



Board of Directors Meeting
August 19, 2021 – 8:00am
CSB Boardroom, Rockledge

Join on your computer or mobile app [Click here to join the meeting](#)
Or call in (audio only) [+1 561-486-1414,,510955137#](#)

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

Agenda

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

Call to Order	<i>Lloyd Gregg</i>	<u>Page No.</u>
Roll Call	<i>Lyn Sevin</i>	
Public Comment		
Presentations:		
A. CareerSource Florida	<i>Michelle Dennard</i>	
Action Items:	<i>Lloyd Gregg</i>	
B. Bylaws Revisions		1 – 12
C. President’s Proposed PY21-22 Goals		13 – 14
D. Related Party Contracts		15 – 16
Consent Action Items:		
E. Board of Directors Meeting Minutes – 4/29/21 and 5/20/21		17 – 23
F. Affirmative Action Plan for HUD Construction Grant		24 – 31
Committee Chair Reports:		
G. Industry Workforce Committee	<i>Mike Menyhart</i>	
H. Career Center Committee	<i>Nancy Heller</i>	
I. Finance Committee	<i>Colleen Brown</i>	
J. President’s Report	<i>Marci Murphy</i>	
Information Items		
K. Grow the Resources of the Board		32 – 37
L. Quarterly Hurricane Recovery Report		38 – 39
M. ITA Vendor Evaluation		40 – 42
N. Career Center Activities		43 – 45
O. Continuous Improvement		46 – 47
P. Effectiveness of Training		48 – 49
Q. End of Year Contractor Performance		50 – 53

R. Primary Indicators of Performance	54
S. Fact Sheet	55
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U. Budget Update	59
V. Financial Reports (Charts 1, 2, & 3)	60 – 64
W. Committee Meeting Minutes	
a. Executive Committee – 5/3/21 & 8/2/21	65 – 68
b. Finance Committee – 8/2/21	69 – 70
c. Career Center Committee – 4/27/21	71 - 73
X. Presentations at Committee meetings	74 - 92
 <i>Adjourn</i>	

Meeting information available @ careersourcebrevard.com

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise CareerSource Brevard at least 48 hours prior to the meeting by contacting 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 Virtual unless otherwise noted

October 2021

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

November 2021

1st Finance Committee-3:30pm
1st Executive Committee-4:00pm
18th Board of Directors-8:00am

January 2022

13th Industry Workforce Committee-8:30am
25th Career Center Committee-8:30am

February 2022

7th Finance Committee-3:30pm
7th Executive Committee-4:00pm
17th Board of Directors-8:00am

April 2022

12th Industry Workforce Committee-8:30am
15th Board of Directors-8:00am
26th Career Center Committee-8:30am

May 2022

2nd Finance Committee-3:30pm
2nd Executive Committee-4:00pm
19th Board of Directors Retreat-8:00am-12pm (TBD)



August 19, 2021

Action Brief

Bylaws Review and Modification

Background

CareerSource Florida has updated Administrative Policy Number 091-Local Workforce Development Board Composition and Certification, and Administrative Policy Number 110-Local Workforce Development Area and Board Governance, necessitating changes to CSB's current Bylaws (Attachment A).

Modifications to CareerSource Brevard's (CSB) Bylaws have been reviewed by the Executive Committee and now, must be approved by the Full Board of Directors and ratified by the Brevard Board of County Commissioners.

Summary of Modifications

- CareerSource Florida policies 091 and 110 references added
- Purpose and Responsibilities of the LWDB defined
- Criteria for Nomination and Composition of Directors included
- Board officer term modified to include term limit of 8 years
- Board Member Orientation and Training defined
- Record Keeping requirement added
- Duties of Chair expanded

Action

Approve the Executive Committee's recommended changes to the Bylaws. Approval will result in requesting ratification by the Brevard Board of County Commissioners.

BREVARD WORKFORCE DEVELOPMENT BOARD, INC.

BYLAWS

As Amended [May 21, 2020](#)[August 19, 2021](#)

ARTICLE I. NAME, SERVICE AREA, OFFICE LOCATION

A. NAME

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

B. SERVICE AREA

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

ARTICLE II. MISSION

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

ARTICLE III. GOVERNING STATUTES

POWERS OF THE CORPORATION

General Powers:

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

Workforce Powers:

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

Authority:

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

Purpose and Responsibilities (Functions)

[The purpose of the LWDB \(or Corporation\) is to set policy and establish oversight of the local workforce development system. The local board has the responsibility to provide strategic and](#)

[operational oversight, assist in achievement of the State's strategic and operation vision and goals, and maximizes and continues to improve quality of services, customer satisfaction, and effectiveness of services provided.](#)

ARTICLE IV. BOARD OF DIRECTORS

A. DUTIES

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

Responsibilities and Authorities:

The Board shall:

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

Further the Board may

Exercise emergency powers allowed by law.

B. NOMINATION AND COMPOSITION OF DIRECTORS

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

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

~~In the event of conflict among different funders, federal funding requirements shall prevail. The members of the board shall represent diverse geographic areas and the importance of minority and gender representation must be considered. Documentation supporting the recruitment, vetting and nomination process, including names of nominating organizations and names of all candidates and their qualifications, must be retained for not less than five (5) years. See CareerSource Florida Administrative Policy Number 091 Local Workforce Development Board Composition and Certification.~~

Commented [JB1]: Referenced in AP091.

C. APPOINTMENT OF DIRECTORS

These Bylaws, the governing statutes and legislation, and policy direction of the Corporation's funders determine the manner in which Directors are nominated and appointed to the Board. All board member nominees are appointed by the Brevard Board of County Commissioners as recommended to them by the full Board of Directors. Nominations for appointment of Directors to (1) fill vacancies on the Board (2) to serve another term or (3) to increase the number of Directors on the Board shall be held throughout the year with nominations received and vetted through the Executive Committee. Nominees shall be voted on at Board meetings by a majority of Directors then holding office, including those Directors whose term shall expire at such meeting. The Brevard Board of County Commissioners have final approval.

D. MEMBERSHIP ON OTHER COMMITTEES--

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

E. TERM OF DIRECTORSHIP

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

F. CONFLICT OF INTEREST

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

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

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

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

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

G. RESIGNATION

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

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

H. REMOVAL FOR CAUSE

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

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

I. VACANCIES

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

J. BOARD MEMBER ORIENTATION AND TRAINING

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

ARTICLE V. MEETINGS

A. NUMBER AND INTERVAL

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

B. NOTIFICATION OF MEETINGS

The President notifies all Directors of scheduled ~~and special~~ meetings by email at least ~~five (5)~~ seven (7) days in advance, special meetings 72 hours prior, specifying the date, time, and location of the meeting and its agenda. The President develops and the Board Chair reviews and approves the agenda of all meetings of the Board. The Board shall assure that the Corporation properly notices all meetings in compliance with Florida Government in the Sunshine Law.

C. SPECIAL MEETINGS

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

D. PROCEDURES

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

E. QUORUM

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

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

F. RECORD KEEPING

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

ARTICLE VI. OFFICERS OF THE BOARD

A. DESCRIPTION OF BOARD OFFICERS

CareerSource Brevard's Officers are:

- Chair
- Vice Chair
- Treasurer

Past Chair

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

B. DUTIES

Duties of the Chair:

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

- a. Presiding at all meetings of the Board and reviewing the agenda for all Board meetings in consultation with the President.
 - b. Making all committee appointments
 - ~~c. Will not be assigned to any Committee other than the leading of the Executive Committee~~
 - c. Leading the board to develop a guiding vision that aligns with the state's priorities;
 - d. Acting as the lead strategic convener to promote and broker effective relationships between CLEOs and economic development, education, and workforce partners in the local area;
 - e. Leading an executive committee to guide the work of the board, and ensure that committees or task forces have necessary leadership and membership to perform the work of the board; and
 - f. Leading the agenda setting process for the year and guide meetings to ensure both tactical and strategic work is completed in all meetings
- ~~d.g.~~ Perform all other duties assigned to the Chair under these Bylaws and those usually pertaining to the office of the Chair.
The chairperson will not be assigned to any Committee other than the leading the Executive Committee

Duties of the Vice Chair:

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

Duties of the Treasurer:

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

C. ELECTION OF OFFICERS OF THE BOARD

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

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

ARTICLE VII. OFFICERS OF THE CORPORATION

A. NUMBER AND DESCRIPTION

The Officers of the Corporation shall be:

- President
- Secretary

B. DUTIES

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

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

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

ARTICLE VIII. COMMITTEES

A. STANDING COMMITTEES

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

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

- Executive
- Finance
- Industry Workforce
- Career Center

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

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the following:

- Chair of the Board
- Vice Chair of the Board
- Treasurer of the Board
- Past Chair of the Board

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

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

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

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

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

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

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

FINANCE

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

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

INDUSTRY WORKFORCE

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

CAREER CENTER

The Career Center Committee will be chaired by the Director appointed by the Chair of the Board and will consist of members appointed by the Chair of the Board. At the Board Chair's discretion, non-board members may be appointed to this committee. The Career Center Committee will work to create a Career Center Model that is one of the top choices for career seekers and businesses in Brevard by offering quality workforce products and services.

B. AD HOC COMMITTEES

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

ARTICLE IX. FINANCE

A. FISCAL YEAR

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

B. FINANCIAL ACCOUNTS

All financial records and statements shall be prepared in compliance with generally accepted governmental accounting principles as set forth in Federal and Florida Statutes and funding program guidelines, and as may be required by the governing

legislation and policy direction of the Corporation's funders. The financial records shall comply with all contractual or statutory requirements applicable to the Corporation.

C. NEGOTIABLE INSTRUMENTS

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

D. CONTRACTS

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

E. LOANS

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

ARTICLE X. AGENTS, CONSULTANTS, PROFESSIONAL SERVICES

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

ARTICLE XI. STAFF

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

ARTICLE XII. INVESTMENTS

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

ARTICLE XIII. AUDITS

A. AUDITS BY PUBLIC AGENCIES

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

ARTICLE XIV. INDEMNIFICATION

A. VOLUNTEER PROTECTION ACT

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

B. INDEMNIFICATION NOT EXCLUSIVE

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

C. INSURANCE AND OTHER INDEMNIFICATION

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

ARTICLE XV. AMENDMENT OF BYLAWS

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

ARTICLE XVI. ENACTMENT PROVISION

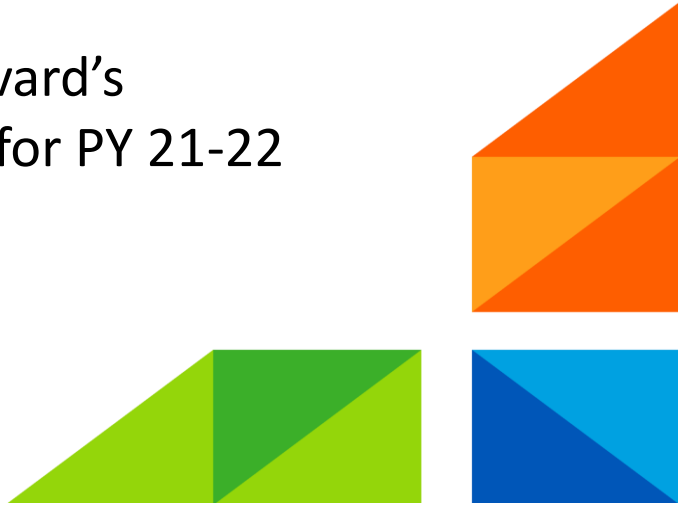
These Bylaws shall become effective upon approval by a majority vote of the Directors voting thereon and ratification by the Brevard Board of County Commissioners.

Nondiscrimination

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



CareerSource Brevard's Presidents Goals for PY 21-22



Proposed 21-22 Goals (15%)

Goal	Percent	Measure
Create processes that ensure CareerSource Brevard stays compliant with all Federal, State and local policies, procedures, guidance and agreements. Many new and modified requirements are coming from DEO/CSF as a result of the DOL state/local monitoring findings and the implementation of HB 1507.	1%	<ul style="list-style-type: none"> Develop a tracking document by August 31, 2021 Ensure 100% of DEO deadlines are met Develop a method and process to train employees to the new requirements- Implementation by January 2022. Implement 2 Compliance visits through outside monitoring firm. Share results with Finance & Executive committees.
Demonstrate CSB's successful regional partnerships	2%	<ul style="list-style-type: none"> Partner with other Florida Workforce Boards to implement event(s)/meeting(s) that shows at a minimum two cost saving outcomes. Share results with CareerSource Florida, CSB Board, Committees.
Build a training and employment pipeline in the Construction Industry.	2%	<ul style="list-style-type: none"> Implement one Sector Consortium meeting in the Construction Industry to gain connections and industry information on workforce issues. Create a labor market report with information on Brevard's construction industry workforce needs. (i.e. survey data, Burning Glass data, etc.) Develop Career Pathways in the construction industry based on Brevard's industry needs. Complete training for 20 participants in the Construction Industry and find employment for 15.

Proposed PY21-22 Goals (15%)

Goal	Percent	Measure
<p>Transition outgoing Senior Staff and incoming new Senior Staff Team for the following positions:</p> <ul style="list-style-type: none"> • VP of Operations (Retiring 12/31/2021) • VP of Industry Relations (Left 7/27/2021) • Chief Financial Officer (Retiring 7/30/2022) • Executive Office/HR Manager (Retiring 12/31/2021) 	5%	<ul style="list-style-type: none"> • Creation of Succession Plans for CFO, VP of Operations and Executive Office/HR Manager positions by August 31, 2021. • Attend CFO training to include a webinar on Procurement and participate in the Workforce CFO training conducted in September 2021. • Bi-weekly focused meetings to facilitate the transition of VP of Operations, VP of Industry Relations and Executive Office Manager starting July 1, 2021, through December 31, 2021 • Upon CFO hire date through July 2022, Bi-weekly meetings with Finance department to ensure mentorship and transition of CFO duties successfully
<p>Build and support a new successful, cohesive and efficient Senior Staff Team.</p>	5%	<ul style="list-style-type: none"> • Bi-weekly mentorship meetings with new VP of Operations, VP of Industry Relations and Executive Office/HR Manager through end of year. • Enrollment of VPs in Stetson University's Disruptive Leadership Class • Conduct two Senior Staff retreats to ensure integration of new members.





August 19, 2021

Action Brief

Related Party Contracts with Board Members

Background

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

Recommendation

Recognizing that the board convenes on a quarterly basis, and to be able to meet business needs in a timely and efficient manner, staff has worked closely with the 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.

1. Staff recommends Board approval of the following work based training contracts expiring on 6/30/22:

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

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.

- Clerical and Administrative
- CNC Machinist
- Facility Maintenance/Electricians/HVAC
- Inventory Specialist
- Machine Operators
- Machine Technicians
- Maintenance-Machine Mechanics
- Production Planners
- Purchasing Agents

- Shipping/Receiving Specialists
- Skilled Laborers/Mechanics
- Welders
- Other positions as identified by Knight Enterprises Mgmt

Action

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

2. Staff recommends Board approval of the following work based training contracts expiring on 6/30/2022:

Business Name: **Neighbor-Up Brevard**
 Board Member: **Lynn 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)

Action

Approve or deny contract recommendations for Neighbor-Up Brevard for work-based training contracts.

3. Staff recommends Board approval of the following work based training contracts expiring on 7/9/2023:

Business Name: **ASRC Federal**
 Board Member: **Lloyd Gregg**
 Total Not to Exceed: **\$50,000.00**

The maximum amount of training hours (1040 per person) for approximately 10 people was used to determine the maximum available funding. All funding is dependent upon Board approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$40,000 to \$80,000:

- Aerospace Technician
- Logistics
- Admin
- Engineer
- And other positions as identified by the employer

Action

Approve or deny contract recommendations for ASRC Federal for work-based training contracts.

CareerSource Brevard
Board of Directors Meeting
April 29, 2021

MINUTES

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

Members in Attendance: Daryl Bishop, Lynn Brockwell-Carey, Colleen Browne, Susan Glasgow (Chair), Lloyd Gregg, Nancy Heller, Art Hoelke, Brian Jaskiewicz, Jennifer Kenny, Traci Klinkbeil, Mike Menyhart, Mark Mullins, Wayne Olson, Kirsten Patchett, Amar Patel, Terry Schrumph, Lynda Weatherman.

Members Absent: Frank Abbate, Shawn Beal, Mary Jane Brecklin, Randall Fletcher, William Chivers, Travis Mack, Pamela Reed

Staff Present: Jana Bauer, Judy Blanchard, Thomas LaFlore, Don Lusk, Richard Meagher, Lyn Sevin, Jeff Witt.

C2 Staff Present: Chakib Chehadi, Ahmanee Collins-Bandoo, Crisanta Garza, Marvetta Kaye Gordon, Caroline Joseph-Paul, Bob Knippel, Angelina Londono, Michele McAlpin, Ramsey Olivarez, Sally Patterson, Aaron Smith, Kristine Wolff.

Guests: None

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

Public Comment: There was no public comment.

Presentations:

Contract staff reviewed the process to select a new One-Stop Contractor and due to the receipt of only one proposal, the Selection Committee recommended the Board move to authorize staff to negotiate and execute a contract for One-Stop Operator Services with C2 Global Professional Services (C2) for the initial one-year period plus three additional one-year option periods for a total of four years. C2 is the incumbent contractor. Negotiation items will include discussions regarding current staff wages, retention and C2's intended plan for accommodating the rise in Florida's minimum wage over the next several years.

Board Members discussed the following concerns:

1. Mr. Hoelke expressed his concerns about not having the RFP to review and not being able to see a grading scale. Answer: The Section Committee reviewed the Proposal during the proposal review period and their recommendations are presented here.
2. Mr. Hoelke expressed his concern that there is no escape clause and wanted to know how CSB is protected if C2 is not meeting performance standards. Answer: The contractor must meet performance criteria in order to receive payment. C2 is the incumbent Contractor and it was noted that there have been no issues of concern during the past 4 years. The escape clause is addressed by execution of the contract on a one-year basis each time. The Contractor is not guaranteed to receive the optional extension years, and the decision to renew the contract is made based on acceptable performance. C2 is also measured on performance on a continuous basis, with performance matrices being provided each quarter to the Career Center Committee and Board.
3. Mr. Hoelke asked if the \$4m is for one year only. Answer: The \$4m is for one year. CSB's budget is approved annually in May of each year.
4. Mr. Hoelke expressed his concern with approving the contract before final negotiations are complete. He said that he would like to review and approve the contract before it is signed. Answer: Ms. Murphy will report to the Board if there are any substantial changes before the contract is formally executed.

