



**Board of Directors Meeting**  
**August 15, 2019 – 8:00am**  
**CareerSource Brevard Boardroom**  
*(Teleconference 321.394.0707)*

Attendees: Frank Abbate, Joe Angelastro, 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 Schruppf, Patricia Stratton, Lynda Weatherman.

## Agenda

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

<b><i>Call to Order</i></b>	<i>Susie Glasgow</i>	<b><u>Page No.</u></b>
<b><i>Introductions</i></b>		
<b><i>Public Comment</i></b>		
<b><i>Presentations:</i></b>		
A. Job Seeker Recognition – Radiance Prince		
B. Business Recognition – Rohit “Ro” Ghosh, SpaceX		
<b><i>Action Items:</i></b>		1 – 2
A. Contracts with Board Members	<i>Susie Glasgow</i>	3 – 4
B. Staffing Agency ITN		
<b><i>Consent Action Items:</i></b>		
A. Board of Director’s Meeting Minutes – 5/16/19		5 – 12
B. President’s Goals PY19-20		13 – 14
<b><i>Committee Chair Reports:</i></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><i>Information Items</i></b>	<i>Marci Murphy</i>	
A. Board Member Training		15
B. Budget Update		16 – 17
C. Effectiveness of Training		18 – 19
D. Primary Indicators of Performance		20
E. Final Contractor Performance PY18-19		21 – 24
F. American Promise Grant IT Sector Information Update		25 – 27
G. Healthcare Sector Information Update		28 – 29
H. Aerospace Workshop Report		30 – 31
I. Legislative Session Outcomes 2019		32 – 33
J. Legislative Workshop		34 – 35
K. CareerSource Brevard Fact Sheet PY18-19		36

L. Community Impact Sheet PY18-19	37
M. Multi-Media Outreach Report	38 – 39
N. Grow the Resources of the Board	40 – 48
O. Financial Reports (Charts 1, 2, & 3)	49 – 53
P. Committee Meeting Minutes	
a. Executive Committee – 5/6/19	54 – 55
b. Governance/Finance Committee – 5/6/19	56 – 58
c. Industry Workforce Committee – 4/25/19	59 – 62
d. Career Center Committee – 3/12/19 & 6/11/19	63 - 68

***Adjourn***

*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

**October 2019**

15<sup>th</sup> Industry Workforce Committee-8:30am  
29<sup>th</sup> Career Center Committee-8:30am

**November 2019**

4<sup>th</sup> Governance/Finance Committee-3:00pm  
4<sup>th</sup> Executive Committee-4:00pm  
21<sup>st</sup> Board of Directors-8:00am

**January 2020**

14<sup>th</sup> Industry Workforce Committee-8:30am  
28<sup>th</sup> Career Center Committee-8:30am

**February 2020**

3<sup>rd</sup> Governance/Finance Committee-3:00pm  
3<sup>rd</sup> Executive Committee-4:00pm  
20<sup>st</sup> Board of Directors-8:00am

**April 2020**

14<sup>th</sup> Industry Workforce Committee-8:30am  
28<sup>th</sup> Career Center Committee-8:30am

**May 2020**

4<sup>th</sup> Governance/Finance Committee-3:00pm  
4<sup>th</sup> Executive Committee-4:00pm  
21<sup>st</sup> Board of Directors Retreat-8:00am-TBD



August 15, 2019

## *Action Brief*

### **On the Job Training (OJT), Employed Worker Training (EWT) 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 \$25,000 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, EWT and AWE training needs. Where there certainly may be other opportunities presented at future board meetings, by approving this request today, CareerSource Brevard (CSB) will be able to assist these business customers.

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

Business Name:	<b>Knight Enterprises Mgmt, LLC</b>
Board Member:	<b>Art Hoelke</b>
Total Not to Exceed:	<b>\$20,000</b>

The maximum amount of training hours (1040 hours per person) for approximately 15 people was used to determine the maximum available funding. All funding is dependent upon Board and CSF approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$27,000 to \$60,000.

- CNC Machinist
- Maintenance/Mechanic
- Manufacturing Engineer
- Production Engineer
- Graphic Designer
- Clerical and Administrative
- Information Technology staff training

- Skilled Laborers/Mechanics
- Other positions as identified by Knight Enterprises Mgmt

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

Business Name:               **Neighbor-Up Brevard**  
Board Member:               **Lyn Brockwell-Carey**  
Total Not to Exceed:       **\$20,000**

The maximum amount of training hours (1040 OJT hours per person – 520 Work Experience hours per person) for approximately 5 people was used to determine the maximum available funding. All funding is dependent upon Board and CSF approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$18,000 to \$40,000.

- Market Assistance (retail, cooks, deli, kitchen , management)
- Other positions as identified by Neighbor- Up Brevard

Action

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



August 15, 2019

## Action Brief

### **Staffing Agency Contracts**

#### Background

The current four year staffing contracts for providing a broad range of staffing services including the temporary placement of adults and youth into subsidized work-based experiences and temporary workers for National Dislocated Worker Grants is set to expire. An Invitation to Negotiate (ITN) solicitation was recently conducted, and CSB received 10 proposals.

Under Florida law, an Invitation to Negotiate (ITN) means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or contractual services. Because CSB funding varies each program year, CSB issues Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts to staffing providers. An ITN allows us to select multiple vendors providing various levels of service.

A rating team comprised of 3 CSB board staff determined that the following vendors were the most advantageous to CSB taking into consideration their qualifications, price and other criteria set forth in the solicitation:

- Catalyst QLM, LLC
- 22<sup>nd</sup> Century Technologies, Inc (TSCTI)
- KJ&J LLC d/b/a Spherion Staffing, LLC
- JMark Inc. of Central Florida d/b/a Manpower

#### Recommendation

Pending successful negotiations, staff recommends that CSB awards 4-year ID/IQ contracts to these vendors. Each contract would be negotiated and issued using a 1 year initial term with 3 one-year options to extend the term of performance. Between these vendors, all levels of service are accessible for the main employment categories provided within the solicitation, including; accounting and bookkeeping, IT, executive, exempt-level professionals and management, light industrial, heavy industrial, medical (clerical), medical direct contact care (non-clerical) and youth.

## Action

Approve or deny rating committee recommendation to award 4-year ID/IQ contracts to Catalyst QLM, LLC, 22<sup>nd</sup> Century Technologies, Inc (TSCTI), KJ&J LLC d/b/a Spherion Staffing, LLC and JMark Inc. of Central Florida d/b/a Manpower to provide a broad range of staffing services on an as-needed basis.

CareerSource Brevard  
**Board of Directors Meeting**  
May 16, 2019

**MINUTES**

**Members in Attendance:** Paula Just (Chair), Shawn Beal, Daryl Bishop, Susan Glasgow, Nancy Heller, Robert Jordan, Jennifer Kenny, Traci Klinkbeil, Travis Mack, Mike Menyhart, Linda Miedema, Mark Mullins, Wayne Olson, Amar Patel, Patricia Stratton, Lynda Weatherman.

**Members Absent:** Frank Abbate, Joe Angelastro, Colleen Browne, William Chivers, Lloyd Gregg, Terry Schruppf.

**Staff Present:** Jana Bauer, Denise Biondi, Judy Blanchard, Chakib Chehadi, Ahmanee Collins, Marvetta Gordon, Caroline Joseph-Paul, Bob Knipple, Thomas LaFlore, Jennifer Lasser, Don Lusk, Richard Meagher, Jon Michael, Jessica Mitchell, Marci Murphy, Lyn Sevin, Gary Sulski, Jeff Witt, Kristine Wolff.

**Guests:** Lynn Brockwell-Carey, Art Hoelke, Nancy Peltonen, Janice Scholtz, Warren Davis, Scott Tilly, Allen Chehadi.

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

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

**Presentations:**

Marci Murphy shared a You-Tube video titled “A Day in the life of a Jobseeker”.

Marci Murphy gave a presentation on the outgoing Board Officers and thanked them for their service to CareerSource Brevard and the citizens of Brevard County.

**Action Items:**

Contracts with Board Members

CSB Board Members Daryl Bishop identified the need to abstain from discussion and voting prior to the meeting. Motion to approve Related Party Contract with Seacoast National Bank in an amount not to exceed \$2,500, made by Mike Menyhart and seconded by Travis Mack. Motion passed unanimously with Daryl Bishop abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for information.

Board Member Reappointments

The following board members were recommended by the Governance/Finance Committee to serve another 3-year:

Shawn Beal – Business Manager, IBEW 2088  
Jennifer Kenny – Organizer, IBEW 606  
Traci Klinkbeil – Community Administrator, DCF  
Patricia Stratton – VP & IMCS Program Manager, Abacus Technology Corp.  
Terry Schruppf – President/CEO, Florida Sports & Spinal Rehab  
Susan Glasgow – President/CEO, Kegman Inc.  
Frank Abbate – County Manager, Brevard County Management  
Nancy Heller – Project Director, SCSEP

Daryl Bishop made a motion to approve reappointment of the above members to the full Board of Directors and for ratification action by the Brevard County Commission. Susie Glasgow seconded the motion and motion passed unanimously.

### Nomination of Officers

It was reported that all officer terms are terminating this year and the Governance/Finance Committee recommended the following board members to fill the officer seats:

**Chair** – Susie Glasgow, President/CEO, Kegman Inc.

**Vice Chair** – Daryl Bishop, VP Commercial Banker, Seacoast National Bank

**Treasurer** – Lloyd Gregg, VP/GM, ASRC Federal

Motion to approve the nomination of Susie Glasgow for Chair, Daryl Bishop for Vice Chair and Lloyd Gregg for Treasurer for PY19-20 made by Patty Stratton and seconded by Travis Mack. Motion passed unanimously.

### Board Member Nominations

The Governance/Finance Committee recommended Lynn Brockwell-Carey, Executive Director of Neighbor Up Brevard to fill the vacant seat for community-based organizations representing youth. Ms. Brockwell-Carey was nominated by the Melbourne Regional Chamber of Commerce. The Governance/Finance Committee also recommended Art Hoelke, VP/GM/FSO of Knight's Armament Company to fill the seat vacated by Dale Coxwell representing business and joint labor management apprenticeships. Mr. Hoelke was nominated by the Titusville Chamber of Commerce. Motion to approve the nominations made by Daryl Bishop and seconded by Susie Glasgow. Motion passed unanimously. The nominations will be sent to the Brevard County Commission for ratification.

### Regional Targeted Occupations List

Don Lusk gave an overview of CSB's Regional Targeted Occupations List (RTOL) which is required by the State of Florida and was presented for approval. He explained that the list is used to determine the type of training CSB approves. The RTOL is reviewed yearly and data is collected from various sources. Motion to approve the RTOL for transmittal to the State Department of Economic Opportunity made by Amar Patel and seconded by Robert Jordan. Motion passed unanimously.

### Proposed Budget

The proposed Budget previously approved by the Governance/Finance Committee was presented to the Board for approval. There was discussion on staff reductions, facility cost reductions, and staff bonuses. Members of the board thanked staff for their hard work in applying for and obtaining multiple grants during the previous program year. Motion to approve the proposed budget for PY19-20 and grant the President the authority to add or adjust items to the budget as funds become available throughout the program year made by Robert Jordan. Daryl Bishop seconded the motion and it passed unanimously.

### **Consent Action Items**

Motion to approve the Board of Director meeting minutes for February 14, 2019 and Selection of Key Industries for PY19-20 made by Robert Jordan and seconded by Patty Stratton. The motion passed unanimously.

### **Committee Chair Reports**

Susie Glasgow gave a report on the Industry Workforce Committee meeting held on April 25, 2019.

Mike Menyhart gave a report on the Career Center Committee meeting held on March 12, 2019. There was discussion on the one time customer survey outcomes.

Daryl Bishop gave a report of the Governance/Finance Committee meeting held on May 6, 2019. There was brief discussion on the \$10,000 micro purchase policy change.

Amar Patel gave a report on the National Association of Workforce Boards 2019 Forum held in Washington DC attended by Marci Murphy, Judy Blanchard, Don Lusk, Amar Patel, Lloyd Gregg and Susie Glasgow.

### **Information Items:**

Information items presented included information on Financial Disclosure Forms, PY19-20 Meeting Dates, and PY19-20 Strategic Direction and Focus. Updates were presented on CSB's media outreach, IT Sector Strategy, Healthcare Sector Strategy, Soft Skills, Primary Indicators of Performance, Third Quarter Contractor



Performance, Grow the Resources of the Board, Financial Reports and Committee meeting minutes. There was discussion on the requirements for Financial Disclosure, partnerships with community faith based organizations, and increasing CSB's interaction with special populations.

There being no further business, the meeting was adjourned at 9:36am.

Submitted by:

Reviewed by:

(signature on file)

5/29/2019

(signature on file)

5/29/19

Lyn Sevin

Date

Paula Just

Date

CareerSource Brevard  
**Board of Directors Annual Retreat**  
May 16, 2019

**MINUTES**

**Members in Attendance:** Shawn Beal, Daryl Bishop, Susan Glasgow, Nancy Heller, Robert Jordan, Jennifer Kenny, Traci Klinkbeil, Travis Mack, Mike Menyhart, Linda Miedema, Mark Mullins, Wayne Olson, Amar Patel, Patricia Stratton, Lynda Weatherman.

**Members Absent:** Frank Abbate, Joe Angelastro, Colleen Browne, William Chivers, Lloyd Gregg, Paula Just, Terry Schrupf.

**Staff Present:** Jana Bauer, Denise Biondi, Judy Blanchard, Chakib Chehadi, Ahmanee Collins, Marvetta Gordon, Caroline Joseph-Paul, Bob Knipple, Thomas LaFlore, Jennifer Lasser, Don Lusk, Richard Meagher, Jon Michael, Jessica Mitchell, Marci Murphy, Lyn Sevin, Gary Sulski, Jeff Witt.

**Guests:** Nancy Peltonen, Janice Scholtz, Warren Davis, Scott Tilly, Allen Chehadi.

**Call to Order:** The CareerSource Brevard (CSB) Annual Board Retreat was called to order at 9:47am.

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

**Presentations:**

Allen Chehadi, C2Global, gave a presentation on Virtual Reality.

Warren Davis, Policy Analyst, CareerSource Florida, gave a presentation on the Gig Economy.

Daryl Bishop left the meeting at 10:15am  
Robert Jordan left the meeting at 10:26pm.

Scott Tilley, FIT, Center for Technology & Society, Big Data Florida, gave a presentation on Artificial Intelligence.

Mark Mullins left at 10:41am.

Members were invited to move to one of three breakout sessions to discuss the above topics (notes attached).

There being no further business, the meeting was adjourned at 12:00pm

Submitted by:

Reviewed by:

(signature on file)  
Lyn Sevin

5/29/2019  
Date

(signature on file)  
Paula Just

5/29/2019  
Date

**CSB Board Retreat – Thursday, May 16 2019  
Virtual Reality Group Discussion Notes**

**Facilitated by Allen Chehadi, G2Global  
Submitted by Denise Biondi**

Basically the use of a \$200 set of VR goggles and either a free generic or expensive custom video that can virtually tour/train/test job candidates on job functions and weed out candidates at the same time!

