole concerns.
 - B. There were no other updates provided at this time.
 - C. Zac Cassidy shared that Commissioner Geller's office touched base with him to see if he was interested to be his representative on the Advisory Board, but Zac advised his office that he is currently representing Commissioner Ryan.

There are currently 4 vacancies on the Advisory Board. Mark Klein was going to touch base with the respective Commissioners on their vacancies. We provided him with the name, email address and phone number of the County Board Coordinator, Naomie Labaty to contact for any potential candidates for the Advisory Board. They briefly discussed the composition of the Advisory Board for appointment of Board members; Fernando Amuchastegui, Senior Assistant County Attorney provided clarification that no more than 4 members shall be representatives of the Business Community and Advisory Board members only need to be a resident of Broward County not of any specific District.

VI. Discussion:

- A. The Advisory Board members briefly discussed the current living wage rates and the increases that occurred in the past couple of years.
- B. Robert Gleason, Director, Purchasing Division wanted the Advisory Board members to share a brief overview of the recent Advisory Board accomplishments. He congratulated the Advisory Board members on the great work they have done in the past years. Mark Klein, Chair provided a summary of the various goals that the Advisory Board has accomplished throughout the years. He also shared that staff has been very supportive in providing the resources and information needed to accomplish those goals. The Advisory Board members briefly discussed how to possibly memorialize those accomplishments. Mark Klein indicated he would try and have a discussion with the Mayor on the best way to recognize the Advisory Board and staff, if possible, at an upcoming Commission Board meeting, the next one is scheduled for December 12th. He will report back to the Advisory Board members at the next scheduled meeting on December 6th.
- C. Mark Klein shared some previous discussions that have happened related to various procurement contracts and vendor communication. Robert Gleason shared that Purchasing is currently working on some upcoming Councils & Advisory Boards that will be helpful in interacting, communicating, and assisting vendors. There is an upcoming Procurement Innovation Council and a Vendor Management Office which will assist with bridging the communication between the Purchasing Division and vendors. Mark Klein also congratulated Robert Gleason on the improvements that the Purchasing Division has put into place recently.
- D. There are two Budget Hearings scheduled for the remainder of the year. Zac Cassidy will not be able to attend the Budget Hearing scheduled on September 9th.
- E. The Minutes Coordinator provided an update to the Advisory Board members regarding the current ID badging process. All badging is still being done at the GC West Building by appointments only. Information on scheduling appointments was provided in the Agenda Package for 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 12:25 p.m. (noon)

This meeting was recorded on CD 23-SC-06 (Sony IC Recorder).

Hand-Outs at the 9/6/23 Meeting:

1. Living Wage New Contracts Report.
2. Letters of Reappointment & Term Removal for Advisory Board Members
3. Schedule of 2023 Budget Workshops
4. ID Badging - Steps to Book Appointment
5. Attendance Record.
6. Schedule of Living Wage Advisory Board Meetings for 2023.



Broward County Living Wage Ordinance: New Living Wage Contracts (Effective for the Period Sept 2023 - Nov 2023)

