



**Board of Directors Meeting**  
**July 18, 2023 – 8:30am-10:30am**  
**CSBFV Boardroom Daytona Beach or Virtually**

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Attendees: Elizabeth Albert, Shawn Beal, Greg Blose, Mary Jane Brecklin, Colleen Browne, Sarah Dougherty, Erica Flores, Lloyd Gregg, Savannah Griffin, John Guthrie, Dr. Sandy Handfield, Corrine Heck, Art Hoelke, Renee Kirkland, Amy Locklear, Nuno Mana, Mike Menyhart, Wayne Olson, Lou Paris, Jason Parker, Amar Patel, Ken Phelps, Eva Rey, Cordell Rolle, Ian Shinnick, Tyler Sirois, John Wanamaker, and Lynda Weatherman.

## Agenda

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

<b>Call to Order</b>	<b>Marci Murphy</b>	<b><u>Page No.</u></b>
<b>Roll Call</b>	<b>Holly Paschal</b>	
<b>Introductions</b>		
<b>Board Member Orientation Training:</b>	<b>Marci Murphy</b>	
<b>Nominations/Voting for the Chair, Vice-Chair, Treasurer:</b>	<b>Marci Murphy</b>	
<b>Action Items:</b>	<b>Chair</b>	
A. Board of Directors Meeting Minutes – 06/13/24		1 – 3
B. Related Party Contracts		4 – 11
C. Career Center Schedule of Operations		12 – 14
<b>Executive Director's Report:</b>		
D. Executive Director's Report	<b>Marci Murphy</b>	
<b>Information Items</b>		
E. Bylaws of CSBFV		15 – 29
F. PY24/25 Budget		30 - 32
<b>Public Comments</b>		
<b>Adjourn</b>		

**Meeting information available @ [careersourcebfv.com](http://careersourcebfv.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 Flagler Volusia at least 48 hours prior to the meeting by contacting Holly Paschal at (321) 394-0507. Persons who are hearing or speech impaired can contact Holly Paschal through the Florida Relay Service by dialing 7-1-1

**Upcoming Meetings (TBD)**

CareerSource Brevard  
**Board of Directors Meeting**  
June 13, 2024

**MINUTES**

**Members in Attendance:** Shawn Beal (virtual), Mary Jane Brecklin, Colleen Browne, Art Hoelke (virtual), Karen Locke, Nuno Mana, Mike Menyhart (virtual), Wayne Olson, Amar Patel, and Monica Shah (virtual).

**Members Absent:** Frank Abbate, Lloyd Gregg (Chair), Traci Klinkbeil, Pamela Reed, Cordell Rolle, Holly Tanner, and Lynda Weatherman.

**Staff Present:** Marci Murphy, Holly Paschal, Thomas LaFlore, Yvonne Kobrin, Denise Biondi, Lynn Hudson, Caroline Joseph-Paul (virtual), Kristine Wolff (virtual), Amberstar Bush, Marina Stone (virtual), James Watson, Kristine Wolff, Marina Stone, Kory Sillerud, Sally Patterson, Jessica Clements, Melissa Janssen, Bob Knippel, Chakib Chahadi, Ashley Ziemann, and Ahmanee Collins-Bandoo.

**Guests:** Trish McGetrick, Katie Bush, Joe Antczak, Don Lusk, Howard Johnson, Brian Williard, Mack Thomas, Robin King, and Julia Ashford.

**Call to Order:** The CareerSource Brevard (CSB) Board Meeting was called to order at 8:30am by Mary Jane Brecklin (Vice Chair).

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

**Presentations:**

HR Compensation Consultants, LLC

Joe Antczak with HRCC shared with the board the details of the project to assist CSB & CSFV with Classification and Compensation Review Services that they have been providing since March 2024. The project is scheduled for completion in June 2024.

Board Member Recognitions

Marci Murphy recognized the following board members for their many years of service and dedication to serving as a Board of Director at CareerSource Brevard: Frank Abbate, Shawn Beal, Art Hoelke, Traci Klinkbeil, Karen Locke, Nuno Mana, Wayne Olson, Amar Patel, Cordelle Rolle, Monica Shah, Holly Tanner, and Lynda Weatherman. Ms. Murphy explained that the Executive Committee members were given their awards at the last Executive Committee Meeting. Ms. Murphy also recognized Lynda Weatherman and stated that she was presented with the U.S. Air Force Distinguished Public service award which is the highest honor issued to a non-employee civilian and that Ms. Weatherman is one of only 66 individuals to win this award.

Vice Chair, Mary Jane Brecklin recognized CSB President Marci Murphy for her outstanding leadership and contributions to CareerSource Brevard.

Final Statement of Financial Interests (Form 1F)

Holly Paschal presented instructions for Board Members on how to file the Final Statement of Financial Interests Form 1F on the Florida Commission on Ethics, Electronic Financial Disclosure Management System. Board Members were informed that they must file within 60 days of leaving office.