5. Mr. Menyhart asked if there were any requirements to select a new vendor for this next contract cycle. Answer: The only procurements required to select a new vendor for the next contract cycle would be for auditing firms.
6. Mr. Patel asked if there were any changes to the RFP that could explain only one bidder. Answer: The only items added to the RFP were virtual services, community based partnerships, and serving special populations. When only one bid is submitted CSB's Contracts Officer follows protocols to ensure due diligence.
7. Ms. Glasgow asked who was the Chair of the Selection Committee: Answer: The Selection Committee did not have a designated chair, however it consisted of 3 board members and 2 board staff. The Committee was facilitated by Don Lusk (Vice-President of Operations) and Jana Bauer (Contracts Officer).
8. Mr. Hoelke asked what were the identified weaknesses of C2 from the Selection Committee. Answer: The Committee identified current staff wages, retention and contractor's plan for accommodating the rise in Florida's minimum wage. These will be addressed during the negotiation process.

Motion to approve the Selection Committee's recommendation to award C2 Global Professional Services, LLC, the contract for the One-Stop Operator and Workforce Services for the initial period of July 1, 2021 through June 30, 2022, plus (3) one-year options made by Mike Menyhart. Motion seconded by Brian Jaskiewicz and passed unanimously.

Motion to approve C2's initial base funding for the initial period in the amount of \$4,231,164 pending successful negotiation made by Lynn Brockwell-Carey. Motion seconded by Lloyd Gregg and passed unanimously.

Motion to authorize the President of CSB to execute negotiated contract and modifications made by Jennifer Kenny and seconded by Mike Menyhart. Motion passed with Art Hoelke opposed. Mr. Hoelke requested that the President bring back any major modifications to the board prior to executing the Contract. Mr. Patel also requested including C2s response to the weaknesses presented by Selection Committee.

Motion to authorize the President notify the Brevard Board of County Commissioners who must approve CSB's selection made by Daryl Bishop and seconded by Kirsten Patchett. If any issues are found the board will be notified prior to final approval and presentation to the County Commissioners. Motion passed unanimously.

Jana Bauer left the meeting at 8:50am.

Action Items:

DEO Grantee/Sub-Grantee Agreement

Staff explained that the agreement between CareerSource Brevard (CSB) and the Florida Department of Economic Opportunity (DEO) was provided to CSB staff on April 9, 2021 and must be returned to DEO with appropriate approvals and acknowledgements by May 15, 2021. The CSB Board of Directors must approve and authorize the chair to execute the document.

DEO also requires the Brevard County Board of County Commissioners in their role of Chief Local Elected Official (CLEO) to acknowledge receipt of the agreement, however they are not a party to the agreement. This agreement is scheduled to go before the Board of County Commissioners on May 4, 2021. The agreement is known as the Grantee-Sub grantee Agreement and its purpose is to establish the federal and state requirements that allow workforce development funding for Brevard County. The current Grantee-Sub grantee agreement was executed in July of 2020. The new agreement goes into effect on May 15, 2021.

The agreement is being revised based on Executive Order 20-44 which directed state agencies to require an annual report detailing total compensation for an entity's executive leadership team, including submission of IRS Form 990, if the entity annually receives 50% or more of their budget from the state or from a combination of state and federal funds. This executive order requires state agencies to update any agreement with entities that meet these criteria, which includes Local Workforce Development Boards. DEO used this opportunity to incorporate other needed changes to the agreement and staff reviewed those changes.

Motion to approve and authorize CSB Chair to execute the agreement and forward it to the Board of County Commissioners to acknowledge receipt of the agreement and then for CSB staff to transmit the document to DEO for approval and execution made by Mike Menyhart. Motion seconded by Terry Schrupf and passed unanimously.

Related Party Contract

Jana Bauer stated before the meeting that she would have a conflict and left the meeting prior to discussion and voting. Staff explained that 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 or an employee of the 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.

Quality Labor Management, LLC & Affiliated Companies (QLM) has been providing CSB staffing services including temporary workers for hurricane recovery since 2017. QLM also provides services to several other workforce boards around the state. QLM was awarded a DEO statewide contract to provide hurricane clean up and restoration. CSB and other workforce boards have found it challenging to find staffing agencies able to accept high-risk occupations such as heavy equipment operators. QLM holds insurance policies that allow high risk occupations. CSB’s contract is with the parent company.

Jana Bauer has been a CSB employee since 2015. CSB does not contract directly with the local Brevard entity which is owned by a family member and where her husband is an employee performing a staff recruitment role. CSB has a firewall in place which prevents Jana Bauer from accessing any QLM activities. CSB’s monitoring firm also reviews this contract annually.

Amar Patel left the meeting at 8:58am.

Motion to approve contract recommendations for QLM for an amount not to exceed \$3,000,000 from July 1, 2020 through June 30, 2022 to be brought to CareerSource Florida for final approval made by Jennifer Kenny and seconded by Brian Jaskiewicz. Motion passed unanimously.

There being no further business, the meeting was adjourned at 9:02am.

Submitted by,

Reviewed by,

(signature on file)

5/20/2021

(signature on file)

5/20/2021

Lyn Sevin

Date

Susie Glasgow

Date

CareerSource Brevard
Board of Directors Annual Retreat
May 20, 2021

MINUTES

Members in Attendance: Daryl Bishop, Colleen Browne, William Chivers, Susan Glasgow (Chair), Brian Jaskiewicz, Mike Menyhart, Wayne Olson, Kirsten Patchett, Pamela Reed, Lynda Weatherman.

Members Absent: Frank Abbate, Shawn Beal, Mary Jane Brecklin, Lynn Brockwell-Carey, Randall Fletcher, Lloyd Gregg, Art Hoelke, Nancy Heller, Jennifer Kenny, Traci Klinkbeil, Travis Mack, Mark Mullins, Amar Patel, Terry Schrupf.

Staff Present: Jana Bauer, Marci Murphy, Lyn Sevin, Jeff Witt.

Guests: Erica Dickinson (Burning Glass).

Call to Order: The CareerSource Brevard (CSB) Annual Board meeting was called to order at 9:00am.

Public Comment: There was no public comment.

Presentations:

Burning Glass

Erica Dickinson gave a demonstration of Burning Glass Labor Insight which is a new tool that CSB is utilizing to access job market data to enable the identification of opportunities for training programs. The tool is utilized by CSB's business services department and point of contact for local businesses is Judy Blanchard.

CSF Policy 110-Local Workforce Development Area and Board Governance

Marci Murphy reviewed CSF Policy 110 and said that CSB will be creating a local board governance policy which will be brought before the Board for approval.

House Bill 1507

Ms. Murphy gave an analysis of HB 1507.

Skill Up Brevard

Jana Bauer gave an overview of Skill Up Brevard which was launched in May 2020. Skill Up Brevard is a virtual learning platform with over 6000 courses which Brevard employers can offer to their employee free of charge. Over 1,000 job seekers had used this tool since March 2021. There was concern that employees would be able to search job vacancies while utilizing the training and Ms. Bauer agreed to check and report back.

Ms. Murphy thanked everyone for attending the Annual Retreat and participating in discussion.

There being no further business, the meeting was adjourned at 11:00pm

Submitted by:

Reviewed by:

(signature on file) 5/20/2021
Lyn Sevin Date

(signature on file) 5/27/2021
Susie Glasgow Date

CareerSource Brevard
Board of Directors Meeting
May 20, 2021

MINUTES

Members in Attendance: Daryl Bishop, Mary Jane Brecklin (via teleconference), Colleen Browne, William Chivers, Randall Fletcher (via teleconference), Susan Glasgow (Chair), Lloyd Gregg, Art Hoelke (via teleconference), Brian Jaskiewicz, Jennifer Kenny (via teleconference), Traci Klinkbeil (via teleconference), Travis Mack (via teleconference), Mike Menyhart, Wayne Olson, Kirsten Patchett, Pamela Reed, Lynda Weatherman.

Members Absent: Frank Abbate, Shawn Beal, Lynn Brockwell-Carey, Nancy Heller, Mark Mullins, Amar Patel, Terry Schrupf.

Staff Present: Marci Murphy, Lyn Sevin, Jeff Witt.

Staff Present (via teleconference): Jana Bauer, Joan Belmonte, Denise Biondi, Judy Blanchard, Chakib Chehadi, Ahmanee Collins-Bandoo, Clinton Hatcher, Michelle Jones, Caroline Joseph-Paul, Bob Knippel, Thomas LaFlore, Angelina Londono, Don Lusk, Michele McAlpin, Richard Meagher, Jessica Mitchell, Sally Patterson, Aaron Smith, Kristine Wolff.

Guests (via teleconference): Zachary Cooper (Leonardo DRS), Laura Perkins, Erica Dickinson (Burning Glass).

Call to Order and Roll Call: The CareerSource Brevard (CSB) Board Meeting was called to order at 8:02am by Susie Glasgow.

Public Comment: There was no public comment.

Presentations:

Job Seeker Recognition

Joan Belmonte introduced Laura Perkins who was recognized for her success with CSB. Laura recently graduated from Eastern Florida State College (EFSC) with an Associate Degree in Business Administration. CSB also helped her secure a part-time job which allows her to continue her studies.

Employer Recognition

Clinton Hatcher introduced Zachary Cooper of Leonardo DRS and recognized their success with CSB's business services program including partnering in Ask a Recruiter events.

Action Items:

Related Party Contracts

Daryl Bishop indicated at the beginning of the meeting that he had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with Seacoast Bank and CSB. Motion to approve Related Party Contract with Seacoast Bank in an amount not to exceed \$2,500, made by Mike Menyhart and seconded by William Chivers. Motion passed unanimously with Daryl Bishop abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for information.

Travis Mack indicated at the beginning of the meeting that he had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with Valeo Networks and CSB. Motion to approve Related Party Contract with Valeo Networks in an amount not to exceed \$50,000, made by Brian Jaskiewicz and seconded by Daryl Bishop. Motion passed unanimously with Travis Mack abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for approval.

Program Year 2021-2022 Budget

Richard Meagher presented projected Program Year 2021-2022 budget of \$11,633,000 which was previously reviewed and approved by the Finance Committee. Motion to approve the Program Year 2021-2022 Budget for submittal to the Brevard Board of County Commissioners and grant the President authority to add or increase budget items as additional funds become available throughout the program year made by Wayne Olson. Motion seconded by Lloyd Gregg and passed unanimously.

Board Member Reappointments

The reappointment of Lloyd Gregg, Mike Menyhart, Mark Mullins, Wayne Olson, Amar Patel, and Travis Mack were presented for approval by the Executive Committee. Motion to approve the recommended reappointments for submission to the Brevard County Commission for approval made by Daryl Bishop and seconded by Kirsten Patchett. Motion passed unanimously.

Nomination of Officers

Nominations for Officers of the Board recommended by the Executive Committee were reviewed. Motion to approval Lloyd Gregg to Chair, Mary Jane Brecklin to Vice Chair, and Colleen Browne to Treasurer for PY 2021-2022 and PY 2022-2023 made by Mike Menyhart. Motion seconded by Kirsten Patchett. Motion passed unanimously.

Staff presented Slide Show thanking outgoing board officers and welcoming new officers.

Career Center Schedule of Operations

CSB's agreement with DEO entered into on May 15, 2021 requires CSB to annually adopt a schedule of operations for the upcoming state fiscal year. Schedule of Operations and Holiday Closings was presented. Motion to approve the schedule of operations and holiday closings made by Lloyd Gregg. Motion seconded by Mary Jane Brecklin. Motion passed unanimously.

Consent Action Items

Staff reviewed Selection of Key Industries and explained how the data is collected. This year Burning Glass Labor Insight was also included in the data collection. The list is updated annually to keep abreast of what is happening in the local community and most of the identified industries represent those which offer the best promise for overall economic growth.

Staff reviewed the process for development of the Regional Targeted Occupations List (RTOL) which CSB is required to produce on an annual basis. The list shows occupations that CSB thinks will have good outcomes for training dollars. The RTOL is used by EFSC and Brevard Schools and all of EFSC's rapid credentials training systems are on the list.

Motion to approve the Consent Action Items to include Board of Director meeting minutes for February 25, 2021, Selection of Key Industries, and Regional Targeted Occupations List made by Mike Menyhart and seconded by Brian Jaskiewicz. The motion passed unanimously

Committee Chair Reports

Mike Menyhart gave a report on the Industry Workforce Committee meeting held on April 13, 2021.

Jana Bauer gave a report on the Career Center Committee meeting held on April 27, 2021.

Daryl Bishop gave a report on the Finance Committee meeting held on May 10, 2021

Lloyd Gregg left the meeting at 8:46am.

Information Items:

Ms. Murphy reported on Brevard's unemployment numbers, Career Center reopening, and Board Governance Training. The training is offered by US Department of Labor on May 27, 2021 and all Board members were encouraged to attend. Staff will send an email to board members giving them information about attending the board training.

Information items presented included Career Center Activities, Continuous Improvement Performance Initiative, Primary Indicators of Performance, Third Quarter Contract Performance, Quarterly Multimedia Outreach, Grow the Resources of the Board Quarterly Hurricane Recovery Report, Financial Reports, Presentations at Committee meetings and Committee meeting minutes.

There was discussion on the Career Center Activities, Multi-Media Outreach, and Grow the Resources of the Board. Staff said that additional funds were being issued for the Substance Use Disorder Navigator Grant. There was also discussion on unemployment assistance and the difficulty filling job openings. It was noted that beginning June 1 job seekers must start applying for jobs to continue to receive reemployment assistance.

A new Skill Bridge grant for veterans was discussed and Susie Glasgow said that her company has signed the first contract with Skill Bridge. She agreed to send details of the grant to Kirsten Patchett.

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

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

5/20/2021
Date

(signature on file)
Susie Glasgow

5/27/2021
Date



August 19, 2021

Consent Action Brief

Approval of Affirmative Action Plan

Background

The State of Florida Department of Economic Opportunity (DEO) and the U. S. Department of Housing and Urban Development (HUD) require recipient organizations of certain federal contracts to comply with the provisions of Executive Order 11246 to include adopting an Affirmative Action (AA) Plan.

CareerSource Brevard is a recipient of Community Development Block Grant Disaster Recovery (CDBG-DR) funding for the construction training program. This requires the adoption of a formal AA Plan that comprehensively describes its compliance with equal opportunity laws in a one source plan. The purpose of the AA Plan is to describe the organization's non-discriminatory and equal opportunity policies so that individuals will not be discriminated against in any form and will be afforded employment opportunities without regard to race, color, religion, sex, national origin, age, disability, sexual preference, marital or veteran status, or any other legally protected status.

Plan highlights include the appointment of James Watson, Program Project Manager as the Affirmative Action Officer who will be tasked with implementing best practices inclusive of minorities and females. The AA Plan affirms the furtherance of fair and nondiscrimination in housing through public awareness. Lastly, the AA Plan describes the analysis, recordkeeping, complaint, and grievance procedures.

Action

Approve the 2021 AA Plan to submit to DEO and HUD, in order to, release certain federal contract funding for program utilization.

BREVARD WORKFORCE DEVELOPMENT BOARD, INC.
AFFIRMATIVE ACTION PLAN
2021

I. PREFACE

Equal Employment Opportunity is the goal of Brevard Workforce Development Board, Inc.. This means that individuals will not be discriminated against in any form and will be employed without regard to race, color, religion, sex, national origin, age, disability, sexual preference, marital or veteran status, or any other legally protected status.

Equal Employment Opportunity is the purpose and goal of Affirmative Action. In Brevard Workforce Development Board, Inc.'s Affirmative Action Plan, Brevard Workforce Development Board, Inc. resolves to be fully committed to assuring equal employment opportunity in its workforce.

Brevard Workforce Development Board, Inc. recognizes that the effective application of this policy requires that certain positive steps be taken to assert its leadership within the community to achieve full employment and effective utilization of the capabilities and productivity of all persons pursuant to the goal of equal employment opportunity.

II. INTRODUCTION

Brevard Workforce Development Board, Inc. is an Equal Opportunity Employer. As such, it is incumbent upon Brevard Workforce Development Board, Inc. to make good faith efforts to achieve a workforce that is representative of the area labor market. As new positions are created, or vacancies occur in Brevard Workforce Development Board, Inc.'s labor force, Brevard Workforce Development Board, Inc. Affirmative Action Officer, in his/her dual role as an Affirmative Action Officer, will review Brevard Workforce Development Board, Inc.'s workforce to identify employment imbalances identified therein where possible. Additionally, Brevard Workforce Development Board, Inc. will employ its purchasing power to have businesses adhere to the principals of affirmative action. Nothing in this Plan should be construed to encourage or to permit discrimination based on any legally protected class or characteristic.

III. POLICY STATEMENT

COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

Brevard Workforce Development Board, Inc. is committed to complying with all laws that prohibit discrimination in employment on the basis of any legally protected status. In addition, Brevard Workforce Development Board, Inc. will ensure that its employment practices will provide an equality of opportunity to applicants and employees without regard to their race, color, religion, sex, national origin, ancestry, age, disability, veteran status under federal laws, marital status, sexual orientation or any other legally protected status. This policy applies to employment practices, including, but not limited to, hiring, placements, promotions, terminations, layoffs, recalls, transfers, leaves of absence, compensation and training.

In furtherance of Brevard Workforce Development Board, Inc.'s commitment regarding Affirmative Action and Equal Employment Opportunity, Brevard Workforce Development Board, Inc. will maintain a written Affirmative Action Plan that sets forth the policies, practices, and procedures which Brevard Workforce Development Board, Inc. will apply in order to ensure that non-discrimination and affirmative action for qualified females and minorities is accomplished. The objective of these policies and programs is to attract and promote individuals who are qualified and/or trainable for available positions by virtue of job-related standards or education, training, and personal qualifications.

