



**Board of Directors Meeting**  
**May 18, 2023 – 8:30am-9:30am**  
**CSB Boardroom Rockledge or Virtually**

**Join on your computer, or mobile app** [Click here to join the meeting](#)

**Or call in (audio only)** [+1 561-486-1414](tel:+15614861414), [578420184#](tel:+15614861414) Phone Conference ID: 578 420 184#

**Attendees:** Frank Abbate, Shawn Beal, Mary Jane Brecklin, Colleen Browne, Randy Fletcher, Lloyd Gregg (Chair), Nancy Heller, Art Hoelke, Karen Houston, Brian Jaskiewicz, Traci Klinkbeil, Karen Locke, Nuno Mana, Mike Menyhart, Wayne Olson, Kirsten Patchett, Amar Patel, Pamela Reed, Cordell Rolle, Monica Shah, Holly Tanner, and Lynda Weatherman.

## Agenda

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

<b><i>Call to Order</i></b>	<i>Lloyd Gregg</i>	<b><u>Page No.</u></b>
<b><i>Roll Call</i></b>	<i>Holly Paschal</i>	
 <b><i>Public Comment</i></b>		
 <b><i>Presentations:</i></b>		
A. DEO Annual Performance Presentation	<i>DEO</i>	
B. Job Seeker Recognition	<i>Michael Mijon</i>	
C. Florida’s Workforce System Transformation Plan	<i>Marci Murphy</i>	
 <b><i>Action Items:</i></b>		
A. PY 2023-2024 Proposed Budget	<i>Lynn Hudson</i>	1 – 3
B. WIOA DW to Adult Transfer Request	<i>Lynn Hudson</i>	4
C. Board Officer Re-Appointments	<i>Marci Murphy</i>	5
D. Bylaws Modification for Board Member Term	<i>Marci Murphy</i>	6 – 17
E. Related Party Contracts	<i>Lloyd Gregg</i>	18 - 25
 <b><i>Consent Action Items:</i></b>		
A. Board of Directors Meeting Minutes – 02/16/23	<i>Lloyd Gregg</i>	26 – 28
B. Selection of Key Industries 2023-2024		29 – 32
C. Career Center Schedule of Operations		33 – 34
D. Regional Targeted Occupations List 2023-2024		35 - 36
 <b><i>Committee Chair Reports:</i></b>		
A. Industry Workforce Committee	<i>Mike Menyhart</i>	
B. Career Center Committee	<i>Nancy Heller</i>	
C. Finance Committee	<i>Colleen Browne</i>	
 <b><i>Information Items</i></b>		
A. Grow the Resources of the Board	<i>Marci Murphy</i>	37 - 41

B. Third Quarter Contractor Performance	42 – 44
C. Primary Indicators of Performance	45
D. Letter Grade Status	46
E. Quarterly Multimedia Outreach	47 – 49
F. Financial Reports (Charts 1, 2, & 3)	50 – 54
G. Committee Meeting Minutes	
a. Executive Committee – 02/06/23 & 03/08/23 & 05/01/23	55 – 61
b. Finance Committee – 02/06/23 & 05/01/23	62 – 66
c. Industry Workforce Committee – 01/10/23	67 – 68
d. Career Center Committee – 01/24/23	69 – 71
H. Presentations at Committee Meetings	72 - 86
<b><i>Adjourn</i></b>	

*Meeting information available @ [careersourcebrevard.com](http://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:**

**June 2023**

No meetings



May 18, 2023

## **Action Brief**

### **Proposed Budget for Program Year (PY) 2023-2024**

#### **Board Request**

Review and approve the proposed Program Year 2023-2024 Budget.

#### **Background**

Preliminary FY 2023-2024 funding figures released from the U.S. Department of Labor indicate only minimal reductions from our current year formula funding levels. Other DEO formula funded programs are projected to remain at about the same levels as this year. Our COVID 19 National Emergency Grant has ended, however the Hurricane Ian NEG and Florida Atlantic Workforce Alliance awards extend throughout the next program year. We are continually applying for new grants and they will be added to the budget as they become available.

We have offset most of our necessary increases in rent, insurance, utilities, etc. with cuts in other areas. Our pool of formula funds for customer training and support will remain at the same level as the current year to ensure we meet CareerSource Florida's Individual Training Account (ITA) spending requirement. Staff believes we can proceed with approving a FY 2023-2024 operating budget that has level funding with the current program year, and then make budget adjustments once our current year carry-in funding and allocations from the Florida Department of Economic Opportunity (DEO) are finalized.

The budget is summarized in the left column of Attachment 1, and the funding categories are described as follows:

- 1) Staff Salaries and Fringe Benefits (\$1,401,800) – The total cost of board staff (represents 100% of current year level).
- 2) Program Operations and Business Services (\$592,900) - The total cost of workforce board operations, grant management, employer and customer outreach, planning and financial services (represents 100% of current year level).
- 3) Infrastructure and Maintenance Related Costs (\$919,900) – The total cost of CSB facilities, including rent, telephones, utilities, maintenance and supplies (represents 105% of current year level).
- 4) IT Costs and Network Expenses (\$407,000) – The total cost of technology and telecommunications services, computer hardware and software for the CSB system (represents 100% of current year level).

- 5) Contracted One-Stop Services (\$3,798,400) – The total cost of delivering career center services, including all contracted grant staffing by C2 GPS (represents 100% of current year level).
- 6) Customer Training Activities (\$2,521,500) – Funding administered by the CSB Scholarship Unit for direct customer training (represents 98% of current year funding level).
- 7) Customer Support Services (\$100,000) – Funding administered by the CSB Scholarship Unit for customer support services (represents 100% of current year funding level).
- 8) Indirect Costs (\$732,500) – Board administrative services (represents 100% of current year projected costs).

#### Recommendation

The Finance Committee recommends approving the PY 2023-2024 budget at a level of \$10,474,000 based on preliminary funding estimates.

#### Action

Approve the Finance Committee's recommended Program Year 2023-2024 Budget. The motion should also grant the President the authority to add or increase budget items as additional funds become available throughout the program year. The final budget will be presented to the County Commission for approval.



**Annual Budget Proposal**  
For the Program Year Ending June 30, 2024

<b>Projected Revenue PY 2023 - 2024</b>	<b>Annual Budget</b>	<b>WIOA Adult</b>	<b>WIOA Youth</b>	<b>WIOA Disl Wkr</b>	<b>Welfare Transition</b>	<b>NEG Grants</b>	<b>Other Grants</b>
Carry In Funds From PY 22 - 23	5,441,300	150,000	100,000	150,000	350,000	1,000,000	3,691,300
PY 23 - 24 Base Awards	4,382,363	695,588	599,743	593,366	1,259,647	-	1,234,019
PY 23 - 24 Supplements / Transfers	650,337	650,000	-	(449,663)	450,000	-	-
<b>Award Total - Available Funds</b>	<b>10,474,000</b>	<b>1,495,588</b>	<b>699,743</b>	<b>293,703</b>	<b>2,059,647</b>	<b>1,000,000</b>	<b>4,925,319</b>
LESS planned Carryover For PY 24 - 25	-	-	-	-	-	-	-
<b>Projected Annual Revenue</b>	<b>10,474,000</b>	<b>1,495,588</b>	<b>699,743</b>	<b>293,703</b>	<b>2,059,647</b>	<b>1,000,000</b>	<b>4,925,319</b>

**Proposed Annual Budget**

<b>Staff Salaries/Fringe Benefits</b>	1,401,800	151,536	51,549	27,780	297,979	24,315	848,640
<b>Program Operations/Business Services</b>	592,900	64,092	21,803	11,749	126,032	10,284	358,940
<b>Infrastructure/Maintenance Related Costs</b>	919,900	99,442	33,828	18,230	195,542	15,956	556,902
<b>IT Costs/Network Expenses</b>	407,000	43,997	14,967	8,066	86,515	7,060	246,395
<b>Contracted One-Stop Services</b>	3,798,400	489,417	495,612	136,293	1,139,908	342,320	1,194,850
<b>Customer Training Activities</b>	2,521,500	559,363	39,093	75,559	38,085	550,000	1,259,400
<b>Customer Support Services</b>	100,000	8,557	15,954	1,510	19,879	37,359	16,741
<b>Indirect Cost (Budgeted at 7% of Direct)</b>	732,500	79,184	26,937	14,516	155,707	12,706	443,451
<b>TOTAL ANNUAL BUDGET</b>	<b>10,474,000</b>	<b>1,495,588</b>	<b>699,743</b>	<b>293,703</b>	<b>2,059,647</b>	<b>1,000,000</b>	<b>4,925,319</b>



May 18, 2023

## **Action Brief**

### **WIOA Dislocated Worker to Adult Transfer Request**

#### **Background**

WIOA Section 133(b)(4) gives local workforce boards the authority to transfer up to 100% of funds allocated for Dislocated Worker activities for expenditure on Adult activities. Each year CSB transfers approximately 60% of its WIOA Dislocated Worker funding allocation to the Adult program because there is a greater demand for Adult services in this region.

In September of 2021 DEO adopted a policy requiring prior approval for these transfers. If the transfer exceeds 25% of the funding, the policy also requires board approval and justification for using one program's funding for the other program's activities.

#### **Action**

Approve the Finance Committee's recommendation to transfer \$650,000 (77%) of WIOA Dislocated Worker funding to the WIOA Adult program in the 2022-2023 program year. This will authorize staff to complete the Department of Economic Opportunity (DEO) Prior Approval Transfer Request form for transferring WIOA Dislocated Worker funds to the Adult program.



May 18, 2023

## *Action Brief*

### **Board Officer Re-Appointments**

#### **Background**

As we move into the merger with Region 11, CareerSource Flagler/Volusia, and the creation of a new board, there are several areas that need addressing. The timeline for creation of a new board is estimated at occurring within 12-24 months. Election of new officers must fall in line with CareerSource Brevard's by-laws.

Per CSB's by-laws, Section C. Election of Officers of the Board, 2<sup>nd</sup> paragraph, it states, "In extenuating circumstances, the Board has the authority, through a majority vote, to modify the term limits of one or more of the officer positions." Due to the merger, the President is requesting that instead of electing new officers starting July 1, 2023, the officers that are currently elected remain in their positions for another 2-year term or until the board dissolves whichever comes first. As a sidenote: Florida Statute allows for the chairman to serve for 4 years.

#### **Actions**

Approve the recommendation to keep the remaining CSB Officers for another 2-year term or until the board dissolves whichever comes first.



May 18, 2023

## *Action Brief*

### **Bylaws Modification for Board Member Term**

#### **Background**

As we move into the merger with Region 11, CareerSource Flagler/Volusia, and the creation of a new board, there are several areas that need addressing. The timeline for creation of a new board is estimated at occurring within 12-24 months. Appointments/re-appointments of the existing board members must fall in line with CareerSource Brevard's by-laws.

Per CSB's by-laws, Section E. Term of Directorship, it states that Directors shall serve 3-year terms and can be re-appointed subject to Board approval and may serve no more than 8 consecutive years. The President is requesting modification to the by-laws to align with Florida Statute 445.007(2)(a) which does not require a 3-year term limit allowing board members to stay until the board dissolves. See Attachment A.

#### **Actions**

Approve the Executive Committee's recommendation to modify the by-laws to align with Florida Statutes 445.007(2)(a). Modification to the by-laws will go before the county commission for final approval.



BREVARD WORKFORCE DEVELOPMENT BOARD, INC.

BYLAWS

As Amended August 19, 2021

**ARTICLE I. NAME, SERVICE AREA, OFFICE LOCATION**

**A. NAME**

Doing business as CareerSource Brevard (CSB), this organization's legal name is Brevard Workforce Development Board, Inc.

**B. SERVICE AREA**

The Corporation shall serve Brevard County, Florida, also known as Region 13.

**ARTICLE II. MISSION**

The Corporation shall facilitate and be the catalyst for workforce development activities that are responsive to the employment and training needs of businesses and job seekers.

**ARTICLE III. GOVERNING STATUTES**

**POWERS OF THE CORPORATION**

**General Powers**

Except as limited by the Articles or these Bylaws, the Corporation will have and exercise all rights and powers in furtherance of its purpose now or hereafter conferred on not-for-profit corporations under the laws of the state of Florida.

**Workforce Powers**

The Corporation will have and exercise all rights and powers granted to local workforce development boards (LWDB) under the laws of the state of Florida and workforce investment boards under Public Law No. 105-220, Title I, Section 117(b) United States Code, and all other applicable federal and state workforce laws, regulations and directors. The Corporation shall always exercise its rights and powers in compliance with all state and deferral governing statutes. To the extent that any provision of the Articles or these Bylaws violate such governing statutes, such provision of all Articles or Bylaws shall be deemed removed from such and the Corporation shall act in accord with the governing statutes.

**Authority**

The CareerSource Florida Administrative Policy #110 - Local Workforce Development Area and Board Governance including all Authorities and Administrative Policies embedded in this Policy CareerSource Florida Administrative Policy #091 – Local Workforce Development Composition and Certification including all Authorities and Administrative Policies embedded in this Policy

**Purpose and Responsibilities (Functions)**

The purpose of the LWDB (or Corporation) is to set policy and establish oversight of the local workforce development system. The local board has the responsibility to provide strategic and operational oversight, assist in achievement of the State's strategic and operation vision and

goals, and maximizes and continues to improve quality of services, customer satisfaction, and effectiveness of services provided.

**ARTICLE IV. BOARD OF DIRECTORS**

**A. DUTIES**

The business and affairs of the Corporation shall be the responsibility of the Board of Directors, herein referred to as the Board.

Responsibilities and Authorities:

The Board shall:

- Manage and direct the affairs of CSB, protect its interest, determine its direction, advance its mission, goals, and strategies, and supports its programs;
- Ensure effective planning and adequate resources, managing resources efficiently;
- Authorize an approved budget through Board action;
- Ensure ethical and legal behavior;
- Elect CSB officers;
- Hire and fire the President; and
- Approve and oversee execution of the strategic plan.

Further the Board may

Exercise emergency powers allowed by law.

**B. NOMINATION AND COMPOSITION OF DIRECTORS**

Individuals shall be nominated to serve as Directors on the Board in accordance with governing legislation and policy direction of the Corporation's funders, and CSB procedures. In the event of conflict among different funders, federal funding requirements shall prevail. Composition of the Board shall reflect requirements of governing legislation and local charter requirements as amended from time to time. Specifically, business representatives shall represent companies with five (5) or more employees and meet all state and federal requirements. The composition of the local board must meet the following criteria:

1. A minimum of 51% business representation
2. No less than 20 percent of the members must be representatives of the workforce within the local area
3. Each local board must include representatives of entities administering education and training activities in the local area,
4. Each local board must include representatives of economic and community development as well as governmental entities that serve the local area.

Documentation supporting the recruitment, vetting and nomination process, including names of nominating organizations and names of all candidates and their qualifications, must be retained for not less than five (5) years. See CareerSource Florida Administrative Policy Number 091 Local Workforce Development Board Composition and Certification.

**C. APPOINTMENT OF DIRECTORS**

These Bylaws, the governing statutes and legislation, and policy direction of the Corporation's funders determine the manner in which Directors are nominated and appointed to the Board. All board member nominees are appointed by the Brevard Board of County Commissioners as recommended to them by the full Board of

Directors. Nominations for appointment of Directors to (1) fill vacancies on the Board (2) to serve another term or (3) to increase the number of Directors on the Board shall be held throughout the year with nominations received and vetted through the Executive Committee. Nominees shall be voted on at Board meetings by a majority of Directors then holding office, including those Directors whose term shall expire at such meeting. The Brevard Board of County Commissioners have final approval.

#### **D. MEMBERSHIP ON OTHER COMMITTEES**

The Board Chair (or the President as directed by the Board Chair) shall appoint Directors of the Board to a committee assignment based on Board need and Director interest. At the discretion of the Board Chair, non-Board members may serve on CSB committees, with the exception of the Executive Committee. Only Directors can chair committees. Such non-Board members are not required to file State Financial Disclosures. All Directors or their designated appointee are expected to serve on one committee.

#### **E. TERM OF DIRECTORSHIP**

~~Directors of the Board shall serve three (3) year terms. Prior to expiration of their term, the Executive Committee will review each membership and may ask one or more Board Directors to serve additional term(s) upon the expiration of their current term, subject to Board approval.~~ LWDB members shall serve staggered terms and may not serve for more than eight (8) consecutive years, unless the member is a representative of a government entity. Service in a term of office which commenced before July 1, 2021, does not count toward the 8-year limitation. [Ref. Fla. Stat. 445.007\(2\)\(a\).](#)

#### **F. CONFLICT OF INTEREST**

No Director shall cast a vote, or participate in discussion, relating to any procurement or provision of services by that Director or by any organization that the Director represents or is affiliated. Further, no Director shall vote on any matter which would provide financial benefit to that Director, the Director's employer or members of the Director's immediate family. If the procurement (contract) is with an organization or individual represented on the board of directors, the contract must be approved by a two-thirds vote of the board when a quorum has been established and the board member who could benefit financially from the transaction must abstain from voting on the contract before the vote.

All such procurements must follow this requirement, except for those where the State Workforce Board has allowed other alternatives to be used.

Each Director is subject to the provisions of the governing legislation and policy direction of the CareerSource Brevard's funders.

Unless otherwise stated by the State Workforce Board, all multiple year contracts with a board member or their organization shall be considered approved for all renewal options as indicated with the initial vote on the contract; excluding any breach or withdrawal from the contract under normal contract terms.

Upon appointment to the Board, each Director shall be required to annually sign a Financial and Organizational Disclosure Statement as required by state law.

#### **G. RESIGNATION**

If no longer representing the constituency, from which appointed, a Director shall notify the President and Chair of the Board, in writing and resign from the Board. A prospective replacement shall be recommended by the Executive Committee, and such nomination shall be brought to the Board for approval. Board approved nominations shall be presented to the County Commission for ratification.

A Director may resign at any time by giving written notice with an effective date to the President and Chair of the Board. The resigning Director may continue to serve on the Board pending nomination and election of his or her replacement. A prospective replacement shall be recommended by the Executive Committee and such nomination shall be brought to the Board for approval. Board approved nominations shall be presented to the County Commission for ratification. Board vacancies occurring for other reasons follow these same rules.

#### **H. REMOVAL FOR CAUSE**

The Board may remove a Director whenever, in its judgment, the best interest of the Corporation would be served. Removal shall be affected by two-thirds (2/3) vote of the Directors attending a called meeting for this purpose.

It is expected that all Directors will attend all scheduled Board and relevant committee meetings. Unless otherwise required by statute, Directors who fail to attend a majority of regularly scheduled meetings based on the annual program year will be subject to removal from the Board unless extenuating circumstances are found and reported to the Board. At Board meetings, designees of Directors shall not be considered as the Director having been in attendance and cannot exercise a vote.