**Action Items:**

Approval of Board of Directors Meeting Minutes

Motion to approve the Board of Directors Meeting minutes for February 15, 2024, made by Colleen Browne and seconded by Nuno Mana. Motion passed unanimously.

### Approval of Youth Services Operator for Flagler Volusia

Jim Watson gave an overview of the RFP process as well as the Rating and Scoring Process for Flagler Volusia Youth Services Operator. Motion to approve CareerSource Brevard to negotiate a Youth Services contract with C2 GPS for the period of July 1, 2024, through June 30, 2025, for services to Volusia and Flagler Counties. If negotiations with C2 GPS fail, then authorize CareerSource Brevard to negotiate with Eckerd Youth Alternatives made by Colleen Browne and seconded by Amar Patel. Motion passed unanimously.

### Regional Targeted Occupations List 2024-2025

Jim Watson gave an overview of the RTOL and states that this RTOL is a combination of Brevard, Flagler, and Volusia Counties. Mr. Watson informed the board members that the list had an increase of 250 occupations between the three counties. Motion to approve the Regional Targeted Occupations List for 2024-2025 made by Colleen Browne and seconded by Mike Menyhart. Motion passed unanimously.

### **Reports:**

Mike Menyhart gave a report on the Industry Workforce Committee meeting which was held on April 9, 2024.

Amberstar Bush gave a report on the Career Center Committee meeting which was held on April 23, 2024.

Colleen Browne gave a report on the Finance Committee meeting which was held on May 6, 2024.

Marci Murphy shared the President's Report and updates include:

### **Consolidation Update**

Ms. Murphy informed that the new regional Designation and Interlocal Agreement has been approved by all three counties as of June 4<sup>th</sup>, and the agreement states that Ms. Murphy will be the Executive Director for the new board. She shared that the first Tri-County Consortium meeting will occur on July 1<sup>st</sup>, and at this meeting the consortium will select the new board members, approve the 2024-25 budget and new board bylaws. After the selection of board members has concluded, Ms. Murphy states that she will be working on a date for the first board meeting in July, and the new board will consist of 28 members, 13 from Brevard, 12 from Volusia, and 3 from Flagler. She informed the board members that she sent them each an email with the new board application and instructed the current board to complete the application if interested. She informed the board members that even if they're not selected, it is important to understand that membership is a two-year term with 50% of the board members coming up for possible re-appointment every year and encouraged the board members to submit their application for future membership.

Ms. Murphy also shared that operational work groups are still meeting to discuss and complete tasks pertaining to the consolidation, and that there are currently 13 work groups with eight groups completed and five still meeting and progressing. She informed that there are several fiscal questions that still need to be addressed concerning the disillusion of CSFV and the wind-up committee scope of work that is being created to address items after June 30<sup>th</sup>; the wind-up committee will contain Volusia and Flagler Counties along with one member from CSFV's current board.

Ms. Murphy informed that the new name will be CareerSource Brevard Flagler Volusia and our new region number will be 27.

Ms. Murphy states that an all-staff meeting with all three counties is in the planning stage and scheduled to take place in August for employees.

Marci Murphy shared AI related workforce trends obtained by Lightcast. She informed that skillsets needed to grasp the fundamental concepts for AI positions revolve around programming, mathematics, and statistics.

Ms. Murphy informed of the top companies in the US who are seeking AI roles. She also shared that research shows that AI is still mostly in high demand in occupations that build AI applications and beginning to creep into non-traditional roles.

**Informational Items:**

Information items presented included Third Quarter Contract Performance, Primary Indicators of Performance, Letter Grade, Quarterly Multimedia Outreach, Financial Reports, Grow the Resources of the Board, Committee Meeting Minutes, and Presentations at Committee meetings.

**Other Business:**

There being no further business, the meeting was adjourned at 9:18am.

Submitted by,

Reviewed by,

{Signature on file}    6/25/2024  
Holly Paschal            Date

{Signature on file}                            6/27/2024  
Mary Jane Brecklin, Vice Chair        Date



July 18, 2024

## Action Brief

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

#### Background

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

#### Recommendation

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

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

Business Name:	<b>Brevard Achievement Center</b>
Board Member:	<b>Amar Patel</b>
Total Not to Exceed:	<b>\$30,000</b>

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

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

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

Action

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



July 18, 2024

## Action Brief

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

#### Background

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

#### Recommendation

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

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

Business Name:	<b>Health First</b>
Board Member:	<b>Mary Jane Brecklin</b>
Total Not to Exceed:	<b>\$30,000</b>

The maximum amount of training hours (1040 hours per person) for approximately 10-15 people was used to determine the maximum available funding. All funding is dependent upon Board and CSF approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$31,000 – \$70,000.

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

Action

Approve contract recommendations for Health First for work-based training contracts.