This commitment has the full backing and support of Brevard Workforce Development Board, Inc.'s governing body and support of all employees is expected. Brevard Workforce Development Board, Inc. Affirmative Action Officer is the appointed Affirmative Action Officer. As Affirmative Action Officer, Brevard Workforce Development Board, Inc. Affirmative Action Officer shall, among other things, annually review and examine the effectiveness of Brevard Workforce Development Board, Inc.'s affirmative action program and its compliance with Executive Order 11246.

IV. DESIGNATION OF RESPONSIBILITY FOR IMPLEMENTATION

Brevard Workforce Development Board, Inc. Affirmative Action Officer, as Brevard Workforce Development Board, Inc.'s appointed Affirmative Action Officer, has the overall responsibility for ensuring the effective implementation of Equal Employment Opportunity ("EEO") and Brevard Workforce Development Board, Inc.'s Affirmative Action Plan ("AAP"). Responsibilities of Brevard Workforce Development Board, Inc. Affirmative Action Officer, or his/her designee, include the following:

1. Developing and modifying Equal Employment Opportunity policy statements, affirmative action programs and internal and external communication procedures;
2. Evaluating EEO progress at Brevard Workforce Development Board, Inc. and assisting in the identification of problem areas;
3. Assisting Brevard Workforce Development Board, Inc. reach solutions to AAP/EEO problems;
4. Serving as Brevard Workforce Development Board, Inc.'s representative in its dealings with federal, state or local enforcement agencies;
5. Serving as liaison between Brevard Workforce Development Board, Inc. and minority and women's organizations, and other relevant interest groups concerned with affirmative action;
6. Keeping Brevard Workforce Development Board, Inc. informed of the latest equal opportunity developments and providing training as appropriate;
7. Auditing to ensure that Brevard Workforce Development Board, Inc. is in compliance in areas such as:
 - a. Properly displaying posters on Brevard Workforce Development Board, Inc. bulletin boards and in public areas; and
 - b. Affording minority and female employee's full opportunity and encouraging full participation in all Brevard Workforce Development Board, Inc.'s sponsored educational, development, recreational and social activities.
8. Reviewing personnel policies on an ongoing basis to make certain that they are nondiscriminatory and that they contain an EEO policy statement;
9. Advising managers and supervisors that an important part of their responsibilities is to apply affirmative action to all employment practices; and
10. Including a statement of equal employment opportunity policy in all contracts and agreements with vendors and suppliers of Brevard Workforce Development Board, Inc..

Responsibilities of Brevard Workforce Development Board, Inc. Department Heads include the following:

1. Assisting in the identification of problem areas, formulating solutions, and establishing goals and objectives in their departments as needed;
2. Reviewing the qualifications of applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur;
3. Communicating with employees to be certain Brevard Workforce Development Board, Inc.'s policies are being followed; and
4. Taking actions to prevent harassment and to ensure that the progress of minority and female employees is not impeded through discriminatory assignments or steering into certain jobs or departments.

V. POLICY DISSEMINATION

A copy of this plan shall be made available for review by all departmental head and employees.

A copy of Brevard Workforce Development Board, Inc.'s Affirmative Action Policy Statement shall be posted in an area accessible to the public area in Brevard Workforce Development Board, Inc.'s hall.

Brevard Workforce Development Board, Inc.'s employment application form shall contain a statement that "Brevard Workforce Development Board, Inc. is an Affirmative Action/Equal Opportunity Employer" and encourages minority and women owned firms to apply.

Bid documents shall contain a clause that Brevard Workforce Development Board, Inc. will not award a contract to any contractor or supplier covered by Executive Order 11246 who refuses to comply with the EEO clause.

Brevard Workforce Development Board, Inc.'s Standard Instructions to Bidders for Construction, Materials, and Supplies, shall state that the successful bidder shall certify to compliance with all applicable equal employment opportunity laws and regulations, that acceptance of the contract shall constitute compliance.

The policy statement shall be included in Brevard Workforce Development Board, Inc. Personnel Rules.

Minority and Women Owned contractors are invited to bid on various construction projects and contracted services that Brevard Workforce Development Board, Inc. offers.

Contracts and bid advertisements shall contain words or letters denoting equal employment opportunity.

A listing of various agencies, institutions, and newspapers, as available, will be contacted in the event of a position vacancy occurrence in Brevard Workforce Development Board, Inc.. This listing, that will be used to assist in disseminating employment opportunities, will be modified to enhance the affirmative outreach efforts of Brevard Workforce Development Board, Inc..

VI. INTERNAL AUDIT AND REPORTING SYSTEM

Brevard Workforce Development Board, Inc.'s Affirmative Action Officer has responsibility for developing and implementing an auditing system that periodically measures the effectiveness of its affirmative action program. The Affirmative Action Officer or his/her designee will:

1. Monitor all records of referrals, hires, terminations, transfers and promotions at all levels to ensure that Brevard Workforce Development Board, Inc.'s nondiscrimination policy is carried out.
2. Design and implement reporting systems that will permit continuous monitoring of Equal Employment Opportunity progress and will serve to provide management with requisite data in that regard. Further, such systems will be used to:
 - a. Measure the effectiveness of Brevard Workforce Development Board, Inc.'s progress;
 - b. Indicate any need for additional remedial action; and
 - c. Determine the degree to which Brevard Workforce Development Board, Inc.'s objectives and goals have been achieved.
3. Review the results obtained with Department Heads at ongoing meetings, report on progress to Brevard Workforce Development Board, Inc.'s governing body and develop recommendations for improvements as necessary.
4. Maintain the following documents as a component of the internal audit process:
 - a. Applicant File;
 - b. Personnel Activity File;
 - c. Employment Applications.

VII. ACTION-ORIENTED PROGRAMS

The following action-oriented programs and procedures are designed to carry out Brevard Workforce Development Board, Inc.'s continuing commitment to Equal Employment Opportunity.

1. Analyze job descriptions to ensure accuracy and consistency and review qualification for positions to ensure that they are both job-related and nondiscriminatory.
2. Analyze the hiring process to make every good faith effort to select employees based on their qualifications for positions available, while at the same time recognizing Brevard Workforce Development Board, Inc.'s commitment to take affirmative action to eliminate any underutilization of women or minority employees by:
 - a. Reviewing the job application and other pre-employment forms to ensure that the information requested is job-related.
 - b. Evaluating selection methods to determine whether they have a disparate impact on minorities or women and to ensure that they are job-related and consistent with business necessity; and
 - c. Training management on proper interview techniques and equal employment opportunity developments.
3. Adopt techniques to improve recruitment and increase the flow of minority and female applicants by:

- a. Including the phrase “Brevard Workforce Development Board, Inc. is an Affirmative Action / Equal Opportunity Employer and encourages minority and women owned businesses to apply” in all employment advertisements;
 - b. Disseminating information on job opportunities to organizations representing minorities and women;
 - c. Informing recruitment sources and employment agencies that Brevard Workforce Development Board, Inc. is an equal employment opportunity/affirmative action employer and that Brevard Workforce Development Board, Inc. requires them to actively recruit and refer qualified women and minorities for the positions to be filled; and
 - d. Encouraging employees to refer qualified applicants.
4. Audit compensation practices to ensure that compensation is justified on the basis of qualifications and job performance.
 5. Ensure all employees are given equal opportunity for promotion by:
 - a. Posting promotional opportunities;
 - b. Assisting employees in identifying promotional opportunities and providing reimbursement for training and educational programs as authorized by Brevard Workforce Development Board, Inc. Affirmative Action Officer to enhance promotional opportunities;
 - c. Properly evaluating job requirements for positions; and
 - d. Reviewing employee promotions and requiring decisions to be justified on the basis of qualifications and job performance.

VIII. Compliant/Grievance Process

Brevard Workforce Development Board, Inc. has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability or family status in any Brevard Workforce Development Board, Inc. program, service or activity may file a complaint with Brevard Workforce Development Board, Inc.’s Title VI / Non-discrimination Coordinator:

James Watson, Affirmative Action Officer
 Brevard Workforce Development Board, Inc.
 297 Barnes Blvd.
 Rockledge, Florida 32955

Email: jwatson@careersourcebrevard.com **Telephone:** (321) 394-0511 Florida Relay 711 (Voice) 1-800-955-8770 (TTY) 1-800-955-8771 (English) 321-504-7600

If possible, the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (i.e., race, color, national origin, sex, religion, age, disability or family status); and a description of the alleged discrimination with the date of occurrence.

The Affirmative Action Officer will respond to the complaint within fifteen (15) calendar days and will take reasonable steps to resolve the matter. Should Brevard Workforce Development Board, Inc. be unable to satisfactorily resolve a complaint, Brevard Workforce Development Board, Inc. will forward the complaint, along with a record of its disposition to the appropriate Office of Disaster Recovery, Special Deputy of

Appeals/Department of Economic Opportunity (DEO). Brevard Workforce Development Board, Inc. 's Affirmative Action Officer has 'easy access' to Brevard Workforce Development Board, Inc. Executive Officer, Marci Murphy, and is not required to obtain management or other approval to discuss discrimination issues with the CEO. However, if the complainant is not satisfied by Brevard Workforce Development Board, Inc.'s determination, then the complainant may file a written appeal directly to DEO. DEO serves as a statewide clearinghouse for Title VI purposes and will either assume jurisdiction over the complaint or forward it to the appropriate federal or state authority for continued processing:

Office of Disaster Recovery, Special Deputy of Appeals
Division of Community Development
Department of Economic Opportunity
107 East Madison Street
Caldwell Building, MSC-160
Tallahassee, FL 32399

Complaints or grievances relating to actions or decisions made by DEO may be filed with DEO. Individuals may file a written complaint through the Office of Disaster Recovery email at CDBG-DR@deo.myflorida.com, via the online complaint form available at <http://www.rebuildflorida.gov>, or by postal mail to the following address:

Attention: Rebuild Florida Constituent Services
Division of Community Development
Florida Department of Economic Opportunity
107 East Madison Street
The Caldwell Building, MSC 160
Tallahassee, Florida 32399

The Florida Office of Disaster Recovery operates in Accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination: 1-800-669-9777 (Toll Free), 1-800-927-9275 (TTY) or www.hud.gov/fairhousing. Complaints alleging non-housing discrimination and equal opportunity complaints may be filed at: 404-331-5140, complaintsoffice04@hud.gov, or

Atlanta Regional Office of FHEO
U.S. Department of Housing and Urban Development
Five Points Plaza
40 Marietta Street, 16th Floor
Atlanta, GA 30303-2806

RESOLUTION

BE IT RESOLVED by Brevard Workforce Development Board, Inc. that it hereby appoints the James Watson, Program Project Manager, as Brevard Workforce Development Board, Inc.'s Affirmative Action Officer.

Adopted by Brevard Workforce Development Board, Inc. at a meeting of its Board of Directors on August 19, 2021.

Marci Murphy, President
Brevard Workforce Development Board, Inc.



REVISED
04/21/2021

Grow the Resources of the Board Report

BOLD Denotes
Revisions or Additions

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Grant Name: H-1B American Promise Grant (APG) Time Frame: 01/01/17 – 07/31/21 Funding Source: USDOL Partner(s): LWDB 12 Central Florida	\$2,380,337	This project targets high-growth jobs aligned with the Information Technology (IT) and IT-Related industry sector, ranging from entry-level occupations to high-level management positions in LWDB Region 12 & 13 using a sector strategy approach.	CSB has enrolled 415 persons in the APG grant. The performance for the grant has been excellent with all measures above 94% and some over 100%. The grant ended in July 2021.	James Watson & Judy Blanchard
Name: Cooperative Outreach Program with Moore Communications and CareerSource Florida Time Frame: July 2021 Funding Source: Wagner Peyser State Level Funding Partner(s): CareerSource Florida & Moore Communications	\$40,400	This funding is allocated based on our region size and is focused on strengthening CSF network brand, influencing action by business/job seekers to use CSB services, connect business with talent and to offset communication outreach costs and support local efforts.	CareerSource Florida (CSF) and Moore Communications surveyed the 24 workforce boards (co-op partners) on effectiveness/value of the co-op program. CSF shared results. Moore communications shared all co-op campaigns and outcomes with co-op partners. CSB awaits confirmation the co-op program will/will not continue in the new program year.	Denise Biondi
Grant Name: Dislocated Worker Grants (DWG) Time Frame: Various Dates- 9/30/2021 Funding Source: USDOL through DEO DWG Partner(s): NA		Hurricane projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities. Brevard Recovery Works focused on persons impacted by the Opioid Crisis. COVID 19 relates to public health emergency and is focused on humanitarian projects and persons unemployed due to the pandemic.		
Irma	\$13,000,000		Clean up & restoration work continue. Activity is as follows: <ul style="list-style-type: none"> • 314 Participants Enrolled • 304 Receiving Supportive Services • 186 Employment at Exit 	James Watson
Dorian	\$2,700,000		Supporting National Seashore & Wildlife Refuge Activity as follows:	James Watson

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			<ul style="list-style-type: none"> • 46 Participants Enrolled • 46 Receiving Supportive Service • 7 Employment at Exit 	
Opioid/Brevard Recovery Works	\$1,500,000		Grant extended until 3/31/22. Activities include (as of June 30th): <ul style="list-style-type: none"> • 136 Participants Enrolled • 136 Receiving Services • 75 Entered Employment (actual goal achieved) • 16 are in training • 4 obtained credentials • 4 Humanitarian Services • 2 Business Learning Events (event occurred in March 2021) 	Beatrice Boursiquot
Health Emergency Dislocated Worker Grants in Response to COVID-19 Outbreak	\$875,000		Additional funding was received bringing total to \$875,000. Staff working with Brevard County, ELC, Aging Matters, Daily Bread, Catholic Charities, and Cities of Palm Bay & Melbourne. Total activity: <ul style="list-style-type: none"> • 44 Participants Enrolled • 2 Employment at Exit • Grant Expires 3/31/2022 	James Watson
Grant Name: Department of Economic Opportunity Community Development Block Grant – Disaster Recovery (DR) Workforce Recovery Training Program Time Frame: 3/01/2020 – 06/30/2023 Funding Source: DEO/ HUD/CDBG Partner(s): Listed in Grant	\$2,049,784	The target is low to moderate income individuals. The grant allows CSB expand existing programs to provide training in construction trades, including roofing, masonry, carpentry, concrete finishing, plumbing, HVAC, electricity, heavy equipment operations, carpet laying, glass/window installation, plastering and welding.	CSB received a fully executed contract on 02/10/21. Staff has completed the required documents in May in support of the grant and is awaiting the Notice of Funding from DEO. CSB is still proceeding as designed. No participants served this quarter.	James Watson
Grant Name: FloridaMakes - NIST Time Frame: 10/1/19 – 3/31/21 Funding Source: Via Florida Makes U.S. Department of Commerce National Institute of Standards & Technology	\$172,000	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.	This grant ended on 3/31/21. Final report of performance has been submitted. Current performance is as follows: <ul style="list-style-type: none"> ○ Enrolled 19 in training; 16 have completed training; 9 employed. ○ Metric was 12 trained and 12 employed. • CSB plans to continue to provide the Aero-Flex training to jobseekers as we continue to engage industry 	Judy Blanchard

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Partner(s): CareerSource West Palm Beach; FloridaMakes			champions and create employment opportunities.	
Grant Name: Aero-Flex Pre-Apprenticeship Program Time Frame: 02/01//2019 - 03/31/2021 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 Investment Board, Training Funding Partners.	\$149,129	CareerSource Brevard (CSB) in partnership and collaboration with CareerSource Palm Beach (CSPB) will replicate a very successful, employer-driven pre-apprenticeship program that has been proven to support industry needs in California. The Aero-Flex Pre-Apprenticeship program will also meet the workforce development needs common to our region’s aerospace and aviation manufacturing industry partners. This unique training program provides a customized layer within the framework to allow each employer to design or ‘flex’ its own program, meeting not only needs of the industry but each participating employer.	This grant ended on 3/31/21. Final report of performance has been submitted. Current performance is as follows: <ul style="list-style-type: none"> Enrolled 19 in training; 16 have completed training; 9 employed. Metric was 12 trained and 12 employed. CSB plans to continue to provide the Aero-Flex training to jobseekers as we continue to engage industry champions and create employment opportunities.	Judy Blanchard & Clinton Hatcher
Grant Name: USDOL Apprenticeship Expansion Grant – Growing Advanced Manufacturing Apprenticeship Across America (GAMAAA) Time Frame: July 15, 2019 – July 15, 2023 Funding Source: HIB Funds; Subrecipient of West LA (CA) Workforce Investment Board Enroll and train 40 jobseekers into AeroFlex Pre-Apprenticeship Program	40 ToolingU Licenses and \$20K for Administration	CareerSource Brevard (CSB) in partnership and collaboration with the West LA (CA) WIB will continue to train jobseekers in a very successful, employer-driven pre-apprenticeship program that has been proven to support industry needs in California and Florida. The Aero-Flex Pre-Apprenticeship program meets the workforce development needs common to our region’s aerospace and aviation manufacturing industry partners. This unique training program provides a 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.	CSB currently has access (at no cost) to 40 additional Aero-Flex training licenses from ToolingU. A Subrecipient Agreement with our CA workforce partners was executed in March 2021 to continue to train jobseekers in the Aero-Flex Program.	Judy Blanchard
Grant Name: Florida College Access Network (FCAN) – Seed Grant Time Frame: 05/1/19- available until fully used Funding Source: Hosted by University of South Florida	\$20,000 (Includes \$10,000 CSB Match)	The focus of this grant is to develop a Local College Access Network (LCAN). These are strategic alliances focused on increasing college and career readiness, access and completion for students. This includes expanding programs, services, resources,	<ul style="list-style-type: none"> Received confirmation on April 19, 2021 from FCAN that the remaining grant funding could be transferred to Family Promise of Brevard. Funding was transferred the week of May 18, 2021. 	Megan Cochran