#### **I. VACANCIES**

When vacancies occur on the Board, the Executive Committee will bring recommendations to the full Board for candidate approval. Nominations from the floor are permitted. When filling a vacancy, the Executive Committee shall at all times follow the guidelines set forth in the governing legislation and policy direction of the Corporation's funders.

#### **J. BOARD MEMBER ORIENTATION AND TRAINING**

All new board members, within six months of appointment, will complete a new board member orientation. In addition, board members will complete an annual refresher training to remind them of the purpose of their appointment. Training may be offered in-person and/or virtually. Attendance records will be retained and provided to DEO upon request. New board members completing the orientation are not required to complete the annual refresher training in the same year they become a new member. See CareerSource Florida Administrative Policy #110 – Local Workforce Development Area Board Governance for minimum training requirements.

### **ARTICLE V. MEETINGS**

#### **A. NUMBER AND INTERVAL**

The Board will hold an annual meeting each calendar year followed by quarterly meetings. The President determines the date, time and place for the meetings.

## **B. NOTIFICATION OF MEETINGS**

The President notifies all Directors of scheduled meetings by email at least seven (7) days in advance, special meetings 72 hours prior, specifying the date, time, and location of the meeting and its agenda. The President develops and the Board Chair reviews and approves the agenda of all meetings of the Board. The Board shall assure that the Corporation properly notices all meetings in compliance with Florida Government in the Sunshine Law.

## **C. SPECIAL MEETINGS**

A special meeting may be called by the Chair, President or any written request of three Directors in compliance with the Florida Government in the Sunshine Law.

## **D. PROCEDURES**

*Business will be conducted to the extent feasible in accordance with Robert's Rules of Order, Newly Revised, as long as they are applicable and not inconsistent with these Bylaws.*

## **E. QUORUM**

A quorum is required for all Board of Directors and Standing Committee Meetings when conducting official business that requires an action. A majority of the number of active Directors in good standing shall constitute a quorum for the transaction of business at the Board of Directors and Executive Committee meetings. Designees of Directors who are in attendance at any Board or Executive Committee meeting shall not be considered in establishing a quorum, nor shall such Designees exercise a vote. Designees of Directors and non-board members that serve as members of the Finance, Career Center, Industry Workforce Committees and other Ad Hoc Committees, are considered for a Quorum.

Directors and Committee members are able to participate via teleconference and will count for the quorum and for voting.

## **F. RECORD KEEPING**

A written record of all Board and Committee meeting will be presented to the Chair for approval and retained permanently. Meeting minutes will include board members who are present/absent, and record official acts of the board including the number of votes of members (yeas, nays, and abstentions). Abstentions due to conflict of interest will be recorded, including the name of the abstaining member, and the reason for abstention. Meeting minutes will be made available publicly on CSB's website within 15 days of Board approval and remain on the website for two of the most recent years.

# **ARTICLE VI. OFFICERS OF THE BOARD**

## **A. DESCRIPTION OF BOARD OFFICERS**

CareerSource Brevard's Officers are:

- Chair
- Vice Chair
- Treasurer
- Past Chair

All officers of the Board shall be elected for a period of two (2) years and may not be nominated to serve in the same office for consecutive terms. At the conclusion of the Chair's term, he or she shall serve as immediate Past Chair on the Executive Committee.

## **B. DUTIES**

Duties of the Chair:

The LWDB chair is elected by the members of the LWDB and must be one of the business representatives. The Chair's duties may include but are not limited to::

- a. Presiding at all meetings of the Board and reviewing the agenda for all Board meetings in consultation with the President.
- b. Making all committee appointments
- c. Leading the board to develop a guiding vision that aligns with the state's priorities;
- d. Acting as the lead strategic convener to promote and broker effective relationships between CLEOs and economic development, education, and workforce partners in the local area;
- e. Leading an executive committee to guide the work of the board, and ensure that committees or task forces have necessary leadership and membership to perform the work of the board; and
- f. Leading the agenda setting process for the year and guide meetings to ensure both tactical and strategic work is completed in all meetings
- g. Perform all other duties assigned to the Chair under these Bylaws and those usually pertaining to the office of the Chair.

The chairperson will not be assigned to any Committee other than the leading the Executive Committee.

Duties of the Vice Chair:

- a. Preside at all meetings of the Board in the absence of the Chair
- b. Be a member of the Executive Committee
- c. Assist the Chair, when requested, in the performance of the Chair's duties
- d. Perform all such other duties usually pertaining to the office of Vice Chair, including acting as the Chair during the absence or disability of the Chair.

Duties of the Treasurer:

- a. Performs the duties incident to the office and other duties as assigned by the Chair and mutually agreed
- b. Serves on the Finance Committee

## **C. ELECTION OF OFFICERS OF THE BOARD**

If a term is ending, at the last regularly scheduled quarterly meeting prior to the end of the fiscal year, the Board shall elect the Chair, the Vice Chair, and the Treasurer from Directors serving from the Business Sector for the next year from a slate of officer candidates presented/recommended by the Executive Committee. Nominations from the floor will be accepted. The Chair conducts the election, counts the votes and announce the results to the Board.

All officers of the Board shall be elected for a period of two (2) years and may not be nominated to serve in the same office for consecutive terms. In extenuating circumstances, the Board has the authority, through a majority vote, to modify the term limits of one or more of the officer positions. Officers take office at the first Board meeting following the new fiscal year. If a vacancy occurs, the Executive Committee

nominates a Director to fill the vacant seat and the Board votes to approve the individual to fill the remainder of the term, nominations from the floor permitted.

## **ARTICLE VII. OFFICERS OF THE CORPORATION**

### **A. NUMBER AND DESCRIPTION**

The Officers of the Corporation shall be:

President  
Secretary

### **B. DUTIES**

The position of President of the Corporation shall be nominated by the Executive Committee and confirmed by the Board of Directors. The President will be a full-time employee of the Corporation and not a member of the Board of Directors. The President will be reviewed annually by the Executive Committee and the President's salary and bonuses will be set by the Executive Committee. The President may be terminated upon the recommendation of a majority of the members of the Executive Committee and a majority vote of the Board of Directors. The President will be the chief executive officer of the Corporation and will be responsible for the general and active management of the business and affairs of the Corporation, subject to the direction of the Executive Committee and the Board of Directors. See CareerSource Florida Administrative Policy #110 – Local Workforce Development Area Board Governance for additional Local Workforce Board President/Executive Director functions.

In the event the President of the Corporation is unable to perform his or her duties as assigned by these Bylaws due to absence, illness or other infirmity, the Executive Committee shall have the authority to designate and appoint an Acting President to serve in a temporary capacity so long as the President remains unable or unavailable to perform his or her duties. The designation and appointment by the Executive Committee shall be ratified by the full Board of Directors by majority vote of a quorum.

The Secretary of the Corporation shall be appointed by the President with approval of the Executive Committee and shall accurately record all meetings and official proceedings of the Board and serve as custodian of Board records, files, and records of the Corporation. The records of the Corporation shall be maintained at the main corporate offices.

## **ARTICLE VIII. COMMITTEES**

### **A. STANDING COMMITTEES**

The Chair shall appoint members to the Board's committees, according to Board needs and member interest. At the Board Chair's discretion, non-Board members may be appointed to a committee. The Corporation will prohibit any LWDB staff from serving as members of a committee or subcommittee.

The standing committees of the Board shall meet quarterly and consist of:

Executive  
Finance  
Industry Workforce  
Career Center

Additional standing committees will be formed by the Chair of the Board in response to governing legislation and policy direction of the Corporation's funders, or the needs of the Corporation.

### **EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the following:

Chair of the Board

Vice Chair of the Board

Treasurer of the Board

Past Chair of the Board

Chair of any standing committee created in response to governing legislation and policy direction of the Corporation's funders, or the needs of the Corporation.

The Executive Committee shall have the authority to exercise those powers of the Board, which may be lawfully delegated and consistent with these Bylaws. The Chair of the Board shall preside over the Executive Committee. A majority of the Executive Committee shall constitute a quorum.

The Executive Committee shall have and may exercise all authority of the Board, except for the following prohibitions:

- May not remove existing officers or Board Directors or elect new officers.
- May not adopt, repeal, or amend these Bylaws or Articles of Incorporation.
- May not adopt or amend the budget or adopt programs except when time requirements clearly do not permit action by the full Board without unduly restricting needed services to the constituency it serves. Under those circumstances, in the discretion of the Chair, the Executive Committee may approve or amend the budget, adopt programs and approve contractors for competitively bid funds from federal, state and local governments, from foundations, and from sector sources. In such cases the Executive Committee shall report its actions and recommendations at the next Board meeting for ratification.

The Executive Committee will also be responsible for the Governance process to include making recommendations to the Board of Directors on the following:

- Bylaws
- Recruitment of new board members, recommendations of additional terms by existing directors and nominations of officers to the board

The Executive Committee shall meet, with reasonable notice, at the call of the Chair, the President or upon receipt of written request by any three Directors of the Executive Committee.

### **FINANCE**

The Finance Committee will be chaired by the Director appointed by the Chair of the Board of Directors and will consist of members appointed by the Chair of the Board. At the Board Chair's discretion, non-board members may be appointed to this committee. The Treasurer can chair this committee, but at a minimum must reside as a member on this committee. The Finance Committee will review and be responsible for the following:



- 1) Ensuring the CSB audit selection process meets the required standards of state and federal policy.
- 2) Ensuring understanding of the Audit report and making sure steps are taken to address any findings.
- 3) Review of all monitoring reports
- 4) Recommendation of the yearly budget for approval by the Board of Directors
- 4) Review Finance and budget reports
- 5) Review any updates to financial policies and procedures
- 6) Have the authority to direct any recommendations to the Executive Committee

### **INDUSTRY WORKFORCE**

The Industry Workforce Committee will be chaired by a Director appointed by the Chair of the Board and will consist of members appointed by the Chair of the Board. At the Board Chair's discretion, non-board members may be appointed to this committee. The Industry Workforce Committee will identify current and future workforce needs of the business community and create solutions to meet their needs.

### **CAREER CENTER**

The Career Center Committee will be chaired by the Director appointed by the Chair of the Board and will consist of members appointed by the Chair of the Board. At the Board Chair's discretion, non-board members may be appointed to this committee. The Career Center Committee will work to 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.

### **B. AD HOC COMMITTEES**

The Chair of the Board may appoint ad hoc committees on an as-needed basis. Members may include non-Board members, but such ad hoc committees shall be chaired by a Director appointed by the Chair.

## **ARTICLE IX. FINANCE**

### **A. FISCAL YEAR**

The fiscal year of the Corporation shall begin on the first (1<sup>st</sup>) day of July and end on the thirtieth (30<sup>th</sup>) day of the month of June of the next calendar year.

### **B. FINANCIAL ACCOUNTS**

All financial records and statements shall be prepared in compliance with generally accepted governmental accounting principles as set forth in Federal and Florida Statutes and funding program guidelines, and as may be required by the governing legislation and policy direction of the Corporation's funders. The financial records shall comply with all contractual or statutory requirements applicable to the Corporation.

### **C. NEGOTIABLE INSTRUMENTS**

The Chair or the President (or his or her designee(s), in writing) shall sign all checks, drafts or other orders for the payment of money.

### **D. CONTRACTS**

All contracts of the Corporation shall be signed by the President, who may from time to time, as needed, and in writing, designate another staff member to enter into any contracts or agreements.

## **E. LOANS**

No loan or evidence of indebtedness or promise to pay shall be contracted on behalf of the Corporation unless authorized by a resolution of the Board of Directors. Such authority may be general or specific.

## **ARTICLE X. AGENTS, CONSULTANTS, PROFESSIONAL SERVICES**

Persons or firms other than officers of the Corporation may from time to time be engaged or employed to assist the Corporation in carrying out its programs and purposes.

## **ARTICLE XI. STAFF**

The Corporation may employ staff necessary to carry out the functions and purposes of the Corporation. The President shall be solely responsible for the selection, hiring, general management, supervision, termination and separation of all staff.

## **ARTICLE XII. INVESTMENTS**

All investment of funds of the Corporation in financial instruments shall be reviewed and approved by the Governance/Finance Committee prior to action by the Board.

## **ARTICLE XIII. AUDITS**

### **A. AUDITS BY PUBLIC AGENCIES**

The Board shall cause to be made available all books and records of the Corporation for examination as required by governing legislation and policy direction of the Corporation's funders

## **ARTICLE XIV. INDEMNIFICATION**

### **A. VOLUNTEER PROTECTION ACT**

The Corporation shall indemnify the Directors, officers and employees to the full extent permitted by the Florida Statutes;

### **B. INDEMNIFICATION NOT EXCLUSIVE**

The foregoing indemnification shall not be deemed exclusive of any other right to which one indemnification may be entitled, both as to action in another capacity while holding such office, and shall inure to the benefit of the heirs, executors and administrators of any such person.

### **C. INSURANCE AND OTHER INDEMNIFICATION**

The Board shall have the power to purchase and maintain such fidelity and bond insurance on such officers, Directors, staff and on behalf of others, to the extent power to do so has been or may be granted by statute and give other indemnification to the extent not prohibited by statute.

**ARTICLE XV. AMENDMENT OF BYLAWS**

These Bylaws may be altered, amended or repealed by the Board or the Brevard County Commission at any meeting of the CSB Board after seven (7) days written notice that such action is a stated purpose of the meeting. Alteration, amendment or repeal of the Bylaws shall require a majority vote of a quorum of Directors in attendance at the meeting and ratification by the Brevard Board of County Commissioners.

**ARTICLE XVI. ENACTMENT PROVISION**

These Bylaws shall become effective upon approval by a majority vote of the Directors voting thereon and ratification by the Brevard Board of County Commissioners.

**Nondiscrimination**

All actions taken by the board shall be made without regard to age, sex, race, religion, national origin, political affiliation, marital status, other prohibited bases under applicable law or handicap.



May 18, 2023

## *Action Brief*

### **On the Job Training (OJT), Incumbent Worker Training (IWT) Adult Work Experience (AWE), and other Contracts with Board Members**

#### Background

Florida Statute 445.007 and CareerSource Florida (CSF) Policy concerning regional workforce board contracting states that any contract between a regional workforce board and a member of that board who may benefit financially or that has any relationship with the contracting vendor must be approved at Board level and reported to CSF, and if over \$10,000 must be approved by CSF prior to executing the contract.

#### Recommendation

Recognizing that the board convenes on a quarterly basis, and to be able to meet business needs in a timely and efficient manner, staff has worked closely with the employer(s) listed below to identify their currently known and subsequently anticipated OJT, IWT and AWE training needs. Where there certainly may be other opportunities presented at future board meetings, by approving this request today, CareerSource Brevard (CSB) will be able to assist these business customers.

Staff recommends Board approval of the following work-based training contracts:

Business Name:	<b>Knight Enterprises Mgmt, LLC</b>
Board Member:	<b>Art Hoelke</b>
Total Not to Exceed:	<b>\$50,000</b>

The maximum amount of training hours (1040 hours per person) for approximately 20 people was used to determine the maximum available funding. All funding is dependent upon Board and CSF approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$29,120 to \$62,000.

- Clerical and Administrative
- CNC Machinist
- Facility Maintenance/Electricians/HVAC/Plumber
- Inventory Specialist
- Machine Operators
- Maintenance-Machine Mechanics

- Production Planners
- Purchasing Agents
- Shipping/Receiving Specialists
- Skilled Laborers/Mechanics
- Welders
- Automation and Robotics Technicians
- Other positions as identified by Knight Enterprises Mgmt.

Action

Approve contract recommendations for Knight Enterprises Management, LLC for work-based training contracts.



May 18, 2023

## Action Brief

### **On the Job Training (OJT), Incumbent Worker Training (IWT), Adult Work Experience (AWE), and other Contracts with Board Members**

#### Background

Florida Statute 445.007 and CareerSource Florida (CSF) Policy concerning regional workforce board contracting states that any contract between a regional workforce board and a member of that board who may benefit financially or that has any relationship with the contracting vendor must be approved at Board level and reported to CSF, and if over \$10,000 must be approved by CSF prior to executing the contract.

#### Recommendation

Recognizing that the board convenes on a quarterly basis, and to be able to meet business needs in a timely and efficient manner, staff has worked closely with the employer(s) listed below to identify their currently known and subsequently anticipated OJT, IWT and AWE training needs. Where there certainly may be other opportunities presented at future board meetings, by approving this request today, CareerSource Brevard (CSB) will be able to assist these business customers.

Staff recommends Board approval of the following work-based training contracts:

Business Name:	<b>Health First</b>
Board Member:	<b>Mary Jane Brecklin</b>
Total Not to Exceed:	<b>\$50,000</b>

The maximum amount of training hours (1040 hours per person) for approximately 15-25 people was used to determine the maximum available funding. All funding is dependent upon Board and CSF approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$31,000 – \$70,000.

- **Pharmacy Technician Trainee Position**
- **Licensed Practical Nurse**
- **Phlebotomy Trainee position**
- **Surgical Tech Trainee position**
- **Medical Assistant Training Program**
- **Other positions as identified by Health First**

#### Action

Approve contract recommendations for Health First for work-based training contracts to be sent to DEO for final approval.



May 18, 2023

## *Action Brief*

### **On the Job Training (OJT), Incumbent Worker Training (IWT) Adult Work Experience (AWE), and other Contracts with Board Members**

#### Background

Florida Statute 445.007 and CareerSource Florida (CSF) Policy concerning regional workforce board contracting states that any contract between a regional workforce board and a member of that board who may benefit financially or that has any relationship with the contracting vendor must be approved at Board level and reported to CSF, and if over \$10,000 must be approved by CSF prior to executing the contract.

#### Recommendation

Recognizing that the board convenes on a quarterly basis, and to be able to meet business needs in a timely and efficient manner, staff has worked closely with the employer(s) listed below to identify their currently known and subsequently anticipated OJT, IWT and AWE training needs. Where there certainly may be other opportunities presented at future board meetings, by approving this request today, CareerSource Brevard (CSB) will be able to assist these business customers.

Staff recommends Board approval of the following work based training contracts:

Business Name:	<b>Migrandy Corporation</b>
Board Member:	<b>Mike Menyhart</b>
Total Not to Exceed:	<b>\$50,000</b>

The maximum amount of training hours (1040 hours per person) for approximately 5 people was used to determine the maximum available funding. All funding is dependent upon Board and CSF approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$35,000 to \$60,000.

- Manual Machinists
- Welders
- Industrial Machinery Mechanics
- Other positions as identified by Migrandy Corp.

#### Action

Approve contract recommendations for Migrandy Corp. for work-based training contracts.