July 18, 2024

## Action Brief

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

#### Background

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

#### Recommendation

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

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

Business Name:	<b>Knight Enterprises Mgmt, LLC</b>
Board Member:	<b>Art Hoelke</b>
Total Not to Exceed:	<b>\$30,000</b>

The maximum amount of training hours (1040 hours per person) for approximately 12 people was used to determine the maximum available funding. All funding is dependent upon Board and CSF approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$31,200 to \$64,000.

- Clerical and Administrative

- CNC Machinist
- Facility Maintenance/Electricians/HVAC/Plumber
- Inventory Specialist
- Machine Operators
- Maintenance-Machine Mechanics
- Production Planners
- Purchasing Agents
- Shipping/Receiving Specialists
- Skilled Laborers/Mechanics
- Welders
- Automation and Robotics Technicians
- Other positions as identified by Knight Enterprises Mgmt.

Action

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



July 18, 2024

## Action Brief

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

#### Background

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

#### Recommendation

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

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

Business Name:	<b>Migrandy Corporation</b>
Board Member:	<b>Mike Menyhart</b>
Total Not to Exceed:	<b>\$30,000</b>

The maximum amount of training hours (1040 hours per person) for approximately 4 people was used to determine the maximum available funding. All funding is dependent upon Board and CSF approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$35,000 to \$60,000.

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

Action

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



July 18, 2024

## *Action Brief*

### **Schedule of Operations**

#### **Background**

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

DOC and CSBFV entered into an Agreement dated July 1, 2024, to satisfy the above requirements. The Agreement requires CSBFV to annually adopt a schedule of operations for the upcoming state fiscal year (Attachment A). Such schedule of operations shall include, but is not limited to, daily hours of operation of one stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. The proposed schedule must be approved by CSBFV's Board of Directors and posted on CSBFV's website. CSBFV's Board of Directors must give prior approval to any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances (e.g., an order of the Executive Director or Governor, total loss of facilities from a catastrophic natural or man-made disaster, etc.). If emergency circumstances exist which result or could foreseeably result in a shutdown, CSBFV shall ensure that DOC and the State Board are informed within 48 hours of such shutdown or potential shutdown.

#### **Action**

Approve CSBFV's Schedule of Operations and Holiday Closures.



**Schedule of Operations for Brevard**  
**(Career Centers in Titusville, Rockledge, Palm Bay)**  
**July 1, 2024 to June 30, 2025**

Monday-Thursday 9:00 am-6:00 pm

Friday 8:00 am-5:00 pm

**Schedule of Operations for Volusia & Flagler**  
**(Career Centers in Daytona Beach, Orange City, and Palm Coast\*)**  
**July 1, 2024 to September 30, 2024**

Date	Time	Hours
Monday	8:00pm - 4.00pm	8.00
Tuesday	8:00pm - 4.00pm	8.00
Wednesday	8:00pm - 4.00pm	8.00
Thursday	8:00pm - 4.00pm	8.00
Friday	8:00pm - 4.00pm	8.00

**\* Palm Coast closed for lunch from 12pm -1pm)**

**Beginning October 1, 2024, Hours of Operation for Volusia & Flagler will be the same hours as Brevard.**

**Schedule of Holiday Closures**  
**July 1, 2024 to June 30, 2025**

Holiday/Date	
<b>Independence Day</b> Thursday, July 4, 2024	<b>Closed</b>
<b>Labor Day</b> Monday, September 2, 2024	<b>Closed</b>
<b>Veterans Day</b> Monday, November 11, 2024	<b>Closed</b>
<b>Thanksgiving Day</b> Thursday, November 21, 2024	<b>Closed</b>
<b>Day After Thanksgiving</b> Friday, November 22, 2024	<b>Closed</b>
<b>Christmas Day</b> Wednesday, December 25, 2024	<b>Closed</b>
<b>New Year's Day</b> Wednesday, January 1, 2024	<b>Closed</b>
<b>Martin Luther King's Day</b> Monday, January 20, 2024	<b>Closed</b>
<b>Memorial Day</b> Monday, May 26, 2024	<b>Closed</b>

## **Information Brief**

### **Local Workforce Development Board (LWDB) CareerSource Brevard Flagler Volusia (CSBFV) Board Bylaws**

#### **Background**

In accordance with the Tri-County Interlocal Agreement (ILA) that Brevard, Flagler and Volusia Counties approved, the Bylaws of the CareerSource Brevard Flagler Volusia Board of Directors shall be established by the Tri-County Consortium. Also, the authority to amend or replace the Bylaws lies solely with the Consortium. See Attachment 1 for the Bylaws that were approved by the Tri-County Consortium on July 1, 2024.

Please reach out to Marci Murphy if you have any questions, concerns or comments.



**BREVARD WORKFORCE DEVELOPMENT BOARD, INC.  
D/B/A CAREERSOURCE BREVARD FLAGLER VOLUSIA**

**BYLAWS**

Adopted and effective as of July 1, 2024.