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Partner(s): Brevard Public Schools & METCA (Macedonia Education & Technology Academy)		policies to address the systemic barriers that prevent access to postsecondary education.	<ul style="list-style-type: none"> • A hand-off strategy meeting was held on June 21, 2021. CSB will notify participants of the administrative transition to Family Promise of Brevard at the next meeting tentatively in early August, as well as supply the participant distribution list, past meeting minutes and reports. 	
Grant Name: Substance Use Disorder (SUD) Navigator Grant Time Frame: 05/06/21-08/31/23 Funding Source: DEO Wagner-Peyser 7 (b) Partner(s): Local agencies involved in SUD treatment & services	\$156,520 (Projected)	This grant is provided to support hiring costs for a designated staff member to plan for and provide services for persons with Substance Use Disease (SUD). This person will utilize the funding to establish connections with existing local resources, as well as to address the stigma and barriers for persons with SUD. The overall goal is to assist in moving these customers to self-sufficient employment.	<ul style="list-style-type: none"> • CSB received the notice of fund availability on 05/31/21 and is currently planning the grant implementation. • CSB expects to hire and on-board a staff person by 09/01/21 	Beatrice Boursiquot

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Grant Name: Ticket to Work (TTW) Program Time Frame: Indefinite Funding Source: Social Security Administration Partner(s): Vocational Rehabilitation	\$312,002 To Date	Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).	There were no new TTW receipts in the third quarter. TTW payments in PY 20-21 are \$40,743 for a cumulative total of \$312,002. Staff continue to work with eligible customers who are interested in work or training. EN continues to progress at a modest pace.	James Watson

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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: Tobacco Free Florida</p> <p>Time Frame: Indefinite</p> <p>Funding Source: Bureau of Tobacco Free Florida</p> <p>Partner(s): Florida Department of Health</p>	<p>\$53,562 To Date</p>	<p>The Bureau of Tobacco Free Florida (BTFF) partners with Florida RWB's to promote the "3 Free and Easy Ways to Quit" program to help clients quit tobacco and improve their employability. While this program is available free to all Florida residents, the Department of Health targets workforce clients and reward LWDB's for each client referral.</p>	<p>This agreement provides unrestricted revenue.</p> <p>Receipts for PY20-21 fourth quarter- (4/1/21-6/30/21) is \$75.00-</p>	<p>Marina Stone</p>
<p>Grant Name: Healthcare Sector Strategy</p> <p>Time Frame: 7/1/16 – 9/30/2021</p> <p>Funding Source: Private Sector</p> <p>Partner(s): A variety of health care employers, training vendors and others.</p>	<p>\$632,362 To Date In 5th year</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"> • Six CNA students completed training this quarter. • Five LPN to RN students at Educare Envision College of Nursing were awarded \$3,000 competitive scholarships. CSB made advanced training courses more accessible by leveraging unrestricted funds for LPNs to take advanced training courses until Educare Envision College of Nursing is able to meet performance data requirements to qualify for WIOA ITA approved vendor status. • The Brevard Healthcare Workforce Consortium meeting was held on 4/14/2021. Discussions included the interview ghosting trend, a heightened need for Nursing Faculty and OJT as a best practice for recruitment and retention during COVID. • CSB held the virtual Nursing Career and Training Convention on 5/13/2021 to attract more training candidates. The Premier Virtual Job Fair platform was utilized in conjunction with Zoom information sessions. The information sessions were attended by 30 individuals and the Premier Virtual by 9 individuals. 	<p>Megan Cochran</p>

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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: Wells Fargo Supportive Services for Community Empowerment</p> <p>Time Frame: 10/01/2018 - 11/01/2021</p> <p>Funding Sources: Wells Fargo</p> <p>Partners(s): NA</p>	<p>\$20,000</p>	<p>The focus of this grant is to assist participants in our program with support services needed to ensure successful job placement. Services can consist of transportation assistance, clothing to create a good first impression, and test preparation fees, etc.</p>	<p>To date, we have assisted 135 AARP BTW50+ participants with \$12,859 in services.</p> <p>CSB will be rolling over the funding available to Eau Gallie High School's Aviation Program. to next summer 2021. The program was cancelled due to COVID-19.</p>	<p>Jana Bauer</p>
<p>Grant Name: AARP BTW50+ Skill Development Program Enhancement Funding</p> <p>Time Frame: 7/1/2021 – 12/15/2021</p> <p>Funding Sources: AARP Foundation</p> <p>Training Partner: Brevard Adult Education</p>	<p>\$10,000</p>	<p>This grant focuses on the enhancement of current BTW50+ coaching experiences by improving access to an existing advanced digital skills training needed for local in-demand jobs. Based on Department of Labor data, employers have released 7,000 job postings that focused on the need of Microsoft Office proficiencies. Funds will be provided to support instruction of Microsoft Office, Word, Excel and Powerpoint to AARP BTW50+ participants.</p>	<p>CSB was awarded this grant and is currently waiting on the receipt of funding. We are currently working with the communications department to create a marketing and community outreach plan. CSB has also chosen to partner with Brevard Adult Education to instruct the BTW50+ participants who sign up to participate in these seminars.</p>	<p>Deidre McVay-Schulmeister</p>

Information Brief

Quarterly Hurricane Recovery Report

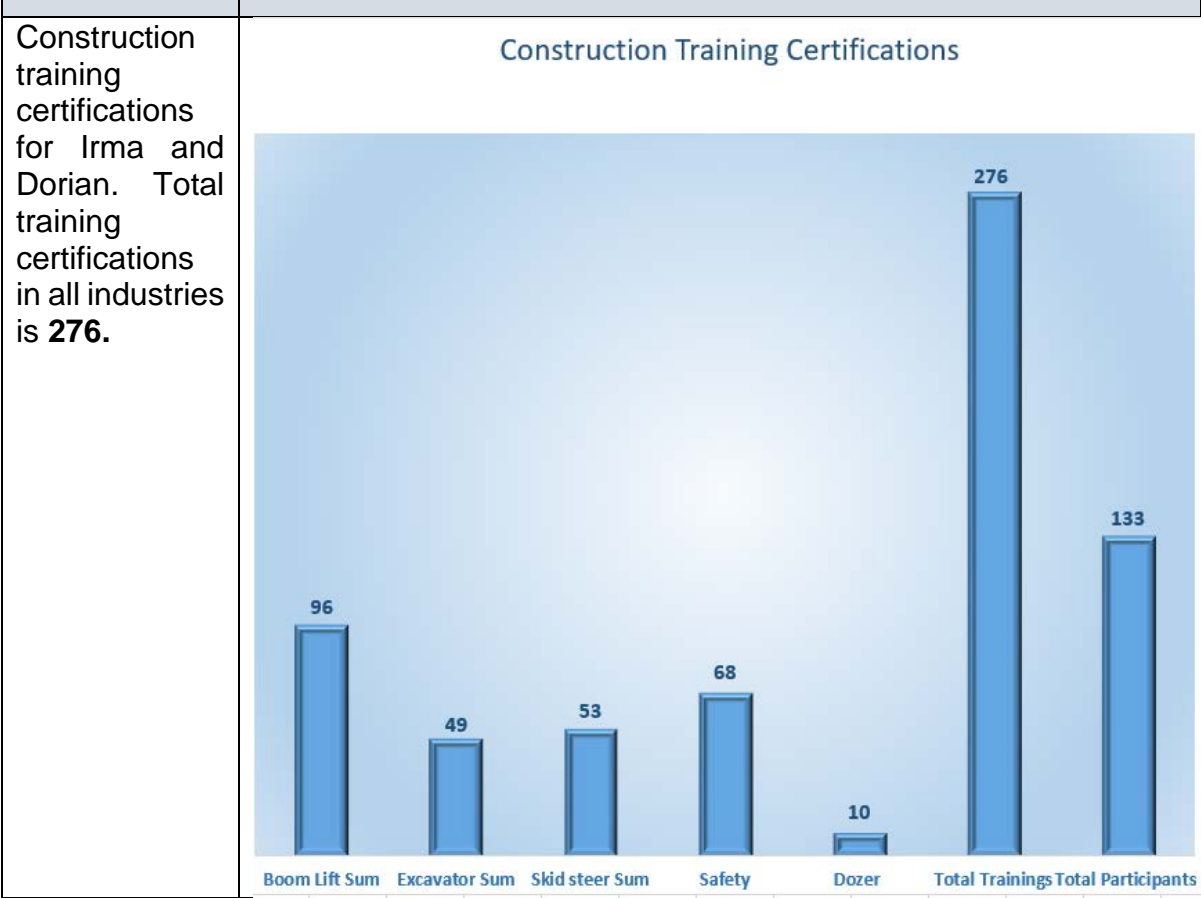
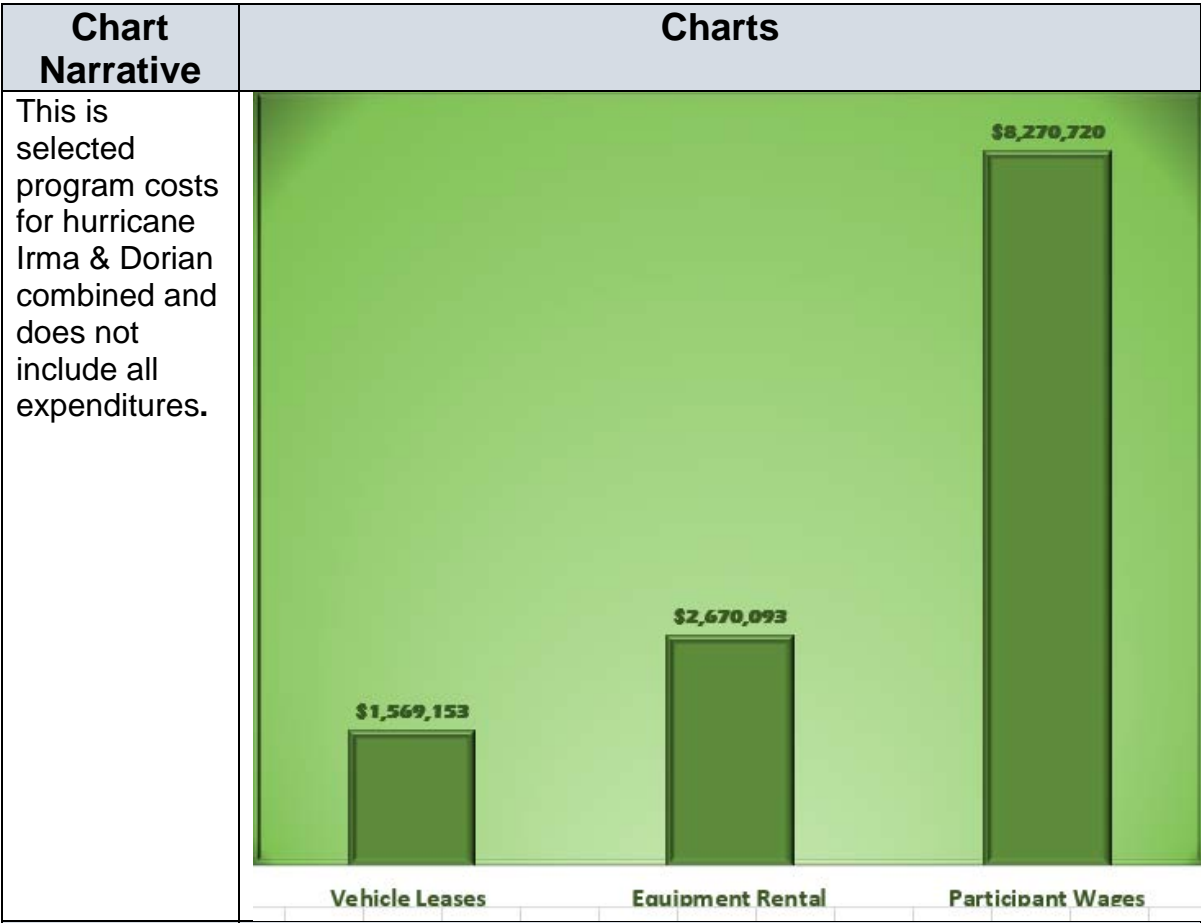
This report is provided to show status and resources used for the CareerSource Brevard (CSB) Hurricane Recovery Program. This report covers Irma and Dorian. **Bold** denotes new or revised information from the previous report.

Grant Status:

Hurricane Projects	Grant Status	Can Be Extended	Total Funding Approved	Funding Expenditures To Date	Temporary Workers Utilized	Moved to Unsubsidized Employment
Irma	Project Open Expires 09/30/2021	NO	17.9M	14.3M	318	190
Dorian	Project Open Expires 03/30/2022	YES	2.7M	1.9M	47	7

Worksite & Restoration Activities:

Worksites	Restoration Accomplished Outcomes
<ul style="list-style-type: none"> • Brevard County Department of Natural Resources • Brevard County Parks & Recreation • City of Palm Bay • City of Cocoa • Canaveral National Seashore • U.S. Fish & Wildlife Refuge • City of Cape Canaveral • City of Cocoa Beach • Turkey Creek Park • Marine Resources Council • United Way • Everglades Headwaters National Wildlife Refuge • Brevard Co Environmentally Endangered Lands Program (EEL's) • Brevard Co. Public Works Department • BC Mosquito Control Department 	<ul style="list-style-type: none"> • Revegetated 18.5 miles of dune • Planted 344,500 sea oats • Removed over 2,450 trees • Removed over 8,200 tons of debris • Repaired 4,250 feet of storm water drainage & 23 culverts • Cleared 26 miles of canals and ditches • Replaced 9.8 miles of boardwalks & trails • Repaired 27 crossovers at beachside • Repaired 32 comfort stations • Restoration of 68 County & City parks • Repaired 51 Public Buildings and or Facilities • Repaired 4,100 feet of pier and docks at public access sites • Replaced 2.5 mile of dune fencing • Replaced 986 signs • Repaired 39 miles of roads and dykes • Repaired 7 boat ramps





August 19, 2021

Informational Brief

ITA Annual Vendor Evaluation

Background

This is the annual vendor performance report for committee review. This brief is meant to help determine the success of training providers and to make that performance data available to staff and others. It must be noted that this performance report is ONLY for CareerSource Brevard (CSB) funded students. This report does not measure others who are in the same program not funded by CSB.

The information is taken from Employ Florida (EF) and shows information for Program Year (PY) 2019-20. The following key areas are shown for each program:

- Percent of customers exited who obtained employment.
- Percent of customers exited who obtained employment in a training related field.

When analyzing the data for corrective actions, staff focuses on the percentages for those areas. If any of the percentages are less than 60%, a closer look is taken to ensure the percentage represents a statistically valid number. We then look for extenuating circumstances, such as customers being recalled to previous employers or discontinuing training to take a job to meet immediate financial needs. If there are still concerns with the performance, corrective action is discussed.

The PY2019-20 report found the wage at placement to range from \$8.46 to \$57.69 per hour. The lowest rate remained the same as the previous year's rate of \$8.46 per hour. The upper rate was higher than the previous year rate of \$48.08 per hour.

Included is Attachment A which shows the amounts paid to each provider along with the percentage of those exiting the program(s) who became employed, the percentage of those employed who obtained jobs in areas related to the training they received, and the average hourly wage at placement. This attachment is included for information only. It is important to note that the amounts paid and the performance numbers are **not** related. *For example, Brevard Nursing Academy shows money spent but no performance outcomes because there were 31 customers actively enrolled in training with no recorded outcomes as of the end of PY 18-19.*

Tuitions may have been paid in prior program years and therefore not reflected in this report. Neither is the amount paid all inclusive; it only covers payments made to that vendor but does not include costs such as licensing fees, uniforms, supportive service payments, etc. that may have been paid to other vendors on behalf of the student.

All vendors with statistically valid numbers were above the 60% threshold that triggers a corrective action. Based on this analysis, staff's recommendation is to not issue any corrective actions to training vendors.

ITA Vendor Evaluation PY 2019-20 Formula Funding

Provider Name	Total Amount Paid	Successfully Completed	Placed in Employment	Placed in Training Related Employment	Average Hourly Placement Wage
AAA School of Dental Assisting	\$3,504	1/1	---	---	---
		100%	---	---	
Brevard Nursing Academy	\$163,891	7/9	4/5	3/4	\$15.15
		77.8%	80%	75%	
Harris Casel Institute	\$0	0/1	1/1	1/1	\$27.19
		0%	100%	96.0%	
Eastern Florida State College	\$67,332	22/24	16/17	14/16	\$23.23
		91.7%	94.1%	87.5%	
Keiser University	\$22,930	7/7	4/4	3/4	\$13.63
		100%	100%	75%	
New Horizons Computer Learning Centers of Orlando	\$195,461	31/37	25/25	20/25	\$27.96
		83.8%	100%	80%	
Roadmaster Drivers School of Orlando, Inc.	\$38,540	5/5	5/5	5/5	\$14.91
		100.0%	100%	100%	
Truck Driver Institute of Florida	\$25,000	5/5	4/4	3/4	\$14.94
		100%	100%	75%	

Information Brief

Career Center Activities and Continuous Improvement

Background

CareerSource Brevard's contractor, C2 Global Professional Services (C2), regularly measures and evaluates activities occurring within the career centers to maximize services to both jobseeker and employer customers. Throughout the duration of the COVID-19 pandemic, C2 has considerably modified the delivery of services by virtualizing case management, workshops, site visits, employer services and more. Below is a snapshot of the various activities that have occurred within the career centers for the past quarter, April – June 2021.

Expanded Career Center Hours

As of May 3, 2021, the career centers hours have been expanded to accommodate the needs of customers seeking services. This expansion has allowed us to serve customers who are not able to visit the career centers during traditional office hours. Services are being provided to the public virtually via phone, chat on CSB's website, & email. Virtual service hours include:

- Monday – Thursday 6:00 – 7:30 p.m.
- Friday 12:00 – 5:00 pm
- Saturday 9:00 am – 1:00 pm

C2 staff are carefully monitoring customer traffic and it has been recognized that 172 customers have been served via phone and the chat feature. Preliminary tracking has shown that 68% of the customer engagement thus far has occurred during the 12:00 – 5:00 p.m. timeframe on Fridays. Reemployment Assistance was the topic of discussion in most of these forms of communication.