May 18, 2023

## Action Brief

### **On the Job Training (OJT), Incumbent Worker Training (IWT), Adult Work Experience (AWE), and other Contracts with Board Members**

#### Background

Florida Statute 445.007 and CareerSource Florida (CSF) Policy concerning regional workforce board contracting states that any contract between a regional workforce board and a member of that board who may benefit financially or that has any relationship with the contracting vendor must be approved at Board level and reported to CSF, and if over \$10,000 must be approved by CSF prior to executing the contract.

#### Recommendation

Recognizing that the board convenes on a quarterly basis, and to be able to meet business needs in a timely and efficient manner, staff has worked closely with the employer(s) listed below to identify their currently known and subsequently anticipated OJT, IWT and AWE training needs. Where there certainly may be other opportunities presented at future board meetings, by approving this request today, CareerSource Brevard (CSB) will be able to assist these business customers.

Staff recommends Board approval of the following work-based training contracts:

Business Name:	<b>Rolle IT, LLC</b>
Board Member:	<b>Cordell Rolle</b>
Total Not to Exceed:	<b>\$50,000</b>

The maximum amount of training hours (1040 hours per person) for approximately 15 people was used to determine the maximum available funding. All funding is dependent upon Board and CSF approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$40,000 – \$70,000.

*(Please list the type of training you would like to use for an OJT.)*

- **IT Service Technician**
- **Junior System Administrator**
- **Capture Analyst**
- **Other positions as identified by Rolle IT**

#### Action

Approve contract recommendations for Rolle IT for work-based training contracts to be sent to DEO for final approval.



## Action Brief

### **Related Party Contracts with Board Members**

#### Background

Florida Statute 445.007 and CareerSource Florida (CSF) Policy concerning regional workforce board contracting states that any contract between a regional workforce board and a member of that board who may benefit financially or that has any relationship with the contracting vendor must be approved at Board level and reported to CSF, and if over \$10,000 must be approved by CSF prior to executing the contract.

#### Recommendation

Recognizing that the board convenes on a quarterly basis, and to be able to meet business needs in a timely and efficient manner, staff has worked closely with the employers listed below to identify their currently known and subsequently anticipated OJT, EWT and AWE training needs. Where there certainly may be other opportunities presented at future board meetings, by approving this request today, CareerSource Brevard (CSB) will be able to assist these business customers.

Staff recommends Board approval of the following work-based training contract:

Business Name:	<b>Southeast Petro</b>
Board Member:	<b>Monica Shah</b>
Total Not to Exceed:	<b>\$25,000</b>

The maximum amount of training hours (1040 per person) for approximately 5 people was used to determine the maximum available funding. All funding is dependent upon Board and WFI approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$20,000 to \$40,000:

- Administrative Support
- Accounting
- Marketing
- Retail Clerk
- And other positions as identified by the employer

#### Action

Approve contract recommendations for Southeast Petro for work-based training contracts.



May 18, 2023

## Action Brief

### **On the Job Training (OJT), Incumbent Worker Training (IWT) Adult Work Experience (AWE), and other Contracts with Board Members**

#### Background

Florida Statute 445.007 and CareerSource Florida (CSF) Policy concerning regional workforce board contracting states that any contract between a regional workforce board and a member of that board who may benefit financially or that has any relationship with the contracting vendor must be approved at Board level and reported to CSF, and if over \$10,000 must be approved by CSF prior to executing the contract.

#### Recommendation

Recognizing that the board convenes on a quarterly basis, and to be able to meet business needs in a timely and efficient manner, staff has worked closely with the employer(s) listed below to identify their currently known and subsequently anticipated OJT, IWT and AWE training needs. Where there certainly may be other opportunities presented at future board meetings, by approving this request today, CareerSource Brevard (CSB) will be able to assist these business customers.

Staff recommends Board approval of the following work based training contracts:

Business Name:	<b>Brevard Achievement Center</b>
Board Member:	<b>Amar Patel</b>
Total Not to Exceed:	<b>\$50,000</b>

The maximum amount of training hours (1040 hours per person) for approximately 6 people was used to determine the maximum available funding. All funding is dependent upon Board and CSF approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$17,600 to \$85,000

- Housekeeper/Custodian
- Maintenance
- Project Manager
- Business Developer
- Transition Services Instructor
- Employment Consultant
- Clerical and Administrative

- Information Technology staff training
- Other positions as identified by Brevard Achievement Center

Action

Approve contract recommendations for Brevard Achievement Center for work-based training contracts.

CareerSource Brevard  
**Board of Directors Meeting**  
February 16, 2023

**MINUTES**

**Members in Attendance:** Mary Jane Brecklin (virtual), Colleen Browne (virtual), Randall Fletcher (virtual), Lloyd Gregg (Chair), Nancy Heller (virtual), Art Hoelke (virtual), Karen Houston (virtual), Brian Jaskiewicz, Traci Klinkbeil (virtual), Karen Locke (virtual), Nuno Mana (virtual), Mike Menyhart (virtual), Wayne Olson (virtual), Amar Patel (virtual), Cordell Rolle, Monica Shah (virtual), Holly Tanner (virtual) and Lynda Weatherman (virtual).

**Members Absent:** Frank Abbate, Shawn Beal, and Travis Mack, Kirsten Patchett, and Pamela Reed.

**Staff Present:** Marci Murphy, Holly Paschal, Thomas LaFlore, Jana Bauer, Lynn Hudson, Denise Biondi, Marvetta Gordon (virtual), Caroline Joseph-Paul (virtual), Kristine Wolff (virtual), Amberstar Bush (virtual), Marina Stone (virtual), Joy Bartlett (virtual), James Watson, and Ahmanee Collins-Bandoo (virtual).

**Guests:** James Halleran (virtual).

**Call to Order:** The CareerSource Brevard (CSB) Board Meeting was called to order at 8:30am by Lloyd Gregg.

**Public Comment:** There was no public comment.

**Presentations:**

James Halleran from James Moore & Co. presented the Independent Auditor's Report of the financial position of Brevard Workforce Development Board, Inc. dba CareerSource Brevard for the fiscal year ending on June 30, 2022. Lloyd Gregg asked Mr. Halleran what happens if there is a deficit and Mr. Halleran explained that usually the workforce boards get reimbursed quickly. Motion to accept the Independent Auditor's report made by Cordell Rolle and seconded by Mary Jane Brecklin. Motion passed unanimously.

Steve Howard, the Project Coordinator for CSB Grant Programs presented the COVID Funding Grant. Mr. Howard explained the positive impact the grant has made throughout Brevard County and stated that this grant was primarily a humanitarian grant which focused on serving people. Mr. Howard explained the downside of the grant ending is that there may be hundreds of seniors who may not be served fresh meals due to a shortage of volunteers, he also explained the need for volunteers once this grant ends to continue to provide the level of service that is currently happening through the COVID grant.

**Action Items:**

Jana Bauer presented the Formula Funding Mix PY 22-23. Ms. Bauer explained the need to upskill and increase self-sufficient wages for job seekers who are lacking the skills to obtain employment. Motion to approve the Career Center Committee's recommendation for the formula funds guidelines for PY 22-23 was made by Brian Jaskiewicz seconded by Cordell Rolle. Motion passed unanimously.

**Consent Action Items:**

Consent action item presented included Board of Director meeting minutes for November 17, 2022. Motion to approve the Consent Action Item made by Mary Jane Brecklin and seconded by Colleen Browne. Motion passed unanimously.

**Reports:**

Mike Menyhart gave a report on the Industry Workforce Committee meeting held on January 10, 2023.

Nancy Heller gave a report on the Career Center Committee meeting held on January 24, 2023.

Colleen Browne gave a report on the Finance Committee meeting held on February 6, 2023. Ms. Browne welcomed new Finance Committee member, Shawn Beal, and informed the board that the Finance Committee is still in need of another member and suggested anyone who is interested should contact Marci Murphy.

**Informational Items:**

Marci Murphy gave the president's report and recognized Lynda Weatherman for receiving LEAD Brevard's Rodney S. Ketcham Leadership Icon Award at LEAD Brevard's 2023 4 under 40 leadership awards. Ms. Murphy congratulated Ms. Weatherman for achieving this award.

Ms. Murphy also shared that our CSB Business Liaison, Clinton Hatcher was one of the top 12 finalists for the four under 40 leadership awards and then went on to receive the award along with three other distinguished young leaders. She congratulated Clinton Hatcher on achieving this award.

Marci Murphy stated that our fiscal year PY21-22 Annual Report is being released electronically in a few weeks, therefore, she will share the report via email once released.

Ms. Murphy recognized that there are several new board members and stated that it makes sense to give a big picture view of the strategies for the organization so they can understand the part that each board member plays. She shared that the CSB Board's goals focus on our career centers ensuring that they are the top choice for career seekers and businesses in Brevard by offering quality workforce products and services. She stated, the other focus is ensuring our businesses have the talent and workforce they need to maintain a vibrant economy in Brevard. One of the ways CSB does this is by facilitating Industry sector consortiums in our in-demand industries bringing together business, education, and other stakeholders to focus on moving the needle in workforce issues. She states that we align strategies around these goals by understanding that although our basic services remain the same, our focus and activities change based on the economy and that activities surrounding these goals are constantly changing. She shared additional factors such as budget and new technologies, however, Ms. Murphy states she wants to address the economic factors. Some examples of an economic factor are unemployment, she shared some of the characteristics of an economy with both a low and a high unemployment rate. Ms. Murphy also explained how disasters and man-made events affect the workforce system and gave examples of each.

Ms. Murphy informed the board of changes in Florida's Workforce System to include the resignation of the DEO Director Dane Eagle, and informed that Mr. Eagle has been replaced by Meredith Ivey. Ms. Murphy also shared that, Michelle Dennard; President of CareerSource Florida resigned in January, and informed that Adrienne Johnston was voted in to take Michelle's place on February 7th, Adrienne was the Deputy Secretary of Workforce Services and chief economist for DEO. This concludes the President's report.

Lloyd Gregg shared with the board that CSB is doing very well and thanked everyone to include the career center staff for their hard work. Mr. Gregg also shared with the board a recent visit to a Brevard High School where he presented to a group of young people his personal experience of being a dual enrolled student.

Marci Murphy briefly showed the board where in the board package they could see our unrestricted funds and our administrative costs.

**Other Business:**

There being no further business, the meeting was adjourned at 9:26am.

Submitted by,

Reviewed by,

{Signature on file}    2/28/2023  
Holly Paschal        Date

{Signature on file}    2/28/2023  
Lloyd Gregg         Date

## **Action Brief**

### **Selection of Key Industries - Program Year (PY) 2023 – 2024**

#### **Background**

CareerSource Brevard (CSB) annually reviews Key Industries by researching and analyzing Labor Market Information (LMI) provided by various sources. The Industry Workforce Committee (IWC) has provided this information to garner a business perspective on the Key Industry selection and to make recommendations to the CSB Board of Directors regarding any adjustments. The selection of Key Industries allows for CSB to deploy limited resources and social capital in a manner to optimize prospects for success. Most of the identified industries represent those which offer the best promise for overall economic growth by attracting and retaining high skill, high wage, and value-added jobs. Key industries can also represent those that require our focus due to major workforce issues, sector strategies, career pathways and other job-driven, industry focused initiatives. A quick look at the workforce situation in Brevard will set the stage for reviewing Key Industry information.

Brevard County's jobless rate decreased from 3.2% to 2.6% comparing February 2023 to February 2022. Brevard's unemployment rate was 0.1 percentage point above the state rate of 2.5%. There are 300,588 persons in the labor force and 7,812 who are unemployed in the region. Out of 67 counties in the State of Florida, Brevard ranks 21<sup>st</sup> lowest in terms of unemployment rates.

Another trend that has been watched over the years is the Labor Force Participation Rate (LFPR). LFPR is the estimated share of the population actively engaged in the labor market. Based on DEO's Florida LMI Data Release for February 2023, Brevard's workforce is doing well. The economy is improving, as 7,764 more people have entered the workforce since last year. There are currently 7,812 unemployed persons as of February 2023.

#### **Discussion**

The following tables contain the history of employment growth by industry from 2019 through 2023 and the selected Key Industries over this time. The following is noted:

- Overall, each industry in Brevard experienced growth from February 2022 to February 2023, except for Warehousing (-3.6%). This indicates that Brevard's economy is doing well and has rebounded from the effects of the pandemic a couple of years ago.
- Industries with the greatest growth over the past year included Manufacturing (+8.6%) and Education and Health Services (+6.4%).
- The Manufacturing (+8.6 percent); Education and Health Services (+6.4 percent); and Information (+4.2 percent) industries grew faster in the metro area than statewide over the year.
- The industries gaining jobs over the year were Manufacturing (+2,600 jobs); Education and Health Services (+2,400 jobs); Leisure and Hospitality (+1,200 jobs); Trade, Transportation, and Utilities (+300 jobs); Government (+300 jobs); Financial Activities (+200 jobs); Professional and Business Services (+200 jobs); Other Services (+200 jobs); Mining, Logging, and Construction (+100 jobs); and Information (+100 jobs).

<b>Employment by Industry</b>										
<b>Not Seasonally Adjusted/Over the Year Percent Change</b>										
<b>Industry</b>	<b>2019</b>		<b>2020</b>		<b>2021</b>		<b>2022</b>		<b>2023</b>	
	<i>Florida</i> %	<i>Brevard</i> %	<i>Florida</i> %	<i>Brevard</i> %	<i>Florida</i> %	<i>Brevard</i> %	<i>Florida</i> %	<i>Brevard</i> %	<i>Florida</i> %	<i>Brevard</i> %
<b>Construction</b>	4.7	7.9	2.4	2.5	-1.7	-1.2	3.7	-0.6	3.0	0.6
<b>Manufacturing</b>	2.8	7.7	4.5	9.5	-1.1	5.0	3.7	1.4	3.8	8.6
<b>Trade, Transportation &amp; Utilities</b>	1.7	3.8	1.1	2	1.8	-2.3	6.6	7.0	2.9	0.7
<b>Information</b>	1.8	3.8	-4.8	-3.6	-8.8	-8.3	8.7	22.2	0.7	4.2
<b>Financial Activities</b>	2.9	2.4	1.3	1.1	-0.1	0.0	5.7	2.2	3.3	2.4
<b>Professional &amp; Business Services</b>	4.4	6.1	2.6	-2.0	-3.6	1.4	7.4	4.2	4.0	0.5
<b>Education &amp; Health Services</b>	3.0	3.1	4.0	3.8	-2.1	-7.6	1.9	-1.1	6.3	6.4
<b>Leisure &amp; Hospitality</b>	1.9	1.1	4.0	3.6	-15.5	-5.9	16.8	11.3	8.1	4.2
<b>Other Services*</b>	2.5	3.5	2.2	1.1	-6.7	-4.3	6.1	6.1	4.6	2.3
<b>Government</b>	0.1	1.8	1.2	1.2	1.4	-4.2	0.3	3.5	1.8	1.1

\* The Other Services (except Public Administration) sector comprises establishments engaged in providing services not specifically provided for elsewhere in the classification system. Establishments in this sector are primarily engaged in activities, such as equipment and machinery repairing, promoting or administering religious activities, grant making, advocacy, and providing dry-cleaning and laundry services, personal care services, death care services, pet care services, photofinishing services, temporary parking services, and dating services.

<b>Historical Key Industry Selection for Brevard</b>	
<b>2017 – 2020</b>	<ul style="list-style-type: none"> <li>➤ Manufacturing, Aviation and Aerospace</li> <li>➤ Information Technology</li> <li>➤ Health Care</li> <li>➤ Logistics, Transportation, Distribution</li> <li>➤ Construction</li> <li>➤ Leisure and Hospitality</li> </ul>
<b>2021 - 2022</b>	<ul style="list-style-type: none"> <li>➤ Aerospace and Aviation</li> <li>➤ Manufacturing</li> <li>➤ Information Technology</li> <li>➤ Health Care</li> <li>➤ Construction</li> <li>➤ Logistics, Transportation, Distribution</li> <li>➤ Leisure and Hospitality</li> </ul>
<b>2022 – 2023</b>	<ul style="list-style-type: none"> <li>➤ Aerospace and Aviation</li> <li>➤ Manufacturing</li> <li>➤ Information Technology</li> <li>➤ Health Care</li> <li>➤ Construction</li> <li>➤ Leisure and Hospitality</li> </ul>
<b>2023 – 2024</b>	See below for recommendation



## Recommendation

Staff recommends the following Key Industries for PY 2023 - 2024:

Key Industry	Sector Strategy	CSB Role	Rationale
<b>Aerospace &amp; Aviation</b>	Established 	LEAD	<ul style="list-style-type: none"> <li>Aviation continues to be a growing industry in Brevard.</li> <li>Increased opportunities in Aerospace.</li> <li>Increased engagement with EDC regarding support of prospective aerospace/aviation employers.</li> <li>AeroFlex Pre Apprenticeship through GAMAAA Grant.</li> <li>Expected growth of 23% in next 5 years.</li> </ul>
<b>Manufacturing</b>	Established (in support with Florida MAKES) 	Stakeholder Currently Supporting the EDC MASC Efforts	<ul style="list-style-type: none"> <li>Local concerns and statewide focus on advanced manufacturing.</li> <li>Career pathways offer flexibility into aerospace and aviation industries.</li> <li>Growing opportunities for businesses and workers.</li> <li>Expected growth of 9% in next 5 years.</li> </ul>
<b>Information Technology</b>	Established  <b>Get There Faster Grant</b>	LEAD	<ul style="list-style-type: none"> <li>Supports post-pandemic remote work.</li> <li>Get There Faster Grant offering certification in Salesforce Administration for careers focused on Customer Service, Data Engineering, Analytics, Automation, Marketing and Application Development.</li> <li>Consortium efforts address concerns over availability of Information Technology workers, actions to help build the talent pipeline or attract from other areas.</li> <li>24% growth in past 5 years.</li> </ul>
<b>Health Care</b>	Established 	LEAD	<ul style="list-style-type: none"> <li>Demand area for occupational training by CareerSource Brevard job-seeking customers and employers.</li> <li>Pandemic created increased need for health care workers, while also resulting in great loss of health care workers due to safety concerns.</li> <li>The need for healthcare workers remains strong to build future resiliency.</li> <li>Convened partners to get LPN Apprenticeship started at Health First</li> <li>Working with Dwyer Workforce Development Center, Inc. for C.N.A. career ladder training in Brevard.</li> <li>Expected growth of 3% in next 5 years.</li> </ul>
<b>Construction</b>	Established 	LEAD	<ul style="list-style-type: none"> <li>Identified talent pipeline challenges for persons who want to learn the trade jobs.</li> <li>Community Development Block Grant Disaster Recovery (CDBG-DR) Funding.</li> <li>Earn nationally recognized certifications in Heavy Equipment and Safety.</li> <li>Expected growth of 9% in next 5 years.</li> </ul>
<b>Other Key Industries</b>			
<b>Logistics, Transportation, Distribution</b>	<ul style="list-style-type: none"> <li>Port Canaveral development of container and shipping industry and expanded cruise service, and maritime activity continues to develop. Port Canaveral has overtaken the Miami Port and was officially labeled as the "Busiest Cruise Port in the World", December 2022. This harbors a need for CSB's continued support and focus.</li> <li>Career Ladders available for some Re-Entry customers and other special populations.</li> </ul>		
<b>Leisure and Hospitality</b>	<ul style="list-style-type: none"> <li>Most impacted by the pandemic, still recovering.</li> <li>Utilization of online training platform (SkillUp Brevard) to enhance employee skillset and productivity as part of a retention strategy.</li> <li>Identification of career ladders &amp; wage projection within the industry.</li> <li>Good starting point for Re-Entry Customers and other special populations.</li> <li>Several new and expansion projects in this industry occurring in Brevard over the next few years.</li> </ul>		

\*Expected Growth rate over the next 5 years according to Lighcasts's Industry Snapshot report.