**ARTICLE I. DEFINITIONS**

- A. “Acts” shall mean and refer to the Federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 and Florida Workforce Innovation and Opportunity Act of 2000, Chapter 445, Florida Statutes, collectively;
- B. “Administrative Entity” shall mean and refer to the entity designated to serve as support staff to the Consortium and the LWDB and to perform duties such as, but not limited to, administration of the Local Area Workforce Plan, responsible for the allocation of funds, the delivery of performance measured against program objectives, making programmatic decisions, assuring program compliance, ensuring funds are spent in accordance with applicable laws, and operation/management of LWDB contracts, sub-recipient agreements and the one-stop career center(s);
- C. “Board of Directors” or “Board” shall mean and refer to the group of appointees to the LWDB who jointly serve as the governing body of Corporation;
- D. “Brevard CEO” shall mean and refer to the “chief elected officials” of the Brevard County unit of government for the Local Workforce Development Area, which is the Brevard County Board of County Commissioners;
- E. “Brevard County” shall mean and refer to the Brevard County Government Administration and Staff;
- F. Brevard/Flagler/Volusia Workforce Development Consortium (“Consortium”) shall mean and refer to the group of elected officials appointed by the respective Brevard, Flagler, and Volusia CEOs to act as the chief local elected officials for the designated Region;
- G. “CEO” collectively refers to the chief local elected officials serving on the Consortium for Brevard, Flagler, and Volusia counties;
- H. “Consortium Agreement” shall mean that certain Interlocal Agreement between Brevard County Board of County Commissioners (BCBOCC), Flagler County Board of County Commissioners (FCBOCC), and Volusia County Council (VCC) as approved by the BCBOCC on May 7, 2024, FCBOCC on May 20, 2024, and the VCC on June 4, 2024, as it may be amended from time to time;

- I. "Corporation" or "the Corporation" shall mean and refer to the Brevard Workforce Development Board, Inc. d/b/a/ CareerSource Brevard Flagler Volusia as the Administrative Entity;
- J. "FloridaCommerce" shall mean and refer to the Florida Department of Commerce;
- K. "Fiscal Agent" shall mean and refer to the entity designated to receive and disburse workforce development funds under a sub-agreement directly with FloridaCommerce. It is responsible and accountable for management of all workforce development funds made available to the Local Area. It may also procure, negotiate, and manage contracts;
- L. "Flagler CEO" shall mean and refer to the "chief elected officials" of the Flagler County unit of government for the Local Workforce Development Area, which is the Flagler County Board of County Commissioners;
- M. "Flagler County" shall mean and refer to the Flagler County Government Administration and Staff;
- N. "Florida WIOA" shall mean and refer to the Florida Workforce Innovation and Opportunity Act of 2000, Chapter 445, Florida Statutes;
- O. Local Workforce Development Area ("Local Area") shall mean and refer to a jurisdiction for the administration of workforce development activities and execution of adult, dislocated worker, and youth funds allocated by the State. A jurisdiction must be designated as a Local Area by the Governor in order for the jurisdiction to receive adult, dislocated worker, and youth funding under Title I, subtitle B of WIOA;
- P. Local Workforce Development Board ("LWDB") members shall mean and refer to the appointees by the Consortium who, in partnership with the Consortium, set workforce development policy for the portion of the statewide workforce development system in the Local Workforce Development Area. The LWDB herein describes the LWDB established under the Consortium Agreement defined above;
- Q. "Region" shall mean and refer to the three counties, Brevard, Flagler, and Volusia, served by Corporation;
- R. "Volusia CEO" shall mean and refer to the "chief elected officials" of the Volusia County unit of government for the Local Workforce Development Area, which is the Volusia County Council;
- S. "Volusia County" shall mean and refer to the Volusia County Government Administration and Staff;
- T. "WIOA" shall mean and refer to the Federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128; and

- U. 4-year Local Area Workforce Plan (“Local Plan”) shall mean and refer to the 4-year action plan which sets forth the strategies for the investment of resources to meet the objectives of the various workforce grants and programs including but not limited to the development, alignment, and integration of service delivery strategies in support of the State’s vision and strategic and operational goals.

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

**A. NAME**

This organization’s legal name is Brevard Workforce Development Board, Inc. d/b/a CareerSource Brevard Flagler Volusia (CSBFV).

**B. SERVICE AREA**

CSBFV shall serve Brevard County, Flagler County, and Volusia County Florida, also known as Region 27 through the Consortium.

**C. OFFICE LOCATION**

The official office location and mailing address shall be as determined by Corporation Board of Directors.

**ARTICLE III. MISSION**

CSBFV 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 CSBFV**

**General Powers:**

Except as limited by the Articles or these Bylaws, CSBFV 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:**

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

**Authority:**

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

CareerSource Florida Administrative Policy #091 – Local Workforce Development Composition and Certification including all Authorities and Administrative Policies embedded in this Policy

**Purpose and Responsibilities (Functions)**

The purpose of the LWDB is to set implementing policy and establish oversight of the local workforce development system. The LWDB has the responsibility to provide strategic and operational oversight, assist in achievement of the State’s strategic and operation vision and goals, and maximizes and continues to improve quality of services, customer satisfaction, and effectiveness of services provided.

