



Board of Directors Meeting

February 17, 2022 – 8:00am

[Click here to join the meeting](#) Or call in (audio only) [+1 561-486-1414, 472182326#](#)

Attendees: Frank Abbate, Shawn Beal, Daryl Bishop, Mary Jane Brecklin, Lynn Brockwell-Carey, Colleen Browne, William Chivers, Randy Fletcher, Susan Glasgow (Chair), Lloyd Gregg, Nancy Heller, Art Hoelke, Brian Jaskiewicz, Jennifer Kenny, Traci Klinkbeil, Travis Mack, Mike Menyhart, Mark Mullins, Wayne Olson, Kirsten Patchett, Amar Patel, Terry Schrupf, Lynda Weatherman.

Agenda

*To facilitate and be the catalyst for workforce development services
that are responsive to the employment needs of Brevard County*

Call to Order	<i>Lloyd Gregg</i>	<u>Page No.</u>
Roll Call	<i>Holly Paschal</i>	
Public Comment		
Presentations:		
A. Business Recognition		
B. Audit Report Presentation/Approval	<i>Grau & Associates</i>	1 – 18
C. Labor Market Information from EMSI/Burning Glass	<i>Dr. Chris Laney</i>	
Consent Action Items:		
A. Board of Directors Meeting Minutes – 11/18/2021	<i>Lloyd Gregg</i>	19-20
Committee Chair Reports:		
A. Industry Workforce Committee	<i>Mike Menyhart</i>	
B. Career Center Committee	<i>Nancy Heller</i>	
C. Finance Committee	<i>Colleen Browne</i>	
Information Items		
A. President’s Report (no brief)	<i>Marci Murphy</i>	
B. Grow the Resources of the Board		21 – 25
C. PY 22-23 Meeting Schedule		26 – 27
D. Business Use of CSB Services		28 – 29
E. Primary Indicators of Performance		30
F. Second Quarter Contractor Performance		31 – 33
G. Financial Reports (Charts 1, 2, & 3)		34 – 38
H. Multimedia Outreach		39 – 41
I. Committee Meeting Minutes		
a. Executive Committee –2/3/22		42 – 43
b. Finance Committee –2/8/22		44 – 45
c. Industry Workforce Committee – 10/12/21		46 – 48
d. Career Center Committee – 10/26/21		49 – 51
J. Presentations at Committee meetings		52 – 84

Adjourn

Meeting information available @ careersourcebrevard.com

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise CareerSource Brevard at least 48 hours prior to the meeting by contacting Holly Paschal at (321) 394-0507. Persons who are hearing or speech impaired can contact Holly Paschal through the Florida Relay Service by dialing 7-1-1

Upcoming Meetings:

April 2022

~~12th~~ 19th Industry Workforce Committee-8:30am

26th Career Center Committee-8:30am

May 2022

2nd Finance Committee-3:30pm

2nd Executive Committee-4:00pm

19th Board of Directors Retreat-8:00am-12pm (TBD)



Grau & Associates
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February 7, 2022

To the Board of Directors
Brevard Workforce Development Board Inc.,
d/b/a CareerSource Brevard

We have audited the financial statements of Brevard Workforce Development Board Inc. ("Organization") for the year ended June 30, 2021, and have issued our report thereon dated February 7, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 9, 2021. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Brevard Workforce Development Board Inc. are described in Note 2 to the financial statements. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements was:

Management's estimate of the depreciation expense is based on the useful lives of the Organization's assets on a straight line basis. We evaluated the key factors and assumptions used to develop the depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 7, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of Brevard Workforce Development Board Inc. and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



Grau & Associates



February 7, 2022

Memo to Management

Re: FY2021 Audit Recommendations

To Whom It May Concern:

During audit procedures we noted certain matters concerning the internal control over financial reporting that we believe are of such import to be communicated to management.

Observation 1: SA 2021-01 Eligibility file documentation

The following conditions were identified:

- In a couple of instances, documentation in the participants files NEG program could be improved for greater clarity.
 - Some files had the incorrect basis for qualification checked.
 - Verbal conversation used for eligibility determination such as being impacted opioid by opioid crisis were not adequately documented.
 - Hurricane eligibility checklists initially missing from two files
- On Cares Act Files, one employer attestation form was missing a Board staff signoff and one was signed off by the employee rather than the employer contact on file

Recommendation

- The Board should ensure that all internal control procedures related to participant eligibility and other participant file information are consistently followed clearly documented evidencing compliance with policy and grant compliance requirements.



INDEPENDENT AUDITOR'S REPORT

Board of Directors
Brevard Workforce Development Board, Inc.
Brevard County, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of Brevard Workforce Development Board, Inc. dba CareerSource Brevard (a nonprofit organization) (the "Organization"), which comprise the statement of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the fiscal years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Brevard Workforce Development Board, Inc. as of June 30, 2021 and 2020, and the changes in its net assets and its cash flows for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Organization's 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated February 17, 2021. In our opinion, the summarized functional expenses comparative information presented herein as of and for the fiscal year ended June 30, 2020, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 7, 2022, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.



February 7, 2022

BREVARD WORKFORCE DEVELOPMENT BOARD, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2021 AND 2020

ASSETS

	2021	2020
Current assets:		
Cash	\$ 958,589	\$ 853,327
Certificates of deposit	75,541	74,466
Contracts and other receivable	-	63,586
Grant receivable	752,189	405,805
Prepaid expenses and other assets	191,538	206,219
Total current assets	1,977,857	1,603,403
 Property and equipment:		
Property and equipment	2,046,659	2,131,526
Less accumulated depreciation	(1,973,975)	(1,952,369)
Net property and equipment	72,684	179,157
Total assets	\$ 2,050,541	\$ 1,782,560

LIABILITIES AND NET ASSETS

Current liabilities:		
Accounts payable	\$ 905,517	\$ 662,123
Due to related parties	175,493	221,727
Accrued wages and benefits	89,728	86,943
Refundable grant advances	623,874	314,152
Refundable contract advances	-	19,290
Accrued compensated absences	5,063	5,063
Total current liabilities	1,799,675	1,309,298
 Long-term liabilities:		
Accrued compensated absences	116,262	112,425
Total long-term liabilities	116,262	112,425
 Net assets:		
Net assets without donor restrictions	134,604	360,837
Total net assets	134,604	360,837
 Total liabilities and net assets	\$ 2,050,541	\$ 1,782,560

See notes to financial statements

**BREVARD WORKFORCE DEVELOPMENT BOARD, INC.
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2021 AND 2020**

	<u>2021</u>	<u>2020</u>
Unrestricted support and revenues:		
Grant revenue (Federal)	\$ 14,893,609	\$ 13,201,640
Contract revenue	143,205	229,310
Charges for services	40,743	24,842
Miscellaneous and other income	18,057	224,984
Interest income	1,226	1,725
Total revenues	<u>15,096,840</u>	<u>13,682,501</u>
Expenses:		
Program services	14,673,893	13,007,223
Management and general	542,707	552,984
Depreciation and amortization	106,473	115,396
Total expenses	<u>15,323,073</u>	<u>13,675,603</u>
Change in net assets	<u>(226,233)</u>	6,898
Net assets, beginning of year	360,837	353,939
Net assets, end of year	<u>\$ 134,604</u>	<u>\$ 360,837</u>

See notes to financial statements

BREVARD WORKFORCE DEVELOPMENT BOARD, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2021
(with summarized information
for the fiscal year ended June 30, 2020)

	2021			2020
	Program Expenses	Admin Expenses	Total Expenses	Total Expenses
Salaries	\$ 1,135,119	\$ 363,599	\$ 1,498,718	\$ 1,534,267
Employee Benefits	320,142	56,153	376,295	403,915
Payroll taxes	90,500	13,985	104,485	104,038
Fees for services	244,719	48,600	293,319	437,701
Advertising	47,293	80	47,373	26,899
Office expenses	283,091	36,794	319,885	212,475
Information technology	246,917	3,182	250,099	237,195
Occupancy	697,065	7,457	704,522	702,773
Travel and per diem	246	131	377	33,667
Conferences and meetings	22,526	2,412	24,938	38,139
Depreciation	106,473	-	106,473	115,396
Insurance	99,719	8,582	108,301	53,677
Subrecipient contracts	3,892,232	-	3,892,232	4,118,927
Participant services	5,335,980	-	5,335,980	3,928,682
Repairs and maintenance	105,559	1,732	107,291	115,439
Vehicle and equipment rentals	2,152,785	-	2,152,785	1,612,413
Total expenses	<u>\$ 14,780,366</u>	<u>\$ 542,707</u>	<u>\$ 15,323,073</u>	<u>\$ 13,675,603</u>

See notes to financial statements

NOTE 4 – GRANTS RECEIVABLE

At June 30, 2021, grants receivable consists of the following:

<u>Program</u>	<u>Amount</u>
Reemployment Assistance	\$ 97,630
WIOA Adult	637,847
Other	16,712
Grants Receivable	\$ 752,189

At June 30, 2020, grants receivable consists of the following;

<u>Program</u>	<u>Amount</u>
Welfare Transition	\$ 154,598
Wagner Peyser	55,276
Reemployment Assistance	83,233
Supplemental Nutrition	32,477
America's Promise Job Driven Grant	31,094
Florida Makes-Manufacturing Extension Partnership	41,802
Other	7,325
Grants Receivable	\$ 405,805

NOTE 5 – REFUNDABLE ADVANCES

At June 30, 2021, refundable advances consisted of the following:

<u>Program</u>	<u>Amount</u>
WIOA Dislocated Worker	\$ 244,877
Welfare Transition	160,421
Wagner Peyser	143,532
Supplemental Nutrition	62,837
Other	12,207
Refundable Advances	\$ 623,874

At June 30, 2020, refundable advances consisted of the following;

<u>Program</u>	<u>Amount</u>
WIOA Dislocated Worker	\$ 249,760
WIOA Adult	60,942
Other	3,450
Refundable Advances	\$ 314,152

NOTE 6 – PROPERTY AND EQUIPMENT

A schedule of property and equipment at June 30, 2021 follows:

<u>Asset</u>		<u>Useful Lives</u>
		<u>In Years</u>
Leasehold improvements	\$ 1,216,892	10
Office furniture and equipment	787,866	3 - 10
Vehicles	41,901	5
	<u>2,046,659</u>	
Less: Accumulated Depreciation	<u>(1,973,975)</u>	
	<u>\$ 72,684</u>	

Depreciation expense for the fiscal year ended June 30, 2021 was \$106,473.

NOTE 7 – EMPLOYEE BENEFIT PLAN

The Board has a defined contribution 403(b) savings plan (the Plan), which covers substantially all its employees. Contributions are being made at 15% of eligible compensation up to the federal tax limit according to the Internal Revenue Code. Contributions to this Plan for the years ended June 30, 2021 and 2020, were \$198,314 and \$197,474, respectively. Employees may make voluntary contributions to the 403(b) savings plan.

NOTE 8 – CONCENTRATION RISK

Cash balances: The Board maintains cash balances with a financial institution. At various times throughout the fiscal year, cash balances held at the financial institution were in excess of the federally insured limit. However, the Board has not experienced any losses in such accounts and management believes that the Board is not exposed to any significant credit risk on these accounts.

Support from Governmental Units: The Board receives a substantial amount of its revenues from federal, state and local agencies. A significant reduction in the level of this support, if this were to occur, would have a significant effect on the Board's programs and activities. During the years ended June 30, 2021 and 2020, grant revenue from the State of Florida Department of Economic Opportunity was \$13,648,948 and \$12,649,535, respectively. The Board enters into these grant contracts with these agencies for either one or two year periods and all current contracts are effective through June 2021.

NOTE 9 – SUB-RECIPIENT CONTRACTS

C2 Global Professional Services, LLC is the primary sub-recipient for the Board during the fiscal year ended June 30, 2021. Amounts provided to the sub-recipient during the year ended June 30, 2021, totaled \$3,850,227, which includes a payable of \$151,951 at June 30, 2021. The Board also had sub-recipient payments to a partner region, CareerSource Central Florida totaling \$42,005.

NOTE 10 – RELATED PARTIES

To carry out its training programs, the Board entered into contractual agreements with local educational institutions, public service organizations and local businesses to provide specific services. Several of these service providers have delegates on the Board of Directors. All of the contracts were approved by the Board of Directors in accordance with procedures established by the Florida Department of Economic Opportunity. These procedures require a two-thirds majority vote of the Board of Directors in favor with the related party abstaining from the vote.

Payments under these agreements for the fiscal year ended June 30, 2021 and 2020 as follows:

	<u>2021</u>	<u>2020</u>
Brevard Board of County Commissioners	\$ 117	\$ 622
Brevard Public Schools/Ed Services	857	3,382
Eastern Florida State College	34,301	68,427
Economic Dev Com Space Coast	6,000	8,600
Health First, Inc.	-	150
Health First Health Plans, Inc.	203,403	226,029
Keiser University - Melbourne	8,964	10,581
Knight Enterprises, LLC	1,130	15,110
Migrandy Corporation	-	1,164
Quality Labor Management, LLC	2,071,642	2,325,910
Saalex Information Technology	32,076	12,429
School Board of Brevard County	42,132	32,027
	<u>\$ 2,400,622</u>	<u>\$ 2,704,431</u>

**BREVARD WORKFORCE DEVELOPMENT BOARD, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

Federal Grantor/Pass-Through Grantor/Program Title	AL Number	Contract or Award Number	FY 2020-21 Expenditures	Expenditures Passed-Through to Subrecipients
U. S. Department of Commerce:				
Passed-through:				
FloridaMakes, Inc.				
Manufacturing Extension Partnership	11.611	70NANB19H109	\$ 73,515	\$ 50,302
Passed-through:				
Board of County Commissioners of Brevard County				
Coronavirus Relief Fund	21.019	n/a	1,009,122	-
U. S. Department of Labor:				
Direct Programs:				
H-1B Job Training Program:				
America's Promise Job Driven Grant	17.268	HG-30125-17-60-A-12	162,020	42,005
Passed-through:				
Florida Department of Economic Opportunity:				
Employment Service Cluster:				
Employment Service/Wagner-Peyser				
Funded Activities:				
Wagner Peyser	17.207	38235	26,080	8
Wagner Peyser	17.207	39200	112,682	35
Wagner Peyser - Military Spouse	17.207	39109	155,263	155,187
Wagner Peyser - Performance Incentives	17.207	38168	88,764	
Disabled Veterans Outreach Program	17.801	38551	59,706	-
Disabled Veterans Outreach Program	17.801	39541	51,180	-
Local Veterans Outreach Program	17.801	38572	47,766	-
Local Veterans Outreach Program	17.801	39561	61,203	-
Total Employment Service Cluster			602,644	155,230
Unemployment Insurance:				
Reemployment and Eligibility Assessments	17.225	38961	504,137	380,208
Total Unemployment insurance			504,137	380,208
Trade Adjustment Assistance:				
Trade Adjustment Assistance - Administration	17.245	38468	1,164	-
Trade Adjustment Assistance - Administration	17.245	39358	(232)	-
Trade Adjustment Assistance - Training	17.245	38487	7,082	-
Trade Adjustment Assistance - Training	17.245	39495	6,878	-
Total Trade Adjustment Assistance			14,892	-

(Continued)