**Action**

Review and approve the Industry Workforce Committee's recommendation of the Key Industries for PY 2023-2024.

## *Action Brief*

### **Schedule of Operations**

#### **Background**

The State of Florida Department of Economic Opportunity (DEO) is Florida's designated state agency for receipt of federal workforce development funds, and is required to carry out the duties and responsibilities assigned by the Governor under each federal grant assigned to DEO; and CSB is a "recipient/sub recipient" of the funds pursuant to section 121(h) of the Workforce Innovation and Opportunity Act (Pub. L. 113-128) and section 445.009(2)(c), Florida Statutes.

DEO and CSB entered into an Agreement dated May 15, 2021 to satisfy the above requirements. The Agreement requires CSB to annually adopt a schedule of operations for the upcoming state fiscal year (Attachment A). Such schedule of operations shall include, but is not limited to, daily hours of operation of one stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. The proposed schedule must be approved by CSB's Board of Directors and posted on CSB's website. CSB's Board of Directors must give prior approval to any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances (e.g., an order of the President or Governor, total loss of facilities from a catastrophic natural or man-made disaster, etc.). If emergency circumstances exist which result or could foreseeably result in a shutdown, CSB shall ensure that DEO and the State Board are informed within 48 hours of such shutdown or potential shutdown.

#### **Action**

Approve CSB's Schedule of Operations and Holiday Closures.

## Schedule of Operations

July 1, 2023 to June 30, 2024

Monday-Thursday 9:00am-6:00pm
Friday 8:00am-5:00pm

## Extended Phone & Virtual Career Center Hours

July 1, 2023 to June 30, 2024

Date	Time	Hours
Monday	6:00pm - 7:00pm	1.00
Tuesday	6:00pm - 7:00pm	1.00
Wednesday	6:00pm - 7:00pm	1.00
Thursday	6:00pm - 7:00pm	1.00
Saturday	9:00am - 1:00pm	4.00

## Schedule of Holiday Closures

July 1, 2023 to June 30, 2024

Holiday/Date	CSB Centers
<b>Independence Day</b> Tuesday, July 4, 2023	<b>Closed</b>
<b>Labor Day</b> Monday, September 4, 2023	<b>Closed</b>
<b>Veterans Day</b> Friday, November 10, 2023	<b>Closed</b>
<b>Thanksgiving Day</b> Thursday, November 23, 2023	<b>Closed</b>
<b>Day After Thanksgiving</b> Friday, November 24, 2023	<b>Closed</b>
<b>Christmas Day (observed)</b> Monday, December 25, 2023	<b>Closed</b>
<b>New Year's Day (observed)</b> Monday, January 1, 2024	<b>Closed</b>
<b>Martin Luther King's Day</b> Monday, January 15, 2024	<b>Closed</b>
<b>Memorial Day</b> Monday, May 27, 2024	<b>Closed</b>

## Action Brief

### Regional Targeted Occupations List for 2023-2024

#### Background

CareerSource Brevard (CSB) is required to produce and publish the Regional Targeted Occupations List (RTOL) on an annual basis. This brief completes the local activity required to create the list. Creation and revision of the RTOL generally includes the following:

<b>REGIONAL TARGETED OCCUPATIONS LIST (RTOL) DEVELOPMENT PROCESS</b>		
Step/ Timeline	Activity	Resources Used/Action Required
<b>1</b> Early March <input checked="" type="checkbox"/>	<b>Establish Draft Regional Targeted Occupations List</b>	<ul style="list-style-type: none"> <li>Review Statewide/Regional TOL</li> <li>Internal Review by Industry Relations, Program Managers and Staffing Specialists</li> <li>Utilize Labor Market Information (LMI) from multiple sources.</li> </ul>
<b>2</b> Mid- March <input checked="" type="checkbox"/>	<b>Key Partner &amp; Training Vendor Filtering</b>	Solicit Feedback from <ul style="list-style-type: none"> <li>Training Vendors</li> <li>School District</li> <li>Other Economic &amp; Business entities</li> </ul>
<b>3</b> Late March <input checked="" type="checkbox"/>	<b>Alignment with Economic Development Priorities</b>	Determine how occupations fit with LWDB 13 Key Industry Analysis which include: <ul style="list-style-type: none"> <li>Florida Targeted Industries</li> <li>Florida Infrastructure Industries</li> <li>Local Economic Development Priorities</li> </ul>
<b>4</b> April <input checked="" type="checkbox"/>	<b>Business &amp; Industry Filtering</b>	Solicit Feedback from the following groups: <ul style="list-style-type: none"> <li>Training Vendors provide CIP to SOC crosswalk information when available and pertinent.</li> <li>Reviewed by the Career Center Committee which includes business and other organizations.</li> </ul>
<b>5</b> April <input checked="" type="checkbox"/>	<b>Customization</b>	<ul style="list-style-type: none"> <li>This includes reviewing State Demand Report and determining which occupations should be added or removed and the coding for training.</li> </ul>
<b>6</b> April <input checked="" type="checkbox"/>	<b>Review by Career Center Committee (CCC)</b>	<ul style="list-style-type: none"> <li>Staff walks the CCC members through the issues and information impacting the RTOL.</li> <li>Staff describes the changes, additions, deletions and training category changes.</li> </ul>
<b>7</b> May	<b>Final Approval by the CSB Board of Directors</b>	<ul style="list-style-type: none"> <li>Consent Action Item at the May/June BOD Meeting</li> </ul>
<b>8</b> June	<b>Final Actions</b>	<ul style="list-style-type: none"> <li>Post final RTOL on website by June 30<sup>th</sup>.</li> </ul>

Denotes completed activities     Denotes pending activities

**Recommendation**

The PY 2023-2024 RTOL is attached. The changes to the RTOL are based on current employment trends and data, in addition to feedback received from community partners, educators and staff. Some of the additions to the RTOL were requested by Brevard County Public Schools.

*The following revisions have been made to this year’s RTOL:*

- Adoption of the state formatting to be consistent with other regions.
- Removal of color classifications indicating which occupations are static/shrinking, expected to grow, and growing.
  - These classifications were a local decision previously and are not supported by the state’s format.
  - The previous orange color represented occupations that were permissible of ITA/WBT training only if a path to self-sufficiency was delineated within the customer’s Individual Employment Plan (IEP) or if part of a sector strategy project. We have now adopted the asterisk (\*) as this indicator but have focused on occupations in which the starting wage is \$15 or less.
- Removal of bolded occupation titles, as these are now indicated by “HSHW” (high skill/high wage) in column B.

<b>Added to RTOL</b>	
434051	Customer Service Representative
519081	Dental Laboratory Technicians
353023	Fast Food and Counter Workers
352021	Food Preparation Workers
434081	Hotel, Motel, and Resort Desk Clerks
<b>Changed on RTOL</b>	
292021	Changed to 291292 – Dental Hygienists (Same occupation, different SOC code)

**Action**

Approve the attached RTOL recommended by CSB staff and the Career Center Committee.



REVISED  
05/01/23

*Grow the Resources of the Board Report*

**BOLD** Denotes  
Revisions or Additions

<b>GRANTS (Federal, State Local Competitive and Non-competitive)</b>				
<b>Resource Information</b>	<b>Amount Awarded</b>	<b>Grant Focus</b>	<b>Current Status</b>	<b>Staff Lead</b>
<p>Grant Name: Health Emergency Dislocated Worker Grants in Response to COVID-19 Outbreak</p> <p>Time Frame: 04/13/20 – 03/31/23</p> <p>Funding Source: USDOL / National Dislocated Worker</p>	<b>\$4,249,999</b>		<p>This grant is <b>complete</b>.</p> <p>Agencies assisted were 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 &amp; 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:  <ul style="list-style-type: none"> <li>• <b>115 Participants Enrolled</b></li> <li>• <b>64 Employment at Exit</b></li> </ul> </p>	James Watson
<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.	<p>RebuildFL United Academy Heavy Equipment and Safety Training Program is currently in its <b>11th session</b> with a total of 101 participants. Classes are averaging between 9-10 participants each month. The program focuses on Nationally recognized certifications for Earth Moving Equipment, Mobile Elevated Work Platforms, Forklifts, and safety training, including OSHA 10 and Fall Protection. Since its first training cohort in August, the program has had <b>101 participants with a graduation rate of 91%</b> and training continues to be held on a monthly basis.</p>	James Watson
Grant Name: USDOL Apprenticeship	40 ToolingU Licenses and	CareerSource Brevard (CSB) in partnership and collaboration	CSB has access to 40 Aero-Flex training licenses from	Thomas LaFlore

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>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>	\$20K for Administration	<p>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.</p>	<p>ToolingU SME and has expended 35 of them. A Subrecipient Agreement with the South Bay Workforce Investment Board was executed in March 2021 to continue to train jobseekers in the Aero-Flex Program. <b>As of January 30<sup>th</sup>, we have enrolled 35 jobseekers, 17 of them have completed the online training, and 13 have received the CMFGA Certification. We are well on track to reach our goal.</b></p>	
<p>Grant Name: Substance Use Disorder (SUD) Navigator Grant</p> <p>Time Frame: 05/06/21-02/28/24</p> <p>Funding Source: DEO Wagner-Peyser 7 (b)</p> <p>Partner(s): Local agencies involved in SUD treatment &amp; services</p>	\$216,250	<p>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.</p>	<p>The Substance Use Disorder navigator grant which focuses on serving reentry, substance use, and others impacted by the opioid crisis. This grant provides workforce solutions to support businesses with hiring and retaining workers in recovery or with substance use disorders (SUD) and helps qualifying job seekers obtain employment leading to self-sufficiency. SUD Navigator is to conduct outreach to the local community partners and employers regarding the benefits of “hiring hidden talents.” <b>The grant has been extended to closeout by 02/28/2024, with CSB receiving an additional \$60,000 award.</b></p> <p><b>January – March 2023</b></p> <ul style="list-style-type: none"> <li>• 2 Business Learning events</li> <li>• 5 Job Readiness Workshops</li> <li>• 1 Informational tour for Sustainability Workforce Alliance (Operation Career Launch)</li> <li>• 2 Staff Trainings “Serving Ex-</li> </ul>	Beatrice Boursiquot



GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			<b>Offenders &amp; Individuals impacted by substance use disorder</b> <ul style="list-style-type: none"> <li>• 3 Recovery/Reentry Navigator Events</li> <li>• 1 Circuit 18 Reentry Simulation (State Attorneys; Probation Office, Law Enforcement)</li> <li>• 7 New Community Organization partnerships</li> <li>• 4 Brevard Recovery Taskforce Committee meetings</li> </ul>	
<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>Salesforce training to WIOA eligible adults and youth has held <b>5 Cohorts</b> with a total of <b>55 Enrolled</b> and <b>44 Graduated</b>. Participants can choose to attend courses virtually at their residence or under supervision of an instructional aide at Brevard Adult &amp; Community Education's South Area Educational Center in Melbourne. Additionally, students are paired with projects to be completed for Employer Worksites, providing the student with up to 240hrs of hands-on experience at \$17hr.</p> <p><b>To date, 15 have completed their hands-on experience, 9 are currently in their hands-on experience, 8 are scheduled to start their hands-on experience, 5 have transitioned into Full-Time Employment, and 19 have obtained industry recognized certifications.</b></p> <p><b>Information sessions about this grant program have ended and all focused efforts have pivoted to employment connections.</b></p>	Amberstar Bush

<b>GRANTS</b> (Federal, State Local Competitive and Non-competitive)				
<b>Resource Information</b>	<b>Amount Awarded</b>	<b>Grant Focus</b>	<b>Current Status</b>	<b>Staff Lead</b>
<p><b>Grant Name: Non-Custodial Parent Employment Program (NCPEP)</b></p> <p><b>Time Frame:</b> 01/01/23 – 07/31/23</p> <p><b>Funding Source:</b> State Funds</p> <p><b>Partner(s):</b> Clerk of Courts, Department of Revenue</p>	\$1,49,860	This grant is provided to support non-custodial parents who are unemployed or underemployed and have difficulty meeting child support obligations to obtain and retain self-sufficient employment and establish a successful pattern of paying child support. Funding supports core services and enhanced services/direct participant support.	C2 is the lead for this grant after exhibiting an excellent partnership already with the clerk of courts through the Crosswalk referral system. C2 has hired 4 career advisors, 1 job developer and 1 special projects coordinator to support this grant. As of 04/24/23, there are 24 individuals enrolled in the NCPEP program. The state plans to seek an extension.	Caroline Joseph-Paul
<p><b>Grant Name: Hurricane 2022 (Ian - Nicole Dislocated Worker Grant (DWG))</b></p> <p><b>Time Frame:</b> 09/24/2022 - 9/30/2024</p> <p><b>Funding Source:</b> USDOL through DOE DWG</p> <p><b>Partner(s):</b> NA</p>	\$1,800,000	Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities.	<p>Current projects include:</p> <ol style="list-style-type: none"> <li>1. Brevard Co.</li> <li>2. City of Palm Bay</li> <li>3. City of Cocoa Beach</li> <li>4. US Fish and Wildlife</li> </ol> <p>Participants to date:</p> <ol style="list-style-type: none"> <li>1. Current = 33</li> </ol> <p>To date = 31</p>	James Watson

<b>UNRESTRICTED REVENUES</b> (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
<b>Resource Information</b>	<b>Amount Awarded</b>	<b>Grant Focus</b>	<b>Current Status</b>	<b>Staff Lead</b>
<p><b>Grant Name:</b> Ticket to Work (TTW) Program</p> <p><b>Time Frame:</b> Indefinite</p> <p><b>Funding Source:</b> Social Security Administration</p> <p><b>Partner(s):</b> Vocational Rehabilitation</p>	\$322,357 To Date	Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).	<p>There <b>were no</b> new TTW participants in the 4<sup>th</sup> quarter PY 21-22. We received payments of <b>\$4,374</b> for 22-23 for a cumulative total of <b>\$332,819</b>.</p> <p>Staff continue to collaborate with eligible customers who are interested in work or training. EN continues to progress at a modest pace.</p>	James Watson

**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: 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>	<p><b>\$54,271.50</b> To Date</p>	<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 PY22-23 third quarter- (07/1/22-09/30/22) is <b>\$0.00</b>.</p>	<p>Marina Stone</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. <b>As of February 2023, all Wells Fargo supportive service funds have been expended.</b></p>	<p>Jana Bauer</p>
<p>Grant Name: AARP BTW50+</p> <p>Time Frame: <b>12/14/2022 – 12/31/2023</b></p> <p>Funding Sources: AARP Foundation</p>	<p><b>\$60,000</b></p>	<p><b>This grant focuses on increasing income and earnings for low-income 50+ individuals by creating connections between mature workers and employers in Brevard County through the AARP Foundation's BACK TO WORK 50+ program by providing workshops, business learning events, job fairs, and additional support through career training, professional development, and community engagement.</b></p>	<p><b>CareerSource Brevard (CSB) has hosted 3 cohorts with 34 registered in the Overview Workshop, Coached 31 people, and report employment for 7 people with an average wage of \$14/hr. In total, we plan to coach 77 people and report 35 people employed.</b></p>	<p>Amberstar Bush</p>



May 18, 2023

## Information Brief

### Third Quarter Contractor Performance PY 2022-2023

#### 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 (14 of 17 for quarters 1 - 3 and 14 of 18 for quarter 4)
- **Element B:** Contractor must meet accelerated performance on 50% of the measures (9 of 17 for quarters 1 – 3 and 9 of 18 for quarter 4)
- **Element C:** Meeting or exceeding a minimum score of 75 on a Board performance evaluation related to programmatic monitoring results.