**ARTICLE IV. BOARD OF DIRECTORS**

**A. DUTIES**

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

Responsibilities and Authorities:

The Board shall:

Act in accordance with the Consortium Agreement and adhere to all of its determinations;

Manage and direct the affairs of CSBFV, protect its interest, determine its direction, advance its mission, goals, and strategies, and shall support its programs;

Ensure effective planning and adequate resources, managing resources efficiently;

Recommend to the Consortium a tentatively approved budget through Board action;

Ensure ethical and legal behavior;

Elect CSBFV officers;

Consider and recommend applicants for Executive Director (formerly known as the President) to the Consortium; and

Approve and oversee execution of the strategic plan.

All other duties pursuant to CareerSource Florida’s Administrative Policy #110 and the Consortium Agreement as may be amended, except as lawfully delegated to the Consortium in the Consortium Agreement.

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, applicable laws and Consortium and CSBFV procedures. In the event of conflict among different funders, federal funding requirements shall prevail and composition of the Board shall reflect requirements of governing legislation, the Consortium Agreement, and local charter requirements as amended from time to time. Specifically, business representatives shall represent companies with five (5) or more employees and meet all state and federal requirements. The composition of the local board must meet the following criteria:

1. A minimum of 51% business representation
2. No less than 20 percent of the members must be representatives of the workforce within the local area

3. Each local board must include representatives of entities administering education and training activities in the local area,
4. Each local board must include representatives of economic and community development as well as governmental entities that serve the local area.

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

Elected officials on the Brevard, Flagler, or Volusia CEOs shall not be eligible for appointment to the Board of Directors during their term of office. Consortium members and alternates shall not be eligible for appointment to the Board of Directors.

#### **C. APPOINTMENT OF DIRECTORS**

These Bylaws, the governing statutes and legislation, the Consortium Agreement, and policy direction of the Consortium determine the manner in which Directors are nominated and appointed to the Board. All Board member nominees are appointed by the Consortium.

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

The Board Chair (or the Executive Director as directed by the Board Chair) shall appoint Directors of the Board to a committee assignment based on Board need and Director interest. With the exception of the Executive Committee, and in accordance with 20 C.F.R. § 679.360(a), "standing committees must include other individuals appointed by the LWDB who are not members of the LWDB...". 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 two (2) year terms with the exception of the initial new Board as terms will be staggered 50/50 with one (1) year and (2) year terms. LWDB members shall serve staggered terms and may not serve for more than eight (8) consecutive years, unless the member is a representative of a government entity. Service in a term of office in a prior workforce board does not count toward the 8-year limitation. All appointments, reappointments, or revocation of appointment of members to the LWDB shall lie solely with the Consortium and pursuant to the terms of the Consortium Agreement, incorporated herein by reference.

#### **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 (or relative of an individual) represented on the Board of directors, the contract must be approved as stated at Section 445.007(11), Fla. Stat., including 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 Flager Volusia 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 section 445.007, Fla. Stat. (2023).

#### **G. RESIGNATION**

If no longer representing the organization, from which appointed, a Director shall notify the Executive Director and Chair of the Board, in writing. If the Director is representing a new organization that aligns with the prior seat, a nomination may be brought forth to the Consortium for reappointment, and if this does not apply, the Director must resign from the Board. A prospective replacement shall be nominated and approved by the Consortium.

A Director may resign at any time by giving written notice with an effective date to the Consortium, Executive Director 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 nominated and approved by the Consortium. Board vacancies occurring for other reasons follow these same rules.

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

The Board may recommend removal of a Director whenever, in its judgment, the best interest of CSBFV would be served. Recommendation of removal shall be affected by two-thirds (2/3) vote of the Directors attending a called meeting for this purpose. The Board will submit its recommendation to the Consortium for consideration. The authority to revoke the appointment of Directors lies with the Consortium. The Consortium may remove a Director with or without recommendation of the Board.

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 may be subject to removal from the Board unless extenuating circumstances are found and reported to the Board and Consortium. 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 Director will notify the Consortium and a replacement shall be nominated and approved by the Consortium.

**J. BOARD MEMBER ORIENTATION AND TRAINING**

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

**ARTICLE V. MEETINGS**

**A. NUMBER AND INTERVAL**

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

**B. NOTIFICATION OF MEETINGS**

The Executive Director notifies all Directors of scheduled meetings by email at least seven (7) days in advance, special meetings 72 hours prior, specifying the date, time, and location of the meeting and its agenda. The Executive Director develops and the Board Chair reviews and approves the agenda of all meetings of the Board. The Executive Director shall assure that CSBFV 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, Executive Director 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 Meetings when conducting official business that requires an action. A majority of the number of active Directors in good standing shall constitute a quorum for the transaction of business at the Board of Directors and Executive Committee meetings. Designees of Directors who are in attendance at any Board or Executive Committee meeting shall not be considered in establishing a quorum, nor shall such Designees exercise a vote. Designees of Directors and non-Board members that serve as members of the Finance, Career

Center, Industry Workforce Committees and other Ad Hoc Committees, are considered for a Quorum of such committees.