See notes to schedule of expenditures of federal awards

**BREVARD WORKFORCE DEVELOPMENT BOARD, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

Federal Grantor/Pass-Through Grantor/Program Title	AL Number	Contract or Award Number	FY 2020-21 Expenditures	Expenditures Passed-Through to Subrecipients
U. S. Department of Labor (Continued):				
Passed-through:				
Florida Department of Economic Opportunity (Continued):				
WIOA Cluster:				
WIOA Adult Program:				
WIOA Adult	17.258	38284	540,325	418,098
WIOA Adult	17.258	39248	719,985	575,688
WIOA Adult - Performance Incentives	17.258	38147	172,307	133,329
WIA Adult - Performance Incentives	17.258	38684	39,380	30,472
WIA Adult - Performance Incentives	17.258	39039	19,690	15,236
WIA Adult - Performance Incentives	17.258	39309	29,535	22,854
WIA Adult - Performance Incentives	17.258	39333	40,639	31,446
WIOA Youth Program:				
WIOA Youth	17.259	39067	500,236	183,146
WIOA Youth	17.259	40062	174,821	64,006
WIOA Dislocated Worker Program:				
WIOA Dislocated Worker	17.278	39224	1,073,283	266,637
WIOA Dislocated Worker - Supplemental	17.278	39173	176,051	43,737
WIOA Dislocated Worker - Apprenticeship Expansion	17.278	37914	58,612	-
WIOA Dislocated Worker - Pathways to Prosperity	17.278	38844	20,644	16,086
WIOA Dislocated Worker - Sector Strategies	17.278	37949	51,870	-
			3,617,378	1,800,735
WIOA National Dislocated Worker Grants /				
National Emergency Grants:				
WIOA National Emergency Grants - Hurricane Irma	17.277	34178	4,674,962	108,056
WIOA National Emergency Grants - Opioid	17.277	38094	526,474	207,872
WIOA National Emergency Grants - Hurricane Dorian	17.277	38526	1,375,688	23,483
WIOA National Emergency Grants - COVID-19	17.277	38892	688,208	33,334
Total National Dislocated Worker Grants /			7,265,332	372,745
National Emergency Grants				
Total Department of Labor			12,166,403	2,750,923
U.S. Department of Agriculture				
Passed-through:				
Florida Department of Economic Opportunity:				
Supplemental Nutrition Assistance Program	10.561	38448	32,664	24,635
Supplemental Nutrition Assistance Program	10.561	39475	49,644	37,440
Total Department of Agriculture			82,308	62,075
U.S. Department of Health and Human Services				
Passed-through:				
Florida Department of Economic Opportunity:				
Temporary Assistance for Needy Families	93.558	39132	591,229	378,807
Temporary Assistance for Needy Families	93.558	39404	971,028	622,148
Total Department of HHS			1,562,257	1,000,955
Total Expenditures of Federal Awards			\$ 14,893,605	\$ 3,864,255

See notes to schedule of expenditures of federal awards



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors
Brevard Workforce Development Board, Inc.
Brevard County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Brevard Workforce Development Board, Inc. (the "Organization"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities and cash flows for the fiscal year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 7, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests did not disclose any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended for the information of the management, Board of Directors, and grantor agencies and is not intended to be and should not be used by anyone other than these specified parties.

Brew & Associates

February 7, 2022



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors
Brevard Workforce Development Board, Inc.
Brevard County, Florida

Report on Compliance for Each Major Federal Program

We have audited Brevard Workforce Development Board, Inc.'s (the "Organization") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the fiscal year ended June 30, 2021. The Organization's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Organization's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Organization's compliance.

Opinion on Each Major Federal Program

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the fiscal year ended June 30, 2021.

Report on Internal Control Over Compliance

Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Bhav & Associates

February 7, 2022

**BREVARD WORKFORCE DEVELOPMENT BOARD, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unmodified opinion on the financial statements of the Brevard Workforce Development Board, Inc.
2. No significant deficiencies or material weaknesses relating to the audit of the financial statements are reported in the independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of Brevard Workforce Development Board, Inc. were disclosed during the audit.
4. No significant deficiencies or material weaknesses relating to the audit of the major federal award programs are reported in the independent auditor's report on compliance for each major program and on internal control over compliance required by the Uniform Guidance.
5. The independent auditor's report on compliance for each major federal awards program of Brevard Workforce Development Board, Inc. expresses an unmodified opinion.
6. There were no audit findings relative to the major federal awards tested for Brevard Workforce Development Board, Inc.
7. Dollar threshold for Type A programs was \$750,000. The programs tested as major programs include:

<u>Federal Program</u>	<u>CFDA</u>
National Emergency Grants	17.277
Coronavirus Relief Fund	21.019

8. Brevard Workforce Development Board, Inc. was determined to be a low-risk auditee pursuant to the Uniform Guidance.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL PROGRAMS

None

D. OTHER ISSUES

No summary schedule of prior audit findings is required because there were no prior audit findings related to Federal awards programs.

No corrective action plan is required because there were no findings required to be reported under the Federal Single Audit Act.



February 17, 2022

Action Brief

Program Year 2020-2021 Audit Report

Background

Grau and Associates has completed an audit of the financial position of Brevard Workforce Development Board, Inc. dba CareerSource Brevard for the fiscal year ended June 30, 2021. The audit was conducted in accordance with generally accepted auditing standards. In their opinion, the financial statements present fairly, in all material respects, CSB's financial position as of June 30, 2021, and the changes in its net assets and cash flows for the year then ended, in conformity with generally accepted accounting principles.

The auditors' report expresses an unmodified opinion on the financial statements of Brevard Workforce. The Schedule of Findings indicates that there were no reportable conditions in internal control, and no material instances of noncompliance. CSB was determined to be a low-risk auditee pursuant to the Uniform Guidance.

Action

Accept the Independent Auditor's Report on the financial statements of Brevard Workforce for the program year ended June 30, 2021.

CareerSource Brevard
Board of Directors Meeting
November 18, 2021

MINUTES

Members in Attendance: Daryl Bishop (via teleconference), Mary Jane Brecklin (via teleconference), Lynn Brockwell-Carey (via teleconference), Randall Fletcher (via teleconference), Susan Glasgow, Lloyd Gregg (Chair), Nancy Heller (via teleconference), Art Hoelke (via teleconference), Traci Klinkbeil (via teleconference), Travis Mack (via teleconference), Mike Menyhart, Mark Mullins (via teleconference), Wayne Olson(via teleconference) , and Pamela Reed.

Members Absent: Frank Abbate, Shawn Beal, Colleen Browne, Amar Patel, Brian Jaskiewicz, William Chivers, Jennifer Kenny, Kirsten Patchett, Terry Schrupf, and Lynda Weatherman.

Staff Present: Marci Murphy, James Watson, Jeff Witt, Lyn Sevin, Holly Paschal, Thomas LaFlore, Denise Biondi, Jana Bauer, Richard Meagher, Deidre McVay-Schulmeister

Guests: Wes Reynolds, Steve Howard, Sam Dettra, Gamie Olliviera, Jim Wham (Brevard County Public Works)

Call to Order: The CareerSource Brevard (CSB) Board Meeting was called to order at 8:00am by Lloyd Gregg.

Public Comment: There was no public comment.

Presentations:

Employee Recognition

Marci Murphy introduced Denise Biondi and recognized her for 10 years of service to CSB.

Marci Murphy recognized Lyn Sevin who is retiring after 14 years of service to CSB.

Jim Watson introduced Sam Dettra, Wes Richardson, Steve Howard, and Gamie Ollivierre and thanked them for their work on Brevard County's hurricane recovery program. Sam Dettra and Steve Howard shared a presentation on Hurricane Recover works throughout Brevard County.

Action Items:

Formula Funding Usage for PY 2021-2022

The guidelines for formula funding usage were reviewed with the purpose of ensuring that CSB is focusing on programs that are the most effective for businesses and the job seekers. The review considered the unemployment rate, other economic factors, previous expenditures and funding availability for the program year. There was discussion regarding a possible decrease in the 50% Unemployed Worker recommendation on the Customer Training Mix category and staff agreed to review at the end of the program year. Motion to approve the Career Center Committee recommended guidelines for PY 2021-22 and to review the percentage goals in June 2022 made by Mary Jane Brecklin and seconded by Susan Glasgow. Motion passed unanimously.

Consent Action Items

Consent action item presented included Board of Director meeting minutes for August 19, 2021. Motion to approve Consent Action Item made by Mike Menyhart and seconded by Pamela Reed. Motion passed unanimously.

Reports

Mike Menyhart gave a report on the Industry Workforce Committee meeting held on October 12, 2021.

Nancy Heller gave a report on the Career Center Committee meeting held on October 26, 2021.

Marci Murphy gave a report on the Finance Committee meeting held on November 1, 2021.

Marci Murphy reported on the items she has been focusing on since the last board meeting. Items covered included the Florida Workforce Summit held in September, the Aerospace Technician Program, and CareerSource Florida's (CSF) "Get There Faster" grants.

She said there have been numerous staff changes including a new VP of Industry Relations, new VP of Operations, new Office Manager, and new Accountant. She reviewed the new employee benefits plan and said Blue Cross/Blue Shield had been selected as the healthcare provider for 2022.

Ms. Murphy also said that she had met with the Department of Economic Opportunity, CSF, and other Executive Directors in Tallahassee to discuss numerous topics including HB 1507. She also shared statistics for the region including re-employment assistance claims and unemployment rates.

Information Items:

Information items presented included Grow the Resources of the Board, Contractor Performance, Primary Indicators of Performance, Rapid Response Program, Career Center Standards, Quarterly Multimedia Outreach, Financial Reports, Committee meeting minutes and Committee meeting presentations. There was brief discussion on the Primary Indicators of Performance for year end 2020-2021. She said that CSB has met or exceeded all measures and was one of only five of the 24 regions to do this. She also said that CSB is second in the State for number of goals exceeded. Ms. Murphy acknowledge Career Center staff for making this happen. There was discussion on how board members could share this with the community.

Other Business:

Art Hoelke spoke on the need to make the OJT and Apprenticeship paperwork easier for the employers. It was suggested that CSB be involved in the planning meetings. Ann Everley from the state was going to reach out to Marci for further discussions.

There being no further business, the meeting was adjourned at 9:13am.

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

11/25/2021

Date

(signature on file)

Lloyd Gregg

11/23/2021

Date

REVISED
01/25/22

Grow the Resources of the Board Report

BOLD Denotes
Revisions or Additions

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Opioid/Brevard Recovery Works	\$1,500,000		<p>CSB received notification that the Brevard Recovery Works grant will not be extended and will expire on March 31, 2022.</p> <p>Activities as of January 1st include:</p> <ul style="list-style-type: none"> • 164 Participants Enrolled (actual goal achieved) • 164 Receiving Services (actual goal achieved) • 103 Entered Employment (actual goal achieved) • 24 are in training; • 7 completed training • 5 obtained credentials • 4 Humanitarian Services • 3 Business Learning Events (event occurred in July 2021) 	Beatrice Boursiquot
Health Emergency Dislocated Worker Grants in Response to COVID-19 Outbreak	\$1,867,263		<p>Additional funding was received bringing total to \$1,867,263. Additional funds requested for a total of 2,987,654 if awarded.</p> <p>Staff are working with Aging Matters, Early Learning Coalition, Second Harvest Food Bank, City of Palm Bay Housing Dept., Daily Bread, Central Brevard Sharing Center, Catholic Charities of Central Florida, City of Melbourne Housing & Urban Improvement, Macedonia Community Development, Brevard County Housing And Human Services Department, Community of Hope, Brevard Neighborhood Development Coalition, Habitat for Humanity of Brevard Inc.</p> <p>Total activity:</p> <ul style="list-style-type: none"> • 64 Participants Enrolled • 7 Employment at Exit • Grant Expires 3/31/2022 • Extension requested 3/31/2023 	James Watson

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: Department of Economic Opportunity Community Development Block Grant – Disaster Recovery (DR)</p> <p>Workforce Recovery Training Program Time Frame: 3/01/2020 – 06/30/2023</p> <p>Funding Source: DEO/ HUD/CDBG</p> <p>Partner(s): Listed in Grant</p>	\$2,049,784	The target is low to moderate income individuals. The grant allows CSB expand existing programs to provide training in construction trades, including roofing, masonry, carpentry, concrete finishing, plumbing, HVAC, electricity, heavy equipment operations, carpet laying, glass/window installation, plastering and welding.	In partnership with United Academy, it launched its first training cohort in November with 7 attendees. The program will focus on safety, OSHA 10, Earth Moving Equipment, Mobile Elevated Work Platforms, Forklift, and Fall Protection. A second cohort launched on January 10th, 2022 with 8 attendees participating. CSB intends to host this training on a monthly basis. Additional discussions are being held with other training partners to expand into further construction based trainings.	Amberstar Bush
<p>Grant Name: USDOL Apprenticeship Expansion Grant – Growing Advanced Manufacturing Apprenticeship Across America (GAMAAA)</p> <p>Time Frame: July 15, 2019 – July 15, 2023</p> <p>Funding Source: HIB Funds; Subrecipient of West LA (CA) Workforce Investment Board</p> <p>Enroll and train 40 jobseekers into AeroFlex Pre-Apprenticeship Program</p>	40 ToolingU Licenses and \$20K for Administration	CareerSource Brevard (CSB) in partnership and collaboration with the West LA (CA) WIB will continue to train jobseekers in a very successful, employer-driven pre-apprenticeship program that has been proven to support industry needs in California and Florida. The Aero-Flex Pre-Apprenticeship program meets the workforce development needs common to our region’s aerospace and aviation manufacturing industry partners. This unique training program provides a Soft Skills component, Core technical learning and Real-World employment via an On-the-Job training option.	CSB currently has access to 40 additional Aero-Flex training licenses from ToolingU at no cost. A Subrecipient Agreement with California workforce partners was executed in March 2021 to continue to train jobseekers in the Aero-Flex Program. From previous marketing efforts, 32 customers have expressed interested in participating in the grant program. The 1st post-COVID, in-person Aero-Flex cohort training was hosted at the Titusville center from January 24th – 28th.	Thomas LaFlore
<p>Grant Name: Substance Use Disorder (SUD) Navigator Grant</p> <p>Time Frame: 05/06/21-08/31/23</p> <p>Funding Source: DEO Wagner-Peyser 7 (b)</p> <p>Partner(s): Local agencies involved in SUD treatment & services</p>	\$156,520 (Projected)	This grant is provided to support hiring costs for a designated staff member to plan for and provide services for persons with Substance Use Disease (SUD). This person will utilize the funding to establish connections with existing local resources, as well as to address the stigma and barriers for persons with SUD. The overall goal is to assist in moving these customers to self-sufficient employment.	At the expiration of the Brevard Recovery Works Grant on March 31, 2022, staff will shift efforts to the Substance Use Disorder navigator grant which will focus on serving reentry, substance use and others impacted by the opioid crisis.	Beatrice Boursiquot

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: “Get There Faster” Salesforce Academy Program Grant</p> <p>Time Frame: 10/01/21 – 09/30/23</p> <p>Funding Source: CareerSource Florida</p> <p>Partner(s): Brevard Public Schools Adult and Community Education, Brevard Public Schools Career and Technical Education, PepUp Tech</p>	\$923,305.97	<p>This grant is provided to support low-income returning adult learners and youth to connect them with industry-driven credentials. PepUp Tech is a training provider that will offer cohort-based training in Salesforce skill development, a highly desired skillset in the current workforce on a nationwide scale. The grant will fund up to 50 participants for training, work experience and supportive services.</p>	<p>CSB submitted the grant proposal to CareerSource Florida on October 4, 2021. On January 25, 2022, CSB received confirmation of grant award and an NFA was provided. Planning will begin in February.</p>	Jana Bauer

