



# Board of Directors Meeting (via teleconference)

May 21, 2020 – 8:00am

CSB Boardroom

(Teleconference 321.394.0707)

Attendees: Frank Abbate, Shawn Beal, Daryl Bishop, Lynn Brockwell-Carey, Colleen Browne, William Chivers, Susan Glasgow (Chair), Lloyd Gregg, Nancy Heller, Art Hoelke, Robert Jordan, Paula Just, Jennifer Kenny, Traci Klinkbeil, Travis Mack, Mike Menyhart, Linda Miedema, Mark Mullins, Wayne Olson, Amar Patel, Terry Schrupf, Lynda Weatherman.

## Agenda

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

<b>Call to Order</b>	<i>Susie Glasgow</i>	<b><u>Page No.</u></b>
<b>Introductions</b>		
<b>Public Comment</b>		
<b>Presentations:</b>		
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<b>Action Items:</b>	<i>Susie Glasgow</i>	
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E. 3 Year Strategic Plan		9-11
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<b>Consent Action Items:</b>		
A. Board of Directors Meeting Minutes – 2/20/20		26 -28
B. Regional Targeted Occupations List 2020-2021		29-35
C. Selection of Key Industries 2020-2021		36-38
<b>Committee Chair Reports:</b>		
A. Industry Workforce Committee	<i>Mike Menyhart</i>	
B. Career Center Committee	<i>Nancy Heller</i>	
C. Governance/Finance Committee	<i>Daryl Bishop</i>	
<b>Information Items</b>	<i>Marci Murphy</i>	
A. President’s Report (no brief)		
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K. Committee Meeting Minutes	
a. Executive Committee – 3/19/20 & 5/4/20	67-71
b. Governance/Finance Committee – 5/4/20	72-74
 <i>Adjourn</i>	

*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 Lyn Sevin at (321) 394-0507. Persons who are hearing or speech impaired can contact Lyn Sevin through the Florida Relay Service by dialing 7-1-1

**Upcoming Meetings:**

All meetings are in the CSB Boardroom unless otherwise noted

**July 2020**

14th Industry Workforce Committee-8:30am  
28th Career Center Committee-8:30am

**August 2020**

3rd Finance Committee-3:30pm  
3rd Executive Committee-4:00pm  
20th Board of Directors-8:00am

**September 2020**

No meetings

**October 2020**

13th Industry Workforce Committee-8:30am  
27th Career Center Committee-8:30am

**November 2020**

2nd Finance Committee-3:30pm  
2nd Executive Committee-4:00pm  
19th Board of Directors-8:00am

**December 2020**

No meetings

**January 2021**

12th Industry Workforce Committee-8:30am  
26th Career Center Committee-8:30am

**February 2021**

1st Finance Committee-3:30pm  
1st Executive Committee-4:00pm  
20st Board of Directors-8:00am

**March 2021**

No meetings

**April 2021**

13th Industry Workforce Committee-8:30am  
27th Career Center Committee-8:30am

**May 2021**

3rd Finance Committee-3:30pm  
3rd Executive Committee-4:00pm  
21st Board of Directors Retreat-8:00am-12pm (TBD)

**June 2021**

No meetings

The page is decorated with large, colorful geometric shapes. On the left side, there are two squares: the top one is divided diagonally from the top-left to the bottom-right, with a light green triangle on top-left and a darker green triangle on bottom-right; the bottom one is divided diagonally from the top-right to the bottom-left, with a dark blue triangle on top-right and a light blue triangle on bottom-left. At the bottom center, there is a large orange shape divided diagonally from the top-left to the bottom-right, with a lighter orange triangle on top-left and a darker orange triangle on bottom-right.

# Special Thanks to outgoing Board Members

**Robert Jordan**  
**2011 – 2020**  
**Chair 2015 - 2017**



**Paula Just**  
**2014 – 2020**  
**Chair 2017 - 2019**



**Linda Miedema**  
**2014 – 2020**  
**Industry Workforce Committee**



Thank you for your services  
to  
CareerSource Brevard  
and the citizens of  
Brevard County





May 21, 2020

## *Action Brief*

### **Board Member Reappointments**

At its last meeting, the Governance/Finance Committee recommended the following members for reappointment to the Board of Directors. Each have agreed to serve another three year term, subject to Board approval.

**Daryl Bishop** – Area President, Seacoast National Bank

**Colleen Browne** – Campus President, Keiser University

**William Chivers** – President, RUSH Construction, Inc.

**Lynda Weatherman** – President, EDC of Florida's Space Coast

### **Action**

Review and approve or deny the recommendations for reappointment of board members. Action by the Board of Directors will result in requesting ratification action by the Brevard County Commission.



May 21, 2020

## *Action Brief*

### **Board Member Nominations**

#### **Board Request**

Review and approve nominations for Board Membership.

#### **Background**

At the last Governance/Finance Committee meeting, members reviewed potential candidates to fill business seats vacated by Joe Angelastro, Patricia Stratton, and Paula Just.

The following candidates are recommended for approval to fill three seats:

1. Kirsten Patchett, Vice President of Human Resources for Embraer in North America.

#### **Action**

Approve the recommendation of Kirsten Patchett for board membership resulting in ratification by the Brevard County Commission.

2. Brian Jaskiewicz, President of Space Coast Intelligent Solutions (SCIS), an IT Engineering Company

#### **Action**

Approve the recommendation of Brian Jaskiewicz for board membership resulting in ratification by the Brevard County Commission.

3. Mary Jane Brecklin, VP, HR Operations, Heath First, is recommended to fill the seat vacated by Paul Just.

#### **Action**

Approve the recommendation of Mary Jane Brecklin for board membership resulting in ratification by the Brevard County Commission



May 21, 2020

## *Action Brief*

### **Board Member Contract for Banking and Treasury Management Services**

#### 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 \$25,000 must be approved by CSF prior to executing the contract.

Seacoast Bank has been providing CareerSource Brevard's banking and treasury management services since July 1, 2019. Our current policies do not require competitive procurements below an annual purchasing threshold of \$10,000, however Daryl Bishop, a CSB board member and Vice President of Seacoast Bank, has offered to continue to provide the same services at an annual cost of approximately \$2,200. Seacoast Bank would benefit financially from this transaction.

#### Recommendation

Staff recommends Board reapprove the following contract for banking and treasury management services in FY 2020-2021:

Business Name:	<b>Seacoast Bank</b>
Board Member:	<b>Daryl Bishop</b>
Total Not to Exceed:	<b>\$2,500.00</b>

#### Action

Review and approve the contract recommendation for Seacoast Bank to provide banking and treasury management services for CareerSource Brevard in the 2020-2021 fiscal year at a cost not to exceed \$2,500.





May 21, 2020

## Action Brief

### **Heavy Equipment Leasing Contracts**

#### Background

Throughout recent years, CareerSource Brevard has received US Department of Labor National Dislocated Worker Grant (DWG) funding to address rapid employment needs in our area when an emergency or major disaster, such as a hurricane, has occurred. The purpose of the funding is to create temporary jobs to provide clean-up, restoration and humanitarian assistance to designated communities. Efforts can include clean-up, demolition, repair, renovation and reconstruction of destroyed and damaged public structures, facilities and lands within the affected communities. With the caliber of active projects, having the ability to lease heavy equipment within a short turnaround timeframe is critical to the success of these projects and future projects. CSB is quickly approaching the expenditure threshold with the current vendors, and as a result, a Request for Proposal (RFP) solicitation was recently conducted.

CSB received 6 proposals. Those proposers include:

- Ahern Rentals, Inc.
- Herc Rentals, Inc.
- National Equipment Dealers d/b/a Earthmovers Construction Equipment
- Ring Power Corporation
- Sunbelt Rentals, Inc.
- United Rentals (North America), Inc.

A rating team comprised of 2 CSB board staff and 1 CSB board member suggested that, given the varying demands of equipment needed for projects, the nature of the responses received, and the variability of rates, staff negotiate with all of the proposers. It was also suggested that the process include individual meetings with respondents to ensure that there is an understanding of contract requirements.

Because funding varies each program year, it is CSB's intent to issue Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts to the heavy equipment leasing providers.

## Recommendation

Pending successful negotiations, the committee recommends that CSB awards 5-year ID/IQ contracts to all six vendors, considering the committee ranking from top to bottom but with a caveat of availability versus price to allow flexibility for staff. Each contract would be negotiated and issued using a 1 year initial term with 4 one-year options to extend the term of performance. Between these vendors, all levels of equipment are accessible and the expansion of vendors enhances the rate of response for equipment as deemed necessary.

## Action

Approve or deny rating committee recommendation to negotiate with each vendor and, pending successful negotiations, to award 5-year ID/IQ contracts to Ahern Rentals, Inc., Herc Rentals, Inc., National Equipment Dealers d/b/a Earthmovers Construction Equipment, Ring Power Corporation, Sunbelt Rentals, Inc., and United Rentals (North America), Inc. to provide a broad range of heavy equipment leasing in support of CSB's disaster-related projects.



May 21, 2020

## *Action Brief*

### **Strategic Plan for 2020 - 2022**

#### Background

CareerSource Brevard (CSB) held its annual retreat on February 20, 2020 to get input from Board Members and Community Partners on the critical challenges in Brevard County with regards to workforce and to discuss strategic direction for the organization in the next three years. John Metcalf, President of Workforce Systems Associates, facilitated the session.

Below is the high level plan for CSB over the next three years to include Goals and Objectives. The captured feedback from the retreat will become strategies and actions under our four committee structures, Career Center Committee, Industry Workforce Committee, Finance Committee, and Executive Committee. This input will be discussed and approved by each committee along with additional items that may need to be incorporated due to the pandemic.

#### Action

Review and approve CareerSource Brevard's Strategic Plan 2020-2022.

# CareerSource Brevard's Strategic Plan 2020-2022

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## A Comprehensive Guide For Developing The Workforce



- A. Focus Area:** Sector Strategies – focus on talent pipeline development and career pathways in high demand industries
- Goal:** Identify current and future workforce needs of the business community and create solutions to meet their needs
- Objective 1:** Implement and Sustain Sector Strategies in Key Industry Sectors
- Objective 2:** Support Additional Key Industries through Sector Work
- Objective 3:** Educate the business community on the value of our services and the value of Brevard’s talent to meet their business needs

- B. Focus Area:** CareerSource Brevard Career Centers – focus on sustaining successful outcomes for employers and career seekers
- Goal:** Create a Career Center Model that is one of the top choices for career seekers and businesses in Brevard by offering quality workforce products and services.
- Objective 1:** Offer the highest quality of services to Career Seekers to enable them to become the talent that the businesses need
- Objective 2:** Offer the highest quality of services to Businesses to meet their workforce needs
- Objective 3:** Maintain a data centered environment to measure the success of CareerSource Brevard's services
- Objective 4:** Outreach and attract hidden talent to expand the labor pool and grow the labor force.

- C. Focus Area:** Executive Administration – focus on overall management of board activities to ensure work of the board aligns to its vision and mission
- Goal:** Provide Executive oversight and governance of CareerSource Brevard
- Objective 1:** Recruit new board members to be taken to the board and then the County commission

# CareerSource Brevard's Strategic Plan 2020-2022

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**Objective 2:** Recommend additional terms for existing board members to be taken to the board and then the county commission

**Objective 3:** Nominate officers to be taken to the board for approval

**Objective 4:** Provide Board training to all members and staff

**Objective 5:** Conduct Bylaw reviews and recommendations to full board

**Objective 6:** Provide oversight to all committee activity

**Objective 5:** Review conflict of interest issues for board members and staff

**D. Focus Area:** Finance - assist the Board in discharging its responsibilities relating to independent oversight, financial reporting, budget, controls and related matters with the focus on the fiscal health and accountability with Government funds

**Goal:** Meet all financial standards for a non-profit board

**Objective 1:** Ensure the CSB audit selection process meets the required standards of state and federal policy. Ensure understanding of the report and make sure certain steps are taken to address any findings.

**Objective 2:** Review all monitoring measurable results

**Objective 3:** Review finance and budgeting reports that will provide oversight of the financial affairs of the organization

**Objective 4:** Review financial policies and procedures



May 21, 2020

## **Action Brief**

### **Proposed Budget for Program Year (PY) 2020-2021**

#### **Committee Request**

Review and approve the recommendations of the Governance/Finance Committee for the Annual Program Year 2020-2021 Budget Proposal.

#### **Background**

Preliminary FY 2020-2021 funding figures released from the U.S. Department of Labor and the Florida Department of Economic Opportunity (DEO) indicate only minimal reductions from our current year funding levels. Workforce Innovation and Opportunity Act (WIOA) programs are down by 8% in FY 2020-2021, however funding for our Welfare (TANF) and Wagner-Peyser programs are up by 3% and we are also carrying forward additional formula funds from the current program year. Other DEO formula funded programs are projected to remain at about the same levels as this year.

DEO recently provided us with \$20,000 for COVID-19 reopening costs, however our carry-in funding projection may need to be reduced for additional COVID-19 costs (i.e. PPE supplies, unemployment forms printing, increased janitorial expenses, etc.) if DEO doesn't allocate more funds. At this time the staff believes we can proceed with approving a FY 2020-2021 operating budget that has level formula funding with the current program year, and then make budget adjustments as needed once our funding is finalized.

We have offset 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 initial level as the current year to ensure we meet CareerSource Florida's Individual Training Account (ITA) spending requirement. We have several National Emergency Grants and other competitive grants that will be ending in 2020-2021, so our initial pools of hurricane and other grant funds have been reduced by 12% and 26% respectively. We are continually applying for new grants and they will be added to the budget as they become available.

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 (\$1,845,200) – The total cost of board staff (represents 100% of current year level).

- 2) Program Operations and Business Services (1,188,800) - The total cost of workforce board operations, grant management, employer and customer outreach, planning and financial services (represents 100% of current year formula funding and 56% of current grant funding).
- 3) Infrastructure and Maintenance Related Costs (\$900,700) – The total cost of CSB facilities, including rent, telephones, utilities, maintenance and supplies (represents 100% of current year level).
- 4) IT Costs and Network Expenses (\$387,600) – 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 (\$4,109,700) – The total cost of delivering career center services, including all contracted grant staffing by C2 GPS and CareerSource Central Florida (represents 100% of current year formula funding and 64% of current grant funding levels).
- 6) Customer Training Activities (\$2,800,000) – Funding administered by the CSB Scholarship Unit for direct customer training (represents 100% of current year formula funding and 75% of current grant funding levels).
- 7) Customer Support Services (\$150,000) – Funding administered by the CSB Scholarship Unit for customer support services (represents 100% of initial formula funding and 75% of current grant funding levels).
- 8) Indirect Costs (\$850,000) – Board administrative services (represents 100% of current year projected costs).

#### Recommendation

The Governance/Finance Committee recommends approving the PY 2020-2021 budget at a level of \$12,232,000 based on preliminary funding estimates, with any funding modifications that are received prior to the full board meeting to be presented to the board.

#### Action

Review and approve the Governance/Finance Committee's recommended Program Year 2020-2021 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.