- HS students/other youth safely explore/test drive career options via environments
- Persons with disabilities gain much broader access to career exploration and training opportunities
- Employers can introduce/train multiple job candidates at one time
- Employers can train job candidates on use of machinery/equipment with no risk of damage to equipment or risk of bodily harm to candidate
- Offers another way to teach someone, experiential---v/s hands on, v/s audio, reading, etc.

Multi-industry use: Manufacturing/machinist equipment, Healthcare including soft skills scenarios, etc.....truck/equipment drivers, and more...

*Advent Health, Sherriff's Department, Honeywell, are all VR users.*

[https://www.dropbox.com/sh/zbqirhqerykq73y/AAAVYR\\_6mlergNp7uATnT6uaa?dl=0](https://www.dropbox.com/sh/zbqirhqerykq73y/AAAVYR_6mlergNp7uATnT6uaa?dl=0)

# CSB Board Retreat – Thursday, May 16, 2019

## Gig Economy Group Discussion Notes

Facilitated by Warren Davis, CareerSource Florida  
Submitted by Jana Bauer

### Rotation 1

During rotation one, the following was discussed/asked;

- 1) What is the expected size of the gig economy? How many people are working these alternative jobs?
- 2) A question was asked by an employer of how to categorize the employee. He highlighted that there is significant risk in miscategorizing part-time, full-time, etc., and stressed the importance of understanding from an employer's perspective, what the expectation would be of classifying someone who is working for them and in the gig economy.
- 3) The question then was posed as to what businesses are willing to hire gig workers? How are WE as a region going to classify it?
- 4) A member of the group suggested labeling gig economy as someone conducting contractor or independent work, which is outside of traditional employment.
- 5) It was discussed that the Aerospace industry utilizes a lot of temporary contract workers.
- 6) The question was asked, if we are considered a high-performing region, what constitutes employment and retention? We need to rethink our measures, because the way we are measured now, why would we connect with the gig economy in terms of our performance outcomes?
- 7) What really constitutes employment? This needs to be redefined if we are to focus on heavily supporting gig economy.
- 8) An employer shared he is all for the gig economy as it reduces his overall costs. He is just concerned about all of the markers to correctly classify employees.
- 9) The federal regulations need to be redefined, as it's being heavily relied on the workforce system to report the LMI data, yet there's no way for us to currently track gig economy.
- 10) Someone shared a feeling that the gig economy will overtake before the government gets a handle on it. This is really the best of both worlds for the employee and employer.
- 11) It was asked if this is a trend, or if it's here to stay. The group consensus felt it's here to stay, we just now have to understand it and how to serve it as a region.
- 12) It was mentioned that schools are moving to more and more online studies, which really can be translated into the beginning of opportunities for "I want to work on my own."
- 13) The question was asked, if there is disparity between low and high-skilled gig workers, what can boards do to upskill?

### Rotation 2

During rotation two, the following was discussed/asked;

- 1) Defining gig economy was further questioned... if someone is working 2 PT jobs, are they considered gig? It was then followed with trying to define based on if it's out of necessity or flexibility?
- 2) A local partner mentioned that it does provide ease of access – allowing people to bypass interviews, no profiling risk, and removing barriers. (He is the President of local center that serves individuals with disabilities, and mentioned their clients enjoy this opportunity).
- 3) It is helpful to businesses that want to hire people with barriers and employees who don't have attributes to be full-time.
- 4) A question was posed about how many Florida gig workers are working for an employer overseas, and how many work outside of Florida for an employer within the state?
- 5) It was mentioned that it's our choice to serve them or not, but right now we are not currently set up as a workforce system because we can't take credit for it. If wages are not shared, we cannot capture employment. We are also measured on employment at various quarters post-services, which wouldn't currently work with gig workers. We need to decide if we want to change from full-time, long-term focus.
- 6) The training Gainesville has done on gig workers was referenced.
- 7) It was questioned if we should consider capturing as micro-entrepreneurship.
- 8) Someone expressed that the whole workforce system is currently set up to be AGAINST gig workers.
- 9) Another group member expressed that while we may not be getting credit for it, we are changing lives and isn't it the right thing to do to help them until they obtain a career?
- 10) It was discussed that we could write in our own measure for our contractor if we chose to go this route.
- 11) Someone referenced an article that showed the gig economy was slowing down, but another saw that it was still active.

### **Rotation 3**

During rotation three, the following was discussed/asked;

- 1) It was mentioned that not everyone is interested in benefits, some like to fly under the radar which makes gig economy more enticing to them.
- 2) An employer at the table shared that she has 12 1099 employees working for her. They are primarily working for her to stay up-to-speed and relevant in their industries.
- 3) Voc Rehab shared that the majority of their clients are working in the gig economy.
- 4) It was discussed that next year, penalizations for not having healthcare are going away, and the thought is that we may see a higher interest in gig economy work.
- 5) It was discussed to conduct a survey from the state to identify the size of the gig economy, the ideal candidates and demographics of someone working in the gig economy, and set standards from a state level.
- 6) The final question the group was pondering was is this a good thing or is it a disruptor?

# **CSB Board Retreat – Thursday, May 16, 2019**

## **Artificial Intelligence Group Discussion Notes**

**Facilitated by Scott Tilley, FIT, Center for Technology & Society, Big Data Florida**  
**Submitted by Gary Sulski**

While the conversation started in manufacturing it migrated into robotics, particularly anything unmanned. This could include machines, auto, robots, and drones. This went into discussion of Artificial Intelligence (AI) vs. Machine Learning vs. Deep Learning.

It was agreed that software and software developers would be needed to design the initial instructions to run the processes. Then machines would learn themselves. So this profession would eventually die.

There would be a transition period for this to happen, but the end result would be “No more jobs” here.

The question was posed to each of the three groups “What job did we think couldn’t be done by an artificial intelligent machine or robot/robotics?” Judges, CEO’s, Politician, Clergy we’re all debated as the only occupations to not be robotic or artificial intelligent. This was mainly because of the strategic, empathetic, humanistic, ethical nature of them.

There were some concerns for privacy either slowing or preventing there from becoming a complete robot run workforce.

Machines need repair so this profession will be prevalent. When in actuality machines could fix machines.

Because of ethics concerns, it was determined that policy and legislation will keep things in check and thus a positions in this field, i.e. government, committees, task forces would manage.

Emotional attachment by humans will drive the acceptance of robots running things.

GIG economy will be the transition to a robotically run world. So jobs that move from traditional corporate workforce, to mostly working from home (GIG), to not working much at all (laid off, no jobs available, early retirement.

Companies that are driving the machine learning and accepting it, are feeling that or have a fear that, if I don’t embrace it and make money from it (exploit it) then someone else will.

There those like Elon Musk, Bill Gates and others that believe Super AI will come. This superintelligence is a hypothetical agent that possesses intelligence far surpassing that of the brightest and most gifted human minds.

There were differing opinions as to when this transition will really be felt in the workforce. Scott believed it is 2025, but acceptance by community will be the factor. Some are discussing taxing machines as a form of compensating displaced workforce.

The deeper issues will be anxiety and depression in workforce for not having a job. It will be a concept of being “Put to Pasture”. The fields of psychology and social work will be growing occupations.



August 15, 2019

## Action Brief

### President's Goals for PY19-20

#### Background

At its meeting on August 5, 2019 the Executive Committee recommended approval of the following Goals for PY19-20 for CSB's President.

Goal	%	Measure
Focus on increasing CSB's footprint with community based and faith based organizations to ensure CSB is finding and serving hidden talent.	4%	<ul style="list-style-type: none"> <li>• Increase the number of referral sites and number of referrals by 100%. Sites from 14 to 28 and referrals from 33 to 66.</li> </ul>
Build up the Aerospace/Aviation Sector	3%	<ul style="list-style-type: none"> <li>• Hold two Aerospace Sector Strategy Consortium workshops, create two subcommittees with a minimum of two actions items addressing Aerospace/Aviation workforce issues.</li> <li>• Develop and Implement a joint workforce plan with Lockheed Martin</li> <li>• Aero-flex planning grant – Partner with a minimum of 3 Companies to create a core curriculum that is customized to Brevard County's Aerospace/Aviation Industry.</li> </ul>

Build workforce capacity with Brevard's citizens and businesses affected by the Opioid Crisis	2%	<ul style="list-style-type: none"> <li>• Phase 1 Implementation of the Brevard Recovery Works Grant</li> <li>• Design and hold 6 Community Information Sessions</li> <li>• Design and hold 2 Business Learning Events</li> <li>• Design and distribute outreach material</li> <li>• Educate/train internal staff on helping this population</li> <li>• Enroll 20 participants</li> </ul>
Increase the integration of the ex-offender population into Brevard's workforce.	2%	<ul style="list-style-type: none"> <li>• Implementation of the RISE Grant</li> <li>• Enroll 30 participants</li> <li>• 18 complete the custom designed ex-offender workshop</li> <li>• 12 customers enter employment</li> </ul>
Integrate an on-line Learning Platform into CSB.	2%	<ul style="list-style-type: none"> <li>• Create an implementation plan consisting of the following:</li> <li>• Integration of platform into 3 of CSB's processes</li> <li>• Cost-Benefit Analysis</li> <li>• Go/No-go decision and procurement if decision is "go"</li> </ul>
Legislative Advocacy – Become a leader in Florida's Workforce Advocacy Solutions	2%	<ul style="list-style-type: none"> <li>• Creation of a State Apprenticeship Legislative Agenda to be used by Florida's Workforce Boards during the next legislative session</li> <li>• Promotion of the Workforce Legislative Agenda to a minimum of 3 state and local elected officials.</li> </ul>

**Action**

Approve or modify the Executive Committee's recommendations for the President's goals for PY19-20.





August 15, 2019

## *Information Brief*

### **Board Member Training**

#### Background

One of the duties of the Governance/Finance Committee (GFC) is to select yearly board member training.

The Committee examined a section of an on-line course involving **Board Member Orientation**. This is a new online video course offered by Taylor Hall Miller Parker (THMP) P.A and takes approximately one hour to complete (without discussion time). The Committee approved the selection. The training will be offered to new and existing board members along with selected board staff. The cost to CSB will be an unlimited one year subscription of \$5,000. The State (CareerSource Florida) is contemplating purchase for all local regions. If this comes to fruition, THMP will refund CSB, and other local workforce boards, the purchase price. The course covers the following:

- An introduction to the Workforce System
- Member roles and responsibilities
- Budget and financial responsibilities
- Auditing and monitoring
- Performance oversight
- Transparency and ethics

Training will be held in CSB's Board room with discussions between each section. Board members will be given several scheduled dates to attend the training which will last approximately 1.5 hours.



August 15, 2019

## *Information Brief*

### **Budget Update for Program Year (PY) 2019-2020**

#### Background

In May the CSB Board approved a budget of \$10,117,300 for PY 19-20 (see Attachment 1). The Board motion also granted the President the authority to add or increase budget items as additional funds become available throughout the program year.

#### Current Status

In June CSB was awarded \$261,071 in incentive funding from CareerSource Florida. Also, the Department of Economic Opportunity (DEO) recently informed CSB of its intent to extend its rental agreement with CSB for the Florida Rebuilds disaster intake center at our Rockledge Career Center through June 30, 2020, resulting in additional revenue of \$192,000. As a result of these changes, our current PY 19-20 funding has increased to a level of \$10,570,400.

The President wants to inform the Governance/Finance Committee on the projected placement of these funds. The following items have been identified for funding:

- Additional Customer Training and Supportive Services
- Facility & Technology Upgrades (listed in the IT 3 Year Plan)
- Unobligated Funds Reserved for Unexpected Expenses



## FY 2019-2020 Annual Budget

For the Program Year Ending June 30, 2020

<b>Revised Funding Level</b>	<b>10,570,400</b>
<b>Current Annual Budget</b>	<b>10,117,300</b>
<b>Balance of Funds Available</b>	<b>453,100</b>

	FY 2019 Final Budget	FY 2020 Current Budget
<b>MANAGEMENT SERVICES</b> <i>(Board operations, Staff, Outreach, Financial Services)</i>		
Salaries & Benefits	1,006,000	1,034,500
Operating Expenses	334,500	333,200
<b>Total Management Services</b>	<b>1,340,500</b>	<b>1,367,700</b>
<b>INFRASTRUCTURE SERVICES</b> <i>(Rent, Phone, Utilities, Maintenance, Supplies)</i>		
Brevard Workforce Facilities	876,800	831,800
Operating Expenses	53,900	53,900
<b>Total Infrastructure Services</b>	<b>930,700</b>	<b>885,700</b>
<b>TECHNOLOGY SERVICES</b> <i>(IT Staff, Telecom Services, Computer Hardware and Software)</i>		
Salaries & Benefits	228,000	233,600
Operating Expenses	413,500	387,600
<b>Total Technology Services</b>	<b>641,500</b>	<b>621,200</b>
<b>BUSINESS SERVICES</b> <i>(Employer Outreach and Business Support Staff)</i>		
Salaries & Benefits	683,000	577,100
Operating Expenses	38,800	39,000
<b>Total Business Services</b>	<b>721,800</b>	<b>616,100</b>
<b>TOTAL FORMULA OPERATING BUDGET</b>	<b>3,634,500</b>	<b>3,490,700</b>
<b>SPECIAL GRANTS &amp; INCENTIVES</b>	<b>1,473,900</b>	<b>767,000</b>
<b>FEE FOR SERVICE ACTIVITIES</b>	<b>200,000</b>	<b>200,000</b>
<b>TOTAL OPERATING BUDGET</b>	<b>5,308,400</b>	<b>4,457,700</b>
<b>CONTRACTED SERVICES</b>		
General Contractor (C2GPS)	3,310,400	3,474,100
Special Grants (C2GPS & CSCF)	737,200	450,000
<b>Total Contracted Services</b>	<b>4,047,600</b>	<b>3,924,100</b>
<b>CUSTOMER SERVICES</b>		
Training Activities	1,150,000	950,000
Support Services	150,000	50,000
Special Grants - Training Activities	3,600,000	685,500
Special Grants - Support Services	100,000	50,000
<b>Total Customer Services</b>	<b>5,000,000</b>	<b>1,735,500</b>
<b>TOTAL PROGRAM BUDGET</b>	<b>9,047,600</b>	<b>5,659,600</b>
<b>TOTAL ANNUAL BUDGET</b>	<b>14,356,000</b>	<b>10,117,300</b>



August 15, 2019

## Information Brief

### Effectiveness of Training/Career Services

#### Background

**Strategy:** Increase the skills needed in the labor force to meet the demands of local and regional businesses.

In support of this strategy CareerSource Brevard staff are continuing to track and analyze the performance of career services compared to training services and to evaluate the effectiveness of the trainings offered as well as the performance of training vendors and the programs they offer.