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

**F. RECORD KEEPING**

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

**ARTICLE VI. OFFICERS OF THE BOARD**

**A. DESCRIPTION OF BOARD OFFICERS**

CareerSource Brevard Flager Volusia Officers are:

- Chair
- Vice Chair
- Treasurer
- Past Chair

All officers of the Board shall be elected for a period of one year and can be reappointed to serve for one additional term and may not be nominated to serve in the same office for more than two terms. At the conclusion of the Chair's term, he or she shall serve as immediate Past Chair on the Executive Committee.

**B. DUTIES**

Duties of the Chair:

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

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



- g. Perform all other duties assigned to the Chair under these Bylaws and Consortium Agreement, and those usually pertaining to the office of the Chair except as otherwise stated herein and in the Consortium Agreement;
  - h. Present the Executive Director's annual review to the Consortium.
- The chairperson will not be assigned to any Committee other than the leading of the Executive Committee.

Duties of the Vice Chair:

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

Duties of the Treasurer:

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

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

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

All officers of the Board shall be elected for a period of one year and can be reappointed to serve for one additional term and may not be nominated to serve in the same office for more than two terms. In extenuating circumstances, the Board has the authority, through a majority vote, to modify the term limits of one or more of the officer positions. Officers take office at the first Board meeting following the new fiscal year. If a vacancy occurs, the Executive Committee nominates a Director to fill the vacant seat and the Board votes to approve the individual to fill the remainder of the term, nominations from the floor permitted.

**ARTICLE VII.                    OFFICERS OF CSBFV**

**A. NUMBER AND DESCRIPTION**

The Officers of CSBFV shall be, at a minimum:  
Executive Director  
Secretary

**B. DUTIES**

The position of Executive Director of CSBFV for the initial new consolidated region shall be decided in the Counties Interlocal Agreement. For the future position of the Executive Director of CSBFV, the Board shall have the power to consider applicants and, from those, recommend an Executive Director or interim executive director for

unanimous approval by the Consortium. The Executive Director will be a full-time employee of CSBFV and not a member of the Board of Directors. The Executive Director will be reviewed annually by the Executive Committee and the Executive Director's salary and bonuses will be proposed by the Executive Committee, and approved by the Consortium, subject to the limitations on the payment of salary and bonuses as described in WIOA sec. 194(15) and 2 CFR § 200.430. The Executive Committee's annual review of the Executive Director will be presented to the Consortium by the Chair of the Board of Directors and, in accordance with the Consortium Agreement, the Consortium shall also conduct regular performance reviews of the Executive Director. Upon unanimous consent, the Consortium shall have the authority to suspend, with or without pay, or remove the Executive Director with or without cause. The Consortium shall provide written notice to the Executive Director of the termination of his or her employment, specifying the date on which employment shall terminate. The Executive Director will be the chief executive officer of CSBFV and will be responsible for the general and active management of the business and affairs of CSBFV, subject to the direction of the Executive Committee, the Board of Directors, and the Consortium, as described herein and in the Consortium Agreement. See CareerSource Florida Administrative Policy #110 – Local Workforce Development Area Board Governance for additional Local Workforce Board Executive Director functions.

In the event the Executive Director of CSBFV is unable to perform his or her duties as assigned by these Bylaws due to absence, illness or other infirmity, the Consortium shall have the authority to designate and appoint an Acting Executive Director to serve in a temporary capacity so long as the Executive Director remains unable or unavailable to perform his or her duties.

The Secretary of CSBFV shall be appointed by the Executive Director 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 CSBFV. The records of CSBFV 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, and as stated herein. With the exception of the Executive Committee, and in accordance with 20 C.F.R. § 679.360(a), "standing committees must include other individuals appointed by the LWDB who are not members of the LWDB. CSBFV will prohibit any LWDB staff from serving as members of a committee or subcommittee.

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

- Executive
- Finance
- Industry Workforce
- Career Center

Additional standing committees will be formed by the Chair of the Board in response to governing legislation and policy direction of Consortium, or the needs of CSBFV.