**Annual Budget Proposal**  
For the Program Year Ending June 30, 2021

<b>Projected Revenue PY 2020 - 2021</b>	<b>Annual Budget</b>	<b>WIOA Adult</b>	<b>WIOA Youth</b>	<b>WIOA Disl Wkr</b>	<b>Welfare Transition</b>	<b>NEG Hurricanes</b>	<b>Other Grants</b>
Carry In Funds From PY 19 - 20	1,161,400	761,400	250,000	-	150,000	-	-
PY 20 - 21 Awards	11,070,600	743,985	666,981	818,656	1,340,880	5,350,098	2,150,000
<b>Award Total - Available Funds</b>	<b>12,232,000</b>	<b>1,505,385</b>	<b>916,981</b>	<b>818,656</b>	<b>1,490,880</b>	<b>5,350,098</b>	<b>2,150,000</b>
LESS planned Carryover For PY 21 - 22	-	-	-	-	-	-	-
<b>Projected Annual Revenue</b>	<b>12,232,000</b>	<b>1,505,385</b>	<b>916,981</b>	<b>818,656</b>	<b>1,490,880</b>	<b>5,350,098</b>	<b>2,150,000</b>

<b>Proposed Annual Budget</b>							
<b>Staff Salaries/Fringe Benefits</b>	1,845,200	99,918	85,895	53,661	112,814	1,075,447	417,465
<b>Program Operations/Business Services</b>	1,188,800	64,373	55,339	34,573	72,682	692,874	268,958
<b>Infrastructure/Maintenance Related Costs</b>	900,700	48,773	41,928	26,194	55,068	524,960	203,778
<b>IT Costs/Network Expenses</b>	387,600	20,989	18,043	11,272	23,698	225,907	87,692
<b>Contracted One-Stop Services</b>	4,109,700	675,305	551,208	418,237	1,099,650	480,000	885,300
<b>Customer Training Activities</b>	2,800,000	516,100	87,600	240,800	49,000	1,816,500	90,000
<b>Customer Support Services</b>	150,000	33,900	37,400	9,200	26,000	39,000	4,500
<b>Indirect Cost (16.43%)</b>	850,000	46,027	39,568	24,719	51,968	495,410	192,307
<b>TOTAL ANNUAL BUDGET</b>	<b>12,232,000</b>	<b>1,505,385</b>	<b>916,981</b>	<b>818,656</b>	<b>1,490,880</b>	<b>5,350,098</b>	<b>2,150,000</b>





May 21, 2020

## *Action Brief*

### **Bylaws Review and Modification**

#### **Background**

CareerSource Brevard's (CSB) Bylaws were last modified in February 2018. It is the responsibility of the Governance/Finance Committee to review and modify the Bylaws. Any changes must be approved by the Full Board of Directors and ratified by the Brevard Board of County Commissioners. At its Annual Retreat in February 2020 the Board of Directors updated the Strategic Plan for the next three years which necessitated the following changes to the current Bylaws (attached):

#### **Summary of Modifications**

- Executive Committee responsibilities were modified to include Governance.
- Governance/Finance Committee name change to Finance Committee and responsibilities were modified.
- Board Officers term modified from two, 1 year terms to one, 2 year term.
- Bylaws must be approved by the Chief Elected Official

#### **Action**

Approve or modify Governance/Finance Committee's recommended changes to the Bylaws. The Bylaws will result in requesting ratification by the Brevard Board of County Commissioners.

BREVARD WORKFORCE DEVELOPMENT BOARD, INC.

BYLAWS

As Amended ~~February 20, 2018~~ May 21, 2020

**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 regional workforce boards 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.

**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. 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 Corporation will have a minimum of 51% business representation. In the event of conflict among different funders, federal funding requirements shall prevail.

**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 [Governance/Finance-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 [Governance/Finance-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.

**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 [Governance/Finance 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 [Governance/Finance 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.

~~A Director replacing a Director who has left the Board serves the remainder of the term of office of the departed Director.~~

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

**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 and special meetings by email at least five (5) days in advance, 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 Governance/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.

**ARTICLE VI. OFFICERS OF THE BOARD**

**A. DESCRIPTION OF BOARD OFFICERS**

CareerSource Brevard's Officers are:

- Chair
- Vice Chair
- Treasurer
- Past Chair

The term of office for officers is one year. None may serve in the same office for more than two 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 Chair will:

- a. Preside at all meetings of the Board and review the agenda for all Board meetings in consultation with the President.
- b. Make all committee appointments
- c. Will not be assigned to any Committee other than the Executive Committee
- d. Perform all other duties assigned to the Chair under these Bylaws and those usually pertaining to the office of the Chair.

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 ~~Governance~~/Finance Committee

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

~~If a term is ending, a~~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 Governance/Finance~~ 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 ~~one (1)~~two (2) years, and may not be nominated ~~and to~~ serve in the same office for ~~more than two (2)~~ 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

~~Governance/Finance~~ 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 only 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.

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 standing committees of the Board shall consist of:

Executive  
~~Governance/~~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.

#### **~~GOVERNANCE~~/FINANCE**

The ~~Governance~~/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 ~~Governance~~/Finance Committee will review and ~~make recommendations to the Board of Directors on~~ be responsible for the following:

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- 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
- 1) ~~Bylaws~~
- 2) ~~Recruitment of new board members, recommendations of additional terms by existing directors and nominations of officers to the board~~
- 3) ~~Board Training~~
- 4) ~~Periodic reports on the financial activities of the corporation. Issues may be directed to the Executive Committee first before taken to the Board.~~
- 5) ~~Review a yearly budget for Board approval prepared by staff.~~

**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.

CareerSource Brevard  
**Board of Directors Meeting**  
February 20, 2020

**MINUTES**

**Members in Attendance:** Frank Abbate (via teleconference), Shawn Beal, Lynn Brockwell-Carey, Colleen Browne, William Chivers, Susan Glasgow (Chair), Nancy Heller, Art Hoelke, Robert Jordan (via teleconference), Traci Klinkbeil, Mike Menyhart, Wayne Olson, Amar Patel, Lynda Weatherman.

**Members Absent:** Daryl Bishop, Lloyd Gregg, Paula Just, Jennifer Kenny, Travis Mack, Linda Miedema, Mark Mullins, Terry Schrupf.

**Staff Present:** Julie Berrio, Denise Biondi, Megan Cochran, Marvetta Gordon, Clinton Hatcher, Caroline Joseph-Paul, Thomas Laflore, Angie Londono, Don Lusk, Michelle McAlpin, Richard Meagher, Jon Michael, Jessica Mitchell, Marci Murphy, Holly Paschal, Lyn Sevin, Erma Shaver, Gary Sulski, Jeff Witt.

**Guests:** Mike Alba (Brevard Public Schools), Kristin Bakke (LEAD Brevard), Juanita Jackson (County Manager), Laura Koursaris (VR), John Metcalf (Facilitator), Nancy Peltonen (Greater Palm Bay Chamber), Casey Penn (DEO) (via teleconference), Jennifer Sugarman (Cocoa Beach Chamber).

**Call to Order:** The CareerSource Brevard (CSB) Board Meeting was called to order at 8:01am by Susie Glasgow.

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

**Presentations:**

Casey Penn gave a presentation on CSB's Performance for PY 2018-2019. There was brief discussion on internal controls.

**Action Items:**

Audit Report

This item was moved to later on the agenda so that Grau & Associates, who were not in attendance, could call into the meeting.

Related Party Contract

Staff presented a Related Party Contract with Quality Labor Management, LLC and Affiliated Companies (QLM) and a CareerSource Brevard employee. Motion to approve Related Party Contract with QLM in an amount not to exceed \$750,000, made by Robert Jordan and seconded by Mike Menyhart. Motion passed unanimously. The Related Party Contract will be sent to the Department of Economic Opportunity for approval.

WIOA 4 Year DOL/State Plan

Staff explained that all Local Workforce Development Boards in Florida, including CSB, are required to submit a revised four year plan by March 16, 2020 to meet WIOA guidelines. The most recent revisions were reviewed. Motion to approve the CSB WIOA Plan 2020-2024 and authorize staff to submit the plan to the Board of County Commissioners and CareerSource Florida for review and approval made by Amar Patel. Nancy Heller second and the motion passed unanimously.

**Consent Action Items**

Motion to approve the Board of Director meeting minutes for November 21, 2019 by Mike Menyhart and seconded by Wayne Olson. The motion passed unanimously.

**Committee Chair Reports**

Mike Menyhart gave a report on the Industry Workforce Committee meeting held on January 14, 2020.

Nancy Heller gave a report on the Career Center Committee meeting held on January 28, 2020.

Audit Report

Racquel McIntosh from Grau & Associates presented an overview of CSB PY 2018-2019 Audit Report via teleconference. Motion to approve the Independent Auditor’s Report on the financial statements for program year ended June 30, 2019 made by Nancy Heller and seconded by Lynn Brockwell-Carey. Motion passed unanimously.

Marci Murphy gave a report of the Governance/Finance Committee meeting held on February 3, 2020.

**Information Items:**

Denise Biondi gave a presentation on CSB’s PY 2018-2019 Annual Report.

Information items presented included Sector Strategy Updates, Multimedia Outreach, CAPE Certification, RISE Brevard, Business Use of CSB Business Services, Second Quarter Contractor Performance, Primary Indicators of Performance, CSB’s Fact Sheet, Grow the Resources of the Board, Financial Reports, and Committee meeting minutes. There was discussion on the status of a HUD grant that CSB has applied for which will be awarded at the end of February. The grant will provide \$1,900,970 to train 190 low to moderate income individuals over 3 years in the construction industry.

There being no further business, the meeting was adjourned at 9:00am.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

2/26/2020  
Date

(signature on file)  
Susie Glasgow

2/26/2020  
Date

CareerSource Brevard  
**Board of Directors Annual Retreat**  
February 20, 2020

**MINUTES**

**Members in Attendance:** Shawn Beal, Lynn Brockwell-Carey, Colleen Browne, William Chivers, Susan Glasgow (Chair), Nancy Heller, Art Hoelke, Robert Jordan (via teleconference), Traci Klinkbeil, Mike Menyhart, Wayne Olson, Amar Patel, Lynda Weatherman.

**Staff Present:** Denise Biondi, Megan Cochran, Marvetta Gordon, Clinton Hatcher, Caroline Joseph-Paul, Thomas Laflore, Don Lusk, Richard Meagher, Jessica Mitchell, Marci Murphy, Holly Paschal, Lyn Sevin, Erma Shaver, Gary Sulski, Jeff Witt.

**Guests:** Mike Alba, Kristin Bakke, Juanita Jackson, Laura Koursaris, John Metcalf (Facilitator), Nancy Peltonen, Jennifer Sugarman.

**Call to Order:** The CareerSource Brevard (CSB) Annual Board Retreat was called to order at 9:30am.

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

**Presentations:**

John Metcalf gave a presentation on CSB's Strategic Plan.

Members were invited to move to one of three breakout sessions to discuss the above topics.

There being no further business, the meeting was adjourned at 12:30pm

Submitted by:

Reviewed by:

(signature on file)

Lyn Sevin

2/26/2020

Date

(signature on file)

Susie Glasgow

2/26/2020

Date

## Consent Action Brief

### Regional Targeted Occupations List for 2020-2021

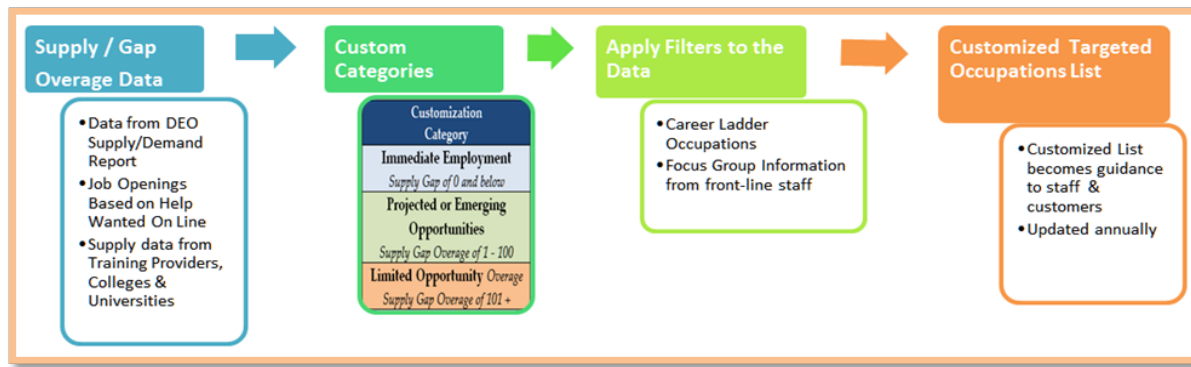
#### Background

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. This includes the following:

REGIONAL TARGETED OCCUPATIONS LIST (RTOL) DEVELOPMENT PROCESS		
Step/ Time Line	Activity	Resources Used/Action Required
1 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>
2 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>
3 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>
4 April <input checked="" type="checkbox"/>	<b>Business &amp; Industry Filtering</b>	Solicit Feedback from the following groups: <ul style="list-style-type: none"> <li>Eastern Florida State College Industry Councils</li> <li>Training Vendors provide CIP to SOC crosswalk information when available and pertinent.</li> </ul>
5 April <input checked="" type="checkbox"/>	<b>Customization</b>	<ul style="list-style-type: none"> <li>See Section below for description of this process.</li> </ul>
6 May/ June	<b>Final Approval by the CareerSource Brevard Board of Directors</b>	<ul style="list-style-type: none"> <li>Consent Action Item at the May/June BOD Meeting</li> </ul>
7 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 competed activities

The following chart shows the customization process used to create the RTOL.



## Recommendation

The PY 2020-2021 RTOL is attached. Feedback from community partners, educators and staff was received and reviewed. There are a few changes to the RTOL based on current employment trends and data:

### Added to RTOL

211094	2	<b>Community Health Worker</b>
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### Changed to Blue – Growing

131071	2	<b>Human Resources Specialist</b>
--------	---	-----------------------------------

### Changed to Green (Projected or Emerging)

499071	3	Maintenance and Repair Workers, General
311014	3	Nursing Assistant
131023	1	<b>Purchasing Agents, Except Wholesale, Retail, Farm</b>
151142	1	<b>Network and Computer Systems Architects &amp; Admin.</b>
119039	1	<b>Fitness and Wellness Coordinators</b>
132011	1	<b>Accountants and Auditors</b>
291071	1	Anesthesiologist Assistants
274011	1	Audio and Video Equipment Technicians
292031	1	Cardiovascular Technologists and Technicians

### Changed to Peach (Limited Opportunity)

512022	2	Electrical and Electronic Equipment Assemblers
436012	2	Legal Secretaries
512022	2	Electrical and Electronic Equipment Assemblers
519061	2	Inspectors, Testers, Sorters, Samplers & Weighers
151131	2	Computer Programmers
512092	2	Team Assemblers
518031	2	Water and Wastewater Treat. Plant and Sys. Oper.
292051	2	Dietetic Technicians
119081	2	Lodging Managers
271025	2	Interior Designers
272022	2	Coaches and Scouts (Director of Athletics)

### Removed from RTOL

413011	2	Advertising Sales Agents
119199	3	Loss Prevention Manager

## Action

Approve the Career Center Committee's recommendation to accepted the attached PY 2020-2021 Regional Targeted Occupations List (RTOL) and authorize staff to transmit to DEO.