In Program Year 2017-18, CareerSource Brevard provided Workforce Innovation and Opportunity Act (WIOA) funded career and training services to 1,255 customers at an average cost per placement of \$5,201 for WIOA enrolled customers. The following is a snapshot of the results of training to placement and is all inclusive of Individual Training Accounts (ITA's) and other training mechanisms (i.e. On-the-Job, Incumbent Worker Training and Adult Work Experience).

WIOA Adult and Dislocated Worker Formula Funds					
	Total Served	Completers	Total Placed	% of Completers Placed	Cost per Placement
Career Services	938	424	288	67.93%	\$4,348.85
Training Services	314	149	124	83.2%	\$5,375.60
<b>Total</b>	<b>1,255</b>	<b>573</b>	<b>416</b>	<b>72.6%</b>	<b>\$5,201.44</b>

WIOA customers who receive training continue to yield a higher placement rate than those receiving only career services. Career services include assessments, Employ Florida (EF) registration assistance, resume assistance, referral to workshops, etc.

Training Services are analyzed based on multiple modalities of training, i.e.: Individual Training Agreements (ITA's, On-the-Job Training (OJT), Incumbent Worker Training (IWT) & Adult Work Experience (AWE). IWT and AWE currently make up a significantly smaller segment of the training services and are not included in this analysis. This focus will be on the two larger mechanisms; ITA's and OJT's.

WIOA Adult and Dislocated Worker Formula Funds					
	Total Served	Completers	Total Placed	% of Completers Placed	Cost per Placement
Training Services	314	149	124	83.2%	\$5,376
ITA's	199	64	52	81.3%	\$6,805
OJT	107	77	72	93.5%	\$3,147
Other*	8	8	0	0%	N/A

\*Other includes Employed Worker Training, Customized Training, and Adult Work Experience.

Both OJT's and ITA's contribute to high success rates, however ITA's have a higher cost and longer training period with average training length of 15 months for ITA's compared to average training length of 8 months for OJT's. Many ITA's are required to work in health occupations which have longer training periods.

**Retention Rates for All Closures**

Another factor for effectiveness of training is to consider retention in employment. Completed follow-ups were reviewed for both ITA's and OJT's. Staff looked to see if the customer was still employed at the time of the 6 month and 12 month follow-ups with no consideration of whether they were still with the same employer or not. The results are as follows:

	Placements	6 Month Follow-up	12 Month Follow-up
	All	Percent Still Employed	Percent Still Employed
ITA's	52	76.7%	72.0%
OJT's	72	92.5%	91.0%

OJT's out performed ITA's by 15.8% when looking at those customers still employed at 6 months. That margin increased to 19% when looking at those customers still employed at 12 months

**CONCLUSION:**

In this and all previous reviews, training services when compared to career services alone yield a higher job seeker placement rate. This is most likely because of the more intensive interaction with staff and individualized services provided in a training environment.

Looking at the training services it is clear that some customers benefit more from ITA type training while others have fewer barriers and can move successfully through OJT training. The similar results for each program appear to indicate that career center staff are matching customers to the type of training that best suits the customer needs.

Higher retention rates for OJT training mechanisms indicate that this type of training results in longer term employment. It's hard to say whether that is a result of the mode of training or the fact that the training itself is really geared toward the employer needs while ITA's are geared more toward a specific skill set. The connection to employers for ITA's come at the conclusion of training when the credential is issued. For OJT rarely is any credential issued.

Staff will continue to track and analyze the data and provide results for committee review.

## 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 3rd quarter of PY 2018-19. Also shown are our goals for PY 2018-19. All performance goals were met or exceeded for the 3<sup>rd</sup> quarter.

#### July 2018-March 2019 Performance

Primary Performance Indicator (PPI)	Performance 2014-2015	Performance 2015-2016	Performance 2017-2018	PY18-19 Performance	PY18-19 Performance Goals
<b>Adults:</b>					
Entered Employment Rate (2 <sup>nd</sup> Qtr. after Exit)	86.9%	83.9%	92.6%	93.1%	86.0%
Employment Retention Rate (4 <sup>th</sup> Qtr. after Exit)	82.4%	83.6%	89.3%	89.3%	83.0%
Median Earnings (2 <sup>nd</sup> Qtr. after Exit)	\$6,650	\$6,993	\$7,496	\$7,800	\$7,200
Credential Attainment Rate	57.6%	58.7	N/A	89.8%	62.0%
<b>Dislocated Workers:</b>					
Entered Employment Rate (2 <sup>nd</sup> Qtr. after Exit)	87.8%	74.4%	85.7%	81.0%	83.0%
Employment Retention Rate(4 <sup>th</sup> Qtr. after Exit)	81.5%	76.1%	88.2%	83.6%	79.0%
Median Earnings (2 <sup>nd</sup> Qtr. after Exit)	\$6,312	\$7,621	\$6,432	\$8,720	\$6,850
Credential Attainment Rate	56.4%	43.2	N/A	90.0%	60.0%
<b>Youth Common Measures:</b>					
Entered Employment Rate (2 <sup>nd</sup> Qtr. after Exit)	63.8%	64.3%	79.2%	81.8%	70.0%
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	75.0%	75.2%
Employment Retention Rate (4 <sup>th</sup> Qtr. after Exit)			78.3	80.1%	67.0%
<b>Wagner-Peyser:</b>					
Entered Employment Rate (2 <sup>nd</sup> Qtr. after Exit)	65.5%	63.8%	69.1%	63.9%	63.0%
Employment Retention Rate(4 <sup>th</sup> Qtr. after Exit)	60.8%	62.3%	70.7%	66.7%	64.0%
Median Earnings (2 <sup>nd</sup> Qtr. after Exit)	\$5,238	\$5,268	\$5,165	\$5,603	\$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>		



August 15, 2019

## *Information Brief*

### **Fourth Quarter End of Year Contractor Performance PY 2018-2019**

#### **Background**

The CSB Workforce Operations 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 (15 of 19)

**Element B:** Contractor must meet accelerated performance on 50% of the measures (9 of 19)

**Element C:** Meeting or exceeding a minimum score of 75 on a Board performance evaluation related to programmatic monitoring results.

#### **PY 2018-19 Performance Results**

The Contractor succeeded in meeting or exceeding the performance criteria to be paid all withheld costs for the fourth and final quarter of PY2018-2019.

## Elements of Contractor Performance Earnings - PY 18-19

Measures						
Objective/Criteria			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	Minimum	Accelerated				
New Job Seekers	300	400	Missed (-735)	Missed (-2255)	Missed (-3404)	Missed (-4715)
Customer Engagement	75%	85%	Met (76%)	Met (78%)	Met (78%)	Met (78%)
<b>Entered Employment Rate</b>						
Adults	90%	95%	Exceeded (%100)	Met (94%)	Exceeded (96%)	Exceeded (97%)
Dislocated Workers	90%	95%	Exceeded (%100)	Exceeded (100%)	Exceeded (98%)	Exceeded (98%)
Welfare Transition	30%	35%	Met (30%)	Exceeded (35%)	Met (33%)	Exceeded (35%)
Wagner Peyser	35%	40%	Met (38%)	Exceeded (42%)	Exceeded (44%)	Exceeded (45%)
Short Term Veteran	35%	40%	Exceeded (40%)	Exceeded (42%)	Exceeded (44%)	Exceeded (45%)
<b>Average Wage at Placement</b>						
Adult	\$17.01	\$17.73	Met (\$17.51)	Missed (\$16.73)	Met (\$17.56)	Met (\$17.02)
Dislocated Worker	\$18.20	\$18.90	Missed (\$17.22)	Exceeded (\$19.38)	Exceeded (\$21.75)	Exceeded (\$23.11)
Welfare Transition	\$9.80	\$10.65	Exceeded (\$10.69)	Met (\$10.35)	Met (\$10.56)	Exceeded (\$10.62)
Wagner Peyser	\$11.44	\$12.15	Exceeded (\$13.80)	Missed (\$10.78)	Exceeded (\$13.12)	Exceeded (\$14.16)
<b>Retention at 12 Months</b>						
Adult	80%	85%	Met (83%)	Exceeded (86%)	Exceeded (85%)	Exceeded (85%)
Dislocated Worker	80%	85%	Missed (78%)	Met (84%)	Met (80%)	Met (80%)
Youth	70%	75%	Exceeded (83%)	Exceeded (89%)	Exceeded (84%)	Met (71%)
<b>Quality of Referrals</b>						
Referral to Placement Ratio by Job Seeker	25%	30%	Exceeded (51%)	Exceeded (62%)	Exceeded (59%)	Exceeded (58%)
<b>Business Services</b>						
Repeat Business Customers	85%	90%	Missed (84%)	Missed (80.5%)	Missed (80%)	Missed (79.8%)
Business Satisfaction Rate	8.5	9.0	Met (9.8)	Exceeded (9.40)	Exceeded (9.2)	Exceeded (9.4)
<b>WIOA Youth</b>						



Positive Outcome Rate	95%	100%	Exceeded (100%)	Exceeded (100%)	Exceeded (100%)	Exceeded (98%)
Educational Functioning Grade Level Gain Rates in Math and/or Reading and/or Language	85%	90%	Exceeded (100%)	Exceeded (98%)	Exceeded (96%)	Missed (83%)
<b>Measured Annually</b>						
Performance on Special Projects and Grants	N/A	N/A	N/A	N/A	N/A	MET

<b>Element A</b>				
Met the minimum percentages set on 15 out of the 19 Performance Measures established in Attachment F	<b>Yes – Met Minimum on 15 of 19</b>	<b>Yes – Met Minimum on 15 of 19</b>	<b>Yes – Met Minimum on 15 of 19</b>	<b>Yes – Met Minimum on 17 of 19</b>
<b>Element B</b>				
Met the accelerated percentages set on 9 out of the 19 Performance Measures established in Attachment F	<b>Yes – Met Accelerated on 9 of 19</b>	<b>Yes – Met Accelerated on 10 of 19</b>	<b>Yes – Met Accelerated on 10 of 19</b>	<b>Yes – Met Accelerated on 12 of 19</b>
<b>Element C</b>				
Met a minimum score of 75 on a Board performance evaluation related to programmatic monitoring results.	<b>MET</b>			

The contractor has done a great job and outperformed on many of the PY 18-19 measures. Improved economy and low unemployment rates continued to affect the new customer performance during the 4<sup>th</sup> quarter. This was the first year we measured Job Seeker Customers and have revised the calculation methods for PY 19-20.

The Grade Gain measure was affected due to the statewide implementation half way through the year of a new TABE test version with a different scoring process that affected pretest/posttest outcomes. This measure is being redefined for PY 19-20 to more closely match the federal common measure.

Staff have continued to monitor, analyze and report performance in all areas. Measures for the 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.



August 15, 2019

## *Information Brief*

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

The America's Promise Grant is well into our mid-grant strategic plan. Feedback from April's Department of Labor's monitoring helped us fine-tune training and employment outcomes. Relationships with key industry grant partners continues to flourish with an increase in technical training, combined with On the Job Trainings, for grant participants. Our Education partners continue to look towards us to support their Cybersecurity efforts both with the Brevard School District and at our post-secondary schools by facilitating employer connections to ensure their programs meet industry needs. The continual revisions to grant participant assessments has yielded a higher success rate in our participants earning associated training certifications that exceeds national levels and brought us recognition by the certifying governing board themselves.

#### **Update of Current Activities**

- Underemployed training program was devised with management input from Career Centers, Business Services and Executive staff. A first time exam pass rate of 92% was reached by our CompTIA students, much higher than all CompTIA vendors have ever reached. This reflects the time and care that our training partners provided our students. Staff continues to meet regularly to monitor and create the best employment outcomes for the graduates of this program.
- Since the April IT Career Expo and Job Fair, and our dedicated social media outreach campaign, we've enrollment 39 CompTIA training participants and 43 Microsoft Office Suites (MOS) participants in our "Underemployed" program. The trainings will all be complete by the end of July for all of these students. A graduate's job fair was hosted by our training partner New Horizon's in June for the first cohort of students. Additionally we had our CSB annual job fair on June 25th, where we invited these graduates. In August we are planning another IT job fair. One of our early MOS graduates has already secured employment as an Employment Counselor with one of her responsibilities being to teach computer

skills' classes. Her wage increased from \$12.50 hour to \$23 hour. This effort also increased our IT jobseeker contact list by the hundreds, providing a larger database to serve our local employers' future needs.

- Continued support of the Brevard School District's Cyber Academy for the 2020/21 school year resulted in the formation of a task force by the schools point person. Staff has provided them introductions to local IT/Cybersecurity employers for the purposes of identifying instructors, certifications, planning curriculum, and creating a mentoring community for students. This will hopefully feed into employment upon graduation.
- EFSC has created a new Cybersecurity Advisory Council which the IT Program Manager has been invited to participate on. Program Manager will continue to meet with all of our local colleges to expose students to the needs of employers and the certifications and training needed for the current job openings.
- The Department of Labor (DOL) monitoring report from April 15<sup>th</sup> noted areas of concern were centered on discovering and reporting leveraged resources. An example of these are matching funds from other grants or funding sources i.e WIOA, staff time devoted to APG discussions, assessments, business services team discussions with employers, and course discounts from training partners for classes provided, etc. Additionally, we were behind on spending grant funding. Special efforts and training programs that have been in the planning stage have come to fruition in the last 60 days. They have increased our expenditures from 31% to 43%. This will be an ongoing venture which will be closely monitored and projections are we will remain on track for spending. The final area of concern was Sub-recipient Monitoring. We discovered that the auditing firm for our sub-recipient CareerSource Central Florida (CSCF), has made the APG part of their audit since the beginning of the grant. Additionally we have scheduled to meet with CSCF once this year and once next year to monitor the same factors CareerSource Brevard was asked to provide details of at this year's direct audit with the DOL. We are also holding bi-weekly conversations with CSCF's APG coordinators to discover and share best practices, and collaborate on solutions to any challenges.
- Success Stories: An unemployed (dislocated) participant received a scholarship for an advanced Cyber Security training, adding to his previous IT education and experience. After obtaining the associated credentials, he was offered employment at the rate of pay of \$166,400 annually as a Senior Systems Engineer with a local employer.

**Grant Performance to Date:**

<b>Performance Metric</b>	<b>Grant Required Outcome</b>	<b>Performance to Date</b>
Total Participants Served	400	289
Total Participants Enrolled in Training Activities	400	267
Total Participants Completing Training Activities	360	140
Total Participants Completing Training and Receive a Degree or Credential	320	135
Total Participants who Complete Training and Obtain Employment	270	99



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## Information Brief

### Healthcare Sector Strategy Grant Update

Healthcare Sector Strategy SMART goals were established for performance metrics for Quarter 12 (April 1, 2019- June 30, 2019). The aggregate goal was exceeded as indicated by the performance chart below. There is one more quarter remaining for the grant.