#### PY 2022-23 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 22-23						
Measures						
Objective/Criteria	Minimum	Accelerated	1st Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
<b>WIOA Adult Measures</b>						
Adult Entered Employment Rate	90%	95%	Exceeded (100%)	Exceeded (98%)	Exceeded (100%)	
Adult Average Wage at Placement	107% (\$17.01)	111% (\$17.73)	Exceeded (121.6%)	Exceeded (146.3%)	Exceeded (136.5%)	
Adult Retention at 12 Months	86%	88%	Exceeded (89.3%)	Exceeded (88.0%)	Exceeded (90.8%)	
Adult Credential Attainment Rate	77%	79%	Exceeded (84.8%)	Exceeded (88.9%)	Exceeded (89.8%)	
Adult Measurable Skills Gain	Q1 - 45% Q2 - 55% Q3 - 65% Q4 - 77%	Q1 - 50% Q2 - 60% Q3 - 70% Q4 - 79%	Missed (21.7%)	Exceeded (61.1%)	Met (69.0%)	
<b>WIOA Dislocated Worker Measures</b>						
Disl. Wkr. Entered Employment Rate	90%	95%	Exceeded (100%)	Exceeded (100.0%)	Exceeded (100%)	
Disl. Wkr. Average Wage At Placement	143% (\$22.75)	150% (\$24.00)	Exceeded (253.3%)	Exceeded (213.3%)	Exceeded (163%)	
Disl. Wkr. Retention at 12 Months	90%	92%	Missed (88.9%)	Missed (88.2%)	Exceeded (96.2%)	

Elements of Contractor Performance Earnings - PY 22-23						
Measures						
Objective/Criteria	Minimum	Accelerated	1st Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Disl. Wkr. Credential Attainment Rate	72%	75%	Exceeded (90.5%)	Exceeded (91.3%)	Exceeded (91.7%)	
Disl. Wkr. Measurable Skills Gain	Q1 - 55% Q2 - 60% Q3 - 70% Q4 - 75%	Q1 - 60% Q2 - 65% Q3 - 75% Q4 - 80%	Missed (33.3%)	Exceeded (81.8%)	Exceeded (80%)	
WIOA Youth Measures						
Youth Entered Employment Rate	90%	95%	Exceeded (100%)	Met (90.9%)	Missed (88.0%)	
Youth Average Wage At Placement	68.3% (\$10.90)	70% (\$11.15)	Exceeded (97.9%)	Exceeded (95.0%)	Exceeded (93.4%)	
Youth Retention at 12 Months	81.5%	83%	Exceeded (83.3%)	Met (81.8%)	Exceeded (83.3%)	
Youth Credential Attainment Rate	70%	73%	Missed (56.7%)	Missed (69%)	Missed (66.7%)	
Youth Measurable Skills Gain	Q1 - 40% Q2 - 50% Q3 - 60% Q4 - 65%	Q1 - 45% Q2 - 55% Q3 - 65% Q4 - 68%	Missed (17.2%)	Exceeded (61.9%)	Met (62.7%)	
Wagner Peyser Measures						
WP Entered Employment Rate	36%	38%	Exceeded (39.6%)	Exceeded (41.8%)	Exceeded (43.8%)	
WP Average Wage at Placement	72% (\$11.44)	76% (\$12.15)	Exceeded (102.1%)	Exceeded (95.9%)	Exceeded (91.8%)	
Welfare Transition Measures						
Entered Employment Rate	TBD	TBD				
Reduction in Public Assistance	TBD	TBD				
Training Services						
Training Enrollment Rate	TBD	TBD				
Grants and Special Projects Measured Annually						
Performance on Special Projects and Grants	80%		N/A	N/A	N/A	N/A

Element A				
Met the minimum percentages set on 14 out of 17 (Q1 & Q2), 16 out of 20 (Q3) and 17 out of 21 (Q4) Performance Measures established in Attachment F	No – Met Minimum on 12 of 17	Yes – Met Minimum on 15 of 17	Yes – Met Minimum on 15 of 17	
Element B				
Met the accelerated percentages set on 9 out of 17 (Q1 & Q2), 10 out of 20 (Q3) and 11 out of 21 (Q4) established in Attachment F	Yes – Met Accelerated on 12 of 17	Yes – Met Accelerated on 13 of 17	Yes – Met Accelerated on 13 of 17	

Element C	
Met a minimum score of 75 or higher on the CSB performance evaluation related to the annual state programmatic monitoring results	N/A

**Performance Measure Revisions for PY 22-23**

The performance measures for PY 22-23 have been redesigned to better align with the Letter Grade Performance that has been established at the State.

While many of the measures have remained the same, three (3) measures focused on Measurable Skills Gains have been redefined and calculations methods updated, and three (3) measures focused on Credential Attainments have been added. These revisions ensure positive performance results on Federal measures and on the Letter Grades.

Board staff reviewed all existing measures to analyze and identify which measures may be either hurting or having little impact on our letter grade performance. Such measures were removed to allow focus in the most effective areas. These measures included Customer Engagement, New Job Seekers, and Referral to Placement Ratio.

Three additional measures (Reduction in Public Assistance, Welfare Transition Entered Employment, Training Enrollment) are still under development and implementation of these measures has been postponed until the next program year. It is anticipated that the transition of the existing One-Stop Service Tracking (OSST) System into the Employ Florida System will allow a clearer, more consistent, and accurate method of tracking and reporting data necessary to monitor and analyze these measures.

Third Quarter Performance continues to be lower in some areas due to the nature of the measures and this is definitely the case for the Youth Credential Attainment as most of the youth credentials are often in the form of course completion which doesn't happen until later in the school year. The Youth Positive Outcome was also missed due to six (6) youth who no longer wished to participate and refused to continue receiving services.

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

## 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 2nd quarter of PY 2022-23. Also shown are our goals for PY 2022-23. All performance goals were met or exceeded for the 2nd quarter except Dislocated Worker Median Earnings (missed by 1.6%).

#### July 2022-December 2022 Performance

Primary Performance Indicator (PPI)	Performance 2019-2020	Performance 2020-2021	Performance 2021-2022	PY 22-23 Q2 Performance	PY22-23 Performance Goals
<b>Adults:</b>					
Entered Employment Rate (2 <sup>nd</sup> Qtr. after Exit)	89.1%	88.9%	83.5%	82.8	90.4
Employment Retention Rate (4 <sup>th</sup> Qtr. after Exit)	87.0%	88.50%	92.6%	82.6	86.1
Median Earnings (2 <sup>nd</sup> Qtr. after Exit)	\$8,097	\$8,745	\$8,927	\$8,884	\$8,837
Credential Attainment Rate	78.7%	85.2%	82.9%	80.0	77.0
Measurable Skills Gain	N/A	75%	75.0%	72.5	75.0
<b>Dislocated Workers:</b>					
Entered Employment Rate (2 <sup>nd</sup> Qtr. after Exit)	91.8%	87.9%	93.9%	93.9	90.1
Employment Retention Rate (4 <sup>th</sup> Qtr. after Exit)	88.7%	92.4%	86.3%	91.8	90.2
Median Earnings (2 <sup>nd</sup> Qtr. after Exit)	\$10,174	\$12,574	\$10,006	\$10,456	\$11,831
Credential Attainment Rate	61.1%	69.4%	89.3%	93.80	72.2
Measurable Skills Gain	N/A	83.0%	79.3%	73.90	75.0
<b>Youth Common Measures:</b>					
Entered Employment Rate (2 <sup>nd</sup> Qtr. after Exit)	80.2%	82.6%	80.2%	78.0	83.5
Employment Retention Rate (4 <sup>th</sup> Qtr. after Exit)	85.6%	78.5%	85.7%	80.2	81.5
Median Wage 2nd Quarter After Exit	N/A	\$3,643	\$4,423	\$4,735	\$3,855
Credential Attainment Rate	70.3%	73.0%	73.9%	64.3	70.0
Measurable Skills Gain	N/A	66.2%	75.0%	76.5	65.3
<b>Wagner-Peyser:</b>					
Entered Employment Rate (2 <sup>nd</sup> Qtr. after Exit)	68.8%	61.9%	63.8%	60.7	65.6
Employment Retention Rate (4 <sup>th</sup> Qtr. after Exit)	65.4%	62.9%	63.0%	62.3	64.2
Median Earnings (2 <sup>nd</sup> Qtr. after Exit)	\$5,459	\$5,468	\$6,152	\$6,216	\$6,002
<b>Not Met (less than 90% of negotiated)</b>	<b>Met (90-100% of negotiated)</b>		<b>Exceeded (greater than 100% of negotiated)</b>		



## Program Year 2022-2023 (2nd Quarter)

B

LETTER GRADE

85.89%

FINAL SCORE

Metric (Category)	Weight	Numerator	Denominator	Rate (%)	YOY Rate Difference	Target (%)	Target Met (%)	Weighted Performance (%)
Participants with Increased Earnings (Employment and Training Services, Self-Sufficiency)	.25	3,226	7,112	45.36		45.00	100.00	25.0
Reduction in Public Assistance (Employment and Training Services, Self-Sufficiency)	.25	1,135	2,728	41.61		35.00	100.00	25.00
Employment and Training Outcomes (Employment and Training Services)	.20	17	18	94.44		100.00	88.89	18.89
Participants in Work-Related Training (Training Services)	.10	507	6,597	7.69		25.00	30.76	3.08
Continued Repeat Business (Business Services)	.05	2,005	7,287	27.51		35.00	78.6	3.93
Year-Over-Year Business Penetration (Business Services)	.05				-8.73	100.00	0.00	0.00
PY 2020-2021 Business Penetration		3,877	14,896	26.03				
PY 2021-2022 Business Penetration		2,632	15,341	17.16				
Completion-to-Funding Ratio (Employment and Training Services)	.10	7.96	2.95	100.00		100.00	100.00	10.00
Exiters: Local Board (N)/Statewide (D)		6,251	\$83,798	7.46				
Budget: Local Board (N)/Statewide (D)		\$4,643,504	\$157,402,477	2.95				
Extra Credit: Serving Individuals on Public Assistance (Employment and Training Services, Self-Sufficiency)	Up to 0.05 points	2,295	6,472	35.46				0.00
							<b>FINAL SCORE</b>	<b>85.89</b>



## Quarterly Multimedia Outreach (January – March 2023)

### OWNED Media

CSB “owned” multi-channel media tactics (social media, direct email, video, print, and web) are used daily to educate and inform target audiences about its mission, and the benefits of its no-cost programs and services.

#### View social media efforts by following 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/](https://www.instagram.com/careersource_brevard/)

**Jobseeker services messaging.** Share with jobseekers and referring partners: legislators, community & workforce, and media.

- **Daily promotions:** Hot Jobs, virtual and in-person workshops, job fairs, local employer recruiting events, skills training, supportive services and resources, career tips, jobseeker success stories & testimonials.
- **Program outreach campaigns this quarter:** [Young Adults Program](#), [Aerospace Aviation & IT Job Fair](#), [BACK TO WORK 50+](#), [Sector Strategy job fairs](#), [Veterans Job Fair](#), [Get There Faster Salesforce training](#), [Olga's Story jobseeker success video](#) [CSB & Partner workshops](#), [Construction Training Grant program](#)

**Business services messaging.** Share with employers and referring partners: legislators, community & workforce, and media.

- **Daily promotions:** Virtual and in-person business learning events, CSB-hosted employer recruiting events, talent attraction job fairs, employee retention & work experience skills training, supportive services, and resources, grant and collaborative partner news, employer success stories & testimonials. These efforts support CSB’s Sector strategy initiatives (Aerospace/Aviation/Advanced Manufacturing, Information Technology, Hospitality, Healthcare, and Construction)
- **Quarterly highlights:** [Aerospace Aviation & IT Job Fair](#), [Employer-led recruiting events](#), [Young Adults Program](#), [Get There Faster Salesforce training](#), [CSB Annual Report](#), [Business Services](#), [Customers say...](#)

### EARNED Media

“Earned” media is the result of relationship building with traditional media outlets as well as community and workforce partners, and customers and employers who have a following CSB can provide services to. This no-cost media expands CSB’s opportunity to raise awareness of its no-cost programs and services.

**Print, broadcast, and digital media coverage quarterly highlights:**

#### Florida Today:

- [Meals on Wheels needs volunteers post CSB grant support](#)
- [CSB Clinton Hatcher wins 4-under-40-leadership award](#)
- [Family Promise Brevard housing-crisis CSB navigator support](#)

#### Brevard Business News:

- CSB business workforce services

#### Jacksonville Business Journal

- [Dassault Falcon Expansion, CSB support](#)

#### Space Coast Daily:

- [City of Cocoa & CareerSource Brevard host job fair](#)



## Quarterly Multimedia Outreach (January – March 2023)

- 98.5 The Beach radio weekly Hot Jobs PSA**
- Helping Seniors of Brevard radio podcast**
  - Veterans Job Fair promoted on podcast
- The Mayfield Minute digital news**
  - Veterans Job Fair
- Ebony News printed news article**
  - BACK TO WORK 50+ Job Fair

### PAID Media

*Buying media reaches audiences beyond those familiar with CSB services.*

#### **Paid media campaigns this quarter included:**

- **BBN Feb. and March Business Services ads for On-the-Job Training**
- **Video Success stories**, Olga's Story Jobseeker testimonial, one of 5 videos created for multimedia use. <https://www.youtube.com/watch?v=FewfPM-LISM>
- **DMV waiting room videos:** Rebuild Florida Construction Training Grant, General jobseeker programs and services. <https://bit.ly/3OccNwa> .
- **Brevard Public School's "Headlines" e-newsletter ads:** Florida Rebuild Construction Training Grant, General jobseeker programs and services
- **Space Coast Area Transit (SCAT) interior bus ads:** ReBuild Florida Construction Training Grant program, General Jobseeker programs and services.
- **Radio:** National Dislocated Worker Grant (Hurricanes) JOBS NOW program

### NEW Quarterly Campaign Highlight:

#### ***National Dislocated Worker Grant (Hurricane Ian Nicole) JOBS NOW program***

**Paid Radio Campaigns and their digital components** -- websites, YouTube channels and other digital platforms where our JOBS NOW campaign will be seen/heard.

- **iHeart stations:** 92.7 WMMB, 101.1 WJRR, WFKS-FM
- **The Beach** (who have been running our daily hot jobs announcement (for free) for years.
- **Cumulus:** WA1A/107.1 and HitKicker/HKR/102.7

**Owned Social and Direct Email media campaign** -- Instagram and Facebook posts, and Direct emails to jobseekers and referring targets lead readers to CSB main line, email to [jobseekersupport@careersourcebrevard.com](mailto:jobseekersupport@careersourcebrevard.com), and to updated landing page [www.careersourcebrevard.com/jobsnow](http://www.careersourcebrevard.com/jobsnow) for action.

### Website & Social Media Analytics

*Daily updates with industry-relevant posts, fresh content, refinements to highest performing keywords and messaging of the CSB home site and social channels to maintain good Search Engine Optimization (SEO) and increase followers and engagement.*

#### **Website**

- **Content updates**
  - Refinements to the [www.careersourcebrevard.com](http://www.careersourcebrevard.com) mobile menu
  - Business Services webpages, enhancing user experience and refreshing content: <https://careersourcebrevard.com/business-services/>
  - New success story added to homepage- Olga. <https://careersourcebrevard.com/>
  - Young Adults summer jobs program <https://careersourcebrevard.com/special-programs/for-young-adults/>

## Quarterly Multimedia Outreach (January – March 2023)

- Hurricane Grant Program: updated landing page for action [www.careersourcebrevard.com/jobsnow](http://www.careersourcebrevard.com/jobsnow)
- Rebuild Florida Construction Training Grant [www.careersourcebrevard.com/jumpstart](http://www.careersourcebrevard.com/jumpstart)

- **Monthly news posts:**

- <https://careersourcebrevard.com/business-learning-event-is-january-25-2023/>
- <https://careersourcebrevard.com/united-way-of-brevard-presents-money-management-and-budgeting-workshops-at-careersource-brevard-career-centers-2023-dates/>
- <https://careersourcebrevard.com/work-and-learn-hiring-events-for-young-adults-get-paid-work-experience/>
- <https://careersourcebrevard.com/7-ways-to-get-prepared-for-job-fairs-in-2023/>
- <https://careersourcebrevard.com/careersource-brevards-2021-2022-annual-report/>
- <https://careersourcebrevard.com/2023-summer-jobs-program-applications-open-now/>

- **Unique visitors this quarter:** 18,337, *17,615 previous quarter*

- **Top viewed pages**

- Hot Jobs
- Career Services
- Career Services > Pathway to Finding a Job

- **Top sources of traffic to our website, in order this quarter**

- Search (Google, Bing, etc.)
- Direct (Typed in our web address)
- Social Media

- **Top websites referring traffic to our website**

- Health First\*
- CareerSource Florida
- City of Palm Bay

*\*Because they participated in Virtual Job Fair and Healthcare Job Fair*

### **SOCIAL MEDIA**

- 262 new followers this quarter
- Top referring social media site: Facebook
- Social media site with strongest follower growth: LinkedIn



May 18, 2023

## *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, 2022 and ending on March 31, 2023.

#### Report Descriptions

##### **CSB BUDGET TO ACTUAL REPORT (ATTACHMENT 1)**

The report provides a comprehensive analysis of funding and spending in the first three quarters of program year 2022-2023 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

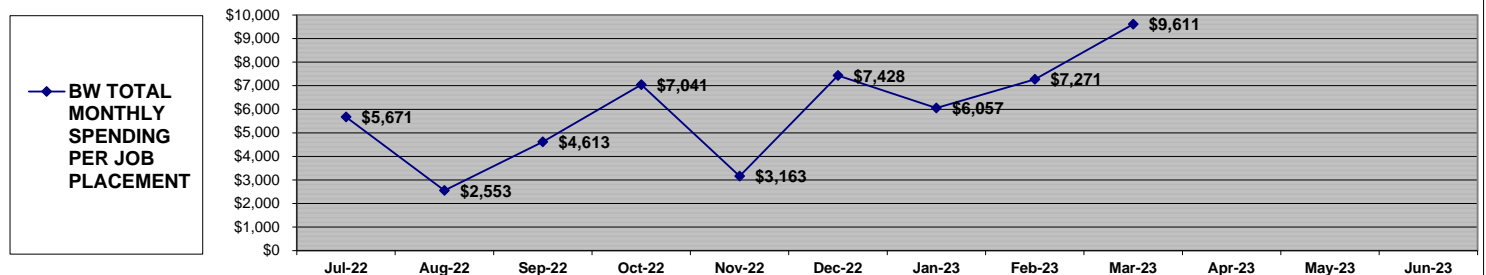
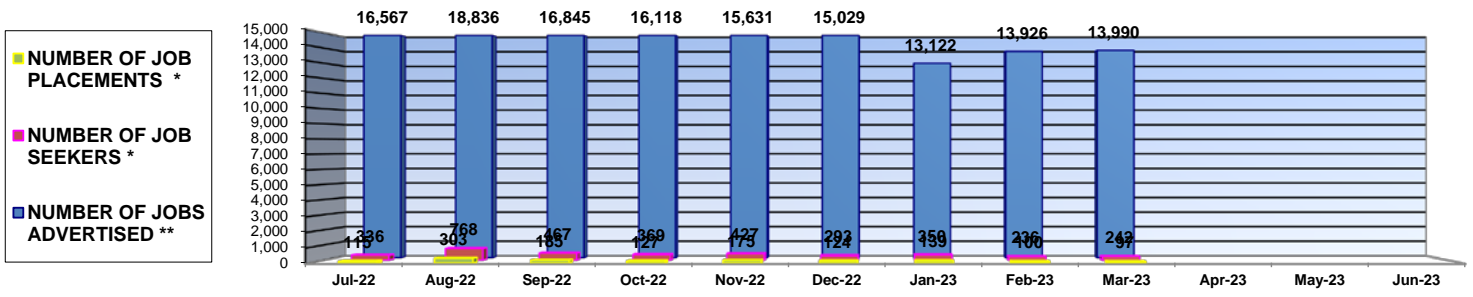
As of March 31, 2023

Revenue PY 2022 - 2023	Annual Budget	WIOA Adult	WIOA Youth	WIOA Disl Wkr	Welfare Transition	NEG Grants	Other Grants	INDIRECT POOL
Carry In Funds From PY 21 - 22	435,336	155,370	-	101,106	178,860	-	-	
PY 22 - 23 Base Awards	14,829,627	759,459	655,959	647,003	1,259,647	3,016,699	8,490,860	
PY 22 - 23 Supplements / Transfers	650,337	650,000	-	(449,663)	450,000	-	-	
Award Total - Available Funds	15,915,300	1,564,829	655,959	298,446	1,888,507	3,016,699	8,490,860	
LESS planned Carryover For PY 23 - 24	(5,441,300)	(150,000)	(100,000)	(150,000)	(350,000)	(1,000,000)	(3,691,300)	
<b>Total Available Revenue</b>	<b>10,474,000</b>	<b>1,414,829</b>	<b>555,959</b>	<b>148,446</b>	<b>1,538,507</b>	<b>2,016,699</b>	<b>4,799,560</b>	