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: Ticket to Work (TTW) Program</p> <p>Time Frame: Indefinite</p> <p>Funding Source: Social Security Administration</p> <p>Partner(s): Vocational Rehabilitation</p>	\$315,173 To Date	<p>Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).</p>	<p>There were no new TTW participants in the second quarter PY 21-22. We received payments of \$1,359 in the 2nd Qtr. 21-22 for a cumulative total of \$315,173.</p> <p>Staff continue to work with eligible customers who are interested in work or training. EN continues to progress at a modest pace.</p>	James Watson
<p>Grant Name: Tobacco Free Florida</p> <p>Time Frame: Indefinite</p> <p>Funding Source: Bureau of Tobacco Free Florida</p> <p>Partner(s): Florida Department of Health</p>	\$53,974.50 To Date	<p>The Bureau of Tobacco Free Florida (BTFF) partners with Florida RWB's to promote the “3 Free and Easy Ways to Quit” program to help clients quit tobacco and improve their employability. While this program is available free to all Florida residents, the Department of Health targets workforce clients and reward LWDB's for each client referral.</p>	<p>This agreement provides unrestricted revenue.</p> <p>Receipts for PY21-22 second quarter- (10/1/21-12/31/21) is \$150.00.</p>	Marina Stone
<p>Grant Name: Healthcare Sector Strategy</p> <p>Time Frame: 7/1/16 – 9/30/2021</p> <p>Funding Source: Private Sector</p> <p>Partner(s):</p>	\$728,962 To Date In 6 th year	<p>Employ a Healthcare Sector Strategist to coordinate Healthcare Sector Strategy to facilitate solutions for current workforce needs, projections for workforce issues over the next five years, and resources to meet both long and short term goals as established by the industry as a whole.</p>	<p>Addendum 7 of the Healthcare Sector grant was approved. Goals include increasing WIOA work based training by 8%, incentivizing employers to offer up-front tuition assistance through matched funding support, nursing faculty recruitment, provision of privately funded scholarships for Educare</p>	Megan Cochran

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>A variety of health care employers, training vendors and others.</p>			<p>Envision College of Nursing students and providing information sessions on employee resiliency and employee development resources.</p> <p>CSB recently hosted information sessions at the Brevard Healthcare Workforce Consortium and Healthcare Employee Development Resources Showcase, highlighting resiliency, WIOA individual scholarships, apprenticeships, partnerships with education providers to develop the healthcare workforce, and work based training resources. CSB met the participation goals for the information sessions held.</p>	
<p>Grant Name: Wells Fargo Supportive Services for Community Empowerment</p> <p>Time Frame: 10/01/2018 - 11/01/2021</p> <p>Funding Sources: Wells Fargo</p> <p>Partners(s): NA</p>	<p>\$20,000</p>	<p>The focus of this grant is to assist participants in our program with support services needed to ensure successful job placement. Services can consist of transportation assistance, clothing to create a good first impression, and test preparation fees, etc.</p>	<p>CSB has moved to a reloadable cash card tracking system for these incentives. To date, \$3,600 remain in available funds for incentives.</p>	<p>Jana Bauer</p>
<p>Grant Name: AARP BTW50+ Skill Development Program Enhancement Funding</p> <p>Time Frame: 7/1/2021 – 12/15/2021</p> <p>Funding Sources: AARP Foundation</p> <p>Training Partner: Brevard Adult Education</p>	<p>\$10,000</p>	<p>This grant focuses on the enhancement of current BTW50+ coaching experiences by improving access to an existing advanced digital skills training needed for local in-demand jobs. Based on Department of Labor data, employers have released 7,000 job postings that focused on the need of Microsoft Office proficiencies. Funds will be provided to support instruction of Microsoft Office, Word, Excel and Powerpoint to AARP BTW50+ participants.</p>	<p>CSB has concluded hosting the Microsoft Digital Literacy Training Seminars for Back to Work 50+ program CORE Workshop graduates. A total of 37 participants have completed the seminars and 10 of them have successfully gained employment. Instruction was being provided by Brevard Adult Education. A final report regarding the seminars' performance was provided to AARP and positive feedback was received. Grant funding expired on December 15th.</p>	<p>Deidre McVay-Schulmeister</p>
<p>Grant Name: AARP BTW50+ Skill Accelerator 50+ Workforce Initiative</p> <p>Time Frame: 12/16/2021 – 7/31/2022</p>	<p>\$30,000</p>	<p>This grant focuses on providing skills training for BTW50+ participants and alumni by creating a certification focused short-term training program to help them get on the pathway to high quality, in-demand jobs.</p>	<p>Grant funding was awarded in December 2021. CSB is currently working with PepUp Tech to finalize SkillUp Brevard curriculum designed to not only allow BTW50+ participants and alumni to</p>	<p>Deidre McVay-Schulmeister</p>

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Funding Sources: AARP Foundation Training Partner: PepUp Tech		According to 10K, the established market demand growth for Salesforce talent grew by 328% for North America, from 2020 to 2021. Funds will be provided to support instructional costs for BTW50+ participants and alumni to gain valuable digital skills training, through SkillUp Brevard, as a precursor to entering a small, exclusive cohort-style Salesforce System Administrator Training Program operated by PepUp Tech.	enhance their digital literacy in a self-paced environment, but also to prepare them for the possible opportunity to be admitted into a virtual, instructor led Salesforce System Administrator Training Program operated by PepUp Tech from the week of April 4th to the week of June 1st. Virtual information sessions have been scheduled for February 1st and 3rd to further learn about this program and how to sign up.	



February 17, 2022

Information Brief

Meeting Schedule Program Year 2022-2023

Background The following information is provided to all board members, staff, contractors, stakeholders and interested parties. Updated meeting information is available at www.careersourcebrevard.com

Meetings Scheduled **Full Board** - Meetings are scheduled each quarter on the third Thursday starting at 8:30am. Dates are:

August 18, 2022

November 17, 2022

February 16, 2023 [Annual Meeting and Retreat]

May 18, 2023

The meeting of the Board of Directors will focus on the broad policy issues that support efforts to increase the labor pool participation, increase the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of Brevard.

Executive Committee - Meetings are scheduled quarterly on the first Monday at 4:00pm. Dates are:

August 1, 2022

November 7, 2022

February 6, 2023

May 1, 2023

Focus Area: Overall management of board activities to ensure work of the board aligns with CSB's vision and mission including Bylaws, board member recruitment, and board member training.

Goal: Provide executive oversight of CSB.

Finance Committee - Meetings are scheduled quarterly on the first Monday at 3:30pm. Dates are:

August 1, 2022

November 7, 2022

February 6, 2023

May 1, 2023

Focus Area: Financial reports, budget, financial policies, audits and monitoring.

Goal: Provide financial oversight of CSB.

Industry Workforce Committee – Meetings are scheduled quarterly on the second Tuesday at 8:30am. Dates are:

July 12, 2022

October 11, 2022

January 10, 2023

April 11, 2023

Focus Area: Developing a talent pipeline and career pathways in high demand industries by: 1) implementing Sector Strategies in Key Industry Sectors; 2) supporting additional Key Industries through Sector Work; and, 3) educating the Business Community on the Value of our Services and the Value of Brevard’s Talent to Meet their Business Needs

Goal: Identify current and future workforce needs of the business community and create solutions to meet their needs.

Career Center Committee – Meetings are scheduled quarterly on the fourth Tuesday at 8:30am. Dates are:

July 26, 2022

October 25, 2022

January 24, 2023

April 25, 2023

Focus Area: Sustaining successful outcomes for employers and career seekers by: 1) offering the highest quality of services to Career Seekers to enable them to become the talent that the businesses need; 2) outreaching and attract hidden talent to expand the labor pool and grow the labor force; 3) maintaining a data centered environment to measure the success of CareerSource Brevard’s services; and, 4) offering the highest quality of services to Businesses to meet their workforce needs.

Goal: Create a Career Center Model that is one of the top choices for career seekers and businesses in Brevard by offering quality workforce products and services.



February 17, 2022

Discussion Brief

Business Use of CareerSource Brevard (CSB) Business Services

Background

The CSB Strategic Plan contains the following goal regarding business use of services.

Goal	Create a Career Center Model that is one of the top choices for career seekers and businesses in Brevard by offering quality workforce products and services.
Objective	Offer the highest quality of services to Businesses to meet their workforce needs.
Strategies	Track & Improve Business Engagement Activities

Staff will bring this data for review on an annual basis to be used as a piece of the total analysis about the business use of CareerSource Brevard. Ultimately, the desire is to be cognizant of the usage trends of business services. The data contained in the attached tables shows the number of unique businesses who received a service and also the number of services those businesses used.

Count of Employers That Received a Service

This chart measures the number of individual businesses or employers that CSB serves. This shows the number of employers who received services from CSB. Services include but are not limited to: job orders, reduction in force services, salary information, labor market information, employed worker training, On-the-Job Training, job fairs, interview space resources, applicant pre-screening, etc.

EMPLOYERS THAT RECEIVED A SERVICE			
<u>Industry</u>	<u>PY 19-20</u>	<u>PY 20-21</u>	<u>% Change from PY 19-20</u>
Total All Industries	2,184	3,484	+59.5%
Construction	580	860	+48.28%
Health Care	549	957	+74.32%
General	1,049	1,653	+57.58%
Aerospace	85	106	+19.8%

For PY 2019-20, there was an overall 59.5% increase in the number businesses served across all industries. Within the individual communities served (Construction, Health Care, General and Aerospace), changes consisted of +48.28%, +74.32%, +57.58% and +19.8% respectively.

Count of All Services Received

This chart measures and tracks the number of CSB services that a business uses. The services are broken into job orders and all other services (reduction in force services, salary information,

labor market information, employed worker training, On-the-Job Training, job fairs, interview space resources, applicant pre-screening, etc.). A business can use these services as much as needed and each use counts as a unit of service. The table also presents the data by industry areas that correspond to the “communities” that CSB uses to provide services to all customers. The 2020-21 Program Year results are as follows:

PY 20-21 ALL SERVICES RECEIVED				
Industry	Job Orders	All Other Services	Total	% Change from PY 18-19
Total All Industries	8,982	48,857	57,839	-5.0%
Construction	1,637	12,708	14,345	-.4%
Health Care	2,865	14,565	17,430	+17.13%
General	4,471	21,549	26,020	-17.6%
Aerospace	610	2,118	2,728	-14.3 %

The number of services being provided to current business (total all industries) customers decreased overall by 5.0 percent compared to the previous year. Within the individual communities, Construction, Health Care, General and Aerospace saw changes of -.4%, +17.13%, -17.6% and -14.3%, respectively.

Analysis

The data presented in this brief is captured through our Employ Florida (EF) state database and only addresses part of the analysis. CSB’s focus and business model for addressing employer’s needs continues its shift to sector strategy work, consortium meetings and subcommittee work, partner meetings, apprenticeship meetings, etc. These aren’t being captured in EF because there are no codes.

Services provided are increasing as we move through the effects of the pandemic. The level of services provided and in the number of businesses served are a direct result of COVID-19 impact on the needs of businesses during the last months of the PY 19-20 and through PY 20-21 reporting periods. Staff will continue to monitor the impact and look for innovative ways to assist businesses in moving beyond the pandemic.

Discussion

CSB is interested in hearing from Board and Committee members on the following questions:

- In your business, what services do we offer now that you find most helpful? AND Are there any other services you would like to see us offer that could help your business?

Information Brief

Primary Indicators of Performance

Background

Common Measures were established under Workforce Investment Act (WIA) and are still required by the Workforce Innovation and Opportunity Act (WIOA). While incentive monies will not be tied to meeting these common measures, there are sanctions tied to missing the same measure two years in a row to include completing a Performance Improvement Plan. New contractor measures have been designed to closely match most of the federal measures maintaining the focus on performance in these areas.

Below is the most recent report that shows past performance along with our actual performance through the 1st quarter of PY 2021-22. Also shown are our goals for PY 2021-22. All performance goals were met or exceeded for the 1st quarter.

July 2021-September 2021 Performance

Primary Performance Indicator (PPI)	Performance 2018-2019	Performance 2019-2020	Performance 2020-2021	PY 21-22 1st Quarter Performance	PY21-22 Performance Goals
Adults:					
Entered Employment Rate (2 nd Qtr. after Exit)	95.0%	89.1%	88.9%	91.2%	86.50
Employment Retention Rate (4 th Qtr. after Exit)	92.6%	87.0%	88.50%	87.8%	85.50
Median Earnings (2 nd Qtr. after Exit)	\$8,017	\$8,097	\$8,745	\$9,322	\$7,600
Credential Attainment Rate	89.1%	78.7%	85.2%	84.6%	72.0
Measurable Skills Gain	N/A	N/A	75%	70.0%	49.0
Dislocated Workers:					
Entered Employment Rate (2 nd Qtr. after Exit)	84.9%	91.8%	87.9%	90.4%	87.0
Employment Retention Rate(4 th Qtr. after Exit)	87.5%	88.7%	92.4%	89.1%	85.0
Median Earnings (2 nd Qtr. after Exit)	\$8,229	\$10,174	\$12,574	\$12,444	\$7,500
Credential Attainment Rate	81.00%	61.1%	69.4%	74.3%	70.0
Measurable Skills Gain	N/A	N/A	83.0%	75.5%	49.0
Primary Performance Indicator (PPI)	Performance 2017-2018	Performance 2018-2019	Performance 2019-2020	PY 21-22 1st Quarter Performance	PY21-22 Performance Goals
Youth Common Measures:					
Entered Employment Rate (2 nd Qtr. after Exit)	83.5%	80.2%	82.6%	80.9%	79.5
Employment Retention Rate (4 th Qtr. after Exit)	82.2%	85.6%	78.5%	77.7%	77.0
Median Wage 2nd Quarter After Exit	N/A	N/A	\$3,643	\$3,781	\$3,300
Credential Attainment Rate	72.5%	70.3%	73.0%	72.3%	76.5
Measurable Skills Gain	N/A	N/A	66.2%	58.5%	46.5
Wagner-Peyser:					
Entered Employment Rate (2 nd Qtr. after Exit)	63.8%	68.8%	61.9%	60.6%	65.0
Employment Retention Rate(4 th Qtr. after Exit)	64.8%	65.4%	62.9%	61.3%	64.2
Median Earnings (2 nd Qtr. after Exit)	\$5,619	\$5,459	\$5,468	\$5,537	\$5,100
Not Met (less than 90% of negotiated)	Met (90-100% of negotiated)		Exceeded (greater than 100% of negotiated)		



February 17, 2022

Information Brief

2nd Quarter Performance PY 2021-2022

Background

The CSB Workforce Operations (Career Centers) contract is cost reimbursement for direct program costs; however, profit is withheld from the Contractor until measurable performance outcomes are achieved. Payments of withheld costs are available to the Contractor to earn on a quarterly basis. Payment of withheld profit uses a performance measurement model based on the following elements:

- **Element A:** Contractor must meet minimum performance on 80% of the measures (17 of 21 for quarters 1-3 and 18 of 22 for quarter 4)
- **Element B:** Contractor must meet accelerated performance on 50% of the measures (10 of 21 for quarters 1-3 and 11 of 22 for quarter 4)
- **Element C:** Meeting or exceeding a minimum score of 75 on a Board performance evaluation related to programmatic monitoring results.