Training Program	Medical Assistant	CNA or PCA	LPN	Aggregate Total
Total Grant Goals	4	15	35	54
Results to Date	2	22	34	58
Quarter 12 Goals	1	3	1	5
Quarter 12 Results	0	4	4	8

### Brevard Healthcare Workforce Consortium (BHWC) 2019-20 Subcommittee Goals and Initiatives:

- Soft Skills Committee
  - Current focus is on the delivery of soft skills training for both career entry and supervisory level healthcare industry incumbent workers
- Education, Training and Technology Committee Initiatives
  - Educational capacity VS enrollments were reviewed and the committee identified training programs not meeting capacity to include CNA, LPN and Pharmacy Technician (new) programs
  - Exploring ways to support Nursing Faculty recruitment and retention
- Staffing Committee
  - Attracting talent for healthcare training programs
    - Get Involved Campaign (See subsequent flyer)
  - Out of Area talent attraction
  - Employee retention through upskilling and career development

### Call to Action Addressing Healthcare Workforce Shortages:

“Call to Action – Addressing Healthcare Workforce Shortages,” initially reported on in the April meeting, is now a published document written by Mary Lou Brunell, RN, MSN with Healthcare Workforce Research Initiative, with input from a diverse group of healthcare stakeholders from sessions held in conjunction with last September’s Florida Chamber’s Future of Florida Forum. CareerSource Florida is seeking input from the workforce regions

on best practices and strategies that could be implemented in order to address the health care workforce shortages. CareerSource Brevard provided a comprehensive response of best practices and strategies from their Healthcare Sector focus and initiatives through the BHWC. Once CareerSource Florida compiles the best practices and strategies from the regional network, this will be reviewed with the BHWC committees for potential adoption and implementation of new strategies and practices.

The “Call to Action” and the “CareerSource Brevard Response” is available upon request.

**Local College Access Network (LCAN) Grant Update:**

Two meetings were held with the founding LCAN member organizations CareerSource Brevard (CSB), Brevard Public Schools (BPS) and Macedonia Education Technology and Career Academy (METCA) to put the frame work in place.

- Two priority populations of focus include BPS students from 7<sup>th</sup> to 12<sup>th</sup> grade and low income adults.
- Shared metrics will include the goal 54% of BPS seniors will complete a Free Application for Federal Student Financial Aid (FASFA) application. In addition, a goal for post-secondary credential attainment will be defined if a way to measure progress over time is identified.
- A list of potential partner organizations is being developed to include with the LCAN.
- LCAN initiatives will be the focus of the September Brevard Healthcare Workforce Consortium meeting.

## *Information Brief*

### **Aerospace Workforce Workshop**

#### **Background**

The Aerospace Industry (which includes Aviation and Advanced Manufacturing employers) is designated as a High-Skill, High-Wage Key Industry of Focus for CSB. As a significant economic driver for our region, the Aerospace Industry has experienced rapid growth over the last several years with the resurgence of both commercial and private space expansion on the Space Coast. With this growth comes the need to recruit and retain the workforce talent needed for hundreds of high-skill, high-wage jobs. CSB recognizes the importance of spearheading a dedicated sector strategy initiative to support the workforce development needs of this important industry to Brevard's economic prosperity.

#### **Event Overview**

In partnership with Space Florida, Space Coast Economic Development Commission and FloridaMakes, CSB planned and implemented an Aerospace Workforce Workshop on June 13, 2019. This event was designed to be the aerospace sector strategy 'kick-off' event.

The all-day event was held at the Bill Posey Community Conference Center in Viera. The event was attended by over 70 aerospace employers, education and economic development organizations as well as government and community partners.

Following registration, networking and breakfast, welcomes and opening remarks, organizational updates were provided by the heads of all four partnering organizations. Followed by a presentation outlining the results of the pre-workshop industry workforce needs survey. This baseline data was used by the Planning Team to formulate the event's agenda and drove panel presentations and discussions throughout the day to further validate the industries' needs and challenges.

Panel presentations consisted of an Industry Panel (Lockheed Martin, Space X, Embraer and ASRC) followed by an Apprenticeship Panel highlighting the current State initiatives by CareerSource Florida, CSB's recent grant to implement the California AeroFlex Pre-Apprenticeship by our technical assistance expert alongside a local Northrop Grumman representative who plans to utilize this program as well as the Space Coast newly Registered Apprenticeship to support Mechatronics, CNC and Composites.



After lunch, panel discussions continued with an educational panel discussing current and future training programs that support the Aerospace Industry. Brevard Public Schools Career & Technical Education, EFSC, UCF, FIT and UF were all represented.

The day ended with a legislative panel providing the participants with updates on recent legislation that supports industry growth and workforce development. Lake Ray from FloridaMakes provided a great overview of this year's Session activities following by Senator Tom Wright, District 14 and Representative Tyler Siois, District 51, talking about the efforts of the newly formed Legislative Space Caucus and how they can support workforce issues.

### **Next Steps**

A follow-on meeting of all the attendees and invitees is being planned by all four partnering organizations, for early September. This event will solely focus on reviewing takeaways from the June workshop, prioritizing identified workforce needs and assigning teams to work on solutions.



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## *Information Brief*

### **Legislative Session Outcomes**

#### **Background**

The 2019 Legislative Session concluded in May with the passage of the State's \$91.9 billion budget. Only one day past the regular 60-day schedule, Senate and House leaders approved several priorities of the Governor, President and Speaker, which included bills that will strengthen workforce, education and training opportunities.

#### **Results**

Governor Ron DeSantis expressed his support for apprenticeship expansion early on in Session, so it was not surprise that many bills include apprenticeship language.

Ultimately **HB 7071** became the primary bill, maintained support throughout each Committee stop and was signed into law on June 24 at the offices of Space Florida on Merritt Island. During this bill signing, Gov. DeSantis highlighted local training partnership, notably the work based training while you learn partnership between ASRC and EFSC. CSB is supporting this program through our On the Job Training program for eligible participants. Key elements of the bill include:

- \$10 million recurring appropriation for the newly created 'Florida Pathways to Career Opportunities Grant Program,' which provides competitive grants to eligible institutions to create or expand apprenticeship and pre-apprenticeship programs. This grant program will be managed by Florida's Department of Education.
- A requirement for annual audits of Florida's career and technical education programs and apprenticeship programs, including directives to ensure that those programs are aligned with in-demand workforce opportunities and in consultation with CareerSource Florida (CSF) and Department of Economic (DEO) among others;
- An array of options to ensure that postsecondary students don't leave college without a degree or credential; and
- Increased funding for districts and college industry certification programs, \$2 and

\$4 million, respectively, and \$30 million in performance funding for Florida's 28 state colleges.

- In addition, HB 7071 creates the Florida Talent Development Council, formerly known as the Higher Education Coordinating Council. The Florida Talent Development Council is created to develop a coordinated, data-driven, statewide approach to meeting Florida's needs for a 21st century workforce that employers and educators use as part of Florida's talent supply system. The President of CareerSource Florida and Executive Director of DEO are among the members of the new council.

**Work Florida Student Success Incentive Fund at State Colleges** – \$10 million in funding to support statewide efforts to align students in Florida to workforce programs, within the Florida College System, to statewide and regional workforce demands and high-wage job opportunities.

**Florida Job Growth Grant Fund** - \$40 million. Funds are allocated for job training and public infrastructure projects that support growth and employment in Florida. Specifically, the program is designed to support economic diversification, economic recovery, or economic enhancement in targeted industries. Florida's DEO and Enterprise Florida, Inc., both identify projects, solicit proposals, and make funding recommendations to the Governor.

The final budget also includes \$9 million for **Quick Response Training** and Florida Statutes requires CSF to allocate \$2 million from their WIOA set-aside for **Incumbent Working Training** in their annual budget. CSF's Board of Directors also approved a \$2 million dollar match from their budget.

Brevard's delegation consisting of Representative Tyler Sirois, District 15, and Senator Tom Wright, District 14, led the resurrection of the Space Caucus, a consortium of elected officials who educate House and Senate members on the importance of the Aerospace Industry to Florida's economic prosperity and advocate for legislation to support industry growth.

Notable local funding secured for workforce development programs to help meet the critical demand for high-skilled, high-way talent include:

- \$500,000 for Astronaut High School's new Welding Technology Program
- \$100,000 for Cocoa High School's new Construction Program
- \$350,000 for the Space Coast Economic Development Commission's Talent Asset Pipeline Program



August 15, 2019

## *Information Brief*

### **Legislative Workshop**

#### **Background**

CareerSource Brevard (CSB) hosted a Legislative Workshop on June 4, 2019 with the goal of developing a plan to cultivate stronger relationships with Elected Officials. This was the second year in a row CSB facilitated this workshop as the one held in 2018 yielded positive results.

#### **Results**

The workshop was designed to provide participants with information on the services and programs CSB offers to employers and jobseekers along with highlighting the current initiatives underway that support the workforce system and ensures the economic prosperity of Brevard County.

The Workshop was held at the Rockledge Offices (boardroom) on June 4th. Participants enjoyed breakfast and networking prior to the formal program. Staff gave presentations that focused on outlining the importance of our programs and services and gave participants a direct POC (Point of Contact) to help guide their constituents to needed workforce services.

A panel of jobseekers and employers presented on their personal success stories and how their working relationships with CSB has benefited their businesses. A guided tour of the Rockledge Career Center was given and a folder of resource materials were distributed.

The following offices were represented:

Senator Tom Wright & Staff  
Congressman Posey's Office  
Representative Randy Fine's Office  
County Commissioner Curt Smith's Office

*Evaluations from the workshop were very positive. Some comments received were:*

“Very thorough explanation of all your services! Keep up the great work!”

“Great Workshop. I’m glad I attended.”

“Thank you for the hosting this event. I was not aware of all the services you offer or the impact you have on our community!”

Positive post-workshop outcomes include Senator Wright participating on a legislative panel the following week at the CSB hosted Aerospace Workforce Workshop. Senator Wright also carried the panel participation request directly to Representative Tyler Sirois’ office on CSB’s behalf and advocated for his involvement. Both Senator Wright and Representative Sirois have commitment to continue their office’s involvement with CSB’s aerospace sector efforts going forward.

In addition, Representative Sirois’ office has requested a meeting with CSB President and V.P. of Industry Relations to learn more about our programs and services as they were not available to attend the workshop. Representative Rene Plasencia’s office also requested a meeting at CSB offices along with a tour of the Rockledge Career Center. Both meetings are scheduled for the near future.

MEASURING SUCCESS



2,023

BUSINESSES SERVED

5,687

PEOPLE  
PLACED IN  
JOBS



71,224

SERVICES PROVIDED  
TO BUSINESSES



- Health Care
- Construction
- Manufacturing
- Professional Services
- Retail Trade
- Administrative

UNEMPLOYMENT RATE

3.1%

BREVARD'S  
UNEMPLOYMENT RATE  
AS OF 7/1/2019



ON-THE-JOB TRAINING

66 OJTs  
CREATED

FOR 33 BREVARD  
BUSINESSES

WITH  
\$465,083.56  
IN OJT CONTRACTS WRITTEN

RECRUITING EVENTS/ JOB FAIRS

216 Recruiting  
Events and  
Job Fairs

4,313 JOB  
SEEKERS  
ATTENDED

FOR 169 UNIQUE  
EMPLOYERS

VETERANS SERVED

2,171 VETS

41,548 Personalized  
Services  
Received

613

VETERANS EMPLOYED

**\$11.6M = \$114.8M**

Invested in employment and training services

Infusion of Wages in Brevard County

**In PY 2018-2019, CareerSource Brevard's Workforce System Provided:**



**2,023**

Brevard  
businesses served

**19,765**

Brevard residents provided  
with employment services

**5,687**

Brevard residents  
placed in jobs

**Business Services**

We are focused on the present and the future needs of Brevard County and the people who live and work here.



Providing businesses  
the right candidates



Recruitment services  
to meet all levels of  
the businesses need



Employee training  
solutions that keep  
businesses prosperous



Complimentary  
human resource  
outsourced support

**Career Services**

We use a sector strategy approach to talent development. We help our workforce in gaining the skills necessary to advance their careers or re-enter the workforce quickly.



Provide in person  
access to  
local businesses



Training resources  
to support  
in-demand industries



Targeted résumé and  
interview preparation



Effective online  
career search support



## Quarterly Multimedia Outreach (April – July 2019)

<p><b>Non-Paid Social Media Marketing &amp; Direct (Email) Marketing</b></p>	<p><b><u>Facebook, Twitter, LinkedIn, Constant Contact</u></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> <p><u>Partner News Shares:</u> Space Coast Area Transit, EFSC, Brevard Achievement Center, Space Florida, Boeing, Northrup Grumman, Groundswell, AARP Tax aide, Senator Posey’s Federal Contracting conference</p> <p><u>CSB events, programs &amp; services:</u> Daily hot jobs, Recruiting events &amp; workshops CompTIA and Microsoft Office Specialist training &amp; certifications, Income Tax services w/ United Way, IT workshop w/ Groundswell, City of Cocoa- Cocoa Works program for young adults, Brevard Adult Ed pre apprenticeship training, City of Palm Bay Juniors to Jobs program for young adults</p>
<p><b>Media Relations &amp; Press Coverage</b></p>	<p><b><u>Local, Regional and State Multi-Media Relations:</u></b> <i>Weekly 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> <p><u>CSB events, programs and services:</u> Weekly digital and print news coverage with local press re: employer’s hot jobs, recruiting events &amp; workshops. Cover story in the Brevard Business News on APG grant &amp; IT sector strategy initiatives. 98.5 The Beach provide weekly PSAs on employer’s hot jobs.</p>
<p><b>Community Partner Outreach Events/Programs</b></p>	<p><b><u>Additional outreach efforts not detailed in committee goals matrix:</u></b> <i>Ongoing collaboration with and sharing of, CSB’s Partner/Employer/Job seeker news and events.</i></p> <p><u>City of Cocoa Beach:</u> Channel Marker Replacement program. City officials recognize CSB for hurricane recovery work.</p> <p><u>Ken Lawson Visit:</u> Executive Director of the Department of Economic Opportunity visited CSB on May 20<sup>th</sup> to learn more about our services and impacts to Brevard’s Workforce</p> <p><u>Representative Plasencia Visit:</u> On July 9<sup>th</sup> to learn about our services and impacts to Brevard’s Workforce</p>
<p><b>Multi Media Promotions/ Tactics</b></p>	<p><b><u>Brevard Business News:</u></b> ½ page ads that inform the business community about workforce services available to them.</p> <p><b><u>Program collateral:</u></b> Ongoing creation of flyers to encourage jobseeker engagement</p> <p><b><u>Career centers’ tour and welcome video:</u></b> Updated to include a tour of all three career centers.</p>
<p><b>Website</b></p>	<p><b><u>Content development and enhancements:</u></b> Weekly updates to CSB web news blog. Page updates included addition of high performing keywords and messaging based upon paid media analytics, addition of the new three-career center tour video, IT sector strategy initiatives, Young Adult’s Summer Earn and Learn Program, Jobseekers services for underemployed.</p>
<p><b>State-funded Multi Media Campaigns</b></p>	<p><b><u>Out-of-State Engineering Talent Attraction &amp; Recruitment Campaign-- Results:</u></b>          April launched CSB’s 7-week multi media campaign. (LinkedIn, Google search and Electronic Direct Mail) CSB recruiters are following up with the 120 responders-to-date:</p> <ul style="list-style-type: none"> <li>• Top performing states: Texas, New York City, California, with Los Angeles, providing MOST conversions.</li> <li>• Top performing ad messaging:: “Search for top engineering jobs on the Space Coast”          Companies are looking for you....to Hire engineers like you.(LinkedIn drove this)</li> <li>• Targeted 574,031 engineers (5-10 years’ experience, potential DOD cleared)</li> </ul>