Expenditures								Total Expenditures - 3/31/23	% of Budget - 3/31/23	
Staff Salaries/Fringe Benefits	1,401,800	108,664	59,833	8,648	164,309	197,927	481,588	1,020,969	72.8%	384,490
Program Operations/Business Services	592,900	46,603	25,660	3,709	70,467	84,885	206,537	437,861	73.9%	82,434
Infrastructure/Maintenance Related Costs	872,700	61,073	33,628	4,861	92,347	111,242	270,670	573,821	65.8%	22,717
IT Costs/Network Expenses	407,000	19,140	10,539	1,523	28,941	34,862	84,826	179,831	44.2%	3,483
Contracted One-Stop Services	3,798,400	313,884	175,636	43,909	620,377	530,467	942,103	2,626,376	69.1%	-
Customer Training Activities	2,568,700	392,978	8,085	36,559	24,588	558,136	672,525	1,692,871	65.9%	-
Customer Support Services	100,000	5,991	12,946	225	16,929	13,517	21,408	71,016	71.0%	-
Indirect Cost (Budgeted at 7% of Direct)	732,500	84,583	18,502	7,128	46,471	113,217	223,223	493,124	67.3%	(493,124)
<b>TOTAL EXPENDITURES</b>	<b>10,474,000</b>	<b>1,032,916</b>	<b>344,829</b>	<b>106,562</b>	<b>1,064,429</b>	<b>1,644,253</b>	<b>2,902,880</b>	<b>7,095,869</b>	<b>67.7%</b>	<b>-</b>

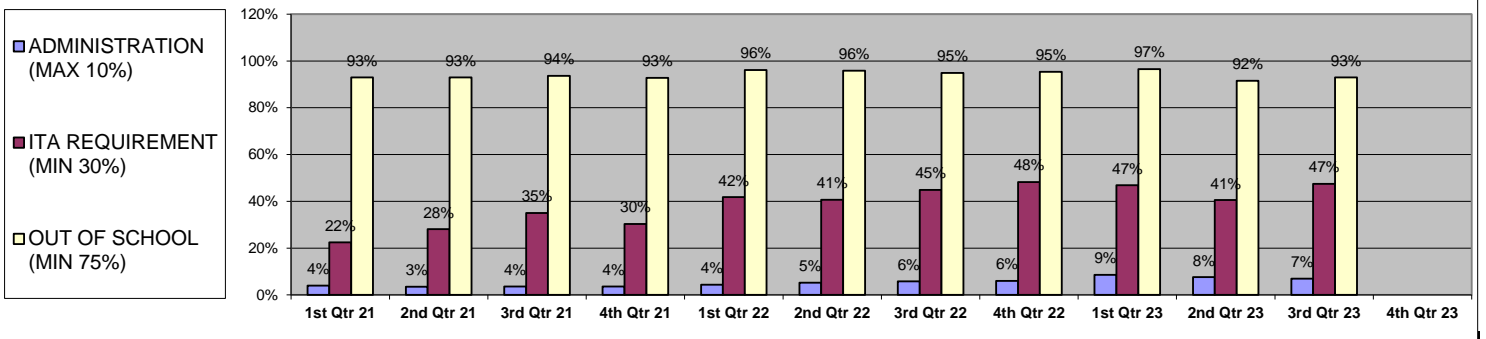
<b>REMAINING AVAILABLE FUNDS</b>		<b>381,913</b>	<b>211,130</b>	<b>41,884</b>	<b>474,078</b>	<b>372,446</b>	<b>1,896,680</b>			
<b>% OF FUNDS EXPENDED BY GRANT THROUGH 3/31/23</b>		<b>73.0%</b>	<b>62.0%</b>	<b>71.8%</b>	<b>69.2%</b>	<b>81.5%</b>	<b>60.5%</b>			

## MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



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

## ANNUAL SPENDING CAPS BY QUARTER



Category	1st Qtr 21	2nd Qtr 21	3rd Qtr 21	4th Qtr 21	1st Qtr 22	2nd Qtr 22	3rd Qtr 22	4th Qtr 22	1st Qtr 23	2nd Qtr 23	3rd Qtr 23	4th Qtr 23
<b>PROGRAM SPENDING:</b>												
ADMINISTRATION (MAX 10%)	141,733	265,662	391,282	541,892	151,800	313,374	485,854	678,148	193,893	350,822	496,755	
PROGRAM ACTIVITIES	3,406,579	7,349,980	10,565,082	14,532,965	3,373,255	5,690,997	7,883,208	10,647,132	2,085,113	4,297,046	6,652,396	
<b>CUSTOMER SPENDING:</b>												
STATE ITA COSTS (MIN 30%)	110,878	217,060	420,757	699,459	156,560	267,019	459,397	639,159	218,943	355,097	497,377	
OTHER PROGRAM COSTS	382,653	556,526	780,536	1,609,109	218,239	389,341	565,417	685,024	247,989	521,175	550,391	
<b>YOUTH SPENDING:</b>												
IN-SCHOOL	16,784	13,071	29,987	46,927	6,131	12,987	24,277	30,364	6,362	32,212	23,010	
OUT-OF-SCHOOL (MIN 75%)	221,929	172,829	439,803	603,788	153,264	296,093	450,860	624,636	178,134	347,893	303,317	



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2022 - 3/31/2023)

Unrestricted Balances: Cash on Hand \$252,583 Certificates of Deposit \$76,352 Total \$328,935

	Healthcare Ambassador Program % of Revenue		AARP BTW 50+ & Skills Accelerator % of Revenue		Cocoa Works Program % of Revenue		Ticket to Work & TFF Programs % of Revenue		Foundation Grants & Other Fee for Service Activities % of Revenue		TOTALS % of Revenue	
<b>Revenue</b>												
Grant Awards	\$ 18,881	100.0	\$ 64,456	100.0	\$ 2,500	100.0	\$ -	0.0	\$ -	0.0	\$ 85,837	93.8
Contract Revenue	-	0.0	-	0.0	-	0.0	300	7.0	-	0.0	300	0.3
Sponsorship Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Donated Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	0.0	-	0.0	3,994	93.0	-	0.0	3,994	4.4
Website Licenses	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	0.0	-	0.0	1,359	100.0	1,359	1.5
<b>Total Revenue</b>	<b>\$ 18,881</b>	<b>100.0</b>	<b>\$ 64,456</b>	<b>100.0</b>	<b>\$ 2,500</b>	<b>100.0</b>	<b>\$ 4,294</b>	<b>100.0</b>	<b>\$ 1,359</b>	<b>100.0</b>	<b>\$ 91,490</b>	<b>100.0</b>
<b>Expenses</b>												
Personnel	\$ 7,739	41.0	\$ 5,400	8.4	\$ -	0.0	\$ 50	1.2	\$ 1,300	95.7	\$ 14,489	15.8
Travel / Training	-	0.0	984	1.5	-	0.0	-	0.0	577	42.5	1,561	1.7
Outreach	-	0.0	8,900	13.8	-	0.0	-	0.0	2,954	217.4	11,854	13.0
Software	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Supplies	250	1.3	-	0.0	-	0.0	-	0.0	1,472	108.3	1,722	1.9
Equipment	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Professional Services	-	0.0	5,185	8.0	-	0.0	8	0.2	583	42.9	5,776	6.3
Customer Training	-	0.0	4,080	6.3	-	0.0	-	0.0	-	0.0	4,080	4.5
Customer Support	8,000	42.4	3,700	5.7	-	0.0	-	0.0	2,100	154.5	13,800	15.1
Indirect Costs	2,892	15.3	2,916	4.5	-	0.0	6	0.1	928	68.3	6,742	7.4
<b>Total Expenses</b>	<b>\$ 18,881</b>	<b>100.0</b>	<b>\$ 31,165</b>	<b>48.4</b>	<b>\$ -</b>	<b>0.0</b>	<b>\$ 64</b>	<b>1.5</b>	<b>\$ 9,914</b>	<b>729.5</b>	<b>\$ 60,024</b>	<b>65.6</b>
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>0.0</b>	<b>\$ 33,291</b>	<b>51.6</b>	<b>\$ 2,500</b>	<b>100.0</b>	<b>\$ 4,230</b>	<b>98.5</b>	<b>\$ (8,555)</b>	<b>-629.5</b>	<b>\$ 31,466</b>	<b>34.4</b>



**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
February 6, 2023

**MINUTES**

**Members in Attendance:** Lloyd Gregg (Chair), Colleen Browne, Mary Jane Brecklin (virtually), Nancy Heller (virtually), Mike Menyhart (virtually).

**Members Absent:**

**Staff in Attendance:** Jana Bauer, Thomas LaFlore, Marci Murphy, Holly Paschal, and Jeff Witt.

**Guests:** None

Lloyd Gregg called the meeting to order at 4:02pm.

**Roll Call:** Holly Paschal

**Public Comments:** There was no public comment.

**Presentations:**

Jana Bauer gave a presentation on Show Me the Money. Ms. Bauer shared the background of the AARP program and that CSB was originally a sub-contractor and is now a "Legacy Partner". She informed the committee of the many new grants CSB has received and the specifics of each grant.

Lloyd Gregg applauded one of the CSB Business Service team member, Business Liaison, Clinton Hatcher for winning the award for the Young Professional of the Year and gave kudos to the Vice President of Business Services, Thomas LaFlore for this success.

Thomas LaFlore gave a presentation on Business Services, At Work in Brevard. Mr. LaFlore shared a job seeker success video with the committee. Miki was the job seeker and 8-KOI was the employer who was highlighted in the video. The video generated a committee discussion on how the apprenticeship program works and how it is used to upskill employees to different positions. Marci Murphy shared with the committee that she is working on having an apprenticeship panel discussion soon and believes it will help the board to better understand the program.

Lloyd Gregg shared that he will be presenting at Astronaut High School.

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for November 7, 2022, made by Colleen Browne and seconded by Mike Menyhart. Motion passed unanimously.

## **Discussion/Information Items:**

### Finance Committee Report Out

The Finance Committee Chair, Colleen Browne reported that the audit was shared, and the committee voted to approve the recommendation for the board to accept the Independent Auditor's Report on the financial statements of Brevard Workforce for the program year ending on June 30, 2022.

### Presidents Report

Marci Murphy reported on the unemployment rate in Brevard County at 2.2% which is down from 2.6% as reported in November.

An overview of the FAWA Grant was discussed and Ms. Murphy stated that she will be sharing more of the plan and progress to develop and expand the talent pipeline in Brevard for Aerospace and Advanced Manufacturing in the coming months.

Ms. Murphy told the committee about changes in Florida's workforce system which includes the Director at DEO, Dane Eagle, and the Director of CareerSource Florida. Michelle Dennard resigning. She states on February 7th, Adrienne Johnston is expected to be voted in to replace Michelle Dennard. She also informed that the Governor is expected to give his recommendation regarding the workforce alignment by the week of February 20<sup>th</sup>.

Ms. Murphy informed the Committee that CSB is in beginning stages of developing a relationship with a non-profit organization based in Maryland, also doing business in Texas, named Dwyer Workforce Development which is like CSB they focus on the healthcare pipeline except on a much smaller scale. Like CSB, they also pay for training and case management for disadvantaged people who want to become a CNA. Their students then go work in their facility and other facilities like them in Brevard (assisted living/ nursing homes, etc.) Dwyer Workforce Development also gives scholarships for additional training for LPN's. They are doing some really great things including mentoring the students along the way which equates to an unbelievable retention rate for this profession (97%).

Marci Murphy asked the committee if they had any ideas of topics that they think would be beneficial to present to the board and asked the committee to think about it and get back to her with their ideas.

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 4:59pm.

Submitted by,

Reviewed by,

(Signature on file) 02/08/2023  
Holly Paschal

(Signature on file) 02/08/2023  
Lloyd Gregg

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
March 8, 2023

**MINUTES**

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

**Members Absent:** None.

**Staff in Attendance:** Marci Murphy and Holly Paschal.

**Guests:** None

Lloyd Gregg called the meeting to order at 4:36pm.

**Roll Call:** Holly Paschal

**Public Comments:** There was no public comment.

**Discussion/Information Items:**

Realignment

Marci Murphy shared the Ernst & Young “Future State Options Report” on the realignment of the Florida Workforce Boards and informed the committee that there are ten boards that are being affected. Ms. Murphy states she is embracing this change and welcomes the realignment. Ms. Murphy explained the commuting patterns and industries of both region 11 and 13 with the committee, and states that in order for the realignment to be successful, she wants to focus on all of us to continuing to do a good job as we have been doing, while paying special attention to the FAWA grant and ensuring successful outcomes.

Mike Menyhart asked if the realignment is allocation of resources rather than a cost savings. Ms. Murphy concurred the realignment is not focused on cost savings.

Ms. Murphy informed the committee that at the May board meeting, she would like to modify the Bylaws to follow the Florida Statutes that states the Board officers may serve up to eight years, and asked the committee what their thoughts are regarding these term limits and the committee officers all stated they agreed with extending these term limits.

Mike Menyhart asked if our current board would dissolve after the realignment, and Ms. Murphy confirmed that it will. Ms. Murphy explained the process of how we will work with the other regions regarding the interlocal agreement.

Marci Murphy informed the committee that she met with two of the career centers and will be meeting with the third tomorrow and has shared what she knows about the realignment.

Ms. Murphy asked the committee if they had any further questions, and Mike Menyhart asked if CSB would have more say since CSB brings in more revenue; Ms. Murphy states that she does not believe so. Ms. Murphy states she is committed to staying positive and thanked the committee for their commitment throughout this realignment.

Mike Menyhart stated that the committee will be there for CSB for anything they are needed for and will support the realignment in any way they can.

**Adjournment:**

The meeting adjourned at 5:19pm.

Submitted by,

Reviewed by,

(Signature on file) 03/21/2023  
Holly Paschal

(Signature on file) 03/21/2023  
Lloyd Gregg

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
May 1, 2023

**MINUTES**

**Members in Attendance:** Lloyd Gregg (Chair), Nancy Heller (virtually), Mike Menyhart (virtually), and Colleen Browne.

**Members Absent:** Mary Jane Brecklin.

**Staff in Attendance:** Marci Murphy, Holly Paschal, and Jeff Witt.

**Guests:** None

Lloyd Gregg called the meeting to order at 4:00pm.

**Roll Call:** Holly Paschal

**Public Comments:** There was no public comment.

**Presentations:**  
No presentations

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for February 6, 2023, and March 8, 2023, made by Mike Menyhart and seconded by Colleen Browne. Motion passed unanimously.

Marci Murphy brought the topic of the Bylaws to the Committee and shared Article VI. Section C. "Election of Officers of the Board", which states, "In extenuating circumstances, the Board has the authority, through a majority vote, to modify the term limits of one or more of the officer positions." which Ms. Murphy explained that the consolidation qualifies as an "extenuating circumstance" since the CSB board will dissolve once the consolidation is final. Ms. Murphy also recommended the Bylaws modification of Section E. "Term of Directorship" to strike the first statement, "Directors of the Board shall serve three (3) year terms. Prior to expiration of their term, the Executive Committee will review each membership and may ask one or more Board Directors to serve additional term(s) upon the expiration of their current term, subject to Board approval." Ms. Murphy recommended that the next statement in Section E. "Term of Directorship" which reads, "LWDB members shall serve staggered terms and may not serve for more than eight (8) consecutive years, unless the member is a representative of a government entity. Service in a term of office which commenced before July 1, 2021, does not count toward the 8-year limitation." Ms. Murphy informed the Committee that this modification follows Florida Statute 445.007(2)(a); she states it doesn't make sense to bring on new board members considering the consolidation. Motion to approve the recommendation to move the Bylaws modification forward to the Board of Directors for approval and to keep our current officers on the Board made by Nancy Heller and seconded by Colleen Browne. Motion passed unanimously.

**Discussion/Information Items:**

Finance Committee Report Out

Finance Committee Chair, Colleen Browne gave a report of the Finance Committee meeting activities. Marci Murphy shared the proposed budget for the program year 2022-2023 that was presented to the Finance Committee.

Presidents Report

Ms. Murphy shared what her focus will be for the remainder of the year and beyond. She discussed changes in the Operations Department which include the current V.P. Jana Bauer's resignation and last day on May 12<sup>th</sup>, and informed the Committee that the Planning Program Manager, James Watson will replace Jana Bauer as the Vice President. Ms. Murphy informed the Committee that the FAWA Grant has a new Project Coordinator, Stephanie Robinson.

Ms. Murphy gave an overview of CSB's partnership with Dwyer Workforce and informed that an MOU was created with an effective date of May 1, 2023, but that the MOU is currently under review by Dwyer's attorney. She states there is a set aside of \$100k for 50-70 projected C.N.A. scholarships for the year with July 1, 2023, as the starting date for monies to be available. The in-person meeting with Dwyer and two of the training vendors, EFSC, and Doxa went well, however, the third vendor, Brevard Nursing Academy was not able to attend. There were skilled nursing facilities at the meeting to ask and answer questions. The group discussed items such as transportation support services, tickets to venues, and Dwyer funds being used for support services that CSB is unable to fund due to funding restrictions. Ms. Murphy states she believes the partnership with Dwyer will be very successful and we are excited to partner with them.

Marci Murphy shared information regarding the consolidation such as a meeting Ms. Murphy had with Ernst & Young and CSF on March 29<sup>th</sup>, and her weekly meetings with the CareerSource Volusia-Flagler President. Ms. Murphy informed the Committee that she will address the consolidation with the Board of Directors during the next board meeting on May 18, 2023.

Ms. Murphy notified the Committee of some of the upcoming events; On May 2, 2023, EFSC TV Network will be interviewing Ms. Murphy on workforce topics such as the need/demand for high tech workers on the Space Coast and job searching changes. On May 9<sup>th</sup> and May 10<sup>th</sup>, she will be attending the Florida Economic Development Conference in Orlando and will be a panel speaker on "Fortifying the Space Industry Talent Pipeline" on the 10<sup>th</sup>.

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 4:42pm.

Submitted by,

Reviewed by,

{Signature on file}  
Holly Paschal

5/3/2023  
Date

{Signature on file}  
Lloyd Gregg

5/3/2023  
Date

**CareerSource Brevard (CSB)**  
Finance Committee Meeting  
February 6, 2023

**MINUTES**

The meeting was held in person and virtually.

**Members in Attendance:** Shawn Beal, Colleen Browne (Chair), Wayne Olson (virtually), and Amar Patel (phone).

**Members Absent:**

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

**Guests:** None

Colleen Browne called the meeting to order at 3:30pm.