PY 2021-22 Performance Results

The Contractor has met the required number of measures to be eligible to earn dollars for Element A. They were also successful in exceeding the performance criteria to be paid on Element B.

Elements of Contractor Performance Earnings - PY 21-22						
Measures						
Objective/Criteria	Minimum	Accelerated	1st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Customer Services						
Brand New Job Seekers with Extra Credit	Q1 -1,650 Q2 – 3300 Q3 – 4950 Q4 – 6600	Q1 - 1800 Q2 - 3600 Q3 - 5400 Q4 - 7200	Missed (1572)	Missed (2749.2)		
Customer Engagement	70%	75%	Met (71%)	Met (72%)		
Entered Employment Rate/Positive Outcome						
Adults	90%	95%	Exceeded (96%)	Exceeded (98%)		
Dislocated Workers	90%	95%	Exceeded (100%)	Exceeded (100%)		
Youth	90%	95%	Exceeded (100%)	Exceeded (100%)		
Welfare Transition*	33%	38%	Exceeded (42%)	Exceeded (40%)		
Wagner Peyser	37%	40%	Missed (29%)	Missed (28%)		

Elements of Contractor Performance Earnings - PY 21-22

Measures						
Objective/Criteria	Minimum	Accelerated	1st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Short Term Veteran	38%	42%	Missed (33%)	Missed (34%)		
Average Wage at Placement						
Adult	\$17.01	\$17.73	Exceeded (\$18.16)	Exceeded (\$18.34)		
Dislocated Worker	\$18.59	\$19.31	Exceeded (\$28.41)	Exceeded (\$26.19)		
Youth	\$10.90	\$11.15	Exceeded (\$14.05)	Exceeded (\$14.10)		
Welfare Transition*	\$10.01	\$10.65	Exceeded (\$12.91)	Exceeded (\$12.92)		
Wagner Peyser	\$11.44	\$12.15	Exceeded (\$15.27)	Exceeded (\$15.08)		
Retention at 12 Months						
Adult	80%	85%	Exceeded (94%)	Exceeded (90%)		
Dislocated Worker	80%	85%	Exceeded (86%)	Exceeded (94%)		
Youth	72%	75%	Exceeded (81%)	Exceeded (83%)		
Measurable Skills Gain						
Adult	55%	60%	Exceeded (80%)	Exceeded (76%)		
Dislocated Worker	55%	60%	Exceeded (94%)	Exceeded (94%)		
Youth	55%	60%	Exceeded (72%)	Exceeded (62%)		
Quality of Referrals						
Referral to Placement Ratio by Job Seeker	45%	50%	Missed (36%)	Missed (36%)		
Training Services						
PFM Career Training Services	53%	58%	Exceeded (64%)	Exceeded (65%)		
Grants and Special Projects Measured Annually						
Performance on Special Projects and Grants	N/A	N/A	N/A	N/A	N/A	N/A

* Welfare Transition Measures are based on data available at the time of this report.

Element A			
Met the minimum percentages set on 17 out of 21 (Q1, Q2 and Q3) and 18 out of 22 (Q4) Performance Measures established in Attachment F	Yes – Met Minimum on 17 of 21	Yes – Met Minimum on 17 out of 21	

Element B				
Met the accelerated percentages set on 10 out of 21 (Q1, Q2 & Q3) and 11 out of 22 (Q4) established in Attachment F	Yes – Met Accelerated on 15 of 21	Yes – Met Accelerated on 15 of 21		
Element C				
Met a minimum score of 75 or higher on the CSB performance evaluation related to the annual state programmatic monitoring results	Reported Annually			

Performance Measure Revisions for PY 21-22

As we continue to struggle with COVID-19 and its variants, the measures for PY 21-22 were kept the same pending better knowledge of the path the services would need to take post pandemic and to allow the contractor to focus on service provision rather than learning new or revised measures. While much is still unknown about the impact of the pandemic, staff have defined measures and negotiated performance expectations based on the best data available.

The unique situation presented by COVID-19 continues to be seen in performance numbers. The contractor continues to do a great job of minimizing the impact. Reopening of the Career Centers, expanded virtual offerings, and staff flexibility have all contributed to contractor maintaining optimal performance.

Analysis of the jobseeker customers served in PY 21-22 indicates that 2,749 of the 6,064 registrations were new customers never seen before July 1, 2021 (the beginning of the timeframe covered by this report). This was 550 new jobseekers below the expected performance level as defined in our local performance measures.

Wagner Peyser Entered Employment Rate, Short-Term Veteran Entered Employment Rate and Referral to Placement were all three missed. This is directly related to the number of customers moving into employment. Work Search Waiver expired on May 29, 2021, the pandemic unemployment benefits (additional \$300) expired on June 26, 2021, and the Federal Unemployment is set to expire September 4, 2021, however, the increase that was expected by these expirations may now be impacted by the impact of the Covid variants that are now surfacing.

Staff will continue to monitor, analyze and report performance in all areas. Customers Served, Entered Employment Rates and Retention Rates will remain a focus for the next few months.



February 17, 2022

Information Brief

Financial Reports

Background

The three reports that follow this brief will provide the Finance Committee with the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2021 and ending on December 31, 2021.

Report Descriptions

CSB BUDGET TO ACTUAL REPORT (ATTACHMENT 1)

The report provides a comprehensive analysis of funding and spending in the first half of program year 2021-2022 as follows:

- Displays all grant revenues for the current year, including carry-in funding from the prior year, current year grant awards, and planned carryover for the next program year. Major funding streams are detailed in separate columns.
- The annual budget and cumulative expenditures are summarized into eight major categories: (1) staff salaries and fringe benefits; (2) program operations and business services costs; (3) infrastructure and maintenance related costs; (4) IT and technology related costs; (5) contracted service provider costs; (6) customer training activities; (7) customer support services; (8) indirect costs.
- Expenditures are displayed in separate columns for each major funding stream. Total expenditures and percentages of the annual budget expended within each category are also shown.
- Actual indirect costs incurred to date are shown in the right column for each expenditure category. The total indirect cost applied to the grants using our federally negotiated indirect cost rate is deducted at the bottom of the column to arrive at the surplus or deficit indirect cost recovered to date.

CSB FISCAL DASHBOARD INDICATORS (ATTACHMENT 2)

- Displays the number of individuals identified as placed in EFM or found in Department of Revenue New Hire data, as reported on the DEO Monthly Management Report.

- Displays the number of job seekers in EFM who have not received a reportable service in the last 90 days, as reported on the DEO Monthly Management Report.
- Displays the total number of advertised occupations for each month, as reported on the Help Wanted OnLine Monthly Job Demand Report.
- Calculates the CSB total monthly spending per job placement (total monthly expenditures divided by total monthly job placements).
- Displays the quarterly calculations for required spending caps:
 - 1) Administration – limited to 10% of expenditures at year-end
 - 2) ITA Spending – minimum of 30% of expenditures at year-end
 - 3) Youth Spending – minimum of 75% for out-of-school youth

CSB FEE FOR SERVICE ACTIVITIES (ATTACHMENT 3)

- Reports current balance of unrestricted funds available.
- Displays revenue, expenses and the resulting profit or loss for each Fee for Service project in the current year (since July 1).
- Calculates each revenue and expense category as a percentage of total revenue earned for each revenue and expense category.



Budget to Actual Report

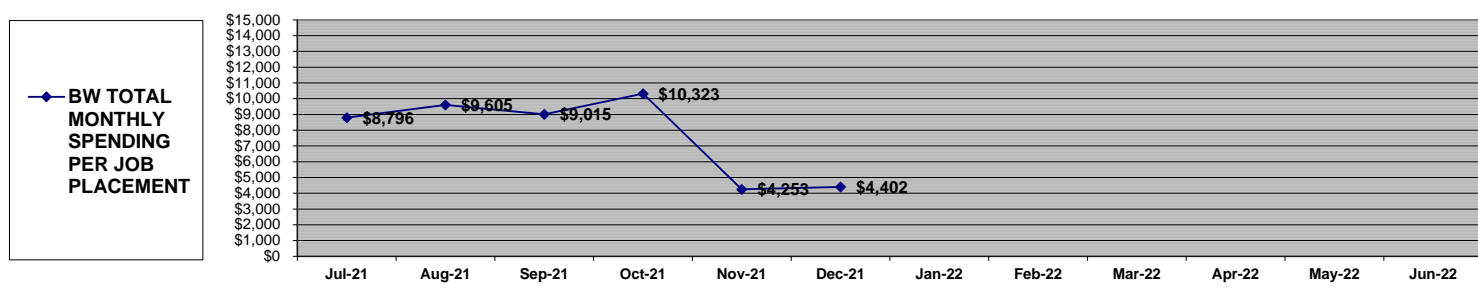
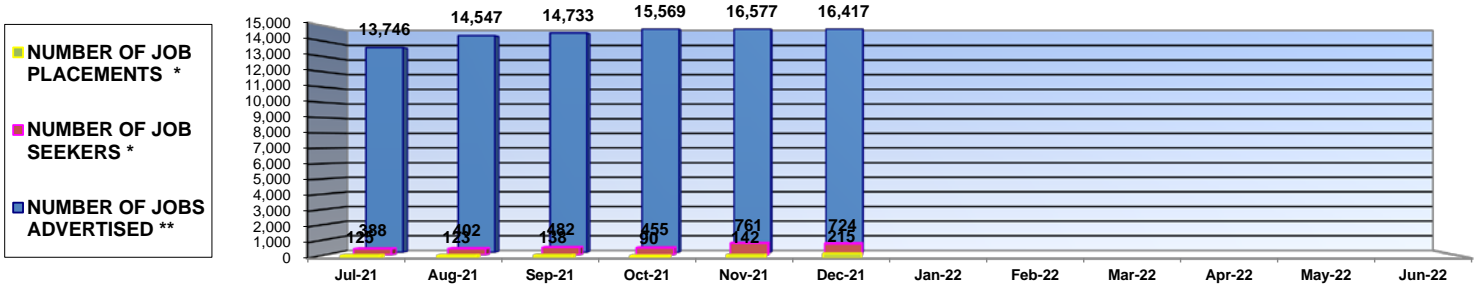
As of December 31, 2021

Revenue PY 2021 - 2022	Annual Budget	WIOA Adult	WIOA Youth	WIOA Disl Wkr	Welfare Transition	NEG Grants	Other Grants	INDIRECT POOL
Carry In Funds From PY 20 - 21	279,736	-	-	-	160,421	-	119,315	
PY 21 - 22 Awards	11,128,764	1,378,135	699,285	450,000	1,196,502	4,058,159	3,346,683	
Award Total - Available Funds	11,408,500	1,378,135	699,285	450,000	1,356,923	4,058,159	3,465,998	
LESS planned Carryover For PY 22 - 23	-	-	-	-	-	-	-	
Total Available Revenue	11,408,500	1,378,135	699,285	450,000	1,356,923	4,058,159	3,465,998	

Expenditures								Total Expenditures - 12/31/21	% of Budget - 12/31/21	
Staff Salaries/Fringe Benefits	1,545,200	78,492	25,606	30,549	82,599	407,905	127,942	753,093	48.7%	254,268
Program Operations/Business Services	1,368,100	94,352	30,780	36,722	99,291	490,331	153,798	905,274	66.2%	42,343
Infrastructure/Maintenance Related Costs	958,200	40,804	13,311	15,881	42,939	212,047	66,509	391,491	40.9%	13,473
IT Costs/Network Expenses	438,500	16,144	5,266	6,283	16,988	83,895	26,315	154,891	35.3%	1,774
Contracted One-Stop Services	4,150,400	182,409	210,117	41,562	341,728	624,794	302,657	1,703,267	41.0%	-
Customer Training Activities	2,198,100	176,573	18,562	54,811	19,648	1,351,444	67,833	1,688,871	76.8%	-
Customer Support Services	100,000	3,348	5,438	2,046	7,165	11,063	1,172	30,232	30.2%	-
Indirect Cost (Budgeted @ 6% of Direct)	650,000	38,949	19,173	10,161	28,664	240,776	53,894	391,617	48.0%	(391,617)
TOTAL EXPENDITURES	11,408,500	631,071	328,253	198,015	639,022	3,422,255	800,120	6,018,736	52.8%	(79,759)

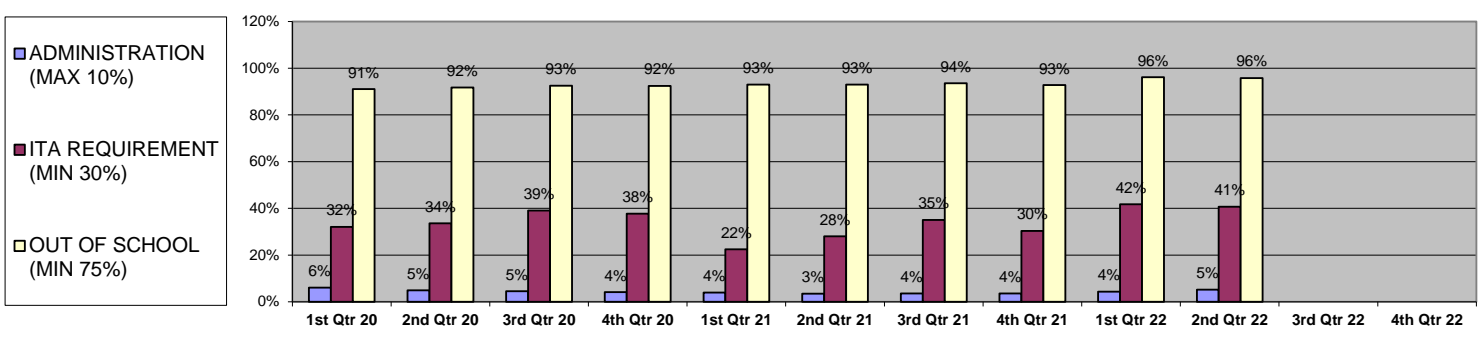
REMAINING AVAILABLE FUNDS		747,064	371,032	251,985	717,901	635,904	2,665,878			
% OF FUNDS EXPENDED BY GRANT THROUGH 12/31/21		45.8%	46.9%	44.0%	47.1%	84.3%	23.1%			

MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* Source - DEO Monthly Management Reports
 ** Source - HWOL Monthly Job Demand Reports

ANNUAL SPENDING CAPS BY QUARTER



PROGRAM SPENDING:											
ADMINISTRATION (MAX 10%)	156,767	281,964	418,590	552,984	141,733	265,662	391,282	541,892	151,800	313,374	
PROGRAM ACTIVITIES	2,427,239	5,435,230	8,733,631	12,881,996	3,406,579	7,349,980	10,565,082	14,532,965	3,373,255	5,690,997	
CUSTOMER SPENDING:											
STATE ITA COSTS (MIN 30%)	169,810	379,150	573,734	723,452	110,878	217,060	420,757	699,459	156,560	267,019	
OTHER PROGRAM COSTS	359,950	748,012	893,311	1,195,962	382,653	556,526	780,536	1,609,109	218,239	389,341	
YOUTH SPENDING:											
IN-SCHOOL	24,911	55,186	54,328	69,794	16,784	13,071	29,987	46,927	6,131	12,987	
OUT-OF-SCHOOL (MIN 75%)	252,848	612,562	673,673	850,816	221,929	172,829	439,803	603,788	153,264	296,093	



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2021 - 12/31/2021)