1	ITA Permitted
2	ITA Permitted
3	ITA NOT Permitted (See Key)

## 2020-21 Regional Targeted Occupations List



SOC	B/W Code <sup>1</sup>	Occupation <sup>2</sup>	Annual Percent Growth	Annual Openings	2019 Hourly Wage		Training Code <sup>3</sup>
					\$ Entry	\$ Mean	
132011	1	<b>Accountants and Auditors</b>	1.67	83	21.99	35.72	5
113011	3	<b>Administrative Services Managers</b>	1.56	376	31.21	49.63	4
173021	2	Aerospace Engineering and Operations Technicians	4.0	28	34.92	34.92	3
172011	1	<b>Aerospace Engineers</b>	0.51	30	37.63	52.95	5
493011	2	<b>Aircraft Mechanics and Service Technicians</b>	0.47	11	19.63	29.71	3
512011	2	Aircraft Structure, Surfaces, Rigging, and Systems	N/R	N/R	14.29	21.90	3
532022	2	Airfield Operations Specialists	N/R	N/R	15.00	25.00	4
532011	2	Airline Pilots, Copilots, and Flight Engineers	2.48	15	45.87	88.88	4
291071	1	Anesthesiologist Assistants	N/R	N/R	24.62	41.67	5
173011	2	Architectural and Civil Drafters	1.00	176	16.33	24.73	3
119041	1	Architectural and Engineering Managers	0.44	38	52.37	70.21	5
274011	1	<i>Audio and Video Equipment Technicians</i>	1.84	638	12.61	19.22	3
493021	1	<b>Automotive Body and Related Repairers</b>	1.51	21	13.78	21.54	3
493023	1	Automotive Service Technicians and Mechanics	1.25	62	11.99	17.95	3
492091	2	Avionics Technicians	N/R	14	20.41	26.98	3
119041	2	Biofuels/Biodiesel Technology Product Dev. Mgrs.	1.4	10	20.41	14.04	4
194021	2	Biological Technicians	N/R	N/R	N/R	N/R	4
172031	2	Biomedical Engineers ( <i>Includes Technician</i> ) <sup>4</sup>	N/R	N/R	N/R	N/R	4
433031	2	Bookkeeping, Accounting, and Auditing Clerks	2.0	68	11.64	16.04	4
472021	2	Brickmasons and Blockmasons	4.49	227	11.43	16.37	3
493031	1	<b>Bus &amp; Truck Mechanics and Diesel Engine Specialists</b>	1.35	18	16.37	22.18	3
432031	2	Bus Driver, Transit & Intercity	1.38	N/R	14.32	19.01	3
131199	1	<b>Business Operations Specialists, All Other</b>	1.24	67	20.90	32.42	4
517011	2	Cabinetmakers and Bench Carpenter	N/R	N/R	13.06	20.66	3
535021	2	Captains, Mates, and Pilots of Water Vessels	N/R	N/R	30.75	37.38	3
292031	1	Cardiovascular Technologists and Technicians	2.70	17	13.12	22.50	3
435011	2	Cargo and Freight Agents	1.60	413	13.04	21.18	3
472031	2	Carpenters	2.32	238	11.78	18.04	3
472051	2	Cement Masons and Concrete Finishers	2.45	11	12.85	16.45	3
351011	2	Chefs and Head Cooks	1.42	N/R	20.42	25.75	3
194031	2	Chemical Technicians	N/R	N/R	14.67	19.19	4
111011	2	<b>Chief Executives</b>	0.65	11	42.43	80.81	5
399011	3	Childcare Workers	N/R	N/R	10.67	11.28	3
172051	1	<b>Civil Engineers</b>	1.27	10	26.71	39.96	5
131031	2	<b>Claims Adjusters, Examiners, and Investigators</b>	0.46	696	18.88	29.23	3
272022	2	Coaches and Scouts ( <i>Director of Athletics</i> )	N/R	N/R	18.01	21.05	4
532012	1	<b>Commercial Pilots</b>	1.89	49	30.61	51.21	3
2011094	2	<b>Community Health Worker</b>					
131041	2	<b>Compliance Officers, Exc. Safety, Agri, Constr &amp; Tranp.</b>	1.21	389	17.25	29.94	3
113021	2	<b>Computer and Information Systems Manager</b> ( <i>Computer Cyber-Security Information Specialist</i> )	0.85	N/R	46.48	67.73	5
172061	1	<b>Computer Hardware Engineers</b>	0.03	24	32.98	45.91	5
151143	2	<b>Computer Network Architects</b>	0.22	17	23.11	38.06	3
151152	2	<b>Computer Network Support Specialists</b>	0.26	371	19.17	25.56	3
151199	1	<b>Computer Occupations, All Other</b>	N/R	82	23.97	39.78	3
151131	2	<b>Computer Programmers</b>	0.96	34	30.04	43.20	3
151121	1	<b>Computer Systems Analysts</b>	0.68	34	27.18	42.26	4
151151	3	<b>Computer User Support Specialists</b>	0.29	34	20.96	26.09	3
492011	2	Computer, ATM, and Office Machine Repairers	N/R	N/R	12.32	14.75	3

1	ITA Permitted
2	ITA Permitted
3	ITA NOT Permitted (See Key )

## 2020-21 Regional Targeted Occupations List



514011	2	Computer-Controlled Machine Tool Operators Metal & Plastic	17.2	55	15.90	17.44	3
474011	2	<b>Construction and Building Inspectors</b>	2.28	343	17.71	25.92	3
472061	2	Construction Laborers	23.80	378	13.59	XXX	3
119021	2	<b>Construction Managers</b>	1.51	18	25.92	42.47	4
352014	1	Cooks, Restaurant	17.80	97	9.53	13.79	3
273043	2	Copy Writers (Web Content)	N/R	N/R	N/R	N/R	5
333012	2	Correctional Officers and Jailers	.18	62	16.54	21.33	3
131051	1	<b>Cost Estimators</b>	1.78	46	18.15	25.73	3
537021	2	Crane and Tower Operators	0.39	12	21.23	39.63	3
151141	1	<b>Database Administrators (Database Security Admin.)</b>	1.65	658	25.63	40.74	4
319091	2	Dental Assistants	1.91	30	12.99	17.53	3
292021	2	<b>Dental Hygienists</b>	2.21	23	24.61	30.31	4
333021	2	Detectives and Criminal Investigators	N/R	N/R	20.42	24.65	3
292032	2	<b>Diagnostic Medical Sonographers</b>	4.07	270	21.51	28.80	3
292051	2	Dietetic Technicians	N/R	N/R	10.87	13.98	3
291031	1	Dietitians and Nutritionists	19.80	18.83	29.43	28.21	5
173019	2	Drafters, All Other	N/R	N/R	13.54	17.29	3
472081	2	Drywall and Ceiling Tile Installers	2.88	11	11.52	15.03	3
512022	2	Electrical and Electronic Equipment Assemblers	N/R	N/R	N/R	N/R	3
492094	2	Electrical and Electronic Repairers, (Commercial & Industrial Equip)	N/R	21	17.25	24.19	3
173023	1	<b>Electrical and Electronics Engineering Technicians</b>	0.78	50	20.16	29.60	4
172071	1	<b>Electrical Engineers</b>	1.02	36	36.83	51.83	5
499051	2	<b>Electrical Power-Line Installers and Repairers</b>	N/R	N/R	17.35	27.20	3
472111	2	<b>Electricians</b>	2.09	44	12.87	20.57	3
512023	2	Electromechanical Equipment Assemblers	0.69	15	18.25	27.89	3
172072	1	<b>Electronic Engineers, Except Computers</b>	.83	56	33.91	48.24	5
492097	2	Electronic Home Entertainment Equipment Installers and Repairers	1.90	152	11.04	16.24	3
252021	2	<b>Elementary School Teachers, Except Special Education</b>	1.23	177	21.50	26.96	5
119161	2	Emergency Management Directors	N/R	N/R	32.12	47.00	4
292041	2	Emergency Medical Technicians and Paramedics	2.30	11	12.53	15.88	4
172199	2	Engineers, All Other (Mechatronics)	N/R	N/R	38.91	55.29	5
192041	2	<b>Environmental Scientists &amp; Specialists, Including Health</b>	2.40	11	18.63	28.79	5
436011	3	<b>Executive Secretaries and Administrative Asst.</b>	1.25	33	15.79	20.99	3
512091	2	Fiberglass Laminators and Fabricators (Composites)	N/R	N/R	12.50	14.84	3
332011	2	Fire Fighters	1.24	33	13.99	19.46	3
431011	1	First-Line Superv. of Office and Admin. Support Workers	N/R	32	16.36	24.60	4
471011	1	<b>First-Line Supervisors of Constr. Trades and Extraction Workers</b>	N/R	N/R	18.75	25.26	4
351012	1	First-Line Supervisors of Food Preparation & Serving Wkrs.	N/R	112	11.39	17.22	3
491011	1	<b>First-Line Supervisors of Mechanics, Installers, and Repairers</b>	1.46	27	22.38	30.94	3
411012	1	<b>First-Line Supervisors of Non-Retail Sales Wkrs.</b>	0.71	21	22.96	36.50	3
391021	2	First-Line Supervisors of Personal Service Workers	1.12	13	12.71	19.88	3
511011	2	<b>First-Line Supervisors of Production &amp; Oper. Wkrs.</b>	0.10	12	18.91	29.45	3
411011	1	First-Line Supervisors of Retail Sales Workers	1.14	240	13.13	20.23	3
531031	1	<b>First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators</b>	N/R	N/R	20.46	29.76	3
371012	2	First-Line Supv. of Landscaping, Lawn Svc,& Groundskeeping	1.74	567	13.08	19.75	3

1	ITA Permitted
2	ITA Permitted
3	ITA NOT Permitted (See Key)

## 2020-21 Regional Targeted Occupations List



119039	1	Fitness and Wellness Coordinators	2.63	97	30.43	37.64	5
119051	1	<b>Food Service Managers</b>	1.10	26	17.25	31.56	4
194092	2	Forensic Science Technicians	N/R	N/R	N/R	N/R	4
170329	2	Fuel Cell Technicians	N/R	N/R	18.56	29.97	3
119061	1	<b>Funeral Service Managers</b>	N/R	N/R	23.75	29.19	4
517021	2	Furniture Finisher	9.10	65	10.65	13.40	3
111021	2	<b>General and Operations Managers</b>	1.20	36	30.26	56.95	4
472121	2	Glaziers	1.96	293	13.89	17.80	3
271024	2	Graphic Designers	0.29	37	14.01	21.50	4
292099	2	Health Technologists and Technicians, All Other	2.11	215	13.48	21.13	3
319099	3	Healthcare Support Workers, All Other	N/R	N/R	N/R	N/R	3
499021	2	Heating, Air Cond. & Refrigeration Mechanics & Installers	1.48	27	15.14	19.96	3
533032	1	Heavy and Tractor-Trailer Truck Drivers	1.59	71	12.52	17.87	3
519198	2	Helpers--Production Workers ( <i>Forklift Operator and Dock Wkr.</i> )	N/R	N/R	N/R	N/R	3
537041	2	Hoist and Winch Operators	N/R	N/R	N/R	N/R	3
131071	3	<b>Human Resources Specialist</b>	1.22	22	15.82	26.46	4
172112	1	<b>Industrial Engineers</b> ( <i>Human Factors &amp; Ergonomics</i> )	0.66	26	26.37	42.42	5
499041	2	Industrial Machinery Mechanics ( <i>Crane Maintenance Tech.</i> )	2.91	15	14.19	21.09	5
151122	1	<b>Information Security Analysts</b> ( <i>Cyber-security Specialist</i> )	2.51	151	23.72	37.95	3
519061	2	Inspectors, Testers, Sorters, Samplers & Weighers	N/R	N/R	12.48	19.05	3
259031	2	Instructional Designers and Technologists	N/R	N/R	19.22	28.14	5
271025	2	Interior Designers	1.88	215	11.73	22.30	3
273091	2	Interpreters and Translators	3.76	162	11.22	19.97	4
373011	2	Landscapers & Grounds Keeping Workers	12.90	10.65	11.47	14.01	3
436012	2	Legal Secretaries	1.41	456	12.74	18.77	3
292061	2	Licensed Practical and Licensed Vocational Nurse	2.45	62	18.03	20.98	3
533033	1	<i>Light Truck or Delivery Services Drive</i>	N/R	59	10.59	14.64	3
132072	1	<b>Loan Officers</b>	2.37	42	18.08	28.98	4
119081	2	Lodging Managers	N/R	N/R	16.96	18.98	4
131081	2	<b>Logisticians</b>	2.76	17	22.26	34.92	5
514041	2	Machinists	1.26	10	13.26	20.73	3
292035	1	<b>Magnetic Resonance Imaging Technologists</b>	2.53	152	23.61	29.64	3
372012	3	Maids & Houskeeping Cleaners ( <i>Environmental Services Aide</i> )	8.0	1.636	10.87	13.36	N/R
499071	3	Maintenance and Repair Workers, General	1.14	70	10.87	16.07	3
131111	2	<b>Management Analysts</b>	1.92	49	29.61	44.98	5
173029	2	Manufacturing Production Technicians	N/R	N/R	24.02	33.16	4
172121	1	Marine Engineers & Naval Architects	N/R	N/R	15.85	25.88	5
131161	2	<b>Market Research Analysts and Marketing Specialists</b>	3.87	17	15.85	28.90	5
537199	2	Material Moving Workers, All Other	8.5	2150	10.89	13.36	3
173027	2	<b>Mechanical Engineering Technicians</b>	N/R	N/R	21.13	31.17	4
172141	1	<b>Mechanical Engineers</b>	0.27	27	26.95	41.01	5
292012	2	Medical and Clinical Laboratory Technician	N/R	N/R	11.40	15.75	4
292011	1	Medical and Clinical Laboratory Technologists	16.1	N/R	21.25	29.76	4
119111	1	<b>Medical and Health Services Managers</b>	2.27	69	36.17	70.20	5
319092	2	Medical Assistants	N/R	N/R	10.87	13.36	3
319093	2	Medical Equipment Preparers	17.8	N/R	13.54	16.55	3
499062	2	Medical Equipment Repairers	3.03	180	13.19	20.17	3
292071	2	Medical Records and Health Information Technicians	2.13	444	11.68	17.33	4
436013	2	Medical Secretaries	3.54	53	12.99	14.99	3
319094	2	Medical Transcriptionists	2.0	N/R	13.68	15.23	3

1	ITA Permitted
2	ITA Permitted
3	ITA NOT Permitted (See Key)

## 2020-21 Regional Targeted Occupations List



131121	2	<b>Meeting &amp; Convention Planners</b>	3.26	217	14.78	23.72	4
211023	2	Mental Health & Substance Abuse Social Wkrs.	19.20	N/R	18.99	21.07	5
252022	1	<b>Middle School Teachers, Exc. Special &amp; Voc. Educ.</b>	2.40	21	22.59	29.92	5
493042	2	<b>Mobile Heavy Equipment Mechanics, Except Eng.</b>	2.06	12	15.92	21.81	3
514061	2	Model Makers, Metal and Plastic ( <i>Composites</i> ) <sup>5</sup>	N/R	N/R	10.87	13.79	3
514072	1	Molding, Coremaking and Casting Machine Setters, Operators. Tenders, Metals and Plastic ( <i>Composites</i> ) <sup>5</sup>	N/R	N/R	10.87	13.79	3
493051	2	Motorboat Mechanics and Service Technicians	N/R	N/R	12.42	17.45	3
151142	1	<b>Network and Computer Systems Architects &amp; Admin.</b>	2.12	41	24.23	36.45	4
311014	3	Nursing Assistant ( <i>C.N.A.</i> )	N/R	N/R	12.87	14.36	3
299011	2	Occupational Health and Safety Specialists ( <i>Industrial Hygiene</i> )	N/R	N/R	21.23	31.25	4
312011	2	<b>Occupational Therapy Assistants</b>	N/R	N/R	17.79	26.05	4
472073	2	Operating Engineers & Other Construction Equipment Oper.	2.38	12	13.61	19.23	3
292081	2	Opticians, Dispensing	1.75	158	12.24	18.08	4
472141	2	Painters, Construction and Maintenance	N/R	N/R	10.83	15.98	3
519122	2	Painters, Transportation Equipment	N/R	N/R	15.68	17.56	3
232011	1	Paralegals and Legal Assistants	2.41	11	15.13	18.71	3
292052	1	Pharmacy Technicians	N/R	29	11.94	15.42	3
319097	2	Phlebotomist	N/R	N/R	11.61	13.54	3
173029	2	Photonics Technicians	N/R	N/R	14.95	24.65	3
312021	1	<b>Physical Therapist Assistants</b>	3.65	242	21.40	28.00	4
472151	2	Pipelayers	2.75	282	11.89	16.68	3
472152	2	<b>Plumbers, Pipefitters, and Steamfitters</b>	2.32	27	15.28	21.76	3
333051	2	Police and Sheriff's Patrol Officers	1.03	91	17.78	23.08	3
435031	2	Police, Fire, and Ambulance Dispatchers	1.35	N/R	13.95	19.53	3
252011	3	Preschool Teachers, Except Special Education	N/R	N/R	8.47	10.79	4
435061	2	Production, Planning, and Expediting Clerks	N/R	N/R	N/R	N/R	2
119141	2	Property, Real Estate, and Community Assoc.Managers	0.34	14	14.23	23.07	3
292053	3	Psychiatric Technician	10.1	N/R	10.00	12.65	3
131023	1	<b>Purchasing Agents, Except Wholesale, Retail, Farm</b>	0.95	45	20.35	30.58	4
194099	2	Quality Control Analysts	14.0	N/R	11.90	13.65	3
113051	2	Quality Control Systems Managers ( <i>Industrial Prod. Mgr.</i> )	N/R	N/R	39.15	47.92	4
291124	1	Radiation Therapists	14.90	N/R	37.29	26.74	3
292034	2	<b>Radiologic Technologists</b>	1.74	20	19.68	26.55	4
251193	2	Recreation and Fitness Studies Teachers. Post Sec.	N/R	N/R	22.78	31.36	5
291141	1	<b>Registered Nurses</b>	1.56	212	23.51	30.82	4
291126	2	<b>Respiratory Therapists</b>	2.60	331	22.61	27.58	4
472181	2	Roofers	2.18	17	14.43	18.08	3
535011	2	Sailors and Marine Oilers	N/R	N/R	10.46	12.53	3
112022	3	<b>Sales Managers</b>	1.08	12	35.78	65.56	5
414012	1	<b>Sales Rep., Wholesale and Mfg, Non-tech.</b>	1.03	62	14.32	27.89	3
414011	1	<b>Sales Rep., Wholesale and Mfg, Technical &amp; Scientific</b>	0.80	29	22.92	46.88	3
151199	2	Search Marketing Strategists ( <i>Social Media Marketing</i> )	N/R	N/R	23.93	33.93	3
252031	2	<b>Secondary School Teachers, Exc. Special &amp; Voc. Ed.</b>	1.38	15	21.87	30.22	5
492098	2	Security and Fire Alarm Systems Installers	1.52	354	16.48	20.40	3
339032	2	Security Guard	1.42	57	9.36	12.63	3
472211	2	Sheet Metal Workers	1.49	281	13.19	18.70	3
435071	2	Shipping, Receiving and Traffic Clerks	N/R	N/R	10.87	12.93	3