**Roll Call:** Holly Paschal

**Public Comments:** There was no public comment.

**Action Items:**

Approval of Finance Committee Minutes

Motion to approve the Finance Committee minutes for August 1, 2022, made by Shawn Beal and seconded by Wayne Olson. Motion passed unanimously.

Audit

Lynn Hudson brought a copy of the James Moore audit for review for approval. Lynn explained the audit and informed the committee that there were no findings relative to the major awards tested. There was one process finding regarding the addition of a second signature approval for Journal vouchers. Motion to approve the Program Year 2021/2022 Audit Summary made by Shawn Beal and seconded by Wayne Olson. Motion passed unanimously.

**Discussion/Information Items:**

Auditing/Monitoring Activity Report

Marci Murphy gave an overview of the DEO Monitoring Report and explained the findings and the corrective action approval by DEO.

President's Report

Marci Murphy shared her president's report and informed the Committee that she will focus on Labor Market in Brevard County and shared data from two entities. The first entity is the data from the Labor Market Estimating Conference. Ms. Murphy explained that one of their tasks is to look at critical undersupply over 10 years for non-degreed and Associates degree occupations in Florida and Brevard. Ms. Murphy states that CSB plays a prominent role in this area and focuses on two-year degrees as well as short term certifications and informed the committee



that the largest undersupply in Brevard is Nursing Assistants followed by Licensed Practical Nurses, Real Estate Sales Agents, and then Heavy Equipment and Tractor-Trailer Truck Drivers. She states that the State of Florida mimics Brevard County in this area, except Truck Drivers and Real Estate Agents are reversed in the order, but they are both very close in being undersupplied. Ms. Murphy shares a positive that CSB currently spends the majority of scholarship dollars in the Healthcare Industry and CDL licenses.

The next entity Ms. Murphy shared is the 2022 Talent Attraction Scorecard by Lightcast which ranks counties based on education, overall job change, migration, skilled job change, competitive effect (jobs created above or below what is expected), and skilled job openings. Ms. Murphy further explained how Lightcast divides by county size and informed the committee that out of the top ten state rankings, Florida is ranked number one in talent attraction and had the largest net migration of any state in the United States. She shared additional statistics on the rankings of the largest Florida as well as Brevard County scoring in the top 25 and ranking higher than the previous year.

Figures regarding the unemployment rate were also shared, noting a decrease from 2.6% to 2.2% in November.

An overview of the FAWA Grant was discussed and Ms. Murphy stated that she will be sharing more of the plan and progress to develop and expand the talent pipeline in Brevard for Aerospace and Advanced Manufacturing in the coming months.

Ms. Murphy told the committee about changes in Florida's workforce system which includes the Director at DEO, Dane Eagle, and the Director of CareerSource Florida. Michelle Dennard resigning. She states on February 7th, Adrienne Johnston will be voted in to replace Michelle Dennard. She also informed that the Governor is expected to give his recommendation regarding the workforce alignment by the week of February 20<sup>th</sup>.

#### Financial Reports

Lynn Hudson explained the financial reports to include the CSB budget which includes several new grants. Ms. Hudson states that CSB has spent approximately 44% by mid-year. She states CSB is meeting all spending caps. Amar Patel stated that we should be mindful of stretching our indirect cost based on increased grants and revenue because we budgeted 7% and are now at 8.2%, and asked Marci Murphy if the Finance Committee needs to give the board the ability to change the percentage of indirect amount budgeted. Marci Murphy explained that she is authorized to make changes throughout the year with oversight from the Finance Committee. Marci also states that we are attempting to stay below 10% and agreed that we will keep an eye on this percentage as the year progresses.

#### Vendor Payment Report

Staff reviewed the Vendor Payment report from October 1, 2022, through December 31, 2022.

**Adjournment:**

The meeting adjourned at 3:53pm.

Submitted by,

Reviewed by,

(Signature on file)

Holly Paschal

2/08/2023

Date

(Signature on file)

Colleen Browne

2/08/2023

Date

**CareerSource Brevard (CSB)**  
Finance Committee Meeting  
May 1, 2023

**MINUTES**

The meeting was held in person and virtually.

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

**Members Absent:** Shawn Beal

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

**Guests:** None

Colleen Browne called the meeting to order at 3:30pm.

**Roll Call:** Holly Paschal

**Public Comments:** There was no public comment.

**Action Items:**

Approval of Finance Committee Minutes

Motion to approve the Finance Committee minutes for February 6, 2023, made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

Approval of the Proposed PY 22-23 Budget

Lynn Hudson shared the Proposed PY 22-23 Budget with the Committee. Motion to approve the Proposed Program Year 22-23 Budget made by Wayne Olson and seconded by Amar Patel. Motion passed unanimously.

WIOA DW to Adult Transfer Request

Lynn Hudson reviewed the WIOA DW to Adult Transfer Request with the Committee. Marci Murphy and Lynn Hudson explained that prior to two years ago, moving funds from DW to Adult was moved without having to get approval, however, for the past two years, we must bring this request for approval. Motion to approve the WIOA DW to Adult Transfer Request made by Wayne Olson and seconded by Amar Patel. Motion passed unanimously.

**Discussion/Information Items:**

Monitoring Report for PY 22/23

Marci Murphy gave an overview of the Monitoring Report for PY 2022-2023 and explained there were four the findings with the Taylor, Hall, Miller, and Parker monitoring, and explained each finding and the corrected action plan. Ms. Murphy also shared the DEO monitoring, and informed the Committee that there were eight findings, and she explained each finding and the corrective action plan.

Finance Policy/Procedure Changes

Lynn Hudson gave an update on the modifications to the Finance Department Policy and Procedures Manual and explained that the changes made were recommended by auditor James Moore Company and DEO.

### President's Report

Marci Murphy shared what her focus will be for the remainder of the year and beyond. She discussed changes in the Operations Department which include the current V.P. Jana Bauer's resignation and last day on May 12<sup>th</sup>. Ms. Murphy informed that the current Program Manager James Watson will replace Ms. Bauer as the Vice President. Ms. Murphy informed the Committee that the FAWA Grant has a new Project Coordinator, Stephanie Robinson.

Ms. Murphy gave an overview of CSB's partnership with Dwyer Workforce and informed that an MOU was created with an effective date of May 1, 2023, but that the MOU is currently under review by Dwyer's attorney. She states there is a set aside of \$100k for 50-70 projected C.N.A. scholarships for the year with July 1, 2023, as the starting date for monies to be available. The in-person meeting with Dwyer and two of the training vendors, EFSC, and Doxa went well, however, the third vendor, Brevard Nursing Academy was not able to attend. There were skilled nursing facilities at the meeting to ask and answer questions. During the meetings, the group discussed items such as transportation support services, tickets to venues, and Dwyer funds being used for support services that CSB is unable to fund due to funding restrictions.

Marci Murphy shared information regarding the consolidation such as a meeting Ms. Murphy had with Ernst & Young and CSF on March 29<sup>th</sup>, and her weekly meetings with the CareerSource Volusia-Flagler President. Ms. Murphy informed the Committee that she will address the consolidation with the board during the next board meeting and will share updates with the board.

Ms. Murphy notified the Committee of some of the upcoming events; On May 2, 2023, EFSC TV Network will be interviewing Ms. Murphy on workforce topics such as the need/demand for high tech workers on the Space Coast and job searching changes. On May 9<sup>th</sup> and May 10<sup>th</sup>, she will be attending the Florida Economic Development Conference in Orlando and will be a panel speaker on "Fortifying the Space Industry Talent Pipeline" on May 10<sup>th</sup>.

### Financial Reports

Lynn Hudson explained the financial reports to include the CSB budget and states that CSB expects to be about 75% spent at the end of the third quarter, with most of the budget line items spending close to plan, with an overall expenditure rate of 68%, and informed that our I.T. Department usually spends their budget in the last quarter of the year.

### Vendor Payment Report

Staff reviewed the Vendor Payment report from January 1, 2023, through March 31, 2023.

### **Adjournment:**

The meeting adjourned at 3:57pm.

Submitted by,

Reviewed by,

(Signature on file)

Holly Paschal

5/03/2023

Date

(Signature on file)

Colleen Browne

5/03/2023

Date

# CareerSource Brevard

Industry Workforce Committee

January 10, 2023

## Minutes

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

**Members in Attendance:** Mike Menyhart (Chair), Art Hoelke, Karen Houston, Jeffrey Jurinak, Frank Margiotta, Trudy McCarthy, Kirsten Patchett, Nancy Peltonen, D. Travis Proctor, Cordell Rolle and Rachel Rutledge

**Members Absent:** Kristen Bakke, Traci Klinkbeil and Rohit Ghosh

**Staff in Attendance:** Marci Murphy, Thomas LaFlore, Jana Bauer, Joy Bartlett, Denise Biondi, Amberstar Bush, Melissa Byers, Lisa Fitz-Coy, Clinton Hatcher, Jodi Jackson, Michelle Jones, Deserine Morgan, Lori Robinson, Marina Stone, James Watson and Kimberly Weatherby

**C2 Staff in Attendance:** Chakib Chehadi, Caroline Joseph-Paul, Ahmanee Collins-Bandoo, Beatrice Boursiquot, John Bonsignore, Linda Hadley, Melissa Janssen, Bob Knippel, Sally Patterson Taciana Raders, Aaron Smith and Kristine Wolff from the Career Center

**Guests in Attendance:**

None.

**Call to Order:**

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

**Public Comment:**

There was no public comment.

**Presentation:**

A presentation was shared highlighting the Second Chance program, getting talent back to work, employer benefits, workforce barriers and employer friendly federal benefits. CSB utilizes the RISE Program and Brevard Recovery Works, along with the Substance Use Disorder (SUD) Navigator Grant to forge partnerships with organizations (such as Probation and Parole, DCF and Brevard County Jail) and share with the community what these programs are about and how employers can look at a 'background' in many different ways; such as a crime committed may not affect an assembly line job possibility. Several activities, targeted job fairs and a success story were shared. It was noted that people who live in Brevard County were 44% more likely to die due to drug overdose than an average American.

A presentation from the Business Services Team entitled At Work in Brevard was shared. The presentation was a summation of CSB meeting the needs of Brevard County businesses through recruiting services, employee training, grant opportunities, job fairs and labor market analysis information. Each area was highlighted with activities and the presentation also had a success story video.

**Action Items:**

Approval of Workforce Operations Committee Minutes of October 11, 2022

Motion to approve the Minutes from the October 11, 2022 meeting was made by D. Travis Proctor. Cordell Rolle seconded the motion. The motion passed unanimously.

**Reports:**

Marci Murphy shared information focusing on the Labor Market in Brevard County from Florida’s Labor Market Estimating Conference which met in October 2022 and the 2022 Talent Attraction Scorecard by Lightcast. She also shared the unemployment rate in Brevard is at 2.6%. Brevard County has ranked 22<sup>nd</sup> of 609 nationwide counties in talent attraction. Talent attraction is both an engine for growth and a stabilizer during downturns such as a pandemic. Housing has quickly risen to the levels of workforce as a top concern for economic developers. Discussion ensued. The committee asked what the living wage in Brevard County is at the present time. It was noted that it CSB uses \$20 per hour for services provided to customers. Committee and staff agreed that the actual living wage in Brevard is higher, and this will be reviewed in the future. It was also asked by the committee if local educational institutions can track how many students relocate or stay after graduation. Frank Margiotta stated that there is no way to track the information. EDC added that they constantly promote Brevard County and how great it is to live here.

**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.

Business Services Quarterly Review Presentation

A presentation was shared that highlighted CSB Recruiting Events, Job Fairs, Workshops, Presentation and Panels and Business Learning Events along with a Fact Sheet for July 1, 2022 through December 30, 2022.

Multimedia Outreach Presentation and Matrix

The Outreach Department shared a matrix of social media, direct email marketing and paid advertising and other activities from the first quarter of PY 2022-2023 covering July 2022 through December 2022.

**Adjourn:**

There being no further discussion or business, Mike Menyhart adjourned the meeting at 9:59am.

Respectfully submitted,

Reviewed by,

{signature on file}      01/26/23  
Marina Stone              Date

{signature on file}      01/26/23  
Mike Menyhart, Chair      Date

# CareerSource Brevard

Career Center Committee

January 24, 2023

## Minutes

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

**Members in Attendance:** Nancy Heller Chair, Shawn Beal, Lorri Benjamin, Robert Gramolini, Brian Jaskiewicz, Leslie Jones, Karen Locke, Nuno Mana, Theodore Pobst, Pamela Reed, Monica Shah and Holly Tanner

**Members Absent:** Laura Koursaris, Jimmy Lane and Travis Mack

**Staff in Attendance:** Marci Murphy, Jana Bauer, Thomas LaFlore, Joy Bartlett, Denise Biondi, Amberstar Bush, Erma Shaver, Marina Stone and James Watson

**C2 Staff in Attendance:** Chakib Chehadi, Caroline Joseph-Paul, Ahmanee Collins-Bandoo, John Bonsignore, Marvetta Gordon, Linda Hadley and Taciana Raders of CareerSource Brevard (CSB) Career Centers

**Guests in Attendance:** There were no guests in attendance.

### Call to Order:

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

### Public Comment:

There was no public comment.

### Spotlight Presentations:

#### Show Me The Money

A presentation was shared highlighting new grants and funding opportunities. An overview of the funding source, award, duration, target and purpose for the Workforce Recovery Training Program, Get There Faster Program, AARP Foundation Back to Work 50+ Skills Accelerator and PY2023-2024 Programs, Florida Atlantic Workforce Alliance (FAWA) Grant, Non-Custodial Parent Employment Program were shared along with the Hurricane 2022 anticipated grant. Lorri Benjamin asked for numbers of those that wanted wrap around services from BPS with the Get There Faster Salesforce Academy Grant. The committee wanted to know if there are any benefits to an employer for hiring an AARP Foundation Back To Work 50+ graduate.

Monica Shah joined the meeting.

### Action Items:

#### Approval of Career Center Committee Minutes of October 25, 2022

Motion to approve the Minutes from the October 25, 2022, meeting was made by Shawn Beal. Pamela Reed seconded the motion. The motion passed unanimously.

#### Guidelines for Formula Funding Usage PY 22-23

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 30% Work-based Training (OJT)s, Work Experience, Employed Worker) and 70% Individual Training Accounts (ITA's) for the Training Mix PY 2022-23: Staff also recommended the Job Seeker Customer Mix for

2022-23 of 35% on unemployed workers, 50% on the underemployed and 15% on employed worker training. Guidelines were originally approved at the October 25, 2022, meeting, however the Job Seeker Customer Mix did not appropriately reflect the customer mix seeking services. Based on an ongoing low unemployment rate, the customer mix was modified to reflect more emphasis on the underemployed individuals. Motion to approve staff recommendation guidelines for PY 2022-23 and to move this item to the CSB Board of Director's consent agenda was made by Robert Gramolini. Holly Tanner seconded the motion. The motion passed unanimously.

### **President's Report:**

Marci Murphy shared information focusing on the Labor Market in Brevard County from Florida's Labor Market Estimating Conference which met in October 2022 and the 2022 Talent Attraction Scorecard by Lightcast. Health First was also congratulated for recently receiving approval for the LPN Registered Apprenticeship program. Brevard County has ranked 22<sup>nd</sup> of 609 nationwide counties in talent attraction. Talent attraction is both an engine for growth and a stabilizer during downturns such as a pandemic. Housing has quickly risen to the levels of workforce as a top concern for economic developers. The unemployment rate in Brevard is at 2.2%. Regarding the FAWA grant, there is an added benefit to Brevard County in that the US Government, Space Florida and the National Space Council are all talking and the goal is to build the talent pipeline in Aerospace. CSB is on the Space Florida workgroup and CSB is a major part of the outcomes from this group.

### **Discussion/Information Items:**

#### Q2 Career Center Efforts Presentation

During the second quarter of PY22-23, C2 GPS shared a presentation on enrollment, employment and program highlights, hiring events, job seeker workshops, community partner engagement, and customer satisfaction feedback results. A committee/board member shared that he had hired a few people from the Paychecks for Patriots job fair in November 2022.

#### CAPE Industry Certification List

The Florida Career and Professional Education (CAPE) Act was created to provide a statewide planning partnership between the business and education communities to attract, expand and retain targeted talent. For the upcoming 2023-2024 school year, a total of 18 applications were submitted from BPS Career and Technical Education, BPS Adult and Community Education and EFSC in Brevard. A timeline with deliverables was also shared. Updates will be shared at the next CCC meeting.

#### Q2 Business Engagement Presentation

A presentation was shared that highlighted CSB Recruiting Events, Job Fairs, Workshops, Presentation and Panels and Business Learning Events along with a Fact Sheet for July 1, 2022, through December 31, 2022.

#### Business Use of CareerSource Brevard (CSB) Business Services Brief

The goal in CSB's Strategic Plan is to 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. Data was shared showing the number of unique businesses who received a service and also the number of services those businesses used. This information is shared annually to be used as a piece of the total analysis about the business use of CSB. Questions posed for discussion were (1) In your business, what services do we offer now that you find most helpful? Responses were CDL Training, Lunch and Learn sessions and On-The-Job Training Programs. (2) Are there any other services you would like to see CSB offer that could help your business? Responses were direct recruiting for the young generation, and CNA's. The committee asked for information on opportunities for training and services in the construction industry to share at events that she attends.



Q2 Multimedia Outreach Presentation and Matrix

The Outreach Department highlighted quarterly activities from July 2022 through December 2022. Metrics for the CSB website and social media platforms were shared. The committee suggested that CSB may want to look into grants to help start podcasts or fund a studio.

Q2 Performance Reporting Presentation and Analysis

A visual presentation of data was shared about performance measures including Quarter 2 entered employment rate, average hourly wage, retention rate and measurable skills gains.

Second Quarter Contractor Performance for PY22-23

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 meet the required number of measures to be eligible to earn dollars for Element A and were successful in exceeding the performance criteria to be paid on Element B. Performance Measures for PY22-23 have been redesigned to better align with the Letter Grade Performance that has been established by the State.

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 PY22-23 goals. All performance goals were met or exceeded for the 1st quarter except Adult Measurable Skills Gain and Dislocated Worker Median Earnings.

Letter Grade Scorecard

A letter grade scoresheet was shared for the 1<sup>st</sup> quarter of PY 2022-2023 with a grade of B and score of 84.99%.

Committee Member Survey

The committee was asked for input through Survey Monkey for suggestions to improve the Career Center Committee Meetings.

Strategies and Goals Matrix

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, Nancy Heller, Chair adjourned the meeting at 10:00am.