Unrestricted Balances: Cash on Hand \$221,259 Certificates of Deposit \$75,981 Total \$297,240

	Healthcare Ambassador Program		AARP BTW 50+ Program		Juniors to Jobs Program		Ticket to Work & TFF Programs		Foundation Grants & Other Fee for Service Activities		TOTALS	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
Revenue												
Grant Awards	\$ 40,006	100.0	\$ 10,000	100.0	\$ -	-	\$ -	0.0	\$ 5,322	99.5	\$ 55,328	94.5
Contract Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Sponsorship Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Donated Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	0.0	-	-	3,171	100.0	-	0.0	3,171	5.4
Website Licenses	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	-	-	0.0	28	0.5	28	0.0
Total Revenue	\$ 40,006	100.0	\$ 10,000	100.0	\$ -	-	\$ 3,171	100.0	\$ 5,350	100.0	\$ 58,527	100.0
Expenses												
Personnel	\$ 31,641	79.1	\$ -	0.0	\$ -	-	\$ 25	0.8	\$ 11,111	207.7	\$ 42,777	73.1
Travel / Training	350	0.9	-	0.0	-	-	-	0.0	-	0.0	350	0.6
Outreach	250	0.6	-	0.0	-	-	-	0.0	4,020	75.1	4,270	7.3
Software	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Supplies	-	0.0	802	8.0	-	-	-	0.0	650	12.1	1,452	2.5
Equipment	-	0.0	-	0.0	-	-	-	0.0	255	4.8	255	0.4
Professional Services	-	0.0	892	8.9	-	-	4	0.1	865	16.2	1,761	3.0
Customer Training	-	0.0	2,132	21.3	-	-	-	0.0	-	0.0	2,132	3.6
Customer Support	3,210	8.0	1,386	13.9	250	-	-	0.0	7,550	141.1	12,396	21.2
Indirect Costs	4,555	11.4	670	6.7	32	-	4	0.1	3,142	58.7	8,403	14.4
Total Expenses	\$ 40,006	100.0	\$ 5,882	58.8	\$ 282	-	\$ 33	1.0	\$ 27,593	515.8	\$ 73,796	126.1
Net Profit (Loss)	\$ -	0.0	\$ 4,118	41.2	\$ (282)	-	\$ 3,138	99.0	\$ (22,243)	-415.8	\$ (15,269)	-26.1



Quarterly Multimedia Outreach (October – December 2021)

**Non-Paid
CSB-led
Social Media
Marketing
& CSB-led
Direct
(Email)
Marketing**

Facebook, Twitter, LinkedIn, Instagram, Constant Contact: *a daily collaborative effort to spotlight and/or share CSB’s workforce, economic, education, business and community partners’ news as well as educating and informing CSB’s businesses, jobseekers and industry partners about programs and services offered.*

Please follow us!

<https://www.linkedin.com/company/careersourcebrevard/>

<https://www.facebook.com/careersourcebrevard>

<https://twitter.com/csbrevard>

<https://www.youtube.com/user/careersourcebrevard>

https://www.instagram.com/careersource_brevard/

- **CSB shares partner news:** *These community and workforce industry partners offer relevant and valuable news to share with CSB’s audiences. Brevard County, Brevard Adult Education, Brevard Public Schools & CTE program, U.S. Department of Labor, Florida DEO, EDC, Palm Bay Chamber, United Way of Brevard, CareerSource Florida, AARP Foundation, BAC (Brevard Achievement), Space Coast TPO, Eckerd Connects and more.*
- **CSB shares its events, programs & services to multiple audiences:** *Daily hot jobs social and radio promos, social media content and weekly-at-a-glance e-news to jobseekers and referring partners promoting key in-center and virtual workforce services, resources, announcements, events, and success stories. Daily social media content and monthly-at-a-glance e-news to businesses and referring partners promoting workforce news, events, resources, and business services. Quarterly program messaging for Construction training grant, Military Family Employment Advocacy, Brevard Recovery Works, Soft Skills, RISE, Apprenticeship training, SkillUp Brevard (Metrix Learning, AARP Back to Work 50+, Veterans, and Young Adult programs. Ongoing promotions supporting key sector (Aerospace/Advanced Manufacturing, Information Technology, Healthcare and Construction) initiatives that include talent building, training, hiring, retention and more.*

**Earned
Multi—
Media
Coverage
through**

Local, Regional and State Multi-Media Relations: *An ongoing collaborative effort communicating relevant workforce news to be recognized as Brevard’s key resource for workforce development issues and trends.*

- **Florida Today** --- requests workforce information and quotes from staff on articles related to Brevard’s economy.

Press & Partner Relations

- Lloyd Gregg CSB Board chair
<https://www.floridatoday.com/story/money/business/2021/11/10/selig-named-board-florida-realtors/6366904001/>
- CSB Executive board news <https://www.keiseruniversity.edu/keiser-university-melbourne-campus-president-elected-to-careersource-brevard-executive-committee/>
- United Way healthcare signup support at CSB
https://www.hometownnewsbrevard.com/news/united-way-offers-help-for-marketplace-signups/article_905c62d6-424a-11ec-af5a-a352040da6de.html
- **Brevard Business News**
 - Lloyd Gregg CSB Board Chair
 - Paychecks for Patriots Veterans Job Fair
- **EverythingBrevard.com:** Paychecks for Patriots Veterans Job Fair on live event calendar
- **The Beach radio:** Daily run of CSB hot jobs
- **CareerSource Florida** shared CSB’s jobseeker and employer success stories in the CSF Annual Report and boards meetings
- **Florida Workforce Development Association (FWDA)** included an overview of CSB in their membership brochure
- **The DEO** shared six CSB success stories between employers and their new hires, with their stakeholders
- **Social media coverage:** *These partners & organizations have tagged CSB and/or shared CSB news to their networks:* CareerSource Florida, DEO, Titusville Chamber, Palm Bay Chamber, Darrel Stern: Embraer, Housing Authority of Brevard County, RGNNext, Perrone Properties, Talk of Titusville, Board Member: Brian Jaskiewicz, SMTC Corporation, Hometown News Brevard, Sustainable Workplace Alliance, Reentry Center of Brevard, Aging Matters in Brevard, Brevard Veterans Resource Network, Satcom Direct, Percepta Melbourne, Health First, Alluvionic, AAR, RoofClaim.com, Superior Skilled Trades, Hydro, Maxar Technologies, H&R Block, SBDC at EFSC, Susan Biszewski-Eber, M.A, Community Credit Union of Florida, 8-Koi, Rohit Ghosh/SpaceX, Protecting Vets, FAVOB, Custom Aerospace, Progressive Cleaning, Space Coast TPO, Leonardo DRS, Eau Gallie High School, USF Health Nursing, and more.



Quarterly Multimedia Outreach (October – December 2021)

<p>Community Partner Outreach Events/ Programs</p>	<p><u>Additional outreach efforts not detailed in this report or the committee goals matrix:</u> <i>Ongoing collaboration to share CSB’s Partner/Employer/Job seeker news and events: strengthening community partner customer referrals to CSB.</i></p> <ul style="list-style-type: none"> • Marci Murphy and Lloyd Gregg partner with Cocoa Beach Chamber President, Jimmy Lane. • Marci Murphy speaking to the Space Coast Women in Defense about the use of LinkedIn in talent recruitment
<p>Paid Multimedia Promotions/ Tactics</p>	<p><u>Brand awareness to all CSB audiences:</u> <i>Ongoing effort to communicate timely and relevant workforce programs and services to targeted audiences and be recognized as Brevard’s key resource for workforce development issues and trends.</i></p> <ul style="list-style-type: none"> • Brevard Business News: Healthcare sector strategy business consortium event ad series, Business Services ad • Facebook: Ad promoting Construction grant program
<p>Website</p>	<p><u>Content development and enhancements:</u> Ongoing updates: increase SEO through industry-relevant posts, fresh content (pages updates), refinements to highest performing keywords and messaging based upon analytics</p> <ul style="list-style-type: none"> • Monthly news posts: https://careersourcebrevard.com/news • Construction training grant webpage https://careersourcebrevard.com/career-services/education-and-training/careers-in-construction • Updates to building your resume page https://careersourcebrevard.com/career-services/pathway-to-finding-a-job/building-your-resume • Addition of upcoming information sessions to NextGen page https://careersourcebrevard.com/career-services/for-young-adults • New staff https://careersourcebrevard.com/who-we-are/operation-and-leadership/board-staff • Homepage edits – new images and links https://careersourcebrevard.com/ <p><u>Web Analytics:</u> <i>from the previous quarter.</i></p> <ul style="list-style-type: none"> • 24,162 unique visitors to CareerSource Brevard website <p>Top viewed pages: Hot Jobs, SSI Calculator (Ticket to Work), and Career Services landing page</p>

CareerSource Brevard (CSB)
Executive Committee Meeting
February 3, 2022

MINUTES

Members in Attendance: Lloyd Gregg (Chair), Mary Jane Brecklin (virtually), Nancy Heller (virtually), Mike Menyhart (virtually), and Susie Glasgow.

Members Absent: Colleen Browne

Staff in Attendance: Jana Bauer, Marci Murphy, Holly Paschal, Jeff Witt.

Guests: None

Lloyd Gregg called the meeting to order at 4:11pm.

Roll Call: Holly Paschal

Public Comments: There was no public comment.

Presentations:

Jana Bauer gave a presentation on New Grant and Funding Opportunities.

Jana Bauer explained Salesforce Academy in greater detail to the committee. Jana Bauer also explained the need to increase the skills of the AARP customers to become more competitive in the labor market. Nancy Heller explained the need of increased computer skills for the AARP population to be successful in the workforce.

Action Items:

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for November 1, 2021, made by Susan Glasgow and seconded by Mike Menyhart. Motion passed unanimously.

The committee discussed various strategies for market analysis for CSB board staff and president's salary. Motion to approve the CSB President's Contract made by Mary Jane Brecklin and seconded by Susan Glasgow. Motion passed unanimously.

Discussion/Information Items:

Presidents Report

Ms. Murphy reported on the Audit update, Labor Market, and Lead Brevard sponsorship. Marci Murphy gave the committee a hardcopy of the Talent Playbook, Strategies for Workforce System Staff Retention, and Sansdem Solutions and informed the committee that these three documents will be shared via email after this meeting. She also reported "Good News in Brevard" with Florida experiencing 20 consecutive months of job growth and 14 consecutive months of labor force increases while the state's unemployment rate continues to decrease. Ms. Murphy reminded everyone that CSB will be focusing on short-term and long-term strategies to help with labor shortages. Ms. Murphy reported that EMSI Burning Glass', Dr. Chris Laney will

be giving a presentation at our next board meeting, and she discussed how EMSI Burning Glass' Skills Gap Analysis product is a new way to view job seeker skillsets.

Lastly,

Grow the Resources of the Board

A matrix was shared showing grant opportunities, unrestricted revenue projects and partnerships that CSB is pursuing to help grow the resources of the Board.

Adjournment:

The meeting adjourned at 5:21pm.

Submitted by,

Reviewed by,

(Signature on file)

(Signature on file)

Holly Paschal 2/9/2022
Date

Lloyd Gregg 2/9/2022
Date

CareerSource Brevard (CSB)
Finance Committee Meeting
February 8, 2022

MINUTES

The meeting was held in person and virtually during the COVID-19 pandemic.

Members in Attendance: Colleen Browne (Chair) (virtually), Wayne Olson (virtually), Amar Patel, and William Chivers (virtually).

Members Absent: Daryl Bishop.

Staff in Attendance: Marci Murphy, Richard Meagher, Lynn Hudson, Holly Paschal, and Jeff Witt.

Guests: None

Colleen Browne called the meeting to order at 11:05am.

Roll Call: Holly Paschal

Public Comments: There was no public comment.

Marci Murphy introduced a new board staff member, Accountant Lynn Hudson. Lynn Hudson's training plan was shared with the committee.

Action Items:

Approval of Finance Committee Minutes

Motion to approve the Finance Committee minutes for November 1, 2021, made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

Audit

Richard Meagher brought a copy of the Grau draft audit for review and the final should be given to us later today. Motion to approve the Program Year 2020/2021 Audit Summary made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

Discussion/Information Items:

Auditing/Monitoring Activity Report

Richard Meager gave an overview of the Auditing and Monitoring Report and explained that there were no findings.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on December 31, 2021. Richard Meagher reviewed the dashboard indicators. William Chivers asked about the Fiscal Dashboard Indicators graph which is highlighted in yellow and pink. Richard Meagher explained that due to COVID, the statistics on the Number of Job Placements and Number of Job Seekers have been very low. Marci Murphy explained these indicators in greater detail to the committee and

explained that we are at the lowest unemployment rate in quite a long time. She explained that employers will need to look at various factors, technical, training and moving current employees up the ladder. Marci Murphy informed the committee that more will be shared during the Board of Directors Meeting.

Vendor Payment Report

Staff reviewed the Vendor Payment report from July 1, 2021, through December 31, 2021.

Adjournment:

The meeting adjourned at 11:27am

Submitted by,

Reviewed by,

(signature on file)
Holly Paschal

2/08/2022
Date

(signature on file)
Colleen Browne

2/08/2022
Date

CareerSource Brevard
Industry Workforce Committee
October 12, 2021

Minutes

The meeting was held in person and virtually via Microsoft Teams.

Members in Attendance: Mike Menyhart (Chair), Kristen Bakke, Art Hoelke, Jennifer Kenny, Traci Klinkbeil, Frank Margiotta, Trudy McCarthy, Nancy Peltonen, Rachel Rutledge (Michele Thomas) and Terry Schrumpf

Members Absent: Rohit Ghosh, Kirsten Patchett and D. Travis Proctor

Staff in Attendance: Marci Murphy, Don Lusk, Thomas LaFlore, Denise Biondi, Amberstar Bush, Melissa Byers, Megan Cochran, Clinton Hatcher, Deidre McVay-Schulmeister, Deserine Morgan, Lori Robinson, Stephanie Seiser, Erma Shaver and Marina Stone

C2 Staff in Attendance: Chakib Chehadi, Caroline Joseph-Paul and Aaron Smith from the Career Center

Guests in Attendance:

None.

Call to Order:

Mike Menyhart (Chair) called the meeting to order at 8:30 am and roll call was taken.

Public Comment:

There was no public comment.

Presentation:

A presentation was given about developing for the future business and employee resources showing how CareerSource Brevard meets the needs of Brevard businesses. Nancy Peltonen and Kristin Bakke requested flyers for the SkillUp Brevard information. Nancy is also interested in her business membership's ability to access EMSI/Burning Glass data. Staff is to put together an email that allows her businesses to contact CSB for LMI reports, possibly share an example so she can show her businesses. Terry Schrumpf requested a formatted email with info regarding SkillUp Brevard stating that many of his contacts will not open email with attachments.

Action Items:Approval of Workforce Operations Committee Minutes of July 13, 2021

Motion to approve the Minutes from the July 13, 2021 meeting was made by Nancy Peltonen. Kristin Bakke seconded the motion. The motion passed unanimously.

Reports:

Marci Murphy shared information about in-house personnel changes. September was a busy month with the Florida Workforce Development Summit in Orlando where Marci presented with partners and showcased the Aerospace Technician Program. Also, CareerSource Florida released the "Get There Faster" grants, CSB submitted two proposals. Hurricane Irma and Hurricane Dorian grants officially ended September 30, 2021. Brevard's unemployment rate for August 2021 was 4.3%. Staff is seeing a lot of activity with sign on bonuses and increases in wages. Information obtained from EMSI/Burning Glass (labor market data analytics company) was shared covering three points; 1) Perfect doesn't exist, 2) Reskilling and upskilling and 3) Retention.