### **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 Consortium, or the needs of CSBFV.

The Executive Committee shall have the authority to exercise those powers of the Board, which may be lawfully delegated, and consistent with these Bylaws and the Consortium Agreement. 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. The Executive Committee:

- May not remove existing officers or Board Directors or elect new officers (authority to do so is reserved to the Consortium).
- May not adopt, repeal, or amend these Bylaws or Articles of Incorporation (authority to do so is reserved to the Consortium).
- May not amend the budget or adopt programs except when time requirements clearly do not permit action by the full Board or the Consortium, as applicable, 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, but in such cases the Executive Committee shall report its actions and recommendations at the next Board meeting for ratification and, if any changes require Consortium approval (e.g., budget amendments), shall report its actions and recommendation at the next Consortium meeting for ratification. If the change entails funding outside of the following federal funding streams, United States Department of Agriculture, United States Department of Labor or the United States Department of Health and Human Services, the Executive Director will be responsible for notifying the Consortium of the changes so that the Consortium may set a separate meeting as it deems necessary.

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

### **FINANCE**

The Finance Committee will be chaired by the Director appointed by the Chair of the Board of Directors and will consist of members appointed by the Chair of the Board. The Finance Committee shall include at least one staff member from Brevard County,

Flagler County, or Volusia County (or from one of the county's office of the clerk of the circuit court), and such staff member should have pertinent and material grant financial management expertise or experience. The Treasurer can chair this committee, but at a minimum must reside as a member on this committee.

The Finance Committee will review and be responsible for the following:

- 1) Ensuring the CSBFV 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) Recommend to the Consortium a tentatively approved budget through Board action;
- 4) Review Finance and budget reports;
- 5) Review any updates to financial policies and procedures ;
- 6) Have the authority to direct any recommendations to the Executive Committee.

### **INDUSTRY WORKFORCE**

The Industry Workforce Committee will be chaired by a Director appointed by the Chair of the Board and will consist of members appointed by the Chair of the Board. 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. 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, Flagler, and Volusia counties 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. Any such ad hoc committees shall be chaired by a Director appointed by the Chair. Additionally, working groups may be established by the Board as needed to address specific issues. Working groups shall only have such authority as is delegated by the Board.

## **ARTICLE IX. FINANCE**

### **A. FISCAL YEAR**

The fiscal year of CSBFV 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 required by code or law (see, e.g., 2 CFR Part 200) and with funding program guidelines. The financial records shall comply with all contractual or statutory requirements applicable to CSBFV.

**C. NEGOTIABLE INSTRUMENTS**

The Chair or the Executive Director (or his or her designee(s), in writing) shall sign all checks, drafts, or other orders for the payment of money and authorize initiation of electronic transfers not requiring signature in accordance with written policy adopted by the Board.

**D. CONTRACTS**

All contracts of CSBFV shall be executed in accordance with written policy adopted by the Board.

**E. LOANS**

No loan or evidence of indebtedness or promise to pay (other than regular accounts payable, accrued payroll or compensated absences liabilities) shall be contracted on behalf of CSBFV unless authorized by a resolution of the Consortium. Such authority may be general or specific.

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

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

The Consortium shall approve a process to select general counsel for CSBFV. Designation or change of general counsel shall require unanimous approval by the Consortium. General counsel shall not be considered “staff” for the purpose of Article XI.

**ARTICLE XI. STAFF**

CSBFV may employ staff necessary to carry out the functions and purposes of CSBFV. The Executive Director 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 CSBFV shall be made in conformance with the written investment policy and such policy, and any amendments thereto, shall be approved by the Finance Committee prior to approval by the Board.

**ARTICLE XIII. AUDITS**

**A. AUDITS BY PUBLIC AGENCIES**

The Board shall cause to be made available all books and records of CSBFV for examination as required by governing legislation and policy direction of the Consortium.

**ARTICLE XIV. INDEMNIFICATION**

**A. VOLUNTEER PROTECTION ACT**

CSBFV shall indemnify the Directors, officers and employees to the extent permitted by the Florida Volunteer Protection Act.

**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.

**D.** Brevard County, Flagler County and Volusia County shall have no indemnification obligations under this Article and expressly retain all rights, benefits, and immunities of sovereign immunity in accordance with common law and the limited waiver pursuant to Section 768.28, Florida Statutes; nothing in these Bylaws may be deemed as a waiver of immunity or of the limits of liability beyond any statutory limited waiver of immunity or limits of liability which may have been or may be adopted by the Florida Legislature.

**ARTICLE XV. AMENDMENT OF BYLAWS**

These Bylaws may only be altered, amended or repealed by the Consortium pursuant to the terms of the Consortium Agreement. Recommendations for alterations, amendments, or repeal may be brought by the Board at any meeting of the CSBFV Board after seven (7) days written notice that such action is a stated purpose of the meeting. Alteration, amendment, or repeal recommendation of the Bylaws shall require a majority vote of a quorum of Directors in attendance at the meeting.

**ARTICLE XVI. ENACTMENT PROVISION**

These Bylaws shall become effective upon approval by a majority vote of the Directors voting therein and final approval of the Consortium.