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	BLD2126851B1_1	Land & Lot Cleaning Services	AR MAINTENANCE SOLUTIONS INC.	9/27/2023	9/27/2023	\$ 386,250.00	N/A	Land and Lot Cleaning Services, Bid No. BLD2126851B1, for the Urban Planning Division, in the initial one-year amount of \$386,250.00 and authorize the Director of Purchasing to renew the contract for four, one-year periods for a five-year potential estimated amount of \$1,931,250.00. The initial contract period began on September 27, 2023 and will terminate one year from that date. New contract. No incumbent.	N	N	N
2	BLD2126858B1_1	Parking Lot Sweeping Services	BRIGHTSTAR PROPERTY MAINTENANCE SERVICES INC.	10/12/2023	10/17/2023	\$ 49,176.00	\$ 56,454.00	Parking Lot Sweeping Services, Bid No. BLD2126858B1, for the Facilities Management Division in the initial three-year amount of \$147,528.00 and authorize the Director of Purchasing to renew the contract for two, one-year periods for a five-year potential estimated amount of \$245,880.00. The initial contract period began on October 17, 2023 and will terminate three years from that date. Decrease from previous contract is due to lower unit price on some items as compared to previous contract. Incumbent: YJ&R Landscaping Service Inc. Contract Number: BLD2121127B1, Parking Lot Sweeping. Contract Term: October 17, 2020 through October 16, 2023. Expenditures: \$207,994.	N	N	N
3	IND2126554B1_1	Backflow Preventer Certifications & Repair	HANS JOHNSON PLUMBING & AIR, LLC	10/10/2023	10/1/2024	\$ 257,272.50	\$ 671,010.00	Backflow Preventer Certification and Repairs, Bid No. IND2126554B1, for the Facilities Management Division in the initial two-year amount of \$514,545 and authorize the Director of Purchasing to renew the contract for three, one-year periods for a five-year potential amount of \$1,286,362.50. The initial contract period began October 1, 2024 and will terminate two years from that date. Decrease from previous contract is due to reduction in quantities needed. Incumbent: Hans Johnson Plumbing & Air, LLC, Contract Number: OPN2121456B1, Backflow Preventer Certifications and Repairs. Contract Term January 1, 2021 through December 31, 2023. Expenditures: \$494,205.39.	N	N	N
4	PNC2119994R1_1	Parking Access and Revenue Control Equipment and Maintenance for FLL/Employee Lot	DESIGNA ACCESS CORPORATION	9/19/2023	9/19/2023	\$ 1,900,000.00	\$ 1,125,000.00	Parking Access and Revenue Control Equipment and Maintenance for FLL/Employee Lot, Bid No. PNC2119994R1, for the Aviation Department with an initial five-year term and authorize the Director of Purchasing to renew the Agreement for up to five, one-year terms for a ten-year potential estimated amount of \$9,500,000. The initial contract period began September 19, 2023 and will terminate 5 years from that date. Increase from previous contract due to maintenance and replacement of aging equipment. Incumbent: HUB Parking Technology USA Inc., Contract Number: Z1388105A1, Software and Equipment support for Parking Access and Revenue Control System at Ft. Lauderdale-Hollywood International Airport. Contract Term: July 1, 2015 through June 30, 2024. Expenditures: \$2,489,591.94.	N	Y	N
5	BLD2126559B1_1	Automatic Door Repairs & Maintenance	ORATSO CORPORATION	10/24/2023	10/29/2023	\$ 344,260.00	\$ 187,901.00	Automatic Door Repair & Maintenance, Bid No. BLD2126559B1, for the Aviation Department in the initial one-year amount of \$344,260 and authorize the Director of Purchasing to renew the contract for four, one-year periods for a five-year potential estimated amount of \$1,721,300. The initial contract period began October 29, 2023 and will terminate one year from that date. Increase from previous contract is due to living wage and increases in item pricing. Incumbent: Oratso Corporation, Contract Number: BLD2122199B1, Automatic Door Repair Replacement. Contract Term: August 1, 2021 through October 29, 2023. Expenditures: \$282,044.04.	N	Y	Y

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										Living Wage	Scope Changes
6	OPN2126526B1_1	Regulated Garbage Disposal bid	STERICYCLE, INC.	9/5/2023	12/1/2023	\$ 161,335.00	\$ 203,600.00	Regulated Garbage Disposal at FLL, Bid No. OPN2126526B1, for the Aviation Department in the initial three-year amount of \$484,005 and authorize the Director of Purchasing to renew the contract for two, one-year periods for a five-year potential estimated amount of \$806,675. Initial contract period began December 1, 2023 and will terminate three years from that date. Decrease from previous contract is due to reduction in quantities needed. Incumbent: Stericycle, Inc., Contract Number: OPN2121106B1, Regulated Garbage Disposal. Contract Term: December 1, 2020 through November 30, 2023. Expenditures: \$395,977.74.	N	Y	N



YOUR RIGHTS UNDER THE BROWARD COUNTY LIVING WAGE ORDINANCE

LIVING WAGES for 2024

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 and health benefit amount indexed in accordance with Section 26.102(f) of the Living Wage Ordinance:

Security Services Officers	All Other Covered Employees (Not Security Services Officers)
\$17.69 per hour <u>with</u> qualifying health benefits* (for employer that offers healthcare benefits) amounting to at least \$3.76 per hour, or \$21.45 per hour <u>without</u> health benefits (for employer that does not offer healthcare benefits)	\$15.45 per hour with qualifying health benefits* (for employer that offers healthcare benefits) amounting to at least \$3.76 per hour, or \$19.21 per hour without health benefits (for employer that does not offer healthcare benefits)

All covered employees will receive 40 hours of paid time off on an annual basis.

***Note – If a covered employee declines health care benefits, the covered employer may pay to the employee the living wage rate with health care benefits listed above provided the covered employer provides to the County written proof of the covered employee's declination.**

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/or 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 (including skycaps and employees performing curbside check-in); 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 \$1,000 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.

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			NQX			X				
Zac Cassidy, Vice Chair			X			NQA			X				
Mike "D" Payne			X			NQA			A				
Frank De Risi			X			NQA			X				
Chester Just			X			NQX			X				
Eddie Edwards, Jr			X			NQX			Z			Z	
(not reappointed)													
*Meeting was cancelled due to non-quorum													

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

2024
LIVING WAGE ADVISORY BOARD MEETINGS

(These are the quarterly meetings (First Wednesday of the month) for 2024

MARCH 6, 2024

JUNE 5, 2024

SEPTEMBER 4, 2024

DECEMBER 4, 2024