Discussion/Information Items:Committee Goal Status

Staff reviewed the matrix of the Industry Workforce Committee including the Goals, Objectives, Strategies, Actions, Timeframes and Status of each strategy.

Healthcare Sector Strategy Grant Update

A presentation was shared of the Healthcare Sector Strategy Updates. Five out of eight goals were met, activities and results through September 30, 2021 were shared along with job seeker outreach and results from the Brevard Healthcare Workforce Consortium Update held on April 14, 2021. Terry Schrupf requested to follow up with us to provide feedback on candidate engagement.

Rachel Rutledge joined the meeting.

Community Development Block Grant Disaster Recovery Presentation (CDBGDR)

A presentation of the CDBGDR grant overview including the purpose of the grant, identifying workforce needs in the Construction industry, participant eligibility and participant goals, the grant action plan and milestones were provided.

Rapid Response Program Brief

The Workforce Innovation and Opportunity Act (WIOA) [Section 133(a)(2) and 134(a)(2)(A)] requires states to establish and maintain a state-level Rapid Response program. The Rapid Response Program promotes economic recovery and vitality by developing ongoing, comprehensive approaches to identifying, planning for, or

responding to layoffs and dislocations, and preventing or minimizing their impacts on workers, businesses, and communities. Layoff aversion activities and services are a central tenant of Rapid Response. An overview of the position and position duties were shared.

Business Services Quarterly Review Presentation

A presentation was shared that highlighted CSB Recruiting Events, Job Fairs, Workshops, Presentation and Panels along with a Fact Sheet for July 1, 2021 through September 30, 2021.

Multimedia Outreach Presentation and Matrix

The Outreach Department shared a presentation and a matrix of social media, direct email marketing and paid advertising and other activities from the fourth quarter.

Adjourn:

There being no further discussion or business, Mike Menyhart adjourned the meeting at 9:55 am.

Respectfully submitted,

Reviewed by,

{signature on file} 11/03/21
Marina Stone Date

{signature on file} 11/03/21
Mike Menyhart, Chair Date

CareerSource Brevard

Career Center Committee

October 26, 2021

Minutes

The meeting was held in person and virtually using Microsoft Teams.

Members in Attendance:

Robert Gramolini, Acting Chair, Shawn Beal, Marcia Gaedcke, Nancy Heller, Leslie Jones, Theodore Pobst and Pamela Reed

Members Absent: Lorri Benjamin, Lynn Brockwell-Carey, Brian Jaskiewicz, Laura Koursaris and Travis Mack

Staff in Attendance:

Marci Murphy, Jana Bauer, Denise Biondi, Amberstar Bush, Lisa Fitz-Coy, Thomas LaFlore, Don Lusk, Deidre McVay-Schulmeister, Erma Shaver and Marina Stone

C2 Staff in Attendance:

Chakib Chehadi, Ahmanee Collins-Bandoo, Linda Hadley, Marveta Gordon, Jessica Mitchell, Caroline Joseph-Paul, Bob Knippel, Angie Londono, Michele McAlpin, Sally Patterson and Kristine Wolff of CareerSource Brevard (CSB)

Guests in Attendance:

Suzann Kenis and Lisa Wise from Division of Blind Services

Call to Order:

Robert Gramolini, Acting Chair called the meeting to order at 8:30 am at CareerSource Brevard (CSB). Introductions were made.

Public Comment:

There was no public comment.

Spotlight Presentation:

AARP Microsoft Digital Literacy Training

Staff demonstrated the Microsoft Digital Literacy Training Seminars. These seminars provide instruction for Back to Work 50+ program CORE Workshop graduates on the use of Microsoft Word, PowerPoint, Excel and Outlook. Instruction is being provided by Brevard Adult Education. There have been 3 classes and 34 completers to date.

Action Items:

Approval of Career Center Committee Minutes of July 27, 2021

Motion to approve the Minutes from the July 27, 2021 meeting was made by Pamela Reed. Nancy Heller seconded the motion. The motion passed unanimously.

Guidelines for Formula Funding Usage for PY 21-22

The guidelines for formula funding usage are reviewed every year to ensure that CSB is focusing on programs that are most effective for businesses and job seekers. Staff recommended 50% Work-based Training (OJT)s, Work Experience, Employed Worker) and 50% Individual Training Accounts (ITA's) for the Training Mix PY 2021-22: Staff also recommended the Job Seeker Customer Mix for 2021-22 of 50% on unemployed workers, 25% on the underemployed and 25 % on employed worker training. Due to the fact that the unemployment rate is low, Lloyd Gregg requested that staff monitor the Job Seeker Customer mix, with a specific focus on the percentage of unemployed workers served, as 50% might be too high. A discussion ensued and it was agreed that staff will monitor and bring any recommended adjustments to the committee if necessary. Motion to approve staff recommendation guidelines for PY 2021-22 and to move this item to the CSB Board of Director's consent agenda was made by Nancy Heller. Shawn Beal seconded the motion. The motion passed unanimously.

Reports:

Marci Murphy shared information about in-house personnel changes. September was a busy month with the Florida Workforce Development Summit in Orlando where Marci presented with partners and showcased the Aerospace Technician Program. Also, CareerSource Florida released the "Get There Faster" grants, CSB submitted two proposals. Hurricane Irma and Hurricane Dorian grants officially ended September 30, 2021. Brevard's unemployment rate for August 2021 was 4.3%. Staff is seeing a lot of activity with sign on bonuses and increases in wages. Information obtained from EMSI/Burning Glass (labor market data analytics company) was shared covering three points; 1) Perfect doesn't exist, 2) Reskilling and upskilling and 3) Retention.

Discussion/Information Items:

Q1 Career Center Efforts Presentation

During the first quarter of PY21-22, C2 GPS has modified the delivery of services to focus on educating the community about CSB and began to host on-site recruiting events. Customer engagement and feedback was also presented. A snapshot of the various activities, new initiatives that have occurred, customer engagement and feedback results were shared.

PY 21-22 Career Center Standards Results

The Career Center Standards is a review instrument adopted by the Board to assess our One-Stop operator for compliance of WIOA established criteria. The overall rating for PY 21-22 was 99.3%, which shows a strong commitment to provide all-inclusive and consistent services to all three centers.

Q1 Business Engagement Presentation

A presentation was shared that showed CSB Recruiting Events, Job Fairs, Workshops, Presentation and Panels for the fourth quarter along with a Fact Sheet for July 1, 2021 through September 30, 2021.

Q1 Multimedia Outreach Report

The Outreach Department highlighted quarterly activities from July 2021 through September 2021. Metrics for the CSB website and social media platforms were shared.

Q1 Performance Reporting and Analysis

A visual presentation of data was shared about performance measures.

First Quarter Contractor Performance PY21-22

The CSB/C2 GPS contract is cost reimbursement for direct program costs, however; profit is withheld from the Contractor until measurable performance outcomes are achieved. The Contractor met the performance criteria for 17 of the 21 of the minimum measures and exceeded 14 of the 21 accelerated measures.

Primary Indicators of Performance

Common Measures were established under WIA and are still required by the Workforce Innovation and Opportunity Act (WIOA). Data was shared showing past performance and actual performance, along with PY20-21 goals. All performance goals were met or exceeded for the 4th quarter.

Continuous Improvement Performance Initiative

The Continuous Improvement Performance Initiative (CIPI) Measures used for awarding performance incentive monies to regional workforce boards. The initiative includes three key metrics with additional credit for serving individuals with barriers to employment and for providing staff-assisted, high-value services to business establishments. The committee reviewed the data for PY 20-21 and to date CSB has received \$79,264 incentive dollars allocated to PY 20-21 performance.

Committee Goal Status

Staff reviewed the matrix of the Career Center Committee including the Goal, Objectives, Strategies, Actions, Timeframes and Status of each strategy.

Adjourn:

There being no further discussion or business, Robert Gramolini, Acting Chair adjourned the meeting at 10:01 am.

Respectfully submitted,

Reviewed by,

{signature on file}
Marina Stone

12/02/21
Date

{signature on file}
Robert Gramolini, Acting Chair

12/02/21
Date

A collection of decorative geometric shapes in shades of green, blue, and orange, arranged in a pattern on the left side of the slide.

Career Center Efforts

Career Center Committee

January 25, 2022

Caroline Joseph-Paul, Managing Director

Q2 Continuous Improvement, Focus, & Accomplishments

- Oriented new customers to CSB services & delivered services needed to help customers get connected to workforce services including training & employment opportunities.
- Hosted on-site recruiting events for seasonal & other job opportunities.
- Rebuild Grant – Hurricane Irma Construction Trades training grant officially began in terms of enrolling participants for construction training.
- Staff delivered 23,925 services to 2,081 unique customers.
- Across all programs, a total of 564 entered employment reported this quarter including 70 veterans/average wage \$14.73.

Q2 Enrollment Data

NextGen (Young Adult) Program:

- 68 carryover cases
- 16 enrollments this quarter
- Total of 104 YTD served

COVID Disaster Worker Grant (Focus is filling COVID recovery jobs):

- 11 people started jobs under the COVID grant this quarter
- 33 enrollments this program year



Q2 Enrollment Data

WIOA Adult & Dislocated Worker:

- 5 DWs and 18 Adults were enrolled.
- Total of 50 WIOA Adults and 11 Dislocated Workers enrolled YTD
- Training Scholarships:
 - 14 Adults began occupational training during the quarter and 3 OJTs started
 - 5 dislocated workers started training during the quarter.
- YTD: 8 DW trainings started (6 classroom and 2 OJT) and 50 adults have started training (9 OJTs and 41 classroom training)



Q2 Employment Data

Programmatic highlights/secured employment:

- **17 WIOA Adults**
 - Average wage \$18.46
 - Wages range from \$13.00/Logistics Specialist to \$30.00/Truck Driver
- **8 WIOA Dislocated Workers**
 - Average wage \$23.71
 - Wages ranged from \$10.00/Driver to \$41.00/Senior Production Designer)



Q2 Employment Data

Programmatic highlights/secured employment (cont.):

- **23 WIOA NextGen Young Adults achieved successful outcomes**
 - 21 entering employment
 - Average wage \$13.88 (Wages ranged from \$9.00/Delivery Driver to \$22.00/Welder Commercial Technician)
- **33 Welfare Transition** participants/average wage \$12.62
- **12 COVID Disaster Worker Grant** cases closed with employment at \$20 an hour when their positions were picked up by the county. Another 8 were closed w/other employment/overall average wage at placement \$18.19



Q2 Community Partnerships

Partnered with:

- **United Way of Brevard** to offer on-site Money Management & Health Care Market Place services at the career center.
- **Adult Education** to deliver pre-employment workshops to their students. These sessions were held via Zoom to approximated 120 students throughout the county.
- **Sustainable Workplace Alliance (SWA)** to deliver CSB Orientation to services for students attending their Operation Career Launch 2021 training program. Orientation was held at the Rockledge career center.



Q2 Customer Served Summary

Region						
Date	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Unique Customers	794	1,109	1,142	876	627	578
Total Visits	1,473	1,746	2,063	1,422	987	907
Total Services	17,003	17,842	17,281	14,697	11,377	10,027
Staff Assisted	9,784	10,859	11,106	9,442	7,533	6,950
Self Service	7,219	6,983	6,175	5,255	3,844	3,077

Summary/Comparison:

- **Unique customers served**
 - Year 2021 – 2,081
 - Year 2020 – 1,217
 - Year 2019 - 978
- **Total visits to centers**
 - Year 2021 – 3,316
 - Year 2020 – 1,781
 - Year 2019 – 1,896
- **Total services received**
 - Year 2021 - 36,101
 - Year 2020 – 39,722
 - Year 2019 – 15,558



Job Seeker Workshops

Total of 756 customers served:

- October 2021
 - 352 attended
 - 43 sessions
- November 2021
 - 184 attended
 - 27 sessions
- December 2021
 - 220 attended
 - 22 sessions



Job Seeker Workshops

Select Workshops topics:

- Evaluating & Negotiating Job offer
- Leadership & Mentoring
- Communication & Conflict management
- Preparing for Interview
- Resume Writing
- Networking/LinkedIn
- Work from Home
- Mastering virtual Interviews
- Top 10 Soft Skills
- Negotiating a Job Offer



Customer Satisfaction Survey

Top 5 ways our customers heard about CSB:

1. Walk-ins
2. DEO/Reemployment
3. CSB's website
4. Family/Friend
5. CSB Staff

Top 5 services respondents received from CSB:

1. Job Search Assistance
2. Applying got Reemployment/Filing weekly claims
3. Appointment w/CSB staff
4. Job Readiness (Orientations, Workshops etc.)
5. Resources for Job Search



Customer Satisfaction Survey

Overall feedback based in % that strongly or moderately agreed with the statements below:

- 96.85% agreed that CSB staff was ***courteous*** and made them ***feel welcome***.
- 96.18% agreed that staff ***responded to their needs in a timely manner***.
- 95.96% agreed that their needs and the ***information/assistance they received*** from CSB was ***helpful***.
- 96.40% agreed that they ***would recommend*** CSB services to others.
- 96.40% agreed that their ***overall experience*** with CSB had been ***satisfactory***.



Community Partner Engagement/Collaboration

Developed partnership with United Way of Brevard to offer the following services:

- **Money Management & Budgeting Workshop** – group workshops to help customers take control of their finances; create spending plan, prioritize their spending; manage debt/get out of debt; identity theft prevention/recovery plan; and retirement planning (at all 3 centers)
- **Affordable Care Act (ACA) Navigator** – provides free one-on-one assistance to help customer select health insurance & complete their applications (Rockledge & Palm Bay centers)
- To date, 18 customers received ACA services and 6 attended Money Management workshop.



Veterans Program Highlights

Year to Date

- Total Veterans Served = 177
- Total Veterans Served in Case Management = 104
- Total Case Managed Veterans Placed in Jobs = 52 (50% employment rate for case managed Veterans)
- DVOP Outreach Activities = 22
- LVER Employer Outreach = 845
- Job Orders Entered by LVER = 163
- # of Job Fairs/Recruiting Events organized by LVER team = 45



RISE – Re-entry to Employment Program

The RISE program offers:

- Skills assessments
- Resume assistance
- Self-marketing tips
- Interview prep & mock interviews
- Ways to discuss background with employers
- Steps to create career-growth
- ... and more



RISE – Re-entry to Employment Program

October to December 2021:

- Total RISE participants attended RISE workshop = 9
- Total RISE workshops held: 5
- Total RISE participants employed: 2

Year to Date:

- Total RISE Participants attending RISE workshop = 15
- Total RISE workshops held: 10
- Total RISE participants employed: 3



Our Virtual Footprint – SkillUp Brevard

- Free, online learning platform with over 6,000 courses in Microsoft Office, Google Apps and more!
- 120+ courses in Industry Skills Tracks to help the customer prepare for certifications in various in-demand fields.
- Courses available on the CSB website and always accessible!
- Available in Spanish!

Provelt Assessments:

- Integrated into SkillUp Brevard in February 2021
- Popular skills assessment test that allows job seekers and employers to gain a hands-on sense of how well the individual is familiar with a particular subject or skill (such as Microsoft Office, customer service, etc.)