1	ITA Permitted
2	ITA Permitted
3	ITA NOT Permitted (See Key )



## 2020-21 Regional Targeted Occupations List

211093	1	Social and Human Service Assistants ( <i>Inclusive of CPS, CAC, CRSS, CRPS,, CBHT</i> )	1.22	35	12.00	15.79	3
151132	1	<b>Software Developers, Applications</b>	1.96	148	32.95	47.53	4
151133	1	<b>Software Developers, Systems Software</b>	0.47	29	37.59	53.36	5
472231	2	Solar Photovoltaic Installers	N/R	N/R	N/R	N/R	3
474099	2	Solar Thermal Installers & Technician	N/R	N/R	N/R	N/R	3
472221	1	<i>Structural Iron and Steel Worker</i>	2.13	687	14.48	20.48	3
292055	2	Surgical Technologists	1.79	229	15.40	18.98	3
173031	2	Surveying and Mapping Technicians	1.85	191	13.37	19.30	3
537121	2	Tank Car, Truck, and Ship Loaders	N/R	N/R	N/R	N/R	3
259041	2	Teacher Assistants	N/R	N/R	10.87	11.22	3
512092	2	Team Assemblers	N/R	N/R	N/R	N/R	3
273042	2	Technical Writers	N/R	N/R	10.87	13.36	5
492022	2	<b>Telecommunications Equip. Installers &amp; Repairers</b>	0.34	399	16.21	23.96	3
472044	2	Tile and Marble Setters	3.59	16	11.67	15.08	3
514111	2	Tool and Die Makers	N/R	N/R	15.79	23.81	3
131151	2	<b>Training and Development Specialists</b>	1.75	40	19.71	30.32	5
536061	2	Transportation Inspectors (Aviation)	N/R	N/R	N/R	N/R	3
113071	2	Transportation Managers	N/R	N/R	30.14	48.33	4
339093	2	Transportation Security Screeners	2.13	36	15.41	17.96	3
113071	2	Transportation, Storage and Distribution Managers	19.6	51	30.14	48.33	4
113071	2	Transportation, Storage, and Distribution Managers	2.76	10	22.26	34.65	4
516093	2	Upholsterers	16.0	N/R	10.00	11.65	3
292056	2	Veterinary Technologists and Technicians	N/R	N/R	11.75	14.72	4
251194	1	<b>Vocational Education Teachers, Postsecondary</b>	2.92	12	20.27	26.85	4
518031	2	<b>Water and Wastewater Treat. Plant and Sys. Oper.</b>	N/R	N/R	15.90	20.06	3
474099	2	Weatherization Installers and Technicians	2.9	10	10.87	12.62	3
151134	1	<b>Web Developers</b>	1.73	255	18.66	29.60	3
514121	2	Welders, Cutters, Solderers, and Braziers	1.23	19	12.80	18.27	3
517042	2	Woodworking Machine Setters, Operators, and Tenders	039	N/R	N/R	N/R	3

B/W Code	CUSTOMIZATION KEY		
1	<b>IMMEDIATE EMPLOYMENT</b> (SUPPLY GAP: 0 & Below)	<b>GROWING NOW</b>	Individual Training Account (ITA) PERMITTED
2	<b>PROJECTED TO RECOVER</b> OR <b>EMERGING OPPORTUNITIES</b> (SUPPLY GAP: 1-131)	<b>RECOVERY NEXT 2-3 YEARS</b> OR <b>EXPECTED TO GROW</b>	ITA PERMITTED
3	<b>LIMITED OPPORTUNITY</b> (SUPPLY GAP: 132+)	<b>STATIC OR SHRINKING</b>	ITA is <b>NOT</b> Permitted unless a path to self-sufficiency can be delineated in the participants Individual Employment Plan (IEP) or when included as a part of a Sector Strategy Project.

<sup>1</sup> B/W Code is provided for those who do not have access to color prints of this document. Each B/W Code corresponds to the customization key below and in the header of this document.

<sup>2</sup> **BOLDED** Occupations denote High Skill High Wage (HSHW) designation by the *Florida Department of Economic Opportunity*.

<sup>3</sup> Training Codes: 3 (Post-Secondary Adult Vocational Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree)

<sup>4</sup> (*Italics*) Denotes supplemental information requested by industry or business.

## Action Brief

### Selection of Key Industries - Program Year (PY) 2020 – 2021

#### Background

CareerSource Brevard (CSB) periodically reviews Key Industries by researching and analyzing Labor Market Information (LMI) provided by various sources. The Industry Workforce Committee (IWC) reviewed this information in order 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 to 2.7% from 3.2% comparing December of 2019 to December of 2018. Brevard’s unemployment rate is slightly above the statewide rate of 2.5%. There are 283,078 persons in the labor force and 7,691 who are unemployed. Out of 67 counties in the State of Florida Brevard ranks 33 in terms of unemployment rate.

Another trend that has been watched closely is the increased Labor Force Participation Rate (LFPR). LFPR is the estimate of the share of the population actively engaged in the labor market. Based on the December 2019, State of Florida DEO LMI Data Release, Brevard has seen an increase of an additional 5,965 persons who have begun looking for a job compared to the same time in the previous year. This continues a 5 year trend in increased labor force. This increase to the labor force can be attributed to an improving economy which leads to less persons being discouraged over the prospects of finding a job. Other factors can include improvements in health, reduction of personal barriers, changes in family responsibilities, decision to not continue with schooling and deferral of retirement.

#### Discussion

The following tables contain the history and trends of employment growth by industry from 2015 through 2019 and the selected Key Industries over this time period. The following trends are noted:

Industry Trend Summary	
↑	Manufacturing, , Education & Health Services, Leisure & Hospitality
→	Construction, Financial Activities, Other Services Government, Trade, Transportation, & Utilities, Professional & Business Services, Information
↓	None

## Employment by Industry

### Not Seasonally Adjusted / Over-the-Year Percent Change

Industry		2016		2017		2018		2019		2020	
		Florida %	Brevard %	Florida %	Brevard %	Florida %	Brevard %	Florida %	Brevard %	Florida %	Brevard %
Construction	→	6.8	-3.0	5.2	2.7	9.0	13.3	4.7	7.9	2.4	2.5
Manufacturing	↑	2.8	2.0	2.7	2.8	4.4	3.9	2.8	7.7	4.5	9.5
Trade, Transportation & Utilities	↑	2.4	3.3	2.1	2.9	1.7	1.3	1.7	3.8	1.1	2.0
Information	→	-1.4	-10.5	-0.3	10.0	2.0	4.3	1.8	3.8	-4.8	-3.6
Financial Activities	→	2.5	1.3	3.8	4.2	2.4	2.6	2.9	2.4	1.3	1.1
Professional & Business Svcs	↑	4.3	3.0	3.2	-1.7	4.3	-2.9	4.4	6.1	2.6	-2.0
Education & Health Svcs	↑	3.8	5.3	4.1	2.6	1.5	-0.6	3.0	3.1	4.0	3.8
Leisure & Hospitality	→	3.9	3.3	4.4	3.4	1.0	-1.9	1.9	1.1	4.0	3.6
Other Services*	→	3.3	3.7	2.5	2.5	4.1	2.3	2.5	3.5	2.2	1.1
Government	→	-0.5	-1.7	1.1	0.0	1.0	0.0	0.1	1.8	1.2	1.4

\* 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.





### Selected Key Industries for Brevard

2015-2016	2017-2019	
<ul style="list-style-type: none"> <li>❶ Aviation &amp; Information Technology</li> <li>❷ Manufacturing</li> <li>Logistics, Transportation</li> <li>Distribution, Maritime &amp; Construction</li> <li>❸ Health Care, Professional &amp; Business Services</li> <li>❹ Leisure &amp; Hospitality</li> </ul>	<ul style="list-style-type: none"> <li>❶ Manufacturing Aviation &amp; Aerospace</li> <li>❷ Information Technology</li> <li>❸ Health Care</li> <li>❹ Logistics, Transportation Distribution</li> <li>❺ Construction</li> <li>❻ Leisure &amp; Hospitality</li> </ul>	<p>See Last Page for Info.</p> 

The analysis includes a review of economic development priorities as required by DEO. This guidance requires alignment with the Florida Targeted and Infrastructure industries as well as other local economic development priorities. We have included the priorities of Enterprise Florida as well as local priorities from Space Florida and the Economic Development Commission of Florida's Space Coast. Our analysis indicates that our key priorities are aligned with 85% of the state and local priorities.

### Recommendation

The Committee recommends the following Key Industries:

High Skill - High Wage			
Key Industry	Sector Strategy	CareerSource Brevard Role	Rationale
<b>Aerospace &amp; Aviation</b>		LEAD	<ul style="list-style-type: none"> <li>Aviation is a growing industry in Brevard.</li> <li>Increased opportunities in Aerospace</li> <li>AeroFlex Pre Apprenticeship</li> </ul>
<b>Manufacturing</b>		Stakeholder Currently Supporting the EDC MASC Efforts	<ul style="list-style-type: none"> <li>Convening of the AIM Sector Strategy</li> <li>Local concerns and statewide focus on advanced manufacturing</li> </ul>
<b>Information Technology</b>		LEAD	<ul style="list-style-type: none"> <li>Local concerns over availability of information technology workers.</li> <li>Focus of the IT Sector Strategy</li> <li>Centerpiece of the USDOL America's Promise Grant</li> </ul>
<b>Health Care</b>		LEAD	<ul style="list-style-type: none"> <li>Demand area for occupational training by CareerSource Brevard job-seeking customers and Business Customers.</li> <li>Development of the Health Sector Strategy</li> <li>Long-range prediction models showing future needs</li> </ul>

Other Key Industries	
Key Industry	Rationale
<b>Logistics, Transportation Distribution</b>	<ul style="list-style-type: none"> <li>Port Canaveral development of container and shipping industry and expanded cruise service. Maritime activity continues to develop</li> <li>Career Ladders available for some Re-Entry customers and other special populations.</li> </ul>
<b>Construction</b>	<ul style="list-style-type: none"> <li>New housing communities, growth and repurposing of older buildings evident throughout Brevard County</li> <li>The boom of the FL Space Coast forecasts a need for additional infrastructure to support occupants.</li> <li>Career Ladders available for Re-Entry customers and other special populations.</li> </ul>
<b>Leisure &amp; Hospitality</b>	<ul style="list-style-type: none"> <li>Long term growth predicted.</li> <li>Identification of career ladders &amp; wage projection within the industry.</li> <li>Tourism is a significant industry in Brevard County and based on local and State data, will continue to be a major jobs creation source.</li> <li>Good starting point for Re-Entry Customers and other special populations.</li> </ul>

**Action**

Review and approve Industry Workforce Committee's recommendation of the Key Industries for PY 2020-2021.





May 21, 2020

## *Information Brief*

### **Documents Approved by Board of County Commissioners on 04/21/2020**

#### **Background**

The Workforce Innovation and Opportunity Act of 2014 (WIOA) and Florida Statute 445 requires that the Brevard County Board of County Commissioners serving in the capacity as Chief Elected Official (CEO) to review, approve and execute certain documents on behalf of CareerSource Brevard (CSB) for compliance purposes. On April 21, 2020, the following documents were approved on the Board of County Commissioners consent agenda:

**CSB Local Plan 2020-24** – Title I of the Workforce Innovation and Opportunity Act (WIOA) requires each local workforce development board (LWDB) to develop and deliver to the state a comprehensive four-year plan, to be submitted in partnership with the chief elected official. Regulations require LWDBs to periodically revisit and recalibrate plan strategies in response to changing economic conditions and workforce needs. Local elected officials, local workforce development board members, core program partners, and mandatory one-stop partners are an integral part of the process. The plan went through the required 30 day public comment period. The plan will be effective July 1, 2020 – June 30, 2024. The Board of Directors approved this plan at the February 20, 2020 meeting.

**Memorandum of Understanding for Chief Elected Official (CEO)** – This MOU provides the details of the relationship between the CEO and CSB. This agreement explains the role of the CEO which includes designation of CSB as the fiscal agent, sub-grant recipient. It includes how the planning, board member appointments, budget approval, auditing & monitoring, approval of one-stop/career center operator and local performance is handled. This MOU also delegates to the County Manager or his designee to represent the CEO on the CSB Board of Directors, approval of quarterly budget updates, financial, budget compliance and board membership documents,. This document also indicates how CSB will mitigate the CEO's liability under WIOA Section 107 by use of CSB corporate resources and assets to insulate the CEO from all claims arising from misuse of grant funds, disallowed costs, damage, negligence or omissions. The Executive Committee originally approved this document on May 16, 2019. However the final version contained several recommended changes by the County Attorney's Office.

**Memorandum of Understanding & Infrastructure Funding Agreement (Agreement)** – WIOA requires that the one-stop system include mandated partners and that those partners pay a portion of the cost of infrastructure and non-personnel costs such as rental of facilities, utilities, maintenance and technology. Mandated partners include Florida Department of Education Vocational Rehabilitation and Division of Blind Services, AARP Foundation for the Senior Community Services Employment Program Eastern Florida State College (Perkins) School Board (Adult Ed) and the Community Services Block Grant as operated by Brevard County Housing and Human Services. Each mandated partner must have an Agreement that establishes a fair share contribution to the system. WIOA requires that the Board of County Commissioners be a party to the Agreements. The Board of County Commissioners must execute the Agreement and the attached templates for the mandated partners. All of the Agreements will be contained in the 4 year plan when fully executed.

**Addendum for the One-stop Operator C2 Global Professional Services (C2)** - CSB has previously competitively procured and contracted with C2 to operate the one-stop system and to provide career services. The Board of County Commissioners has previously approved C2 as the operator and career services provider for Brevard County. As the WIOA rules and regulations have developed, there is now a need for the Board of County Commissioners to review and execute this addendum to CareerSource Brevard's agreement with C2. This addendum sets out the required firewalls and internal controls to prevent conflicts of interest. The addendum specifies the activities that C2 will not be involved in such as procurement, policies, local planning, providers, local performance and budgeting. The Board of County Commissioners must execute this document for CareerSource Brevard to be in compliance with WIOA provisions.

No further action is required for any of the documents listed in this brief. This information was shared with the Executive Committee on May 4, 2020 and is also being shared with the Board of Directors.