## Quarterly Multimedia Outreach (April – July 2019)

- 65% reached the landing page from their mobile phones (Google drove this)
- 120 responded: 72% ad clicks from men, 37% conversions from women.
- Largest age group are 25-34, Most were software engineers
- 9 employer-partners received a total 258 visits to their web sites.
- CSB Recruiter says:
  - *Of the 120 email addresses collected, 101 were viable.*
  - *Most from/and in this order: Texas, Tenn., Conn. Calif. Florida, Kansas, Mexico, New Jersey New York*
  - 17 responded to the CSB recruiters' call, 15 are currently working with CSB
  - *Of the 17, 8 are mechanical engineers, None were DOD cleared*
  - *Of the 101, ages were a bit older, 25-46, and 3 were female*

### **Local Unemployed/Underemployed/Introduction to key industry sectors -- talent attraction campaign – Results:**

April launched CSB's heavily saturated 6-week paid/non paid social media campaign. (Facebook, Google search and Electronic Direct Mail) CSB center managers are following up with the 396 responders-to-date:

- Top performing cities/zip in order of clicks and low-high income: Palm Bay-08, Cocoa-22 & 26, Grant- 49, Melbourne-35, Rockledge-55
- Top performing ad (carousel) messaging showed people in key industries: *"Get the training you need to succeed in the field you want."* *"See whose Hiring Near You"*
- Targeted 297,289 local talent were reached (Impressions)
- 396 responded: 74% are women, aged 46-64 from lower household income parameters (Google drove this)
- 93% responded from their mobile phones.
- CSB Recruiter says:
  - Half of email addresses were not valid
  - 30% of remaining/ approx. 60 are NEW to CSB (successfully uncovering hidden talent!)
  - Approx. 150 have visited within the past 1-3 years and are interested in learning more and coming back
  - Most were employed and considered themselves underemployed.
  - 15 are actively seeking services. 1 in training, 1 in a workshop.



REVISED  
07/29/2019

## Grow the Resources of the Board Report

**BOLD** Denotes  
Revisions or Additions

<b>GRANTS (Federal, State Local Competitive and Non-competitive)</b>				
<b>Resource Information</b>	<b>Amount Awarded</b>	<b>Grant Focus</b>	<b>Current Status</b>	<b>Staff Lead</b>
Grant Name: Back to Work 50+ (BTW 50+)  Time Frame: 3/1/19 – 12/31/2020  Funding Source: AARP Foundation  Partner(s): NA	<b>\$110,000</b>	CSB was selected to submit a grant application & 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	<b>Metrics from March 1 – July 21 efforts include:</b> <ul style="list-style-type: none"> <li>• <b>Attended Workshops – 109 (56% of goal)</b></li> <li>• <b>Started Coaching – 57 (63% of goal)</b></li> <li>• <b>Gained Employment – 29 (44% of goal)</b></li> <li>• <b>Average Wage - \$15.36</b></li> </ul> <b>Upcoming Waves:</b> <b>Wave 26 – August/Sept 2019</b> <b>Wave 27 – Sept / October 2019</b>	Jana Bauer
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.	Current grant activity includes continued meeting of subcommittees. We have enrolled 289 persons in the APG grant. Some additional updates include: <ul style="list-style-type: none"> <li>• <b>USDOL's 4/18/19 APG monitoring resulted in some findings. A corrective action plan was submitted.</b></li> <li>• <b>Training for Microsoft Office Specialists and IT Help Desk (CompTia A+ &amp; Fundamentals) resulted in over 90 participants approved for training with now 65 of those completing training. Business Services has structured a series of employer "Meet &amp; Greets", IT Job Fairs, OJT along with targeted placements.</b></li> <li>• <b>A registered IT Apprenticeship program has been identified as being customized for our region. Working with partners and sponsors to bring it to Brevard.</b></li> </ul>	Gary Sulski
Name: Cooperative Outreach Program with Moore Communications and CareerSource Florida  Time Frame: 10/01/18 – 06/31/19  Funding Source: Wagner Peyser State Level Funding	\$31,406	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	<ul style="list-style-type: none"> <li>• <b>Talent Attraction &amp; Recruitment Campaign RESULTS</b></li> <li>• <b>Out-of-State Engineers: 120 responded, 15 engaged with CSB, Mostly: Texas, Tenn., NYC-area, CA (LA), male, software engineers, 25-46 yrs.</b></li> </ul>	Denise Biondi

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Partner(s): CareerSource Florida & Moore Communications		outreach costs and support local efforts.	<ul style="list-style-type: none"> <li>Local Unemp/Underemployed: 396 responded, 150 re-engaged, 15 active with CSB, Mostly: middle low/ low income across Brevard, female, 46-64 yrs.</li> </ul>	
<p>Grant Name: Hurricane Matthew Dislocated Worker Grant (DWG)</p> <p>Time Frame: 12/1/2016 - 9/30/2019</p> <p>Funding Source: USDOL through DOE DWG</p> <p>Partner(s): NA</p>	\$6,013,500	Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities.	CSB received an additional \$1,490,408 in funding for a total of \$6,013,500 and an extension of time until 09/30/2019. This grant is focusing on an array of projects in cities, county, and the wildlife refuge as well as other locations where damage occurred. <b>We completed all repairs and expended all funding as of 30 June 2019</b>	Jim Watson
<p>Hurricane Irma Dislocated Worker Grant (DWG)</p> <p>Time Frame: 09/07/2017 - 9/30/2019</p> <p>Funding Source: USDOL through DEO (DWG)</p> <p>Partners: NA</p>	\$4,000,000	Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities. Grant allows for the expenditure of training funds to support DWG workers transitioning out of the temporary work.	CSB received an extension until 09/30/2019. This grant is focusing on an array of projects in cities, county, and the wildlife refuge as well as other locations where damage occurred. <b>Received 1.5 million in additional funding in PY18-19. We have requested additional funding along with a grant extension to 30 Sept 2020. Response expected in mid August.</b>	Jim Watson
<p>Grant Name: Governors Challenge</p> <p>Time Frame: 01/01/2018 – 12/31/2019</p> <p>Funding Source: DEO using WIOA Funding</p> <p>Partners(s): None</p>	\$20,000	The focus of this grant is provide assistance to individuals who have relocated from Puerto Rico and the Virgin Islands due to Hurricane Maria. Allowable activities include: outreach to targeted populations, assessment of needs, and the provision of WIOA services to help eligible participants regain employment.	<b>CSB has focused the funding for this grant to attract and provide services to evacuees from Puerto Rico. Working in partnership with Brevard Adult Education CSB continues to provide English as Second Language (ESOL) classes for those who have relocated to Brevard County. These classes are provided two days a week at all three CSB locations. ESOL is a big draw for this population and has allowed individuals to find CSB as a resource for assistance with work and living on the mainland. Nineteen individuals from Puerto Rico have taken advantage of these classes and six have entered employment.</b>	Wendi Bost

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: Maria Evacuees</p> <p>Time Frame: 10/01/2017 – 09/30/2019</p> <p>Funding Source: USDOL through DEO (DWG)</p> <p>Partners(s): None</p>	\$125,000	<p>The focus of this grant funding is for persons who have relocated from Puerto Rico and the Virgin Islands due to Hurricane Maria. Funds can be used for a variety of services to assist in training &amp; employment. The plan for this grant is to focus on creating a series of “Welcome Workshops for Latino Newcomers”.</p>	<p>The Phase I &amp; II of the Welcome Workshops/Talleres de Bienvenida (teaching about living and working in Brevard as well as cultural competency training) were completed with 85+ participants. CSB offered a workshop in a Hispanic Church, Jornada al Cielo on March 19 in Melbourne which hosted 24 people, including the faith-based community. Also during the Phase II implementation, which began January 2019, additional workshops were offered called Activa Tu Carrer, or Activate Your Career. These workshops, also designed as outreach to the Hispanic Community, teach interviewing preparation as well as understanding workplace expectations. Fifteen individuals attended these workshops. <b>Twenty Seven individuals have participated in this grant and 13 have entered employment.</b></p>	Wendi Bost
<p>Grant Name: Soft Skills Pilot Grant</p> <p>Time Frame: 07/01/2017 - 06/30/2019</p> <p>Funding Source: CS Florida-SS Initiatives Grant</p> <p>Partners: SHRM, AARP, EDC</p>	\$267,968	<p>Pilot program to build on our Sector Strategy initiatives by listening to the voice and concerns of industry. In Phase One we will offer 500 participants basic soft skills training thru a national partner that is practical, self-paced, credentialed and credible to employers and monitor hiring and retention patterns for positive results.</p>	<p><b>As of 6/30/19, there are 515 enrollees and 453 of those have received their credential. To monitor retention, surveys continued to be sent out to both employer and employee at the 90 day mark. Now that the grant has ended, the final phase of organizing and collecting data has begun and a written narrative metrics report will be finalized by the end of August. The “FL Ready to Work” introduced a new soft skills courseware that allows more streamlined interaction for participants and proctors.</b></p>	Foy Staley
<p>Grant Name: Nursing Career Pathways Training Proposal</p> <p>Time Frame: 11/01/2017 - 06/30/2019</p> <p>Funding Source: CS Florida – SS Initiatives Grant</p> <p>Partner(s): Macedonia Community Development Corp. (MCDC)</p>	\$350,387	<p>Focused on filling training program vacancies with a talent pipeline to address the nursing shortage. Contracting services for pipeline recruiting efforts through Macedonia Community Development Corporation (MCDC) to recruit 300 prospects for healthcare training as part of an enrollment funnel for 23</p>	<p><b>The grant ended June 30<sup>th</sup> and here are the results. CSB enrolled three more CNA training candidates for a total of thirty four, exceeding our goal to enroll twenty students. Of the remaining thirty one CNA training completers, twenty are certified and twenty nine are working. Of the twenty three LPN students, fourteen are</b></p>	Megan Cochran

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
		LPN trainees, 20 CNA or PCA trainees to enter training programs by 6/30/2019. One Staffing Specialist position is also funded through the grant.	<p><b>currently in training, seven LPN students graduated and are working and six of them have attained their LPN license.</b></p> <p><b>With established partnerships in place, our goal is to sustain best practices beyond the conclusion of the nursing grant. In June, Macedonia Education, Technology and Career Academy (METCA) put together another TABE Boot Camp and TEAS Prep course for LPN training candidates currently in the pipeline. In addition, CSB will partner with METCA on their next training recruitment fair scheduled in August and in preparation a set-aside of WIOA scholarship funds dedicated to healthcare training will be used to fund new training candidates.</b></p>	
<p>Grant Name: Florida Department of Economic Opportunity (DEO)/ National Health Emergency Opioid Dislocated Worker Demonstration Grant</p> <p>Time Frame: TBA</p> <p>Funding Source: USDOL Disaster Worker Grant (DWG)</p> <p>Partner(s): Eckerd Connects &amp; Brevard Opioid Task Force.</p>	\$2,000,000	<p>This grant has two targets: (1) Servicing dislocated workers, new entrants into the workforce, directly impacted by or residing in a community heavily impacted by the opioid crisis. (2) Building the capacity of the workforce in occupations that can help address the opioid crisis; and assisting workers seeking to enter professions that could help in addressing the opioid crisis and its causes. States are the only eligible entities for these grants. Unlike the Round 1 grants, this opportunity was written to mirror the traditional DWG grants.</p>	<p><b>On 4/11/19 CSB received notification from the Governor and DEO that the Florida grant had been approved for \$2.5 Million. Brevard will receive approximately \$2 Million to be used over the next two years to address our local opioid issues. Staff is currently analyzing the final approved document submitted by DEO to determine our local implementation plan. CSB expects that portions of the grant activities will be up and running in the next 45 days.</b></p>	Wendi Bost
<p>Grant Name: <a href="#">Rebuild Florida</a></p> <p>Time Frame: 09/01/2018 – 06/30/2020</p> <p>Funding Source: DEO/ Community Development Block Grant – Disaster Recovery (CDBG-DR)</p>	\$300,000	<p>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</p>	<p><b>The funding for the first 6 months of the use of space. Innovative Emergency Management (IEM) is DEO's vendor for the program expired on 03/31/2019. DEO has extended the grant through 06/30/2020. We have collected \$110,359 thru 6/30/2019.</b></p>	Jeff Witt Or Don Lusk

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Partner(s): Innovation Emergency Management (IEM)		impacted by Hurricane Irma and individuals and families from Puerto Rico and the Virgin Islands displaced by Hurricane Maria. Rebuild Florida will repair and rebuild damaged homes across the hardest-hit communities of our state. CSB's role at the request of DEO is to provide space for the up to 12 staff.		
Grant Name: Department of Economic Opportunity Community Development Block Grant – Disaster Recovery (DR) Construction Industry Training  Time Frame: Unknown  Funding Source: DEO/ Community Development Block Grant – Disaster Recovery (CDBG-DR)  Partner(s): Unknown	Unknown	CSB staff responded to the DEO request for information regarding a workforce training opportunity to address construction industry staffing needs. The training \$ amount has not been determined. The target is low to moderate income individuals. Brevard is one of 10 counties identified as impacted by Hurricane Irma designated to benefit from this funding.	Staff is awaiting further instructions regarding establishing a training program focused on the construction industry. Meanwhile staff is researching data and information necessary to roll out a program to meet business and job seeker needs. <b>No Change</b>	James Watson
Grant Name: FloridaMakes - NIST  Time Frame: TBA  Funding Source: VIA Florida Makes U.S. Department of Commerce National Institute of Standards & Technology  Partner(s): Innovation Emergency Management (IEM)	(\$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.	CSB will support this grant by providing a dedicated program manager to oversee efforts. This will include developing innovative outreach collateral for industry partners and job seekers. CSB will provide assessments, career advising, training funds and support services via WIOA formula funding. <b>CSB is still awaiting notification of this grant outcome.</b>	Judy Blanchard
Grant Name: Aero-Flex Pre-Apprenticeship Program Time Frame: 01/01//2019 - 06/30/2020  Funding Source: CS Florida – Sector Strategies  Partner(s): CareerSource Palm Beach, Tooling U, EDC, FloridaMakes, the Future's Center for Apprenticeship & Work Based Learning, SpaceFlorida, ASRC, Brevard Adult Ed, Northrup Grumman, Lockheed Martin, South Bay Workforce	\$149,129	CareerSource Brevard (CSB) in partnership and collaboration with CareerSource Palm Beach (CSPB) intend to 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	This grant request was submitted to CareerSource Florida for \$149,129 with a leveraged local funds of \$189,125 for a total of \$338,254. This is a planning grant that is being coordinated with the NIST grant listed above. An outcome of the planning grant is to train 12 persons. We were notified on 01/17/2019 that we received this grant.  <b>We were notified of this grant approval on 01/17/2019. CSB and Adult Ed staff are working to recruit students for the first cohort scheduled to begin on</b>	Judy Blanchard & Clinton Hatcher