Our Virtual Footprint – SkillUp Brevard

Current PY July – December 2021 :

- 403 licenses issued
- 1,267 courses completed

Cumulative Totals - May 2020 - December 2021:

- 1,540 licenses issued
- 3,539 courses completed
- 782 Provelt assessment completions



NextGen Outreach Efforts

The team continues to outreach to young adult job seekers through a number of ways, including:

- Scheduled sessions at Crosswinds.
- Ready for Life
- Brevard Housing Authority
- Representing NextGen at various live job fairs.
- EFM Messaging
- Adult Education students
- In-reach through co-workers
- Outreach to parents
- Spanish Speakers



Thank you!

Caroline Joseph-Paul, Managing Director



Healthcare Industry Snapshot

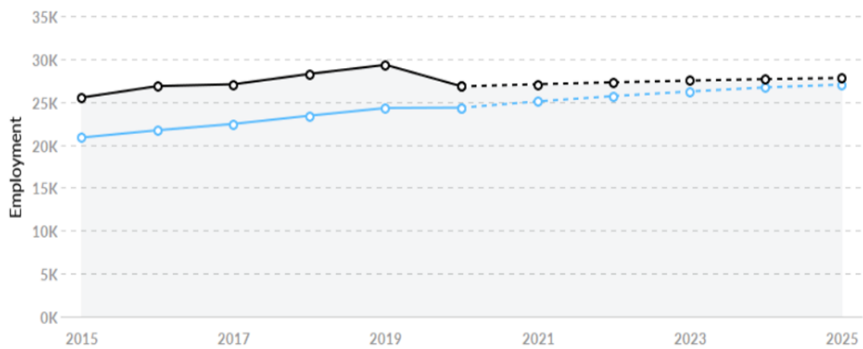
SUPPLY (Jobs)

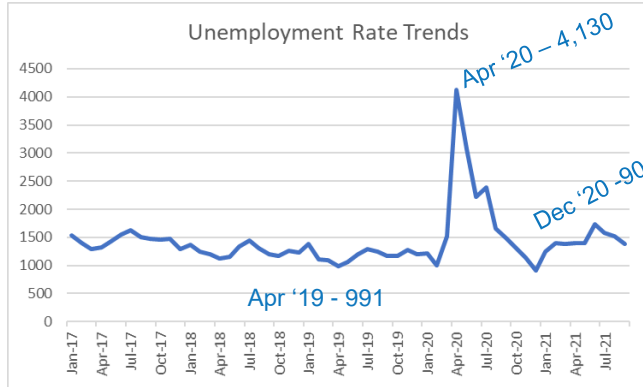
5% Past Growth (2015 - 2020)

4% Projected Growth (2020 - 2025)

◆ Brevard County, FL

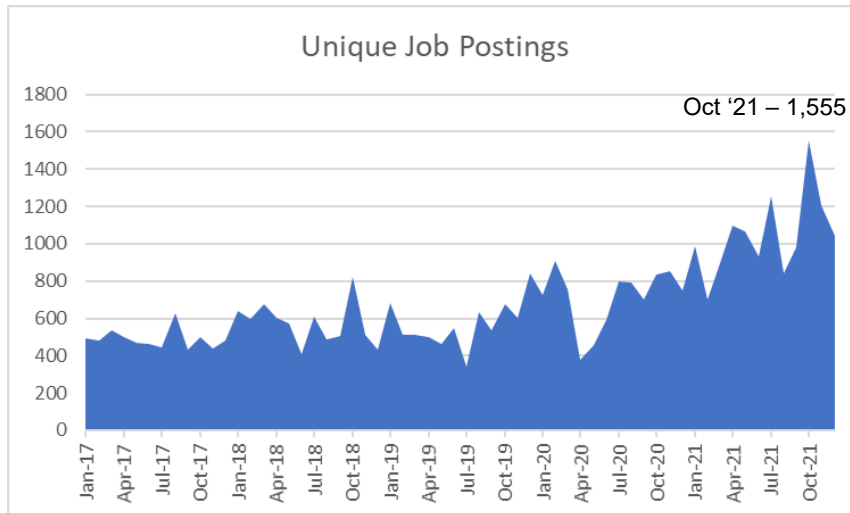
◇ National Average*





Sep '21 - 1,382

UNIQUE JOB POSTINGS



Jobs Posted in Last 30 Days

	Newly Posted	Number of Employers posting in 2021	Median Advertised Hourly Wage
Total	872	414	N/A
Ambulatory Healthcare Services	241	280	\$25.08
Hospitals	458	57	\$23.40
Nursing & Residential Care Facilities	173	77	\$14.15



Additional Data

Employ Florida data shows 851 jobseekers looking for positions in this industry.

592 Employers are registered in Employ Florida

There are currently 132 open job orders in the Employ Florida system.

Since July 1, 2021, CSB Staff have provided 808 Services to 138 Businesses in this industry



FUTURE IMPACTS

- Telemedicine and Virtual Services are very likely to become key players in the healthcare industry.
- EMSI reports show that about 28% of the jobs in 2020 were held by workers who are now nearing or past retirement age.





Healthcare Sector Strategy Update

Industry Workforce Committee
January 13, 2022



PY 2021-2022 Grant Goals & Results

Employee Development and Retention Based Goals:

- Increase Healthcare WIOA Funded Work Based Training by 200% to train a total of 8 healthcare employees.
- Issue a tuition match of up to \$500 to incentivize employer based up-front tuition assistance or employer-funded tuition deferrals for a minimum of 10 healthcare employees, not to exceed 2 per participating employer.
- ✓ • Facilitate 2 information sessions to include a resource tool kit connecting a minimum of 15 employers to each session on either employee development or resiliency and retention related resources. **40 employers served**



PY 2021-2022 Grant Goals & Results

Nursing Faculty Recruitment Goals:

- Develop a Nursing Faculty talent attraction tool kit.
- Achieve 2 Nursing Faculty/Teacher hires.



Eastern Florida
STATE COLLEGE



Nursing Faculty Talent Attraction Tool Kit



Shape the future of healthcare in Brevard one student at a time
Consider a Career as a Nurse Educator

Learn More About Teaching:

Brevard Public Schools
Rachel Rutledge, Director CTE
Rutledge.Rachel@Brevardschools.org

Eastern Florida State College
Loretta Beorlegui, MSN/ED, RN,
NEA-BC, CCRN-K, Dean of Nursing
beorleguil@easternflorida.edu

University of Central Florida
Frances Iacobellis, PhD, RN
Site Coordinator UCF Cocoa
frances.iacobellis@ucf.edu

Why Teach? Nursing Faculty Enjoy:

- Making a difference in healthcare through teaching
- Sharing knowledge and experience with future nurses
- Physical requirements of the job are not as demanding
- The ability to work a school schedule, (no more nights, weekends, and take summers off, if you choose!)
- Pension benefits are available through the Florida Retirement System by working for public institutions
- Earnings are based on 165 days of teaching



Healthcare Employee Development Resources Showcase



**Brevard
Healthcare
Workforce
Consortium**
TAKING GROUPS TO HEALTHCARE

**Healthcare
Employee Development
RESOURCES SHOWCASE**

CareerSource Brevard presented grant funding resource information to support employee development:

- Scholarship resources for individual training
- New healthcare employee upfront tuition match opportunity
- Work-based training grant funding options
 - Incumbent Worker Training
 - On the Job Training
 - Work Experience



Healthcare Employee Development Resources Showcase



- Health First informed how they partner with education providers to train employee cohorts
- Florida Department of Education explained how apprenticeships work and these Florida apprenticeship sponsors provided an overview of their programs
 - TruMont sponsors Home Health Aide and Registered Nurse apprenticeship programs
 - TalentGro sponsors Certified Nursing Assistant apprenticeships



Communications & Marketing Highlights (July – December 2021)

Multimedia campaigns include video, earned media & partner relations, direct mail, and more

Rebuild Florida Construction Training Grant

Comprehensive campaign promoting monthly training opportunities. Website, paid social media, email marketing, flyers, and more.

Website <https://bit.ly/constructiontrainingbrevard>



Aero-Flex Manufacturing Training Grant

Updated campaign promoting Certified Manufacturing Associate training program. Website, social media, email marketing, flyer, and more.

Video <https://bit.ly/32Wv0Ls>



Communications & Marketing Highlights (July – December 2021)

Multimedia campaigns include video, earned media & partner relations, direct mail, and more

Job Fairs & Recruiting Events

Comprehensive campaigns promoting Veterans Job Fairs, Manufacturing Job Fair, and Home Healthcare Job Fair and numerous recruiting events. Website, targeted media outreach, social media, email marketing, flyers, and more.

Video <https://bit.ly/3FWx30H>



AARP Foundation Back to Work 50+ Program

Updated campaign promoting overview workshops and new Microsoft Digital Literacy Training sessions. Social media, email marketing, flyer, and more.

Email campaign <https://conta.cc/3hwCzfl>



Communications & Marketing Highlights (July – December 2021)

Multimedia campaigns include video, earned media & partner relations, direct mail, and more

Customer Success Stories

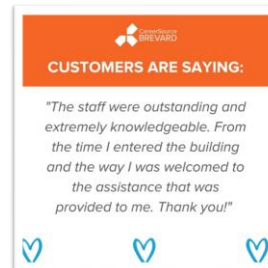
Testimonial videos and graphics posted to social media and shared with state & regional partners.

Deepali's Story (video) <https://youtu.be/DDFWPvYhFT4>

Employer Support Services and Sector Strategies

Raising awareness of hiring & training events and business summits with print advertisements, email marketing, and social media.

Brevard Business News (ad) <https://bit.ly/3338YHa>



Communications & Marketing Highlights (July – December 2021)

Earned Media – CareerSource Brevard in the News



Hometown News:

- United Way offers help for marketplace signups

Florida Today:

- Brevard job market continues to show comeback from pandemic, as unemployment drops to 4.3%
- Health First boosts minimum wage to \$15 an hour, effective Oct. 1
- Lloyd Gregg elected chair of CSB Board of directors

EverythingBrevard.com:

- Paychecks for Patriots Veterans Job Fair on web event calendar

Brevard Business News:

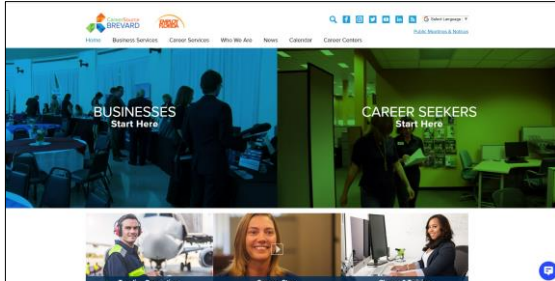
- CareerSource Brevard names new executive officers for its board of directors; Lloyd Gregg elected chair.
- Paychecks for Patriots Veterans Job Fair

98.5 The Beach Radio:

- Daily Hot Jobs

Impact by the Numbers (July – December 2021)

Metrics for CSB website and social media platforms



CareerSource Brevard Website:

60,120 unique visitors visited 83,343 times

- **Top viewed page:** Hot Jobs: 28,032 pageviews
- **Top sources of traffic:** Web search

CareerSource Brevard Social Media:

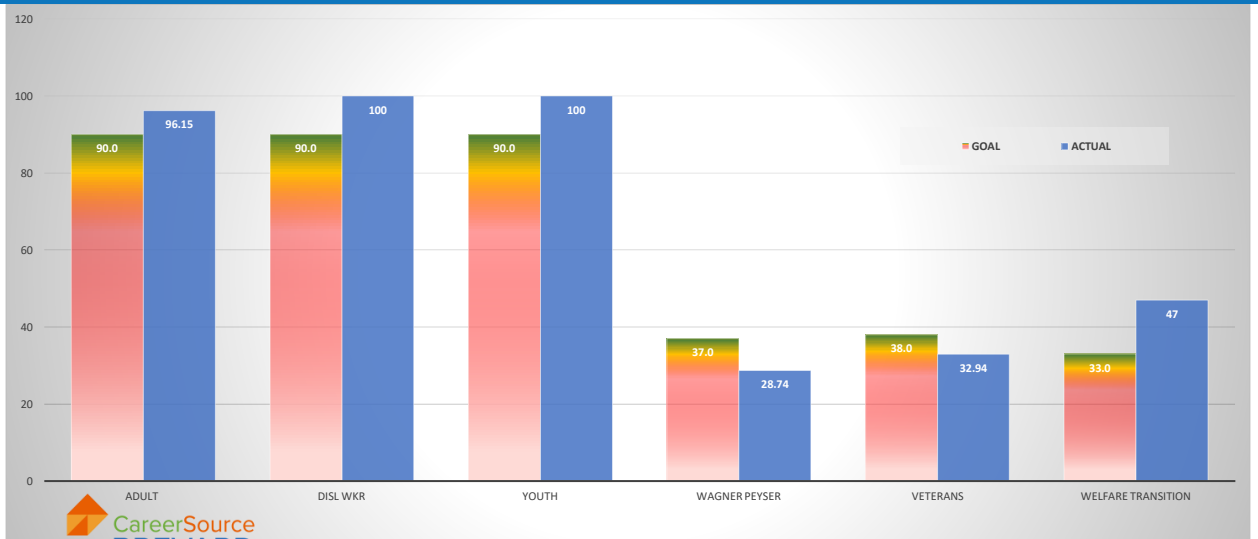
11,969 followers across Facebook, LinkedIn, Twitter & Instagram

- **300 new followers** since June

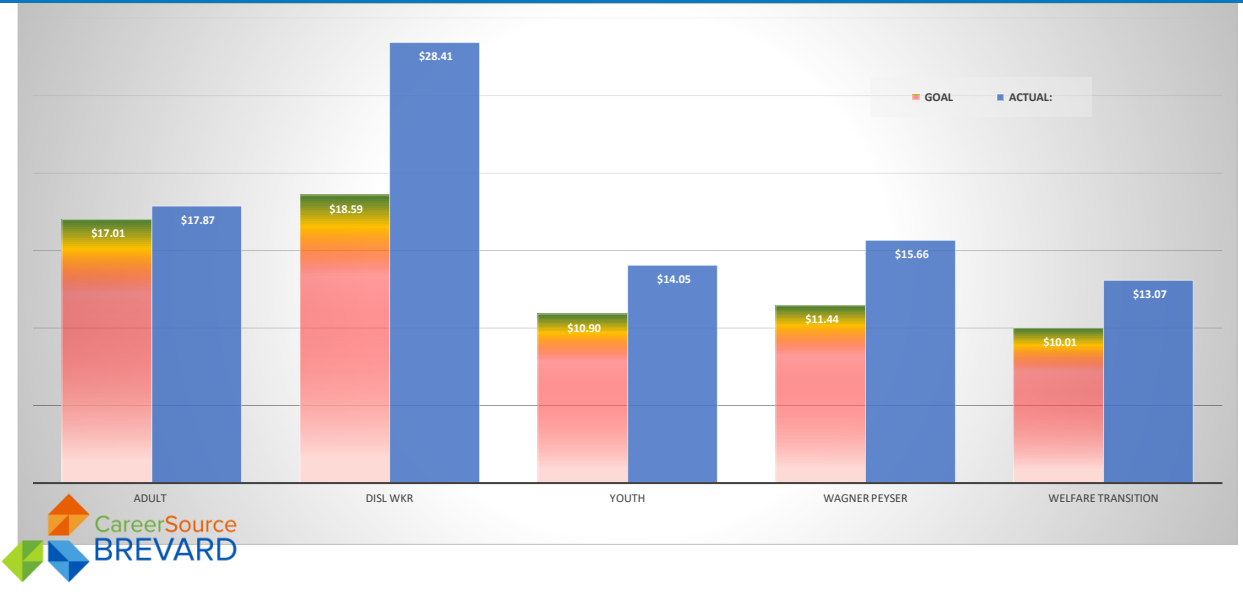
How is the Contractor Doing?