REVISED  
04/22/2020

## Grow the Resources of the Board Report

**BOLD** Denotes  
Revisions or Additions

<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>
Grant Name: H-1B American Promise Grant (APG)  Time Frame: 01/01/17 – 12/31/20  Funding Source: USDOL  Partner(s): LWDB 12 Central Florida	\$2,380,337	This project targets high-growth jobs aligned with the Information Technology (IT) and IT-Related industry sector, ranging from entry-level occupations to high-level management positions in LWDB Region 12 & 13 using a sector strategy approach.	CSB has enrolled <b>396</b> persons in the APG grant. Some additional updates include: <ul style="list-style-type: none"> <li>• <b>New Horizons training partner, has aligned their goals with ours to improve the pass rate for students, for the certification exams, and secure employment.</b></li> <li>• <b>Local networking with Faith Based Groups has succeeded in enlisting pastors support for underserved population with referrals to APG and our annual June Job Fair.</b></li> <li>• <b>Virtual Career Fair planning underway for end of May event which facilitates jobseeker and employer interaction to fill open “HelpDesk &amp; Computer user Specialist” positions we have trained for.</b></li> <li>• <b>IT Apprenticeship planning underway for sustainability of grants efforts in supporting IT industry.</b></li> <li>• <b>Grant Modification with USDOL in process to reallocate funds to training activities.</b></li> </ul>	Gary Sulski
Name: Cooperative Outreach Program with Moore Communications and CareerSource Florida  Time Frame: 10/01/19 – 06/31/20  Funding Source: Wagner Peyser State Level Funding  Partner(s): CareerSource Florida & Moore Communications	\$40,400	This funding is allocated based on our region size and is focused on strengthening CSF network brand, influencing action by business/job seekers to use CSB services, connect business with talent and to offset communication outreach costs and support local efforts.	<b>5<sup>th</sup> Annual Out-of-State Engineering Talent Attraction &amp; Recruitment Campaign:</b> <ul style="list-style-type: none"> <li>• Creative updates underway using similar targeting parameters and most effective creative and messaging that include partner placement assistance. Spring launch still on schedule despite COVID-19.</li> </ul> <b>2<sup>nd</sup> Annual Local Unemployed/Underemployed/Introduction to Key Industry Sectors –</b> <ul style="list-style-type: none"> <li>• Talent Attraction Campaign: Creative updates underway using similar targeting</li> </ul>	Denise Biondi

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			parameters and most effective creative and messaging with more content towards skills training & re-training, interviewing & finding a job due to impacts of COVID-19. Late spring launch.	
Grant Name: Dislocated Worker Grants (DWG) Time Frame: Various Dates- 9/30/2020 Funding Source: USDOL through DEO DWG Partner(s): NA		Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities.  Maria work is focused on evacuees from Puerto Rico.  Brevard Recovery Works focused on persons impacted by the Opioid Crisis.  COVID 19 relates to public health emergency and is focused on humanitarian projects and persons unemployed due to the pandemic.		Jim Watson
Irma	\$13,500,000		<b>Extended until 9/30/2020 with the additional of \$7.5 Million.</b> <b>Total:</b> <ul style="list-style-type: none"> <li>• 271 Participants Enrolled</li> <li>• 187 Receiving Services</li> <li>• 141 Employment at Exit</li> </ul>	Jim Watson
Dorian	\$1,300,000		<b>Providing support to National Seashore &amp; Wildlife Refuge. First projects started in Jan 2020.</b> <b>Totals</b> <ul style="list-style-type: none"> <li>• 12 Participants Enrolled</li> <li>• 1 Receiving Service</li> <li>• 0 Employment at Exit</li> </ul>	Jim Watson
Maria	\$125,000		Extended to 9/20/2020. Most CSB funds already obligated however grant is open in the event that DEO obligates additional funding. <ul style="list-style-type: none"> <li>• Total 28 Participants Enrolled</li> <li>• 27 Receiving Services</li> <li>• 9 Employment at Exit</li> <li>• <b>Remains open in the event that DEO allocates additional funding.</b></li> <li>• <b>Programming was scheduled for April 2020 but postponed due to Covid-19.</b></li> </ul>	Wendi Bost

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Opioid/Brevard Recovery Works	\$2,000,000		<b>Grant activities to date include:</b> <ul style="list-style-type: none"> <li>• Total of 44 Participants Currently Enrolled</li> <li>• 44 Receiving Services</li> <li>• 3 Employed/not exited yet</li> <li>• 3 are in training</li> <li>• 2 Employed in Humanitarian Services</li> </ul>	Wendi Bost
<b>Health Emergency Dislocated Worker Grants in Response to COVID-19 Outbreak</b>	<b>\$318,000</b>		<b>The purpose of this grant help address the workforce-related impacts of the public health emergency related to COVID-19, also known as novel coronavirus. DEO has applied for funding. USDOL has allocated \$12 Million to the State of Florida. CSB received \$318,000 but could receive additional allocations later. Staff working to implement the grant.</b>	TBD
Grant Name: <a href="#">Rebuild Florida</a> Time Frame: 09/01/2018 – 06/30/2020 Funding Source: DEO/ Community Development Block Grant – Disaster Recovery (CDBG-DR) Partner(s): Innovation Emergency Management (IEM)	\$300,000	Rebuild Florida is a partnership of DEO and the U.S. Department of Housing and Urban Development (HUD), which approved funding to local communities for Florida's long-term recovery efforts after the 2017 hurricane season. Rebuild Florida Housing Repair funds will help eligible homeowners impacted by Hurricane Irma.	<b>CSB continues to work with the staff of IEM stationed in the Rockledge office. The current NFA expires on 06/30/2020. Staff is in discussion regarding whether DEO will extend funding beyond this date.</b>	Jeff Witt Or Don Lusk
Grant Name: Department of Economic Opportunity Community Development Block Grant – Disaster Recovery (DR) Workforce Recovery Training Program Time Frame: 3/01/2020 – 06/30/2023 Funding Source: DEO/ HUD/CDBG Partner(s): Listed in Grant	\$2,049,784	The target is low to moderate income individuals. Brevard is counties identified as impacted by Hurricane Irma designated to benefit from this funding. 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.	<b>CSB was notified on 02/26/20 of the award of funding. CSB staff received a draft contract for review and approval on April 27, 2020. It is expected that programs and services will begin by August 1, 2020.</b>	James Watson
Grant Name: FloridaMakes - NIST Time Frame: 10/1/19 – 9/30/2020 Funding Source: VIA Florida Makes U.S. Department of Commerce National Institute of Standards & Technology	\$125,000	This grant was submitted in support of Florida Makes grant submission to the U.S. Department of Commerce National Institute of Standards & Technology (NIST) to support the expansion of the AeroFlex Pre-apprenticeship Program in Brevard County.	<b>Program staff from CSB and CS West Palm meet bi-weekly with FloridaMakes to continue to report progress, share best practices and status of defined metrics. Grant metrics are aligned with the performance outcomes of the state grant supporting this effort:</b>	Judy Blanchard

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Partner(s): CareerSource West Palm Beach; FloridaMakes			<ul style="list-style-type: none"> <li>Enrollment, training completed and employment of 12 jobseekers. To date: 3 enrolled, 3 trained and 2 employed.</li> </ul>	
<p>Grant Name: Aero-Flex Pre-Apprenticeship Program Time Frame: 02/01//2019 - 08/331/2020</p> <p>Funding Source: CS Florida – Sector Strategies</p> <p>Partner(s): CareerSource Palm Beach, Tooling U, EDC, FloridaMakes, the Future's Center for Apprenticeship &amp; Work Based Learning, SpaceFlorida, ASRC, Brevard Adult Ed, Northrup Grumman, Lockheed Martin, South Bay Workforce Investment Board, Training Funding Partners.</p>	\$149,129	CareerSource Brevard (CSB) in partnership and collaboration with CareerSource Palm Beach (CSPB) will replicate a very successful, employer-driven pre-apprenticeship program that has been proven to support industry needs in California. The Aero-Flex Pre-Apprenticeship program will also meet the workforce development needs common to our region's aerospace and aviation manufacturing industry partners. This unique training program provides a customized layer within the framework to allow each employer to design or 'flex' its own program, meeting not only needs of the industry but each participating employer.	Grant support staff continue to meet bi-weekly with CS Palm Beach, and partnering agencies to discuss program progress and deliverables. Industry meetings continue to champion employer support of the program. The first cohort of trainees (3) have successfully completed training. <b>Strategic marketing/outreach collateral for both employers and jobseekers has been deployed. Grant funded dedicated frontline Career Counselor is assessing and preparing the next cohort of trainees, now slated for April, slipping from March, due to COVID-19. Program staff held a Business Learning Event on March 4<sup>th</sup> to provide an indepth overview of the program to 12 unique employers. Follow-on meetings to secure partnerships are on going.</b>	Judy Blanchard & Clinton Hatcher
<p>Grant Name: Brevard Adult Education Pre-Apprenticeship Program Expansion Time Frame: 01/01/2019 - 08/31/2020</p> <p>Funding Source: CS Florida</p> <p>Partner(s): Brevard Adult Education, Brevard Air Conditioning Contractors Association (BACCA), Coastal Mechanical, Southeast Power Corp., Brevard Electrical Apprenticeship Program, ABC Institute</p>	\$100,000	This collaboration with Brevard Adult Education Pre-apprenticeship Program to support Building & Construction trades. The following lists each of the apprenticeship partners for this grant and the Pre-Apprenticeship program:	The first cohort for the Trades Pre-Apprenticeship program graduated on Dec 18, 2019. <b>Cohort 2 has 10 students who have stayed actively engaged. This group is set to graduate in July. A third cohort began in Feb 2020 at the BPS Cocoa location. A total of 27 were accepted, with 18 staying actively engaged. Due to COVID, this class is moving to a virtual platform. CSB is working with local employers to develop work experience opportunities for all 3 cohorts.</b>	Jana Bauer /Wendi Bost
<p>Grant Name: R.I.S.E. Brevard Time Frame: 01/01//2019 - 06/30/2020</p> <p>Funding Source: CS Florida</p> <p>Partner(s): Brevard County Drug Court &amp; Florida Department of Corrections</p>	\$250,000	"R.I.S.E. Brevard" stands for Re-entry Intervention resulting in Successful Employment. This grant will target the Ex-Offender population from our partners who are in need of vocational training and career assistance.	This grant request was submitted to CareerSource Florida for \$379,005. An outcome of the planning grant is to train 36 persons. <b>CSB started enrolling customers on 4/17/19 as of 04/17/20 – 42 customers enrolled, 16 employed, 2 WBT, 1 Recidivism after completion</b>	Jim Watson

<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: Florida College Access Network – Seed Grant</p> <p>Time Frame: 05/1/19-9/30/2020</p> <p>Funding Source: Hosted by University of South Florida</p> <p>Partner(s): Brevard Public Schools &amp; METCA (Macedonia Education &amp; Technology Academy)</p>	<p>\$20,000 (Includes \$10,000 CSB Match)</p>	<p>The focus of this grant is to develop a Local College Access Network (LCAN). These are strategic alliances focused on increasing college and career readiness, access and completion for students. This includes expanding programs, services, resources, policies to address the systemic barriers that prevent access to postsecondary education.</p>	<ul style="list-style-type: none"> <li>• <b>Coordinated transportation and attended the Florida College Access Network meeting on Student Led Initiatives 1/22/20 with Macedonia Education Technology &amp; Career Academy and Take Stock in Children partners. Held a follow up meeting with Brevard Public School partners 2/5/20.</b></li> <li>• <b>Funded a portion of TABE Boot Camp and TEAS Prep sessions to help thirty healthcare training candidates access training by strengthening basic skills to meet program enrollment requirements. This fund allocation was previously leveraged to promote the acquisition of the additional \$10,000 in Home Health Aide training scholarship resources.</b></li> <li>• <b>Collaborative planning efforts are in progress on the Workforce Round Table meeting. Grant funding designations will support the venue and promotional expenses. An event date of May 19, 2020 was established.</b></li> </ul>	<p>Megan Cochran</p>

<b>UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)</b>				
<b>Resource Information</b>	<b>Amount Awarded</b>	<b>Grant Focus</b>	<b>Current Status</b>	<b>Staff Lead</b>
<p>Grant Name: Back to Work 50+ (BTW 50+)</p> <p>Time Frame: 3/1/19 – 12/31/2020</p> <p>Funding Source: AARP Foundation</p> <p>Partner(s): NA</p>	<p>\$110,000</p>	<p>CSB was selected to submit a grant application &amp; plan which was approved to begin the AARP 50+ Services in Brevard County. The current program focused on Women ends 02/2/2019. This program will focus on all persons 50+. It will allow us continued use of AARP Foundation Logo, outreach support and educational materials</p>	<p>CSB has been granted funding for year 6 (Jan 1 – Dec 31, 2020). <b>Performance as of March 26<sup>th</sup> includes:</b></p> <ul style="list-style-type: none"> <li>• <b>5 workshops held, 61 attendees (of 126, 48% of goal)</b></li> <li>• <b>Enrolled in Coaching – 27 (of 60, 45% of goal)</b></li> <li>• <b>Gained Employment – 13 (of 60, ~22% of goal) (including participants carried over from the 2019)</b></li> </ul>	<p>Jana Bauer</p>

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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			<ul style="list-style-type: none"> <li>• <b>Upcoming Cohorts:</b>  <b>Wave 32 – April 2020</b>  <b>Wave 33 – June 2020</b>  <b>Wave 34 – August 2020</b>  <b>Wave 35 – September 2020</b></li> </ul>	
<p>Grant Name: Ticket to Work (TTW) Program</p> <p>Time Frame: Indefinite</p> <p>Funding Source: Social Security Administration</p> <p>Partner(s): Vocational Rehabilitation</p>	<p><b>\$266,604</b> To Date</p>	<p>Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).</p>	<p>Staff continue to work with eligible customers who are interested in work or training. EN continues to progress at a modest pace with <b>49</b> tickets being assigned. <b>Receipts for the first three quarters were \$20,187 for a cumulative total of \$266,604</b></p>	<p>Jim Watson</p>
<p>Grant Name: Florida Partnership Plus</p> <p>Time Frame: Indefinite</p> <p>Funding Source: Social Security Administration</p> <p>Partner(s): Vocational Rehabilitation (VR)</p>	<p><b>\$11,500</b> To Date</p>	<p>Exiting Voc. Rehab participants who have found employment and are currently receiving SSI or SSDI. CSB will provide Employment Network mandatory follow up services. Funds are reported as part of the SSA TTW program and our unrestricted. CSB receives compensation in two forms:                      (1) \$1000 for any participant exiting that remains employed at SGA (Substantial Gainful Activity) for a seven month duration. (2) \$500 for written benefit summary analysis (BSA) completed by a certified Community Partner Work Incentive Coordinator (CPWIC).</p>	<p>CSB received \$ 10,000 in PY 16 -17 and 17-18, CSB received \$11,500. There was one newreferral for this program in PY 18-19 and no payment has been made to date. <b>Staff is working with Vocational Rehabilitation to determine whether program referrals can be increased.</b></p>	<p>Jim Watson</p>
<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>\$51,237.50</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><b>Receipts for PY19-20 third quarter- (1/1/20-3/31/20) is \$1,462.50 Cumulative total of \$51,237.50</b></p>	<p>Marina Stone</p>
<p>Grant Name: Healthcare Sector Strategy</p> <p>Time Frame: 7/1/16 – 9/30/19</p>	<p><b>\$530,170</b> To Date In 5<sup>th</sup> year</p>	<p>Employ a Healthcare Sector Strategist to coordinate Healthcare Sector Strategy to facilitate solutions for current workforce needs, projections for workforce</p>	<ul style="list-style-type: none"> <li>• <b>Achieved four out of five SMART Goals for the quarter.</b></li> <li>• <b>Six students were awarded Home Health Aide (HHA) training</b></li> </ul>	<p>Megan Cochran</p>



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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Funding Source: Private Sector</p> <p>Partner(s): A variety of health care employers, training vendors and others.</p>		<p>issues over the next five years, and resources to meet both long and short term goals as established by the industry as a whole.</p>	<p>scholarships and entered training.</p> <ul style="list-style-type: none"> <li>• AARP SCSEP program is willing to partner on eligible HHA candidates to pay for costs above the \$450 training.</li> <li>• Our grant partner Macedonia Education Technology and Career Academy held a Healthcare Recruitment Fair on 1/16/2020. They also facilitated TABE Boot Camps and a TEAS Prep course for thirty training candidates (over the last two quarters).</li> <li>• The Brevard Healthcare Workforce Consortium Soft Skills Committee sponsored a Business Learning Event on the Keys to Talent Management which was attended by fourteen healthcare employers.</li> </ul>	
<p>Grant Name: Wells Fargo AARP 50+ Support Services</p> <p>Time Frame: 10/01/2018 - 11/01/2019</p> <p>Funding Sources: Wells Fargo Bank</p> <p>Partners(s): NA</p>	<p>\$10,000</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>To date, we have assisted 62 AARP BTW50+ participants with \$7,959 in services. Services have included transportation, first impressions and certification/testing/licensing assistance. Due to additional funding received, all graduates of the AARP BTW50+ are now receiving \$100 in incentives automatically. These include \$50 for gas and \$50 to put towards clothing, first impressions or anything else that will enhance their employment opportunities.</p>	<p>Jana Bauer</p>
<p>Grant Name: Wells Fargo Supportive Services for Community Empowerment</p> <p>Time Frame: 10/01/2019- 11/01/2020</p> <p>Funding Sources: Wells Fargo Bank</p>	<p>\$10,000</p>	<p>The focus of this grant is to assist participants with supportive services that are not WIOA eligible. 75% of the funding will be to support the AARP Back to Work 50+ program, and the remaining 25% will be to support a two-week internship opportunity for Eau</p>	<p>Due to additional funding received, all graduates of the AARP BTW50+ are now receiving \$100 in incentives automatically. These include \$50 for gas and \$50 to put towards clothing, first impressions or anything</p>	<p>Jana Bauer</p>