Respectfully submitted,

Reviewed by,

{signature on file}  
Marina Stone

02/22/23  
Date

{signature on file}  
Nancy Heller, Chair

02/22/23  
Date

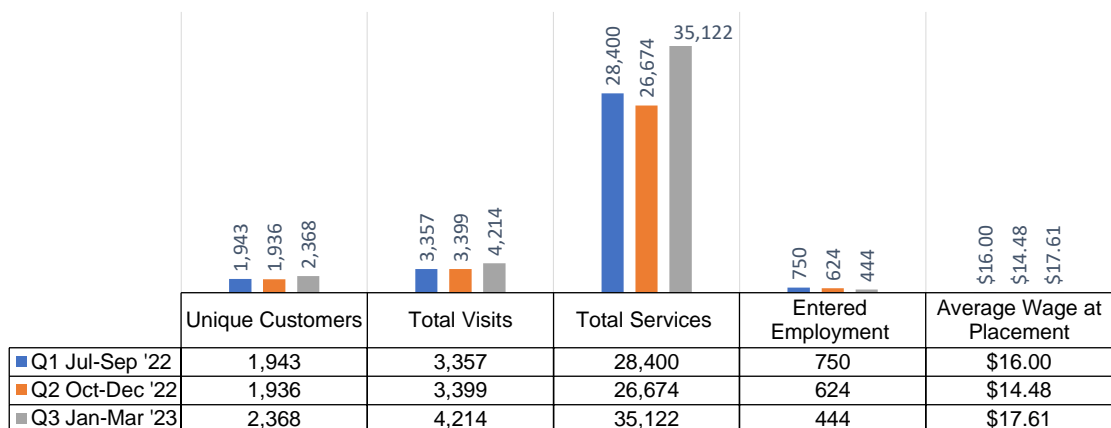
# Career Center Efforts

Career Center Committee

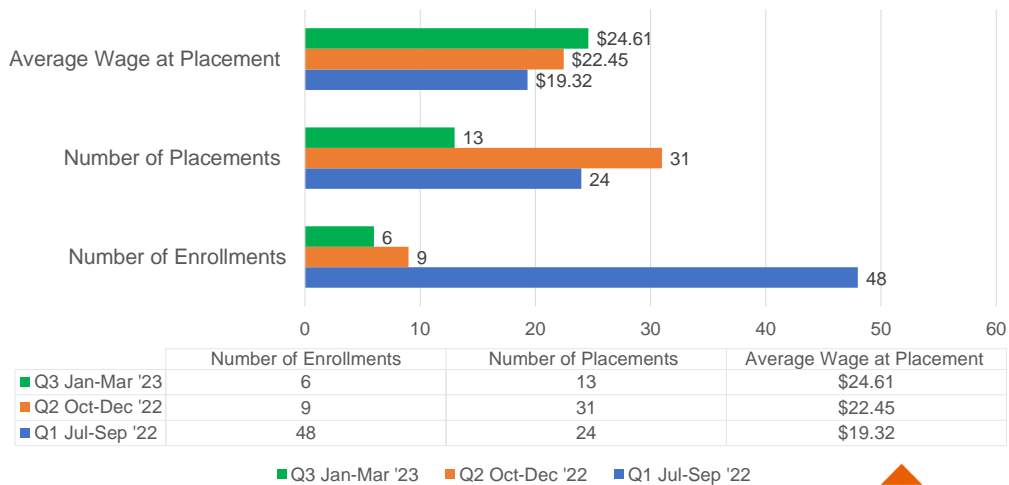
April 2023

Caroline Joseph-Paul, Managing Director

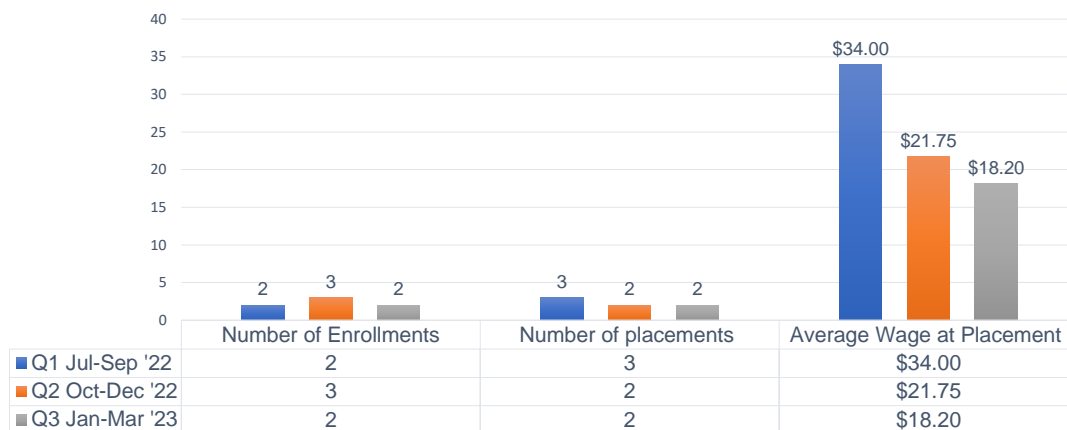
## Q3- Highlights



## Q3 WIOA Program – Adult Metrics



## Q3 WIOA Program – Dislocated Workers Metrics

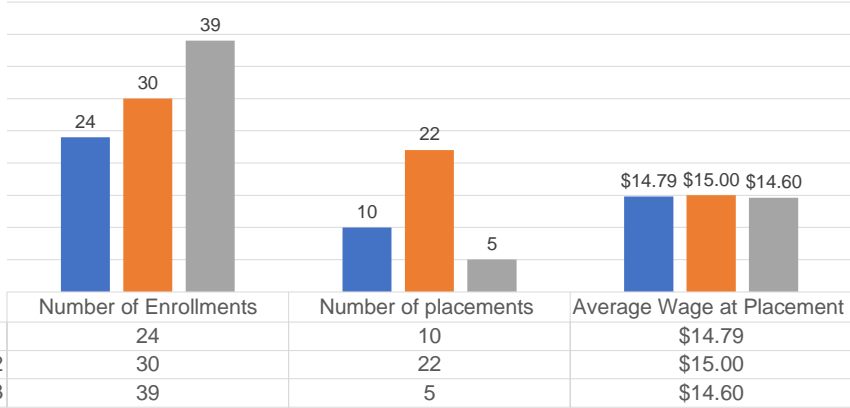


# Q3 WIOA Program – Youth (NextGen) Metrics

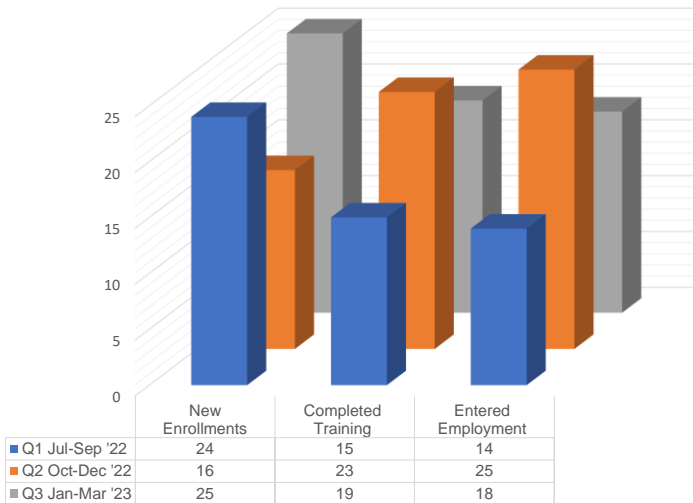
## NextGen Outreach



Summary - Young Adult (Youth) Program



# Q3 Other Program Highlights



### Florida Rebuild

(Heavy Equipment Operator Training)  
9/1/2021 to 6/30/2023

#### Success Story

January 2023, enrolled in the 3-week Rebuild Florida Training (Heavy Equipment Operator) in January 2023.

January 27, 2023 – graduated/earned 7 certifications. Expressed his desire to start his own construction company here in the Brevard County.

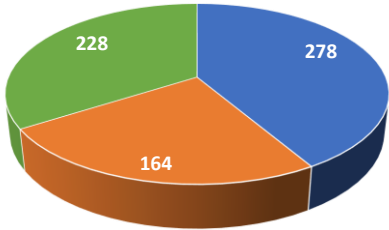
February 8, 2023, he obtained the necessary licensure for his construction company.

February 19, 2023, he became self-employed, full-time as the manager/owner of a Remodeling and Designs LLC , making \$35 an hour.



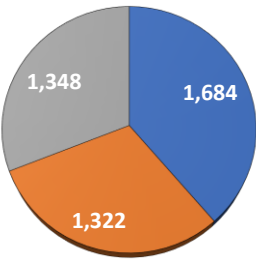
# Q3 Our Virtual Footprint SkillUp Brevard

New Accounts Registered



■ Q1 Jul-Sep '22 ■ Q2 Oct-Dec '22 ■ Q3 Jan-Mar '23

Total Course Completions



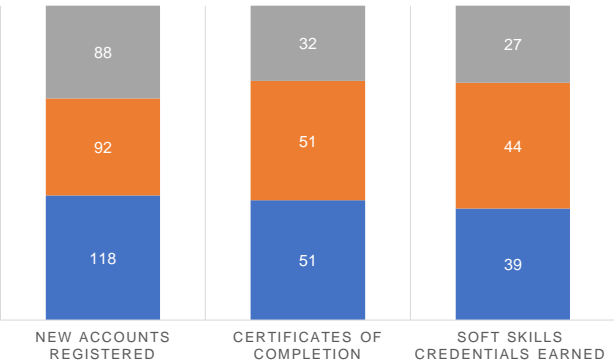
■ Jul. -Sept. 22 ■ Oct. - Dec. 22 ■ Jan. -Mar. 23



# Q3 Our Virtual Footprint Essential Soft Skills Training



■ Q1 Jul-Sep '22 ■ Q2 Oct-Dec '22 ■ Q3 Jan-Mar '23



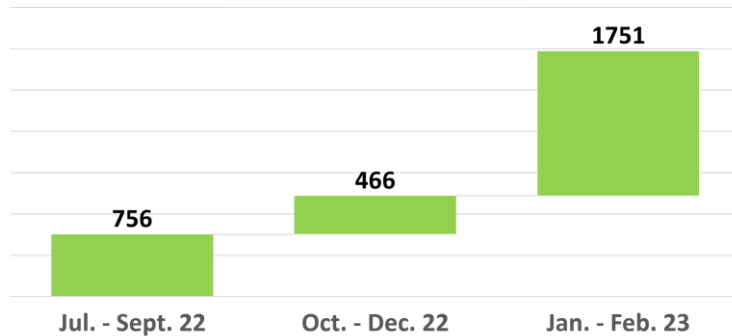
## Q3 Job Seeker Workshops

### Q3 - Highlights

1,751 jobseekers attended various workshops

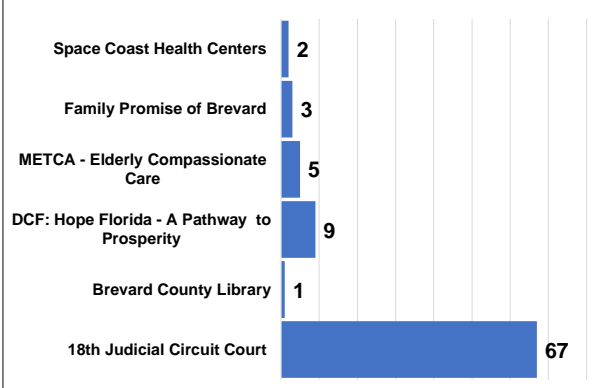
Partnered with Brevard County Adult & Community Education to facilitate 3 workshops via Zoom with a total of **843 attendees**.

### Workshop Attendance

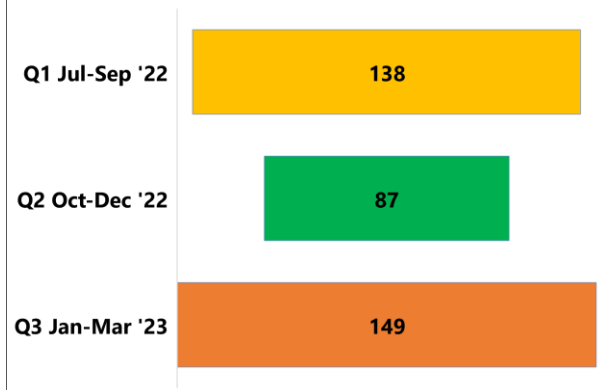


## Q3 Community Partner Engagement Crosswalk Agency Referral

### Q3 Crosswalk Referrals Received



### YTD Crosswalk Referrals Received



## Q3 – What Are Customers Saying Customer Satisfaction Survey Results

Q3 SURVEYS COMPLETED = 587  
(YTD = 1,612)

### TOP 5 SERVICES RECEIVED

Job Search Assistance

Job Readiness/Orientations, Workshops

Applying for Reemployment Benefits/Filing Weekly Claims

Appointment w/CSB staff

Veteran Employment Services

### TOP 5 WAYS CUSTOMERS HEARD OF CSB

Walk-ins

CSB's website

Family/Friend

CSB Staff

Department of Economic Opportunity/Re-employment



## Q3 - Customer Satisfaction Survey Results

Areas of Interest	Q3 Jan-Mar '23	Q2 Oct- Dec '22	Q1 Jul-Sept '22
Staff were courteous and made them feel welcome	97.23%	98.79%	98.43%
Staff responded to their requests in a timely manner	97.05%	98.58%	98.03%
Staff understood their needs & the assistance/information received was helpful	96.88%	98.38%	97.64%
Would recommend CSB services to others	96.88%	98.38%	97.83%
Overall Experience with CSB has been satisfactory	97.05%	97.98%	97.05%

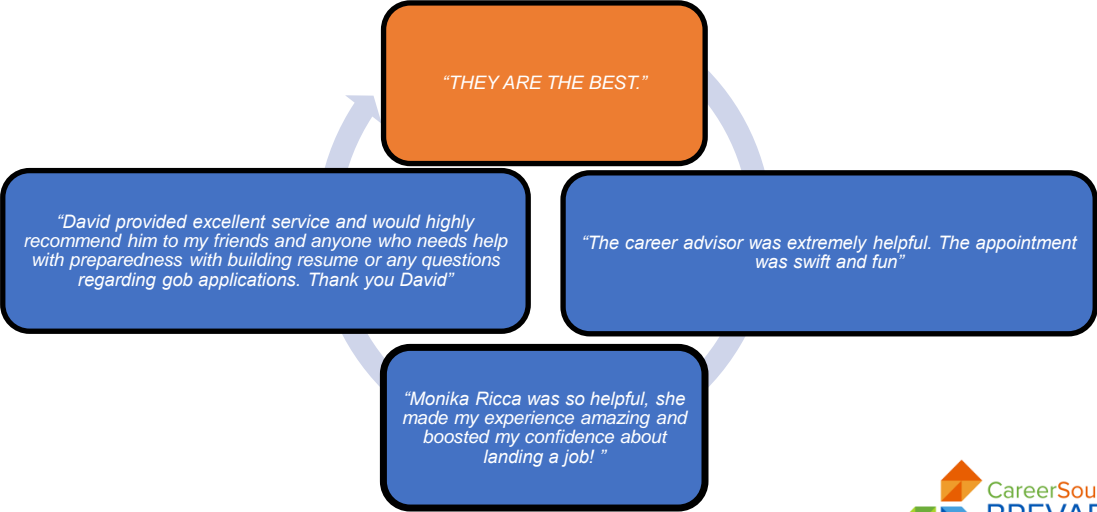
Eleven (11) respondents indicated that they slightly or moderately disagree, yet based on the comments, Six (6), 54.5%, indicated they are very pleased with the services they received from the team. This leads us to believe the respondents reversed the rating scale accidentally.

#### Sample comments:

- “100% All Good!”
- “Tina-Marie is a great person, She was very knowledgeable and well-spoken”.
- Seeryka was so awesome, understanding & sensitive to my situation....”
- Corina Diaz is a fabulous teacher.....”



# Customer Satisfaction Survey – Sample Responses



**Thank you!**

*Caroline Joseph-Paul, Managing Director*



# Recruiting Events, Job Fairs & Workshops

Offering businesses and career seekers quality workforce services

## Recruiting Events

12 Onsite Events

- 8 unique employers included Manufacturing, Healthcare, Services, Gov't agencies, & Staffing Agencies represented
- Appointments & Walk-Ins
- 151 Job Seekers attended, 26 Veterans



# Recruiting Events, Job Fairs & Workshops

Offering businesses and career seekers quality workforce services

## Job Fairs - 7 Events & Partnerships

### Super Tuesday Virtual Job Fair on Jan. 24<sup>th</sup>

- 13 Employers
- 30 jobseekers / 4 Veterans

### Veterans Job Fair on Feb. 8<sup>th</sup>

- 54 Employers and community partners
- 269 jobseekers / 57 Veterans

### Titusville Job Fair on Feb. 22<sup>nd</sup>

- 6 Employers
- 42 jobseekers / 3 Veterans



# Recruiting Events, Job Fairs & Workshops

Offering businesses and career seekers quality workforce services

## Job Fairs - 7 Events & Partnerships

### City of Cocoa and CSB Job Fair on Feb. 23<sup>rd</sup>

- 20 Employers and community partners
- 45 jobseekers / 7 Veterans

### Super Tuesday Virtual Job Fair on Feb. 28<sup>th</sup>

- 15 Employers
- 19 jobseekers / 3 Veterans

### Healthcare Job Fair (non-clinical jobs) on Mar. 9<sup>th</sup>

- 4 Employers
- 58 jobseekers / 2 Veterans



# Recruiting Events, Job Fairs & Workshops

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## Job Fairs - 7 Events & Partnerships

### Aerospace/Aviation and Information Technology Job Fair on March 14<sup>th</sup>

- 22 Employers and community partners
- 80 jobseekers / 13 Veterans



# Business Learning Events

## Educating Brevard Businesses

### Business Learning Event

- Lunch & Learn Event – Hiring & Retention Strategy in 2023
- Hosted in partnership with Brevard Achievement Center on Jan.
- Panelists included Employers and Vocational Rehabilitation
- Presented local LMI, Grants & Funding opportunities, Skillbridge Apprenticeship, and CSB programs
- BAC and Voc Rehab presented on services



# Presentations & Panels

Offering businesses and career seekers quality workforce services

### Business Learning Event

- Hospitality Apprenticeship Accelerator on Feb. 16th
- Hosted at EFSC, Melbourne campus
- In Partnership with DOE, Apprentice Florida, BPS, EFSC
- Panel of experts in Apprenticeships, Funding, Testimonials
- Learn how to get started in Hospitality Apprenticeships
- How businesses are successful in hiring this skilled talent.



# Fact Sheet

Business Services Provided July 1, 2022 through March 31, 2023



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