Full Return to Career Centers

Effective July 6th, 2021, staff rotations have ceased, and all staff are back on site at the career centers. Much preparation has occurred for this transition and staff are excited to be back together serving our customers. With the re-opening of CSB career centers, customers are no longer required to schedule appointments for general services. All workshops are still being held virtually. Customers without access to virtual workshops may come to the career center to attend. Virtual case management services are still provided based on customer's requests. All COVID-19 pre-screening and mask mandates have ceased for both visitors and center staff. Masks are still strongly recommended.

Customer Engagement and Outreach

Overall, staff continue to work with customers visiting the career centers and virtually. Internal monitoring shows that many of the customers visiting the centers were focused on completing the process to obtain their benefits or claiming their weeks for Reemployment benefits (aka unemployment). Despite this emphasis, staff were able to maintain focus on increasing customer engagement by offering job search support to customers. The Reemployment waiver ended June 26, 2021.

- A total of 508 customers entered employment this quarter with an average wage of \$15.88 (including 69 veterans). A total of 2,472 customers entered employment YTD with an average wage of \$15.92 (including 298 veterans).
- Brevard ranked 5th in the total number entered employment (based on the MMR Report).
- The Career Solutions Facilitators hosted 100 virtual job seeker workshops this quarter serving a total of 1,261 customers.
 - Workshop topics included, but not limited to:
 - Orientation to CSB; Networking/LinkedIn; Preparing for the Interview; Communication & Conflict management; Resume Development; Training Opportunities; Ask the Recruiter panel sessions; Evaluating & Negotiating a Job Offer; SkillUp Brevard – Metrix Learning; and AARP Core Workshops.
 - The marked increase in workshop attendance can be attributed to Reemployment Assistance recipients using their attendance to CSB workshops to satisfy their 5 job search requirements each week for Reemployment Benefits.

Outreach activities used to attract and engage job seeker customer this quarter included:

- Communications department continues to send briefs via eblasts announcing hot jobs, workshops, recruiting events each week to job seekers & community partners.
- Postings on CSB's website & social media including Jobs321.
- Texting jobs and recruiting events to customers registered in EF.
- Career center staff are proactively connecting with job seekers via phone and Employ Florida messaging system to provide information on services & offering job search assistance.

Career Services (Case Management)

- Adult Program (WIOA) – 20 of 29 files closed due to employment w/average wage of \$16.20. The maximum hourly wage was \$30.00.
- Dislocated Worker Program (WIOA) – 12 of the 14 files were closed due to employment w/average wage of \$20.46. The maximum hourly wage was \$26.00.
- NextGen Young Adults (WIOA Youth) – 36 of 42 files were closed positively (employment, education, or entered military). Average wage for those closed due to employment was \$12.28. The maximum hourly wage was \$27.95.
- Welfare Transition Program - 63 participants records were closed to entered employment w/average wage of \$12.98.

Community Partner Engagement/Collaboration

Staff engaged with community partners by participating in joint workshops and/or providing collateral for their on-site events. This quarter, we hosted the following CSB information sessions and events:

- Boys & Girls Club – (2 presentations to an audience of young adults)
- Take Stock in Children (audience – young adults & parents)
- Provided collateral to Endeavour Elementary for agency's resource fair on June 24, 2021.
- In partnership with Emma Jewel Charter Academy in Cocoa, CSB hosted a Build Your Future/Touch-a-Truck hiring event on Friday, June 25, 2021. This event was to connect with Cocoa and surrounding areas residents to share information on services and training opportunities provided through CSB. Attendees were able to interact with heavy equipment to gauge their interest in working with heavy machinery and small equipment.

Although the turnout was below what we expected, we plan on having a similar event at a location that is well travelled and more visible to passersby.

Information Brief

Continuous Improvement Performance Initiative (CIPI)

Background

The Continuous Improvement Performance Initiative (CIPI) Measures are those developed under the guidance of CareerSource Florida and align with CSF’s corporate goals. These measures are used for awarding performance incentive monies to regional workforce boards. The current measures replace the previous Performance Funding Model method beginning with PY 2019-2020. Program Year 2018-2019 was considered the baseline year and was used to set targets for performance. The target or goal is established by adding 10% to the actual performance of the same quarter in the previous year.

The initiative includes three key metrics with additional credit for serving individuals with barriers to employment and for providing staff-assisted, high-value services to business establishments in up to five board-selected industry sectors. The five industries measured for Brevard are: Construction, Healthcare, Manufacturing, Professional and Information.

CareerSource Florida allocated \$5 million to recognize local workforce board performance on these metrics. CareerSource Brevard’s allotment is just over 2.35%, or \$117,500 (estimated maximum amount to be paid out if all measures are met every quarter). This amount is divided evenly by quarter among the three metrics. The performance is earned quarterly and paid out at 6 months and 1 year.

July 2020-June 2021 Performance

Entered Employment Rate 1 st Quarter after Exit				
	Q1 7/1-9/30	Q2 10/1-12/31	Q3 1/1 – 3/31	Q4 4/1 – 6/30
Goal	71.93%	70.52%	61.58%	60.24%
Actual	72.32%	N/A	N/A	N/A
Results	<i>Met</i>	N/A	N/A	N/A
Participant Training Rate				
	Q1 7/1-9/30	Q2 10/1-12/31	Q3 1/1 – 3/31	Q4 4/1 – 6/30
Goal	45.08%	47.61%	51.75%	48.89%
Actual	49.46%	47.26%	52.3%	54.78%
Results	<i>Met</i>	Not Met	<i>Met</i>	<i>Met</i>
Business Penetration				
	Q1 7/1-9/30	Q2 10/1-12/31	Q3 1/1 – 3/31	Q4 4/1 – 6/30
Goal	738.1	660	790.9	954.8
Actual	1,139.40	1,352.40	1,362.40	N/A
Results	MET	MET	<i>Met</i>	N/A

The results shown in italics are preliminary numbers.

To date CareerSource Brevard has received \$19,816 for Quarter 3 of the 20-21 Program Year and \$59,448 total for the year.

Final report for PY 19-20 follows:

July 2019-June 2020 Performance

Entered Employment Rate 1st Quarter after Exit				
	Q1 7/1-9/30	Q2 10/1-12/31	Q3 1/1 – 3/31	Q4 4/1 – 6/30
Goal	75.5%	71.19%	71.92%	69.22%
Actual	76.4%	74.98%	66.35%	66.66%
Results	MET	MET	Not Met	Not Met
Participant Training Rate				
	Q1 7/1-9/30	Q2 10/1-12/31	Q3 1/1 – 3/31	Q4 4/1 – 6/30
Goal	41.31%	41.43%	45.48%	45.05%
Actual	50.04%	53.24%	59.01%	49.95%
Results	MET	MET	MET	<i>MET</i>
Business Penetration				
	Q1 7/1-9/30	Q2 10/1-12/31	Q3 1/1 – 3/31	Q4 4/1 – 6/30
Goal	763.4	585.1	1085.7	807.4
Actual	1018.4	879.6	1052.3	1185.5
Results	MET	MET	NOT MET	<i>MET</i>

CareerSource Brevard received a total of \$88,605 in Incentive funds for the PY 19-20 Program Year.

Information Brief

Effectiveness of Training/Career Services PY 19-20

Background

Strategy: Identify, measure and implement training to support the needs of local businesses.

In support of this strategy CareerSource Brevard staff are continuing to track and analyze the effectiveness of training programs offered to career seekers through CSB by monitoring performance of career services compared to training services and to evaluate the effectiveness of the trainings offered.

In Program Year 2019-20, CareerSource Brevard provided Workforce Innovation and Opportunity Act (WIOA) funded career and training services to 836 customers at an average cost per placement of \$8,021. 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
Career Services	574	493	319	64.7%
Training Services	262	185	137	74.1%
Total	836	678	456	67.3%

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. These include Individual Training Accounts (ITA's), On-the-Job Training (OJT), Incumbent Worker Training (IWT), Employed Worker Training (EWT) and 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
Training Services	262	185	137	74.1%
ITA's	171	102	66	64.7%
OJT	53	45	36	80.0%
Other*	38	38	35	92.1%

*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 11.5 months for ITA's compared to average training length of 6.9 months for OJT's.

The "Other" category shows a higher placement percentage due to 33 of the 38 being Employed Worker Training customers who are training with their existing employer and as such remain employed upon completion.

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	66	90.9% (60 OF 66)	91.7% (55 OF 60)
OJT's	36	88.9% (32 OF 36)	96.9% (31 OF 32)

This year ITA's have outperformed OJT's by 2% when looking at those customers still employed at 6 months. However, those numbers were reversed at the time of the 12 month follow-up where OJT's outperformed ITA's by 5.2%. It's hard to determine a specific cause as those not employed at the time of follow-up were from all industries and were a mix of training related and non-training related, lower wage and higher wage.

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 guiding customers to the type of training that best suits the customer strengths and experience.

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



August 19, 2021

Information Brief

End of Year Performance PY 2020-2021

Background

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

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

PY 2020-21 Performance Results

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

Elements of Contractor Performance Earnings - PY 20-21						
Measures						
Objective/Criteria	Minimum	Accelerated	1st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Customer Services						
Brand New Job Seekers with Extra Credit	Q1 -1,650 Q2 – 3300 Q3 – 4950 Q4 – 6600	Q1 - 1800 Q2 - 3600 Q3 - 5400 Q4 - 7200	Exceeded (1978.5)	Met (3346.6)	Missed (4532.4)	Missed (6019.2)
Customer Engagement	70%	75%	Missed (67%)	Met (74%)	Exceeded (76%)	Met (71%)
Entered Employment Rate/Positive Outcome						
Adults	90%	95%	Exceeded (100%)	Exceeded (100%)	Exceeded (100%)	Met (90%)
Dislocated Workers	90%	95%	Exceeded (100%)	Exceeded (95%)	Met (93%)	Met (90%)
Youth	90%	95%	Exceeded (100%)	Exceeded (100%)	Exceeded (100%)	Met (92%)
Welfare Transition*	33%	38%	Exceeded (65%)	Exceeded (56%)	Exceeded (55%)	N/A
Wagner Peyser	37%	40%	Missed (22%)	Missed (29%)	Missed (32%)	Missed (34%)

Elements of Contractor Performance Earnings - PY 20-21

Measures						
Objective/Criteria	Minimum	Accelerated	1st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Short Term Veteran	38%	42%	Met (38%)	Met (40%)	Exceeded (42%)	Exceeded (44%)
Average Wage at Placement						
Adult	\$17.01	\$17.73	Exceeded (\$19.42)	Exceeded (\$19.71)	Exceeded (\$18.50)	Exceeded (\$18.54)
Dislocated Worker	\$18.59	\$19.31	Exceeded (\$19.35)	Exceeded (\$23.07)	Exceeded (\$20.96)	Exceeded (\$20.00)
Youth	\$10.90	\$11.15	N/A	Exceeded (\$11.32)	Exceeded (\$11.69)	Exceeded (\$12.09)
Welfare Transition*	\$10.01	\$10.65	Exceeded (\$13.09)	Exceeded (\$12.14)	Exceeded (\$12.62)	N/A
Wagner Peyser	\$11.44	\$12.15	Exceeded (\$15.71)	Exceeded (\$15.68)	Exceeded (\$15.78)	Exceeded (\$15.92)
Retention at 12 Months						
Adult	80%	85%	Met (81%)	Met (81.1%)	Met (81%)	Met (83%)
Dislocated Worker	80%	85%	Exceeded (95%)	Exceeded (97.1%)	Exceeded (93%)	Exceeded (89%)
Youth	72%	75%	Exceeded (75%)	Exceeded (73.3%)	Met (74%)	Exceeded (75%)
Measurable Skills Gain						
Adult	55%	60%	N/A	Exceeded (64%)	Exceeded (62%)	Exceeded (85%)
Dislocated Worker	55%	60%	N/A	Exceeded (60%)	Met (57%)	Exceeded (89%)
Youth	55%	60%	Exceeded (63%)	Missed (48%)	Exceeded (60%)	Exceeded (64%)
Quality of Referrals						
Referral to Placement Ratio by Job Seeker	45%	50%	Missed (42%)	Missed (43%)	Missed (43%)	Missed (44%)
Training Services						
PFM Career Training Services	53%	58%	Exceeded (76%)	Missed (49%)	Missed (52%)	Exceeded (58%)
Grants and Special Projects Measured Annually						
Performance on Special Projects and Grants	N/A	N/A	N/A	N/A	N/A	N/A

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

Element A				
Met the minimum percentages set on 14 out of the 18 (Q1) and 17 out of 21 (Q2 and Q3) and 18 out of 22 (Q4) Performance Measures established in Attachment F	Yes – Met Minimum on 15 of 18	Yes – Met Minimum on 17 out of 21	Yes – Met Minimum on 17 of 21	Yes – Met Minimum on 18 of 21 Measures * WT Measures and Measure 22 numbers will not

				<i>be available until the end of July</i>
Element B				
Met the accelerated percentages set on 9 out of the 19 Performance Measures (Q1), 10 out of 21 (Q2 & Q3) and 11 out of 22 (Q4) established in Attachment F	Yes – Met Accelerated on 13 of 18	Yes – Met Accelerated on 13 of 21	Yes – Met Accelerated on 12 of 21	Yes – Met Accelerated on 13 of 21
Element C				
Met a minimum score of 75 or higher on the CSB performance evaluation related to the annual state programmatic monitoring results	Met Achieved a score of 80			

Performance Measure Revisions for PY 20-21

In the wake of COVID-19, the measures for the first quarter of PY 20-21 were kept the same pending better knowledge of the path the services would need to take post lock-down. In September, board staff reviewed and modified the measures for PY 20-21 to ensure the best possible avenue for continuous improvement while making sure we are tracking all necessary measures and continuing to stay on track to meet our federal and state goals. While much is still unknown about the impact of the pandemic, staff have defined measures and negotiated performance expectations based on the best data available.

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

New Customers measure was missed. The number of “New Customer Jobseekers”, as defined in our local performance measures, using our services remained below the established performance expectation. This time frame last year, COVID-19 had changed our world. Staff transitioned to fully virtual services and we experienced an influx of new customers entering the system. Analysis of the jobseeker customers served in PY 20-21 indicates that while 4,812 of the 14,789 registrations were new customers never seen before July 1, 2020 (the beginning of the timeframe covered by this report); 7,846 of those registrations were customers entering the system after March 15, 2020.

Wagner Peyser Entered Employment Rate and Referral to Placement were both missed. This is directly related to the number of customers moving into employment. Businesses are beginning to open back up to full capacity, Work Search Waiver expired on May 29, 2021, the pandemic unemployment benefits (additional \$300) expired on June 26, 2021, and the Federal Unemployment is set to expire September 4, 2021. If there are no further extensions, we should begin to see an increase in jobseekers and placements over the next few months. A quick look at the last 3 months shows the increase in customers (April – 949, May – 976, June – 1,337).

The number of universal customers getting jobs remains a little more than 33% (up from 30% last quarter) but still below expected performance. Last year 3,746 had found jobs while this year the number was 2,480. The denominator for 20-21 of 7,418 is about 1,630 less than the same time-period last year (9,048). Again, this number is expected to increase over the next few months.

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

Information Brief

Primary Indicators of Performance

Background

Common Measures were established under Workforce Investment Act (WIA) and are still required by the Workforce Innovation and Opportunity Act (WIOA). While incentive monies will not be tied to meeting these common measures, there are sanctions tied to missing the same measure two years in a row to include completing a Performance Improvement Plan 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 2020-21. Also shown are our goals for PY 2020-21. All performance goals were met or exceeded for the 3rd quarter.

July 2020-March 2021 Performance

Primary Performance Indicator (PPI)	Performance 2017-2018	Performance 2018-2019	Performance 2019-2020	PY 20-21 3rd Quarter Performance	PY20-21 Performance Goals
Adults:					
Entered Employment Rate (2 nd Qtr. after Exit)	92.6%	95.0%	89.1%	88.9%	86.5%
Employment Retention Rate (4 th Qtr. after Exit)	89.3%	92.6%	87.0%	88.50%	85.0%
Median Earnings (2 nd Qtr. after Exit)	\$7,496	\$8,017	\$8,097	\$8,745	\$7,500
Credential Attainment Rate	N/A	89.1%	78.7%	81.8%	72.0%
Measurable Skills Gain	N/A	N/A	N/A	61.7%	47.0%
Dislocated Workers:					
Entered Employment Rate (2 nd Qtr. after Exit)	85.7%	84.9%	91.8%	92.2%	86.0%
Employment Retention Rate(4 th Qtr. after Exit)	88.2%	87.5%	88.7%	92.6%	82.0%
Median Earnings (2 nd Qtr. after Exit)	\$6,432	\$8,229	\$10,174	\$12,252	\$7,200
Credential Attainment Rate	N/A	81.00%	61.1%	69.8%	70.0%
Measurable Skills Gain	N/A	N/A	N/A	58.6%	47.0%
Primary Performance Indicator (PPI)	Performance 2017-2018	Performance 2018-2019	Performance 2019-2020	PY 20-21 3rd Quarter Performance	PY20-21 Performance Goals
Youth Common Measures:					
Entered Employment Rate (2 nd Qtr. after Exit)	79.2%	83.5%	80.2%	81.0%	79.0%
Employment Retention Rate (4 th Qtr. after Exit)	78.3	82.2%	85.6%	78.3%	75.0%
Median Wage 2nd Quarter After Exit	N/A	N/A	N/A	\$3,654	\$3,200
Credential Attainment Rate	N/A	72.5%	70.3%	71.0%	76.5%
Measurable Skills Gain	N/A	N/A	N/A	60.0%	45.5%
Wagner-Peyser:					
Entered Employment Rate (2 nd Qtr. after Exit)	69.1%	63.8%	68.8%	63.8%	65.0%
Employment Retention Rate(4 th Qtr. after Exit)	70.7%	64.8%	65.4%	65.2%	64.2%
Median Earnings (2 nd Qtr. after Exit)	\$5,165	\$5,619	\$5,459	\$5,313	\$5,000
Not Met (less than 90% of negotiated)	Met (90-100% of negotiated)		Exceeded (greater than 100% of negotiated)		

MEASURING SUCCESS



3,111

BUSINESSES SERVED

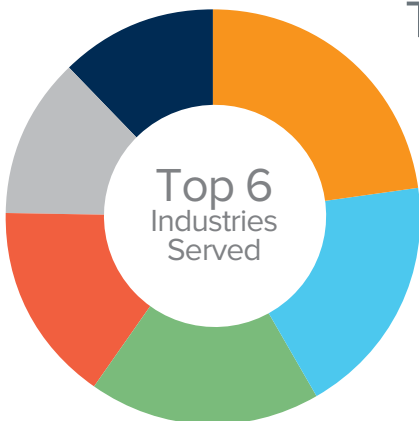


2,909

 PEOPLE PLACED IN JOBS

42,553

SERVICES PROVIDED TO BUSINESSES



- Healthcare
- Construction
- Professional Services
- Manufacturing
- Administrative
- Retail Trade

UNEMPLOYMENT RATE

5.0%

BREVARD'S UNEMPLOYMENT RATE
JUNE 2021



ON-THE-JOB TRAINING

30

 OJTs CREATED

FOR **18** BREVARD BUSINESSES

WITH **\$215,471.20** IN OJT CONTRACTS WRITTEN

RECRUITING EVENTS/ JOB FAIRS

40

 Recruiting Events and Job Fairs

759

 JOB SEEKERS ATTENDED

FOR **106** UNIQUE EMPLOYERS

VETERANS SERVED

1,451

 VETS

17,548

 Personalized Services Received

336

VETERANS EMPLOYED



Quarterly Multimedia Outreach (April – July 2021)

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

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

Please follow us!