**Nondiscrimination**

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



July 18, 2024

## **Information Brief**

### **Approved Budget for Program Year (PY) 2024-2025**

#### **Background**

FY 2024-2025 funding figures released from the U.S. Department of Labor and Florida Commerce indicate a decrease of 28% from last year's funding levels. Our Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth programs decreased 4% in FY 2024-2025. Welfare (TANF) and other Florida Commerce formula funded programs decreased 3% from our current year funding levels. The majority of our National Emergency Hurricane Ian, Non-Custodial Parent and other State Grants were utilized in 2023-2024, so our initial pool of funding is reduced by 21%. We are continually applying for new competitive grants and they will be added to the budget as they become available.

To address this projected 28% funding reduction of \$6,040,350, senior staff have cut \$1,978,645 in payroll and operating costs. The one-stop operator's initial budget has been reduced and discontinued grant activities account for \$2,972,795. Finally, our pool of formula funds for customer training and support will decrease \$1,088,910 but still be budgeted over the required rate to ensure we meet CareerSource Florida's Individual Training Account (ITA) spending requirements.

The budget is summarized in the left column of Attachment 2, and the funding categories are described as follows:

- 1) Staff Salaries and Fringe Benefits (\$1,627,798) – The total cost of board staff (represents 55% of past year level).
- 2) Program Operations and Business Services (2,720,507) - The total cost of workforce board operations, grant management, employer and customer outreach, planning and financial services (represents 91% of past year level).
- 3) Infrastructure and Maintenance Related Costs (\$1,429,337) – The total cost of CSB facilities, including rent, telephones, utilities, maintenance and supplies (represents 81% of past year level).
- 4) IT Costs and Network Expenses (\$560,806) – The total cost of technology and telecommunications services, computer hardware and software for the CSB system (represents 88% of past year level).
- 5) Contracted One-Stop Services (\$5,035,854) – The total cost of delivering career center services, including all contracted grant staffing (represents 63% of past year level).

- 6) Customer Training Activities (\$2,977,251) – Funding administered by the CSB Scholarship Unit for direct customer training (represents 35% of current year formula funding and 75% of past grant funding levels).
- 7) Customer Support Services (\$248,759) – Funding administered by the CSB Scholarship Unit for customer support services (represents 75% of past year funding level).
- 8) Indirect Costs (\$1,314,028) – Board administrative services (represents 104% of past year projected costs).

According to the Tri-County Interlocal agreement, the Consortium shall approve the annual budget and such approval must be made by unanimous vote. The Tri-County Consortium approved the PY 2024-2025 budget on July 1, 2024, at a level of \$15,914,340 based on funding estimates.





# Annual Budget

## For the Program Year Ending June 30, 2025

Projected Revenue PY 2024 - 2025	Annual Budget	WIOA Adult/DW	WIOA Youth	Welfare Transition	NEG Grants	FAWA/Space Coast Alliance	OTHER GRANTS
23-24 Carryforward - Brevard	3,533,978	430,401	116,103			2,024,938	962,536
23-24 Carryforward - Flagler Volusia	1,065,409		532,016		-	158,532	374,861
24-25 Brevard Base & Supplement Awards	7,526,840	1,265,643	499,103	1,293,200	2,200,000	-	2,268,893
24-25 Flagler Volusia Base & Supplement Awards	4,985,595	1,621,254	709,355	1,302,029		-	1,352,958
Award Total - Available Funds	17,111,822	3,317,298	1,856,577	2,595,229	2,200,000	2,183,470	4,959,248
Less planned Carryover For PY 25-26	(1,197,482)	-	(906,344)	-	-	-	(291,138)
<b>Projected Annual Revenue</b>	<b>15,914,340</b>	<b>3,317,298</b>	<b>950,233</b>	<b>2,595,229</b>	<b>2,200,000</b>	<b>2,183,470</b>	<b>4,668,110</b>

### Proposed Annual Budget

Staff Salaries/Fringe Benefits	1,627,798	372,528	61,249	229,271	267,109	123,234	574,407
	-						
Program Operations/Business Services	2,720,507	622,599	102,364	383,177	446,414	205,958	959,995
	-						
Infrastructure/Maintenance Related Costs	1,429,337	327,110	53,781	201,318	234,543	108,209	504,376
	-						
IT Costs/Network Expenses	560,806	128,343	21,101	78,988	92,024	42,456	197,894
	-						
Contracted One-Stop Services	5,035,854	788,014	593,860	1,282,774	182,932	582,779	1,605,494
	-						
Customer Training Activities	2,977,251	829,325	50,000	175,000	700,000	900,000	322,926
	-						
Customer Support Services	248,759	49,759	15,000	75,000	50,000	50,000	9,000
	-						
Administrative Indirect Cost (Budgeted at 9% of Direct)	1,314,028	199,620	52,878	169,701	226,978	170,834	494,017
	-						
<b>TOTAL ANNUAL BUDGET</b>	<b>15,914,340</b>	<b>3,317,298</b>	<b>950,233</b>	<b>2,595,229</b>	<b>2,200,000</b>	<b>2,183,470</b>	<b>4,668,110</b>