<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>
Partners(s): NA		Gallie high school students in the Aviation Fabrication and Assembly Program. A total of ten incoming seniors will be provided with a two-week internship, receiving a supportive service stipend for each day.	<p>else that will enhance their employment opportunities.</p> <p>In February, CSB will begin coordinating with the Eau Gallie high school Aviation program director to plan the process for summer funding.</p>	
<p>Grant Name: Wells Fargo Workforce Roundtable</p> <p>Time Frame: 10/01/2019 – 11/01/2019</p> <p>Funding Sources: Wells Fargo Bank</p> <p>Partners(s): TBD</p>	\$5,000	Funding will be utilized to create a workforce roundtable involving key partners which may include Goodwill, NeighborUp, Community Action, local school board and others to have a discussion around creating site-based programs to pilot to impact the movement of workforce in our low-to-moderate community.	A date of May 19 <sup>th</sup> was initially established and the team had solidified the Exploration Tower at Port Canaveral to host the event. However, due to recent COVID-19 events, the event will now be rescheduled to September 22 <sup>nd</sup> . AnG invitation list has been drafted of those C-level executives who have been hand-selected for invitation.	Jana Bauer
<p>Grant Name: AARP Foundation (Non-Direct Service Outreach Grant)</p> <p>Time Frame: 07/01/2020 – 06/30/2022</p> <p>Funding Sources: AARP Foundation</p> <p>Partners(s): Senior Community Services Employment Program</p>	\$300,000	This grant focuses on low-income (250% Poverty) seniors (50+) by focusing on business/industry to build talent pipelines. Businesses will be recruited and shown the advantages of hiring older workers. This grant provides \$150,000 yearly for two years. This grant will work in tandem with our existing AARP program.	<p>Proposal submitted 4/22/20.</p> <p>CSB proposes to create the “Talent Pipeline for Older Workers” initiate to help “open up” the pipeline for older workers with business and industry.</p> <p>AARP will notify by Mid-May if CSB is successful.</p>	Jana Bauer

## Information Brief

### Primary Indicators of Performance (formerly known as Common Measures) Watch Brief

#### 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 and not being eligible for the incentive dollars. 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 2019-20. Also shown are our goals for PY 2019-20. All performance goals were met or exceeded for the 2nd quarter.

#### July 2019-December 2019 Performance

Primary Performance Indicator (PPI)	Performance 2014-2015	Performance 2015-2016	Performance 2017-2018	PY19-20 Performance	PY19-20 Performance Goals
<b>Adults:</b>					
Entered Employment Rate (2 <sup>nd</sup> Qtr. after Exit)	86.9%	83.9%	92.6%	88.0%	86.2%
Employment Retention Rate (4 <sup>th</sup> Qtr. after Exit)	82.4%	83.6%	89.3%	91.7%	83.5%
Median Earnings (2 <sup>nd</sup> Qtr. after Exit)	\$6,650	\$6,993	\$7,496	\$9,063	\$7,200
Credential Attainment Rate	57.6%	58.7	N/A	90.0%	65.0%
<b>Dislocated Workers:</b>					
Entered Employment Rate (2 <sup>nd</sup> Qtr. after Exit)	87.8%	74.4%	85.7%	88.7%	83.2%
Employment Retention Rate(4 <sup>th</sup> Qtr. after Exit)	81.5%	76.1%	88.2%	88.7%	79.2%
Median Earnings (2 <sup>nd</sup> Qtr. after Exit)	\$6,312	\$7,621	\$6,432	\$8,320	\$6,850
Credential Attainment Rate	56.4%	43.2	N/A	79.2%	65.0%
<b>Youth Common Measures:</b>					
Entered Employment Rate (2 <sup>nd</sup> Qtr. after Exit)	63.8%	64.3%	79.2%	80.9%	72.0%
Attainment of a Degree or Certificate	56.2%	67.8%	N/A	N/A	N/A
Credential Attainment Rate	85.3%	76.5%	N/A	76.4%	75.5%
Employment Retention Rate (4 <sup>th</sup> Qtr. after Exit)			78.3	85.7%	67.2%
<b>Wagner-Peyser:</b>					
Entered Employment Rate (2 <sup>nd</sup> Qtr. after Exit)	65.5%	63.8%	69.1%	65.1%	63.2%
Employment Retention Rate(4 <sup>th</sup> Qtr. after Exit)	60.8%	62.3%	70.7%	63.4%	64.2%
Median Earnings (2 <sup>nd</sup> Qtr. after Exit)	\$5,238	\$5,268	\$5,165	\$5,577	\$5,100
<b>Not Met (less than 90% of negotiated)</b>	<b>Met (90-100% of negotiated)</b>		<b>Exceeded (greater than 100% of negotiated)</b>		



May 21, 2020

## Information Brief

### Third Quarter Contractor Performance PY 2019-2020

#### 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 18 for quarters 1-3 and 15 of 19 for quarter 4)
- **Element B:** Contractor must meet accelerated performance on 50% of the measures (9 of 18 for quarters 1-3 and 9 of 19 for quarter 4)
- **Element C:** Meeting or exceeding a minimum score of 75 on a Board performance evaluation related to programmatic monitoring results.

#### PY 2019-20 Performance Results

The Contractor succeeded in meeting or exceeding the performance criteria to be paid all withheld costs for the second quarter of PY2019-2020.

<b>Elements of Contractor Performance Earnings - PY 19-20</b>						
<b>Measures</b>						
<b>Objective/Criteria</b>			<b>1st Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>
	<b>Minimum</b>	<b>Accelerated</b>				
Brand New Job Seekers with Extra Credit	1,800 per Qtr.	1,950 per Qtr.	Met (1,859)	Missed (1,643)	Exceeded (4,423)	
Customer Engagement	75%	85%	Met (77%)	Met (79%)	Missed (72%)	
<b>Entered Employment Rate</b>						
Adults	90%	95%	Exceeded (%100)	Exceeded (%99)	Exceeded (98%)	
Dislocated Workers	90%	95%	Exceeded (%100)	Exceeded (%100)	Exceeded (98%)	
Welfare Transition	30%	35%	Exceeded (38%)	Exceeded (39%)	Exceeded (39%)*	
Wagner Peyser	38%	42%	Exceeded (43%)	Met (41%)	Met (41%)	
Short Term Veteran	38%	42%	Met (39%)	Met (40%)	Exceeded (42%)	
<b>Average Wage at Placement</b>						
Adult	\$17.01	\$17.73	Missed (\$16.64)	Missed (\$16.35)	Missed (\$16.82)	

Elements of Contractor Performance Earnings - PY 19-20						
Measures						
Objective/Criteria			1st Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
	Minimum	Accelerated				
Dislocated Worker	\$18.59	\$19.31	Exceeded (\$22.80)	Exceeded (\$26.52)	Exceeded (\$24.91)	
Welfare Transition	\$10.01	\$10.65	Exceeded (\$11.71)	Exceeded (\$14.66)	Exceeded (\$11.79)*	
Wagner Peyser	\$11.44	\$12.15	Exceeded (\$12.80)	Exceeded (\$14.09)	Exceeded (\$13.60)	
Retention at 12 Months						
Adult	80%	85%	Met (81%)	Met (81%)	Met (82%)	
Dislocated Worker	75%	80%	Exceeded (86%)	Exceeded (90%)	Exceeded (93%)	
Youth	70%	73%	Exceeded (72%)	Exceeded (77%)	Exceeded (77%)	
Quality of Referrals						
Referral to Placement Ratio by Job Seeker	50%	55%	Missed (43%)	Met (54%)	Met (50%)	
Training Services						
PFM Career Training Services	55%	60%	Missed (68%)	Exceeded (%67)	Exceeded (71%)	
WIOA Youth						
Positive Outcome Rate	90%	95%	Exceeded (100%)	Exceeded (100%)	Exceeded (100%)	
Measurable Skills Gain	55%	60%	Exceeded (69%)	Exceeded (%73)	Exceeded (72%)	
Measured Annually						
Performance on Special Projects and Grants	N/A	N/A	N/A	N/A	N/A	

\* Welfare Transition Measures are based on data available at the time of this report. Data was only available through February 29, 2020.

Element A				
Met the minimum percentages set on 14 out of the 18 (Q1-3) and 15 out of 19 (Q4) Performance Measures established in Attachment F	<b>Yes – Met Minimum on 16 of 18</b>	<b>Yes – Met Minimum on 16 of 18</b>	<b>Yes – Met Minimum on 16 of 18</b>	
Element B				
Met the accelerated percentages set on 9 out of the 19 Performance Measures established in Attachment F	<b>Yes – Met Accelerated on 12 of 18</b>	<b>Yes – Met Accelerated on 11 of 18</b>	<b>Yes – Met Accelerated on 13 of 18</b>	

Element C	
Met a minimum score of 75 or higher on the CSB performance evaluation related to the annual state programmatic monitoring results	<b>Not Measured until End of Year</b>

**Performance Measure Revisions for 2019-20**

Measures for PY 19-20 have been reviewed and revised where necessary to ensure continuing improvement and that we are working with the best information possible to serve as a leading indicator for state and federal incentive based measures.

The unique situation with the Corona Virus can be seen in the above performance measures where the number of new customers increased by more than 169% with the bulk of those occurring in the latter part of March.

The Contractor missed 2 of the 18 measures applicable to the second quarter performance.

- The influx of customers and the necessary closures of the career centers late in the quarter led to a decrease in the Customer Engagement performance causing that measure to be missed for the first time this program year.
- The Adult Average Wage at Placement while indicative of serving the hardest to serve customers that are resulting in more entry level jobs in the earlier part of the quarter and limited placements toward the end of the quarter due to employer closures and layoffs will most likely continue to decrease.

Staff will continue to monitor, analyze and report performance in all areas. Of special interest in the coming months will be the Entered Employment Rates, Wage Rates and especially retention rates as we work through the economic impact of the virus.

## **Information Brief**

### **APG IT Sector Strategy Updates**

From the beginning, the America's Promise Grant's goals have been to use the sector strategy to discover the leaders in our IT community that would help us sustain the grants efforts beyond the four years. Our earliest attempts at creating this started with identifying and solidifying our IT key partners. Of these key groups involved, Employers, Trade Associations, Chambers, Economic Development, Education, Government and Faith Based/Community Organizations, no clear leader has stepped forward or presented themselves as a single entity to continue the Consortium's efforts. Understandably, the commitment of the time necessary to carry the torch is obstructed by the demands of their own client's needs. This is something we'll have to overcome to sustain our Consortium's efforts. An IT advisory council seems to be the industry trend for this.

The grant's total served participants goal of 400 will be met early. This leaves securing employment which is currently at 75% of goal, as the focus through the end of 2020 when the grant ends. Our grants focus remains targeted on unemployed or underemployed and those facing employment barriers. Two areas we'll direct our attention on to reach employment numbers are, one getting participants through the coursework and passing the industry certification exam and two creating as many opportunities for jobseekers and employers to meet.

Communication and coordinated efforts from all CSB teams, Career Counselors, Business Services and Program Staff are:

### **Update of Current Activities**

- Networking between employer and jobseeker comes in the form of Job Fairs, Coordinated Meet and Greet's, Local Association Meetings, Internships and the jobseekers own efforts to get in front of employers. We're coordinating internship opportunities through the four local Chambers of Commerce. IT associations recognize the benefits of including our jobseekers, which are future IT employees, in their monthly gatherings. Groundswell, our local technology incubator, is committed to offering our jobseekers their space for networking with IT knowledge experts in the area.

- Business Services efforts have increased OJT's, EWT's and Individual Training program opportunities with local employers. These have succeeded in demonstrating our jobseekers capabilities and skills, while simultaneously offering them the IT experience necessary to secure employment. Whenever possible, our targeted "Help Desk" graduates are being selected for these opportunities.
- The EDC as a partner has continued to support a future joint event with CSB that offers all of their partners, namely those from their Manufacturing Association of Space Coast (MASC), Aerospace, Aviation and National Security Council, Innovation Council and others, to all participate in an APG "Cybersecurity Certification" awareness gathering. This will help meet the impending demands and changes for NIST 800-171 cybersecurity compliance that is mandatory for dozens of key DoD Contractors. This is crucial in supporting the county's business ecosystem, as the prime contractors are additionally helping our small to medium sized DOD subcontractors' as they simultaneously meet these standards, giving them the continued ability to bid on future business. Joint marketing efforts in a Web presence as we continue in the design and the promotion of our regions Information Technology competencies, support, and educational leadership.
- Due to the COVID-19 disruption we cancelled our April APG Consortium/Reverse Job Fair. Instead, in May, a Virtual Reverse Job Fair will be conducted for 20 APG trained graduates. Using our Optimal Resume suite, jobseekers will create a 2-3 minute introductory video or elevator pitch about themselves. This may highlight quantifiable achievements, skills, projects and experience, tailored for the role they're applying for. They might illustrate a challenge and how their skills helped resolve it. Accompanying this video would be a resume, photo of certification or any other demonstration of success. The video will also serve as a SoftSkills demonstration to the employer.

The employers, with posted jobs in our Employ Florida system will be invited to view these candidates' videos 24/7 for a particular period of time. It'll be available for any of the employer's associates to also view, department manangement, other HR staff etc. Employers are going to be encouraged to view them for placement, or if not, at least to offer some suggestion/feedback to the jobseeker for preparation for future job searches. Career Counselors will be working with jobseekers and Business Service with employers. Follow-up with employers will be to solicit feedback about the process, and the candidates, and to make an effort to lobby for a jobseeker's employment. A second level of interview for employers will give them an opportunity to ask questions of jobseekers in an arranged two-way Video Conference.

We're continuing to create opportunities for APG graduates to find employment.

- Education Partners Involvement covers both secondary and post-secondary education partners. We continue to be part of multiple college's advisory councils, speak to their IT graduates and solicited their enthusiastic support of our impending IT apprenticeship program. Involvement in this increases colleges exposure to both



highly sought after key employers and STEM students, supporting their goals to keep our talent from leaving this area. The Brevard School District continues to solicit our support for identifying and implementing IT curriculum, industry certifications' selection, and IT occupation roadmaps and pathways. We're currently working with the Cybersecurity Academy in the Brevard Public Schools to create an assessment and interest tool to use in the middle school to attract attention to and admission of their Cyber Academy.

- Per our employers, CompTIA remains the primary industry recognized IT certification. A recent partnership with Google has presented us with the Google IT Support Professional Certificate which can serve as an adjunct training that simultaneously continues to prepare students for the CompTIA certification exam and can be used to gauge a jobseeker's or student's interest in the IT field. Google has engaged with us to integrate their program into all of our education partner's offerings.
- Recent networking with Faith Based Groups has succeeded in enlisting pastors combined support for an area wide referral program "Jobs in June" that will culminate with our annual June Job Fair, our largest and most successful job fair of the year. This serves to promote IT into what was a difficult group to reach, those that are underemployed, facing employment barriers and are underrepresented in the IT field. It is expected that we could add 100's of jobseekers through this collaborative effort.

**Grant Performance to Date:**

<u>Performance Metric</u>	<u>Grant Required Outcome</u>	<u>Performance Data from most recent Quarterly Report 3/31/2020</u>
Total Participants Served	400	398
Total Participants Enrolled in Training Activities	400	380
Total Participants Completing Training Activities	360	302
Total Participants Completing Training and Receive a Degree or Credential	320	276
Total Participants who Complete Training and Obtain Employment	270	219

## Healthcare Sector Strategy Information Brief

### Healthcare Sector Strategy Grant Update:

Below is a chart reflecting Quarter 15 performance of the SMART goals for Addendum 5 of the Healthcare Sector Strategy the grant.