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

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

- **Partner news shared:** Brevard County, Brevard Public Schools, Brevard Adult Ed, City of Titusville, City of Cocoa, , EDC, Enterprise Florida, SBDC Florida, Brevard Achievement Center, Brevard 211, EDC, Brevard Public Schools, CareerSource Florida, Florida Makes, USDOL, EFSC, ELC, Florida DEO, CareerSource Florida, Brevard 211, AARP Foundation, Space Florida, Embraer, SBA, and more sharing of local, regional and state, business community and workforce industry partner news that support our mission.
- **Sharing CSB events, programs & services:** **Daily** hot jobs social and radio promos, social media content and **weekly**-at-a-glance e-news to jobseekers and referring partners promoting key in-center and virtual workforce services, resources, announcements, events and success stories. **Daily** social media content and **monthly**-at-a-glance e-news to businesses and referring partners promoting workforce news, events, resources, and business services. **Ongoing** promotions supporting key sector (Aerospace/Advanced Manufacturing, Information Technology, Healthcare) initiatives that include talent building, training, hiring and more. **Quarterly** program messaging included: CSB’s Brevard Recovery Works, RISE, Registered Apprenticeship, ESOL, GED, AARP 50+, Veterans, and Young Adult programs. Sharing CSB jobseeker successes and earned media coverage with State workforce partners.

Earned Multi—Media Coverage through Press & Partner Relations

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

- **Digital, broadcast and print news coverage:**
 - Brevard Business News— routinely publishes CSB’s business news, including April feature article on credentialing and On-the-Job Training programs.
 - Florida Today – Includes CSB labor market information on articles related to Brevard’s economy.
 - Additional media outlets sharing CSB hot jobs, news and events-- Spotlight Brevard, Space Coast Daily, The Beach radio & Beachland Community spotlight, Destination Brevard.
- **Social media coverage:** *These organizations have tagged CSB and/or shared CSB news to their networks:-* Senator Debbie Mayfield, Florida Makes, City of Cape Canaveral, City of Titusville, City of Cocoa, Palm Bay Area Chamber of Commerce, Destination Brevard, Brevard Public Libraries, FL Dept of Education, CareerSource Florida, Brevard Schools, Propeller Club, Embraer, Launch Credit Union, Perrone Properties, Health First, LF Staffing, WeVenture, RGNNext, Talk of Titusville and more.



Quarterly Multimedia Outreach (April – July 2021)

<p>Community Partner Outreach Events/Programs</p>	<p>Additional outreach efforts not detailed in this report or the committee goals matrix: <i>Ongoing collaboration to share CSB’s Partner/Employer/Job seeker news and events; strengthening community partner customer referrals to CSB.</i></p> <ul style="list-style-type: none"> • CareerSource Florida and DEO shares CSB’s jobseeker success stories • CareerSource Florida shares CSBs earned media with their stakeholders • The State of Florida (DEO) continues to issue COVID-19 Updates and includes CSB’s messaging about resources offered.
<p>Paid Multimedia Promotions/ Tactics</p>	<p>Brand awareness to all CSB audiences: <i>Ongoing effort to communicate timely and relevant workforce programs and services to targeted audiences and be recognized as Brevard’s key resource for workforce development issues and trends.</i></p> <ul style="list-style-type: none"> • Brevard Business News (BBN): Ads informing businesses about CSB’s Brevard Recovery Works and the Aero-Flex pre apprenticeship programs. • Facebook/Instagram: CNA talent attraction ads, scholarships/career pathways in Healthcare. • Craigs List: Carpenters, laborers, drivers, etc...Talent attraction: Open job ads to fill positions offered under the Hurricane and Covid grant program. • Radio: The Beach, promoting Healthcare nurse training event and NEG Grant job fairs • Program collateral: Mission vision posters
<p>Website</p>	<p>Content development and enhancements: Ongoing updates: increase SEO through industry-relevant posts, fresh content (pages updates), refinements to highest performing keywords and messaging based upon analytics</p> <ul style="list-style-type: none"> • Customer Feedback new webpage, https://careersourcebrevard.com/career-services/customer-feedback • NDWG new webpage, https://careersourcebrevard.com/job-seekers/hiring-now-immediate-job-opportunities • OJT webpage updates and new web submission form, https://careersourcebrevard.com/business-services/training-programs/ojt-faq-for-employers • IWT webpage updates, https://careersourcebrevard.com/business-services/training-programs/incumbent-worker-training • Aerospace Consortium new webpage, https://careersourcebrevard.com/business-services/building-workforce-solutions • Monthly news posts: <ul style="list-style-type: none"> ○ 2021-2022 Closures, https://careersourcebrevard.com/press-releases/careersource-brevards-scheduled-closings-july-2021-june-2022 ○ Summer Camp Opportunities, https://careersourcebrevard.com/job-seekers/summer-camp-opportunities-and-food-distribution-community-resources ○ 8 Ways to Get Prepared for the Job Fair, https://careersourcebrevard.com/job-seekers/8-ways-to-get-prepared-for-the-virtual-job-fair ○ Work Search and Work Registration Requirements for RA in Effect, https://careersourcebrevard.com/job-seekers/work-search-and-work-registration-requirements-for-reemployment-assistance-in-effect ○ IT Consortium, https://careersourcebrevard.com/sector-strategies/information-technology/information-technology-consortium-group-next-virtual-meeting-is-may-26 ○ Workshops in Spanish, https://careersourcebrevard.com/job-seekers/new-virtual-career-workshops-en-espanol ○ Rapid Reemployment Initiative, https://careersourcebrevard.com/job-seekers/get-free-training-to-make-a-career-change



Quarterly Multimedia Outreach (April – July 2021)

	<ul style="list-style-type: none"> ○ 7 Ways to Stay Motivated in Your Job Search, https://careersourcebrevard.com/job-seekers/7-ways-to-stay-motivated-in-your-job-search ○ Workshops for Veterans, https://careersourcebrevard.com/veterans/new-virtual-career-workshops-for-veterans-and-transitioning-military-members ○ Summer Youth Program, https://careersourcebrevard.com/young-adults/2021-summer-jobs-program-applications-open-now • Dedicated COVID-19 information and resource page, https://careersourcebrevard.com/news/covid-19 • Dedicated Hot Jobs page, https://careersourcebrevard.com/career-services/hot-jobs-now • Event calendar enhancements https://careersourcebrevard.com/events <p>Web Analytics: <i>from the previous quarter.</i></p> <ul style="list-style-type: none"> • 34,641 unique visitors to CareerSource Brevard website • Reemployment Assistance (RA) information, Hot Jobs, and Career Services landing page were top viewed pages
<p>State-Funded Multimedia Campaigns</p>	<p>Seventh annual CareerSource Florida co-op outreach program: State dollars provide CSB with funds to produce outreach campaigns. State ad agency surveyed boards to uncover most effective campaign tactics and share feedback. Awaiting next meeting date for campaigns to launch in the new PY. Updates will be reported at the next quarterly meeting.</p>



August 19, 2021

Information Brief

Budget Update for Program Year (PY) 2021-2022

Background

In May the CSB Board approved a budget of \$11,633,000 for PY 21-22. 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

After completing our FY 2020-2021 closeout, we have \$636,842 in formula funding to carry forward into the FY 2021-2022 budget, 27% more than the \$500,000 that was originally budgeted. Our total carry forward figure is \$5,727,000, slightly exceeding our initial budget carry forward projection of \$5,600,000 and allowing us to fully fund the budget at the approved level of \$11,633,000.

We have informed the State that we may be returning up to \$2.8 million in Hurricane Irma funds that expire on 9/30/21, so that may have some impact on our infrastructure and administrative funding going forward if we can't offset that funding reduction with other grants. We will monitor funding and spending closely throughout the year and inform the Board if any budget reductions are necessary.



August 2, 2021

Information Brief

Financial Reports

Background

The three reports that follow this brief will provide the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal year beginning on July 1, 2020 and ending on June 30, 2021.

Report Descriptions

CSB BUDGET TO ACTUAL REPORT (ATTACHMENT 1)

The report provides a comprehensive analysis of funding and spending in program year 2020-2021 as follows:

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

CSB FISCAL DASHBOARD INDICATORS (ATTACHMENT 2)

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

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

CSB FEE FOR SERVICE ACTIVITIES (ATTACHMENT 3)

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



Budget to Actual Report

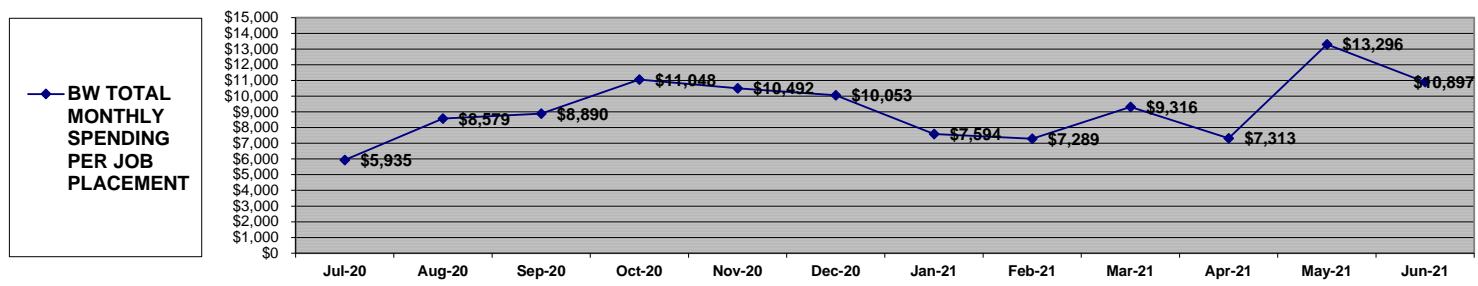
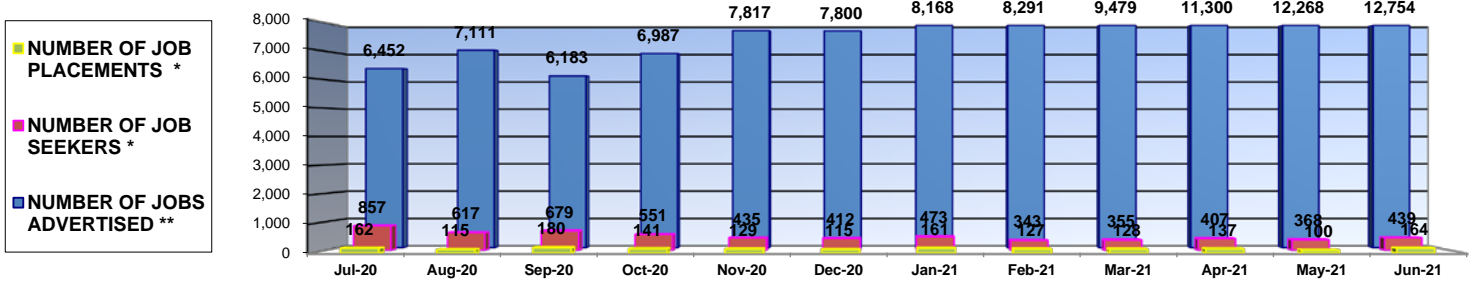
As of June 30, 2021

Revenue PY 2020 - 2021	Annual Budget	WIOA Adult	WIOA Youth	WIOA Disl Wkr	Welfare Transition	NEG Hurricanes	Other Grants	INDIRECT POOL
Carry In Funds From PY 19 - 20	566,405	540,325	-	-	-	-	26,080	
PY 20 - 21 Awards	20,035,595	1,397,718	947,781	712,322	1,722,678	10,981,303	4,273,793	
Award Total - Available Funds	20,602,000	1,938,043	947,781	712,322	1,722,678	10,981,303	4,299,873	
LESS planned Carryover For PY 21 - 22	(5,100,000)	-	-	-	-	(4,600,000)	(500,000)	
Total Available Revenue	15,502,000	1,938,043	947,781	712,322	1,722,678	6,381,303	3,799,873	

Expenditures								Total Expenditures - 6/30/21	% of Budget - 6/30/21	
Staff Salaries/Fringe Benefits	1,469,700	123,808	85,973	45,290	133,717	790,406	288,539	1,467,733	99.9%	434,600
Program Operations/Business Services	2,687,400	226,683	157,412	82,922	244,828	1,447,177	528,296	2,687,318	100.0%	82,304
Infrastructure/Maintenance Related Costs	958,200	63,358	43,997	23,177	68,430	404,487	147,659	751,108	78.4%	12,895
IT Costs/Network Expenses	438,500	36,993	25,688	13,532	39,954	236,167	86,214	438,548	100.0%	3,085
Contracted One-Stop Services	4,118,800	954,399	519,878	310,374	1,000,955	131,539	905,105	3,822,250	92.8%	-
Customer Training Activities	5,079,400	396,387	77,443	210,908	34,912	2,763,737	1,601,716	5,085,103	100.1%	-
Customer Support Services	100,000	5,967	13,048	2,418	9,027	47,012	12,526	89,998	90.0%	-
Indirect Cost (6.68%)	650,000	52,191	24,342	23,701	30,434	230,125	172,091	532,884	82.0%	(532,884)
TOTAL EXPENDITURES	15,502,000	1,859,786	947,781	712,322	1,562,257	6,050,650	3,742,146	14,874,942	96.0%	-

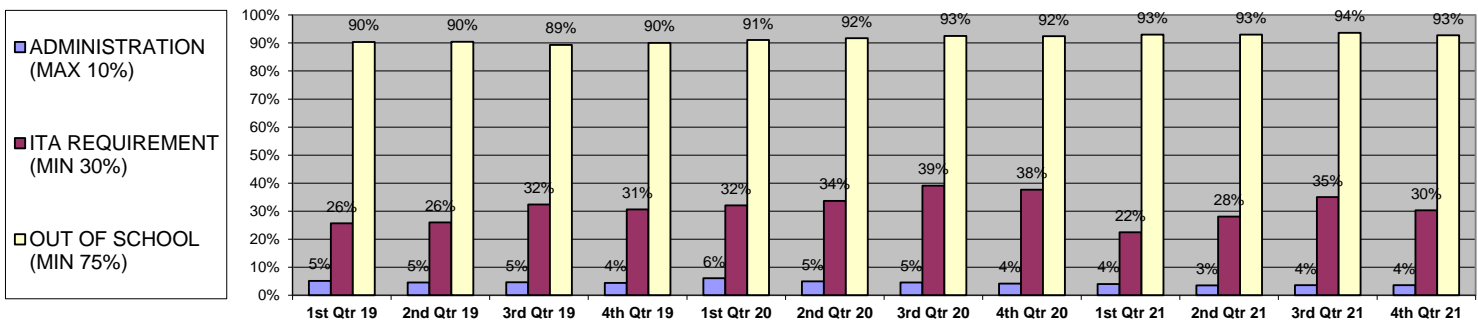
REMAINING AVAILABLE FUNDS		78,257	-	-	160,421	330,653	57,727			
% OF FUNDS EXPENDED BY GRANT THROUGH 6/30/21		96.0%	100.0%	100.0%	90.7%	94.8%	98.5%			

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%)	153,830	282,216	419,576	572,973	156,767	281,964	418,590	552,984	141,733	265,662	391,282	541,892
PROGRAM ACTIVITIES	2,858,106	5,891,543	8,701,681	12,401,410	2,427,239	5,435,230	8,733,631	12,881,996	3,406,579	7,349,980	10,565,082	14,532,965
CUSTOMER SPENDING:												
STATE ITA COSTS (MIN 30%)	89,847	224,104	467,221	775,951	169,810	379,150	573,734	723,452	110,878	217,060	420,757	699,459
OTHER PROGRAM COSTS	260,390	639,214	977,107	1,757,069	359,950	748,012	893,311	1,195,962	382,653	556,526	780,536	1,609,109
YOUTH SPENDING:												
IN-SCHOOL	22,629	54,399	79,174	89,734	24,911	55,186	54,328	69,794	16,784	13,071	29,987	46,927
OUT-OF-SCHOOL (MIN 75%)	211,740	512,905	659,071	809,910	252,848	612,562	673,673	850,816	221,929	172,829	439,803	603,788



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2020 - 6/30/2021)

Unrestricted Balances: Cash on Hand \$241,160 Certificates of Deposit \$75,541 Total \$316,701

	Healthcare Ambassador Program % of Revenue		AARP BTW 50+ Program % of Revenue		Juniors to Jobs Program % of Revenue		Ticket to Work & TFF Programs % of Revenue		Foundation Grants & Other Fee for Service Activities % of Revenue		TOTALS % of Revenue	
Revenue												
Grant Awards	\$ 119,935	100.0	\$ 37,874	100.0	\$ -	-	\$ -	0.0	\$ -	0.0	\$ 157,809	78.5
Contract Revenue	-	0.0	-	0.0	-	-	2,250	5.2	-	0.0	2,250	1.1
Sponsorship Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Donated Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	0.0	-	-	40,743	94.8	-	0.0	40,743	20.3
Website Licenses	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	-	-	0.0	151	100.0	151	0.1
Total Revenue	\$ 119,935	100.0	\$ 37,874	100.0	\$ -	-	\$ 42,993	100.0	\$ 151	100.0	\$ 200,953	100.0
Expenses												
Personnel	\$ 78,028	65.1	\$ -	0.0	\$ -	-	\$ 494	1.1	\$ -	0.0	\$ 78,522	39.1
Travel / Training	-	0.0	-	0.0	-	-	-	0.0	4,750	3145.7	4,750	2.4
Outreach	2,841	2.4	175	0.5	353	-	-	0.0	9,496	6288.7	12,865	6.4
Software	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Supplies	-	0.0	3,892	10.3	720	-	-	0.0	1,392	921.9	6,004	3.0
Equipment	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Professional Services	2,100	1.8	27,977	73.9	-	-	40	0.1	15,529	10284.1	45,646	22.7
Customer Training	2,700	2.3	-	0.0	-	-	-	0.0	14,258	9442.4	16,958	8.4
Customer Support	26,760	22.3	5,211	13.8	500	-	-	0.0	2,700	1788.1	35,171	17.5
Indirect Costs	7,506	6.3	619	1.6	105	-	36	0.1	3,213	2127.8	11,479	5.7
Total Expenses	\$ 119,935	100.0	\$ 37,874	100.0	\$ 1,678	-	\$ 570	1.3	\$ 51,338	33998.7	\$ 211,395	105.2
Net Profit (Loss)	\$ -	0.0	\$ -	0.0	\$ (1,678)	-	\$ 42,423	98.7	\$ (51,187)	-33898.7	\$ (10,442)	-5.2

CareerSource Brevard (CSB)
Executive Committee Meeting
May 3, 2021

MINUTES

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

Members in Attendance: Susie Glasgow (Chair), Lloyd Gregg, Mike Menyhart.