<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>
Investment Board, Training Funding Partners.		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.	<b>May 6. Classes will run three nights per week. A second cohort will be added in January if necessary to meet grant requirements.</b>	
Grant Name: Brevard Adult Education Pre-Apprenticeship Program Expansion Time Frame: 01/01/2019 - 06/30/2020  Funding Source: CS Florida – Apprenticeship Expansion  Partner(s): Brevard Adult Education, Brevard Air Conditioning Contractors Association (BACCA), ABO Apprenticeship (Coastal Mechanical), Southeast Power Corporation, Brevard Electrical Apprenticeship Program, ABC Institute	\$100,000	CareerSource Brevard and the Brevard County School District's Adult Education program has been coordinating with existing Registered Apprenticeship (RA) programs in the Local Workforce Development Board (LWDB) Area 13 for the last 12 months to expand the number of participants who select and succeed in apprenticeships. This effort's focus is to minimize working in silos and to maximize collaboration. This collaboration has assisted in creating the 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:	<b>Classes kicked off the second week in May and will commence by mid-November. Classes are held in the evenings, twice per week. A total of 49 applications were received, with 23 enrolling into the program. Of the 23, 18 are WIOA eligible. The average age of the participants is 35, and the majority are currently employed and interested in electrical. A second cohort may be added in the Fall of 2019 due to community interest.</b>	Jana Bauer /Wendi Bost
Grant Name: R.I.S.E. Brevard  Time Frame: 01/01//2019 - 06/30/2020  Funding Source: CS Florida – Pathways to Prosperity  Partner(s): Brevard County Drug Court & Florida Department of Corrections	<b>\$250,000</b>	"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 and as of 7/24/19, 16 customers have been enrolled, 6 are employed, 1 had completed training and 1 has been dual enrolled in the Hurricane DWG program. CSB continues to work with the remainder of the enrollees.</b>	Jim Watson
Grant Name: Florida College Access Network – Seed Grant  Time Frame: 05/1/19- 4/30/2020	<b>\$20,000 (Includes \$10,000 CSB Match)</b>	<b>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</b>	<b>Two meetings were held with Brevard Public Schools and METCA to put the frame work in place. * Two priority populations of focus include BPS students from 7<sup>th</sup> to 12<sup>th</sup> grade and low income adults.</b>	Megan Cochran

<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>
Funding Source: Hosted by University of South Florida  Partner(s): Brevard Public Schools & METCA (Macedonia Education & Technology Academy)		<b>students. This includes expanding programs, services, recourses, policies to address the systemic barris that prevent access to postsecondary education.</b>	<b>* Shared metrics will include the goal 54% of BPS seniors will complete a Free Application for Federal Student Financial Aid (FASFA) application. In addition, a goal for post-secondary credential attainment will be defined if a way to measure progress over time is identified.</b> <b>* A list of potential partner organizations is being developed to include with the LCAN.</b> <b>* LCAN initiatives will be the focus of the September Brevard Healthcare Workforce Consortium meeting.</b>	

<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>
Grant Name: Ticket to Work (TTW) Program  Time Frame: Indefinite  Funding Source: Social Security Administration  Partner(s): Vocational Rehabilitation	<b>\$238,994</b> To Date	Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).	Staff continue to work with eligible customers who are interested in work or training. EN continues to progress at a modest pace with 46 tickets being assigned. <b>Receipts for the first 4 quarters of the year (7/1/18-06/30/19) are \$10,363 for a cumulative total of \$238,994.</b>	Jim Watson
Grant Name: Florida Partnership Plus  Time Frame: Indefinite  Funding Source: Social Security Administration  Partner(s): Vocational Rehabilitation (VR)	\$11,500 To Date	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).	CSB received \$ 10,000 in PY 16 -17 and 17-18, CSB received \$11,500. <b>There was one new referral for this program in PY 18-19 and no payment has been made to date.</b>	Jim Watson
Grant Name: Tobacco Free Florida	<b>\$45,875</b> To Date	The Bureau of Tobacco Free Florida (BTFF) partners with Florida RWB's to promote the	This agreement provides unrestricted revenue.	Marina Stone



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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Time Frame: Indefinite</p> <p>Funding Source: Bureau of Tobacco Free Florida</p> <p>Partner(s): Florida Department of Health</p>		<p>"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>Receipts for PY18-19 first quarter- (7/1/18-9/30/18) is \$2,775, second quarter (10/1/18-12/31/18) is \$1,800 , the third quarter (1/1/19-3/31/19) is \$2062.50 <b>and the fourth quarter (4/1/19 – 6/30/19) is \$900.</b> Cumulative total of <b>\$45,875.00</b></p>	
<p>Grant Name: Healthcare Sector Strategy</p> <p>Time Frame: 7/1/16 – 9/30/19</p> <p>Funding Source: Private Sector</p> <p>Partner(s): A variety of health care employers, training vendors and others.</p>	<p>\$308,000 To Date</p>	<p>Employ a Healthcare Sector Strategist to coordinate Healthcare Sector Strategy to facilitate solutions for current workforce needs, projections for workforce issues over the next five years, and resources to meet both long and short term goals as established by the industry as a whole.</p>	<ul style="list-style-type: none"> <li>• <b>Exceeded aggregate goals for Quarter 12, April – June 2019 and have one quarter remaining.</b></li> <li>• <b>The Brevard Healthcare Workforce Consortium committees met and updated goals for the 2019-2020 PY. Based on Educational Capacity VS Enrollments, LPN, CNA and Pharmacy Tech (new) trainee recruitment will be a priority. We are also looking how to support soft skills development for the incumbent healthcare workforce.</b></li> </ul>	<p>Megan Cochran</p>
<p>Grant Name: City of Palm Bay – Juniors to Jobs Program</p> <p>Time Frame: June – August 2019</p> <p>Funding Source: City of Palm Bay</p> <p>Partner(s): US Conference of Mayors</p>	<p><b>\$6,200</b></p>	<p>Using a combination of \$ from Palm Bay and USCM, CSB will facilitate the "Juniors to Jobs" summer youth training program focusing on teaching 25 high-school juniors the skills they need to obtain employment.</p>	<p><b>The 2019 program accepted 16 students, with all 16 completing the work experience. Students will graduate in front of City Council on Thursday, August 1.</b></p>	<p>Jana Bauer</p>
<p>Grant Name: City of Cocoa Youth Summer Employment Program</p> <p>Time Frame: June – August 2019</p> <p>Funding Source(s): City of Cocoa</p> <p>Partner(s): NA</p>	<p><b>\$7,000</b></p>	<p>Using funding from the City of Cocoa, CSB will facilitate a summer youth training program focusing on teaching 22 high school juniors and seniors the skills they need to obtain employment. This includes a paid Work Experience piece with the City.</p>	<p><b>The 2019 program accepted 14 students, with 13 students completing the work experience. The students graduated in front of City Council on Wednesday, July 24.</b></p>	<p>Jana Bauer</p>
<p>Grant Name: Wells Fargo AARP 50+ Support Services</p> <p>Time Frame: 10/01/2018 - 02/28/2019</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</p>	<p><b>To date, we have assisted AARP BTW50+ participants with \$3,539 in services.</b> Services have included transportation, first impressions</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>
Funding Sources: Wells Fargo Bank Partners(s): NA		consist of transportation assistance, clothing to create a good first impression, and test preparation fees, etc.	and certification/testing/licensing assistance.	



August 15, 2019

## *Information Brief*

### **Financial Reports**

#### Background

The three financial reports that follow this brief will provide the Board with the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2018 and ending on June 30, 2019.

#### Report Descriptions

##### **CSB FINANCIAL REPORT (CHART 1)**

- Displays final expenditures for the prior year, the current approved budget figures, and a comparison of year-to-date budget figures and actual year-to-date expenditures. The percentage of each line-item budget that has been expended to date is displayed in the final column of the report.
- The report is summarized into seven major categories: (1) management services; (2) infrastructure services; (3) technology services; (4) business services; (5) special grants and incentives; (6) fee for service activities; (7) contracted service providers; and (8) direct customer costs.
- Funding that is retained by the Department of Economic Opportunity (DEO) to pay personnel costs of State employees working in our one-stop system is added to the CSB annual budget to arrive at the total workforce budget for Brevard.
- Scholarship Unit customer Individual Training Account (ITA) activity is analyzed at the bottom of the report, including current budgets, obligations, expenses, and the % of each budget item that is obligated.

##### **CSB FISCAL DASHBOARD INDICATORS (CHART 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

### **FEE FOR SERVICE ACTIVITIES (CHART 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.



# FY 2018-19 FINANCIAL REPORT

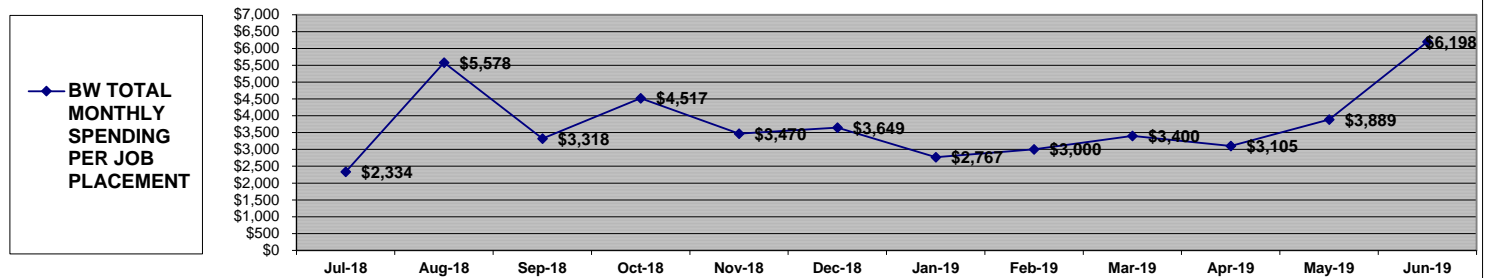
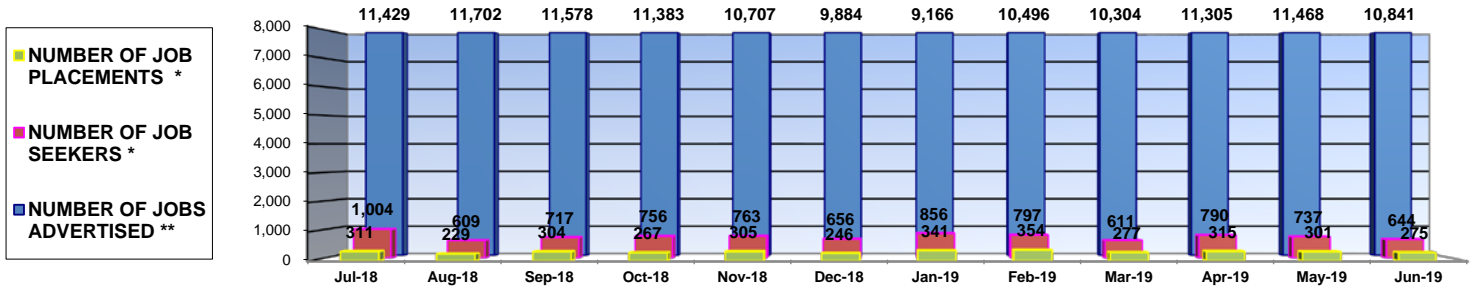
July 1, 2018 through June 30, 2019

<b>Current Funding Level</b>	<b>14,356,000</b>
<b>Current Annual Budget</b>	<b>14,356,000</b>
<b>Unobligated Funds</b>	<b>0</b>

	FY 2018 Actual Expense	FY 2019 Approved Budget	FY 2019 Y-T-D Budget	FY 2019 Y-T-D Expense	Percent of Budget Expended
<b>MANAGEMENT SERVICES</b> <i>(Board Operations, Staff, Outreach, Financial Services)</i>					
Salaries & Benefits	967,854	1,006,000	1,006,000	974,310	96.8%
Operating Expenses	156,117	334,500	334,500	244,303	73.0%
<b>Total Management Services</b>	<b>1,123,971</b>	<b>1,340,500</b>	<b>1,340,500</b>	<b>1,218,613</b>	<b>90.9%</b>
<b>INFRASTRUCTURE SERVICES</b> <i>(Rent, Phone, Utilities, Maintenance, Supplies)</i>					
Brevard Workforce Facilities	831,787	876,800	876,800	704,714	80.4%
Operating Expenses	31,022	53,900	53,900	24,435	45.3%
<b>Total Infrastructure</b>	<b>862,809</b>	<b>930,700</b>	<b>930,700</b>	<b>729,149</b>	<b>78.3%</b>
<b>TECHNOLOGY SERVICES</b> <i>(IT Staff, Telecom Services, Computer Hardware and Software)</i>					
Salaries & Benefits	214,888	228,000	228,000	227,582	99.8%
Operating Expenses	260,735	413,500	413,500	393,449	95.2%
<b>Total Technology Services</b>	<b>475,623</b>	<b>641,500</b>	<b>641,500</b>	<b>621,031</b>	<b>96.8%</b>
<b>BUSINESS SERVICES</b> <i>(Employer Outreach and Business Support Staff)</i>					
Salaries & Benefits	712,536	683,000	683,000	682,610	99.9%
Operating Expenses	13,444	38,800	38,800	29,537	76.1%
<b>Total Business Services</b>	<b>725,980</b>	<b>721,800</b>	<b>721,800</b>	<b>712,147</b>	<b>98.7%</b>
<b>GRANTS &amp; INCENTIVES</b>	<b>607,569</b>	<b>1,473,900</b>	<b>1,473,900</b>	<b>1,122,257</b>	<b>76.1%</b>
<b>FEE FOR SERVICE ACTIVITIES</b>	<b>198,355</b>	<b>200,000</b>	<b>200,000</b>	<b>149,385</b>	<b>74.7%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>3,994,307</b>	<b>5,308,400</b>	<b>5,308,400</b>	<b>4,552,582</b>	<b>85.8%</b>
<b>CONTRACTED SERVICES</b>					
General Contractor (C2 GPS)	2,820,118	3,310,400	3,310,400	3,185,678	96.2%
AARP BTW Services (C2 GPS)	83,231	94,000	94,000	92,990	98.9%
NEG Matthew Services (C2 GPS)	101,767	115,400	115,400	111,672	96.8%
NEG Irma Services (C2 GPS)	93,491	172,600	172,600	161,644	93.7%
Nursing Services (C2 GPS)	16,601	40,600	40,600	34,143	84.1%
Soft Skills Services (C2 GPS)	20,611	48,500	48,500	48,122	99.2%
Pathways to Prosperity (C2 GPS)	0	16,100	16,100	11,589	72.0%
America's Promise (CSCF)	206,482	250,000	250,000	236,294	94.5%
<b>Total Contracted Services</b>	<b>3,342,301</b>	<b>4,047,600</b>	<b>4,047,600</b>	<b>3,882,132</b>	<b>95.9%</b>
<b>CUSTOMER SERVICES</b>					
Formula Funds - Training Activities *	755,973	1,150,000	1,150,000	839,594	73.0%
Formula Funds - Support Services *	69,297	150,000	150,000	126,519	84.3%
Other Grants - Training Activities	3,028,590	3,600,000	3,600,000	3,537,515	98.3%
Other Grants - Support Services	54,957	100,000	100,000	36,041	36.0%
<b>Total Customer Services</b>	<b>3,908,817</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>4,539,669</b>	<b>90.8%</b>
<b>TOTAL PROGRAM BUDGET</b>	<b>7,251,118</b>	<b>9,047,600</b>	<b>9,047,600</b>	<b>8,421,801</b>	<b>93.1%</b>
<b>TOTAL ANNUAL BUDGET</b>	<b>11,245,425</b>	<b>14,356,000</b>	<b>14,356,000</b>	<b>12,974,383</b>	<b>90.4%</b>
<b>STATE-LEVEL FUNDING</b>	<b>814,706</b>	<b>873,800</b>	<b>873,800</b>	<b>804,658</b>	<b>92.1%</b>
<b>TOTAL WORKFORCE BUDGET</b>	<b>12,060,131</b>	<b>15,229,800</b>	<b>15,229,800</b>	<b>13,779,041</b>	<b>90.5%</b>