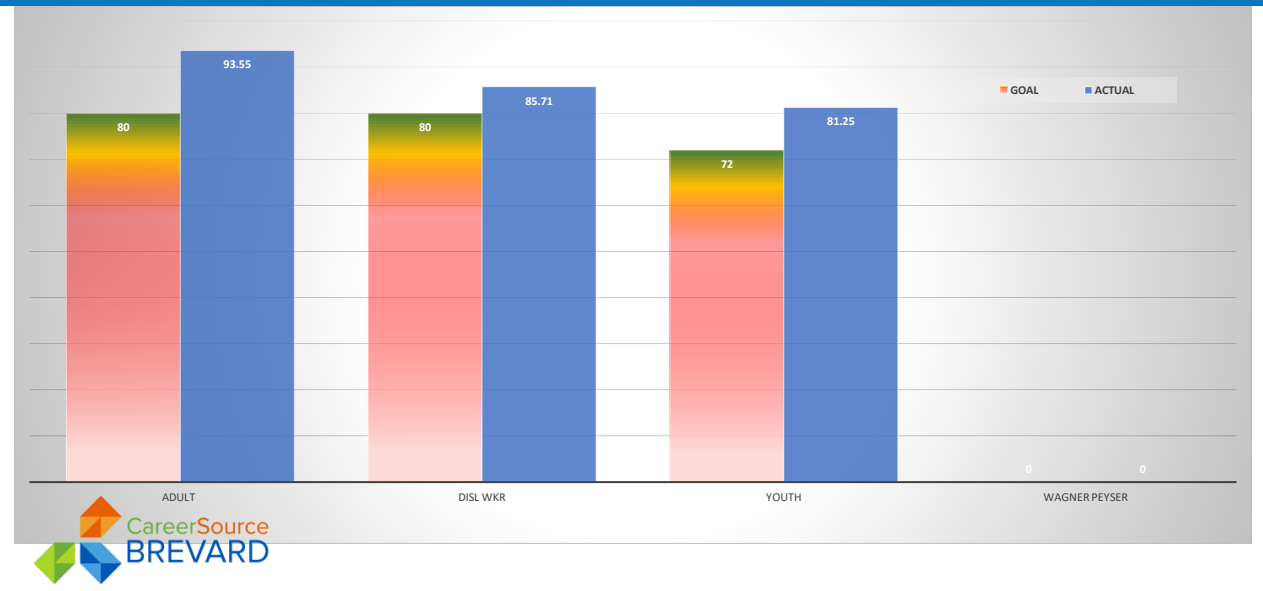
ENTERED EMPLOYMENT RATE Q2 (Measures 3,4,5,6,7,& 16)



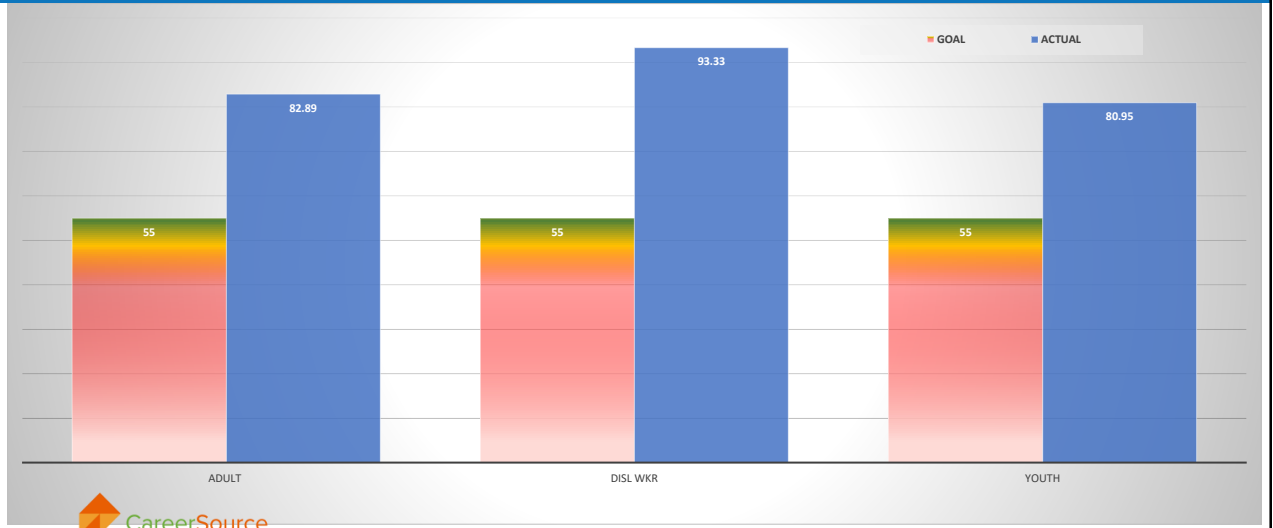
AVERAGE HOURLY WAGE RATE Q2 (Measures 8, 9, 10, 11 & 20)



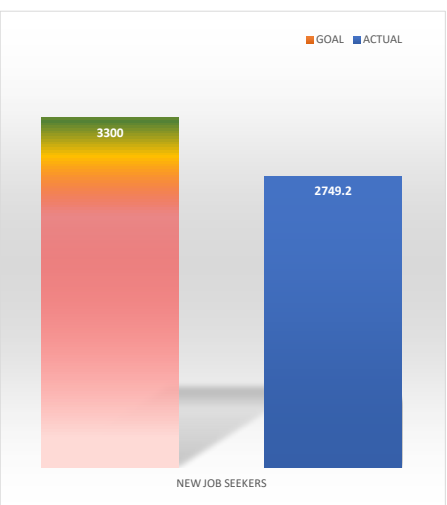
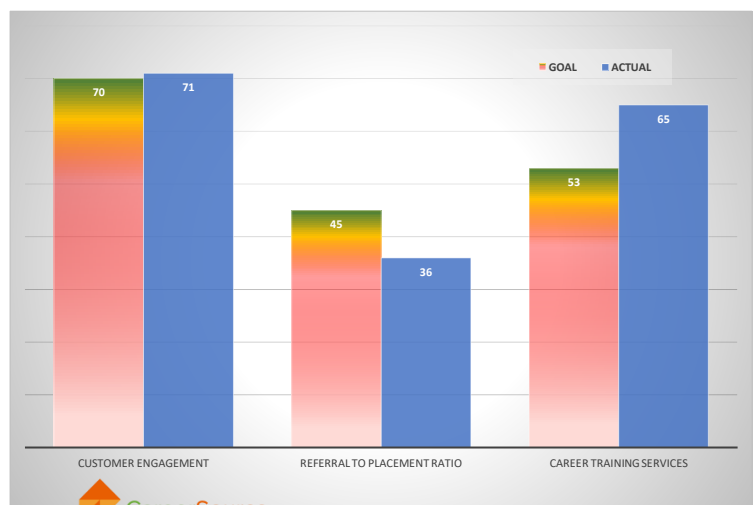
RETENTION RATE Q2 (Measures 12, 13, 14)



MEASURABLE SKILLS GAIN Q2 (Measures 17, 18, 19)



OTHER MEASURES Q2 (Measures 1, 2, 15 & 21)



Recruiting Events, Job Fairs & Workshops

Offering businesses and career seekers quality workforce services

Recruiting Events

35 Onsite & Offsite Events

- 21 unique employers included Staffing Agencies, Hospitality, Healthcare, Transportation, Security Companies, Construction, Manufacturing companies represented
- Appointments & Walk-Ins
- 209 Job Seekers attended, 55 Veterans
- Multiple and immediate job offers as result of recruiting efforts

Recruiting Events, Job Fairs & Workshops

Offering businesses and career seekers quality workforce services

Manufacturing Job Fair

- Hosted on October 7th
- Partnered with EDC for event
- 16 employers participated
- 48 job seekers attended; 5 veterans
- Positive feedback from both employers and career seekers

Recruiting Events, Job Fairs & Workshops

Offering businesses and career seekers quality workforce services

Paychecks for Patriots Job Fair

- Held on November 18th at Viera Regional Community Center
- Total of 40 employers in attendance
- Total of 97 career seekers; 46 were Veterans



Presentations & Panels

Offering businesses and career seekers quality workforce services

Employer Panels

- Held on October 28th
- Hosted on Microsoft Teams platform, open to all job seekers
- 5 local employers participated
- 37 attendees
- Topics included available job openings, effective job strategies amidst COVID-19, resume & interviewing best practices, social media/networking, professional branding



"Ask the Recruiters"
Virtual Q & A Panel Discussion
Thursday, October 28th 1:00 pm to 2:30 pm

FREE Virtual Career Workshop Series, presented by 

Presentations & Panels

Offering businesses and career seekers quality workforce services

Home Instead Employee Quarterly meetings

- Held at Wickham Park Community Center on December 3rd
- Approx. 60 Home Healthcare employees
- Presented Healthcare Training resources from CSB, such as scholarships for CNA's, and Skill Up Brevard online training



Presentations & Panels

Recognizing Brevard Businesses

Employer Appreciation Ceremony

- 2nd Annual BTW50+ Virtual Awards Ceremony
- Hosted on December 9th
- More than 30 employers recognized
- Collaborative partnerships and contributions for job seekers preparing for employment
- CSB staff also recognized



Business Learning Events

Educating Brevard Businesses

Business Learning Event

- Healthcare Employee Development Resources Showcase
- Hosted on November 10th
- 17 employers participated
- Hybrid event educating employers on Workforce Training grants & scholarship process and healthcare apprenticeships program information



Upcoming Events

- Palm Bay Job Fair (February 9th)
- Aerospace Consortium (March 3rd)

Fact Sheet

Business Services Provided July 1, 2021 - December 31, 2021





Show Me the Money New Grants and Funding Opportunities

Executive Committee

February 3, 2022

AARP MICROSOFT DIGITAL LITERACY PROGRAM

previously awarded grant

Funding Source: AARP Foundation

Award: \$10,000

Duration: July – December 2021

Target: Back to Work 50+ Participants

Grant Performance

	Goal	Actual
<i>Enrolled</i>	25	46
<i>Completed</i>	20	37
<i>Employment Post-Training</i>	10	10

Purpose: To enhance the current BTW50+ coaching experiences by improving access to an existing advanced digital skills training needed for local in-demand jobs.



AARP MICROSOFT DIGITAL LITERACY PROGRAM

previously awarded grant

Program Design

One-week cohort-style training seminar focusing on Microsoft Office, Excel, Powerpoint and Outlook

Partnership with Brevard Adult Education



WORKFORCE RECOVERY TRAINING PROGRAM

previously awarded grant

Funding Source: DEO/HUD/CDBG

Award: \$2,049,784

Duration: March 2020 – June 2023

Target: Low-to-Moderate Income Individuals

Grant Performance		
	Goal	Actual
<i>Participants to be Served</i>	90	6
<i>Employed at Exit</i>	55	N/A
<i>Participants to be low-to-moderate income</i>	Min. 51%	N/A

Purpose: To expand existing programs to provide training in construction trades including roofing, masonry, carpentry, concrete finishing, plumbing, HVAC, electrical, heavy equipment operations, carpet laying, glass/window installation, plastering and welding.



WORKFORCE RECOVERY TRAINING PROGRAM

previously awarded grant

Program Design

Three-week cohort-style heavy equipment operator training with employment readiness and career coaching

Partnership with United Rentals

First cohort was held in November/December with 6 graduates.



AARP SKILLS ACCELERATOR PROGRAM

recently awarded grant

Funding Source: AARP Foundation

Award: \$30,000

Duration: December 2021 – July 2022

Target: Back to Work 50+ Participants

Expected Performance	
Metric	Grant Goal
<i>BTW50+ participants enrolled</i>	25
<i>Completed training</i>	20
<i>Employed Reported Post-Training</i>	10

Purpose: To implement a two-phase stackable skills workforce training program offering certifications and leading participants on the pathway to high quality, in-demand jobs.



AARP SKILLS ACCELERATOR PROGRAM

recently awarded grant

Phase 1

20-25 participants

Microsoft Excel, Digital Literacy & Customer Service Training

Utilizing SkillUp Brevard

- *Certification Offered: Microsoft Office Specialist: Excel Associate*

Program Design

Phase 2

10 participants

10-Week Salesforce Certified Administrator Training

Utilizing training vendor PepUp Tech

- *Certification Offered: Salesforce Certified Administrator*

Employment readiness, career coaching and mentoring through PepUp Tech also offered.



GET THERE FASTER – SALESFORCE ACADEMY

recently awarded grant

Funding Source: CareerSource Florida

Award: \$923,305

Duration: January 2022–September 2023

Target: Low-Income Returning Adult Learners and Youth

Expected Performance

Metric	Grant Goal
<i>Individuals Served</i>	60
<i>Enrolled in Training</i>	50
<i>Participated in Training and Obtained Employment</i>	38
<i>Obtained an In-Demand Industry-Recognized Credential</i>	36
<i>Enrolled in Work-Based Learning</i>	32

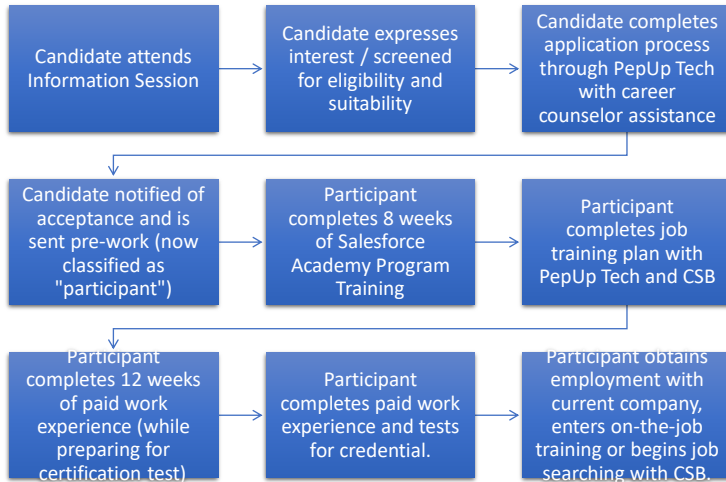
Purpose: To implement a workforce training program designed to upskill low-income returning adult learners and youth in high-demand, highly sought-after Salesforce certification training.



GET THERE FASTER – SALESFORCE ACADEMY

recently awarded grant

Program Design



Partnership with Brevard Adult Education, PepUp Tech and Brevard Career and Technical Education



GOOD JOBS CHALLENGE

new funding opportunity

Offered under American Rescue Plan

To activate training programs that equip participants with existing and emerging skills needed most by employers, while helping workers find and keep quality jobs and advance chosen career paths.

Proposed Approach

- Partnership with CareerSource Central Florida (CSB as a subrecipient)
- Focus on two principal Sectoral Partnerships
 - Advanced Manufacturing – collaboration to increase the number of residents entering existing training programs and ultimately fill current and expected openings in this high-growth industry.
 - Healthcare – partnership to design and activate training programs in high-demand, higher-wage healthcare roles and/or accelerate the time required to receive necessary certifications.

Total grant request between \$12 - \$15 million



Thank you!

Jana Bauer
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