Members Absent: Daryl Bishop, Nancy Heller.

Staff in Attendance: Judy Blanchard, Thomas LaFlore, Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin, Jeff Witt.

Guests: None

Susie Glasgow called the meeting to order at 4:15pm.

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for February 1, 2021 and March 24, 2021 made by Mike Menyhart and seconded by Lloyd Gregg. Motion passed unanimously.

Board Member Reappointments

According to the CSB bylaws Directors of the Board serve three-year terms and prior to the end their term, the Executive Committee reviews each member to determine which Board members should be asked to serve additional terms, subject to Board approval. The President asked the Committee to review and approve the following members whose terms are ending on 6/30/2021:

Lloyd Gregg – VP/GM Spaceflight Support Services, ASRC Federal
Mike Menyhart – President of Operations, Migrandy Corporation
Mark Mullins – Superintendent, Brevard Public Schools
Wayne Olson – Area 3 Director, Vocational Rehabilitation
Amar Patel – Executive Director, Brevard Achievement Center
Travis Mack – President/CEO, Valeo Networks, Inc.

Motion to approve the reappointments for inclusion on the Agenda of the next full Board of Directors meeting made by Mike Menyhart and seconded by Lloyd Gregg. Motion passed unanimously. Action by the Board of Directors will result in requesting ratification action by the Brevard County Commission

Nomination of Officers

According to CSB bylaws, the Executive Committee shall recommend candidates selected from the business sector to serve as officers of the Board. All officers of the Board shall be elected for a period of two years and may not be nominated in the same office for more than two consecutive terms. The officers will take office at the first board meeting in the new fiscal year.

Lloyd Gregg has expressed his interest in serving as Chair and the Committee were asked to select candidates for the Vice Chair and Treasurer position.

After some discussion it was determined that staff contact the following candidates to ask if they were interested in serving:

Vice Chair: A: Mary Jane Brecklin: Tracy Klinkbeil
Treasurer: A: Colleen Brown B: Daryl Bishop C: Kirsten Patchett

Motion to recommend the Board of Directors approve Lloyd Gregg as Chair, and for staff to contact the above individuals in the order listed to ask if they are interested in serving as an officer of the board for Program Year 2021-2022 made by Mike Menyhart. Motion seconded by Lloyd Gregg and passed unanimously.

Discussion/Information Items:

President's Report

Ms. Murphy reported on the upcoming Board Retreat and said it would be in-person and socially distanced. She also said that CSB will be receiving funds to expand services for substance use disorder. Details will be provided at a later date.

Finance Committee Update

The Finance Committee was rescheduled to May 10, 2021 and the report will be presented at the Board of Directors meeting on May 20, 2021.

Local Workforce Development Area Designation

Staff said that the Board of County Commissioners had executed and approved the CSB Application for Subsequent Local Workforce Development Area Designation March 23, 2021 and it has been transmitted to the State of Florida, Department of Economic Opportunity.

Grow the Resources of the Board

A matrix was shared showing grant opportunities, unrestricted revenue projects and partnerships that CSB is pursuing to help grow the resources of the Board. There was brief discussion on the Economic Development Block Grant and Dislocated Worker grants.

Quarterly Hurricane Report

Staff shared status and resources used for the Irma and Dorian Hurricane Recovery Programs including grant status, restoration activities, program costs, and work based training and certifications. Staff said that the majority of grant funds is used to cover participant wages.

Adjournment:

The meeting adjourned at 4:49pm.

Submitted by,

Reviewed by,

(signature on file) 5/20/2021
Lyn Sevin Date

(signature on file) 5/20/2021
Susie Glasgow Date

CareerSource Brevard (CSB)
Executive Committee Meeting
August 2, 2021

MINUTES

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

Members in Attendance: Lloyd Gregg (Chair), Colleen Browne, Mike Menyhart, Susie Glasgow.

Members Absent: Mary Jane Brecklin, Nancy Heller.

Staff in Attendance: Marci Murphy, Lyn Sevin, Jeff Witt.

Guests: None

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

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for May 3, 2021 made by Susie Glasgow and seconded by Mike Menyhart. Motion passed unanimously.

Bylaws Revisions

Staff explained the Bylaws approval process said that CareerSource Florida has updated Administrative Policy Number 091 Local Workforce Development Board Composition and Certification, and Administrative Policy Number 110 Local Workforce Development Area and Board Governance, necessitating changes to CSB's current Bylaws. Staff presented a summary of the changes which included updates to the purpose and responsibilities of local boards, changes in the nomination and composition of Directors, term limits for board members, additional training and record keeping requirements, and expanded the duties of the Chair.

Penny Binkly joined the meeting at 4:06pm and explained that Mary Jane Brecklin was unable to join the meeting due to critical duties at Health First.

Motion to recommend the Board of Directors approve the Bylaws revisions made by Colleen Browne and seconded by Susie Glasgow. Motion passed unanimously. The changes will be sent to the Board of Directors for approval and the Brevard Board of County Commissioners for ratification.

President's 2020-2021 Goals

Marci Murphy gave a presentation on the accomplishments of her Annual Goals for PY20-21. There was discussion on the training offered with Florida Makes and the Aero-flex grant. Motion to approve the President's compensation of 15% of annual base salary to be paid as a lump sum made by Mike Menyhart and seconded by Susie Glasgow. Motion passed unanimously.

President's 2021-2022 Goals

Marci Murphy presented her proposed Goals for PY21-22. Motion to recommend approval of the President's goals for PY21-22 to the Consent Agenda of the next full Board of Directors made by Colleen Browne and seconded by Susie Glasgow. The motion passed unanimously.

Discussion/Information Items:

Executive Committee Duties

Staff reviewed the Executive Committee's roles and responsibilities and said that the purpose of the Executive Committee is to provide executive oversight and governance of all activities of CSB. The Executive Committee consists of the Chair of the Board, Vice Chair of the Board, Treasurer of the Board, Past Chair of the Board, and Chair of any standing committee. The Executive Committee is responsible for the Governance process to include making recommendations to the Full Board of Directors on Bylaws, Recruitment of board members, board member training, and supervision and compensation of CSB's President. The Committee suggested updating this brief for future reference to include the review and accomplishments of the Presidents yearly goals and authorization of incentive compensation.

Grow the Resources of the Board

A matrix was shared showing grant opportunities, unrestricted revenue projects and partnerships that CSB is pursuing to help grow the resources of the Board. There was brief discussion on Hurricane Erma, Hurricane Dorian, and the Opioid and COVID grants.

Hurricane Report

Staff shared status and resources used for the Irma and Dorian Hurricane Recovery Programs including grant status, restoration activities, program costs, and work-based training and certifications.

Finance Committee Report

Colleen Browne gave an update on the Finance Committee which had met earlier in the day. Items reviewed at the meeting included Succession Planning, the committee's role, and monitoring reports.

Ms. Murphy welcomed Lloyd Gregg as the new Chairperson of the Board and said she was looking forward to working with him.

Adjournment:

The meeting adjourned at 5:14pm.

Submitted by,

Reviewed by,

(signature on file) 8/9/2021
Lyn Sevin Date

(signature on file) 8/4/2021
Lloyd Gregg Date

CareerSource Brevard (CSB)
Finance Committee Meeting
May 10, 2021

MINUTES

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

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

Members Absent: William Chivers.

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

Guests: None

Daryl Bishop called the meeting to order at 3:34pm.

Public Comments: There was no public comment.

Action Items:

Approval of Finance Committee Minutes

Motion to approve the Finance Committee minutes for February 1, 2021 made by Amar Patel and seconded by Lloyd Gregg. Motion passed unanimously.

PY 2021-2022 Budget

The proposed budget for Program Year 2021-2022 was reviewed. There was discussion on the cap on indirect costs and the effects of the minimum wage increase. Motion to recommend the Board of Directors approve the PY2021-2022 budget of \$11,633,000 and grant the CSB President authority to add or increase budget items as additional funds become available throughout the program year made by Amar Patel. Motion seconded by Wayne Olson and passed unanimously.

Discussion/Information Items:

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on March 31, 2021. There was discussion on carry over funds, and the impact to CSB when unemployment benefit ends. Staff said they have been planning for an increase in job seekers for several months and will be ready to handle any increase in customers. It is anticipated that staff will resume full time in the Career Centers within the next 60 days.

Vendor Payment Report

Staff reviewed the Vendor Payment report from January 2, 2021 through March 31, 2021.

Other Business

Staff said that the Department of Labor plans to offer governance training to board members, county commissioners and staff at the end of May.

The annual Board Meeting and Retreat scheduled for May 20 will be in person and staff will be demonstrating Burning Glass and Skill Up Brevard, which will be available to board members to

use. Board Governance policy and House Bill 1507 will also be reviewed. Masks are required to be worn when moving around the building and social distancing will be observed.

Adjournment:

The meeting adjourned at 4:00pm.

Submitted by,

(signature on file)
Lyn Sevin

5/2/2021
Date

Reviewed by,

(signature on file)
Daryl Bishop

5/12/2021
Date

CareerSource Brevard

Career Center Committee

April 27, 2021

Minutes

The meeting was held virtually via teleconference using Microsoft Teams during the COVID-19 pandemic.

Members in Attendance:

Nancy Heller, Chair, Lorri Benjamin, Lynn Brockwell-Carey, Marcia Gaedcke, Robert Gramolini, Leslie Jones, Laura Koursaris, Travis Mack and Jennifer Sugarman

Members Absent: Shawn Beal, Brian Jaskiewicz and Theodore Pobst

Staff in Attendance:

Jana Bauer, Judy Blanchard, Denise Biondi, Thomas LaFlore, Lisa Fitz-Coy, Deidre McVay-Schulmeister, Erma Shaver and Marina Stone

C2 Staff in Attendance:

Chakib Chehadi, Ahmanee Collins-Bandoo, Marvetta Gordon, Caroline Joseph-Paul, Bob Knippel, Angie Londono, Michele McAlpin, Jessica Mitchell, Aaron Smith and Kristine Wolff of CareerSource Brevard (CSB)

Guests in Attendance:

There were no guests in attendance.

Call to Order:

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

Public Comment:

There was no public comment.

Presentations

Crosswalk Portal Presentation

Staff conducted a presentation of Brevard's new agency-to-agency online referral platform, Crosswalk. This system was built by CareerSource Suncoast and is being offered at no cost to the region. The tool allows for community agencies to establish an organizational profile which describes the services offered. Other agencies are then able to refer clients, which streamlines the process of sharing customer information. Receipt

of the referral can be acknowledged in the portal, with the option to share minor notes as well. CSB is excited to offer this tool to the community and it launched officially on May 4. The committee asked when partners would be able to obtain login information, the response was less than two days. We will email the link out to members.

Customer Feedback Mechanism Demonstration

Based on the CareerSource Brevard Board of Directors Retreat last February, an initiative was developed to create and track an online customer feedback mechanism that would be housed on the CSB website. The portal will be designed to serve two primary functions; collecting success stories from customers and collecting survey data regarding customer experiences within the center. Staff demonstrated the new online customer feedback mechanism.

Action Items:

Approval of Career Center Committee Minutes of January 26, 2021

Motion to approve the Minutes from the January 26, 2021 meeting was made by Jennifer Sugarman. Marcia Gaedcke seconded the motion. The motion passed unanimously.

Regional Targeted Occupations List for PY 2021-2022

CSB is required to produce and publish the Regional Targeted Occupations List (RTOL) on an annual basis. Staff reviewed the local activity required to create the list and changes to RTOL based on current employment trends and data. Jennifer Sugarman made a motion to approve the staff recommendation for the RTOL for PY 2021-2022 as presented for inclusion in the consent agenda of the next Board of Directors meeting. Robert Gramolini 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.

Career Center Activities and Continuous Improvement

Throughout the duration of the COVID-19 pandemic, C2GPS has considerably modified the delivery of services by virtualizing case management, workshops, site visits, employer services and more. A snapshot of the various activities and new initiatives that have occurred within the career centers for the past quarter was shared. Jennifer Sugarman expressed an interest in partnering with CSB to help get people back to work and help businesses hire job seekers.

Quarterly Multimedia Outreach Matrix

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

Third Quarter Contractor Performance PY20-21

The CSB/C2 GPS contract is cost reimbursement for direct program costs, however; profit is withheld from the Contractor until measurable performance outcomes are achieved. The Contractor met the performance criteria for 17 of the 21 of the minimum measures and exceeded 12 of the 21 accelerated measures.

Primary Indicators of Performance

Common Measures were established under WIA and are still required by the Workforce Innovation and Opportunity Act (WIOA). Data was shared showing past performance and actual performance, along with PY20-21 goals. The goals for Credential Attainment Dislocated Worker and Youth were missed for the 2nd quarter. All other performance goals were met or exceeded for the 2nd quarter.

Continuous Improvement Performance Initiative

The Continuous Improvement Performance Initiative (CIPI) Measures are those developed under the guidance of CareerSource Florida and align with CSF’s corporate goals. These measures are used for awarding performance incentive monies to regional workforce boards. The initiative includes three key metrics with additional credit for serving individuals with barriers to employment and for providing staff-assisted, high-value services to business establishments. The committee reviewed the data for PY 20-21 January 1 through March 31, 2021. To date CSB has received \$29,734 of the incentive dollars allocated to PY 20-21 performance.

Q3-2021 Job Fair and Recruiting Events Presentation

A presentation was shared that highlighted CSB Recruiting Events, Job Fairs, Workshops, Presentation and Panels along with a Fact Sheet for July 1, 2020 through March 31, 2021.

Adjourn:

There being no further discussion or business, Nancy Heller, Chair adjourned the meeting at 9:56 am.