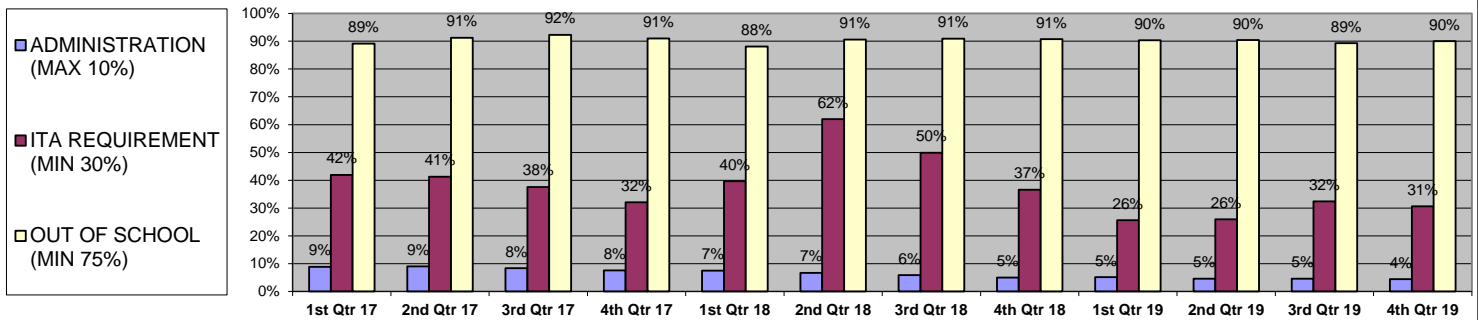
	FY 2018 Actual Expense	FY 2019 Approved Budget	FY 2019 Current Obligations	FY 2019 Y-T-D Expense	% of ITA Funds Obligated
<b>*CUSTOMER ACTIVITY</b>					
Job Seeker ITAs	330,257	575,000	578,050	500,427	100.5%
Employer OJT/AWE/EWT	425,716	575,000	400,239	339,167	69.6%
Incentives & Materials	69,297	150,000	177,403	126,519	118.3%
<b>Total Customer ITA Activity</b>	<b>825,270</b>	<b>1,300,000</b>	<b>1,155,692</b>	<b>966,113</b>	<b>88.9%</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%)	158,006	316,211	456,985	658,119	137,070	269,784	421,291	559,072	153,830	282,216	419,576	572,973
PROGRAM ACTIVITIES	1,631,825	3,195,398	4,992,059	8,045,300	1,695,133	3,754,384	6,751,105	10,686,353	2,858,106	5,891,543	8,701,681	12,401,410
CUSTOMER SPENDING:												
STATE ITA COSTS (MIN 30%)	167,278	383,623	546,442	762,055	183,637	405,170	558,597	708,028	89,847	224,104	467,221	775,951
OTHER PROGRAM COSTS	231,838	546,304	907,802	1,616,328	279,361	248,451	561,054	1,227,428	260,390	639,214	977,107	1,757,069
YOUTH SPENDING:												
IN-SCHOOL	30,644	50,167	65,864	85,514	37,032	59,962	79,855	83,048	22,629	54,399	79,174	89,734
OUT-OF-SCHOOL (MIN 75%)	251,721	522,113	790,366	867,358	274,370	576,159	798,546	816,160	211,740	512,905	659,071	809,910



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2018 - 6/30/2019)

Unrestricted Balances: Cash on Hand \$245,234 Certificates of Deposit \$72,897 Total \$318,131

	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	\$ 92,523	100.0	\$ 84,573	100.0	\$ 12,420	100.0	\$ 8,588	27.1	\$ 10,000	99.0	\$ 208,104	90.0
Contract Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Sponsorship Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Donated Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	0.0	-	0.0	23,119	72.9	-	0.0	23,119	10.0
Website Licenses	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	0.0	-	0.0	96	1.0	96	0.0
<b>Total Revenue</b>	<b>\$ 92,523</b>	<b>100.0</b>	<b>\$ 84,573</b>	<b>100.0</b>	<b>\$ 12,420</b>	<b>100.0</b>	<b>\$ 31,707</b>	<b>100.0</b>	<b>\$ 10,096</b>	<b>100.0</b>	<b>\$ 231,319</b>	<b>100.0</b>
<b>Expenses</b>												
Personnel	\$ 76,993	83.2	\$ 21,041	24.9	\$ 605	4.9	\$ 1,831	5.8	\$ 1,644	16.3	\$ 102,114	44.1
Travel / Training	1,242	1.3	959	1.1	-	0.0	-	0.0	3,849	38.1	6,050	2.6
Outreach	3,184	3.4	169	0.2	869	7.0	-	0.0	3,090	30.6	7,312	3.2
Software	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Supplies	820	0.9	814	1.0	799	6.4	-	0.0	6,253	61.9	8,686	3.8
Equipment	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Professional Services	3,720	4.0	59,774	70.7	24	0.2	80	0.3	6,497	64.4	70,095	30.3
Customer Wages	-	0.0	-	0.0	5,469	44.0	-	0.0	-	0.0	5,469	2.4
Customer Support	-	0.0	-	0.0	2,501	20.1	-	0.0	6,133	60.7	8,634	3.7
Indirect Costs	6,564	7.1	1,816	2.1	784	6.3	146	0.5	2,097	20.8	11,407	4.9
<b>Total Expenses</b>	<b>\$ 92,523</b>	<b>100.0</b>	<b>\$ 84,573</b>	<b>100.0</b>	<b>\$ 11,051</b>	<b>89.0</b>	<b>\$ 2,057</b>	<b>6.5</b>	<b>\$ 29,563</b>	<b>292.8</b>	<b>\$ 219,767</b>	<b>95.0</b>
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>0.0</b>	<b>\$ -</b>	<b>0.0</b>	<b>\$ 1,369</b>	<b>11.0</b>	<b>\$ 29,650</b>	<b>93.5</b>	<b>\$ (19,467)</b>	<b>-192.8</b>	<b>\$ 11,552</b>	<b>5.0</b>

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
May 6, 2019

**MINUTES**

**Members in Attendance:** Paula Just (Chair) (via teleconference), Daryl Bishop, Mike Menyhart (via teleconference), Patty Stratton (via teleconference), Robert Jordan (via teleconference).

**Members Absent:** Susie Glasgow, Travis Mack.

**Staff in Attendance:** Judy Blanchard, Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin.

**Guests:** None

Paula Just called the meeting to order at 4:05pm.

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

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for February 4, 2019 made by Daryl Bishop and seconded by Patty Stratton. Motion passed unanimously.

Contracts with Board Members

CSB Board Member Daryl Bishop identified the need to abstain from discussion and voting as he is employed by Seacoast Bank who would benefit financially from this transaction. SunTrust Bank has been providing CareerSource Brevard's banking and treasury management services since its incorporation in 1990. During the past four years, CSB's average annual cost for banking services has been \$9,079. 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, offered to provide the same services currently provided by SunTrust at an annual cost of approximately \$2,200, representing a 75% savings to CSB. Motion to recommend the Board of Directors approve Related Party Contract with Seacoast Bank in an amount not to exceed \$2,500 annually, made by Patty Stratton and seconded by Mike Menyhart. Motion passed unanimously with Daryl Bishop abstaining.

Memorandum of Understanding (MOU) - Brevard Board of County Commissioners

The Brevard Board of County Commissioners serve as the Chief Elected Official and CSB is required by the Workforce Innovation and Opportunity Act (WIOA) to enter into a MOU with them. This MOU sets out the required local control for public workforce accountability, appointment of Board Members, fiscal agent designation, planning, Career Center (One-Stop) performance measures and other required or agreed upon roles and responsibilities. This agreement has been in place for many years but was last updated in 2012. With the passage of WIOA in 2014 and other changes, it is necessary to update the document. An updated MOU was presented for review.

Ms. Murphy explained that the MOU was updated to clarify the County's liability. The changes have already been discussed with the County Manager and the County's Attorneys are



reviewing the MOU. There was discussion on disallowed costs and the sequence of liability and it was noted that CSB carries Errors and Omissions Insurance for \$1M.

Motion to recommend approval of the Modifications to the Brevard County MOU, contingent upon modifications received from the County, to the next full Board of Directors made by Mike Menyhart and seconded by Daryl Bishop. Motion passed unanimously.

**Discussion/Information Items:**

PY 2019-2020 Strategic Focus

Ms. Murphy discussed Brevard's low unemployment rate and said that workforce is a top concern in a tight labor market. She discussed the continuation of the sector strategy business model, finding hidden talent, retention strategies for businesses, events to help with hiring needs, and the social media talent attraction campaign, and requested input from the Committee. Mike Menyhart said that Volusia County were utilizing Boys and Girls Club to help get the word out on manufacturing.

Robert Jordan joined the meeting.

Governance/Finance Committee (GFC) Update

Daryl Bishop gave an update on the GFC which had met earlier in the day. He said that the GFC had approved two new board members, reappointed eight board members, approved three officer nominations, and approved the PY19-20 budget. All action items will be sent to the full Board of Directors for approval.

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. Items discussed included grant funded projects, Rebuild Florida's extension, and the Aerospace Summit being held in June.

Committee Organizational Chart for PY 2019-2020

Ms. Murphy presented the Committee Organizational Chart. Contingent upon board approval Mike Menyhart will Chair the Industry Workforce Committee and Nancy Heller will Chair the Career Center Committee. Lloyd Gregg will be asked to Chair the Governance/Finance Committee.

**Adjournment:**

The meeting adjourned at 4:40pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

5/16/2019  
Date

(signature on file)  
Paula Just

5/14/2019  
Date

**CareerSource Brevard (CSB)**  
Governance/Finance Committee Meeting  
May 6, 2019

**MINUTES**

**Members in Attendance:** Daryl Bishop (Chair), William Chivers (via teleconference), Wayne Olson, Travis Mack (via teleconference), Amar Patel.

**Members Absent:** none

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

**Guests:** None

Daryl Bishop called the meeting to order at 3:00pm

**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 4, 2019 made by Wayne Olson and seconded by Travis Mack. Motion passed unanimously.

Board Member Nominations

The Committee reviewed applications from Lynn Brockwell-Carey, Executive Director of Neighbor Up Brevard to fill the vacant seat for community-based organizations representing youth, and Art Hoelke, VP/GM/FSO of Knight's Armament Company to fill the seat vacated by Dale Coxwell representing business and joint labor management apprenticeships. Motion to approve the nominations to the next meeting of the full Board of Directors made by Wayne Olson and seconded by William Chivers. Motion passed unanimously.

Board Member Reappointments

According to the CSB bylaws Directors of the Board serve one, three year term and prior to the end of their term, the Governance/Finance Committee reviews each member to determine which Board members should be asked to serve additional terms. The following have agreed to serve another term, subject to Board approval:

Shawn Beal – Business Manager, IBEW 208

Jennifer Kenny – Organizer, IBEW 606

Traci Klinkbeil – Community Administrator, DCF

Patricia Stratton – VP & IMCS Program Manager, Abacus Technology Corp.

Terry Schrupf – President/CEO, Florida Sports & Spinal Rehab

Susan Glasgow – President/CEO, Kegman Inc.

Frank Abbate – County Manager, Brevard County Management

Nancy Heller – Project Director, SCSEP

Wayne Olson made a motion to recommend reappointment of these members to the full Board of Directors for ratification action by the Brevard County Commission. Travis Mack seconded the motion and Motion passed unanimously.

### Nomination of Officers

All officer terms are up this year and the Committee reviewed the following nominations:

**Chair** – Susie Glasgow, President/CEO, Kegman Inc.

**Vice Chair** – Daryl Bishop, VP Commercial Banker, Seacoast National Bank

**Treasurer** – Lloyd Gregg, VP/GM, ASRC Federal

Motion to approve the nomination of Susie Glasgow for Chair, Daryl Bishop for Vice Chair and Lloyd Gregg for Treasurer for Program Year 2019-2020 to the next meeting of the full Board of Directors made by Wayne Olson and seconded by Travis Mack. Motion passed unanimously with Daryl Bishop abstaining.

It was noted that Mike Menyhart will Chair the Industry Workforce Committee and Nancy Heller will Chair the Career Center Committee.

### Program Year 2019-2020 Budget

Staff handed out proposed budget for PY2019-2020 and said that preliminary funding figures released from the U.S. Department of Labor and the Florida Department of Economic Opportunity (DEO) indicated only minimal reductions from current year funding levels. The CSB operating budget has been reduced by 3%, there will be a 5% increase in funding for career center operations, and funds for customer training and support will remain at the same initial level as the current year to ensure CareerSource Florida's Individual Training Account (ITA) spending requirements are met. Three current National Emergency Grants (Hurricanes Matthew, Irma and Maria) will be ending in 2019-2020, so the initial pool of special grant funds is 30% of current program year funding. However, four new competitive grants have been secured to supplement the budget. Staff said that the reduction in funding would have a minimal affect on CSB's programs.

Motion to recommend approval of the PY 2019-2020 budget of \$10,117,300 based on preliminary funding estimates to the full Board of Directors for approval made by Travis Mack. Motion seconded by William Chivers and Motion passed unanimously.

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

#### Procurement Policy Changes

On January 31, 2019 the U.S. Department of Labor released a memorandum authorizing grantees to increase their threshold for micro-purchases from \$3,500 to \$10,000 for procurement actions initiated on or after October 1, 2018. CSB's procurement policy was updated accordingly and presented for review.

#### Financial Reports

Staff reviewed the financial activity for the fiscal period ending on March 31, 2019.