		Quarter 14 10/1/2019- 12/31/2019	Quarter 15 1/1/2020- 3/31/2020	Quarter 16 4/1/2020- 6/30/2020	Quarter 17 7/1/2020- 9/30/2020	Performance Measure 9/30/2020
HHA Training and Employment	Goal	0	7	7	6	20
	Actual	0	<b>6 (completed training)</b>			<b>6 (completed training)</b>
METCA – ECC Recruitment Fair	Goal	0	1	0	1	2
	Actual	0	1			1
4 TABE Bootcamps & 2 TEAS Prep Courses	Goal	0	15	15	20	50
	Actual	18	12			30
LCAN Stakeholder Recruitment	Goal	1	1	1	1	4
	Actual	1	1			2
Incumbent Soft Skills Training	Goal	0	5	5	5	15
	Actual	0	14			14

### Efforts made to fulfill the goals:

- Six HHA candidates from Macedonia Education Technology and Career Academy – Elderly Compassionate Care (METCA-ECC) made it through to the scholarship selection process and completed training on 3/31/2020.
- CareerSource Brevard’s (CSB) intake process was evaluated during this first training cohort scholarship submission. The process was subsequently amended to be more in line with programmatic training programs. Future scholarship requests will follow the amended process.
- METCA-ECC held their Healthcare Recruitment Fair on January 16, 2020. The event was supported by CareerSource Brevard and Brevard Healthcare Workforce Consortium (BHWC) partner Goodwill. Of the thirty seven candidates who attended the event, eight were interested in HHA training, six in CNA training and twenty-three in LPN training.
- METCA-ECC organized a TABE Boot Camp in collaboration with BHWC partner Brevard Adult Education to serve twelve students in February.

- CSB met with the AARP Foundation to form a partnership to combine resources to train low income seniors aged 55 and up as HHAs.
- The BHWC Soft Skills Committee and CareerSource Brevard sponsored a Business Learning Event, The Keys to Talent Management on February 6, 2020. The intent was to strengthen the leadership skills for supervisory-level employees in the healthcare industry to promote patient care quality and workforce retention. Michelle Burke, Executive Advisory, Maven Maker of Engagement & Influence with Bossibly and Kathy Knowles Executive Advisory, Recruiting and Hiring Strategist with Intuitive Strategies presented the information to a group of eighteen attendees and the information was well received.

### **Healthcare Sector Data Project Under Consideration:**

CareerSource Florida is considering funding a research project in partnership with the Florida Center for Nursing on nurse supply and nurse education programs statewide and workforce region level.

- The Education Program data would include accreditation status, capacity, graduations and NCLEX passage rates. The LPN, RN and APRN supply data would include demographics, education level achieved and employment settings.
- The distribution would include 1 statewide and 24 regional reports, summary documents and statewide and regional presentations. This data would help identify high and low performing regions which would create opportunities to learn best practices from high performing regions.

CareerSource Florida solicited input from CSB and other regions. We are in support of this Healthcare Sector research and provided the following recommendations:

- The Brevard Healthcare Workforce Consortium looks at the research and Florida Center for Nursing has presented to our group several times over the years. It would be valuable to have the data drill down to the regional level.
- To help identify ways we can strengthen our nursing programs and increase student accessibility and success, it is important to understand the student demographics being served in each setting. Data shows that NCLEX passage rates of public programs were above the national average and average passage rates for private LPN programs were more than 10 percentage points lower than the national average (Florida Center for Nursing 2019 Annual Report). If possible, please include institution specific data (public, private, non-profit, for-profit) on their student demographics to include race, ethnicity, socioeconomic status, gender and age along with graduation and NCLEX passage rates.
- There is a high demand for Nursing Assistants and the Prometric certification testing process is cumbersome and delayed testing prohibits positive pass rates. Scrutiny is needed here.



## Quarterly Multimedia Outreach (January – April 2020)

<p><b>Non-Paid Social Media Marketing &amp; Direct (Email) Marketing</b></p>	<p><b>Facebook, Twitter, LinkedIn, Constant Contact:</b> <i>a daily effort to share CSB’s workforce, economic, education, business and community partners’ news as well as educating and informing CSB’s followers about programs and services offered.</i></p> <ul style="list-style-type: none"> <li>• <b>Partner news shares:</b> All county chambers, EDC, Eastern, Brevard Achievement Centers, United Way, U.S. Census, and so much more</li> <li>• <b>CSB events, programs &amp; services:</b> Daily hot jobs, ESOL, Job Fairs, Recruiting events &amp; workshops, business learning events, COVID-19 virtual services outreach campaign</li> </ul>
<p><b>Media Relations &amp; Press Coverage</b></p>	<p><b>Local, Regional and State Multi-Media Relations:</b> <i>Ongoing effort to communicate timely and relevant workforce news to appropriate news outlets and be recognized as Brevard’s key resource for workforce development issues and trends.</i></p> <ul style="list-style-type: none"> <li>• <b>CSB events, programs and services:</b> Weekly digital and print news coverage with Brevard Business News (BBN), Florida Today, Space Coast Business Magazine, Spotlight Brevard, The Beach radio and more re: employer’s hot jobs, recruiting events &amp; workshops, COVID-19 virtual services multimedia outreach campaign</li> <li>• <b>Other CSB brand digital and print news coverage:</b> CSB brand messaging re: COVID-19</li> </ul>
<p><b>Community Partner Outreach Events/Programs</b></p>	<p><b>Additional outreach efforts not detailed in committee goals matrix:</b> <i>Ongoing collaboration with and sharing of, CSB’s Partner/Employer/Job seeker news and events.</i></p> <ul style="list-style-type: none"> <li>• Spotlighting key community partners, including Goodwill of Central Florida and Take Stock in Children</li> <li>• CSB brand messaging re: COVID-19</li> </ul>
<p><b>Multimedia Promotions/Tactics</b></p>	<ul style="list-style-type: none"> <li>• <b>Brevard Business News (BBN):</b> Paid ads to inform the business community about Aero-Flex Program and CSB’s workforce services to help recruit, hire, train, and retain talent.</li> <li>• <b>Program collateral:</b> Ongoing creation of pocket cards, brochures, web pages, flyers, etc... to encourage jobseeker and referral partner engagement in CSB programs.</li> <li>• <b>Multimedia outreach campaigns:</b> <ul style="list-style-type: none"> <li>○ Aero-flex Apprentice and Pre Apprentice Program, a campaign was created and launched targeting employers, community partners, and jobseekers.</li> <li>○ Brevard Recovery Works, website updates, and other multimedia to reach community partners, employers, and jobseekers and to fill humanitarian jobs.</li> <li>○ AARP Back to Work 50+, website updates, and multimedia updates to reach jobseekers and community partners</li> <li>○ RISE program branded materials.</li> <li>○ MFEA collateral for customer support</li> <li>○ NextGen, collateral and multimedia outreach to reach youth</li> <li>○ COVID-19</li> </ul> </li> <li>• <b>2018/19 Annual Report:</b> Digital version launched February 1, 2020</li> </ul>
<p><b>Website</b></p>	<ul style="list-style-type: none"> <li>• <b>Content development and enhancements:</b> Ongoing updates: increase SEO through industry-relevant posts, fresh content (pages updates), refinements to highest performing keywords and messaging based upon analytics, ADA adjustments.</li> <li>• <b>Quarterly program page enhancements:</b> Aero-Flex employer and Jobseeker pages, Brevard Recovery Works, Events Calendar, Dedicated COVID-19 information and resource page and more.</li> </ul>



## Quarterly Multimedia Outreach (January – April 2020)

**State-Funded  
Multimedia  
Campaigns**

**Out-of-State Engineering Talent Attraction & Recruitment Campaign:** Creative updates underway, Spring launch still on schedule despite COVID-19.

**Local Unemployed/Underemployed/Introduction to Key Industry Sectors –**

**Talent Attraction Campaign:** Creative updates underway to now include more real-estate spent on training, upskills, and finding a job due to impacts of COVID-19. Late spring launch.



May 21, 2020

## *Information Brief*

### **Financial Reports**

#### Background

The three reports that follow this brief will provide the Board of Directors with the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2019 and ending on March 31, 2020.

#### 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 2019-2020 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, 2020

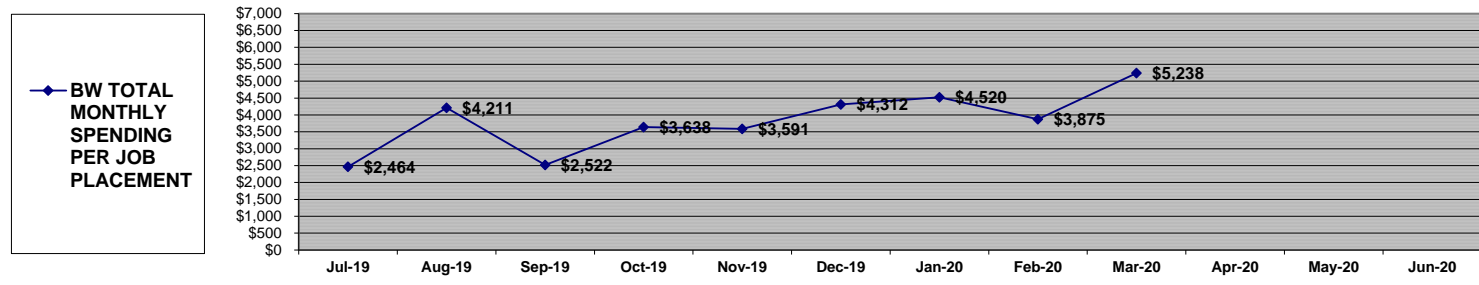
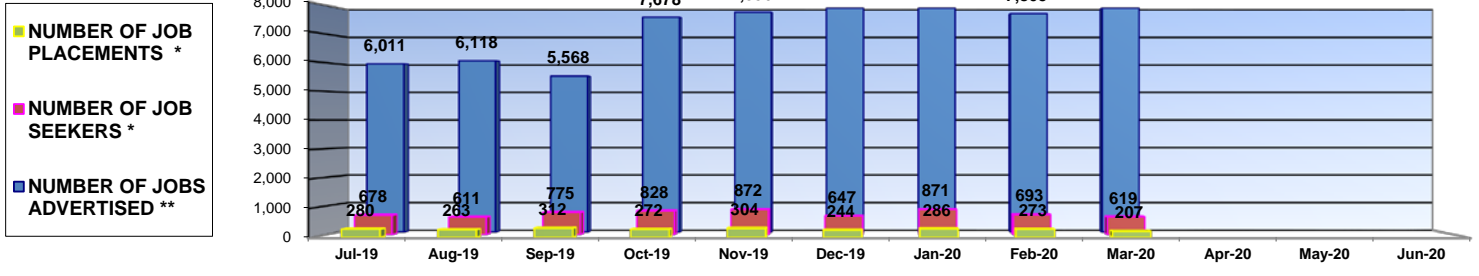
Revenue PY 2019 - 2020	Annual Budget	WIOA Adult	WIOA Youth	WIOA Disl Wkr	Welfare Transition	NEG Hurricanes	Other Grants	INDIRECT POOL
Carry In Funds From PY 18 - 19	736,224	599,384	-	95,269	3,707	-	37,864	
PY 19 - 20 Awards	13,844,476	1,549,467	1,354,579	601,396	1,426,482	6,050,076	2,862,476	
Award Total - Available Funds	14,580,700	2,148,851	1,354,579	696,665	1,430,189	6,050,076	2,900,340	
LESS planned Carryover For PY 20 - 21	(450,000)	(250,000)	-	(50,000)	(150,000)	-	-	
<b>Total Available Revenue</b>	<b>14,130,700</b>	<b>1,898,851</b>	<b>1,354,579</b>	<b>646,665</b>	<b>1,280,189</b>	<b>6,050,076</b>	<b>2,900,340</b>	

Expenditures								Total Expenditures - 3/31/20	% of Budget - 3/31/20	
Staff Salaries/Fringe Benefits	1,845,200	133,622	117,618	42,777	122,002	494,303	222,099	1,132,421	61.4%	315,697
Program Operations/Business Services	1,838,200	159,632	140,511	51,102	145,748	590,517	265,333	1,352,843	73.6%	78,601
Infrastructure/Maintenance Related Costs	900,700	56,582	49,805	18,114	51,662	209,312	94,048	479,523	53.2%	18,535
IT Costs/Network Expenses	387,600	25,904	22,802	8,293	23,652	95,827	43,056	219,534	56.6%	3,128
Contracted One-Stop Services	4,465,900	602,421	558,449	189,081	470,504	136,049	791,691	2,748,195	61.5%	-
Customer Training Activities	3,418,100	366,856	57,904	140,678	35,989	1,846,054	119,702	2,567,183	75.1%	-
Customer Support Services	200,000	24,201	21,198	2,665	31,811	27,319	6,119	113,313	56.7%	-
Indirect Cost (16.86%)	1,075,000	121,128	60,550	41,553	62,069	374,366	113,679	773,345	71.9%	(773,345)
<b>TOTAL EXPENDITURES</b>	<b>14,130,700</b>	<b>1,490,346</b>	<b>1,028,837</b>	<b>494,263</b>	<b>943,437</b>	<b>3,773,747</b>	<b>1,655,727</b>	<b>9,386,357</b>	<b>66.4%</b>	<b>(357,384)</b>

<b>REMAINING AVAILABLE FUNDS</b>	<b>408,505</b>	<b>325,742</b>	<b>152,402</b>	<b>336,752</b>	<b>2,276,329</b>	<b>1,244,613</b>
<b>% OF FUNDS EXPENDED BY GRANT THROUGH 12/31/19</b>	<b>78.5%</b>	<b>76.0%</b>	<b>76.4%</b>	<b>73.7%</b>	<b>62.4%</b>	<b>57.1%</b>

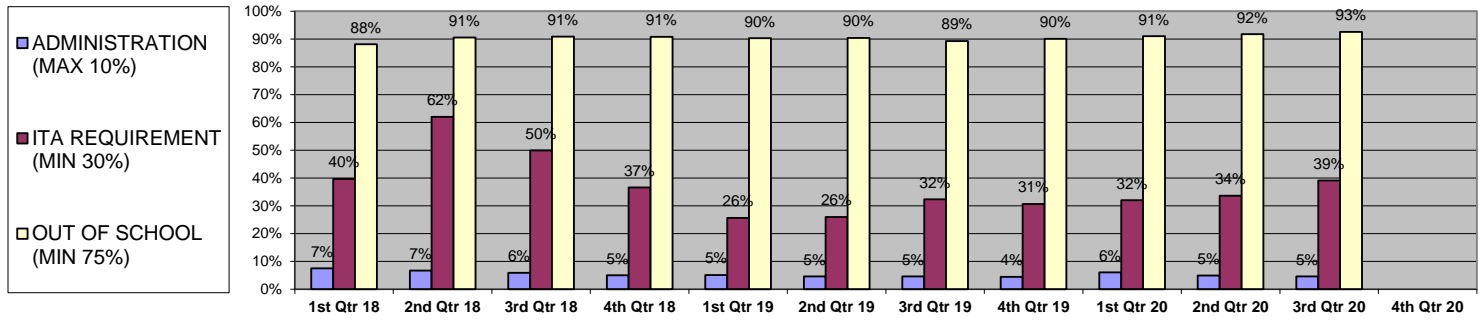


## MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



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

## ANNUAL SPENDING CAPS BY QUARTER



PROGRAM SPENDING:											
ADMINISTRATION (MAX 10%)	137,070	269,784	421,291	559,072	153,830	282,216	419,576	572,973	156,767	281,964	418,590
PROGRAM ACTIVITIES	1,695,133	3,754,384	6,751,105	10,686,353	2,858,106	5,891,543	8,701,681	12,401,410	2,427,239	5,435,230	8,733,631
CUSTOMER SPENDING:											
STATE ITA COSTS (MIN 30%)	183,637	405,170	558,597	708,028	89,847	224,104	467,221	775,951	169,810	379,150	573,734
OTHER PROGRAM COSTS	279,361	248,451	561,054	1,227,428	260,390	639,214	977,107	1,757,069	359,950	748,012	893,311
YOUTH SPENDING:											
IN-SCHOOL	37,032	59,962	79,855	83,048	22,629	54,399	79,174	89,734	24,911	55,186	54,328
OUT-OF-SCHOOL (MIN 75%)	274,370	576,159	798,546	816,160	211,740	512,905	659,071	809,910	252,848	612,562	673,673



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2019 - 3/31/2020)

Unrestricted Balances: Cash on Hand \$290,649 Certificates of Deposit \$74,091 Total \$364,740