Respectfully submitted,

Reviewed by,

{signature on file}
Marina Stone

06/10/21
Date

{signature on file}
Nancy Heller, Chair

06/10/21
Date



Community Development Block Grant *Disaster Recovery*

Career Center Committee Meeting
July 27, 2021

Debbie L. Joyce, Project Coordinator



CareerSource Brevard
Grant Amount \$2,049,784
Award Date: February 26, 2020



Construction Trades Training

Participants

Top 4 Participant Eligibility Requirements

- **Must be 18 or over**
- **Be authorized to work in the U.S.**
- **Provide documentation establishing proof of identity**
- **Income verification (pay stubs, recent tax return, 1099, SSA, VA, TANF, Pension, etc.)**

90

Participants
To Be Served

55

at least of Participants
Employed at Exit

At least

51%

Of participants to be
low- and moderate-
income persons

HUD FY 2021 INCOME LIMITS DOCUMENTATION SYSTEM

[### FY 2021 Income Limits Summary](https://www.hud.gov/HUD>User Home Data Sets Fair Market Rents Section 8 Income Limits MTSP Income Limits HUD LHMTC Database</p>
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Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

FY 2021 Income Limit Area	Median Family Income	FY 2021 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Palm Bay-Melbourne-Titusville, FL MSA	\$77,900	Very Low (50%) Income Limits (\$)	25,450	29,050	32,700	36,300	39,250	42,150	45,050	47,950
		Explanation								
		Extremely Low Income Limits (5%)	15,300	17,450	21,960	26,500	31,040	35,500	40,120	44,660
Explanation										
		Low (80%) Income Limits (\$)	40,700	46,500	52,300	58,100	62,750	67,400	72,050	76,700
Explanation										

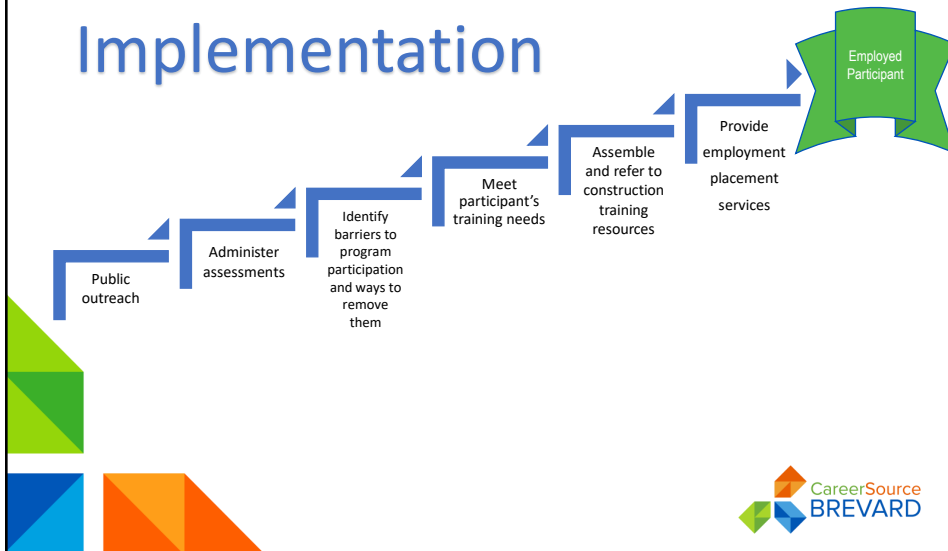
70%

of funds must benefits such persons



Grant Action Plan Elements

Implementation



Grant Activity Milestones

- 3/10/2021** Grant agreement fully executed
- 3/29/2021** DEO on-boarding completed
- 4/19/2021** Project Coordinator on-boarded
- 5/4/2021 - 5/7/2021** Initial implementation documents submitted to DEO for approval
- 5/10/2021 to Present** DEO review and approval of CSB's submissions
- 7/23/2021** All CSB's reporting requirements are current
- 8/1/2021** Participant application processing target date*
- 9/1/2023** Grant expenditure deadline

*Requires DEO prior approval



Customer Intake Process



Start
Onsite or Virtual



EFM Registration

Profile/Background
Resume
Common Intake



CSB Overview

CSB Services flyer
Workforce Programs
Resources



Initial Assessment

Education
Work Skills & Experience
Barriers to Employment
Employment Goals
Referrals
Veterans Intake form 159/189
(if applicable)
Recommended Services (myJSP)



Job Search Portfolio

myJSP
Job Seeker Services Brochure
Getting the Most Out of EFM
Recruiting Event/Job Fair Flyer(s)
Workshop Calendar
Jobs321 Flyer
SkillUp Brevard Flyer
Workforce Program Flyer(s)
Community Resource Flyer(s) (various)



My Job Search Plan (myJSP)

Next Steps will vary based on initial assessment:
Register for Pre-employment Workshop(s)
Refer to suitable Workforce Program(s)
Career/Skill Assessment(s)
Referrals to community or partner agencies
Schedule job search assistance appointment (if applicable)



Customer Feedback Survey

<https://careersourcebrevard.com/career-services/customer-feedback>
Page 77 of 92



Eastern FloridaSM
STATE COLLEGE

INDUSTRY WORKFORCE COMMITTEE UPDATE

JULY 13, 2021

Frank Margiotta
Dean, Career & Technical Education



ADVANCED MANUFACTURING UPDATE

- Aerospace Technology A.S.
- Aviation Maintenance Technology C.T.C. & A.S.
- Engineering Technology A.S.
- Welding Technology C.T.C.

APPRENTICESHIP

- Space Coast Machining Apprenticeship Program (SCMAP)
- Space Coast Consortium Apprenticeship Program (SCCAP)
 - Mechatronics
 - CNC Machining
 - Fiber Composites
 - Welding



NEW INITIATIVES

- Composites
 - \$150,000 grant - Institute for Advanced Composites Manufacturing Innovation
- Technician Boot Camp
 - Builds on CPT - Applied Mechanics, NDT, Cable & Wire Harness, Thru Hole Soldering
- Welding
 - New 8 week/128 hour CE course - learn basics in stick, MIG, or TIG



INFORMATION TECHNOLOGY

Consortium - Virtual Strategy Summit and Apprenticeship Accelerator Workshop

Summit Agenda

- Held May 26, 2021
- Virtual Meeting via Teams Platform
- 9:00 am – 12:00 pm
- 34 Employers; 42 Stakeholder Partners
- First action priority from previous Summits was to share I.T. Survey Results and Burning Glass – Labor Insight Demo
 - I.T. Survey Results
 - Burning Glass – Labor Insight Demo



Informational Presentations

Welcome / Opening Remarks

- Judy Blanchard, Vice President of Industry Relations, CareerSource Brevard

I.T. Survey Results and Burning Glass – Labor Insight Demo

- John Berardi, Business Liaison, CareerSource Brevard

Career & Technical Education

- Rachel P. Rutledge, Ed.S., Director, Career & Technical Education, Brevard Public Schools

Florida Makes - Cybersecurity Maturity Model Certification (CMMC)

- Michael Aller, Director, Supplier Development, FloridaMakes

Cybersecurity Apprenticeship

- Lisa Rice, Project Manager at Safal Partners



Informational Presentations

Apprenticeship Accelerator Overview

- Susan Biszewski-Eber, Apprenticeship Outreach Specialist, Florida Department of Education Division of Career & Technical Adult Education

CareerSource Florida – Training Funds

- Carmen Hilbert, Director, Business and Workforce Development

- 11:45am – 11:50am Questions & Answers

- 11:50am – 12:00pm Closing Remarks & Next Steps



I.T. Apprenticeship Accelerator Workshop



- July 21, 2021
- Hybrid Meeting via Teams Platform and In-Person at BW Boardroom A & B
- 8:30 am – 10:00 am

I.T. Apprenticeship Accelerator Workshop Presenters

- Katie Adams, Senior Director at Safal Partners
- Lisa Rice, Project Manager at Safal Partners
- Susan Biszewski-Eber, Apprenticeship Outreach Specialist at Florida Department of Education, Division of Career & Technical Adult Education



AEROSPACE WORKFORCE DEVELOPMENT VIRTUAL STRATEGY SUMMIT

Event Details

- June 24, 2021
- Virtual Meeting – Zoom Platform
- Over 50 attendees
- Labor Market Presentations and Updates by our Partners
- Facilitated Breakout Sessions to gather training needs and requirements via surveys



Today's Facilitators



Carrie Yeats
Director, State and Regional Workforce Solutions
Maher & Maher



Lynn Bajorek
Program Manager, State and Regional Workforce Solutions
Maher & Maher



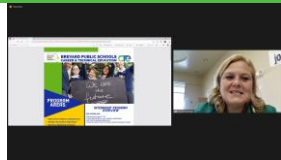
Introduction to Burning Glass Data

The nation's largest database of online job postings

We use advanced artificial intelligence text mining to create 75+ facts about online job postings



Partner Updates



- Brevard Public Schools Career & Technical Education
- Eastern Florida State College
- Florida Chamber Foundation
- Space Coast Consortium Apprenticeship Program



Next Steps

- Analysis of training needs surveys
- Roundtables with industry and education to develop responsive programs and identify funding opportunities
- August 2021 timeframe





Healthcare Sector Strategy Update

Industry Workforce Committee
July 13, 2021



SMART Goals Addendum 6, Quarter 20 Results

Goals		Quarter 18 10/1/2020- 12/31/2020	Quarter 19 1/1/2021- 3/31/2021	Quarter 20 4/1/2021- 6/30/2021	Quarter 21 7/1/2021- 9/30/2021	Performance Measure 9/30/2021
1. Develop Talent Campaign Tool Kit	Goal	1	0	0	0	1
	Actual	1	0	0		1
2. METCA – ECC Recruitment Fairs for CNA	Goal	0	1	0	1	2
	Actual	0	2	0		2
3. TABE Boot Camp(s) to Serve 20 CNA Candidates	Goal	10	0	10	0	20
	Actual	0	7	9		16
4. TEAS Prep Academy to Serve 10 LPN to RN	Goal	10	0	0	0	10
	Actual	5	0	0		5
5. Award 5 LPN to RN Scholarships	Goal	0	0	5	0	5
	Actual	0	0	5		5
6. METCA-ECC Mentoring	Goal	10	5	5	5	25
	Actual	5	11	9		25
7. C.N.A. or P.C.A. Training Completion	Goal	5	5	5	5	20
	Actual	0	0	6		6
8. Faculty, Teacher, Or Staff Workshop + Tool Kit Receipt	Goal	25	15	0	0	40
	Actual	4	20	0		24



Mireya Hernandez, Educare Envision College of Nursing LPN to RN \$3,000 scholarship recipient wrote:

"I really appreciate your kindness and consideration for the opportunity you gave me to be selected to get this financial support for my education transition during this blessed journey in my life. I really appreciate you for believing in me, a person with a heart filled of passion to serve, and I know that with my Father God 's Grace and Favor, I will be able to accomplish my goal to serve people in my community."



Brevard Healthcare Workforce Consortium Update



John Roy - Health First, Luke Neuman - Florida Health Care Association, Loretta Beorlegui - EFSC, Rachel Rutledge - BPS

April 14th Brevard Healthcare Workforce Consortium Meeting Findings:

- There is a heightened need for Nursing Instructors
- Ghosting the interview is trending
- On the job training is effective for talent recruitment and retention

In Loving Memory

Soft Skills Committee member and Healthcare Sector grant partner Marty Ward passed away unexpectedly on June 11th. We plan to continue to utilize her recorded sessions to provide training and community resources to teachers in her honor.



Marty Ward



Business and Job Seeker Outreach

Virtual Nursing Career and Training Convention 5/13/2021

Three Sessions

- Career Pathways - Session 1
- Educator/Training Provider Panel - Session 1
- Scholarship Opportunities - Session 2
- Employer Panel - Session 3



Session 1



Session 2



Session 3

EmployFlorida.com Email Blasts

Internal/External Email

- Scholarship Opportunities
- Job Placement Assistance
- CareerSource Brevard Services

[Job Placement Assistance Form](#)



Viera Means Business Networking Event

Hosted Event to promote Business Services

- OJT Opportunities
- Metrix/Skill up Brevard
- Recruiting Services



Communications & Marketing Highlights January - June 2021

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

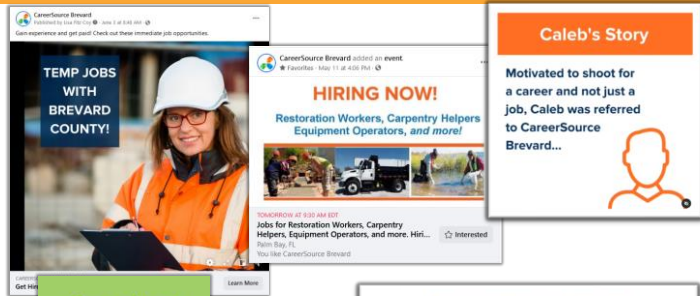
NDWG-Hurricane-COVID Grant

Filling temporary jobs for our Brevard County partners. Jobseekers earn while they learn new skills. Comprehensive campaign promoting multiple Countywide hiring events, success stories and daily open jobs. Website, paid social media, Craigslist.org, The Beach radio, digital direct mail, flyers and more.

Facebook ad <https://bit.ly/35Q56rE>

Hiring Event! .30 radio <https://bit.ly/3zTpwOf>

Caleb's success <https://bit.ly/3vNF7Lj>



Annual Virtual Job Fair The message around this event was to jobseekers, the Industry Relations team needed no help finding employers ready to hire! Campaign included paid outreach on social media, radio, digital direct mail, flyers and more.

Success tips <https://bit.ly/3gWJD3x>



Communications & Marketing Highlights January - June 2021

Multimedia campaigns continued...

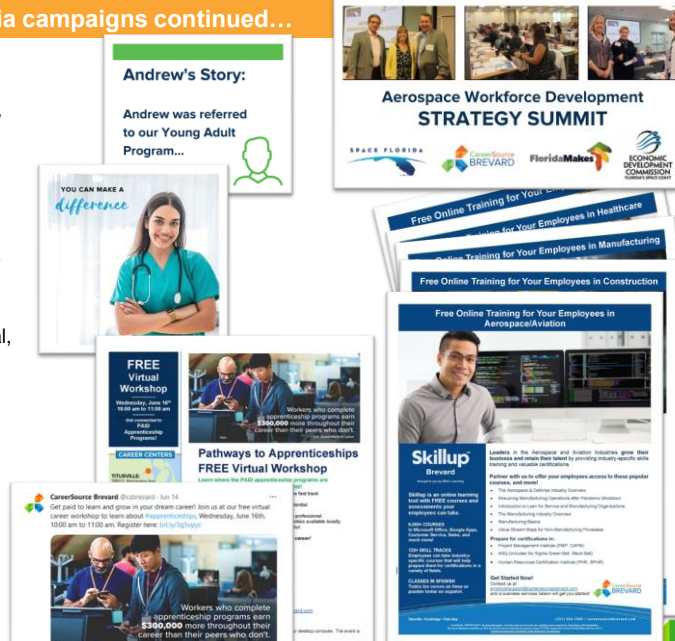
Customer Success Stories Mini testimonial-style video graphics posted to social pages, quotes and customer feedback shared with state and regional partners, and new customer feedback webpage. *Andrew's story* <https://bit.ly/3d6VSKU>

Aerospace / Advanced Manufacturing Sector Strategy Raising awareness of Aero-Flex pre-apprentice training and business summits with print collateral, web, e-media, video, print ads and social media. *February Summit recap* <https://bit.ly/3zqjQ6LR>

Healthcare Sector Strategy Raising awareness of hiring & training events and business summits with print collateral, radio, e-media and social media. *You can be a nurse* <https://bit.ly/3xFx09Q> *Virtual Job Fair .30 radio* <https://bit.ly/3zMNgtA>

Registered Apprenticeships Educating jobseekers and engaging employers -- earn while you learn career opportunity. Virtual workshops & information sessions, website, print collateral, e-media and paid social media.

Skillup Brevard Free online employee training and retention tool shared with employers and partners Through networking, e-media, social media and print.



Communications & Marketing Highlights

Earned Media



Florida Today: As Brevard job count increases, many employers finding difficulty filling open positions "Concentrated skills training programs that offer industry-recognized certifications and credit towards a higher degree are exactly what Brevard's manufacturers need to grow and retain a skilled workforce. Basically, we're sitting at full employment."
 Marci Murphy, President, CareerSource Brevard.

Space Coast Daily: Space Coast EDC, FloridaMakes Introduce New Manufacturing Training Program at Eastern Florida State College "I think we're doing fantastic in Brevard County. Our issue is going to be finding job-seekers to fill the open positions. Employers are having a hard time finding the job-seekers. It's across the board -- the issue is widespread in the job market, including in aerospace, health care, manufacturing and retail."
 Marci Murphy, President, CareerSource Brevard.

Brevard Business News: CareerSource Leads way helping workers gain key credentials, on-job training



Impact by the Numbers

Metrics for CSB website and social media platforms

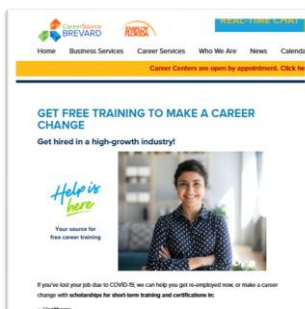


CareerSource Brevard Website:

- 137,168 unique visitors visited 208,396 times this program year**
- Top viewed page:** Reemployment Assistance FAQs: 74,374 pageviews
- Top sources of traffic:** Web search, Email, and Facebook

CareerSource Brevard Social Media:

- 11,639 followers across Facebook, LinkedIn, Twitter & Instagram**
- 749 New followers** this program year
- Conducted an audit** to determine effectiveness of social media strategy, ROI, and identify trends.



Recruiting Events, Job Fairs & Workshops

Offering businesses and career seekers quality workforce services

Recruiting Events

14 Onsite Events

- Manpower, Embraer, AUE Staffing, LF Staffing, Subway, Compass USA, Kings Service Solutions, STS Technical Services, Walmart Distribution Center, Devereux, Contec Americas Inc.
- Appointments & Walk-Ins
- 100 Job Seekers attended, 17 Veterans
- Multiple job offers as results of recruiting efforts



EDC Private Virtual Job Fair

- Held on April 28th
- Premier Virtual Platform
- 8 Employers participated
- 15 Job seekers attended

CareerSource Brevard's Annual Job Fair

- Hosted on June 10th
- 2nd Virtual Annual Event
- 55 Employers participated
- 91 Job seekers attended
- 1 hire reported day after event



Presentations & Panels

Offering businesses and career seekers quality workforce services

Employer Panels

- Held on April 21st, May 27th, and June 24th
- Hosted on Microsoft Teams platform, open to all job seekers
- 15 local employers participated
- 173 attendees
- Topics included available job openings, effective job strategies amidst COVID-19, resume & interviewing best practices, social media/networking, professional branding

VIRTUAL CAREER WORKSHOP



Ask the Recruiters
Q&A Panel Discussion

Veteran Focused Employer Panel

- Virtual Event held on June 9th
- SpaceX, Health First, STS Technical Services, & Leonardo DRS participated
- 27 Attendees, 24 Veterans
- Educated veteran job seekers on job openings, interviewing techniques, resume best practices, and effective career strategies.

Viera Means Business Outreach Event

- Hosted at the Chateau Madeleine on June 10th
- 38 Attendees
- Staff educated businesses on workforce services
- Engaged new companies that have not used CSB services



Consortiums

Sector Strategy Initiatives for Brevard

Healthcare Convention

- Virtual event hosted on May 13th
- 30 Attendees
- Innovative way to bring Industry Partners together
- Three Sessions: Career Pathways & Training Providers, Scholarship Opportunities, Employer Panel



I.T. Consortium- Virtual Strategy Summit

- Held on May 26th
- 43 Attendees
- Presentations: CSB, Brevard Public Schools-CTE, Florida Makes, Safal Partners, Florida Department of Education-Apprenticeship Outreach, CareerSource Florida
- Partners brought together to strategize to help fill and sustain the IT pipeline in Brevard



Aerospace Workforce Development Consortium

- Hosted on June 24th
- 50 Attendees
- Welcome (Space Florida), Key Talent Needs (Florida Chamber of Commerce), Breakout Sessions on Data Presented (Maher & Maher), Partner Updates (Brevard Public Schools CTE, Space Coast Consortium, Eastern Florida State College)
- Sector partnerships to address workforce needs & growth of the Aerospace Industry



Upcoming Events

- **IT Apprenticeship Accelerator- July 21st**