Amar Patel joined the meeting at 3:20pm

#### Vendor Payment Report:

Staff handed out the Vendor Payment report from January 1, 2019 through March 31, 2019.

**Adjournment:**

Daryl Bishop adjourned the meeting at 3:22pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

5/8/2019  
Date

(signature on file)  
Daryl Bishop

5/8/2019  
Date

# CareerSource Brevard

Industry Workforce Committee

April 25, 2019

## Minutes

**Members in Attendance:** Susan Glasgow (Chair), Daryl Bishop, Lloyd Gregg Elizabeth Huy (via teleconference), Jennifer Kenny, Traci Klinkbeil (via teleconference), Dr. Linda Miedema (via teleconference), Nancy Peltonen and Janice Scholz

**Members Absent:** Kristen Bakke, Colleen Brown, Travis Proctor, Terry Schruppf and Julie Song

**Staff in Attendance:** Denise Biondi, Judy Blanchard, Megan Cochran, Clinton Hatcher, Jennifer Lasser, Don Lusk, Marci Murphy, Stephanie Mosedale, Lori Robinson, Marina Stone and Gary Sulski

**Guests in Attendance:** None.

### Call to Order:

Susan Glasgow (Chair) called the meeting to order at 8:33am at CareerSource Brevard (CSB). Introductions were made.

### Public Comment:

There was no public comment.

**Presentation:** Animaker presentations on the Federal Bonding Program and Collaborating with Brevard's Community Based Organization's presentations were shared.

### Action Items:

#### Approval of Workforce Operations Committee Minutes of January 17, 2019

Motion to approve the Minutes from the January 17, 2019 meeting was made by Daryl Bishop. Jennifer Kenny seconded the motion. The motion passed unanimously.

#### Selection of Key Industries

Staff presented data containing the history and trends of employment growth by industry from 2015 through 2019. The recommended key industries reviewed were manufacturing/ aviation/aerospace, information technology, healthcare, logistics/transportation/distribution, construction, and leisure/hospitality. Motion to

approve staff recommendation of the Key Industries for PY 2019-2020 be included on the consent agenda of the next Board of Directors meeting made by Jennifer Kenny. Daryl Bishop seconded the motion and it passed unanimously.

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

#### Outcomes in Manufacturing Sector

Updates, activities, collaborations and partnerships in the Manufacturing Sector were shared. CSB, the EDC and FloridaMakes met to discuss current initiatives, updates and sharing of information from all three organizations to help our common interests for Brevard County manufacturers. This will be an on-going quarterly meeting. Janice Scholz suggested that CSB partner with the Bayside and Heritage high school to address those students that are graduating with CPT, CNC and other certifications to get a job. EDC shared that Soldering certification may be available over the summer under their grant.

#### Healthcare Sector Strategy Grant Update

CareerSource Brevard was awarded grant funding for a staff position to support the Healthcare Sector Strategy. SMART goals were established for performance metrics. Goals were met and activities, along with results through March 31, 2019 were shared. The aggregate goal was exceeded. CSB was recently awarded a grant to develop a Local College Access Network (LCAN) for Brevard County. The purpose of this grant is to enhance the existing collaborative sector strategy initiatives by adding stakeholders in philanthropy, faith based, community based organizations and social services.

#### APG IT Sector Strategy Update

The America's Promise Grant (APG), in partnership with local IT employers, is to understand the training needs necessary for their successful hires, identify a training partner, create a workforce partnership among cohorts and create increased opportunities to get career seekers gainful employment. In the four years, 270 participants must be identified, vetted, trained and placed in job openings, using the grant. Activities related to the America's Promise Grant were reviewed. A pilot IT training/employment program for underemployed individuals has been rolled out and USDOL performed a monitoring, with report to follow.

Daryl Bishop left the meeting.

#### IT Training/Employment Program for Underemployed Individuals Pilot

A priority focus of CSB this Program Year is to identify 'hidden talent' for engagement into our services and programs to help support the current high-demand for skilled workers required by our industry partners. Recognizing that the 'underemployed' is a

target population in our hidden talent efforts, an internal team comprised of Business Services, Outreach, Operations and Career Center Staffing collaborated to create a new 'pilot' training opportunity for those underemployed (and unemployed) to enter new career paths into the IT industry. Details and marketing strategies were shared about the pilot program.

#### Outcomes in the Aerospace/Aviation Sector

The latest activities were shared about the Aerospace and Aviation Sectors. An Aerospace Workforce Workshop is being planned for June 13<sup>th</sup> in partnership with Space Florida, EDC and FloridaMakes.

#### Soft Skills Training Grant Updates

Updates of the activities to date related to the Soft Skills Training grant were shared. CSB received a no-cost extension of the Soft Skills training program performance period until June 30, 2019. As of December 30, 2019, 514 participants have completed the training and received their credential. Over 182 have been placed into employment through CSB.

#### Regional Apprenticeship Activities

Regional apprenticeship activities and grant submissions were shared. CareerSource Florida recently awarded CSB with \$100K to assist in the creation of a Pre-apprenticeship program for Brevard's existing skilled trades apprenticeships in partnership with Brevard Public School's Adult Ed. A June Aerospace Workforce Forum is currently being planned in partnership with Space Florida, FloridaMakes and the EDC at which time the AeroFlex program will be introduced to industry partners.

Susan Glasgow left the meeting.

#### Quarterly Multimedia Outreach

A review of social media, direct email marketing and paid advertising was reviewed. Media relations and press coverage, collateral, website and state co-op programs were shared.

Staff shared that CSB was awarded the Gold Award at the Annual United Way Awards Ceremony.

#### **Adjourn:**

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

Respectfully submitted,

Reviewed by,

{signature on file}      06/12/19  
Marina Stone                      Date

{signature on file}      06/12/19  
Susan Glasgow, Chair              Date



# CareerSource Brevard

Career Center Committee

March 12, 2019

## Minutes

### **Members in Attendance:**

Mike Menyhart (Chair), Joe Angelastro, Shawn Beal (via teleconference), Lynn Brockwell-Carey, Robert Gramolini (via teleconference), Nancy Heller, Juanita Jackson and Laura Coursaris

### **Members Absent:**

Stephanie Archer, Dale Coxwell, Marcia Gaedcke and Jennifer Sugarman

### **Staff in Attendance:**

Marci Murphy, Jana Bauer, Judy Blanchard, Denise Biondi, Jenn Lasser, Don Lusk, Jonathan Michael, Erma Shaver, Marina Stone and Jim Watson

### **Guests in Attendance:**

Caroline Joseph-Paul, Jessica Mitchell, and Julie Berrio of CareerSource Brevard (CSB) Career Centers

### **Call to Order:**

Mike Menyhart (Chair) called the meeting to order at 8:32 am at CareerSource Brevard (CSB). Introductions were made.

### **Public Comment:**

There was no public comment.

### **Presentation:**

#### Ex-Offender Program Improvements

A presentation was shared showing the updates of the work completed by the re-entry task team. The presentation had information about tools, resources and processes that have been implemented to improve the services to ex-offenders in the career centers.

### **Action Items:**

#### Approval of Career Center Committee Minutes of December 4, 2018

Motion to approve the Minutes from the December 4, 2018 meeting was made by Juanita Jackson. Nancy Heller seconded the motion. The motion passed unanimously.

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

#### Committee Goal Status

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

### Retaining Customers through Customer Service

With Brevard's unemployment rate hovering around 3.3%, traffic into our Career Centers has slowed down. A primary focus for CSB is new customer service to ensure customers feel our services are of value and that they continue to utilize CSB. A survey was created that asked one-time job seekers why they didn't come back and results from the customer service survey were shared. Discussion ensued. A more in-depth one-on-one touch for new customers was suggested. Another suggestion was that when the customer leaves, have a staff member ask the job seekers if their needs were met and what their next steps are. The President reached out to look at other region's best practices. Daytona has a dedicated DEO staff member with job seekers. A conference call with them to go over their process was discussed. They also have a form that staff goes over with the new job seeker.

Jonathan Michael left the meeting.

### Hidden Talent Update

There is a shortage of workforce talent across every industry with Brevard's current unemployment rate. Strategies to expose hidden talent in our community were shared. Suggestions included adding pictures of building frontage to the career centers location banner. Perhaps change the designation of 'ex-offender' to something softer that doesn't label the customers barrier. Offer some night training, CSB is not open at night, but we do share and encourage job seekers to other local trainings.

### Second Quarter Contractor Performance PY18-19

The CSB/C2 GPS contract is cost reimbursement for direct program costs, however; profit is withheld from the Contractor until measurable performance outcomes are achieved. The Contractor succeeded in meeting or exceeding the performance criteria and was paid all withheld costs for the second quarter of PY18-19. Data was shared.

### Primary Indicators of Performance Watch Brief

Common Measures were established under WIA and are still required by the Workforce Innovation and Opportunity Act (WIOA). 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. Data was shared showing past performance and actual performance. The 2018-2019 performance goals were met or exceeded for the 1<sup>st</sup> quarter.

### Working for Brevard Semiannual Report

An infographic was presented, entitled "Working for Brevard" which showed businesses served, services provided to businesses and measuring successes, along with the unemployment rate, on-the-job training, veterans served and recruiting events.

Local Customer Satisfaction Survey Results

The Customer Satisfaction Survey instrument in use in our career centers appears on computer stations and on the Workforce Specialist Services and Transition Specialist Services computers. During the second quarter, October 1, 2018 through December 30, 2018, 664 surveys were completed. Year-to-Date 1,462 surveys have been completed with an overall customer satisfaction rate of 92.9%.

Quarterly Multimedia Outreach Matrix

A chart showing the quarterly activities of the Outreach Department was shared. The SKY magazine was shared which highlighted CSB and the Space Coast beginning on page 70. CSB also paid for an advertisement in the publication at a significantly lower price.

**Adjourn:**

There being no further discussion or business, Mike Menyhart adjourned the meeting at 10:03 am.

Respectfully submitted,

Reviewed by,

{signature on file}      03/28/19  
Marina Stone              Date

{signature on file}      03/28/19  
Mike Menyhart, Chair      Date

# CareerSource Brevard

Career Center Committee

June 11, 2019

## Minutes

### **Members in Attendance:**

Robert Gramolini (Acting Chair), Shawn Beal (via teleconference), Lynn Brockwell-Carey, Laura Koursaris and Jennifer Sugarman

### **Members Absent:**

Joe Angelastro, Stephanie Archer, Marcia Gaedcke, Nancy Heller, Juanita Jackson and Mike Menyhart

### **Staff in Attendance:**

Marci Murphy, Jana Bauer, Judy Blanchard, Denise Biondi, Wendi Jo Bost, Jennifer Lasser, Don Lusk, Erma Shaver, Marina Stone

### **Guests in Attendance:**

Caroline Joseph-Paul, Thomas LaFlore, Jessica Mitchell, Bob Knippel, Julie Berrio and Michelle McAlpin of CareerSource Brevard (CSB) Career Centers

### **Call to Order:**

Robert Gramolini (Acting Chair) called the meeting to order at 8:31am at CareerSource Brevard (CSB). Introductions were made.

### **Public Comment:**

There was no public comment.

### **Presentation:**

#### Pre-Apprenticeship Expansion Grant

A presentation was shared showing the new pre-apprenticeship expansion grant, an initiative that was awarded funding by CareerSource Florida in partnership with Brevard Adult Education and will focus on a training program that provides exposure to the six main trades (HVAC, electrical, plumbing, pipe fitting, line erector and sheet metal). The curriculum overview was shared and the participant responses were highlighted.

### **Action Items:**

#### Approval of Career Center Committee Minutes of March 12, 2019

Motion to approve the Minutes from the March 12, 2019 meeting was made by Jennifer Sugarman. Lynn Brockwell-Carey seconded the motion. The motion passed unanimously.

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

### Committee Goal Status

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

### ITA Annual Evaluation

The ITA Annual Vendor Evaluation was reviewed with the purpose to help determine the success of training providers and to make that performance data available to staff. Based on the review, it is recommended to not issue any corrective actions to existing training vendors. Lynn Brockwell-Carey would like to know how many students attended Harris-Casel Institute based on the data presented.

### Effectiveness of Training/Career Services

In Program Year 2017-18, CareerSource Brevard provided Workforce Innovation and Opportunity Act (WIOA) funded career and training services to 1,255 customers at an average cost per placement of \$5,201 for WIOA enrolled customers. Snapshots were shared. Both OJT's and ITA's contribute to high success rates, however ITA's have a higher cost and longer training period with average training length of 15 months for ITA's compared to average training length of 8 months for OJT's. Looking at the training services it is clear that some customers benefit more from ITA type training while others have fewer barriers and can move successfully through OJT training. The similar results for each program appear to indicate that career center staff are matching customers to the type of training that best suits the customer needs.

### IT Training/Employment Program for Underemployed

A priority focus of CareerSource Brevard this Program Year is to identify 'hidden talent' for engagement into our services and programs to help support the current high-demand for skilled workers required by our industry partners. The IT industry was determined to be the focus due to the industry need already validated by the IT Consortium, the resources available under the America's Promise Grant (APG) as well as fitting well with the scope and performance requirements of this grant. To date, CSB has assisted 44 customers with A+ training and 45 customers with Microsoft Office training. Other tactics and updates were also shared.

### Staff Training

In support of staff development, CareerSource Brevard board and contractor teams invest in ongoing staff training opportunities. C2 has partnered with a training company that provides contractor staff with ongoing access to training courses and resources. However, the contractor and board both seek opportunities for face-to-face training when possible and applicable. Several staff training activities were shared.

### Third Quarter Contractor Performance PY2018-2019

The CSB/C2 GPS contract is cost reimbursement for direct program costs, however; profit is withheld from the Contractor until measurable performance outcomes are achieved. The Contractor succeeded in meeting or exceeding the performance criteria and was paid all withheld costs for the third quarter of PY18-19. Data was shared.

Primary Indicators of Performance Watch Brief

Common Measures were established under WIA and are still required by the Workforce Innovation and Opportunity Act (WIOA). 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. Data was shared showing past performance and actual performance. The 2018-2019 performance goals were met or exceeded for the 2<sup>nd</sup> quarter.

Local Customer Satisfaction Survey Results

The Customer Satisfaction Survey instrument in use in our career centers appears on computer stations and on the Workforce Specialist Services and Transition Specialist Services computers. During the second quarter, January 1, 2019 through March 31, 2019, 664 surveys were completed. Year-to-Date 2,201 surveys have been completed with an overall customer satisfaction rate of 96%.

Quarterly Multimedia Outreach Matrix

A chart showing the quarterly activities of the Outreach Department was shared.

For PY 19-20, Nancy Heller will be the new committee chair and Robert Gramolini will be the alternate chair if Ms. Heller is unable to attend. Mike Menyhart will be moving to the Industry Relations Committee.

**Adjourn:**

There being no further discussion or business, Robert Gramolini (Acting Chair) adjourned the meeting at 9:52am.

Respectfully submitted,

Reviewed by,

{signature on file}      06/26/19  
Marina Stone                      Date

{signature on file}                      06/26/19  
Robert Gramolini (Acting Chair)      Date