	Healthcare Ambassador Program		AARP BTW 50+ Program		Juniors to Jobs Program		Ticket to Work & TFF Programs		Foundation Grants & Other Fee for Service Activities		TOTALS	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
<b>Revenue</b>												
Grant Awards	\$ 77,767	100.0	\$ 48,884	100.0	\$ -	-	\$ -	0.0	\$ 35,000	94.3	\$ 161,651	85.6
Contract Revenue	-	0.0	-	0.0	-	-	4,800	19.2	-	0.0	4,800	2.5
Sponsorship Revenue	-	0.0	-	0.0	-	-	-	0.0	2,048	5.5	2,048	1.1
Donated Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	0.0	-	-	20,187	80.8	-	0.0	20,187	10.7
Website Licenses	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	-	-	0.0	61	0.2	61	0.0
<b>Total Revenue</b>	<b>\$ 77,767</b>	<b>100.0</b>	<b>\$ 48,884</b>	<b>100.0</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 24,987</b>	<b>100.0</b>	<b>\$ 37,109</b>	<b>100.0</b>	<b>\$ 188,747</b>	<b>100.0</b>
<b>Expenses</b>												
Personnel	\$ 59,107	76.0	\$ -	0.0	\$ -	-	\$ 930	3.7	\$ -	0.0	\$ 60,037	31.8
Travel / Training	-	0.0	578	1.2	-	-	-	0.0	-	0.0	578	0.3
Outreach	400	0.5	-	0.0	-	-	-	0.0	500	1.3	900	0.5
Software	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Supplies	450	0.6	681	1.4	-	-	-	0.0	2,649	7.1	3,780	2.0
Equipment	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Professional Services	3,890	5.0	41,322	84.5	-	-	40	0.2	2,175	5.9	47,427	25.1
Customer Training	2,700	3.5	-	0.0	844	-	-	0.0	-	0.0	3,544	1.9
Customer Support	-	0.0	4,981	10.2	2,001	-	-	0.0	-	0.0	6,982	3.7
Indirect Costs	11,220	14.4	1,322	2.7	480	-	163	0.7	898	2.4	14,083	7.5
<b>Total Expenses</b>	<b>\$ 77,767</b>	<b>100.0</b>	<b>\$ 48,884</b>	<b>100.0</b>	<b>\$ 3,325</b>	<b>-</b>	<b>\$ 1,133</b>	<b>4.5</b>	<b>\$ 6,222</b>	<b>16.8</b>	<b>\$ 137,331</b>	<b>72.8</b>
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>0.0</b>	<b>\$ -</b>	<b>0.0</b>	<b>\$ (3,325)</b>	<b>-</b>	<b>\$ 23,854</b>	<b>95.5</b>	<b>\$ 30,887</b>	<b>83.2</b>	<b>\$ 51,416</b>	<b>27.2</b>



May 21, 2020

## Information Brief

### Meeting Schedule Program Year 2020-2021

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**Background** The following information is provided to all board members, staff, contractors, stakeholders and interested parties. Updated meeting information is available at [www.careersourcebrevard.com](http://www.careersourcebrevard.com)

**Meetings Scheduled** **Full Board** - Meetings will be held in the CareerSource Brevard (CSB) Boardroom and are scheduled each quarter on the third Thursday starting at 8:00am. Dates are:

**August 20, 2020**

**November 19, 2020**

**February 25, 2021**

**May 20, 2021 [Annual Meeting and Retreat]**

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

**Executive Committee** - Meetings will be held in the CSB Boardroom and are scheduled quarterly on the first Monday at 4:00pm. Dates are:

**August 3, 2020**

**November 2, 2020**

**February 1, 2021**

**May 3, 2021**

**Focus Area:** Overall management of board activities to ensure work of the board aligns with CSB's vision and mission.

**Goal:** Provide executive oversight of CSB.

**Finance Committee** - Meetings will be held in the CSB Boardroom and are scheduled quarterly on the first Monday at 3:00pm. Dates are:

**August 3, 2020**

**November 2, 2020**

**February 1, 2021**

**May 3, 2021**

**Focus Area:** Oversight of financial activities and financial policies.

**Goal:** Provide governance oversight of CSB.

**Industry Workforce Committee** – Meetings will be held at the CSB Boardroom and are scheduled quarterly on the second Tuesday at 8:30am. Dates are:

**July 14, 2020**

**October 13, 2020**

**January 12, 2021**

**April 13, 2021**

**Focus Area:** Developing a talent pipeline and career pathways in high demand industries by: 1) implementing Sector Strategies in Key Industry Sectors; 2) supporting additional Key Industries through Sector Work; and, 3) developing and implementing overall initiatives in Sector Strategies.

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

**Career Center Committee** – Meetings will be held at the CSB Boardroom and are scheduled quarterly on the fourth Tuesday at 8:30am. Dates are:

**July 28, 2020**

**October 27, 2020**

**January 26, 2021**

**April 27, 2021**

**Focus Area:** Sustaining successful outcomes for employers and career seekers by: 1) offering the highest quality of services to career seekers; 2) offering the highest quality of services to businesses; 3) creating a data centered environment to measure the success of CSB's services; and, 4) developing and implementing Marketing & Outreach to businesses and career seekers so that they are aware of and utilize CSB's services.

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

**CareerSource Brevard (CSB)**  
Executive Committee Meeting (teleconference)  
March 19, 2020

**MINUTES**

**Members in Attendance:** Susie Glasgow (Chair), Daryl Bishop, Lloyd Gregg, Nancy Heller.

**Members Absent:** Paula Just, Mike Menyhart,

**Staff in Attendance:** Marci Murphy, Lyn Sevin

**Guests:** None

Susie Glasgow called the meeting to order at 10:00am.

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

**Action Items:** None.

**Discussion/Information Items:**

COVID-19 Update

Marci Murphy reported on the following:

- The President of CSB is attending daily update meetings with the State of Florida, Department of Economic Opportunity and other Local Workforce Boards.
- CSB has created a Steering Team to monitor COVID-19.
- The Career Centers are currently open to the public from 10am to 2pm Monday through Thursday, and 8am to 12pm on Fridays. It is anticipated that the Centers will be closed to the public in the near future.
- Staff is in the process of training for virtual services.
- Staff will be required to sign a Teleworking Policy today prior to working from home.
- The Centers are experiencing high traffic for Reemployment Assistance (RA) and staff are guiding them to the DEO website which is the only way to file for RA. There is currently a 2 hour wait to get through via telephone. CSB's main focus is to help customers access RA.
- The situation will be reviewed again on Monday.
- All board members will receive CSB press releases and Career Center closings via email.
- Conference calls will be scheduled as and when needed.

Committee members suggested rotating staff, and having more than one dial in number for short term spike in unemployment. Also suggested that if someone on staff tests positive, all staff go home and the building be professionally decontaminated, at which point staff could return.

**Adjournment:**

The meeting adjourned at 10:30am.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

4/8/2020  
Date

(signature on file)  
Susie Glasgow

4/8/2020  
Date

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
May 4, 2020

**MINUTES**

The meeting was held via teleconference during the COVID-19 pandemic.

**Members in Attendance:** Susie Glasgow (Chair), Daryl Bishop, Lloyd Gregg, Paula Just, Mike Menyhart.

**Members Absent:** Nancy Heller

**Staff in Attendance:** Denise Biondi, Judy Blanchard, Ahmanee Collins-Bandoo, Thomas LaFlore, Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin.

**Guests:** None

Susie Glasgow called the meeting to order at 4:02pm.

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

**Presentations:**

Ahmanee Collins-Bandoo gave a presentation on the transition to Virtual Career Center.

Denise Biondi and Thomas LaFlore gave a presentation on Third Quarter Outreach Activities.

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for February 3, 2020 and March 19, 2020 made by Mike Menyhart and seconded by Lloyd Gregg. Motion passed unanimously.

3 Year Strategic Plan

At the Annual Retreat in February the Board of Directors discussed the strategic direction for the organization in the next three years. Staff reviewed the plan for CSB's four committees: Career Center Committee, Industry Workforce Committee, Finance Committee, and Executive Committee. Strategies and actions from the retreat will be discussed and approved by each committee along with additional items that need to be incorporated due to the pandemic. Motion to approve CSB's Strategic Plan 2020-2022 for inclusion on the agenda of the next full Board of Directors made by Paula Just and seconded by Lloyd Gregg. Motion passed unanimously.

President's Report

Marci Murphy gave a report on the following:

- Paula Just will be leaving the Board of Directors at end of June. Ms. Murphy thanked Paula for her guidance and support, not only to CSB but personally. Mary Jane Brecklin will represent Health First on the board pending approval at the next board meeting.
- CSB is planning to open the Career Centers on May 18 with a 50% on/50% off workforce to avoid quarantining the entire staff should an infection occur. No date is scheduled for opening to the public yet and staff will still be working virtually. When the

Centers open it will be by appointment only. Staff will be provided hand sanitizers and face masks. Temperature checks will be done and staff will be encouraged to perform frequent hand washing and social distancing. The janitorial services will be increased and plexiglass guards will be placed at Greeters' desks.

- When customers return we anticipate additional Welfare Transition and SNAP clients to come in to do work requirements which were waived through May. RA has a lot of challenges and staff have been counselling applicants. CS will be putting a plan together in the next few weeks to address the work requirements for RA which go into effect on May 9.
- Data is only available through April 4 but hospitality, retail and healthcare have the highest RA claims. Healthcare will probably recover quickly, but hospitality and retail may have problems recovering.
- Paula Just said that Health First has been focusing on rebuilding community confidence, as there is a lot of apprehension about going back into healthcare settings. She asked the members to share the message that it is safe to come back.
- The draft agreement between CSB and DEO is in the process of being updated and changes were reviewed. Updates will be provided when they are finalized.
- New executive committee duties were reviewed. New duties include governance, bylaws, recruitment and board reappointments.
- The next board meeting will be via teleconference.

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

#### Documents Approved by the Board of County Commissioners

The Board of County Commissioners approved the following documents at its meeting on 4/21/20:

- CSB Local Plan 2020-2024 – this plan is updated periodically to meet changing economic conditions and workforce needs. It is modified every 2 years.
- Memorandum of Understanding (MOU) for Chief Elected Official (CEO) - this MOU details the relationship between CEO and CSB.
- MOU and Infrastructure Funding Agreement – the MOU covers mandated CSB partners and costs.
- Addendum for the One-stop Operator C2 Global Professional Services – this addendum to the previously approved career service provider contract covers firewalls and internal controls to prevent conflicts of interest. It will be incorporated into future contracts with the one stop provider.

#### Quarterly Hurricane Recovery Report

Staff shared status and resources used for the CSB Hurricane Recovery Program including grant status, worksite/restoration activities, program costs, and work based training/certifications. There was brief discussion on Hurricane Irma funds.

#### Governance/Finance Committee (GFC) Update

Daryl Bishop gave an update on the GFC which had met earlier in the day. Items reviewed at the meeting included preliminary budget for board approval, bylaws changes, reappointments, new board members, and officer positions. Susie Glasgow asked if CSB had seen a big increase in SNAP applications. Marci Murphy said she would ask staff and send everyone that information.

#### 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. There was



discussion on the Health Emergency Dislocated Worker Grant and the Community Development Block Grant

**Adjournment:**

The meeting adjourned at 5:23pm.

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

5/7/2020

Date

(signature on file)

Susie Glasgow

5/7/2020

Date

**CareerSource Brevard (CSB)**  
Governance/Finance Committee Meeting  
May 4, 2020

**MINUTES**

The meeting was held via teleconference during the COVID-19 pandemic.

**Members in Attendance:** Daryl Bishop (Chair), William Chivers, Lloyd Gregg, Wayne Olson, Amar Patel.

**Members Absent:** None

**Staff in Attendance:** Marci Murphy, Richard Meagher, Lyn Sevin.

**Guests:** None

Daryl Bishop called the meeting to order at 3:02pm.

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

**Action Items:**

Approval of Governance/Finance Committee Minutes

Motion to approve the Governance/Finance Committee (GFC) minutes for February 3, 2020 made by Lloyd Gregg and seconded by Amar Patel. Motion passed unanimously.

ByLaws Modifications

CSB's Bylaws were last modified in February 2018. At the CSB Annual Retreat in February 2020 the Board of Directors updated the Strategic Plan for the next three years which necessitated the following changes to the current Bylaws:

- Executive Committee responsibilities were modified to include Governance.
- Governance/Finance Committee name change to Finance Committee and responsibilities were modified.
- Board Officers term modified from two 1 year terms to one 2 year term.
- Bylaws must be approved by the Chief Elected Official

Motion to recommend approval of the changes to Bylaws as presented made by William Chivers and seconded by Wayne Olson. Motion passed unanimously. The Bylaw modifications will be placed on the next full Board of Directors Consent Agenda and will be sent to the Brevard Board of County Commissioners for ratification.

PY 2020-2021 Budget

Proposed PY 20-21 was presented. There was discussion on COVID19 expenses. Motion to recommend approval of the PY 2020-2021 budget at a level of \$12,232,000 based on preliminary funding estimates, with any funding modifications that are received prior to the full board meeting to be presented to the board made by Amar Patel. Motion seconded by Lloyd Gregg and passed unanimously.

### Board Member Re-Appointments and Nominations

According to the CSB bylaws, Directors of the Board serve three year terms and prior to the end of their term, the Governance/Finance Committee review each member to determine which should be asked to serve additional terms, subject to Board approval. At the last meeting, the Governance/Finance Committee recommended the following members be appointed for another term.

Daryl Bishop – Area President, Seacoast National Bank  
Colleen Browne – Campus President, Keiser University  
William Chivers – President, RUSH Construction, Inc.  
Lynda Weatherman – President, EDC of Florida's Space Coast  
Robert Jordan declined another term.

Paula Just declined another term and offered Mary Jane Brecklin, VP, HR Operations with Health First as a replacement.

Dr. Linda Miedema, VP Academic Affairs, Eastern Florida State College is retiring in May and recommended Jack Parker, VP of External Affairs as a replacement. Staff have been unable to meet with him yet.

The G/F committee recommended Kirsten Patchett, Embraer, to fill a business seat vacated by Patty Stratton, and Brian Jaskiewicz, of Space Coast Intelligent Solutions to replace Joe Angelastro.

Staff will contact Daryl Jacobs, President/Owner of Physical Therapy Professionals to seek his interest in joining the board.

Shawn Fortenberry was recommended but after discussion, it was decided not to inquire as his business, Prestige Title of Brevard, is not in CSB's in-demand industries. Staff recommended asking the Chambers of Commerce for recommendations if Daryl Jacobs declines the offer.

Motion to recommend approval of the reappointments (Bishop/Browne/Chivers/Weatherman), replacements (Brecklin/Parker), and nominations (Patchett/Jaskiewicz/Jacobs) to the full Board of Directors made by Amar Patel and seconded by William Chivers. Motion passed unanimously. The names of replacements that accept the nomination, along with the reappointments and nominations, will be placed on the next Board of Directors Consent Agenda and sent to the Brevard Board of County Commissioners for ratification.

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

#### Auditing & Monitoring Activity PY 2019-2020

Staff gave a synopsis of the Independent Auditor's Report for the third quarter of Program Year 2019-2020 completed by Taylor, Hall, Miller and Parker. The Schedule of Findings showed five findings and five observation which have all been resolved.

#### Unrestricted Funds Interest Bearing Account

Staff gave an update on the checking account for unrestricted funds that is now earning interest of approximately 1.5%.

#### Financial Reports

Staff reviewed the financial activity for the fiscal period ending on March 31, 2020. It was noted that the State is waiving the ITA requirement minimum of 30%.

Vendor Payment Report

Staff reviewed the Vendor Payment report from January 1, 2020 through March 31, 2020.

**Other Business:**

Officers

Due to the COVID pandemic, staff has asked the officers to agree to a 2<sup>nd</sup>, 1 year term which is in-line with the bylaws. Paula Just has declined as Past Chair.

COVID19 Update

CSB is planning to open the career centers in mid-May with a 50% on 50% off workforce to avoid quarantining the entire staff should an infection occur. No date is scheduled for opening to the public yet and staff will still be working virtually. Once the centers open fully it is anticipated that the biggest issue will be Reemployment Assistance. CSB will offer computer assistance and virtual appointments at that time.

**Adjournment:**

The meeting adjourned at 3:45pm.

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

5/7/2020

Date

(signature on file)

Daryl Bishop

5/7/2020

Date